



**INSTRUCTIONS FOR COMPLETING THE CAL NORTH TOURNAMENT
INFORMATION AND RULES DOCUMENT FORM 2605:**

The following document has been created for your convenience. It is the standardized format for the Cal North Tournament Information & Rules document (also referred to as I & R document) and allows tournaments to include all requirements for a sanctioned Cal North tournament while incorporating rules specific to their event.

For your convenience, follow the template to ensure all required information is included.

The information beneath each of the numbered topics can be customized to meet the rules of your individual tournament.

Customize the details of the specific information to fit the rules you wish to tournament and be sure to fill in any blanks with your tournament's information. You can incorporate any or all of the detailed information in the template into your own tournament rules.

Submit the I & R document to your District Tournament Coordinator for review and approval in order for the DTC to approve the league's online Application to Host.

Once reviewed and approved, the DTC will email an approved copy of the I & R document to the tournament director.

CAL NORTH SANCTIONED TOURNAMENT INFORMATION AND RULES



This tournament is sanctioned by the California Youth Soccer Association Board of Directors

1. Tournament Information:

Name of Tournament: _____

Name of Hosting League: _____

Date of Tournament: _____

Number of Teams: _____

Age Group(s), Division(s) and Gender(s): _____

Tournament is (circle one) Restricted (for Cal North teams only) Out of State/Unrestricted (list affiliates accepted)

2. Tournament Director Information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-Mail Address: _____

Tournament Website Address: _____

3. Entry Fees: \$ _____ per team. Make check payable to: _____

4. Guest Player Policy:

A maximum of _____ guest players will be accepted in this tournament (indicate number 0 – 7)

Guest players will be allowed in accordance with Cal North Guest Player Policies. Teams other than Cal North teams must abide by the Cal North guest player policies. Guest players attending a Cal North Tournament with another State Association, US Soccer Affiliate or foreign teams must have a valid member pass, consent for medical treatment form, and be listed on the appropriate travel forms. Guest players must use credentials from the same season as those being used by the team with which they are playing

5. Cal North Application Policies/Procedures:

Teams may apply to only one tournament per weekend unless they have received a rejection notification from a tournament OR they properly withdraw from a tournament. Teams that inappropriately apply to more than one tournament on a given weekend face financial and disciplinary sanctions by the District and/or Cal North. Teams may play in only one age group/gender classification in any given tournament on one weekend. The tournament has the right to close any and all age groups that are completely full prior to the application deadline. The tournament may eliminate a division if a lack of sufficient number of applicants for that division is received. Teams will be notified of a division closing within seven days following the application deadline.

Tournament application deadline: _____

Notification of team acceptance or rejection will be sent to every timely applicant by _____

Rejected teams entry fees must be refunded on the date the rejection notice is sent to the team.

6. Selection Process: (specify criteria and if first come first served is a factor)

7. Refund Policy: (specify refund policy, if any of the entry fees will be retained and when refunds, if any, will be issued)
When the tournament has properly notified a team of their acceptance the tournament is entitled to retain all or a portion of the entry fee for a team requesting withdrawal from their tournament

8. Cal North Withdrawal Policies/Procedures:

A team wishing to withdraw from a tournament must send a written notification to the tournament director (this may include email) of their decision to withdraw not later than 14 days prior to the start of the tournament. Failure to do so may result in a minimum \$300 team penalty assessed by the tournament as well as forfeiture of tournament entry fees) Teams that have submitted a timely application and that have not received notification from a tournament director of the acceptance or rejection six weeks prior to the tournament may withdraw without penalty and apply to another tournament and the team's entry fee will be refunded in full. The tournament director will provide written acknowledgement of the withdrawal to the team which will include directions regarding any financial consequences and/or penalties associated with the team's withdrawal.

9. **Locations:** (specify venues and the location of tournament headquarters)

10. **Credentials Requirements:**

Credentials from the _____ season(s) will be accepted in this tournament.
specify season(s)

Teams will be grouped based on the age group matrix for the _____ season.
specify season

Each team must declare at the time they apply which Affiliate or State Organization has sanctioned their participation in the tournament and which credentials they will use in the tournament. The team must use the credentials issued by the organization that has sanctioned their participation in the tournament as declared on their application.

The following credentials must be presented at the mandatory team credentials check-in:

- A. A properly approved official team roster, including guest player approvals, issued by the team's governing organization.
- B. Properly approved member passes from the same seasonal year for each player (including guest players). All member passes for the team and the team's guest players must be issued by the same governing organization.
- C. A properly completed medical release and hold harmless declaration signed in original ink by the parent or guardian (or by the player in the instance where the player is 18 years of age) for each player and guest player.
- D. Each team must have at least one properly credentialed adult present on the sidelines of each match.
- E. In addition to being checked at the pre-tournament credentials check-in, all members' passes will be checked prior to the beginning of each match.

11. **Mandatory Credentials Check-In**

Each team is required to have their team credentials checked in at a mandatory pre-tournament check in at:

Location: _____

Date: _____ Time: _____

Teams failing to attend the mandatory check-in without prior approval of the tournament director will forfeit their games

12. **Length of Games and Half Time period** (list each age group):

Age Group	Preliminary Games	Consolation and Championship Games
U-9 and U-10	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-11 and U-12	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-13 and U-14	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-15 and U-16	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period
U-17, U-18 and U-19	___minutes halves/ ___minute half time period	___minutes halves/ ___minute half time period

In preliminary games ties will stand. If a championship or consolation game is tied at the end of regulation play, two ___ minute overtime periods will be played. If still tied at the completion of the overtime periods, the game will be decided by penalty kicks as per FIFA laws of the game. At the discretion of the Tournament Committee, overtime periods may be shortened or eliminated if the game has been significantly delayed at the start. The length of any game may be shortened to shorter but equal halves if the Tournament Committee deems it necessary due to field conditions, weather or darkness

13. **Mandatory Rest Periods**

Teams and players must be given a minimum rest period of two hours between games. The rest period will commence when a team's or player's match ends and will end when the team's or player's subsequent match begins.

14. **Substitutions:**

Unlimited substitutions are allowed with referee approval in the following situations:

Prior to a throw in for one's own team

Prior to a goal kick by either team

Prior to the restart of the game following a goal being scored by either team

Prior to the restart of the game for the second half

Prior to the beginning of an overtime period

Prior to the restart of the game following an injured player being removed from the field (either team may sub)

Prior to the restart of the game following a player being cautioned, the referee will give the coach the choice of substituting the cautioned player. (The player could re-enter at his/her team's next substitution opportunity.)

15. Ejections:

Any player, coach assistant coach or registered team official who is sent off will automatically be suspended from their next game. The sendoff report will be forwarded to the Tournament Director and Tournament Disciplinary Committee. Section 4:05 of the California Youth Soccer Association Bylaws will be used to assess the minimum mandatory penalties. Additional penalties may be imposed. Send-off reports and member passes, which must be retained if the penalty has not been served in its entirety, will be forwarded to the team's District Commissioner. Any additional disciplinary action over and above that assessed by the Tournament Committee will be at the discretion of the member's District or Cal North disciplinary committees.

16. Scoring System:

Maximum number of points allowable per game: _____

_____ Points for a win:

_____ Points for a tie:

_____ Bonus points for shutout win

_____ Bonus points for 0-0 ties

_____ Points per goal

_____ Points deducted for red cards

_____ Points deducted for excessive goal differential

(deducted when winning team scores more goals than their opponent in any one match)

For forfeited games, a score of ____ to ____ will be awarded in favor of the team that did not forfeit.

17. Tie Breaking Procedure:

In case of a tie in tournament points following the completion of preliminary games, the advancing team will be determined based on the following criteria in the order specified:

- A. Head to Head competition – team that won the head to head competition between the teams that are tied will advance (should there be a tie in tournament points between three or more teams, the tie-breaking procedure begins with #B below.)
- B. When and if only two teams remain tied at any point while using this procedure, the order of tie breaking will recommence at #A above
- C. Team with the fewest losses advances
- D. Team with the highest goal differential advances (goals scored by a team minus goals allowed by a team, not to exceed a differential of 4 goals in any one match)
- E. Team with fewest goals allowed advances
- F. Team with most goals scored advances (not to exceed 4 goals counted for any one match)
- G. Team with fewest send-offs advances
- H. Kicks from the penalty spot as per FIFA rules. The team with the most successful kicks advances

ALL GAME RESULTS WILL BE CONSIDERED FINAL AND NO PROTEST OF THEIR OUTCOME IS ALLOWED**18. Format:**

Under 9, Under 10 and Under 11 games must be played in the 8 vs 8 format.

Each team in the tournament is guaranteed a minimum of _____ games (forfeited games will count in game minimum.)

19. Preliminary play (check all that apply):

_____ Round Robin Bracket play (each team in the flight will play the all other teams in their flight)

_____ Total Cross Bracket play (each team will play all teams in a designated opposing flight)

_____ Partial Cross Bracket play (each team will play teams from within their own flight as well as cross-over games into opposing flight)

20. Awards:

Type of Awards: trophies _____ medals _____ other (specify type of award) _____

Awards will be given in these categories 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____

Participation pins will be given to: (check all applicable): each player _____ coaches (2 per team) _____

Programs will be given to (check all applicable): each player _____ coaches (2 per team) _____

21. Start Times and Forfeitures:

Teams must be at the field _____ minutes prior to the scheduled start time of their game in order to be checked in by referees or appointed tournament officials. Games will be started within _____ minutes of the designated start time. If a team has not taken the field with a minimum of seven (7) players within the _____ minute grace period, the game will be forfeited to the team that has taken the field with at least seven (7) players. If neither team takes the field within the _____ minute grace period, no points will be awarded to either team and the game will be declared a double forfeit. The referee and/or Tournament Committee may terminate a game and award a forfeit if a team leaves the field during the game without the approval of the referee, the referee abandons a match due to excessive violent conduct and/or misconduct by the players, coaches or fans, or a team is deemed to be in gross violation of US Youth Soccer rules, California Youth Soccer Association rules, or rules of this tournament.

22. Home Team:

The team listed first on the game schedule is the home team and shall have their choice of the side of the field. Conflicts in jersey color will be resolved by the home team being required to change jerseys. The referee will determine if there is a conflict in jersey colors or keeper jersey colors. The home team will be responsible for providing the game card and the game ball.

23. Sportsmanship and Conduct:

Good sportsmanship is expected of all teams, officials and fans. Coaches are responsible for the conduct of their players, staff, parents and affiliated spectators.

24. Injuries and Medical Assistance:

Any injuries must be reported to a tournament official so that an accident report form can be completed. A tournament official will call 911 for an injury at the coach's or parent's request.

25. Weather Conditions:

If deemed necessary by the Tournament Committee, games may be shortened or cancelled due to extreme weather conditions.

26. Tournament Cancellation

If the tournament must be cancelled due to inclement weather, acts of civil disobedience, war, destruction of facilities or other circumstances deemed by the Cal North State Tournament Committee to be beyond the control of the hosting league, the tournament may retain up to 30% of the entry fee once the tournament's expenses are verified and approved by the Cal North Tournament Committee Chairman. Refunds of no less than 70% of the team's entry fee will be postmarked and mailed to the teams within 45 days of the approved tournament date.

27. Prohibitions:

Possession or consumption of alcoholic beverages or controlled substances is expressly prohibited at any of the sport fields or complexes. Any team (including players, coaches, parents and affiliated spectators) found violating these rules will automatically forfeit all games played, face possible expulsion from the tournament and will not be invited to any future tournaments hosted by this league. Use of tobacco products is prohibited at this tournament. Use of tobacco products on the grounds of any public school facility is a violation of California State Law.

For risk management reasons pets are prohibited. Referees will be instructed to abandon a game if, after being asked to do so, any person affiliated with the team refuses to remove a pet from the area of the soccer field, or if after being asked to do so, any person affiliated with the team refuses to cease the use of tobacco products in the area of the soccer field.

All Portable Shelters (EZ ups, tents, etc.) must be secured with either stakes or sandbags.

28. Team Infractions

Infractions apply to offenses committed by teams that have been officially accepted to tournaments. A team is considered formally accepted into a tournament when it receives a timely acceptance notice. At the tournament's discretion an Infraction Report may be filed and penalties and fines may be levied against the offending team. Teams may be penalized for an infraction when the following criteria is met:

1. **LATE WITHDRAWAL**
2. **GAME FORFEITURE**
3. **SUBMITTING APPLICATIONS TO MULTIPLE TOURNAMENTS ON ONE WEEKEND**
4. **USE OF FALSIFIED CREDENTIALS**
5. **ALLOWING AN INELIGIBLE, UNCREDENTIALED OR IMPROPERLY CREDENTIALED PLAYER TO PARTICIPATE**

When the tournament chooses to file an Infraction Report with Cal North, the team will forfeit its entry fee and be fined \$300 for a first violation. Subsequent violations may result in a team being placed in bad standing or other sanctions.

29. Tournament Committee:

The tournament committee shall consist of the Tournament Director and any other pre-designated Tournament Officials.

THE TOURNAMENT COMMITTEE RESERVES THE RIGHT TO ESTABLISH POLICY AS DEEMED NECESSARY IN REGARD TO PROBLEMS AND CIRCUMSTANCES THAT ARE NOT SPECIFICALLY COVERED. THE DECISIONS OF THE TOURNAMENT COMMITTEE ARE NOT SUBJECT TO APPEAL.