

TOURNAMENT RULES & GUIDELINES

TABLE OF CONTENTS

CONTACT DIRECTORIES

GENERAL INFORMATION

- Cal North Tournament Committee
- Definitions
- Sanctioning Authorities
- Tournament Classifications
- Probation Information

APPLICATION PROCEDURES AND PRE-TOURNAMENT REQUIREMENTS

- Tournament Directors' Deadlines
- Approved Weekends
- Format of Tournaments
- Hosting Requirements
- ■Tournament Application to Host & Status Change Process
- Tournament Information/Rules Document
- Applying to and Withdrawing From a Cal North Tournament
- Acceptance and Rejection of Teams
- Use of Fill In Teams
- Use of Guest Players

THE WEEKEND OF THE TOURNAMENT

- Credentials Requirements
- Checking Credentials
- Cancellation of a Cal North Tournament
- Send Offs
- Minimum Penalties Grid

POST TOURNAMENT REQUIREMENTS

Cal North Tournament Committee

Chair:	Kathi Killion	121 San Miguel PI, San Ramon 94583	925.876-9181	TournamentChair@cysanorth.org	
District 1:	Ernie Brockmeyer	1515 Terra Nova Blvd, Pacifica 94044	650.738-8715	D1Tournaments@cysanorth.org	
District 2:	Rosemary Alvarez	7234 Via Bella, San Jose 95139	408.578-5447	D2Tournaments@cysanorth.org	
District 3:	Rod Moore	2060 Mercury Rd, Livermore 94550	925.455-4610	D3Tournaments@cysanorth.org	
District 4:	Pat / Paul Hodges	3808 Aqua Vista Ct, Hayward 94542	510.889-1313	D4Tournaments@cysanorth.org	
District 5:	Ken Stelling	6 Barona Ct, Santa Rosa 95405	707.525-8496	D5Tournaments@cysanorth.org	
District 6:	Patsy Cosenza	10324 Marlaw Wy, Elk Grove 95757	916.686-3690	D6Tournaments@cysanorth.org	
District 7:	Maureen Aguirre	4285 N. First St, Fresno 93726	559.386-4588	D7Tournaments@cysanorth.org	
District 8:	Darlene Wilharm	96 W. 4 th St, Tracy 95376	209.832-7821	D8Tournaments@cysanorth.org	
District 9:	Carol Harter	2909 Rockabye Ln, Redding 96002	530.223-2452	D9Tournaments@cysanorth.org	
3 RD Vice Chair:	Rich Pinnell	PO Box 992950, Redding 96099	530.941.4130	3rdViceChair@cysanorth.org	
Programs Coordinator	Joyce Bordley	1040 Serpentine Ln #201 Pleasanton 94566	925.426.5437	jbordley@cysanorth.org	

District Commissioners

District 1:	Maria Frias	46 Leo Cl, South San Francisco 94080	650.872.2690	District1Commissioner@cysanorth.org	
District 2:	Rodney Robinson	12238 Via Arline Rd, Los Altos 94022	415.265.6062	District2Commissioner@cysanorth.org	
District 3:	Donna Kerger	PO Box 1492, Pleasanton 94566	925.838.9272	District3Commissioner@cysanorth.org	
District 4:	Joe Santos	PO Box 2701, Castro Valley 94546	510.731.7527	District4Commissioner@cysanorth.org	
District 5:	Cheri Hardaway	1387 Cass Rd, Santa Rosa 95407	707.527.0171	District5Commissioner@cysanorth.org	
District 6:	Mark Dickerson	8807 Crusheen Wy, Sacramento 95828	916.606.1998	District6Commissioner@cysanorth.org	
District 7:	John Hodgson	4285 N. First St, Fresno 93726	559.924.5064	District7Commissioner@cysanorth.org	
District 8:	Bob Asklof	PO Box 1688, Lodi 95241	209.401.3113	District8Commissioner@cysanorth.org	
District 9:	Michael Massa	PO Box 381, Los Molinos 96055	530.624.4996	District9Commissioner@cysanorth.org	

District Registrars

District 1:	Mary K Miller	109 Beaumont Av, San Francisco 94118	415.751.4550	D1Registrar@cysanorth.org	
District 2:	Melinda Rainville	1363 Mansion Ct, San Jose 95120	408.268.7044	D2Registrar@cysanorth.org	
District 3:	Diane Scott	1739 Peru Ct, Pleasanton 94566	925.462-2357	D3Registrar@cysanorth.org	
District 4:	Pat Hodges	3808 Aqua Vista Ct, Hayward 94542	510.889.1313	D4Registrar@cysanorth.org	
District 5:	Steve Pinner	307 Burt St, Santa Rosa 95404	707.566.8602	D5Registrar@cysanorth.org	
District 6:	Mary Miles	2054 Venus Dr, Sacramento 95864	916.481.5794	D6Registrar@cysanorth.org	
District 7:	Catherine Weston	4285 N. First St, Fresno 93726	559.298.7627	D7Registrar@cysanorth.org	
District 8:	Shirley Thompson	1239 Adam St, Tracy 95376	209.835.8204	D8Registrar@cysanorth.org	
District 9:	Marc Pinnell	PO Box 990872, Redding 96099	530.941.4706	D9Registrar@cysanorth.org	

I. CAL NORTH TOURNAMENT COMMITTEE

The Cal North Tournament Committee shall be comprised of a Committee Chairman, who is appointed by the Cal North Board of Directors, and a District Tournament Coordinator from each of the nine (9) Cal North districts. Each district representative is appointed by his or her District Commissioner. Their title is District Tournament Coordinator or DTC.

A. DISTRICT TOURNAMENT COORDINATOR ("DTC") RESPONSIBILITIES

Serve as their District Representative on the Cal North Tournament Committee; attend all scheduled meetings of the Cal North Tournament Committee; meet with all tournament directors from leagues within their district of jurisdiction to familiarize each director with the tournament rules and guidelines; review and make recommendation on all Applications to Host a Tournament and Status Change Requests submitted by leagues in DTC's district; ensure the administration of tournaments within their district are in compliance with Cal North regulations; assist in resolving any problems regarding tournaments or teams within their district.

B. TOURNAMENT COMMITTEE CHAIRMAN RESPONSIBILITIES

Schedule and conduct meetings of the Cal North Tournament Committee; attend Cal North Board of Directors meetings as needed on behalf of the Tournament Committee; review all reports and paperwork distributed by Cal North Programs Department in regard to Cal North tournaments; maintain a status log of all tournament infraction and infraction reconciliation reports, following up with the DC on unpaid fines; with the approval of the appropriate DTC approve status change requests for change; assist tournaments and teams with compliance in all aspects of the Cal North regulations; assist in resolving any problems regarding tournaments; communicate with the Cal North 3rd Vice Chairman on operations of the Tournament Committee; work in concert with the Third Vice Chairman and the Cal North Programs Coordinator regarding all matters related to Cal North Tournaments.

II. DEFINITIONS

A. CAL NORTH SANCTION

All tournaments, jamborees, and events held within the boundaries of the California Youth Soccer Association (Cal North) in which Cal North teams participate MUST be sanctioned (approved) by Cal North. The purpose of Cal North sanctioning is to ensure that ALL competitions will be held in a manner consistent with the policies and procedures of Cal North, as well as for proper insurance coverage. It is required that in each sanctioned tournament, Cal North rules, regulations, policies and procedures will be followed.

B. TOURNAMENT

A competition sanctioned by the California Youth Soccer Association (Cal North) and which is conducted in accordance with Cal North tournament procedures. Any tournaments included on the Cal North Tournament Calendar must be approved by the Cal North Board of Directors and will comply with all Cal North policies, procedures, rules and regulations. The performance of each Cal North sanctioned tournament will be evaluated by the tournament committee before it is included on a subsequent Cal North Tournament Calendar.

C. JAMBOREE

A competition involving more than two teams in which each team plays multiple games and is limited to no more than 3 age divisions of 8 teams each, for a maximum of 24 teams. Jamborees are sanctioned by the District Commissioner, District Commissioner Designee and/or District Tournament Coordinator of the host district. No league or group may host a jamboree without the prior written permission of the District Commissioner, District Commissioner Designee or the District Tournament Coordinator as the District Commissioner's designee. Jamborees will comply with Cal North policies, procedures, rules and regulations. Districts may establish jamboree policies and procedures that are more restrictive than those indicated in the Cal North tournament manual. Jamborees may be held on any weekend. No league or group hosting a jamboree may charge a team any fees other than those necessary to pay for costs actually and reasonably incurred in hosting the jamboree and in no event shall the fees charged exceed \$200 per team without the approval of the District Commissioner, District Commissioner Designee or District Tournament Coordinator based on written justification for a fee in excess of \$200 submitted at the time the league or group applies for permission to host a jamboree. Jamborees may not keep standings. Jamborees may not give awards in any form unless the same award is given to every participant in the jamboree. Jamborees are to be operated on a "not for profit" basis. Jamborees are not included on the Cal North Tournament Calendar. Teams from outside the host district must receive approval of their District Commissioner, District Commissioner Designee and/or District Tournament Coordinator prior to participating in the jamboree.

D. DISTRICT EVENT

Competitions involving teams from more than one league within a single district. These competitions are sanctioned by the District Tournament Coordinator or District Commissioner and are not limited to approved tournament weekends. Intra-District Competitions, which are not included on the Cal North Tournament Calendar, shall be approved by the District Tournament Coordinator and/or District Commissioner and will comply with all appropriate Cal North policies, procedures, rules and regulations. (Examples of a district event are District Cup, District Tournament of Champions, or a tournament involving only teams from the hosting district.)

E. CAL NORTH EVENT

Competitions that do not conform to any of the other definitions. Events that include teams from more than one district must be sanctioned by the Cal North Board of Directors.

III. SANCTIONING AUTHORITIES

A. TOURNAMENT SANCTION

Competitive, Recreational, TOPSoccer, Out-of-State, Unrestricted and International tournaments must be sanctioned by the Cal North Board of Directors.

B. JAMBOREE SANCTION

Jamborees must be sanctioned by the hosting league's District Commissioner, District Commissioner designee and/or District Tournament Coordinator.

C. DISTRICT EVENT SANCTION

District Events are sanctioned solely by the hosting league's District Commissioner.

D. CAL NORTH EVENT SANCTION

Cal North Events must be sanctioned by the Cal North Board of Directors

IV. TOURNAMENT CLASSIFICATIONS

US Soccer recognizes two classes of tournaments as follows: "(1) Unrestricted tournament: A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament. (2) Restricted Tournament: A tournament that is open only to members of a single Organization Member or subset thereof." In addition to being classified as either Unrestricted or Restricted, Cal North Tournaments will be classified as Competitive, Recreational or TOPSoccer in accordance with PIM 09-2 TEAM CLASSICATION AND MODIFICATION. Competitive and Recreational Tournaments are for teams in the Under 9 through Under 19 age groups.

OUT-OF-STATE TOURNAMENT ("OS")

Tournaments that are sanctioned by the Cal North Board of Directors for hosting teams from US Youth Soccer affiliated National State Associations. Out-of-State Tournaments may accept Division 1, Division 3, Division 4 or Division 5 teams in any approved age group or gender classification. Out-of-State Tournaments are open to teams from Cal North and any affiliated US Youth Soccer National State Associations if the tournament has applied for and been granted the proper status.

UNRESTRICTED TOURNAMENT ("UT")

Tournaments that are sanctioned by the Cal North Board of Directors for hosting teams from US Soccer affiliates. Unrestricted Tournaments may accept Division 1, Division 3, Division 4 or Division 5 teams in any approved age group or gender classification. Unrestricted Tournaments are open to teams from US Soccer affiliates if the tournament has applied for and been granted the proper status. Unrestricted Tournaments may accept teams from US Soccer affiliates outside the jurisdiction of Cal North only if it has applied for and been sanctioned to do so by the Cal North Board of Directors.

INTERNATIONAL TOURNAMENT

Tournaments specifically intended to provide competition for teams in an international format. These competitions may include features not normally permitted in Division 1-5 tournaments if approved by the Cal North Board of Directors. International tournaments are open to all US Soccer affiliates as well as affiliated teams from foreign countries if the tournament has applied for and been granted the proper status. International sanction must be granted by both Cal North and USSF.

V. PROBATION

Failure to comply with Cal North Rules, Regulations and Requirements may result in the tournament being placed on probation or other sanctions as determined by the Cal North Tournament Committee and/or Cal North Board of Directors.

VI. IMPORTANT DATES AND DEADLINES

- **A. 365 Days Prior to Tournament** The hosting league may submit their Application to Host a maximum of 365 days prior to the tournament taking place.
- **B. 120 Days Prior to Tournament** It is recommended that a league submit their Application to Host no later than 120 days prior to the tournament taking place.
- **C. No later than 7 days after application deadline** It is recommended that the tournament send out acceptance and rejection notices to teams. Rejected teams must be issued a refund of their entry fees.
- D. No later than 14 days prior to the tournament start date-Game schedules, maps, credentials check in information should be distributed to accepted teams.
- E. No later than 48 hours after completion of the tournament All original sendoff reports and photocopy of corresponding game card sent to District Commissioner (or his/her designee) of ejected player or coach.
- **F.** No later than 14 days after the completion of the tournament –The Final Tournament Team Participation List must be sent to the Cal North Programs Coordinator at the Cal North Office.

VII. APPROVED CAL NORTH TOURNAMENT WEEKENDS

A. The Cal North Board of Directors has approved the following weekends for tournament play:

September Labor Day Weekend (Three-day tournaments permitted) and the Last Weekend

October Last Weekend

November Thanksgiving Weekend (Three-day tournaments permitted)

December All weekends

January New Year's Weekend (First weekend in January) and the Second Weekend

February President's Day Weekend (Three-day tournaments permitted) and the Last Weekend

March Second Weekend and Third Weekend

April, May

Last Weekend and Memorial Day Weekend (Three-day tournaments permitted)

June, July, August Each weekend

- **B.** For the purpose of establishing tournament weekends for the Cal North Tournament Calendar, a weekend will be defined as a weekend that falls entirely within the same calendar month. Specified holiday weekends (Memorial Day Weekend, Labor Day Weekend, and Thanksgiving Weekend) will not be affected by this definition.
- **C.** Any tournament that starts in August and ends in September must only accept teams that are registered for the new seasonal year.

VIII. FORMAT OF TOURNAMENTS

When formatting their tournament, tournament directors should be guided by the conditions that will exist when the tournament is scheduled: climate, available daylight, and school attendance the next day. When extreme weather/climatic conditions exist, the tournament director should adjust games and game breaks accordingly.

A. The District should consider the resources available (fields, referees, staff, volunteers) and the past performance of the hosting league when approving the number of teams that will be permitted to participate in the tournament.

- **B.** A tournament may include any combination of age groups and divisions as long as the groupings comply with Cal North rules and regulations. Competitive teams may not play in divisions approved for Recreational teams
- **C.** With the exception of fill in teams, Recreational teams competing in a division approved for Competitive teams may be reclassified by their District Commissioner or the Cal North Board of Directors in that competitive division for the remainder of the seasonal year. The determination of the seasonal year for which the team will be reclassified will be based on the seasonal year of the credentials used by the team when competing in the higher division.
- **D.** Once a team and/or player has activated their new credentials by competing in any tournament or event, the team's and/or player's credentials from the prior season are immediately deemed invalid and may no longer be used for the remainder of the seasonal year.
- E. All tournaments hosting Under 9 through Under 11 Age Groups must play the U9-U11 matches in the 8 v 8 format.

IX. TEAM / PLAYER PLAYING TIME LIMITATION AND REST PERIODS

- **A.** Teams and/or players may not play more than the equivalent of two regulation length games for that age group per day. Tournaments played in a single day may schedule any reasonable number of games and game lengths provided the total time played by any one team does not exceed the equivalent of two regulation length games for that age group. Teams and players must be given a minimum rest period between games of either two times the length of the games in which they are playing OR two hours, whichever is shorter. It is recommended that a minimum 2 ½ hour rest period between the time the team's one match ends and the next begins be provided.
- B. In any one tournament no team may play in more than one age group/gender bracket
- **C.** When hosting teams from a Foreign Country in their tournament, the hosting league must follow all hosting requirements of US Soccer as noted on USSF Form HTED 3-03

X. HOSTING REQUIREMENTS FOR CAL NORTH TOURNAMENTS

- A. Except for tournaments approved for Unrestricted or International status, no team shall be eligible to participate in any Cal North sanctioned tournament or event unless every player, coach and administrator or team official of the team is registered with a state association affiliated with US Youth Soccer or if not so registered, first registers with Cal North and complies with all of the regular registration requirements and applicable rules of Cal North. In addition to all other Cal North rules and procedures, all Cal North tournaments must, at a minimum, comply with the following additional requirements:
 - 1. The Tournament Director or his/her designee must be available for participants to contact on the dates of the tournament. There must be a designated tournament headquarters. Site coordinators and field marshals must be at each site.
 - 2. A three person referee system must be used with the center referee being currently registered, neutral, in proper uniform and at least two years older than the age group being officiated.
 - 3. Incidents that may require further involvement of the league or Cal North must be reported to the Cal North Office within 24 hours (accident reports, police reports, insurance claims for loss, damage or liability, etc.)
 - 4. Cal North Youth Soccer Case Report forms should be available at all sites. A Cal North Youth Soccer Case Report must be given to a team official for each team that has a reported injury.
 - 5. All fields used must be marked with lines that can be seen, have corner flags, goals with nets, etc.
 - 6. Game cards must be used for all tournament games.
 - 7. Restroom facilities should be available at all locations.

XI. CRITERIA FOR UNRESTRICTED TOURNAMENT SANCTIONING

A. When hosting an Unrestricted Tournament the hosting league must ensure that each participating team participates using the credentials as required by US Youth Soccer and Cal North tournament policies. The team's credentials shall be issued and approved by the USSF Organization Member that the team designated on its initial application. Each team must agree at the time of application that it understands that while participating in the Cal North sanctioned tournament it is subject to the jurisdiction of Cal North including but not

limited to governance regarding application and withdrawal procedures, rules of play, and any disciplinary procedures and rulings arising out of or relating to the tournament.

B. In order to be sanctioned by Cal North as an international tournament, the league submitting an Application to Host a Tournament Involving Foreign Teams must satisfy each of the requirements for sanctioning including the regulations of US Youth Soccer and US Soccer and at least 90 days before the tournament provide to Cal North's office a written commitment from each foreign team that it has applied to the tournament, has been accepted, and will attend and participate in the tournament.

XII. TOURNAMENT APPLICATION TO HOST & STATUS CHANGE PROCESS

- **A.** A league may submit an Application to Host A Cal North Tournament by completing an online application on the Cal North website a maximum of 365 days before the start date of the tournament. Once the League President, District Tournament Coordinator and State Level approvals are completed in the automated system, the tournament information will be automatically propagated onto the Cal North Tournament Calendar.
 - In addition to completing the Cal North Application to Host, Tournaments requesting Unrestricted, Out of State or International Status must complete the appropriate US Youth Soccer and/or US Soccer forms. If applying to host an Unrestricted/International tournament, a check for \$75 made payable to USSF must be submitted to the Cal North Office for processing
 - 2. The Information/Rules document containing all required information must be provided to the league's DTC. Any subsequent changes to the Information/Rules document must be approved by the DTC, distributed to accepted teams, and submitted to the Cal North Office.
- **B.** The District Tournament Coordinator and/or the District Commissioner will review the online application and either approve as submitted or email the Cal North Programs Coordinator with cc to the Tournament Director if approving the application with changes. The Tournament Committee Chairman and the Cal North Programs Coordinator will be notified of the district level approval by email.
- **C.** With the approval of the Tournament Committee Chair and/or the Third Vice Chairman, the Cal North Programs Coordinator will complete the final step of the approval process for any completed applications that have their District's recommendation for approval.
- D. After approval, all changes to a tournament must be submitted to the District Tournament Coordinator or District Commissioner using the Cal North Tournament Status Change Form. The DTC or DC will approve or deny the requested changes and forward the original of the form to the Cal North Office, one copy of the form to the tournament director, and retain one copy of the form in DTC files. Only changes indicated by the categories included on the Cal North Tournament Status Change Form may be approved without the Cal North Tournament Committee or Cal North Board of Directors' approval.
- **E.** The DTC will either approve or deny the requested changes and submit any approved status changes to the Cal North office. Specific status changes (tournament contact information changes, tournament name change, guest player status, OS status, International status) can be approved by the DTC or DC by submitting the requested changes on the Cal North Tournament Status Change Form.
- **F.** After the approval of the appropriate DTC, the Cal North Tournament Chairman may be authorized to approve status change requests for change of gender, age group, classification, or increase in number of teams if it can be determined that such approval will not negatively impact an existing tournament.
- **G.** Approved changes will be updated by the Cal North Programs Coordinator on the Cal North Tournament Calendar.

XIII. TOURNAMENT INFORMATION/RULES DOCUMENT

- **A.** The Information/Rules Document Cal North form 2605 must be submitted to the DTC in order to be considered for inclusion on the Cal North Tournament Calendar, must be approved and endorsed by the DTC before they may be sent out to teams applying for the tournament and must be posted within 10 days after the tournament is approved. For the convenience of the Tournament Director, the template for the Information/Rules document can be located on the Cal North website.
- **B.** If a tournament is having a "first come, first serve" policy of accepting teams; it must be stated in the information/rules document. Tournaments using this policy MUST notify each team not accepted and each District Tournament Coordinator immediately that the tournament is full even if it is before the deadline.
- C. Tournament information/rules document must be available to all teams at the time they are accepted

- **D.** The tournament Information/Rules document must include the following minimum information:
 - Tournament Name
 - Tournament Dates
 - Name of Hosting League
 - Name, Address, Phone Number, and e-mail address of Tournament Director
 - Statement that tournament has been sanctioned by the Cal North Board of Directors
 - When applicable, by US Youth Soccer and/or US Soccer)

Age Groups/Gender/Tournament Classification

Recreational teams that enter Competitive tournaments (except as a fill-in team) may be reclassified
by their District Commissioner or Cal North Board of Directors and excluded from competing in
Recreational tournaments or cup for the remainder of the seasonal year..

Location

Minimum number of games

Format

- Specify round robin, 2-flight, 3-flight, etc. and the format for single elimination rounds (quarterfinals, semi-finals, etc.)
- o Tournaments hosting Under 9 through Under 11 age groups must include the information in their rules that these age groups are formatted for 8 v 8 play.
- Scoring system used specify maximum points allowable and how points are accrued

Consolation and Championship game information

o Specify how championship and consolation (if applicable) participants and winners will be decided.

Awards information

 Specify what type of awards will be presented and to which place teams. Identify any sportsmanship or participation awards that will be presented (pins, programs, etc.)

Entry fees

Specify the amount of the entry fees, methods of payment accepted and to whom checks should be made payable.

Application Information and Deadline –

- o application deadline
- Tournament's policy for filling/closing brackets early
- 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. And 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.
- Refund policy Specify the tournament policy regarding refund of entry fees

Withdrawal policies –

- Specify the tournament withdrawal policy as well as the Cal North withdrawal policy
- Teams that submitted a timely application and that have not received notification from a tournament director by the dates published by the tournament may withdraw without penalty and apply to another tournament and the team's entry fee will be refunded in full.
- A team wishing to withdraw from a tournament must send written notification (this may include email) of their withdrawal to the tournament director no later than 14 days prior to the start of the tournament. The tournament director will provide written acknowledgement to the team including directions regarding any financial consequences and/or penalties associated with the team's withdrawal

Cancellation policies

- o Tournaments that are cancelled because of lack of entrants must return entry fees to applicants in full within seven days of the entry deadline.
- Tournaments cancelled due to inclement weather, act of civil disobedience, war, destruction of facilities, or other circumstances deemed by the Tournament Committee to be beyond the control of the hosting league may retain up to 30% of the entry fee providing they have documented the expenses to the State Tournament Chairman to cover money already disbursed for the tournament.
- No tournament may retain any or part of a team's entry fee under this provision without written permission of the State Tournament Chairman.

Acceptance and Rejection Policies –

- Specify when teams will be notified of their acceptance or rejection.
- State that entry fees will be returned to any team being rejected.
- o The tournament has the right to determine which teams will be selected to play in their tournament
- o If tournament has a first-come-first-served basis must it be stated
- The tournament may eliminate a division if they have a lack of sufficient number of applicants for that division

Guest player policy –

- o Accepting guest players in the tournament or not
- Maximum number of guest players

Credentials requirements –

- itemize the credentials that will be required
- specify which season's credentials will be accepted (If the tournament falls in a time frame when credentials from more than one season can accepted include information regarding which season(s) credentials will be accepted and which age group matrix will be used to define teams for placement

Housing and Hotel Information

- specify any lodging policies (ie pay to stay arrangements) or include information regarding any recommended hotel
- For Unrestricted or Out of State Tournaments include any rules specific to Cal North (such as the prohibition of casts, braces, etc.)

• Infraction Information

- It is entirely up to the tournament as to whether they wish to impose the infraction policy. If so, they
 must include the following infraction information in the rules:
- A team is considered formally accepted into a tournament when it receives a timely acceptance notice has. Once accepted a team may be penalized by the tournament for an infraction. The offending team will forfeit their tournament application fee and be fined \$300 for a first violation. Subsequent violations may result in a team being placed in bad standing or other sanctions.
- LATE WITHDRAWAL (an accepted team withdraws from a tournament within 14 days of the tournament starting date without tournament approval.
- o GAME FORFEITURE (a team fails to take the field in the prescribed time and start the match with the required minimum number of players, the referee must document the forfeiture on the game card.)
- MULTIPLE APPLICATIONS (a team may not apply to more than one tournament on the same tournament weekend)
- FALSIFIED CREDENTIALS OR UNCREDENTIALED PARTICIPANTS (a team is excluded from play due to the use of false credentials or illegal players(s). Tournament officials must show documentation of the questionable credentials and game card on which the player was listed.
- o Assessment and collection of team fines will be administered by the tournament director and hosting league, with notification being made as noted on the Infraction report form.
- The disposition of the collected fine is at the discretion of the hosting league. It may be used to offset costs incurred due to the violation, or to rebate a portion of entry fees to a team which is negatively impacted by violation.
- The tournament director must give notification of the infraction and fine by sending copies of the Cal North Tournament Infraction Report form and other supporting information to the offending team, the team's District Commissioner and the Cal North Tournament Committee Chair. The team's DTC or the District Commissioner will advise the team's league president. The team has 15 days to pay the fine to the Tournament Director. The tournament director must submit copies of the Reconciliation Report to the following the offending team, the District Commissioner with jurisdiction of the offending team and the Cal North Tournament Committee Chairperson within 14 days of the fine being paid.
- o If the team fails to pay, the \$300 fine is imposed on the team's league of registration by the team's District Commissioner. Failure of a team or league to pay any fines assessed must be reported to the team's District Commissioner and the Cal North Tournament Committee Chairman for appropriate action. The league must make payment to the Tournament Director with 30 days of notification from the District Commissioner.

XIV. FILL IN TEAMS

- A. In order to provide all teams the minimum number of games, if a tournament is short of entrants in any age group, a fill-in team may be used to complete a bracket. Fills in teams are to be used <u>only</u> to fill a vacancy in a tournament bracket that cannot otherwise be filled.
 - Fill-in teams are defined as a Cal North team comprised of at least one credentialed coach and up to any 18 players on U-13 and younger teams or 22 players on U-14 and older teams registered within any single Cal North district and which is qualified to play in the age group and gender classification of the tournament (regardless of division).
 - a. Each player on the fill-in team must have a valid US Youth Soccer member pass authorized by their District Registrar and a properly completed 1601 membership form. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT!

- b. Each coach of the fill-in team must have a valid US Youth Soccer member pass authorized by their District Registrar.
- 2. NO FILL-IN TEAM WILL BE ACCEPTED IF A QUALIFIED TEAM HAS APPLIED TO FILL THE VACANCY AT THE TIME THE ACCEPTANCE AND REJECTION REPORTS ARE COMPLETED.
 - a. Teams listed on the reject list shall be given first right of refusal for the vacancy unless the tournament director can demonstrate a valid reason not to accept the team(s) on the rejection list. (for example, a team that had submitted a NSF check, a team that had previously attended the tournament and had a record of bad behavior, etc.)
- 3. Fill-in teams will not be charged an entry fee. Actual results for all games involving fill-in teams will not be included in the tournament standings. All games in which they participate will be scored as a forfeit in favor of their opponent.
- 4. A fill-in team is not eligible for any awards other than participation awards.
- 5. Fill-in games are not considered to be competition for the fill-in team; therefore, eligibility for future tournament, league and cup play will not be affected.
- 6. Prior to the tournament taking place, both the Tournament Director and the participating fill-in team must notify the fill-in team's District Commissioner of their participation in the tournament. The tournament director must advise the fill in team of their responsibility to notify their District Commissioner.

XV. GUEST PLAYERS POLICIES FOR CAL NORTH TOURNAMENTS

- **A.** Every tournament has the responsibility to establish a policy regarding the participation of teams with guest players in their tournament. The tournament's policy regarding the participation of guest players must be stated in their information/rules document. The decision to allow teams with guest players in any Cal North tournament is solely at the discretion of the tournament as long as their policies are in keeping with Cal North Guest Player Policies.
- **B.** Acceptance of Guest Players is always contingent upon the tournament requesting and being approved for Guest Player status and upon application of Cal North guest player procedures
 - 1. Each Cal North guest player must provide the required Cal North credentials and a Cal North Guest Player form (form 1611) signed by the appropriate persons. Guest players must use credentials from the same season as those being used by the team with which they are playing
 - 2. Teams other than Cal North teams must abide by the Cal North guest player policies. Guest players must be listed on the team travel roster and have proper approval from their state association, a valid member pass, consent for medical treatment form, and be listed on the appropriate travel papers.

XVI. CREDENTIALS REQUIREMENTS

A. Cal North teams participating in Cal North Tournaments must have credentials in accordance with Cal North Registration policies and rules. Teams affiliated with other USSF affiliated Organizations must have credentials issued and approved by the Organization of their registration including a roster, member passes and Consent for Medical Treatment. Foreign teams participating in Cal North tournaments must have credentials issued and approved by the Organization of their registration including a roster, member passes and Consent for Medical Treatment as well as written proof of permission to travel from their National Association and proof of insurance coverage for their players

B. PROCEDURES FOR CHECKING CREDENTIALS

- 1. Match the appropriate authorized member passes to the corresponding team roster and guest player forms comparing the information on the pass to the information on the roster/guest player forms ensuring there are no more than 18 players on U-13 and younger teams or 22 players on U-14 and older teams currently rostered to the team. There should be an appropriate authorized member pass matched to each corresponding rostered team player and guest player. In instances where the number of guest players plus the number of rostered players exceeds the allowable maximum for the age group the excess member passes for the players should be retained by the tournament director.
- 2. All member passes should contain the individual's name, date of birth (not applicable for registered team officials), team name, age group, gender, division of play, season of registration, individual's identification number, current photo, the authorization of the team's sanctioning organization.

- 3. Each player must have a Consent for Medical Treatment form signed in original ink by the player's parent or guardian or by the player in the case where the player has reached eighteen years of age. For Cal North teams the tournament can accept the completed and signed 1601 form or the Consent for Medical Treatment/Liability Release on the reverse of the member pass.
- 4. If there are discrepancies in a team's credentials contact the District Registrar, your District Tournament Coordinator or the Tournament Committee Chairman to attempt to rectify the discrepancy.
- 5. NEVER MARK ON A TEAM'S OFFICIAL ROSTER OR PLAYER / COACH MEMBER PASSES. ONLY THE TEAM'S DISTRICT COMMISSIONER OR DISTRICT REGISTRAR OR APPLICABLE AFFILIATE OR FEDERATION CAN MAKE CHANGES TO TEAM CREDENTIALS. REPORT ANY CREDENTIALS PROBLEMS TO THE TEAM'S DISTRICT COMMISSIONER AND DISTRICT REGISTRAR, US YOUTH SOCCER STATE ASSOCIATION, USSF AFFILATED ORGANIZATION OR NATIONAL FEDERATION OF A FOREIGN TEAM.

XVII. CANCELLATION OF TOURNAMENTS

- 1. Tournaments that are cancelled because of lack of entrants must return entry fees to applicants in full within seven (7) days of the entry deadline. If cancelled due to inclement weather, act of civil disobedience, war, destruction of facilities, or other circumstances deemed by the Tournament Committee to be beyond the control of the hosting league must notify their District Tournament Coordinator within twenty-four (24) hours of canceling. The District Tournament Coordinator must then notify the State Tournament Chairman and their District Commissioner within forty-eight (48) hours.
- 2. The tournament may retain up to 30% of the entry fee to cover money already disbursed for the tournament providing they properly notified their DTC and documented the expenses to the State Tournament Chairman. The tournament may not retain any or part of a team's entry fee under this provision without written permission of the State Tournament Chairman. If requesting to retain any portion of the team entry fees, the tournament director must submit in writing, a financial report itemizing the entry fees collected and tournament related expenses. Only expenses accompanied by a copy of a valid receipt will be used by the State Tournament Chairman in the determination of the allowable retention of fees and the mandatory refunds to teams. Refunds to teams must be postmarked within 45 days of the tournament date.
- 3. A cancelled tournament that wishes to reschedule must request approval from the District Tournament Coordinator within seventy-two (72) hours after the tournament is cancelled. The District Tournament Coordinator will contact the State Tournament Chairman to verify the availability of the requested reschedule date. The State Tournament Chairman shall have the authority to approve rescheduling of a tournament.

XVIII. DISCIPLINARY ACTIONS

- A. Each tournament must have a committee or official who will assess the disciplinary action for each player or coach who is sent off. The Tournament PAD committee must apply the minimum required disciplinary actions that are designated in the Cal North Constitution and Bylaws. Once the referee sendoff report has been filed, neither the tournament director nor the PAD committee has the authority to revoke or rescind or otherwise alter the send-off report.
- B. A Cal North Referees Send Off Report must be filed for each red card issued.
- 1. Within 48 hours after completion of the tournament the original copy of the Send-Off Report, a copy of the corresponding game card and any member pass(es) continuing to be withheld by the tournament because the suspension of the player/coach has not been completed, shall be sent to the suspended individual's District Commissioner or, in the case of a non-Cal North coach/player, the sendoff reports and member pass must be sent to the organization that sanctioned the travel of the coach/player who was sent-off.
- 2. If the penalty assessed by the tournament disciplinary committee has been served in its entirety at the conclusion of the tournament, the member pass may be returned to the appropriate team official. The District Commissioner will be sent a copy of the referee's sendoff report and copies of the member pass and game card within 48 hours of the conclusion of the tournament (in the case of a non-Cal North coach or player who was sent off, the items will be sent to the organization that sanctioned the travel.)
- 3. Any suspension served or other disciplinary action taken against the sent-off player or coach during the tournament must be noted on the Send Off Report by the tournament director
- 4. The District of the sent off individual will administer any continuation of the penalty assessed by the tournament.

- 5. The penalty assessed by the tournament PAD committee cannot be decreased by the tournament organizers.
- 6. Only the competition authority or on appeal, the Cal North PAD Committee, may decrease the suspension assessed.
- 7. A copy of the Send-Off Report and a copy of the game card must be submitted with the tournament report

ALL INSTANCES OF REFEREE OR ADMINISTRATOR ASSAULT AT CAL NORTH TOURNAMENTS MUST BE REPORTED WITHIN 24 HOURS TO THE Cal North FIRST VICE CHAIRMAN. A PHOTOCOPY OF ALL DOCUMENTS MUST ALSO BE SENT TO THE DISTRICT COMMISSIONER OF THE INDIVIDUAL ALLEGED TO HAVE COMMITTED THE ASSAULT.

In instances of alleged referee or administrator assault, the Referee Send Off Report, the Member Pass, a photocopy of the front and back of the game card and any other applicable information must be sent to:

Cal North First Vice Chairman 1040 Serpentine Lane, Suite 201 Pleasanton, CA94566

XVIX. POST TOURNAMENT

- A. Incident Reports must be sent to the Cal North Office within 24 hours of the conclusion of the tournament.
- **B.** Send Off Reports and any retained member passes must be sent to the suspended individual's District Commissioner or to the suspended individuals organization of registration within 48 hours of the conclusion of the tournament. (send copies of member passes that were returned)
- **C.** Within 2 weeks after the conclusion of the tournament a completed Final Tournament Team Participation Report must be forwarded to the Cal North Programs Coordinator.
- **D.** It is recommended that the hosting league retain originals of all tournament records following the completion of the tournament.

CAL NORTH MINIMUM PENALTIES FOR SEND OFFS REASON SENT OFF	MINIMUM PENALTY FOR PLAYER	MINIMUM PENALTY FOR ADULT
SERIOUS FOUL PLAY (SECTION 4:05:02 A)		
Intentionally impeding to deny an opponent an obvious goal scoring opportunity	1	N/A
Intentionally handling the ball to deny an opponent an obvious goal scoring opportunity	1	N/A
Tripping to deny an opponent an obvious goal scoring opportunity	2	N/A
Holding to deny an opponent an obvious goal scoring opportunity	2	N/A
Unlawfully charging to deny an opponent an obvious goal scoring opportunity	2	N/A
Pushing to deny an opponent an obvious goal scoring opportunity	2	N/A
Intentionally tripping	2	N/A
Intentionally holding	2	N/A
Intentionally pushing	2	N/A
Unlawfully charging or tackling an opponent from behind in a dangerous and violent manner	2	N/A
FOUL AND ABUSIVE LANGUAGE (SECTION 4:05:02 B)		
Words uttered in frustration loud enough to be heard outside the field of play	1	3
Words or actions directed toward any person (opponent, referee, teammate, coach, other)	2	4
SECOND CAUTIONABLE OFFENSE (SECTION 4:05:02 C)		
Received second caution in same game	1	3
VIOLENT CONDUCT (SECTION 4:05:02 D-1)		
Spitting (or other unseemly act) on or at another person	2	4
Striking or attempting to strike another player team official or spectator	2	4
Unlawfully entering the field of play during an altercation	2	4
FOULS DIRECTED TOWARD THE REFEREE (SECTION 4:05:02 D-2)		
Pushing in an act of aggression, striking or attempting to strike a referee or assistant referee		port must be North 1 st VC enalty

PLEASE NOTE THAT ALL PENALTIES ARE MANDATORY MINIMUMS FOR THE OFFENSE LISTED. THE TOURNAMENT PAD COMMITTEE MAY INCREASE THE ASSESSED PENALTY ACCORDING TO THE GRAVITY OF THE INFRINGMENTS. SUCH INCREASE IN ASSESSMENT OF PENALTY SHOULD BE NOTED ON THE SEND OFF REPORT OR ON AN ACCOMPANYING DOCUMENT.