



DATE: October 7, 2009
TO: Mike Stebbins
FROM: William C. Sage, Executive Director
RE: 'FC Portland Winter College Showcase': January 15-18, 2010

TOURNAMENT APPROVAL

Your tournament hosting application has been approved, and a stamped and a signed copy is attached. In addition, please note the following attachments: **Note that this tournament is sanctioned for youth players only (U20 and below), and all players and staff must be currently registered to a USSF member organization.**

****Tournament Participant Fact Sheet and USSF Policy:** Note a copy of the tournament fact sheet and USSF Policy 601-7 is attached. We suggest you send this to all invitees. It includes important information for any non-US Club Soccer teams that may be attending. Another copy can be downloaded from the website (see Tournament Application).

****Supplemental Tournament Insurance Form:** If you anticipate a number of USYS teams will not be able to obtain insurance from their state association, you may want to consider obtaining insurance for all teams in attendance directly from our insurance carrier. This eliminates the need for individual tournament team insurance, and simplifies their attendance. You can link to the form, but we have also attached one for your convenience. [Complete the form](#) and send it to Bollinger Insurance. They will quote you a price for this coverage (around \$1000).

Also note:

****International Teams:** Note that if you are inviting any international teams you must have their participation approved by the USSF, by completing the USSF paper request form and returning it to us with the required USSF processing fee. We will sign off on the form and send it on to the USSF for you. You can download a copy of this [USSF form](#).

****Additional Requests:** In addition, as you know, we sanction tournaments as a service to our members at no charge. We would ask, however, for the following in return:

1. Team attendee information, including coach and manager names and email contact information, (ideally in an Excel spreadsheet that includes the information fields attached herein). The attendee information is to be submitted to tournament@usclubsoccer.org within 10 days of the conclusion of the tournament. (the list will only be used by US Club Soccer and not shared with others).

We would also request:

2. Program ad placement at no cost
 - A. Please include the closing date for materials to be sent to printers
 - B. Size of program (8.5 x 11, 5.5 x 8, vertical or horizontal, etc)
 - C. File format (PDF, JPG, DOC, GIF, etc)
3. Website banner ad at no cost
 - A. Size of space on your website (sizes by pixels)
 - B. Location of banner placement on your website (home page, events page, etc.)
4. Placement of US Club Soccer materials within tournament team registration packet
 - A. Date you intend on preparing packets
 - B. Shipping location to ship materials

Please reply to tournament@usclubsoccer.org to let us know if you can comply with items 2 through 4, together with the necessary spec and other information. We will expect compliance with item #1 in any event.

www.usclubsoccer.org

Sample ATTENDEE DATA
to be submitted no later than 30 days after tournament

Club Name	Age group	Gender	Position w/I Club	Last	First	Phone	Email	Address	City	State	Zip
Abcde FC	U14	Boys	Coach	Smith	John	100-555-1212	abcd@strikers.com	123 Main Street	Anywhere	AZ	12345
Sample Soccer	U15	Girls	Manager	Thomas	Lynn	555-555-1212	test@email.com	999 Boxwood	ThisTown	MD	65432
Test FC	U15	Boy	Coach	Jones	Ken	555-555-5555	email@email.com	555 Broadway	Here	CT	45678
The Best SC	U14	Girls	Coach	Stewart	Hal	555-555-5555	hal@test.com	555 Oak St	There	VA	78945
The Worst SC	U14	Boys	Manager	Williams	John	555-555-5555	john@test.com	555 Center St	Centerville	UT	98765



**U.S. Club Soccer Sanctioned Tournament
Insurance Supplement Form**

To be completed by sanctioned U.S. Club Soccer Tournaments that are purchasing their own policies due to the presence of non-U.S. Club Soccer teams.

Name of USCS Sanctioned Tournament: _____

Contact: _____ Phone: _____

E-mail: _____

Street Address: _____

City, State, Zip Code: _____

Tournament Location: _____

Tournament Date(s): _____

Approximate Number of Teams Expected: _____

Approximate Number of US Club Soccer Teams: _____

Approximate Number of Non-US Club Soccer Teams: _____

Date of USCS approval: _____

ALONG WITH THIS FORM, PLEASE ATTACH A COPY OF THE SANCTIONING FORM INDICATING U.S. CLUB SOCCER TOURNAMENT APPROVAL.

Authorized Tourney Signature _____ **Date** _____

Please complete and scan/e-mail, fax or mail this form to:
Scan/E-mail: aj@bollingerinsurance.com

Fax: 1-973-921-2876 - Attention: A.J. Morgan

Mail: Bollinger, Inc.
101 JFK Parkway
Short Hills, NJ 07078

FRAUD WARNING: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars (\$5,000) and the claim for each such violation.



TOURNAMENT PARTICIPANT FACT SHEET

1. TOURNAMENT APPROVAL-- If this Fact Sheet is accompanied by an “approved” tournament form, the tournament has been sanctioned by US Club Soccer, which is a National Affiliate Member of the USSF, and is authorized by the USSF Bylaws to sanction such tournaments.

2. US CLUB SOCCER MEMBER TEAMS-- If you are a US Club Soccer member, it is not necessary to request travel permission to attend the tournament if you use your US Club Soccer player and staff cards. Your players and staff are covered by a \$100,000 secondary accident insurance policy. Your club is covered by liability insurance.

3. USSF AFFILIATE TEAMS-- If you are a member of another USSF member organization, and this tournament is “open” as nearly all are, you are welcome to attend the tournament. If it is being held in your state, you may be able to attend without permission, but please check your state’s rules. If you are attending from another state, you may need to seek travel permission from your state by complying with the regular travel permission procedures. It is suggested you apply at the earliest possible time. If you have complied with your state’s travel permission procedures, they are required to approve your travel. However, if you are having trouble getting insurance coverage from your state association, see #5 below.

4. USSF RULES-- Note that you may not be denied permission to attend based on the fact the tournament is not a US Youth Soccer sanctioned event, if you comply with your state association’s travel rules, if they have any for such events. Such denial is in violation of the anti-discrimination provisions of the USSF Bylaws, and USSF Policy 601-7. A copy of this Policy is attached.

5. OPTIONAL TOURNAMENT INSURANCE--NON-MEMBER-- If you’re having a problem getting insurance coverage from your state association, insurance may be obtained from US Club Soccer to attend the tournament at a charge of \$50 per team. Under this program, the team still gets travel permission from its state, and uses its USYS player cards, but is covered by the US Club Soccer insurance policy. To do this, you may obtain the necessary application form from our website: go to [registration/tournament information](#).

6. TOURNAMENT TEAM OPTION-- In lieu of #5 above, you may be able to attend the tournament as a US Club Soccer Tournament team, and travel with US Club Soccer player cards. Under this scenario, you will be issued US Club Soccer player and staff cards for this tournament only, and will be covered by our insurance policy. The fee is \$8 per player and staff card, to cover insurance and the USSF registration fee. In most cases, though, the insurance option in #5 above will suffice, but if you wanted coverage to practice with the tournament team before the tournament itself, this might be a better option. Tournament team information is also found on the website at [registration/tournament information](#).

7. FURTHER INFORMATION-- If you have any questions, you may contact our office at 843-429-0006, or email us at tournament@usclubsoccer.org. We will assist in clarifying these matters with your state association if necessary.

III. REVISED USSF POLICY

Policy 601-7 -Competition Participation

Section 1.

(A) Any properly registered team has the right to enter any competition involving Organization Members or their members provided that it is eligible under the rules of that competition, pays all required fees, and is in good standing.

(B) No Organization Member or member of an Organization Member shall interfere with the opportunity of a player, coach or team to travel to compete in a competition, including a game, scrimmage, tournament or League governed by

Section 1 (A) above and shall not deny permission to travel unless that player, coach or team has been prohibited from doing so for disciplinary reasons pursuant to the due process requirements set forth in Bylaw 701. The foregoing shall not prevent Organization Members and their members from having bylaws, rules, or policies that penalize teams or players for failing to meet their previously scheduled game commitments or prevent Organization Members from enforcing reasonable notification requirements prior to travel.

(C) Any Organization Member or member of an Organization Member, player, coach or individual denied the right to participate in any competition involving Organization Members or their members has the right of appeal and/or grievance through the applicable procedures set forth in Federation Bylaws and Policies.

Section 2.

(A) Tournaments hosted by Organization members or their members shall fall within one of the following two classes:

(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 a subset thereof.

(B) Organization Members and their members shall be entitled to sponsor and/or approve tournaments in and according to reasonable requirements they establish as long as done so in a fair and timely manner. No Organization Member or member of an Organization member shall have a bylaw, rule or policy that prohibits their members from participating in Unrestricted Tournaments. Organization Members may not deny approval to host a tournament on the basis that the tournament is Unrestricted.

Section 3.

This policy does not apply to Professional Leagues or Indoor Professional Leagues.

III. RATIONALE

To ensure that players have as many opportunities as possible to participate in tournaments and competitions, and to make the policy consistent with U.S. Soccer's organizational structure.