

**District VIII  
Traveling Procedures  
For Division 1 and 3**

**District VIII**  
Tournament Coordinator  
Darlene Wilharm  
96 W 4<sup>th</sup> Street  
Tracy, Ca 95376  
Email: [darlenewilharm@sbcglobal.net](mailto:darlenewilharm@sbcglobal.net)  
Phone # 830-0599  
Cell # 209-815-0373

## **Applying to a Tournament For District VIII teams**

The CYSA Team Manual has clear instructions on How, Who, When and Where on applying to Tournaments and traveling. Below are the instructions for your use in District VIII.

1. The deadline for applications to all CYSA Tournaments is 8 weeks before the beginning of the event. The tournament calendar states all due dates listed under the weekend dates. This deadline is for the benefit of the tournament and the teams applying. This date does not mean the tournament is full, but it does mean if the tournament is full; it must stop accepting applications and notify all applicants that they are accepted or rejected. They have 7 days to do so. They are required to report to CYSA all accepted and rejected teams. If you are rejected, keep this letter, as you will need it to apply to another tournament on the same weekend.
2. Complete the current CYSA Tournament application **completely**, and must be signed by team official. (A team official must be a registered adult to your team.) If the application is not signed it **WILL NOT** be processed. I require that you send two copies to me an original and a photo copy of the CYSA tournament application (which will be kept for my records.) Do Not fill in the District Tournament Coordinators Box; this is where the “approval to travel” is stamped.
3. You will need a check made out in full amount to the tournament.
4. You will need an envelope **STAMPED** and addressed to the tournament. Without this envelope, your application will not be processed or mailed.
5. Mail your original & photo copy of your application, check, and stamped addressed tournament envelope to:

- Darlene Wilharm  
96 W. 4<sup>th</sup> Street  
Tracy, Ca 95376

**Email: [darlenewilharm@sbcglobal.net](mailto:darlenewilharm@sbcglobal.net)**

**Phone #: 830-0599**

**Reminder I will not accepted items that are personally delivered at my house, they will not be processed.**

6. You can only apply to one tournament per weekend, in State (CYSA-N) or out of state. If are rejected from a tournament, you must send a copy of the rejection letter if you are applying to another tournament on the same weekend.

## TOURNAMENT APPLICATION CHEAT SHEET

(Use this as a guideline to properly complete your applications.)

1. **Tournament Name:** Print the name of the tournament from the CYSA Tournament Calendar.
2. **Tournament #:** Print the number that precedes the name of the tournament in the CYSA Tournament Calendar.
3. **Tournament Date:** Print the date the tournament is scheduled (8/05/06-8/0/06)
4. **Team Name:** Print the complete name of your team. Remember that it may appear in print such as the program, schedules, T-shirts, ect. So make sure the spelling is correct.
5. **League Of Registration:** Print this as it appears on the golden rod. This is your home league of registration, (ex. Tracy YSL, Stockton YSA, ect)
6. **Playing League:** This would be State Premier League, Dennis Olson League, Kaercher League ect.
7. **District Number:** District 8. All applications will be District VIII.
8. **State Association:** CYSA-N (California Youth Soccer League-North)
9. **Team Contact Person:** This is the person who will receive all the tournament information. Make sure this legible and complete.
10. **Title:** Coach, Assistant Coach, Manager ect.
11. **City/ State/ Zip Code:** As stated, be complete.
12. **Home Number:** Include area code.
13. **Work Phone:** Include area code.
14. **Fax:** Include area code.
15. **E-Mail:** Print your EXACT and COMPLETE email address in the correct upper/ lower case letters.
16. **Player Name and Birth date:** In alphabetical order by last name and complete birth date, list ALL your players.
17. **Gender:** Do not miss this; you could be placed in the wrong bracket.
18. **Class:** This is the class of your registration, (State Premier League-Elite, Dennis Olson-Division 1, Kaercher-Division 3, house teams-Division 4)
19. **Age Group:** Circle the age group that you are registered as, if you are willing to play up, you can indicate so on the application.
20. **Team Standing:** This is optional, some tournaments need and/ or require this information, and others don't. Your choice.
21. **District Tournament Stamp:** Leave Blank. This where we stamp your approval to travel.
22. **Signature:** All applicants MUST be signed by a person who is a registered adult to the team. (Coach, Asst. Coach, Manager) Any application submitted without the signature of a team official will be returned! (This is a CYSA requirement!)

2006-2007

**CYSA TEAM APPLICATION FOR A CYSA SANCTIONED TOURNAMENT**

Applications must be received by tournament no later than eight (8) weeks prior to tournament start date. Official withdrawal must be by written request sent, no later than 14 days prior to the tournament start date. Tournaments cancelled due to weather or any other unforeseeable act may retain a portion of or all of the team's entry fee subject to approval of the CYSA Tournament Chairman in accordance with CYSA policies.

Tournament Name \_\_\_\_\_ Tournament # \_\_\_\_\_ Tournament Date \_\_\_\_\_  
 Team Name \_\_\_\_\_ League of Registration \_\_\_\_\_  
 Playing League \_\_\_\_\_ District # \_\_\_\_\_ League # \_\_\_\_\_ Team # \_\_\_\_\_  
 Team Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_ City / State / Zip Code \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

**ROSTER INFORMATION**

Coach \_\_\_\_\_ Asst. Coach \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

PLAYER NAME	BIRTHDATE (MM/DD/YY)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____

**CIRCLE SELECTIONS:**

**GENDER:**      M      F

**DIVISION:**    1   3   4   5

**AGE GROUP:**   U11   U12   U13  
                          U14   U15   U16  
                          U17   U18   U19

**TEAM STANDINGS:**

**LEAGUE:**

WINS:    \_\_\_\_\_  
 LOSSES: \_\_\_\_\_  
 TIES:     \_\_\_\_\_

**TOURNAMENTS:** WINS: \_\_\_\_\_  
 LOSSES: \_\_\_\_\_  
 TIES:     \_\_\_\_\_

**DISTRICT TOURNAMENT COORDINATOR STAMP**

DATE PROCESSED: \_\_\_\_\_

**THIS FORM DOES NOT CONSTITUTE AN OFFICIAL TEAM CREDENTIAL**  
 I have read and acknowledge the procedures listed on the reverse side of this application \_\_\_\_\_  
Team official's signature

**MUST USE CURRENT YEAR APPLICATION**

## CYSA TEAM TOURNAMENT APPLICATION PROCEDURES

### Applying to a CYSA Tournament

1. Teams may begin applying to tournaments for the new season on 5/1/06. Teams must apply using the 2006-2007 application form. Tournament application deadlines are eight (8) weeks prior to the tournament weekend. Because some tournaments receive more applications than can be accommodated, each tournament reserves the right to close the tournament to further applications prior to the application deadline. This policy is in place so that rejected teams have the opportunity to apply to other tournaments.
2. All tournament applications must be sent to your District Tournament Coordinators for verification and approval except for State Cup, Association Cup, District Events, and Jamborees.
3. If any of these requirements are not met, your application will be returned to you without being approved:
  - a. Complete the entire application form, except for the District Tournament Coordinator box.
  - b. Sign the application indicating that you have read and understand the CYSA policies listed on the back of the application form.
  - c. All applications must contain complete birth dates (i.e., 05/02/88, 02/13/85) for each player on the roster.
  - d. Include a check or money order payable to the tournament to which you are applying for the amount of the entry fee.
  - e. Include an envelope addressed to the tournament that you are applying to and with proper postage affixed.
  - f. Mail the application, entry fees and envelope to your District Tournament Coordinator for his/her approval.
4. No coach is authorized to forward a tournament application or check to a tournament without first receiving DTC approval.
5. You may apply to only one tournament per weekend, whether CYSA, out-of-state or foreign.

### Submitting a new CYSA Tournament Application following rejection or withdrawal from a tournament.

1. Acceptance and rejection notices for application received by the tournament before the application deadline will be mailed within seven days of the application deadline date. If you are rejected from a tournament and are reapplying to another one on the same weekend, you must send a copy of the rejection letter along with the second application. Failure to do this will result in a delay in processing of the second application.
2. A team wishing to withdraw from a tournament must do so in writing. The withdrawal request must be sent to the tournament director no later than 14 days prior to the start of the tournament. The withdrawing team must be able to provide written confirmation of their withdrawal request that includes acknowledgement from the tournament director. If you have withdrawn from a tournament and are reapplying to another one on the same weekend, you must send a copy of the written withdrawal request and the acknowledgement of the tournament director along with the second application. Failure to do this will result in a delay in processing of the second application.

### League and Team Responsibilities

1. A team participating in a tournament agrees to abide by all rules, regulations, policies and procedures as set forth by US Youth Soccer, CYSA and the individual tournament. Failure to do so may result in appropriate penalties as specified by those organizations.
2. It is the responsibility of the coach to have the following paperwork available when entering a tournament:
  - a. Copy of official team roster, also known as the "goldenrod" signed by league and district registrar.
  - b. US Youth Soccer member passes stamped by the league and district registrar and laminated.
  - c. Copies of add, release or transfer forms for players added to or dropped from your team, including adult add forms.
3. US Youth Soccer Membership forms with original signature of parent/guardian or player (in the case where the player has reached eighteen years of age), for each player on roster.
4. It is the responsibility of the individual leagues to notify their coaches of the all tournament application and withdrawal procedures.

### Team Penalties and Fines

1. Any team formally accepted into a tournament (when a timely acceptance notice has been sent to the team and the team is included on the LIST OF TEAMS ACCEPTED which is on file with DTC and CYSA) shall be penalized for the following offenses:

#### LATE WITHDRAWAL

An accepted team withdraws from a tournament within 14 days of the tournament starting date without tournament approval. Tournament officials must show proper notification of the team's acceptance.

#### FORFEITURE

An accepted team fails to take the field and start the match with the required minimum number of players in any game of the tournament. The referee must document the failure of a team to do so with an official game card. A copy of the game card must be submitted along with the infraction report form.

#### MULTIPLE APPLICATIONS

A team applies to more than one tournament (CYSA or out of state) on the same tournament weekend. Infractions must be confirmed by the respective District Tournament Coordinator or the CYSA office.

#### FALSIFIED OR ILLEGAL CREDENTIALS

A team is excluded from play due to the use of false credentials or illegal players(s)

#### ALLOWING AN UNCREDENTIALLED OR IMPROPERLY CREDENTIALLED PLAYER TO PARTICIPATE

A coach or team official allows a player who is improperly credentialed to the team to participate in any tournament game

2. Assessment and collection of team fines will be administered by the tournament director and hosting league with notification being made to the offending team, the offending team's league, the offending team's District Commissioner and the CYSA Tournament Committee Chairman.

## **More Tournament Info...**

### **Submitting a new CYSA Tournament Application Following Rejection or Withdrawal from a Tournament**

1. Acceptance and rejection notices for applications received by the tournament before the application deadline will be mailed within seven days of the application deadline date. If you are rejected from a tournament and are reapplying to another one on the same weekend, you must send a copy of the rejection letter along with the second application. Failure to do this will result in a delay in processing of the second application.
2. Teams withdrawing from a tournament must do so with a written notice sent by certified mail, return receipt requested, to the tournament director. If you have withdrawn from a tournament and are reapplying to another one on the same weekend, you must send a copy of your official withdrawal letter as well as a photocopy of the returned certified mail Receipt which has been signed by the tournament along with the second application. Failure to do this will result in a delay in processing of the second application.

### **Team Penalties and Fines**

1. Any team formally accepted into a tournament (when a timely acceptance notice has been sent to the team and the team is included on the LIST OF TEAMS ACCEPTED which is on file with DTC and CYSA) shall be penalized for the following offenses:

#### **LATE WITDRAWAL**

An accepted team withdraws from a tournament within 14 days of the tournament starting date without tournament approval. Tournament officials must show proper notification of the team's acceptance.

#### **FORFEITURE**

An accepted team fails to take the field and start the match with the required minimum number of players in any game of the tournament. The referee must document the failure of a team to do so with an official game card. A copy of the game card must be submitted along with the infraction report form.

#### **MULTIPLE APPLICATIONS**

A team applies to more than one tournament (CYSA or out of state) on the same tournament weekend. Infractions must be confirmed by the respective District Tournament Coordinator or the CYSA office.

#### **FALSIFIED OR ILLEGAL CREDENTIALS**

A team is excluded from play due to the use of false credentials or illegal players(s)

#### **ALLOWING AN UNCREDENTIALED OR IMPROPERLY CREDENTIALED PLAYER TO PARTICIPATE**

1. A coach or team official allows a player who is improperly credentialed to the team to participate in any tournament game
2. Assessment and collection of team fines will be administered by the tournament director and hosting league with notification being made to the offending team, the offending team's league, the offending team's District Commissioner and the CYSA Tournament Committee Chairman.

## **Participation in Unaffiliated Tournaments or Games**

CYSA teams may not participate in tournaments or games sponsored by a group not affiliated with US Youth Soccer without the consent of the Board of Directors. This prohibition extends to practice games and any other form of competition. Approval to play in a competition sponsored by an unaffiliated group “for the good of the game” must be recommended by the appropriate District Commissioner and approved by the CYSA Board of Directors. If there is any question about a group’s affiliation or if a team wishes exemption from this restriction, they must contact their District Commissioner for submission to the CYSA Board of Directors. These policies must be followed in order for CYSA’s medical and liability insurance coverage to be in effect for the team.

### **Fill-In Teams**

The definitions for “Fill-In” teams are covered in the team manual under PIM 95-1. Teams participating in an event as a fill-in team are still required to meet all the regulations in traveling. You will need to be approved to participate and meet all the requirements and regulations for credentials.

### **Division of Play**

Any team may chose to participate in a higher level of play AFTER they are finished competing in their season of play, also to include America /or Association Cup. However once you have competed in an event at a higher level, you may not move back down to your original level of play for the remainder of the seasonal year. Example: A Division 3 or 4 team may want to participate may want to participate in a Division 1 tournament after their season over, if they chose to will not be allowed to participate in a Division 3/ or 4 until next season.

### **Credentials**

All teams are required to travel with all their credentials for CYSA events such as scrimmages, league games, tournaments, out of state play (CYSA-N accepted), and any CYSA cup competitions. Before your first event, get your paperwork organized in an orderly fashion. Member passes, USYSA Forms (1061), Should be in alphabetical by your Golden Rod roster and then by date of each additional paperwork after that such as Adds, Transfers, Releases, ect. We recommend that all your paperwork be kept in a plastic sleeve covering. You must travel with all original paperwork, do not make copies, as they may not be accepted. Not all tournaments require birth documents at the time of credential check-in, but if they do they will have it in their rules. Be on the safe side and carry them.

### **Check-In**

All CYSA sanctioned tournaments are required to have a formal credential check-in for all teams participating in the schedule event. All tournament directors have the option of scheduling check in that best suits the needs of their event.

### **Red Cards**

All coaches and staff must become aware of the rules regarding red cards in District 8. All referee send-offs reports are sent to the appropriate District Commissioner, are a part of the official tournament report. If a report is lost in the mail to Bob Asklof, I can retrieve a copy of it from the CYSA office. So receiving a member pass back at the end of the event will not keep it from being reported. Any questions regarding Send Off Reports and suspensions should be referred to our Assistant District Commissioner.

## Guest Players...

### PIM 99-2 (Rev. 01/06) CYSA GUEST PLAYER POLICY

For the entire **CYSA** Calendar year, **CYSA** tournaments shall be allowed to accept teams with no more than seven (7) guest players. The decision to include teams with guest players in any **CYSA** Tournament is solely at the discretion of the tournament. Every tournament has the responsibility to establish a policy regarding the participation of teams with guest players in their tournament. The policy must be stated in their invitation letter and rules for each tournament calendar year.

**CYSA** teams may not exceed seven (7) guest players for any single event or exceed eighteen (18) players playing in the event. Team rosters (goldenrods) may never exceed 18 players. The **CYSA** Guest Player Roster Addendum will be used to show guest players whenever a team wants to use guest players for **CYSA**-sanctioned tournaments. The combination of players on a goldenrod who are active for the tournament and the **CYSA** Guest Player Roster Addendum (up to seven (7)) players may not exceed eighteen (18) players.

Examples:

- A team has eighteen (18) players on their roster of which fourteen (14) are active and are going to play in an upcoming tournament. The team may add up to four (4) guest players for the tournament.
- A team has sixteen (16) players currently on their roster of which eleven (11) are active and are going to play in an upcoming tournament. The team may add up to seven (7) guest players for the tournament.
- A team has fourteen (14) players currently on their roster of which seven (7) are active and are going to play in an upcoming tournament. The team may add up to seven (7) guest players for the tournament.

Guest Players may be from teams in any **CYSA** District. For each guest player, a single **CYSA** Guest Player form must be completed for each player and must have all the appropriate signatures. Guest Players must use credentials from the same season as those being used by the team with which they are playing as a guest player.

**GUEST PLAYERS MUST PARTICIPATE WITH A TEAM IN THE SAME OR HIGHER DIVISION THAN IS INDICATED ON THEIR MEMBER PASS.**

#### **Guest Players for Out Of State / Out of United States Play**

The maximum number of guest players allowed will be determined from official rules or policies of the tournament. In no instance may the number of guest players on the **CYSA** Official Travel Roster exceed seven (7) players.

Teams traveling outside of **CYSA-N** jurisdiction to play in an out-of-state, US Youth Soccer-sanctioned tournament may add guest players to their **CYSA** Office Travel Roster (blue). The **CYSA** Official Travel Roster, which limits teams to a maximum of 18 players, must be completed to indicate which players are guest players (3:09:01.)



**CYSA GUEST PLAYER FORM**  
VALID ONLY FOR THE TOURNAMENT AND FOR THE DATES LISTED IN SECTION A

PLEASE PRINT OR TYPE

This player is granted permission to participate as a guest player at the following tournament:

<b>SECTION A</b>	
Tournament Name:	_____
Tournament Location:	_____
Tournament Dates:	_____
Guest Player's Name:	_____ Birth Date (MM/DD/YYYY): _____
CYSA I.D. Number:	_____
Registered (Loaning) League:	_____ District: _____
Registered (Loaning) Team:	_____ Age Group: U-_____ Division: _____
Registered (Loaning) Team Coach:	_____ Team Number: _____
Guest (Borrowing) League:	_____ District: _____
Guest (Borrowing) Team:	_____ Age Group: U-_____ Division: _____
Guest (Borrowing) Team Coach:	_____ Team Number: _____

<b>SECTION B APPROVAL SIGNATURES REQUIRED</b>	
Parent or Guardian Signature _____ <small>(Player may sign if 18 or older)</small>	Date: _____
Registered Team's Coach _____	Date: _____
Guest Team's Coach: _____	Date: _____

**RULES GOVERNING THE USE OF GUEST PLAYERS IN CYSA TOURNAMENTS**

1. The maximum number of guest players allowed will be determined from official rules or policies of the tournament.
2. The total number of players on the team's official roster minus the number of rostered players who will not participate in the specified event plus the number of guest players must equal eighteen (18) or less.
3. Guest players must be from any CYSA District.
4. A separate CYSA Guest Player Form must be properly completed for each guest player and have all required approvals.
5. Each guest player will be required to have a current, valid CYSA member pass and a valid US Youth Soccer membership form. Guest players will use their member passes from the "loaning" team (team on which they are rostered). A new member pass will not be issued
6. Guest players must use credentials from the same season as those being used by the team with which they are playing as a guest player.
7. Guest players must participate with a team in the same or a higher classification than that indicated on their member pass

**THE ORIGINAL (WHITE) COPY OF THIS FORM MUST BE SUBMITTED WITH TEAM CREDENTIALS AT THE TOURNAMENT CHECK-IN AND MUST REMAIN WITH GUEST TEAM'S CREDENTIALS THROUGHOUT THE DURATION OF THE TOURNAMENT.**

## OUT OF STATE TRAVEL

This information appears in your CYSA team manual; however I will quickly cover this issue. Out of State travel, for any team would be traveling out side the boundaries of CYSA-North. First, you must obtain the proper paper work from either the District 8 Commissioner (Bob Asklof), or me. You will need The US Youth Soccer Application to Travel form #1001 and a CYSA Official Travel Roster Form #201. Completely READ the forms and do the following:

### You will need the following;

1. Application to travel
2. CYSA official travel roster
3. A copy of the tournament's application to host
4. A check for the tournament entry fee
5. A check/ money order for \$25.00 made out to CYSA
6. 3 envelopes w/ postage
  - preaddressed to **Bob Asklof**  
**P.O. Box 1688**  
**Lodi, Ca 95244**
  - preaddressed to yourself/ team
  - preaddressed to the tournament you are applying to

### Steps

1. Please fill out both forms completely
2. All applications must have a copy of to host (from the tournament you are applying to.)
3. After you have the required signatures of coach and of league registrar/ or league president.
4. Please submit the paperwork to **Darlene Wilharm**  
**96 W.4<sup>th</sup> Street**  
**Tracy, Ca 95376**

I will then send the paperwork on to Bob Asklof for his approval. If you have any questions please call me at 830-0599 or email

[darlenewilharm@sbcglobal.net](mailto:darlenewilharm@sbcglobal.net)

Please apply 35 or more days prior to the tournament start date, there are penalties for late applications.

PLEASE PRINT OR TYPE CLEARLY

CYSA OFFICIAL TRAVEL ROSTER FOR TOURNAMENTS OR GAMES OUTSIDE OF THE JURISDICTION OF CYSA

SEASON 200\_\_ TO 200\_\_ REGION IV STATE ASSN. CYSA DISTRICT \_\_\_\_\_

ORIGINAL TRAVEL ROSTER \_\_\_\_ (LIST ONLY THE PLAYERS WHO ARE TRAVELING WITH THE TEAM TO THIS EVENT)

AMENDED TRAVEL ROSTER \_\_\_\_ (LIST ONLY THE PLAYERS WHO ARE BEING ADDED TO AND/OR DROPPED FROM ORIGINAL TRAVEL ROSTER)

NUMBER OF PLAYERS ADDED TO \_\_\_\_ NUMBER OF PLAYERS DROPPED FROM \_\_\_\_ THE ORIGINAL TRAVEL ROSTER

TOURNAMENT NAME \_\_\_\_\_ HOST ORGANIZATION \_\_\_\_\_

TOURNAMENT DATES \_\_\_\_\_ TOURNAMENT LOCATION \_\_\_\_\_

NAME OF TEAM \_\_\_\_\_ BOYS \_\_\_\_ GIRLS \_\_\_\_ U-\_\_ DIVISION \_\_\_\_

COACH \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MANAGER \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PLAYER'S NAME (ALPHABETICAL LAST NAME FIRST)	13-DIGIT MEMBER ID NUMBER	SEASON (YY/YY)	BIRTHDATE (MM/DD/YY)	GUEST PLAYER?	
1				YES	NO
2				YES	NO
3				YES	NO
4				YES	NO
5				YES	NO
6				YES	NO
7				YES	NO
8				YES	NO
9				YES	NO
10				YES	NO
11				YES	NO
12				YES	NO
13				YES	NO
14				YES	NO
15				YES	NO
16				YES	NO
17				YES	NO
18				YES	NO

I CERTIFY THE INFORMATION LISTED ABOVE IS ACCURATE AND VALID

REGISTERED TEAM OFFICIAL (COACH, MANAGER) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LEAGUE REGISTRAR / PRESIDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DISTRICT REGISTRAR / DISTRICT COMMISSIONER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESIGNATED CYSA STATE OFFICIAL (FINAL AUTHORIZATION) \_\_\_\_\_ DATE \_\_\_\_\_

CYSA FORM 201 (REV 7/05)

DISTRICT TOURNAMENT COORDINATOR STAMP  
SIGNIFIES THAT THE TEAM HAS NOT APPLIED FOR ANY  
OTHER TOURNAMENT ON THIS WEEKEND

DATE \_\_\_\_\_  
AMENDED TRAVEL ROSTERS DO NOT  
REQUIRE THE DTC STAMP

### PROCEDURES FOR TRAVELING OUTSIDE OF CYSA'S JURISDICTION WITHIN UNITED STATES

No later than thirty (30) days prior to your departure date, the following items with all of the completed information and all the required authorizations and signatures must be submitted to CYSA State Office for final approval. Must be originals, NO Faxes

1. US Youth Soccer Application For Travel
2. CYSA Official Travel Roster (CYSA Form 201)
3. US Youth Soccer Application to Host a Tournament or Games sanctioning form for the tournament that has been approved by hosting State Association.
4. A check or money order (NO CASH PLEASE) for \$10.00 made payable to CYSA
5. Two (2) addressed and stamped envelopes: one addressed to team coach, one addressed to director of tournament that you are entering.

California Youth Soccer Association is NOT required to approve an application submitted less than thirty (30) days in advance. If an application is submitted LESS than thirty (30) days in advance, late fees may be charged by CYSA. INCOMPLETE OR INCORRECTLY COMPLETED APPLICATIONS WILL BE RETURNED.

#### CYSA/ DISTRICT LATE FEES:

The following late fees will be imposed (in addition to any late fees imposed by the district) for applications submitted later than 30 days prior to the tournament. LATE FEES MUST BE PAID BY A SEPARATE CHECK MADE PAYABLE TO THE TEAM'S DISTRICT.

1. Less than 30 but more than 14 days prior to the tournament - \$25.00 late fee
2. Less than 14 days but more than 5 days prior to the tournament - \$50.00 late fee
3. 5 days or fewer prior to the tournament - \$100.00 late fee

### PROCEDURES FOR TRAVELING OUTSIDE OF THE UNITED STATES

No later than ninety (90) days prior to your departure date, the following items with all of the completed information and all the required authorizations and signatures must be submitted to CYSA State Office for forwarding to USSF. Must be originals, NO Faxes

1. United States Soccer Federation Application for Foreign Travel
2. US Youth Soccer Application For Travel
3. CYSA Official Travel Roster (CYSA Form 201)
4. Ted Stevens Olympic and Amateur Sports Act Agreement Form
5. A copy of the official brochure, pamphlet, invitation or other applicable material provided by the Tournament or Games Host.
6. Checks or money orders (NO CASH PLEASE) for the following travel processing fees:
  - a. \$50.00 made payable to US Soccer
  - b. \$10.00 made payable to CYSA
  - c. Any applicable late fees payable to your district.

California Youth Soccer Association is NOT required to approve an application submitted less than ninety (90) days in advance. If an application is submitted LESS than ninety (90) days in advance, late fees may be charged by CYSA. Consult your District Commissioner for specific policies and fines. INCOMPLETE APPLICATIONS WILL BE RETURNED.

After ensuring that your team or organization is in good standing, CYSA will forward these documents to United States Soccer Federation for approval. After approval, a copy of the approved application will be returned to your team coach or manager. The team must then forward a copy of the USSF approval to CYSA in order to retrieve the approved travel roster. USSF will then notify the National Association of the country or countries to which your team is traveling, that your team is properly affiliated and has permission to travel.

### TEAM RESPONSIBILITIES

A team may apply to only one tournament per weekend, whether CYSA, in another US Youth Soccer State Association or foreign. A team participating in a tournament agrees to abide by all rules, regulations, policies and procedures as set forth by US Youth Soccer, CYSA and the individual tournament. Failure to do so may result in appropriate penalties as specified by those organizations. Applying to more than one tournament on a given weekend is grounds for team infraction penalties of \$300.00. All original applications for travel must be stamped by the team's District Tournament Coordinator (amended travel rosters do not require DTC stamp.) Participation in a competition of a higher division than the team's division may cause the team to be reDivisionified for the remainder of the seasonal year. U-10 OR YOUNGER TEAMS MAY NOT TRAVEL TO OUT OF STATE TOURNAMENTS. U-10 AND YOUNGER PLAYERS MAY NOT TRAVEL AS A GUEST PLAYER TO ANY TOURNAMENT OR GAMES.

### DEFINITION OF CYSA (NORTH) TEAM DIVISIONS

These definitions of team Divisions may not conform to other state or foreign association 'Division Guidelines' Please be sure and check with the tournament you are entering for clarification of their definition of Divisions.

#### DIVISION 1 TEAMS:

First Division or "A-level": Age pure U-11, U-12, U-13, U-14, U-15, U-16, U-17, U-18 and U-19 competitive teams Divisionified by oldest player.

#### DIVISION 3 TEAMS:

Upper Level, Advanced or First Division: Development teams whose players are normally selected via tryouts and a draft. These teams include only a portion of the league population in an age group and are intended to provide a level of play between house league and competition teams.

#### DIVISION 4 TEAMS:

House or Lower Development: Teams that are normally formed on the basis of geographical distribution. These teams are usually intended to be equal in strength when formed and do not conform to any of the above division

#### DIVISION 5 TEAMS

Community based TOPSoccer teams for players with special needs



**US Youth Soccer**  
A Proud Member of US Soccer  
Affiliated with the Fédération Internationale de Football Association



Please Type or Print Clearly - Do Not Staple

Please Type or Print Clearly - Do Not Staple

**I. APPLICATION TO TRAVEL**

Everyone requesting permission to travel must fill out this section.

Team Name \_\_\_\_\_ Age Group U- \_\_\_\_\_ Type of Team (see reverse side) \_\_\_\_\_ B / G (circle one)

League or Home Association \_\_\_\_\_ State Association or Affiliate \_\_\_\_\_ Team Departure Date \_\_\_\_\_

Team Manager or Coach \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W

Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

I state that during the dates below, the team has no conflicting playing commitments at home. All players are fully insured to cover them against injuries sustained on the field and during transportation.

Signature of Team Manager or Coach \_\_\_\_\_ Date \_\_\_\_\_

**II. TRAVEL TO A TOURNAMENT**

If you are requesting permission to travel to a tournament, you must fill out this section.

A copy of the approved Hosting Agreement or official brochure for this tournament must be attached.

We request approval to play in the \_\_\_\_\_ Tournament, to be held in \_\_\_\_\_  
\_\_\_\_\_ during the dates of \_\_\_\_\_

Tournament Director or Contact Person \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W

Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

**III. TRAVEL TO PARTICIPATE IN GAMES**

If you are requesting permission to travel to participate in games, you must complete this section.

A copy of the approved hosting form or, if outside the US, a copy of the official brochure, pamphlet, invitation, or other applicable material about the tournament or games must be attached.

We request permission to play games between the dates from \_\_\_\_\_ to \_\_\_\_\_ in the following locations (and attach a separate sheet, if necessary):

OPPONENT	CITY	STATE OR COUNTRY
1. _____		
2. _____		
3. _____		

Hosting Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone ( ) - \_\_\_\_\_ W

Address \_\_\_\_\_ E-mail \_\_\_\_\_ ( ) - \_\_\_\_\_ H

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ ( ) - \_\_\_\_\_ FAX

**APPROVAL**  
(For Official Use Only)

STATE ASSOCIATION OR AFFILIATE \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

In granting this permission to travel, neither US Youth Soccer nor its State Associations or Affiliates shall be liable for transportation, lodging, or injury to persons or property sustained in the course of the approved event.

DISTRIBUTION: 2 Team (White) / 1 State Association/Affiliate (Canary)

3/1/01

## I. PROCEDURES TO TRAVEL WITHIN THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an Application to Travel, the team must submit to its State Association or Affiliate for approval—
  - (1) a completed Application To Travel; an incomplete application will be returned and considered as not having ever been submitted;
  - (2) a Roster that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
  - (3) for the competition in which the team is to participate, a copy of the APPROVED Application to Host a Tournament or Games (if hosted by an Organization Member of US Youth Soccer) or the approved hosting form used by (A) a member of an Organization Member or the Organization Member itself that is not a member of US Youth Soccer, or (B) US Soccer; and
  - (4) any fees required by the State Association or Affiliate for processing the application.
2. The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.
3. If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

## II. PROCEDURES TO TRAVEL OUTSIDE THE UNITED STATES

1. Not later than the date established by the State Association or Affiliate for submitting an Application to Travel, the team must submit to its State Association or Affiliate for approval—
  - (1) a completed Application To Travel; an incomplete application will be returned and considered as not having ever been submitted;
  - (2) a copy of the official brochure, pamphlet, invitation, or other applicable material of the tournament or games host;
  - (3) 4 copies of the Roster that has been signed, stamped, or both, by the appropriate registrar and includes all players and team officials;
  - (4) a copy of the completed US Soccer forms Application For Foreign Travel and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, submitted directly to US Soccer; and
  - (5) any fees required by the State Association or Affiliate for processing the application.

**NOTE: WHEN TRAVELING OUTSIDE THE UNITED STATES, A TEAM MUST FILE 2 SETS OF APPLICATIONS AND HAVE BOTH APPROVED: (1) A US YOUTH SOCCER APPLICATION TO TRAVEL, INCLUDING ATTACHMENTS, MUST BE FILED WITH ITS STATE ASSOCIATION OR AFFILIATE AND APPROVED BY THE STATE ASSOCIATION OR AFFILIATE, AND (2) A US SOCCER APPLICATION FOR FOREIGN TRAVEL AND CERTIFICATION MUST BE FILED WITH US SOCCER AND APPROVED BY US SOCCER. BOTH APPLICATIONS MUST BE APPROVED BEFORE A TEAM MAY TRAVEL OUTSIDE THE UNITED STATES.**

2. The State Association or Affiliate is not required to approve any application not timely submitted. If an application is not timely submitted, the State Association or Affiliate may accept the late filing of the application and charge a late fee. Consult the team's State Association or Affiliate for its specific policies and fees.
3. If the documents referred to in paragraph 1 are in order and in compliance with State Association or Affiliate requirements, appropriate fees paid, and the team and the club or league of which the team is a member are in good standing, the State Association or Affiliate shall approve the application. On approval, the State Association or Affiliate will return a copy of the approved application to the team coach or manager.

### RECOMMENDED DEFINITIONS OF TEAMS (Place corresponding letter in appropriate space on application.):

- A **INTRA-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes only players who are members of one club.
- B **INTER-CLUB TOURNAMENT TEAM:** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes players who are members of more than one club.
- C **RECREATIONAL TEAM:** a team which participates in a RECREATIONAL LEAGUE.
- D **RECREATIONAL PLUS TEAM:** a team which participates in a RECREATIONAL PLUS LEAGUE.
- E **RECREATIONAL ALL-STAR TEAM:** an INTRA-CLUB TOURNAMENT TEAM whose roster only includes players selected from teams which participate in the same RECREATIONAL or RECREATIONAL PLUS LEAGUE.
- F **CLASSIC TEAM:** a team which participates in a CLASSIC LEAGUE.
- G **LEAGUE TEAM:** a team which participates in regularly scheduled league play.
- H **PREMIER TEAM:** a team which participates in a PREMIER LEAGUE.
- I **SELECT TEAM:** the official SELECT (all-star) TEAM of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof, or any league.
- J **OTHER:** attached description of team if it does not fit any of the above definitions

3/1/01