

UNITED STATES YOUTH SOCCER MIDWEST REGION CHAMPIONSHIP

1.0 OVERVIEW

1.1 OBJECTIVE

The Midwest Regional Championship Tournament is one of four regional tournaments comprising the next-to-highest level of a nationwide tournament whose objective is to determine regional champions in fourteen divisions and national champions in eight divisions.

1.2 SCOPE

As defined in the National Championship Rules, the age divisions are U-13, U-14, U-15, U-16, U17, U18, and U-19 for males and females.

The name for U-19 males is the James P. McGuire Cup
The name for U-18 males is the US Youth Soccer Andy Stone Cup
The name for U-17 males is the US Youth Soccer Don Greer Cup
The name for U-16 males is the US Youth Soccer D.J. Niotis Cup
The name for the U-15 males is the US Youth Soccer Boys adidas Cup
The name for the U-14 males is the US Youth Soccer Boys Under 14 Cup
The name for U-19 females is the US Youth Soccer Ross Stewart Cup
The name for U-18 females is the US Youth Soccer Frank Kelly Cup
The name for U-17 females is the US Youth Soccer Laura Moynihan Cup
The name for U-16 females is the US Youth Soccer Patricia L. Masotto Cup
The name for the U-15 females is the US Youth Soccer Kristine Lilly Cup
The name for the U-14 females is the US Youth Soccer Elmer Ehlers Cup

1.3 PROGRESSION

The winners of the U-14, U-15, U-16, U-17, U-18, and U-19 divisions advance to the National Championships semi-finals and finals.

1.4 PARTICIPATION

Each National State Association may be represented by one team in each division and any additional wild cards as prescribed in the Region II rules. All state representatives are determined by open competition using a format established by the National State Association and approved by the Regional Director. The format from each state shall be sent to the RTC Chairman. The rules governing team and player eligibility are set forth in the rules of the U.S. Youth Soccer National Championship Rules.

1.5 **MEMBERSHIP**

The Midwest Region (Region II) is one of four administrative regions comprising the United States Youth Soccer Association. It, in turn, consists of 14 National State Associations:

01. Illinois Youth Soccer Association
02. Indiana Youth Soccer Association
03. Iowa State Youth Soccer Association
04. Kansas State Youth Soccer Association
05. Kentucky Youth Soccer Association
06. Michigan State Youth Soccer Association
07. Minnesota Youth Soccer Association
08. Missouri Youth Soccer Association
09. Nebraska State Soccer Association
10. North Dakota Soccer Association
11. Ohio Youth Soccer Association, North
12. Ohio South Youth Soccer Association
13. South Dakota State Soccer Association
14. Wisconsin Youth Soccer Association

1.6 **AUTHORITY**

All tournament games played at national, regional, state, and, where applicable, lower levels are conducted under the authority of United States Youth Soccer. All cup games are played and administered in accordance with guidelines set forth in U.S. Youth Soccer National Championship Rules (current edition).

2.0 **ROLES AND RESPONSIBILITIES**

2.1 **THE NATIONAL CHAMPIONSHIP COMMITTEE**

2.1.1 **Composition** The U. S. Youth Soccer National Championship Committee (USYSNCC) consists of a National Chairman and four Regional Representatives as appointed by the Chairman of U.S. Youth Soccer in accordance with US Youth Soccer Administrative Rules.

2.1.2 **Responsibilities and Authority** The USYSNCC (1) organizes and administers the national finals and semi-finals subject to the approval of the U.S. Youth Soccer Board of Directors, (2) recommends changes to the United States Youth Soccer National Championship Rules, and (3) adjudicates disputes concerning the application and administration of these Rules at the national level.

2.2 **REGIONAL REFEREE ADMINISTRATOR**

The U.S. Youth Soccer National Referee Committee (USYSNRC) selects, assigns, and oversees game officials at the national finals and semi-finals. The Regional Referee Administrator (RRA), who represents Region II on the USYSNRC, does the same at the Midwest Regional Championship Tournament. In addition, the RRA develops and administers training and assessment programs to promote quality and consistency in officiating at the tournament.

2.3 **REGION II TOURNAMENT COMMITTEE**

2.3.1 Appointment and Composition The Region II Tournament Committee (RTC) is appointed by the Regional Director of Region II. It consists of the RTC Chairman, who represents Region II on the USYSNCC, and such other members as the Regional Director may appoint. Ordinarily such other members include (1) the director of one of the two subregions and the Regional Referee Administrator.

2.3.2 Responsibilities and Authority The RTC (1) organizes and administers the Midwest Regional Championship Tournament in accordance with the United States Youth Soccer National Championship Rules and such other guidelines as may be set forth by the Region II Council, (2) recommends changes to the regional rules and guidelines, (3) adjudicates disputes at the regional level concerning the application and administration of national and regional rules and guidelines, (4) assures that the tournament is run in a manner consistent with the high standards befitting this competition. Each Host Organizing Committee (STATE ASSN.) (HOC) and Local Organizing Committee (LOC) must take all action required to assure the RTC of their complete follow through.

2.4 **TOURNAMENT PROTEST AND APPEALS COMMITTEE**

2.4.1 Appointment and Composition The Tournament Protest and Appeals Committee (P&A) consists of the RTC Chairman, both sub-regional directors, and may include representatives of state associations. The RTC Chairman serves as chairman of the P&A Committee.

2.4.2 Responsibilities and Authority The P&A Committee rules on all protests and appeals arising from the application and enforcement of the playing rules (modified FIFA Laws of the Game) immediately before, during, and immediately after the actual competitions. The P&A Committee reviews all red cards and decides on the suspensions of participants as related thereto. Decisions of the P&A Committee are final and may be appealed only to itself.

2.5 **LOCAL ORGANIZING COMMITTEE**

2.5.1 Appointment and Composition The appointment and membership of the Local Organizing Committee (LOC) falls within the jurisdiction of the host state association. However, the committee's leadership and relationship with both the state and local associations must be clearly specified at the outset.

2.5.2 Responsibilities and Authority The LOC provides all local facilities, organization, staffing, funding, and other support as required by and agreed with the Host State Association and the Region.

Variations in these responsibilities and authorities will be agreed in advance and specified in writing.

CALENDAR: KEY DATES

A master calendar or timeline is essential to the smooth and efficient operation of the Regional Championship Tournament. It may be altered from year to year as circumstances dictate. The date "T" represents the first day of regional competition.

- T minus 36 months (June): Prospective hosts begin planning and organizing.
- T minus 34 months (August 1): Prospective hosts identify headquarters facilities and fields and notify RTC Chairman of their interest in hosting the Regional Championship Tournament.
- T minus 32 months (U.S. Region II Fall Meeting): Prospective hosts present their proposals to Regional Council, which makes selection.
- T minus 22 months (August): Host defines sub-committees and appoints chairmen.
- T minus 17 months (January): LOC commences monthly meetings with minutes copied to the RTC Chairman and members of the RTC.
- T minus 12 months (June): Host contacts prospective sponsors. All sponsors shall be approved by the Regional Director and the National Office.
- T minus 12 months (June): LOC Chairman attends Regional Championships.
- T minus 10 months (August): RTC Chairman sends blank rosters to each state tournament chairman.
- T minus 8 months (October): RTC Chairman gives status report to Regional Council.
- T minus 8 months (October): Organizational meeting held in host city.
- T minus 8 months (October): RTC Chairman recommends changes to playing rules and administrative policies and procedures for consideration and decision by the Regional Council.
- T minus 8 months (October): Host reports field inventory and availability to RTC Chairman.
- T minus 6 months (December 1): State associations submit summaries of state formats to RTC Chairman and Regional Director.

- January 15: State associations submit team entry forms and national fees if any to the RTC Chairman and team entry forms and regional cup fees payable to "Region II" mailed to the RTC Chairman.
- T minus 4 months (February Workshop): Host presents status report to the Regional Council and budget to the Regional Director and RTC Chairman.
- T minus 4 months (February Workshop): RTC Chairman conducts draws for tournament match-ups and P&A Committee membership.
- T minus 4 months (February Workshop): RTC Chairman delivers/sends instruction to state cup chairman and state administrators.
- T minus 3 months (March): RRA sends referee notices to State Youth Referee Administrators and National State Association Presidents.
- T minus 3 months (March): LOC mails information packet to state tournament chairman and to RTC.
- T minus 2 months (April): RTC Chairman delivers test schedule to host for review.
- T minus 60 days: Deadline for state associations to withdraw team entries without incurring penalties.
- T minus 2 months (April): Deadline for SYRA's to submit referee applications to RRA.
- T minus 1 month (Early -May): RTC Chairman submits preliminary schedule to committee members for review.
- T minus 1 month (Early-May): LOC mails final information packet to State Tournament Chairman.
- T minus 1 month (Mid-May): Deadline for submitting items to host for inclusion in official program.
- T minus 1 month (Late-May): Host submits draft of proposed program to RTC Chairman and Regional Director for their review.
- T minus 21 days: State associations must submit team rosters, final game reports and bonds for each team to RTC Chairman.
- T minus 14 days: RTC Chairman completes final schedule and deliver it to host.
- T minus 14 days: RRA begins scheduling referees.
- T minus 14 days: Each state association must submit name of Official State Representative to RTC Chairman and Regional Director.

- T minus two days: RTC Chairman, Regional Director and RRA arrive at tournament headquarters.
- T minus one day: Teams check-in and credentials personnel review their documentation.
- T minus one day: RRA chairs referee clinic; all referees attend. RRA distributes referee schedule for first day's competition.
- T minus one-half day: Opening ceremonies followed by mandatory coaches meeting chaired by RTC Chairman.
- Completion of qualifying rounds: RTC Chairman and Regional Director or their designate present sportsmanship awards. These awards will only be presented to teams that do not advance in the competition. Any team that advances will be awarded their sportsmanship award after their final game.
- Completion of semi-final games: RTC Chairman and Regional Director or their designate present third place medals.
- T plus 4 days: Regional Director shall host a luncheon for the RTC and LOC invitees. This luncheon shall serve as a post tournament assessment meeting. The LOC shall provide an individual to take minutes of the meeting. These minutes shall be provided to the RTC Chairman and the Regional Director within two weeks of the luncheon.
- Completion of final games: RTC Chairman and Regional Director or their designate present championship and runner-up trophies and medals.
- T plus 7 days: RTC Chairman reports official scores to state associations and the Regional Director.
- T plus 7 days: RTC Chairman and RRA verify that referee assignments and assessments have been entered into referee database.
- T plus 14 days: RTC Chairman reports results of P&A Committee action to appropriate state associations.
- T plus 6 weeks (U.S. Youth Soccer AGM): RTC Chairman submits Tournament Report to Regional Director.
- T plus 2 months: Host State Association and LOC Chairman shall submit the Tournament Report including the final Income Statement to the Regional Director and RTC Chairman. The Host State Association and LOC Chairman shall provide a copy of the report to the next venue site of the Regional Championships.

4.0 GUIDELINES FOR HOST ORGANIZING COMMITTEE

APPLICATION

- 4.1.1 Who May Apply The Regional Championships will be awarded to State Associations located in the “A” and “B” Sub Regions on an alternating basis. The event will be awarded to State Associations on the “A” side of the region for odd-numbered years and to State Associations on the “B” side of the region for even-numbered years.
- 4.1.2 Timing State and local associations wishing to host a Regional Championship Tournament **must** submit written applications to the RTC Chairman **no later than August 1**, approximately 34 months in advance of the tournament. This deadline allows time for review and suggestions two months prior to presentation to the Council.
- 4.1.2.1 If no State Association located in the correct Sub Region notifies the RTC, in writing, of their intent to bid by the specified date, the event will be opened for bids to the entire Region until September 1st. It is important that the RTC Chairman keep all State Associations advised as to the status of the bid process at each critical date.
- 4.1.2.2 If after September 1st there are still no bids on file, it will be the responsibility of the RTC Chairman to contact each State Association to notify them of that fact and to solicit bids based on those circumstances.
- 4.1.2.3 It will be the responsibility of the RTC Chairman to visit the bid sites prior to the Fall meeting to assure their ability to host the event.
- 4.1.3 Contents The application addresses the applicant’s capacity for providing required resources and facilities and fulfilling responsibilities.
- 4.1.4 Site Inspection The RTC Chairman and the RRA shall visit the site prior to the Fall Regional meeting and present a report to the Council on the adequacy of the respective venue sites. This site inspection will be paid for by each state that is bidding on the Regional Championships.

4.2 U.S. REGION II FALL MEETING

The upcoming Regional Championship Tournament is an agenda item at the Fall Regional Meeting. Only sites with adequate motel rooms, transportation and fields will be considered.

- 4.2.1 Presentation The HOC Chairman makes a detailed presentation of all aspects of the tournament. The presentation should be supplemented by descriptive brochures or notebooks and other visual aids.

The written material includes the following information:

- description of host city and surrounding area,
- description of tournament site(s),
- map(s) of game sites and hotel locations,
- number of double-double rooms available,
- approximate driving time to fields from hotels,
- airport access (number of carriers, flights/day)
- arrangements for renting cars and vans,
- important dates and deadlines,
- description, time, and location of opening ceremonies,
- description of planned social events,
- description of places to go and things to do in the area,
- expected weather conditions (temperature, humidity, and precipitation)
- names and telephone numbers of important contacts.

State associations will have the opportunity to ask questions.

4.2.2 Budget The HOC Chairman submits an operating budget (i.e., projected sources and uses of funds) to the Regional Director and the RTC Chairman.

4.3 LODGING

4.3.1 Players and Team Officials Depending on the tournament's location, players and team officials will require from 3,300 - 3,500 rooms allowing double to quadruple occupancy. The LOC works with local hoteliers to make these rooms available to visiting teams at optimum rates. The LOC informs state and team representatives of room availability, location, and rates. The Regional Directors designate shall serve as a Lodging Coordinator. State Associations are responsible for reserving rooms and each team shall be responsible for paying for their own rooms.

4.3.1.2 Room Selection The RTC Chairman shall conduct a draw at the Fall Meeting which determines the sequence for each state association to choose their rooms. Each state association must select their rooms through the Lodging Coordinator within a two-day period. If any state association fails to reserve their rooms during their assigned days, the next state association will be served. Each successive state association shall select their rooms in this fashion.

4.3.2 Referees Out-of-town referees require from 70 to 80 rooms, preferably in a separate location other than the headquarters hotel. It is recommended that no teams be assigned to the referees' hotel. Referees make their own arrangements, usually based on information provided by the LOC. Referees or sponsoring state associations pay the cost for these rooms.

4.3.3 Regional Staff The members of the RTC require about 8 rooms, preferably in or near the headquarters hotel. The LOC makes all arrangements for these rooms. These should be complimentary rooms, otherwise the LOC is responsible for paying their cost. The Regional Director and the RTC Chairman will require a suite for their operations.

4.3.4 State Representatives Representatives of state associations require approximately a total of 14 rooms. State associations shall make their own arrangements, based on information provided by the LOC. State associations shall pay the cost of these rooms.

4.4 **MEETING ROOMS AND SUITES**

The tournament requires the use of several meeting rooms and suites. These are typically complimentary; if not, the host is responsible for their cost.

4.4.1 Tournament Headquarters The RTC requires a suite to serve as coordination and communication center. This suite may also serve as lodging for the RTC Chairman. The Regional Director also requires a suite to be used for business affairs of the Regional Championships.

4.4.2 Referee Suite Referees require a logistics and communication center in the headquarters hotel. It may also serve as lodging for the RRA.

4.4.3 Referee Meeting Room Referees require a meeting room that can accommodate 160 referees for clinics held the day before the start of the tournament. It should be in or near the referees hotel.

4.4.4 Coaches Meeting Room The RTC requires a meeting room to accommodate 200 coaches the night before the first game. It should be near either the headquarters hotel or near the site of the opening ceremonies.

4.4.5 Credentials The RTC requires a 8000 square foot room for registering teams the day before the first game. An additional room shall be provided for distribution of the team packets and/or tournament shirts.

4.5 **FIELDS**

The HOC is responsible for providing and maintaining fields according to the following specifications:

- number: at least 20 fields on no more than two sites which must be within 30 minutes of one another;
- size: for U- 16, U- 17, U-18, U-19, and U-20, at least 70 yards wide by 110 yards long; for U-14, at least 65 yards wide by 110 yards long;

- surface: flat and level with grass cut to no more than 2 1/2 inches high and with no dangerous defects such as exposed sprinkler heads;
- goals: within one inch of eight feet high by 24 feet wide with white, five-inch-wide posts and cross bars, and secured net;
- markings: five-inch-wide white lines delineating regulation field including restraint lines for spectators (the restraint lines shall be painted a different color and a minimum of 5 feet from the edge of the touch line. Spectators and players shall be on opposite sides of the field.
- equipment: regulation corner flags and posts and mid-field markers shall be used.

4.6 **SCHEDULE OF GAMES**

The RTC Chairman is responsible for developing the schedule of games. However, the LOC shall provide the RTC Chairman with the following information regarding fields:

- descriptive field inventory including size, location, and availability;
- unique three character mnemonics to identify sites and unique two character mnemonics to identify fields;

4.7 **SCOREKEEPING**

4.7.1 Official Scores The LOC develops, implements, and maintains a reliable means of quickly collecting and transmitting game scores to the official scorekeeper.

4.7.2 Posted Scores The LOC develops, implements, and maintains a reliable means of quickly posting game scores and standings at game sites so that they can be easily read by participants and spectators.

4.8 **SPECIAL EVENTS**

4.8.1 Opening Ceremonies Host associations have organized opening ceremonies involving a parade of teams, introduction of VIP's, and local entertainment. The ceremonies should last no longer than one hour the evening before the first games. The facility should accommodate 6,000 spectators. Each team in the Regional Championships shall attend and participate in the opening ceremonies.

4.8.2 Social Event For Players Some host associations have organized a social event for players.

4.8.3 Hospitality For Coaches and Referees Several LOC's have organized hospitality for the coaches. Most State Referee Associations sponsor hospitality rooms for the visiting referees. The referee hospitality room should include:

- TV set and VCR to show referee instructional tapes,
- Coffee, fruits, soda, pastries, chips and pretzels.

4.9 **PACKETS FOR COACHES AND PLAYERS**

The LOC shall be responsible for naming an individual for receiving materials from the Sponsors, National Office, and RTC Chairman that will be needed in the Regional Championships. This committee shall be responsible for assembling the packets and distributing them to the teams at check in.

4.10 **PROGRAMS AND ADVERTISING**

The LOC is responsible for designing and printing the official tournament programs.

4.10.1 Contents The program includes the following information:

- brief description of the tournament as the next-to-last stage of the National Championships;
- map showing locations of fields, opening ceremonies, and hotels with meeting rooms and suites;
- state associations, age levels, names, rosters identifying players and their jersey numbers, uniform colors, and season records of teams;
- schedules and locations of games and other official events;
- register for recording scores and points;
- identification of sponsors; and
- other information as desired by the RTC, sponsors, and the host.

4.10.2 Financing The host association is responsible for covering the cost of preparing the official programs. This is usually done through the sale of local advertising.

4.11 **PUBLICITY**

The LOC is responsible for publicizing the tournament through local media.

4.12 **TRANSPORTATION**

4.12.1 **Referees** The LOC is responsible for providing frequent, reliable, and scheduled transportation between the headquarter's and referees' hotel(s) and the fields from 60 minutes before the first game to 30 minutes after the last game.

4.12.2 **Teams** The LOC works with local automotive rental agencies to arrange for the availability of adequate numbers of cars and vans. Information regarding availability and rates is sent to state and team representatives.

4.12.3 **RTC** The LOC shall provide at least 4 golf carts or other vehicles for on site work of the RTC. The carts must be available at ALL times for the Regional Director, the RTC Chairman, the RRA, and the LOC Chairman. Other carts should be made available for the LOC Committee as required.

4.13 **FIELD MARSHALS**

Communication and control are greatly enhanced by the presence of field marshals at all games. They should be equipped with either two-way radios or cellular telephones. The appropriate number depends on the number and layout of fields. Their responsibilities include

- summoning medical assistance when needed;
- relaying scores from field to central scoreboard;
- providing logistical information to spectators, referees, and others; and
- controlling unruly spectators and players.

4.14 **PARKING AND TRAFFIC**

4.14.1 **Regulation** Experience suggests that parking and traffic works most smoothly if it is regulated by the LOC.

4.14.2 **Parking Spaces** The HOC should calculate parking requirements on the basis of 20 vehicles per field.

4.14.3 VIP Parking The LOC shall provide adequate reserved parking in a desirable, close-in location for the RTC. This area should have controlled access via permit, etc.

4.15 MEDICAL TREATMENT AND FIRST AID

The LOC shall provide the following paramedical facilities and personnel at each field site:

- trainers or medical personnel trained in sports medicine and CPR;
- equipment and supplies necessary for treating abrasions, bruises, sprains, insect bites, exhaustion, heat induced problems, and preventive taping; and
- communication link with local medical facilities and ambulance services.
- It is recommended but not required that a Life Squad be on site for transportation.
- It is suggested that the LOC Medical Personnel provide preventive taping for players and referees. Emergency services would take precedence over all preventive activity.

4.16 SECURITY

The LOC shall work with local authorities to protect facilities and supplies, to control traffic at games and opening ceremonies, and to provide other security services as needed.

4.17 CONCESSIONS

4.17.1 Food The LOC shall sell food and non-alcoholic beverages at all field sites. It makes all necessary arrangements with concessionaires and suppliers. Income is not shared with the region.

4.17.2 Souvenirs At its discretion, the LOC shall sell souvenirs at game sites. Except for special requests occasionally made by sponsors, selection and quantity are the LOC's responsibility. Previous hosts can provide valuable guidance. Provision-for taking orders for tee shirts is desirable.

4.17.2.1 National Sponsors US Youth Soccer has signed national sponsorship agreements and sale of soccer items are limited to the branded products of our national sponsor. No soccer items competitive to the sponsor may be sold at the game site or tournament headquarters, or opening ceremonies. US Youth Soccer from time to time enters into other sponsorship arrangements and these sponsors have right of first refusal during the tournament.

4.17.3 US Youth Soccer The LOC shall make every effort to sell US Youth Soccer merchandise at the Regional Championships. This material should be obtained on consignment from the National Office. Every good faith effort shall be made to arrange for the sale of M & M Mars products by the concessionaire at the Regional Championships.

4.18 RESOURCES

In order to meet its responsibilities, the LOC needs substantial human and financial resources.

4.18.1 Manpower and Committees The host association should have the ability to call on at least 40 volunteers to head and staff various sub-committees, the chairmen of which comprise the Local Organizing Committee. Possible sub-committees include

- Advisory (soccer and community VIP's),
- Awards,
- Communications,
- Fields,
- Field Marshals,
- Finance,
- Concessions (food),
- Concessions, (souvenirs)
- Fundraising (advertising),
- Hospitality
- Housing,
- Information Packets (for players, coaches, referees, others),
- Medical,
- Opening Ceremonies,
- Program Preparation,
- Publicity,
- Referees (chaired by state SYRA) or designate,
- Registration & Credentials,
- Sanitation & Waste Removal,
- Score Keeping and Posting,
- Social Event,
- Transportation, and
- Traffic Control & Parking,

4.18.2 Finances Potential funding sources include (1) concession sales, (2) advertising sales, and (3) sponsorships, some of which might be obtained through the region. In addition, the region may contribute to the operations of the Regional Championship. The LOC must develop and use a detailed budget. The budget shall be approved by the Regional Director and a copy shall be sent to the RTC Chairman.

4.18.3 Communications Real time communications are essential to a well run tournament. They should include:

1. Cellular telephones for
 - LOC Chairman,
 - RTC Chairman,
 - Referee Chairman,
 - all field sites,
 - on-site referee headquarters;
2. VHF hand-held radios for all of the above, all active field marshals, and on-site Personnel (Medical, Support, etc).

4.19 **PROGRESS REPORTS**

The LOC Chairman keeps the RTC Chairman and the Regional Director informed by submitting monthly progress reports. Minutes of HOC meetings serve this purpose especially well.

4.20 **COMMUNICATION WITH STATES AND TEAMS**

The LOC sends pertinent information, especially including that related to transportation and lodging, to state associations and all participating teams as their identities become available.

The LOC should not advise state associations or teams with regard to playing rules and game schedules, etc. These details will be handled by the RTC Chairman.

4.21 **FINAL REPORT**

By September 15 following the tournament, the LOC Chairman submits a final report to the Regional Director and RTC Chairman. The final report shall include a final income statement of the Regional Championships compared to the approved budget. This report shall also be sent to the next venue site for the Regional Championships. A suggested format is outlined in Appendix I.

5.0 **GUIDELINES FOR REGIONAL TOURNAMENT COMMITTEE**

5.1 **CREDENTIALS**

5.1.1 **Purpose and Objective** The process for validating the credentials of teams, players, and coaches is intended to assure compliance with U.S. Youth Soccer National Championship Rules regarding team eligibility, player eligibility, entries, and player passes and rosters.

5.1.2 **Chairman** The RTC Chairman serves as chairman of the Credentials Committee. The responsibility of this job is to assure that the process is followed and that the National Rules are applied fairly. Decisions as to eligibility may be appealed to the Regional Protest and Appeals Committee.

5.1.3 **Process** The registration and validation process consists of four components:

1. Submission of entry forms and payment of fees,
2. Submission of official, certified league roster,
3. Submission of final state game report,
4. Check-in process at tournament, and
5. Check-in process for semi-final and final games.

5.1.4 **Timetable** The registration and validation process takes place according to the following calendar:

October 31: RTC Chairman submits roster forms and final game report forms to the National State Association Cup Chairman.

January 15: State associations submit team entry forms and national fees if any to national office and team entry forms and regional cup fees payable to "Region II" mailed to the RTC Chairman.

February (Workshop): Credentials Chairman sends/delivers registration and check-in instructions to state cup chairmen and state administrators.

21 Days prior to first game: National State Association sends RTC Chairman Final game report and all team league rosters and the teams bond.

Day before first game: Teams check-in with Credentials Committee.

5.1.5 Instructions The Credentials Chairman sends detailed registration and check-in instructions to all state cup chairmen and state administrators. Appendix III presents a sample set of those instructions.

5.1.6 Check-in Procedures All players must check in with their team during the hours prescribed the day before the competition begins. The procedures and documentation required are outlined in the "Instructions" sent from the Credentials Chairman.

5.1.7 Sign-in Procedures For Semi-finals and Finals Teams qualifying for semi-finals sign-in no earlier than one hour before game starting times. All rostered players and coaches sign new rosters, which are then used by game referees. Players who have not signed-in are not allowed to play. The process is repeated prior to the finals.

To expedite the process, players, with pass cards in hand, line-up single-file in roster sequence.

5.2 **PROTEST AND APPEALS COMMITTEE**

5.2.1 Composition and Selection The Protest and Appeals Committee shall consist of: The RTC Chairman, the two sub-regional directors, and others that may be appointed by the Regional Director or RTC Chairman. The RTC Chairman shall serve as Chairman of the Protest and Appeals Committee.

5.2.2 Responsibilities, Authority, and Procedures In accordance with National Championship Rules, "all questions related to qualifications of competitors, interpretation of rules, or any dispute or protest whatever, shall be referred to" the Regional Protest and Appeals Committee, whose decisions shall be final and binding.

The Committee shall review all red cards to determine if additional penalties are to be served.

Decisions are by simple majority with the Chairman authorized to vote only in case of a tie. Minutes of all meetings and decisions are recorded and shall be retained.

Committee members are to be present during all game days and to convene with one hour's notice. The LOC provides a communication/notification system acceptable to the Committee Chairman.

Members do not vote on decisions involving or affecting teams from states that the members represent.

The Committee may elect to hear from any and all witnesses wishing to testify and should solicit such testimony from game officials and teams.

All decisions are to be made in accordance with rules and guidelines set forth in FIFA Laws of the Game, the USSF Administrative Handbook, and the Region II Championship Tournament Manual.

5.3 **RECORDING OF RED AND YELLOW CARDS**

5.3.1 **Record** The official scorekeeper maintains a record of all infractions that result in cautions (yellow cards) and dismissals (red cards). This record is compiled from "Official Game Cards" completed and submitted by game referees.

5.3.2 **Penalties and Enforcement Procedures (Red Cards)** Dismissed players' pass cards are retained until they are again eligible to participate.

5.3.3 **Notification of States** Within two weeks following the end of the tournament, the RTC Chairman reports red and yellow cards to all participating state associations.

5.4 **SCOREKEEPING**

5.4.1 **Scorekeeper** The RTC Chairman appoints an official scorekeeper.

5.4.2 **Reporting** Within two weeks of the completion of the tournament, the RTC Chairman reports all results to other members of the RTC, state cup representatives, state association presidents, the Regional Director, the LOC Chairman, and the Chairman of the National Championship Committee.

5.5 **ORGANIZATIONAL MEETING**

5.5.1 **Meeting Guidelines** Prior to the tournament, The RTC Chairman leads a combined meeting of the RTC and HOC. In addition, the chairmen of previous and following HOC's are invited. The purposes are (1) to clarify and coordinate the responsibilities and authorities of all involved parties, (2) identify and resolve unsettled issues, and (3) develop a sense of teamwork and common purpose.

5.5.2 **Agreements** The agreements reached at this meeting should be commemorated by a "Letter of Understanding" signed by the LOC Chairman, the RTC Chairman, and the Regional Director.

5.5.3 **Agenda** A model agenda is presented in Appendix IV.

5.5.4 **Expense** This meeting shall be hosted at LOC expense except for travel of the RTC Chairman and the Regional Director. The LOC shall arrange for hotel rooms for the RTC Chairman and Regional Director at the LOC expense.

5.6 **SPRING WORKSHOP PRESENTATION**

The regional meeting held in conjunction with U.S. Youth Soccer's Spring Workshop focuses on the Regional Championship Tournament.

5.6.1 **Tournament Draw** The RTC Chairman shall conduct a random draw to determine the bracket position of all teams (as defined by state associations plus appropriate wildcards). All divisions will be drawn at this meeting.

5.7 **TOURNAMENT RE-DRAW**

If a re-draw becomes necessary because of teams withdrawing, the RTC Chairman shall appoint a three person committee who shall witness the re-draw and certify the results. The new brackets will be forwarded to the National State Association representative immediately after the results are certified.

5.8 **MEETING OF COACHES AND STATE REPRESENTATIVES**

On the evening preceding the first day of competition, the RTC Chairman may hold a meeting of all coaches, state representatives, and the RTC. The purpose of the meeting is to review and preview policies, procedures, and points of emphasis. The following topics are covered:

- recent changes in playing rules,
- pre-game check-in procedures and responsibilities,
- use of player and coach passes,
- substitution procedures and the fourth official,
- handling of red and yellow cards,
- protests and appeals,
- start-of-game procedures,
- game officials and rule enforcement,
- responsibilities of state representatives
- social functions and arrangements,
- distribution of roster copies to coaches and state representatives, and
- distribution of other items.

Attendance by coaches if held is mandatory.

5.8.1 **State Representatives** Each state is required to have an official state representative at the Regional Championships. The representative shall represent the State Association in matters before the RTC. This state representative must attend the coaches meeting.

6.0 **REFEREE ADMINISTRATION**

6.1 **RESPONSIBILITIES**

The Regional Referee Administrator is directly responsible for obtaining, training, assigning, and assessing game officials. The HOC/LOC shall appoint a referee (S(Y)RA) to represent the LOC at tournament headquarters and field sites and act as liaison to the RRA. Because of expected long hours, provision may be made for more than one person to fill this position. The LOC referee shall work with the RRA to make arrangements for lodging, transportation, and social functions.

Specific responsibilities of the RRA include:

- specifying requirements for referees and assessors,
- specifying qualifications of referees and assessors,
- developing and administering procedures for making game assignments,
- developing and administering program for assessing game officials,
- maintaining a listing of game officials, their qualifications, and assignments,
- developing and administering training programs and clinics,
- developing and administering a mentor program,
- ascertaining and communicating requirements for lodging and meeting space,
- developing and administering a program for recognizing referees and their contributions,
- developing and administering other operating procedures related to game officials,
- overseeing the interaction of game officials with the Protest and Appeals Committee.

6.2 **OFFICIAL GAME CARD**

The official records of tournament games are the game cards filled out by the game referees and retained by the RTC Chairman. The format and contents of the card are established by the USYSNCC in consultation with the Referee Committee. The contents includes the following information:

- game number,
- game date,
- game location,
- scheduled and actual start times,
- age level,
- team names designated "home" and "away,"
- team uniform colors,
- jersey number of players who scored
- final game score,
- coaches names,
- captains names and jersey numbers,
- team making opening kick off,
- details of all cautions and dismissals: infraction, game minute, and name, jersey number, and details of incidents involving players, coaches and spectators.
- names, grades, and positions (i.e., line 1, line 2, 4th official) and social security numbers of game officials, sportsmanship points for both teams,
- comments, and
- referee's signature.

7.0 **SCORES AND STANDINGS**

7.1 **SCORING METHOD**

The standings of teams within brackets are based upon the number of points earned in qualifying games. Teams earn points as follows:

- Three (3) points for a win (including forfeits)
- One (1) point for a tie, and
- No (0) points for a loss.

7.2 **TIE BREAKERS**

In the event teams are tied on the basis of points earned, the teams placement will be determined in accordance with the following sequential criteria:

- a. Winner of head to head competition (this criteria not used if more than two teams tied).
- b. Winner of most games.
- c. Goal spread (goals scored minus goals against) with a maximum of four goals per game.
- d. Fewest goals allowed.
- e. Kicks from the penalty mark (as described in Section 7.2.2)

Note: If more than two teams are tied, the sequence will be followed until a team is eliminated. The remaining teams will then restart the sequence at point "b" above until the tie is broken.

7.2.1 **Wildcard Team Selection** For brackets requiring a wildcard for semi-final play, team placement will be determined in accordance with the following sequential criteria:

- a. Teams with most points.
- b. Winner of head to head competition (this criteria not used if more than two teams tied).
- c. Winner of most games.
- d. Goal spread (goals scored minus goals against) with a maximum of four goals per game.
- e. Fewest goals allowed.
- f. Kicks from the penalty mark (as described in Section 7.2.2)

Note: If more than two teams are tied, the sequence will be followed until a team is eliminated. The remaining teams will then restart the sequence at point "c" above until the tie is broken.

7.2.2 Penalty Kicks If taking of kicks from the penalty mark (as defined in the FIFA Laws of the Game) must be used to determine a winner in the group winner ____*, semi-final, or final round games, the format shall be as follows:

- a. Each team shall select five players to kick - Only players on the field at the conclusion of the match may be selected to kick.
- b. Teams shall alternate kicks - First team to kick shall be determined by referee coin toss.
- c. If, before both teams have taken five kicks, one team has scored more goals than the other team could, even if it were to complete it's five kicks, the taking of kicks shall cease.
- d. If, after both teams have taken five kicks, both have scored the same number of goals or have not scored any goals, the taking of kicks shall continue, in the same order, until such time as both teams have taken an equal number of kicks (not necessarily five more kicks) and one team has scored a goal more than the other.

* If taking of kicks from the penalty mark must be used to determine bracket or wildcard winners, the coach of each team shall declare the 11 players from their roster that they will use to take their kicks. If a player has been disqualified for the team's next match as a result of a red card, that player may not participate in the kicks.

8.0 AWARDS AND TROPHIES

8.1 TEAM TROPHIES

Region II shall provide trophies for teams finishing in first and second place.

8.2 PLAYER MEDALS AND PATCHES

U.S. Youth Soccer provides medals and patches for teams finishing in first and second place.

8.3 SPORTSMANSHIP AWARDS

U.S. Youth Soccer provides a sportsmanship award for each division. A patch is provided for each player on the team.

9.0 **REGION II REGIONAL CHAMPIONSHIP RULES AND REGULATIONS**

9.1 **TEAM ENTRY**

9.1.1 **Ages** Each state association may enter one male and one female team in each of the following age groups: U19, U18, U17, U16, U15, U14 and U13.

9.1.2 **Fees** The National Championships fee shall be established by US Youth Soccer and shall be forwarded to the Region II Cup Chairman by January 15th of the current seasonal year. The RTC will forward the fees to US Youth Soccer by the date proscribed.

9.1.3 **Regional Fee** The Region II Regional Championships shall establish a team entry fee for the Regional Championships. This fee shall be paid to the Region II Cup Chairman by January 15th of the current seasonal year.

9.1.4 **Bond** Each state association shall deposit with the RTC a bond of \$100.00 per team entered into the Region II Championships. This bond must accompany the rosters when submitted to the RTC. This bond shall be forfeited to Region II upon certification from the RTC of unsuitable behavior such as rule violations, failure to appear as scheduled, unsportsmanlike behavior, property damage, etc, by a particular team. If the RTC forfeits any teams bond, that team shall provide an additional bond of \$100.00 to the Regional Director before being able to continue in the competition.

9.1.5 **Withdrawal** National State Associations may withdraw any team(s) from the Regional Championships up to 60 days prior to the start of play without penalty. However the cup entry fee and the Region II entry fee shall not be returned for teams that withdraw. Any National State Association that withdraws teams from the Regional Championships less than 60 days prior to the start of the Regional Championships shall be fined \$1,500.00 for each team withdrawn. If a team withdraws within 14 days of the start of the Regional Championships, the fine shall be \$3,000.00. If the National fee is waived and a team withdraws at any time after official entry, the State Association shall pay Region II \$200.00 for such withdrawal. If the withdrawal occurs within the 60 days of the start of the Tournament, the team shall also be fined as outlined above.

9.1.6 **Forfeiture** If any team forfeits any game in the Regional Championships, the team may be fined up to \$400.00 per game. Forfeitures will be determined by the RTC.

9.1.7 **Bad Standing** Any National State Association that does not pay the fine(s) assessed by Region II shall be considered in bad standing and no teams from that National State Association shall be permitted to participate in future Regional Championships until the fines are paid. The National State Association shall be responsible for collecting any fine(s) from the teams that are penalized by fines.

9.2 **WILD CARD TEAMS**

9.2.1 **Qualification** Each National State Association (EXCLUDING THE HOST ASSOCIATION) that entered and whose teams participated in all eligible divisions except Under 19 in the prior year Regional Championships may elect to have its name entered into the drawing to complete a bracket(s) in which wild card teams are needed to complete brackets based on Region II policy. A State may elect to not be included in a particular age group drawing without penalty.

9.2.1.1 **Midwest Regional League Wild Cards.** In age divisions which compete using a 16-team bracket there shall be one wild card position filled by the Midwest Regional League. This position will be filled by the team with the highest league finish that is not a Snickers[®] State Cup Champion. This team must have entered and competed in the Snickers State Cup at their State Association level. The Midwest Regional League wild cards are not subject to the requirements listed in 9.2.1 for drawn wild cards.

9.2.1.2 **Drawn Wild Cards**

9.2.2 **Rationale** The purpose of permitting the National State Associations to enter their second best team in any bracket in which wild card teams are needed based on Region II policy is to insure that an even number of teams are playing in the Regional Championships. Even numbers will permit equity in scheduling games in World Cup Format competition.

9.2.3 **Blind Draw** The blind draw to determine which state shall have the wildcard shall be conducted in all of the age groups in which the total number of teams entered is an odd number. This blind drawing will be conducted from the qualifying National State Associations per rule (9.2.1). This procedure will determine which state association may submit a second team into the Regional Championships.

9.2.4 **Eligibility** Once a National State Association has been drawn to fill an odd bracket, that National State Association cannot be drawn again to complete an additional bracket until all other National State Associations that elected to be placed in the drawing have been placed.

9.2.5 **Withdrawal** If the Midwest Regional League wild card withdraws prior to the competition, the Midwest Regional League will be responsible for designating the replacement.

If a team withdraws from a bracket that was even without the addition of a wildcard 60 days prior to the start of the competition, an additional blind draw shall be held among the eligible National State Associations (9.2.1) to determine which National State Association may enter a team to complete this bracket. If the selected National State Association refuses the opportunity to enter a team, an additional drawing(s) shall be held to select a team. If all eligible National State Associations refuse, the Host National State Association shall be permitted to enter their second team.

If a team withdraws from a bracket that included a drawn wildcard more than 60 days prior to the Regional Championships, the drawn wildcard will be dropped from the tournament. If another team withdraws from the same division that the drawn wildcard was dropped, the

drawn wildcard shall be asked to reenter the tournament. If the previously dropped wildcard refuses to participate, the Host National State Association shall be permitted to enter their wildcard.

If a team withdraws from a bracket that included a drawn wildcard less than 60 days prior to the Regional Championships, the drawn wildcard team shall remain in the competition and the Host State Association may enter an additional team to keep the bracket even. If there is a subsequent withdrawal of a team, the Host National State Association shall drop their wildcard previously entered. No Host National State Association may enter over one additional team per age division excluding their State Champion and Midwest Regional League wild card, if applicable.

9.2.6 Fees All National State Associations that enter a wildcard team in an age group shall pay the Region II Fees for that team's entry. It is understood that entry fees for Midwest Regional League wild card teams will be paid by their State Association by June 15 prior to the competition. If any of the wildcards are forced to drop, the Region II Fees shall be returned.

9.3 SCHEDULING

9.3.1 Draw All teams shall be scheduled in the Regional Championships by a blind double draw unless specifically provided for in the scheduling section of these rules. The blind double draw is defined as the National State Association shall be drawn from one bowl and the bracket position is drawn out of another bowl. The draw is traditionally held at the US Youth Soccer Workshop in February.

9.3.1.1 If a National State Association has the opportunity to enter a second team into the Regional Championships at the time of the original draw, each team shall be placed into the blind draw.

9.3.1.2 If a National State Association is forced to drop their second team due to a withdrawal of a team from another National State Association, a new blind draw shall be conducted.

9.3.1.3 If a National State Association withdraws after the original draw and another National State Association is permitted to enter a second team, the second team shall be placed in the same draw location as the team from the National State Association that dropped from the Regional Championships.

9.3.2 Format Games shall be scheduled in World Cup Format.

9.3.3 Brackets All divisions shall be scheduled as shown on Appendix II.

9.3.4 Games Teams cannot be scheduled to play more than two games on any one day. In the event of rain, weather, or field problems causing cancelled games, a second game may be moved to the last day along with the finals. If necessary due to weather or field problems, games may be scheduled on additional days.

9.3.5 Check-In All teams and players are required to check into the Regional Championship headquarters on the Friday afternoon prior to the start of play.

9.3.6 Opening Ceremony All teams and coaches must participate in the parade of states at opening ceremony. All players must dress uniformly.

9.4 **PLAYING RULES**

9.4.1 Application All games shall be played under FIFA Laws of the game as modified by USSF and/or US Youth Soccer and Region II.

9.4.2 Red Cards Any player or coach dismissed from a game shall be ineligible to participate in the teams next game. At the discretion of the Policy and Appeals Committee, the suspension may be increased and could result in ineligibility for more than one game. No substitution shall be permitted for a player who has been sent off during a particular game.

9.4.3 Official Game At Regionals, unfinished games due to any cause shall be replayed providing neither team is at fault and play has not begun in the second half. If play is stopped during the second half and if play cannot be resumed and provided neither team is at fault, the game may be deemed as complete by the Regional Tournament Committee. But should play be stopped at anytime due to one of the teams being adjudged at fault it shall be at the discretion of the Regional Championship Committee as to whether the game is to be re-played or declared a forfeit.

9.4.4 Grace Period A minimum of seven players constitutes a team. A (10) ten-minute grace period shall be extended beyond the scheduled kick off time if seven players are not available at the scheduled kick off time. A team of seven players must start the game as soon as seven players are at the field after the originally scheduled start time. If at the end of the 10-minute grace period the team does not have seven players, the referee shall suspend the game and report the failure of the team to appear to the Regional Championships Chairman. The chairman may declare a forfeit. Any team that forfeits a game will not be allowed to advance out of their group to the semi-finals. In the event of a forfeit, the score awarded to the winning team will be the average number of goals scored by that team (goals scored divided by games played) in their other games within their division and average number of goals scored against the team (goals scored against divided by games played) by their division opponents.

9.4.5 Uniform Each player shall wear an official uniform with a six inch minimum size number on the back of the shirt. The goalkeeper is not required to number on his/her jersey. Each number must be different. Jerseys must be of an accepted Soccer Style jersey. The jerseys must have finished sleeve openings and enclosed sides. Players must wear a shirt during warm-ups prior to competition. All teams must wear uniforms that conform with acceptable standards for Regional Championship play. Each team shall wear the "State Champion" patch presented to them at their state championships on the right sleeve of one set of jerseys. Games may be suspended by the referee or the Regional Championships Chairman, if in his/her judgment uniforms worn by the team are not acceptable for competition as important as the Regional Championships. The team shall be given an opportunity to change uniforms. The Regional Championships Chairman shall forfeit the game if the Chairman agrees the uniforms are unacceptable.

9.4.6 Colors In the event of a color conflict, the home team shall change to an alternate set of uniforms. The home team shall be determined by the RTC Chairman.

9.4.7 Ball All teams shall play each game with an adidas ball that will be provided by adidas. A team may use their own adidas ball if approved by the referee.

9.4.8 Scoring See sections 7.0 through 7.2.2.

9.4.9 Substitution All games shall be played with the substitution rules outlined in the policy on US Youth Soccer National Championships with the following exceptions:

A. For U-15 and older

1. Substitution may occur on any stoppage of play with the approval of the referee.
2. If a player is removed from the game and no substitute enters the game for the player (team plays short), the original player may re-enter the game. Entry shall be at a normal substitution point (with approval of referee) or at any point during the game if the referee signals for the player's re-entry.

B. For U-14 and younger

1. If the goalkeeper is dismissed by the referee, the referee may allow the team to replace the goalkeeper with a player from the bench. The team however must still play short with another player leaving the field of play.

9.5 PROTESTS

9.5.1 Filing Any protest must be presented in writing to the Regional Cup Chairman or his/her representative within one (1) hour of the completion of the game in protest. All protests must be accompanied with a \$100.00 bond which shall be returned only if the protest is upheld. Referees judgment shall not be a basis for protests.

9.6 PLAYERS CREDENTIALS

9.6.1 Players Passes All teams must have US Youth Soccer Players Passes with photographs attached and duly authorized by their State Association. All players passes shall be laminated. Teams without US Youth Soccer player passes shall not participate in the Regional Championships.

9.7 Referees Each state association shall send .66666 referees per team playing in the Regional Championships from their State Association. Any State Association that fails to send the proscribed number of referees may be fined \$400.00 per referee not participating according to this established criteria.

9.8 Alcohol & Illegal Drugs Players in Regional Competition are prohibited from consuming alcohol or using illegal drugs. Players are also prohibited from using any form of tobacco at the playing site of Regional Competition. Penalty for violation by player participants is disqualification from the regional competition.

APPENDIX I

LOC FINAL REPORT: SUGGESTED FORMAT

1. **Tournament Summary**
 - a. Promotion and Sponsors
 - b. Team Check-In
 - c. Opening Ceremonies
 - d. Communications
 - e. Transportation
 - f. Concessions
 - g. Fields and site amenities
 - h. Injuries and medical treatment
 - i. Detailed report on sources and uses of funds
 - j. Committee structure and effectiveness
 - k. Lodging
 - l. Meeting rooms
2. **Recommendations**
3. **Sub-Committee Reports**

APPENDIX II

FOUR TEAM DIVISION

Group A

A1
A2
A3
A4

Round One

1. A1 vs. A2
2. A3 vs. A4

Round Two

3. A4 vs. A2
4. A3 vs. A1

Round Three

5. A1 vs. A4
6. A2 vs. A3

Championship

7. Winner of "A" and Second Place of "A"

SIX TEAM DIVISION

Group A

A1
A2
A3

Group B

B1
B2
B3

Round One

1. A1 vs. A2
2. B1 vs. B2
3. A3 vs. B3

Round Two

4. A1 vs. B1
5. A2 vs. A3
6. B2 vs. B3

Round Three

7. A1 vs. A3
8. A2 vs. B2
9. B1 vs. B3

Semi Finals:

10. Winner "A" vs. Runner Up "B"
11. Winner "B" vs. Runner Up "A"

Championship

12. Winner Game 10 vs. Winner Game 11

EIGHT TEAM DIVISION

Group A

A1
A2
A3
A4

Group B

B1
B2
B3
B4

Round One

1. A1 vs A2
2. A3 vs A4
3. B1 vs B2

Round Two

5. A4 vs A2
6. A3 vs A1
7. B4 vs B2

Round Three

9. A1 vs A4
10. A2 vs A3
11. B1 vs B3

Semi Finals:

13. Winner "A" vs Runner Up "B"
14. Winner "B" vs Runner Up "A"

Championship

15. Winner Game 13 vs Winner Game 14

TEN TEAM DIVISION

Group A

A1
A2
A3
A4

Group B

B1
B2
B3

Group C

C1
C2
C3

Round One

1. A1 vs A2
2. A3 vs A4
3. B1 vs B2
4. C1 vs C2
5. B3 vs C3

Round Two

6. A4 vs A2
7. A3 vs A1
8. B3 vs B1
9. C2 vs B2
10. C3 vs C1

Round Three

11. A1 vs A4
12. A2 vs A3
13. B2 vs B3
14. C2 vs C3
15. B1 vs C1

Semi Finals:

16. Winner "A" vs Winner "B"
17. Winner "C" vs Wildcard

If wildcard comes from Group C, then

16. Winner "A" vs Winner "C"
17. Winner "B" vs Wildcard

Championship

18. Winner Game 16 vs Winner Game 17

TWELVE TEAM DIVISION

Group A

A1
A2
A3
A4

Group B

B1
B2
B3
B4

Group C

C1
C2
C3
C4

Round One

1. A1 vs A2
2. A3 vs A4
3. B1 vs B2
4. B3 vs B4
5. C1 vs C2
6. C3 vs C4

Round Two

7. A4 vs A2
8. A3 vs A1
9. B4 vs B2
10. B3 vs B1
11. C4 vs C2
12. C3 vs C1

Round Three

13. A1 vs A4
14. A2 vs A3
15. B1 vs B4
16. B2 vs B3
17. C2 vs C3
18. C1 vs C4

Semi Finals:

19. Winner "A" vs Winner "B"
20. Winner "C" vs Wildcard

If wildcard comes from Group C, then

19. Winner "A" vs Winner "C"
20. Winner "B" vs Wildcard

Championship

21. Winner Game 19 vs Winner Game 20

FOURTEEN TEAM DIVISION

Group A

A1
A2
A3
A4

Group B

B1
B2
B3
B4

Group C

C1
C2
C3

Group D

D1
D2
D3

Round One

1. A1 vs A2
2. A3 vs A4
3. B1 vs B2
4. B3 vs B4
5. C1 vs C2
6. D1 vs D2
7. C3 vs D3

Round Two

8. A4 vs A2
9. A3 vs A1
10. B4 vs B2
11. B3 vs B1
12. D2 vs C2
13. D3 vs D1
14. C3 vs C1

Round Three

15. A1 vs A4
16. A2 vs A3
17. B1 vs B4
18. B2 vs B3
19. C2 vs C3
20. D2 vs D3
21. C1 vs D1

Semi Finals:

22. Winner "A" vs Winner "C"
23. Winner "B" vs Winner "D"

Championship

24. Winner Game 22 vs Winner Game 23

SIXTEEN TEAM DIVISION

Group A

A1
A2
A3
A4

Group B

B1
B2
B3
B4

Group C

C1
C2
C3
C4

Group D

D1
D2
D3
D4

Round One

1. A1 vs A2
2. A3 vs A4
3. B1 vs B2
4. B3 vs B4
5. C1 vs C2
6. C3 vs C4
7. D1 vs D2
8. D3 vs D4

Round Two

9. A4 vs A2
10. A3 vs A1
11. B4 vs B2
12. B3 vs B1
13. C4 vs C2
14. C3 vs C1
15. D4 vs D2
16. D3 vs D1

Round Three

17. A1 vs A4
18. A2 vs A3
19. B1 vs B4
20. B2 vs B3
21. C1 vs C4
22. C2 vs C3
23. D1 vs D4
24. D2 vs D3

Semi Finals:

25. Winner "A" vs Winner "C"
26. Winner "B" vs Winner "D"

Championship

27. Winner Game 25 vs Winner Game 26

APPENDIX III

INSTRUCTIONS FOR STATE CUP REPRESENTATIVES

DUTIES OF STATE YOUTH ASSOCIATIONS

Each State Youth Association shall appoint or designate an individual as its State Cup Representative to be responsible for the proper registration and eligibility of its players and teams. Each State Youth Association will be held responsible via its State Cup Representative or surrogate for certifying the credentials of its teams and players. Failure to comply with all rules and procedures can lead to disciplinary action.

DUTIES OF STATE CUP REPRESENTATIVE

Each State must provide a State Representative who shall be responsible for the proper submission of documents to the Regional Tournament Chairman in a timely manner. Such documents are to be prepared and submitted according to the rules of the current U.S. Youth Soccer Official Administrative Rule Book.

The State Cup Representative shall be responsible for all communications regarding the Regional Championship Tournament to the coaches or team officials from the State Youth Associations. This responsibility includes communication and liaison between the Regional Tournament Chairman, the local tournament chairman and the team officials for that state during their actual tenure at the tournament. Cup Representatives are responsible for distributing the U.S. Youth Soccer Rules to coaches and team officials.

Each State Cup Representative shall be responsible for the behavior of the teams, coaches, and team officials from that State Youth Association during the competition.

CREDENTIALS INSTRUCTIONS FOR THE STATE CUP REPRESENTATIVE

It is the responsibility of each State Cup Representative to make sure that the U.S. Youth Soccer Rules pertaining to eligibility of teams and players have been met.

States have the responsibility of validating the eligibility of players/teams upon submission of rosters. All documentation should be checked and re-checked by different individuals to make sure that all data is correct.

Only those players listed on the "Blue Roster" will be allowed to participate in the Regional Championship Tournament. State Cup Representatives must retain identical copies of original rosters when they check-in their teams at the tournament site. They will also have player passes for all players from their state associations. They must also make available, in case of challenge, proof of age for all players listed on team rosters.

(The proof of age documentation is not required at check-in but must be available within 24 hours if a protest of eligibility is made. It is strongly suggested that this information be brought with the representative to check-in, but it is not mandatory.)

The only acceptable proof-of-age documents are: a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, a birth registration issued by an appropriate government agency or board of health records, a passport, an alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age, a current driver's license, an unexpired federal, state, or local government identification card (if documentation of date of birth is required), or a certification of a United States citizen born abroad issued by the appropriate government agency. (Hospital, baptismal, and religious certificates will not be accepted in accordance with U.S. Youth Soccer Rules. Proof of age written in foreign languages must have English translations attached.)

Mail the original blue form to the Region II RTC Chairman and copies to the Regional Director of Region II and the Chairman of the Local Organizing Committee.

CHECKLIST FOR STATE CUP REPRESENTATIVES

According to the U.S. Youth Soccer Rules, the signature of the State Youth Association Commissioner / President or his surrogate on a cup Roster affirms conformity with U.S. Youth Soccer Rules regarding Player Passes and Rosters.

State Cup Representatives must forward rosters on the U.S. Youth Soccer "Blue Roster Form" to the RTC Chairman and other appropriate individuals as soon as possible. To assure their inclusion in the tournament program, rosters must be received by the host no later than three weeks before the start of the tournament.

Prior to submitting team rosters to the RTC Chairman, the State Cup Representative should apply the following checklist to all rosters:

01. Inspect proof of age documents for acceptability and agreement with birth dates shown on rosters. (Documents should be retained by the State Cup Representative in a binder. They must be available within 24 hours of challenge.)
02. Player names and information must be typed. Signatures must correspond with typed names. First and last names are required; middle names and initials are not, unless used by players in their signatures. Nicknames are not acceptable. (Example: Louise Marie Smith who is called Marie Smith should use Marie on roster and player pass card and sign accordingly.)
03. Confirm that all players on rosters have been registered with the State Youth Association on the approved U.S. Youth Soccer form.
04. Confirm that rostered players are domiciled within the jurisdiction of the State Youth Association.

04a. If players are not domiciled within the State Association, furnish appropriate documentation from both the players home state and state where the player participates giving their approval for such play.

05. Confirm that no team has received more than three transferred players during the current seasonal year.

06. Confirm that all team players, whether healthy or not, are listed on rosters. Players who will not be at the Championships should be lined out on the roster. No players may be added.

07. Confirm that team rosters were frozen prior to teams' first games in State Cup competition in accordance with USYSA Rules.

08. Confirm that each rostered player has played in the current State Cup for no more than one team in accordance with USYSA Rules.

09. Confirm that Blue Rosters includes the following information for all rostered players:

- names as shown on proof-of-age documents,
- correct birth dates,
- U.S. Youth Soccer identification number as shown on player pass card, jersey numbers, and player signatures.

10. Confirm that Blue Rosters include

- Names of State Youth Association,
- Names, age levels, and genders of teams,
- Names and addresses of coaches or managers, and
- Colors of team uniforms (home and away) including jerseys, shorts, and socks.

11. Confirm that rosters have been signed and their accuracy attested by State Youth Association Commissioner / President or their Surrogates.

PLAYER AND COACH PASSES

Players shall have U.S. Youth Soccer pass cards that include

- team name,
- current face-on photograph of player's head and shoulders
- player signature,
- birth date,
- U.S. Youth Soccer player identification number,
- signature of State Youth Commissioner / President or surrogate

All coaches shall have U.S. Youth Soccer pass cards clearly marked "COACH." Such pass cards need not show birth date but must contain all other information (including a photo) included on player pass cards. Marking the term "COACH" on the card will make the card distinct from player pass cards.

CHECK-IN CREDENTIALS

At the time of check-in, State Cup Representatives must have the following:

- exact copies of the rosters sent to the Region II RTC Chairman;
- pass cards for all players and team officials (no more than three coaches and officials per team) listed on rosters;
- typed lists showing (1) the hotel names, addresses, and phone numbers for all teams representing their states, (2) the names of team coaches and officials, (3) the names of the State Cup Representative and, when applicable, the state's representative on the Protest and Appeals Committee, and (4) their hotel names, addresses, and phone numbers; and
- ability to present proof-of-age documents within 24 hours of request.

APPENDIX IV

PRE-TOURNAMENT MEETING MODEL AGENDA

- I. Review tournament objectives and format
- II. Review roles, responsibilities, and authorities
 - A. National Cup Committee
 - B. Regional Referee Administrator
 - C. Region II (Regional Cup Committee)
 - D. Host State Association
 - E. Host Local Association (Local Organizing Committee)
- III. HOC organization: identify sub-committees and chairmen
- IV. Status
 01. Credentials
 02. Fields (include site visit)
 03. On-site facilities
 04. Communication facilities
 05. Game schedules
 05. Scorekeeping
 06. Recording red & yellow cards
 07. Awards and trophies
 08. Award ceremonies
 09. Referee programs
 10. Meeting rooms
 11. Coaches meeting
 12. Field marshals
 13. Medical and first-aid facilities
 14. Security

15. Food & Souvenir concessions
16. Housing
17. Local transportation
18. Opening ceremonies
19. Publicity
20. Printed program and advertising
21. Packets for players and coaches
22. Team hosts
23. Team Social event
24. Appreciation dinner
25. Hospitality for coaches and referees
26. Tournament timeline (dates and deadlines)
27. Final reports
28. Workshop presentations

V. Finances

A. Contributions and responsibilities

01. Region
02. Host state association
03. Local association

VI. Written agreements

- A. "Letter of Understanding" among region, state, & local associations
- B. Vendors