

4.0 NEW MEXICO YOUTH SOCCER ASSOCIATION TRAVEL AND TOURNAMENT MANUAL

TABLE OF CONTENTS

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4.0	NEW MEXICO YOUTH SOCCER ASSOCIATION.....	1
4.00	INTRODUCTION	2
4.01	GENERAL TRAVEL POLICIES.....	2
	<i>Section 1: Definitions.....</i>	<i>2</i>
	<i>Section 2: Sanctioned Travel.....</i>	<i>3</i>
	<i>Section 3: Required Documents for Sanctioned Travel.....</i>	<i>3</i>
	<i>Section 4: International Travel.....</i>	<i>4</i>
	<i>Section 5: Retention of Travel Records.....</i>	<i>4</i>
	<i>Section 6: Enforcement and Penalties.....</i>	<i>5</i>
	<i>Section 7: Exclusions.....</i>	<i>5</i>
4.02	RULES SPECIFIC TO NEW MEXICO	5
	<i>4.02.01 Purpose of Travel Documents.....</i>	<i>5</i>
	<i>4.02.02 Travel to In-State Tournaments, Friendlies or Scrimmages.....</i>	<i>6</i>
	<i>4.02.03 Player Permission to Guest Play with a Team in Another State.....</i>	<i>6</i>
	<i>4.02.04 Penalties for Non-sanctioned Travel.....</i>	<i>6</i>
	<i>4.02.05 Validated Roster.....</i>	<i>7</i>
	<i>4.02.06 Individual Travel Rules.....</i>	<i>7</i>
4.03	ELECTRONIC TRAVEL SYSTEM.....	7
	<i>4.03.01 Certificate for Travel.....</i>	<i>7</i>
	<i>4.03.02 Guest Player Certificate.....</i>	<i>7</i>
4.10	TOURNAMENT RULES.....	7
4.11	US YOUTH SOCCER POLICIES ON HOSTING TOURNAMENTS OR GAMES.....	8
	<i>Section 1 Hosting Organization Definition.....</i>	<i>8</i>
	<i>Section 2. Definitions of Terms and Abbreviations.....</i>	<i>8</i>
	<i>Section 3. Responsibilities of Hosting Organizations.....</i>	<i>9</i>
	<i>Section 4. Applying to Host Restricted Tournament(s) or Game(s).....</i>	<i>9</i>
	<i>Section 5. Applying to Host Unrestricted Tournaments Including International Teams (Teams from Outside the United States) and Other Federation Organization Members.....</i>	<i>10</i>
	<i>Section 6. Disclosure Policies.....</i>	<i>10</i>
	<i>Section 7. Sample Forms.....</i>	<i>11</i>
4.12	TOURNAMENT RULES SPECIFIC TO NMYSA.....	11
	<i>4.12.01 Tournament Sanction.....</i>	<i>11</i>
	<i>4.12.02. Composition of Tournaments.....</i>	<i>12</i>
	<i>4.12.03 Tournament Requirements and Recommendations.....</i>	<i>12</i>
	<i>4.12.04 Post Tournament Report.....</i>	<i>13</i>
	<i>4.12.05 Tournament Evaluation.....</i>	<i>13</i>
	<i>4.12.06 Credentials.....</i>	<i>14</i>
4.20	NMYSA STATE-SPONSORED TOURNAMENTS.....	14
	<i>4.21 NMYSA Cups.....</i>	<i>14</i>
	<i>4.22 Rules Specific to NMYSA-Sponsored Tournaments.....</i>	<i>15</i>
	<i>4.23 Tournament Calendar.....</i>	<i>19</i>
4.30	SAMPLE FORMS.....	20
	APPENDIX A. US YOUTH SOCCER NM OPEN STATE CUP TOURNAMENT RULES.....	21

4.00 Introduction

The purpose of the New Mexico Youth Soccer Association (NMYSYA) Travel and Tournament Manual is to provide guidelines to understanding the procedures for hosting tournaments or traveling to tournaments. NMYSYA has adopted the United States Youth Soccer Association (US Youth Soccer) Travel and Tournament Policies in full.

The current US Youth Soccer Travel Procedures are included in full as Section 4.01. Section 4.02 adds travel policies specific to NMYSYA. Section 4.03 provides information for accessing the NMYSYA electronic permission forms.

4.01 General Travel Policies

The following policies have been approved by US Youth Soccer in order to assist State Associations in addressing matters relating to travel and to establish a level of standardization.

US Youth Soccer recognizes and affirms the right of each State Association to have control over its rights and property, including, but not limited to, the right to determine whether and under what circumstances the State Association will sanction any event.

State Associations in adopting these policies must consider all potential risk management and other liability issues in order to avoid and minimize risk to the participants, the State Association, US Youth Soccer and US Soccer.

Section 1: Definitions

- 1.1 **Travel:** Travel is the participation by a player, coach or team in an event, which is conducted outside the State Association in which the player, coach or team is registered.
 - 1.1.1 **Sanctioned Travel** is travel that has been sanctioned by the State Association so that the benefits of affiliation with the State Association apply to the travel.
 - 1.1.2 **Non-sanctioned Travel** is all travel not sanctioned by a State Association.
 - 1.1.3 **Participation** of any kind, including travel to and from events and participation in events not sanctioned by a State Association, is entirely the responsibility of those deciding to participate.
 - 1.1.4 No person, group, or entity shall by affirmative misrepresentation or by the failure to disclose material facts mislead any other person into believing that travel to or participation in non-sanctioned events or any non-sanctioned travel is authorized, approved, or otherwise sanctioned by a State Association or by US Youth Soccer.
- 1.2 **Travel Sanction Form:** The standard form on which a team, player or coach requests their State Association to sanction their travel. The form may be either a hard copy or on electronic media. A Travel Sanction Form must contain at least the information as provided in the accompanying guidelines. State Associations

may use the US Youth Soccer Travel Sanction Form or approve a Travel Sanction Form for use by coaches, players and teams from their State Association.

- 1.2.1 Such Travel Sanction Form will include provisions governing the use of guest players, where allowed, to insure that all participating players and team officials are duly registered with the sanctioning State Association.

Section 2: Sanctioned Travel

Neither a State Association, US Youth Soccer nor US Soccer is required to approve any application. Any application, notification or request for sanctioned travel that does not meet the requirements of the State Association's policies need not be approved. The team must contact its State Association for its specific policies and fees. Any application that is not submitted in a timely manner may be subject to late fees if it is approved. Only a team that is a member in good standing of a State Association and traveling to a tournament or games that have been sanctioned by a State Association, another US Youth Soccer Organization member, US Youth Soccer, US Soccer or organization member, an Affiliate or FIFA will be sanctioned to travel.

- 2.1 All State Associations shall recognize the travel sanctioning process and Travel Sanction Form that has been approved by the US Youth Soccer State Association that is sanctioning the travel.
- 2.2 Participation of any kind, including travel to and from events and participation in events not sanctioned by a State Association, is entirely the responsibility of those deciding to participate.
- 2.3 The State Association that sanctions the travel shall indemnify and hold the host State Association and US Youth Soccer harmless from all claims, including defense costs and attorney fees resulting from its sanctioning of travel.
- 2.4 State Associations shall publish and make available their travel sanctioning policies. State Associations also will make available their travel form.
- 2.5 US Youth Soccer will, in cooperation with the State Associations, post links on its web site to the travel policies of each participating State Association.

Section 3: Required Documents for Sanctioned Travel

In addition to any requirements imposed by the State Association with which a team, player and/or coach is registered, US Youth Soccer requires that when traveling, the following documents shall be available for review by the authorized hosting organization. It is the responsibility of the team, player or coach to provide these items.

- 3.1.1 A copy of the State Association's Travel Sanction documentation approved by the State Association;
- 3.1.2 A validated roster, as issued in the manner approved by the team's State Association; or a copy thereof;
- 3.1.3 A US Youth Soccer member pass as approved by the State Association, for each player, guest player and team official listed on the approved roster and traveling

with the team. Each player's member pass must have on it the team information, the valid seasonal year, the player's name and the player's VERIFIED birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules;

- 3.1.4 An authorization properly executed with original signatures to allow emergency medical treatment of each player;
- 3.1.5 Copies of any required permissions for a coach or player who is listed as a guest.
- 3.2 The team shall also carry a list of contact numbers for players, parents, league, club and State Association offices or officers who may be contacted in the event of an emergency.

Section 4: International Travel

International travel by members of US Youth Soccer shall comply with the requirements of the team's State Association and of US Soccer, with the additional requirement that copies of all applications for international travel shall be sent to the State Association at the same time as application is made to US Soccer.

- 4.1 In addition to the forms required to be submitted to the State Association for sanctioned travel, the following items must be submitted to US Soccer no later than thirty (30) days prior to the team's departure in order to request approval for international travel:
 - 4.1.1 US Soccer Application for Foreign Travel which has been authorized by the team's State Association (must be the original, NO FAXES);
 - 4.1.2 A copy of the official roster for the team which includes all players and team officials and which has been signed and/or stamped by the appropriate registrar;
 - 4.1.3 A signed copy of the Ted Stevens Olympic and Amateur Sports Act Compliance Form;
 - 4.1.4 A copy of the official brochure, pamphlet, invitation or other applicable material of the Tournament or Games authorized host;
 - 4.1.5 A check for \$50 (per team) made payable to U.S. Soccer.
- 4.2 If approval is granted, US Soccer will forward the approved application to the team and will notify the national association in the country or countries to which the team is traveling, indicating that the team is properly affiliated and has permission to travel.

Section 5: Retention of Travel Records

Each State Association shall adopt procedures that comply with its local and/or state regulations regarding the retention of travel applications and related information for insurance, risk management or corporate records retention purposes.

Section 6: Enforcement and Penalties

Failure by teams, players and coaches to follow the policies of the State Association with which they are registered may result in the imposition of penalties by the State Association.

Section 7: Exclusions

- 7.1 This travel policy does not apply to teams participating in the US Youth Soccer National Championships Series or the US Youth Soccer ODP National Championships (including qualifying games held at the Regional level).
- 7.2 This travel policy does not apply to teams participating in a league-sanctioned by one or more State Associations, a Region or US Youth Soccer in which teams from multiple states participate and travel from one State Association to another for regularly scheduled league matches.
- 7.3 State Associations may enter into agreements with other State Associations to waive the necessity for individual teams to obtain approval for teams playing in an interstate playing league or participating in friendly matches. Teams participating in these leagues and/or friendly games must follow whatever procedures their State Association has approved.
- 7.4 A Region may, if the State Associations in the Region agree, waive the travel approval or notification process as indicated in this policy for teams from State Associations within the Region traveling to US Youth Soccer sanctioned tournaments within the Region.

4.02 Rules Specific to New Mexico

4.02.01 Purpose of Travel Documents

A Permission to Travel certificate and a Permission to Guest Play certificate are insurance documents. They certify to all other USSF members that participants are duly registered, insured and eligible to participate fully in sanctioned events.

4.02.01.01 An NMYSA Permission to Travel certificate is required for any travel. Travel is defined as participation by a coach or team in an event, which is conducted outside the State Association in which the player, coach or team is registered.

4.02.01.02 An NMYSA Permission to Guest Play is required when a player is playing for a team with which he/she is not currently rostered.

4.02.01.03 It is the responsibility of each team to ensure that all of the instructions shown on the tournament invitation are followed. Send the necessary materials to the appropriate address immediately to assure prompt consideration of the application.

4.02.02 Travel to In-State Tournaments, Friendlies or Scrimmages

NMYSA registered teams may participate in New Mexico tournaments, scrimmages or friendlies without notice, so long as the players and coaches are registered for the current seasonal year and are in good standing. In order to participate in these events, the team coach must have an official NMYSA roster, individual player/coach pass cards with verified birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules, and original NMYSA Membership forms (with medical release information for each player). At the discretion of the team, individual proof of age documents as outlined in Rule 204 of the US Youth Soccer policy manual may also be included.

4.02.03 Player Permission to Guest Play with a Team in Another State

For NMYSA players wanting to guest play with another US Youth Soccer affiliated State Association's team, a "Player Permission to Play in a Neighboring State" form must be approved and accompany the participating coach. In addition to the "Player Permission to Play in a Neighboring State" form, the participating coach must also have the guest player's original US Youth Soccer/NMYSA player pass card with verified birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules, and the player's original membership form with medical release information. At the discretion of the team, the player's proof of age document as outlined in Rule 204 of the US Youth Soccer policy manual may also be included.

4.02.04 Penalties for Non-sanctioned Travel

Head coaches are responsible for compliance with the travel policies of NMYSA and will be held responsible for the actions of their assistant coaches and team managers. Head coaches found guilty of forging any travel document listed in Section 3: Required Documents for Sanctioned Travel, either through their actions or the actions of assistant coaches or team managers, may be suspended from all participation in NMYSA activities for a period of up to two years and placed on the USYS Disciplinary Action Report for that period. The suspension may include, but not be limited to, team management, coaching or training activities; employment in activities that involve USYSA registered players; and registration, refereeing, field management or other similar duties. Leagues may make more strict sanctions for forging these travel documents. The original hearing for violations under this provision will be a Level 2 hearing in front of the District Commissioner.

Head coaches found guilty of non-sanctioned travel, or of traveling without current travel documents may be suspended. Travel documents must be obtained for any tournaments as described above, and for any scrimmages or friendlies involving any team not registered with NMYSA. Required travel documents should be obtained prior to departure for an out-of-town event or prior to the first game for a local event. The original hearing for violations of this provision will be a Level 1 hearing conducted under the rules of the member league.

4.02.05 Validated Roster

Roster requirements for travel may be met by any official NMYSA roster. Teams that have not added or deleted players may use the same roster for multiple tournaments.

4.02.06 Individual Travel Rules

Contact your league office and subsequently the NMYSA office for any individual travel procedures that do not involve playing with a United States Youth Soccer Association registered team.

4.03 Electronic Travel System

The New Mexico Youth Soccer Association has adopted an electronic travel approval system that allows coaches and team managers to apply for and receive travel sanctioning and guest player travel approval electronically. The electronic system 1) provides a Permission to Travel certificate which meets the requirements for sanctioned travel described above and in the US Youth Soccer Travel Policies Manual, 2) provides a Permission to Guest Play certificate which meets the requirements for sanctioned travel described above and in the US Youth Soccer Travel Policies Manual, 3) provides leagues and the NMYSA means for blocking travel for teams and individuals not in good standing, and 4) assures host State Associations and tournament officials that New Mexico teams are properly registered, insured and eligible for travel.

4.03.01 Certificate for Travel

Procedures for obtaining Permission to Travel certificates are found on the NMYSA web site at www.nmysa.net.

4.03.02 Guest Player Certificate

Procedures for obtaining Permission to Guest Play certificates are found on the NMYSA web site at www.nmysa.net.

4.10 Tournament Rules

The purpose of the NMYSA Travel and Tournament Manual is to provide guidelines to understanding the procedures for hosting tournaments or traveling to tournaments. NMYSA has adopted the United States Youth Soccer Association (US Youth Soccer) Travel and Tournament Policies in full.

The current US Youth Soccer Policies on Hosting Tournaments or Games are included in full as Section 4.11. Section 4.12 adds policies specific to NMYSA. Section 4.2 provides information on NMYSA State-Sponsored Tournaments.

4.11 US Youth Soccer Policies on Hosting Tournaments or Games

US Youth Soccer adopts the following policies in order to assist the State Associations in addressing matters relating to hosting tournament or games.

Every State Association has control over its own rights and property. State Associations have the right to determine under uniformly applied rules when it shall sanction an event. Further, every State Association has the right to decide when and under what circumstances its interests, rights, and property can be used, including in any sanctioned activity. US Youth Soccer recognizes that for purposes of hosting tournaments or games no one has the right to take for that person, group, or entity's own use, the rights and property of others, including those of any State Association, without the authorization of the owner, or to misrepresent or fail to disclose information so as to mislead others.

This policy does not apply to approved league games that may cross state boundaries. This policy does not apply to the National Championship or any portion of the US Youth Soccer ODP program as far as hosting is concerned.

Section 1 Hosting Organization Definition

Hosting Organization means an organization in good standing as a member of a State Association; an Affiliate of US Youth Soccer or member thereof

Section 2. Definitions of Terms and Abbreviations

TYPES OF TOURNAMENTS

UT UNRESTRICTED TOURNAMENT: A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be an Unrestricted Tournament.

RT RESTRICTED TOURNAMENT: A tournament that is open only to members of US Youth Soccer and its State Associations.

SELECT TEAMS (teams formed by a selection or tryout process):

S1 generally a team which competes at the highest level of play in a state or region

S2 generally a team which competes at other than the highest level of play in a state or region

S3 generally a team which competes in a local area or state

TOURNAMENT SELECT TEAMS

- S4** a team which is put together for the sole purpose of playing in a tournament or other sanctioned non-league competition, whose roster includes select players who are members of one club.

RECREATIONAL TEAMS

- RT** a team which was formed in a random nature without regard to players' abilities.

US YOUTH SOCCER OLYMPIC DEVELOPMENT PROGRAM

ODP TEAM: the official US Youth Soccer Olympic Development Program team of US Youth Soccer, any of its regions, a State Association, an Affiliate, other Organization Member, or any district or geographical subdivisions thereof.

NATIONAL TEAM: the official national team of US Soccer or any other member of FIFA.

Section 3. Responsibilities of Hosting Organizations

The hosting organization shall comply with the terms of its approved US Youth Soccer *Tournament or Games Hosting Agreement* and its invitation to all visiting teams. This includes but is not limited to the provisions of the *Agreement* regarding the invitations to teams, the acceptance of teams and the post event reporting requirements.

Advertising for Tournaments or games will not commence until the sponsoring organization receives an approval to host.

Section 4. Applying to Host Restricted Tournament(s) or Game(s)

S4.1 These procedures apply when hosting ONLY US Youth Soccer State Association or US Youth Soccer Affiliates teams for tournaments or games.

S4.2 Applications, agreements to host and other required information must be submitted as provided by the designated approving association or affiliate to include:

Not later than the date established by the State Association or Affiliate for submitting an *Application to Host a Tournament or Games*, the hosting organization must submit to its State Association or Affiliate and, if any game is to be played in another State Association or Affiliate, to that other State Association or Affiliate, for approval a completed *Application to Host a Tournament or Games* signed by the designated official of the hosting organization and the following items:

- a) a completed US Youth Soccer *Tournament or Games Hosting Agreement*, with appropriate supporting documents and information, signed by the president or

chief officer or designee of the hosting organization and by the tournament or games director;

- b) a copy of the approved Rules for the Tournament or Games; and
- c) any fees required by the State Association or Affiliate for processing the application. **Incomplete applications will be returned and considered as not having ever been submitted.**

- S4.3** The State Association or Affiliate is not required to approve any application not submitted by the deadline established by the State Association or Affiliate. Any application which is not submitted in a timely manner may be subject to late fees if approved. The team must contact its State Association for its specific policies and fees.

The State Association or US Youth Soccer Affiliate shall make a determination as to whether or not they will sanction the tournament or games in accordance with the policies they have established within their organization for the sanctioning of tournaments or games.

Section 5. Applying to Host Unrestricted Tournaments Including International Teams (Teams from Outside the United States) and Other Federation Organization Members

- S5.1** The provisions below are **in addition** to those required as stated in Section 4 above for hosting a tournament. All provisions stated in Section 4 above must also be complied with.
- S5.2** For all Tournaments and games involving international teams the Rules for the Tournament or Games:
- a) Must provide for a point system of 3 points for a win, 1 point for a tie, and no points for a loss.
 - b) In any age group older than 16 years of age, the Rules **MUST** specify FIFA limited substitution rules;
- S5.3** The completed US Soccer forms Application to Host a Tournament or Games Involving Foreign Teams and Certification Regarding Compliance with the Ted Stevens and Olympic Amateur Sports Act, must be submitted and approved by the hosting State Association or US Youth Soccer Affiliate and any additional fees required by the State Association, Affiliate and/or the United States Soccer Federation for processing the application.
- S5.4** For all teams that are not members of US Youth Soccer or a US Youth Soccer Affiliate, Proof of medical and liability insurance must be provided by their organization of registration.

Section 6. Disclosure Policies

The host of any tournament or games must disclose to all applicants the following:

S6.1 Any requirements for participating teams regarding the use of tournament provided housing

S6.2 Any policies regarding the refund of application or tournament fees.

Section 7. Sample Forms

See Section 4.30 for applicable sample forms.

4.12 Tournament Rules Specific to NMYSA

4.12.01 Tournament Sanction

All requests for tournament sanction must be approved by the respective NMYSA Affiliated League or Club. The signature of an authorized official of that league or Club must be on the US Youth Soccer Application to Host a Tournament or Games and the US Youth Soccer Hosting Agreement forms. The sanctioning of a tournament should be determined before the advertisement for that tournament. All inter league tournaments must be sanctioned by NMYSA. Leagues or Clubs must submit:

- A completed application to Host a Tournament or Games form.
- A completed Tournament or Games hosting agreement form.
- Any applicable fees as defined in the Fees Schedule at www.nmysa.net.

All requests for tournament sanction must include the following:

- A. Proposed date and location.
- B. Number of teams.
- C. Grouping of age groups.
- D. Tournament Type
- E. Number of fields available
- F. Size of the fields to be used by each age group.
- G. Number of players on the field for each age group.
- H. Roster size limits
- I. Schedule details (number of guaranteed games, lengths etc.)
- J. Distance between field complexes.
- K. Any other facilities at your disposal, plus any other pertinent information that will help the NMYSA Director of Cups and Games expedite your request.
- L. Proposed Application Deadline and Fee
- M. Number of Guest Players allowed.

There will be no additions/changes to the tournament as applied for with out the written consent of the NMYSA Director of Cups and Games.

4.12.02. Composition of Tournaments

- 4.12.02.01 A tournament may include any number of age groups and types of teams. Combination of age groups in a tournament needs to be factored into sanctioning decision and should be done in accordance with NMYSA General Procedures and Rules.
- 4.12.02.02 Except as provided by US Youth Soccer, the FIFA “Laws of the Games” shall apply to any and all competitions sponsored by the Association. Players under 12 years of age may play soccer in accordance with the rules of US Youth Soccer’s Development Player Program – Modified Playing Rules for U12, U10, U8 and U6.
- 4.12.02.03 The NMYSA current guidelines for U6, U8, U10, U12 and U-13 and up play are as follows:

<u>Age Group</u>	<u>Up to</u>
U5-U6	4 vs. 4 No Goalkeeper (GK)
U7-U8	4 vs. 4 No GK
U9-U10	7 vs. 7 GK
U11-U12	9 vs. 9 GK
U-13 and above	11 vs. 11

- 4.12.02.04 If a recreational team is accepted into a tournament and is scheduled to play competitive teams, they shall be informed before play and shall have the opportunity to withdraw (with refund of tournament fees). These situations shall be considered on a case-by-case basis (in concert with the NMYSA Director of Cups and Games and the Board of Director).

4.12.03 Tournament Requirements and Recommendations

- 4.12.03.01 Tournament games may be modified to fit the objectives, philosophies, and organization of the event.
- 4.12.03.02 When playing full-length competitive games, it is recommended that there be a 4-hour break between the END of the team’s first game of the day and the START of that team’s second game of the day (if possible).
- 4.12.03.03 A player cannot play for two teams in the same tournament on the same weekend.
- 4.12.03.04 A copy of the tournament format and rules of play must be sent to the NMYSA Director of Cups and Games when the application for sanctioning is submitted. The format shall include scoring, (including semi-finals), tie breakers, method of advancing to the finals, discipline procedures, etc. This information must be communicated in writing or electronically, and made available to all teams with notification of their acceptance.

4.12.04 Post Tournament Report

- 4.12.04.01 The Tournament Report must be filed with the NMYSA Director of Cups and Games at the Conclusion of the tournament, including the following information:
- A. A copy of the Tournament Program and Rules of Play
 - B. NMYSA Referee Report Form (Red Card Tracking)
 - C. Credentials Report, (list any credential exceptions/event issues)
 - D. List of Participating Teams, their divisions and Champions for each.
 - E. Number of fields used.
 - F. Letter/Method of Acceptance/Rejection (if applicable)
 - G. Any incident of referee assault of referee abuse by a player, coach, manager, club official, or game official must be reported immediately but **no later than 48 hours after the incident** of referee assault or abuse.
 - H. Sanctioning fees as follows:

Format	Amount Per Team
11 vs. 11	\$21
9 vs. 9	\$19
8 vs. 8	\$18
7 vs. 7	\$17
6 vs. 6	\$16
4 vs. 4	\$14
3 vs. 3	\$13

- 4.12.04.02 Failure to file a report within 30 days will result in \$100.00 fine and a league being placed in bad standing until the report is received and may result in refusal to sanction future tournaments.
- 4.12.01.03 Serious problems (team's behavior, illegal players, etc.) must be reported to the NMYSA Director of Cups and Games immediately. Reports must be in writing, and if confirmed, may result in disciplinary action, to include a team being declared ineligible to attend future NMYSA sanctioned tournaments.
- 4.12.01.04 In case of ejection, a copy of the game Card and the referee report must be sent to the NMYSA Director of Cups and Games with the post tournament report.

4.12.05 Tournament Evaluation

- 4.12.05.01 Each tournament will be subject to a yearly review and evaluation by the NMYSA Director of Cups.

4.12.06 Credentials

New Mexico Youth Soccer Association has adopted the US Youth Soccer Association Travel and Tournament requirements. As such, NMYSA sanctioned tournaments shall:

Recognize the travel sanctioning process and Travel Sanction Form that has been approved by the US Youth Soccer State Association that is sanctioning the travel.

The State Association that sanctions the travel shall indemnify and hold the host State Association and US Youth Soccer harmless from all claims, including defense costs and attorney fees resulting from its sanctioning of the travel.

The State Associations shall publish and make available their travel sanctioning policies. State Associations also will make available their travel form.

Each team must present the following to the Tournament Credentials Committee:

- A. A copy of the State Association's Travel Sanction documentation approved by the State Association (for NMYSA teams participating in NMYSA sanctioned tournament, no Travel Sanction documentation is required);
- B. A validated roster, as issued in the manner approved by the team's State Association; or copy thereof;
- C. A US Youth Soccer member pass as approved by the State Association, for each player, guest player and team official listed on the approved roster and traveling with the team. Each player's member pass must have on it the team information, the valid seasonal year, the player's name and the player's VERIFIED birth date as required by Rule 204 of US Youth Soccer Policy on Players and Player Rules;
- D. An authorization properly executed with signatures to allow emergency medical treatment of each player;
- E. Copies of any required permissions for a coach or player who is listed as a guest.
- F. The team shall also carry a list of contact numbers for players, parents, league, club and State Association offices or officers who may be contacted in the event of an emergency.

4.12.06.01 In order to be eligible for tournament play, a player must be registered and rostered in the NMYSA database prior to the tournament check-in. For NMYSA cup play, additional requirements are contained in appendix A of this document.

4.20 NMYSA State-Sponsored Tournaments

4.21 NMYSA Cups

Each year NMYSA will sponsor the following tournaments:

- A. *NM Open State Cup*: Any NMYSA Boys or Girls team U-12, U-13, U-14, U-15, U-16, U-17, U-18 and U-19.
- Kohl's American Cup*: Any Boys or Girls team U-7, U-8, U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-16, U-17, U-18 and U-19.
- B. In order to be played, a tournament must have four teams unless it is a regional qualifying tournament or authorized by the Board of Directors.
- C. The NM Open State Cup will serve as the regional qualification tournament for NMYSA U-12, U-13, U-14, U-15, U-16, U-17, U-18 and U-19 teams. The winners of each of these tournaments will represent NMYSA in the Regional Tournament(s). These tournaments will be played even if there are less than four (4) teams.
- D. Expulsions and suspensions will carry over in the National Championship Series/President's Cup. Suspensions must be served in National Championship Series/President's Cup and will carry over from year to year until served.

4.22 Rules Specific to NMYSA-Sponsored Tournaments

4.22.01 FEES AND PROCEDURES

The entry fees and procedures for these competitions shall be established and approved by the NMYSA Board of Directors. All fees and forms must be submitted to the proper state officer on or before the date specified by the NMYSA Board of Directors.

4.22.02 ELIGIBILITY

- A. General. These competitions shall be open to teams rostered with NMYSA in their appropriate gender by March 1st of the current seasonal year. The team formation deadline for U19 is April 1st of the current seasonal year.
- B. To be eligible for NM Open State Cup, a team may not have rostered more than five (5) players that have been rostered to any other club at any time during the current seasonal year.
- C. No player may play in both the NM Open State Cup and the Kohl's American Cup.

4.22.03 CUP COMPETITION PROCEDURES

- A. For all NMYSA state-sponsored tournaments an OFFICIAL TEAM ROSTER, signed by the team coach and League Registrar must be submitted to the State Registrar 14 days prior to the tournament. These rosters are frozen for the duration of State Cup play.

- B. Individual laminated NMYSA/US Youth Soccer Player Pass Cards will be required for all players participating in any NMYSA state sponsored tournament (3.06.01). All coaches will have similar Pass Cards.
- C. The coach of teams entering an NMYSA state-sponsored tournament must have in their possession at all times during the tournament the signed NMYSA/US Youth Soccer Membership form (with medical release information) signed for each player playing in the tournament.
- D. Each team will provide the referee prior to each game a roster which includes team name, players' first and last names, and jersey number.
- E. Proof of eligibility per 3.04 (4.22.03 B & C) will be checked by the Tournament Credentials Committee. (The player pass cards will be checked by the referee prior to each game). Should an individual player pass card be misplaced at any given game of the cup, the Credential Committee of the cup must certify player for play. Until that certification occurs, that player will not be allowed to play.
- F. NMYSA Referee Reports will be used for all cup games.
- G. The beginning of any state-sponsored tournament shall be defined as the first day of the first game played in that tournament regardless of the age/sex group, except for the U19 age group where the beginning will be defined as the first day of play for the U19 age group.
- H. The State Youth Referee Administrator and Director of Cups and Games shall approve a list of the referees for the tournament. Three certified referees are required to referee any game in an Open State Cup tournament. In the event of non-appearance of any scheduled referee, the tournament director shall do everything possible to appoint a certified replacement. In the event that this is impossible, then the opposing coaches and tournament director must agree on a solution. The game is to be played and will be deemed official.
- I. Game lengths for cup competition play will be as follows:

<u>GROUP</u>	<u>GAME LENGTH</u>	<u>OT PERIODS</u>
U-19, 18, 17	2 - 45' halves	2 - 10' halves
U-16, 15	2 - 40' halves	2 - 10' halves
U-14, 13	2 - 35' halves	2 - 10' halves
U-12	2 - 30' halves	2 - 10' halves

4.22.04 TOURNAMENT DATES AND SITES

Tournament dates and sites will be set by the NMYSA Board of Directors.

4.22.05 APPLICATION FOR NMYSA OPEN STATE CUP

Applications for NM Open State Cup, along with the tournament fee, shall be received by the NMYSA State Office no later than the official entry date (posted on current NMYSA web site) of the current seasonal year.

- A. Any team submitting an electronic application form and tournament fee by the deadline and being qualified as per 4.22.02, shall be guaranteed a spot in the tournament, subject to the bond provision of Rule 4.22.08 (A). Prior to the State Cup draw, leagues may place teams in bad standing for failure to post a mandatory bond. Delivering the application and fee to the State office by close of business of the deadline date shall be interpreted as having satisfied the postmark requirement.
- B. Any team submitting an application after the deadline shall be placed on a waiting list and be admitted to the tournament at the discretion of the NMYSA Board of Directors. Reasons for admitting teams with late application forms and fees shall be:
 - 1. For the convenience of scheduling (to replace teams dropping, and then only if a team dropping causes scheduling difficulties).
 - 2. To round out brackets in order to make the tournament “more fair” for all who are entered.
 - 3. To admit a team who can prove they sent their form and fee but such items were lost. It is in the responsibility of each team, to the best of its ability, to ensure that its form and fee reach the NMYSA office.
- C. Any team (except one affected by postal system problems) that submits a late application form and fee and which is admitted to the tournament for any of the reasons above shall pay a fine determined by the NMYSA Board of Directors.
- D. Any team that withdraws by notifying the Director of Cups and Games in writing prior to the drawing will not have its entry fee returned and will not be penalized further. A team seeking to withdraw from the NM Open State Cup after the drawing shall be considered as forfeiting and subject to provision of section 4.22.08 .
- E. All final decisions on NMYSA state-sponsored tournaments shall rest with the NMYSA Board of Directors.

4.22.06 Specific tournament information and state rules (Appendix A) shall be provided to the coaches by the hosting tournament site. A list of tournament sites will be

available, in February of each seasonal year, from any member of the Board of Directors.

4.22.07 Deadline for submitting tournament rosters to the State Registrar shall be strictly adhered to. Deadlines will be put in the state calendar each seasonal year. The U19 deadlines will be established separate from the other age groups by the state cup committee. There will be no excuses or not knowing the roster deadline.

4.22.08 Fines, Fees, and Intentionally Forfeited Games

- A. In the event that a team intentionally forfeits an NMYSA-sponsored game, an amount equal to the entry fee shall be charged to the team. The affiliate member in which the forfeiting team is registered is responsible for payment of the fee to NMYSA within 30 days. A league may require a team(s) entering state cup to deposit a bond not to exceed the entry fee of state cup. If the team is not assessed a fine, the bond will be returned to the team within 30 days of the conclusion of the tournament. Any team that intentionally forfeits a game shall be suspended from further participation in that tournament. All of the forfeiting team's games in the tournament including games already completed shall be null and void. Bracket standings shall be determined as though that team never participated in the tournament. Intentionally forfeited games (not an unfinished game) shall be defined as a willful act to not play in a scheduled game during a state-sponsored tournament.
- B. Any team that intentionally abandons a state-sponsored game will be fined an amount equal to the entry fee. "Intentionally abandon" shall be defined as a willful act to not continue play of a scheduled game once it has started.
- C. The coach of the team that intentionally forfeits or intentionally abandons a state-sponsored game will be suspended by NMYSA from coaching from the time of the act for one calendar year.
- D. An unintentional forfeit shall be defined as a game that has started and is abandoned by the referee.
- E. In the event that a team forfeits a Consolation or Championship game, the opposing team shall advance.
- F. Any team which withdraws by notifying the Director of Cups and Games in writing prior to the draw will not have its entry fee returned and will not be further penalized. A team seeking to withdraw from an NMYSA state sponsored tournament after the draw shall be considered as intentionally forfeiting.
- G. Any roster postmarked after the deadline for rosters for any NMYSA state-sponsored tournament will be fined \$300 and the team will have three days after the notification to submit the money with their late roster. If a team does not pay

the late roster fine they will be dropped from the tournament and shall be considered as intentionally forfeiting.

- H. Any fine assessed by US Youth Soccer against an NMYSA team at any level above state cup is the responsibility of the affiliate member league/club whose team receives the fine. Any fine assessed against NMYSA by US Youth Soccer shall be passed on to the league of the offending team for payment.

4.22.09 Awards

Awards will be presented for first and second places in all age/sex groups. Additionally, awards for third and fourth places will be presented in all age/sex groups of U-14 and below.

4.23 Tournament Calendar

The NMYSA Board of Directors will set the dates for state-sponsored cups/tournaments annually. Exact dates are listed on the NMYSA Calendar.

4.30 Sample Forms

List of Sample forms

- A. US YOUTH SOCCER APPLICATION TO HOST A TOURNAMENT OR GAMES
- B. US YOUTH SOCCER TOURNAMENT OR GAMES HOSTING AGREEMENT
- C. NMYSA CREDENTIALS REPORT FORM

Note: These and numerous other useful or necessary forms are available electronically on the NMYSA or US Youth Soccer web sites.

Web addresses are:

<http://www.nmysa.net/LeftNav/tournaments/forms.htm>

<http://www.usyouthsoccer.org/aboutus/DownloadCenter/>

In the event you cannot access or cannot find a specific form, please contact the State Office at office@nmysa.net for paper copies.

APPENDIX A. US Youth Soccer NM Open State Cup Tournament Rules

US Youth Soccer New Mexico Open State Cup National Championship Series TOURNAMENT RULES

The following document describes the format to be used for seeding of teams and for conducting the Open State Cup for New Mexico Youth Soccer Association. This format is based on the recognition that the Open State Cup is part of the US Youth Soccer National Championship Series, and its fundamental purpose is to determine NMYSA's most qualified representatives to the Far West Regional segment of the National Championship Series.

Tournament Format

1. The US Youth Soccer New Mexico Open State Cup will be played according to the following table. This table is not intended to define specific weekends of play.

No. of Teams in Pool	Bracket & Pool Format (1 st Round Bracket)	Comments	Championship Determination
1			Championship declared at draw
2			Championship
3	Round Robin 1 bracket		Championship
4	Round Robin 1 bracket		Championship/Cons (U14 & below)
5	Round Robin 1 bracket		Championship/Cons (U14 & below)
6	Round Robin 2 brackets (3,3)		Semi-Champ/Cons (U14 & below)
7	Round Robin 2 brackets (3,4)		Semi-Champ/Cons (U14 & below)
8	Round Robin 2 brackets (4,4)		Semi-Champ/Cons (U14 & below)
9	Round Robin 2 brackets (4,5)		Semi-Champ/Cons (U14 & below)
10	Round Robin 2 brackets (5,5)		Semi-Champ/Cons (U14 & below)
11	Round Robin 3 brackets (3,4,4)	Quarterfinal	Semi-Champ/Cons (U14 & below)
12	Round Robin 4 brackets (3,3,3,3)	Quarterfinal	Semi-Champ/Cons (U14 & below)
13	Round Robin 4 brackets (3,3,3,4)	Quarterfinal	Semi-Champ/Cons (U14 & below)
14	Round Robin 4 brackets (3,3,4,4)	Quarterfinal	Semi-Champ/Cons (U14 & below)
15	Round Robin 4 brackets (3,4,4,4)	Quarterfinal	Semi-Champ/Cons (U14 & below)
16	Round Robin 4 brackets (4,4,4,4)	Quarterfinal	Semi-Champ/Cons (U14 & below)
17	Round Robin 4 brackets (4,4,4,5)	Quarterfinal	Semi-Champ/Cons (U14 & below)
18	Round Robin 4 brackets (4,4,5,5)	Quarterfinal	Semi-Champ/Cons (U14 & below)

19	Round Robin 4 brackets (4,5,5,5)	Quarterfinal	Semi-Champ/Cons (U14 & below)
20	Round Robin 4 brackets (5,5,5,5)	Quarterfinal	Semi-Champ/Cons (U14 & below)

2. In the case of a two-team pool, a single game will be played at the Open State Cup's primary venue in Bernalillo, NM.

3. In the case of one-bracket pool, the top two teams (by tournament points) will advance to the championship match. Consolation matches will be played U14 and below.

4. In the case of two-bracket pools, the top two teams (by tournament points) from each bracket will advance to semifinals (1st of A vs 2nd B and 1st of B vs 2nd of A). Championship and consolation (U14 and below) matches will be played.

5. In the case of three-bracket pools, the top two teams in bracket A (by tournament points) and the top three teams in brackets B and C (by tournament points) will advance to quarterfinals (#1= 1st of A vs 3rd of C, #2=1st of B vs 2nd of A, #3=1st of C vs 3rd of B, #4=2nd of C vs 2nd of B). Winners of quarterfinal matches advance to semifinals (winner of #1 vs winner of #4 and winner of #2 vs winner of #3). Championship and consolation (U14 and below) matches will be played.

6. In case of four-bracket pools, the top two teams (by tournament points) from each bracket will advance to quarterfinals (#1=1st of A vs 2nd of B, #2=2nd of A vs 1st of B, #3=1st of C vs 2nd of D, #4=2nd of C vs 1st of D). Winners of quarterfinal matches advance to semifinals (winner of #1 vs winner of #4 and winner of #2 vs winner of #3). Championship and consolation (U14 and below) matches will be played.

Seeding

1. Teams that placed 1st and 2nd in the previous year's State Cup within their own age group will be seeded according to their final standings. For example, seeding for U14G will be based on U13G standings from the previous year. Where 3rd and 4th places can be determined from previous year results, those teams will also be seeded according to those results. If 3rd and 4th places cannot be determined by previous year results, seeding of 3rd and 4th places will be by random draw of the semi-final losers from the previous year. In all cases, teams will only be seeded if they have 9 returning players from the previous year's team.

2. A team must demonstrate continuity of rosters between the previous year's State Cup official roster and the team's league roster prior to the draw by maintaining 9 players common to both of those rosters.

3. A team that has changed its identity (*i.e.*, name or club) but can demonstrate that it still maintains 9 players remaining from its previous year's State Cup roster is considered the same team for seeding purposes.

4. Seeding will be as follows:

Four-Bracket Pool

A	1 st	B	4 th	C	2 nd	D	3 rd
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Three-Bracket Pool

A	1 st	B	2 nd	C	3 rd 4 th
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Two-Bracket Pool

A	1 st	B	2 nd
	4 th		3 rd

5. In the event that a team which placed first to third in the previous year's State Cup does not enter, the remaining seeded teams will be seeded accordingly. No additional teams will be seeded.

6. In the case of odd numbers of teams, highest-seeded team will be given the smaller bracket.

Order of Play

1. All play for the first round of pools with 6 or more teams is "Round Robin" with bracket standings based on tournament points. Games may end in a tie. Tie-breakers will be used to determine advancement when needed.
2. If possible, in all brackets where there are two teams in the bracket that have been seeded based on prior year results, the game between those teams will be the last game for each team.
3. Standings in bracket play will determine seeding for subsequent rounds. Second- and third-round play consists of quarterfinals (for fields of 12 or more teams), semifinals and championship, and consolation (U14 and below) matches.

(Break here for publication in the program)

**US Youth Soccer
New Mexico Open State Cup
National Championship Series
TOURNAMENT RULES (abridged)**

RULES OF PLAY:

Games will be officiated using the FIFA Laws of the Game, and modified for age-appropriate play.

Duration of Play: Matches consist of two halves of the following length

U12 = 30 minutes

U13 & U14 = 35 minutes

U15 & U16 = 40 minutes

U17, U18, & U19 = 45 minutes.

Ball Size: U13 and older will use a size 5 ball.

All games will be played on regulation FIFA-sized fields.

SCORING METHOD IN THE PRELIMINARY ROUND AND POOL PLAY:

In pool play and first-round bracket play, team standings shall be determined by accumulation of points awarded as follows:

Win (including forfeit)	3 points
Tie	1 point
Loss (including unintentional forfeit)	0 points

TIE-BREAKING RULES IN THE 1st ROUND OF BRACKET PLAY:

If necessary, the following tie-breaking rules will be used to determine the order of team advancement:

- 1.) Head-to-head results
- 2.) Winner of most games
- 3.) Cumulative goal differential between goals scored and goals allowed in all games played within the bracket. Maximum difference allowed is four (4) goals per game.
- 4.) Most goals scored.
- 5.) Least goals allowed in all games played within the bracket.
- 6.) Kicks from the penalty mark per FIFA Law.

This tie-breaking procedure shall be used if necessary to determine 1st- and 2nd-place standing within a bracket. If more than two (2) teams are tied at the end of the preliminary round, the tie-breaker criteria listed will be used in order shown beginning at #2, to either advance or eliminate one team. The remaining teams will then be compared, beginning again with criteria #2, to determine the ultimate placement. If more than two teams are still tied after #5 is applied, the team coaches will effect a draw (*i.e.*, cards, straws, etc.) to determine the order in which the kicks from the mark will be taken.

In the event that a team unintentionally forfeits one of its 1st-round bracket games, the opposing team shall be recorded the winner with a 4-0 win.

OVERTIME PERIODS FOR ALL GAMES REQUIRING A WINNER:

Overtime periods in games that must have a winner will consist of two complete periods of 10 minutes each played at the end of regulation play. If a game is still tied at the end of prescribed overtime play, FIFA "Kicks from the Penalty Mark" rules will apply in order to determine the winner.

GRACE PERIODS:

Any team not ready to play at the scheduled start time shall be granted a fifteen (15) minute grace period. A minimum of seven (7) players and one rostered coach of that team constitute a legal team. Any team not ready to play at the expiration of the grace period shall be deemed to have intentionally forfeited the game unless the State Cup Committee determines the delay is due to circumstances beyond the team's control.

SUSPENSION GUIDELINES:

All suspensions due to this rule will be served during the tournament in which they were received in the National Championship Series (including Regionals, and Nationals). Suspensions will carry over from year to year until served. The term "game" shall include kicks from the mark taken to determine a winner at the end of overtime periods (*i.e.*, kicks taken during round robin tie-breaker procedures as discussed above). The term "coach" shall include assistant coaches and trainers. The term "team official" shall include all rostered team personnel, including trainers. Suspended team officials may not be on the team side of the field. Suspended player(s) may remain on the team sideline if permitted by the game official; the player(s) must be out of team uniform or be covered. Coaches are responsible for the enforcement of suspensions. If a player or other team official participates in a game in which they should have been suspended, the team will be deemed to have used an ineligible player and will forfeit the game. Coach participation is defined as being on the team sideline. Player participation is defined as playing in the game.

Players or team officials not listed on the official game roster are not allowed on the team sideline and may be ordered by a game or tournament official to leave. Failure to comply with the order may result in suspension and/or forfeiture.

Coaches, assistant coaches and rostered team officials sent off the field of play for an infringement of the "laws of the game" shall have one (1) additional game added to the "Suspension Guidelines" below that would normally be levied against a player for a similar infringement.

"Club" coaches or coaches listed on multiple rosters who are suspended will serve their suspension during the next scheduled game(s) involving the team they were coaching at the time of their suspension, unless that team has no remaining games in the National Championship Series. In that case the coach will serve his/her suspension during the next scheduled games(s) for which the coach is rostered in the National Championship Series.

The State Cup Committee shall act on all disciplinary matters and shall have discretionary powers in determining disciplinary action applied to spectators, team personnel and players. Game suspensions listed below are to be regarded as minimums for the charged offenses. Depending on the findings of the Committee, penalties may be increased according to the gravity of the infringements.

When sent off the field of play and shown the red card for infringement of the “laws of the game” players shall be suspended as follows:

Serious Foul Play - All age groups: Suspend for a minimum of one (1) game.

Foul and Abusive Language - All age groups: Suspend for a minimum of one (1) game.

Second Cautionable Offense – Receiving a second yellow card after previous yellow card. All age groups: Suspend for a minimum of one (1) game.

Violent Conduct - All age groups: Suspend for a minimum of two (2) games.

Referee Abuse/Assault - All age groups: Suspend for a minimum of one (1) year with review by the Board of Directors regarding further disciplinary action.

Referee abuse/assault includes, but is not limited to, pushing in an act of aggression, kicking, spitting at, striking or attempting to strike a referee, assistant referee, or fourth official.

Any player or team official who refuses the referee’s request for their name or gives a false name, while the referee is gathering data to report on an infringement of the “laws of the game” involving them, shall have one (1) game added to the suspension that would normally be levied by the State Cup Committee.

In specific situations, the Committee may place an individual on probation, in addition to the suspension, for a period of time not to exceed the length of the suspension. The probationary period is to be served immediately following the suspension period and is intended to monitor an individual’s degree of reformation. Should an individual on probation be sent off the field of play and shown the red card during the probationary period, the original suspension and probation shall be re-applied and no appeal will be heard.

UNFINISHED MATCHES:

If the referee stops a match due to one team’s conduct, the match is declared a unintentional forfeit, with the offending team losing the match and the winning team being awarded the maximum points for that match. If the referee stops a match due to inclement weather during (a) the first half of play, the match will be rescheduled or (b) if after the end of the first half of play, the score of the match stands.

FORFEITS:

A. In the event that a team intentionally forfeits an NMYSA-sponsored game, an amount equal to the entry fee shall be charged to the team. The affiliate member in which the forfeiting team is registered is responsible for payment of the fee to NMYSA within 30 days. Any team that intentionally forfeits a game shall be suspended from further participation in the tournament. All of the forfeiting team’s games in the tournament including games already completed shall be null and void. Bracket standings shall be determined as though that team never participated in the tournament. An intentional forfeit (not an unfinished game) shall be defined as a willful act not to play in a scheduled game during a State-sponsored tournament, as determined by the State Cup Committee. The determination of the State Cup Committee is final, and not subject to dispute or recourse to the Protest and Appeals Committee.

B. Any team that intentionally abandons a State-sponsored game will be fined an amount equal to the entry fee. “Intentionally abandon” shall be defined as a willful act not to continue play of a scheduled game once it has started as determined by the State Cup Committee. The determination of the State Cup Committee is final, and not subject to dispute or recourse to the Protest and Appeals Committee.

C. The coach of the team that intentionally forfeits or intentionally abandons a State-sponsored game will be suspended by NMYSA from coaching in New Mexico from the time of the act for one calendar year.

D. In the event that a team forfeits or abandons a Consolation or Championship game, preceding penalties shall apply and the opposing team shall advance.

E. Any team which withdraws by notifying the Director of Cups and Games in writing prior to the draw will not have its entry fee returned and will not be further penalized. A team seeking to withdraw from a NMYSA State-sponsored tournament after the draw shall be considered as intentionally forfeiting.

F. Any roster postmarked after the deadline for rosters for any NMYSA State-sponsored tournament will be fined \$300 and the team will have three days after the notification to submit the money with their late roster. If a team does not pay the late roster fine, they will be dropped from the tournament and shall be considered as intentionally forfeiting.

G. Any fine assessed by US Youth Soccer against an NMYSA team at any level above State Cup is the responsibility of the affiliate member whose team receives the fine. Any fine assessed against NMYSA by US Youth Soccer shall be passed on to the affiliate member of the offending team for payment.

SIDELINES:

Both teams will assume opposite ends of the same touchline. Spectators must remain on the opposite side of the field. Only coaches or trainers with a valid NMYSA pass card for the teams playing will be allowed on the team side of the field. All teams must have one of their rostered coaches at the field during the entire game. If a team's only rostered coach is expelled, the team must forfeit the game, but will not be deemed to have intentionally forfeited the game.

HOME TEAM RESPONSIBILITIES:

The first team listed on the schedule is the "home team" for that match. The home team is responsible for a change of uniform in the event of a color conflict.

SUBSTITUTIONS:

For U-14 and below, an unlimited number of substitutions shall be allowed.

For U-15 and above, the substitution policy currently used for the national finals shall be used, as directed by Region IV: a maximum of 7 substitutions for each team shall be allowed in each game during each half of play and during overtime play. After leaving the game during a half of play, the substituted player may not re-enter the game during that same half of play. After leaving the game during overtime play, the substituted player may not re-enter the game.

Substitutions may be made at any stoppage, with the consent of the referee.

PROTESTS AND APPEALS:

- 1.) Protests and Appeals of judgment decisions of referees will not be allowed.
- 2.) Suspension penalties applied that are within posted minimums cannot be appealed. Appeals of penalties in excess of the posted minimums must be done according to the protests and appeals procedures shown below.
- 3.) All questions relating to qualification of competitors, to interpretations of rules, to suspensions, and to disputes or protests shall be referred to the Protests and Appeals Committee whose decisions shall be final and binding.
- 4.) In order for protests to be valid and eligible for consideration, the intent to protest shall be verbally lodged with the center referee and the opposing coach at the game site immediately after the end of the game that is being protested.
- 5.) To be valid and eligible for consideration, the protest regarding the game must be submitted in writing by the rostered coach or assistant coach with a \$50.00 fee (non-refundable) to the Tournament headquarters within two (2) hours after the end of the game that is being protested.
- 6.) The State Cup Tournament Director will form a Protests and Appeals Committee of three (3) to adjudicate the protest.

- 7.) The protest hearing will be completed before either team plays their next game in the tournament
- 8.) The State Cup Tournament Director will notify the coaches of the teams involved of the committee's findings.
- 9.) A plea of ignorance of the rules of this competition is not sufficient grounds for protest or appeal.
- 10.) All decisions of the Protest and Appeals Committee will be final.