



# **Tournament Sanctioning Process Instructions**

Click the Link:  
[Sanction  
Tournament](#)

Hosting District\*  Hosting League\*

League President Name\*  League President Email\*

Tournament Name\*

Tournament Start Date\*  End Date\*  New or Returning\*

Tournament Website Address\*  Tournament Type\*

Team entry deadline\*

Tournament Rules Website Address

Location - Tournament HQ\*

Tournament Director First Name\*  Last Name\*

Address Line 1\*

Address Line 2

City\*  State\*  Postal / Zip Code\*

Phone\*  Fax  Email\*

Referee Assignor First Name\*  Last Name\*

Phone\*  Email\*

Guest Referee Applications Accepted\*  
 Yes  
 No

Signature of Designated Official of Hosting Organization (Please type your name)\*

Disciplinary Committee Chairperson Name (First Name Last Name)\*

Disciplinary Committee Chairperson Phone Number\*

Disciplinary Committee Chairperson Email Address\*

Please review the image to the left. You need to have all the required information prior to starting the process. Required fields are indicated by a red asterisk.

1. This should only take about 15-20 minutes
2. The process times out after 10 minutes and you will have to start over.
3. Have a credit card ready to make the payment of 150.00

### Tournament Information

Hosting District\*  Hosting League\*

League President Name\*  League President Email\*

Tournament Name\*

Tournament Start Date\*  End Date\*  New or Returning\*

Tournament Website Address\*  Tournament Type\*

Team entry deadline\*

Tournament Rules Website Address

Location - Tournament HQ\*

Choose from the drop-down

If you do not have a tournament website. Please use the club site. Do NOT use the registration URL it will be too long. Unless you make it a [tiny URL](#)

From here there are 3 choices  
 Select = Competitive play.  
 Recreational = is for Rec play and Jamborees.  
 Select and Recreational = for both levels of play

HQ - maybe the name of the primary field location with the most games or you can enter N/A

Tournament Director First Name\*  Last Name\*

Address Line 1\*

Address Line 2

City\*  State\*  Postal / Zip Code\*

Phone\*  Fax  Email\*

Referee Assignor First Name\*  Last Name\*

Phone\*  Email\*

Guest Referee Applications Accepted\*

Yes

No

Unsure about a guest referee just click no

Once all fields are filled in. Click save and Continue

Signature of Designated Official of Hosting Organization (Please type your name)\*

Disciplinary Committee Chairperson Name (First Name Last Name)\*

Disciplinary Committee Chairperson Phone Number\*

Disciplinary Committee Chairperson Email Address\*

In the Select Division, there are many options to choose from. You can choose to have multiple divisions in the same age group. But each age group needs it separate row.

Tournament Info Age Group Team PDF ELA Review Payment Receipt Start Over

Enter Age information for the Tournament

Select Division\* Select Age\* Select Gender\* Type(s) of Team Accepted Roster Size\* # Guest Players Allowed\*

Select One -- Select One -- Select One --

Select One --  
 Foreign Teams  
 Friendly Games Only  
 Other State Associations  
 Competitive  
 Competitive, Select, Recreational  
 Competitive, Select, Recreational, Jamboree  
 Select  
 Recreational  
 Jamboree U10 and below

Awards

Minimum # of Games\* Entry Fee\*

Bond

Add Age Group Info

Gender	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
FM	14	0	50	8v8	<input type="checkbox"/>	3	300	<input type="checkbox"/>

As you can see the sample that is filled out is very easy. I would suggest that you click update age group info if you make any changes. If you make a mistake in an age group you can delete it and start all over.

Enter Age information for the Tournament

Select Division\* Select Age\* Select Gender\* Type(s) of Team Accepted Roster Size\* # Guest Players Allowed\*

Recreational 11U All Genders Recreational 14 0

Length of Games\* # Players on Field\* Minimum # of Games\* Entry Fee\*

50 8v8  Awards 3 300  Bond

Update Age Group Info

List of Age Group Info

	Division	Age	Type(s) of Team Accepted	Gender	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
<a href="#">Delete</a> <a href="#">Update</a>	S3	11U	Recreational	FM	14	0	50	8v8	<input type="checkbox"/>	3	300	<input type="checkbox"/>
<a href="#">Delete</a> <a href="#">Update</a>	S3	12U	Recreational	FM	14	0	50	8v8	<input type="checkbox"/>	3	300	<input type="checkbox"/>
<a href="#">Delete</a> <a href="#">Update</a>	S4	09U	Recreational	FM	12	0	40	6v6	<input type="checkbox"/>	3	250	<input type="checkbox"/>
<a href="#">Delete</a> <a href="#">Update</a>	S4	10U	Recreational	FM	12	0	40	6v6	<input type="checkbox"/>	3	250	<input type="checkbox"/>

Done and Continue >>

Once all age info is entered click Done and Continue.

Tournament Info   Age Group   **Team**   PDF   ELA   Review   Payment   Receipt   [Start Over](#)

### Team

Estimated Number of teams*	Total # of Teams Accepted Last Year*
<input type="text" value="100"/>	<input type="text" value="0"/>
# of Non US Youth Soccer Teams*	
<input type="text" value="0"/>	
Additional Information	Team Entry Fee\$ ( May vary by agegroup)*
<input type="text"/>	U7 & U8 \$200 U9 & U10 \$250 U11 & U12 \$300

Out of State Teams\*   Unrestricted Status\*   Foreign Teams\*

Yes    No    Yes    No    Yes    No

Sanctioning for foreign teams requires approval of the HAPP 3-03 and HTED 3-03 (USSF)

**US Soccer has a new process for submitting an Application to Host Foreign Teams. When completed please return to our website to get the link on how to submit it.**

All fields with a red asterisk are required.

Team Entry Fee prices will be shown on the website. Please make sure they are easy read.

The application to host foreign teams is on the Sanction Tournament website and also a link on the receipt when this process is completed.

Once completed click Save and Continue

You can upload your tournament rules. If not uploading, click Done and Continue.



Tournament Info Age Group Team PDF ELA Review Payment Receipt Start Over

### Upload PDF

PDF Name	
Tournament Rules Optional	2022 Rules.pdf <a href="#">Delete</a>

Done and Continue >>

Read and check the box to confirm you have read and agree to the Electronic Legal Agreement (ELA).



Tournament Info Age Group Team PDF ELA Review Payment Receipt Start Over

### ELA

1 of 5 Agreement

ABIDE BY RULES: We shall abide by all statements made in our approved US Youth Soccer Application to Host A Tournament or Games, in our tournament invitation, in our tournament rules, in the US Youth Soccer Travel and Tournament Policy and in this US Youth Soccer Tournament or Games Hosting Agreement. We agree that all decisions regarding acceptance of teams into a tournament shall be fairly and impartially made and shall not be based upon race, creed, color or national origin and that we will not advertise by any means the tournament or games until all approvals are received. INVITATIONS: The tournament or games approval form shall accompany all tournament or games invitations distributed. HOUSING: We agree that we will not require a team to use only accommodations approved or provided by the hosting organization or other organization, unless disclosure is made on the tournament application form of the required hotel/motel names and the guaranteed rates. ADVANCE PUBLICATION OF RULES: We agree that our tournament or games rules shall be included with the invitation sent to each team and shall, again, be published to all teams

I Accept

Your First Name\* Your Last Name\*

Daniel Rubin

<< Back Agree & Continue >>



Sign your name for the ELA's and Click Agree & Continue to proceed

Review Part 1

[Tournament Info](#)
[Age Group](#)
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### Review

**Application**

Appl#	Tournament Name	Status	Status Updated by	Status Updated at	Tournament Created at
14486866	32nd Annual FME Soccer Club Turkey Jamboree	State Approved	Daniel Rubin	09/27/2022 15:15 PM	09/27/2022 14:44 PM

**Payment**

Order#	Item/Product	Fees	Paid	Due	Date	Status
<a href="#">2-6781447</a>	Application to Host Fee	\$150.00	\$0.00	\$150.00	09/27/2022 15:03 PM	New Order
						<b>Due: \$150.00</b>

**Tournament Logo**

For best logo results: Size your logos to no greater than 150 pixels wide by 75 pixels high. Also place your logo on a white or clear background.

Click Here To Upload A Logo

150x75 pixels

**Tournament Info** [Edit](#)

Hosting League: **District 3 - Pierce County Soccer Association**

League President Name: **Curt Carroll**      League President Email: **tccorky@outlook.com**

Tournament Name: **32nd Annual FME Soccer Club Turkey Jamboree**      New or Returning: **Returning**

Tournament Dates: **11/19/2022 - 11/20/2022**      Tournament Website:

Tournament Director: **Brian Eaton**      Referee Assignor: **Cy Palmer**

Address: **2309 58th Ave E, Apt D12**      Phone: **2532758189**

City and Zip Code: **Fife, WA98424-1952**      Email: **refmancappyy@yahoo.com**

Phone: **2532906544**      Fax:

Email: **brian.d.eaton@icloud.com**

Guest Referee Applications Accepted: **Yes**

Signature of Designated Official of Hosting Organization (Please type your name): **Brian Eaton**

Disciplinary Committee Chairperson Name (First Name Last Name): **Ben Draeger**

Disciplinary Committee Chairperson Phone Number: **2538804701**

You can add a tournament logo or crest. This will show on the website.



If there is information that needs to be changed click the edit and it takes you back to the beginning page.

## Review Part 2

Age Group <a href="#">Edit</a>											
Division	Age	Type(s) of Team Accepted	Gender	Roster Size	# Guest Players Allowed	Length of Games	# Players on Field	Awards	Minimum # of Games	Entry Fee	Bond
S3	11U	Recreational	FM	14	0	50	8v8	<input type="checkbox"/>	3	300	<input type="checkbox"/>
S3	12U	Recreational	FM	14	0	50	8v8	<input type="checkbox"/>	3	300	<input type="checkbox"/>
S4	09U	Recreational	FM	12	0	40	6v6	<input type="checkbox"/>	3	250	<input type="checkbox"/>
S4	10U	Recreational	FM	12	0	40	6v6	<input type="checkbox"/>	3	250	<input type="checkbox"/>

  

Team <a href="#">Edit</a>	
Estimated Number of teams: <b>100</b>	Total # of Teams Accepted La <input type="text" value="[No Title]"/> <b>0</b>
# of Non US Youth Soccer Teams: <b>0</b>	
Additional Information:	
Out of State Teams: <b>No</b>	Unrestricted Status: <b>No</b>
Foreign Teams: <b>No</b>	

  

ELA <a href="#">Edit</a>	
Agreement	<b>Signed By:</b> DanielRubin on 9/27/2022 3:03:24 PM
Disciplinary Committee	<b>Signed By:</b> DanielRubin on 9/27/2022 3:03:24 PM
Hosting Foreign Team (HAPP3-03)	<b>Signed By:</b> DanielRubin on 9/27/2022 3:03:24 PM
TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT	<b>Signed By:</b> DanielRubin on 9/27/2022 3:03:24 PM
Washington Youth Soccer Rules of Competition	<b>Signed By:</b> DanielRubin on 9/27/2022 3:03:24 PM

  

PDF <a href="#">Edit</a>	
Tournament Rules	2022 Rules.pdf

  

[Continue & Submit Payment >>](#)

Clicking Edit will take you back to that page.

Once you have confirmed all information is accurate - click Continue and Submit Payment



Choose your payment method.  
Fill out the information and click continue.

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### Make Payment

	Product	Promo Code	Qty	Subtotal
Items Ordered	✓ Application to Host Fee		1	150.00
	1 item(s) totaling:			150.00
	Order Total:			150.00
	<b>Total Due:</b>			<b>150.00</b>

Payment Method\*

Choose One  
Choose One  
 Discover  
 Mastercard  
 Visa

### Make Payment

	Product	Promo Code	Qty	Subtotal
Items Ordered	✓ Application to Host Fee		1	150.00
	1 item(s) totaling:			150.00
	Processing Fee:			4.35
	Service Fee:			0.30
Order Total:			150.00	
<b>Total Due:</b>			<b>154.65</b>	

Payment Method\*

Name as it appears on Credit Card\*

Discover #\*

Expiration Month / Year\*  
 Select Month ---- | Select Year ----

Card Verification Number\*

(On the back of your card, locate the final 3 digit number)  
[Help finding Card Verification Number | Using Amex?](#)

Billing Address 1\*

Address 2

Country\*

City\*   State/Province   Zip/Postal Code\*  
     

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### Print Receipt & PDF Form

After payment print the receipt for your records. Once approved you will receive the USYS prefilled form in PDF format to display on the website.

Once the tournament has been approved it will display on this [link](#)