

- a. The meeting is called by the Chair following approval of the National Office.
 - b. The National Office has the right to coordinate the meeting and pick the site for the meeting.
- 3. **National Sport Committee Special Meetings.** Special meetings of a Committee are scheduled at the request of the Chair or upon written request of at least one half (1/2) of the Committee members. The purpose of the Special meeting must be stated in the Notice for the meeting.
- 4. **National Sport Executive Committee Meetings** – The National Chair shall determine the date and location of Executive Committee Meetings.
- 5. **Agenda Additions -**
 - a. **Sport Committee Meeting Order (Agendas)-** The Regular National Sport Committee meetings, the Non-Regular National Sport Committee meetings, and National Sport Committee Special meetings shall follow meeting order (agenda format) as established by Code (Bylaw 9.5)

II. SPORT POLICIES AND PROCEDURES

- A. The AAU Soccer program will follow the USSF, USYSA and FIFA competitive rules of play.
 - 1. **USSF:** www.ussoccer.com
 - 2. **USYSA:** www.usyouthsoccer.org
 - 3. **FIFA:** www.fifa.com
- B. **Age**
 - 1. 20 and under = youth
 - 2. 21 and up = adult
- C. **Age Groups**
 - 1. **8U – 19U**

III. SPORT OPERATIONS

- 1. **Current Year Rule Changes**
N/A
- 2. **Event Operating Rules-** These rules shall apply to all AAU Sanctioned events unless modified.
 - 1. **Conducting a Soccer Event Guidelines**
Below is a checklist of details, which must be considered when, conducting a tournament:
 - d. **Form a committee and tournament with the idea of improving upon your organizational ideas of the program. ---** Discuss such things as dates, officials, AAU District policies and procedures, rules

and regulations and supervision. This committee should consist of people in the community, which should include various organizations, clubs and your Chamber of Commerce.

- e. **Select a Tournament Director who will be responsible for conducting the competition.** -- This person must have knowledge of the sport, and be able to effectively administer the overall competition. He/she must be a person who is able to direct the efforts of others and have a general understanding of all aspects of the undertaking. He/she must be able to foresee everything, which must go into a tournament in the way of planning. He/she should be flexible and creative. He/she is coordinator of the total event.
- f. **Determine the location, date and time of competition.**
 - 1. Be aware of holidays, they may or may not help.
 - 2. Allow enough time to handle problems and delays.
 - 3. Time your tournament to correspond to the normal season of the sport. (Will this tournament conflict with other sport events?)
- g. **Select the sites for the tournament.**
 - 1. Reserve and notify the areas you expect to use.
 - 2. Send a confirmation letter or memo to each facility.
- h. **Estimate income and expenses that will be incurred at your tournament:**

A. Income	B. Expenses
1. Team Entry Fee	1. Sanction Fee
2. Admissions	2. Awards
3. Local Patrons	3. Officials
4. District's Contribution	4. Equipment
5. Concessions	5. Printing
	6. Concession Purchases
	7. Miscellaneous
	8. tournament Director/Assignor

- i. **Determine the method of publicizing the tournament.**
 - 1. Tournament information flyer containing all pertinent information distributed to all possible entries.
 - 2. Publicity releases to all newspapers in the area.
 - 3. Personal contacts.
 - 4. Contact radio stations and TV media for publicity. Arrange a press conference.
 - 5. Submit story or news release to AAU District tournament.
- j. **Select facilities to be used in the conducting of your tournament.**
 - 1. Are the facilities in good shape and can you improve the conditions?
 - 2. Do you have sufficient seating arrangements for spectators, especially for the final game?
 - 3. Is a room available where officials can dress or rest between games? It is important to keep officials separate from competing teams, coaches, and spectators.

- 4. Are the restroom facilities convenient, and are they working properly? Can you be assured these facilities will be clean and remain maintained?
 - 5. If the tournament is played at night, lighting systems should be thoroughly checked for bad bulbs and unclean reflectors.
 - 6. If electric scoreboard is available, make sure of its operation.
 - 7. Are the facilities in close proximity to one another?
 - 8. Are concessions available?
- k. Determine the type and amount of equipment for the entire tournament. ---** Notify the competing teams in advance as to what the official tournament ball will be. Teams may want to practice with the same equipment that will be used at your tournament.
- l. Develop entry forms. ---** The information desired on the entry form will vary according to the tournament. The following information should be included on any entry form you develop.

Name of team	Dates and type of tournament
Name of Manager	Location of tournament
Address of Manager	Your District Heading
Age division entered	Where or to whom entry should be mailed
Participant's Name	AAU Youth Participant number
Participant's Birth date and/or school	Entry Deadlines
Participant's address	AAU Youth club membership number
Signature of team manager	
Verification of entering agency	
Entry fee information	

- m. After entry deadline, all eligible entries will be included in the draw. ---** You should place teams in the draw from the same general location so they will not tournament in the first round of competition.
- n. The type of tournament to be used should be prearranged and the time schedule carefully planned.**
- 1. Travel distance of competing teams should be considered in regard to time of game.
 - 2. Age of participants should determine early and late games especially if night games are to be held.
 - 3. Time allotted for completion of each game is important. Allow enough time to complete a normal contest, but do not leave gaps in schedule. Inactivity can create a problem for officials, staff and spectators.
- o. Copies of the draw and subsequent schedule should be mailed to all managers of competing teams and all facilities being used. ---** Additional copies of schedule should be available at the tournament playing sites for coaches and interested spectators.
- p. You are now ready to begin the event. Here's a partial checklist of things to consider.**
- 1. A meeting should be held with all game officials to discuss special rules or philosophy of your tournament which the officials may not be familiar with. Game assignments and dates should be covered at these meetings.

2. A maintenance crew should be on hand for quick repairs or other situations that may occur.
 3. All games in a tournament situation must be completed. A responsible person must be assigned to supervise each contest. The head official is typically responsible for running the game and submitting the results to the tournament director. However, field marshals should be on hand to assist the officials and serve as a runner if necessary.
 4. The tournament schedule should be posted for the benefit of all participants and spectators. This draw sheet should be placed at a central location at each playing site and should be kept up to date with game scores and any field changes.
 5. A public address system is desirable for better communication. Insure that it is operating prior to the start of the tournament. The announcer is an important person in a smoothly functioning tournament. His/her voice should be defined and authoritative and his/her duties should be explained to him/her in detail before he/she begins.
 6. Plan to decorate the facilities used. A welcome sign over the entrance and posters and banners will help promote the event and create a special event atmosphere.
 7. Coverage of the tournament is important and should be on going. Game results and other anecdotes should be reported to the newspaper and other interested parties immediately for effectiveness.
 8. Prepare for emergencies. A medical professional should be available at all times during the tournament. First aid supplies should be on hand for athletes and spectators. Notify the police department that you are hosting a tournament and provide them with a schedule. Make sure a phone is available and operating. Make sure access roads or buildings are accessible.
 9. The official scorer is an important person in all types of tournaments. He/she is an aid in records and publicity and serves to keep the action of scoring accurate. A dependable person in this position can solve many headaches.
 10. Prepare for the awards ceremony. Depending on format and size of the tournament ceremonies may take place during the tournament or at its completion. Local dignitaries should be contacted well in advance to make the presentation. Make sure they know when and where they need to be. If an awards banquet is to be held, plan early, and prepare a separate checklist of all arrangements.
- q. Your soccer tournament is now over and you should continue working by doing the following:**
1. Ask for and accept all recommendations for improvement of the tournament for future references.
 2. Recognize the value of thank you letters and write them to all the people who assisted.
 3. Complete and return your championship reports to the National AAU office and one copy to the National Chairman.

4. Send a copy of all results to the National AAU office immediately after the tournament. Include the name and address of the coach of the winning team in each age division. Indicate if the National Entry packet was presented to the coach and if they intend to participate in the National Championships. This should be done as soon as possible following the competition.

2. Protest Procedures

- d. The Protest Committee shall consist of the National Chairman, a National Staff member, or a member of the Soccer Executive Committee and one person designated by the National Chairman.
 1. Protest must be made in writing within one (1) hour of completion of the game being protested. A protest must include the handbook page number and rule number of the governing rules of AAU Soccer and the governing rule of the Federation International de Football District (FIFA). A fee of \$100.00 cash (refunded if the protest is upheld) must accompany the protest. The written protest must be submitted to the National Chairman. The protest committee shall be required to give a written answer to the protest. All committee decisions shall be final.
 2. Protests will not be accepted or considered if they are based solely on a decision involving the accuracy or judgment on the part of the referee. Protests that shall be accepted and considered include the following:
 - a. Failure of a referee to apply the correct rule to a given situation.
 - b. Failure to impose the correct penalty for a given violation.
 - c. Each participant shall have a player's pass issued by the Tournament Director to the coaches during the coaches' meeting. These passes will be checked by the referee prior to game time. They will be retained by the referee until the completion of the game. If a player is ejected, the player's pass will be held by the Tournament Director until the penalty for the ejection has been met.

3. Format/Scheduling

- d. The National Championship game schedules will be approved by the National Chairman.
 1. A blind draw shall be made for all entries by the National Chairman. Seeding will be done when possible.
 2. Coaches are required to attend the coaches' meeting at the National Championship or send a representative on their behalf. Meeting time and place will be provided in entry materials.
 3. Each age division shall be divided into pools. The teams in each group pool will play one another in a round robin schedule. Points are awarded based upon the results of each game.
 4. At the end of pool play, the top team or teams from each pool will advance to the semi-final and final round.

Example: An age division that has ten teams would be divided into two groups (pools); the winner of Pool #1 would play the second place team from Pool #2. The winner of Pool #2 would play the second place team from Pool #1. The winners from these two games would then play for the championship. The losers from the two semifinal games might play for third and fourth places or be awarded third or fourth place based upon the points accumulated during the tournament. The team listed first in each pairing is the home team. The home team shall change jerseys, if in the opinion of the referee there is a conflict. This will also include the goalkeepers.

The POINT SYSTEM used during pool play is as follows:

1. Three (3) points for a win; one (1) point for a tie; and zero points for a loss.
2. In any situation where two (2) teams tie, head-to-head competition between the teams will determine the winner.
3. If there is a tie after the points are totaled, then the goals scored will serve as a tiebreaker. A maximum of three (3) goals per game will be allowed.
4. If there is still a tie after the goals scored is tallied, then the total goals allowed will be used.
5. If a tie still remains, then the teams tied shall take alternate penalty kicks until one-team scores and the other does not.
6. Score for a forfeit game will be 3-0.

1. Entry Procedures

d. National Championships

Team entry forms for the National Championship must be sent to the National Tournament Director before the entry deadline date. National Tournament entries postmarked after the entry deadline date will NOT be accepted. NO team will be entered in the National Championship that does not meet tournament entry requirements.

e. Entry for National Championships

1. Team Roster
2. Individual Entry Forms
3. Entry Form and Fee

*Entry fees for the National Championships in Soccer will be set by the hosting agency with the approval of the National Chairman and the AAU National Headquarters.

4. Any additional information as requested by the Local Organizing Committee.

7. Competition Rules –

Unless otherwise stated in this handbook the rules of competition shall be those of *US Soccer Federation, US Youth Soccer Association and Federation Internationale of Football*. Only those rules contained in this handbook shall supersede the general rules of the national governing body.

1. Qualification Procedure

d. National Championships