



US YOUTH SOCCER
WYOMING STATE CUP
Policies and Procedures for Hosting
Successful bidder hosts the event for two years.



A - Tournament Specifics

1. This is a Wyoming Youth Soccer (WYS) sponsored and restricted tournament. Teams can be invited from US Youth Soccer state associations/affiliates only.
2. The first event, to be named as the host association determines, will consist of the following:
 - a. A **recreational** division for U8 to U19 boys and girls recreational teams. Bidder can choose to host the *Kohl's American Cup*.
 - b. An **open** division, which, at the discretion of the host association, can be broken into novice (bronze), developmental (silver), and premier (gold) levels for U8 to U19 boys and girls teams;
 - i. U8 - U12 age brackets in the recreational and open divisions will play following the small-sided game format per WYS and US Youth Soccer rules.
 - ii. Based on the availability of fields and officials the host association can determine if they will host the U8 age bracket; the U10 age bracket **must** be included.
3. The second event will be known as the *US Youth Soccer Wyoming State Cup*, which is a part of the US Youth Soccer National Championship Series. Only WYS affiliated teams are eligible to compete in this event.
 - a. This is the WYS state cup **championship** division and is for U12 to U18 boys and girls teams. All winners of this division will advance and be expected to represent Wyoming at the Far West Regionals tournament (FWR).
 - b. The only name that can be added to the title, but not be the primary identification, would be the name of a WYS *state* sponsor.
4. The tournament will be held each Memorial Day weekend. This is a Wyoming Youth Soccer sponsored tournament and the host association is responsible for submitting to the WYS state office all fees and post event reports in the time frame specified.

B - Qualifying Rules for Championship Division Play:

Except where superseded by the *Wyoming State Cup Championship Rules and Policies*, all players and teams are subject to the *US Youth Soccer National*

Championship Series Policies for the seasonal year. In particular, all players/teams in the age groups U12 – U18 must be properly registered with a Wyoming club affiliated with Wyoming Youth Soccer, be in good standing and have qualified in one of the following ways:

1. **U12 – U14 Teams:** These teams must play in the official Wyoming league, against three (3) different teams, in either the fall or spring session which immediately precedes the *Wyoming State Cup*.
2. **U15 – U18 Teams:** If a U15 – U18 team cannot play in the fall Wyoming league WYS will allow them to use the Wyoming spring high school season, which immediately precedes the *Wyoming State Cup* as their qualifying games.
3. WYS may, from time to time, designate a WYS sponsored tournament as a qualifying event.

C - Championship Division Team Registration

1. The championship division registration deadline will be no later than the last Friday in April. The host association **cannot** extend the deadline date except with the express written permission of the WYS board.
2. All championship division registrations, including entry fees and bracket bonds must be submitted directly to the WYS office.
3. Championship division registrations must be submitted using the entry form provided by WYS.
4. Championship division teams must submit a “bracket bond” as assurance of their commitment to attend the FWR.
 - a. The bond amount for U12 and U13 teams will be \$375.00 (subject to change)
 - b. The bond amount for U14 and up teams will be \$575.00 (subject to change)
 - c. The bond for winning teams will be kept by WYS and used toward the payment of FWR entry fees.
 - d. The bond will be returned to teams who do not win a Wyoming state championship.
5. Registration must include two checks. The entry fee check will be made payable to the host organization and the bracket bond check will be made payable to WYS.
6. Upon receipt of championship registrations WYS will forward to the hosting club copies of the registration forms and the entry fee checks.

Wyoming Youth Soccer and the Hosting Association are each responsible for the specific functions and duties as outlined below:

D - Wyoming Youth Soccer (WYS)

1. Verify continuity of rosters, player and coach registration status and team standing.
2. WYS will provide up to 60 soccer balls for the championship portion of the tournament (or per requirements of the WYS contract supplier).
3. WYS will be present at the *Wyoming State Cup* to distribute information packets to the coaches of the championship division winners.
4. WYS will research ideas on fund raising and provide teams with contact information and materials.
5. Will provide current mailing addresses and email addresses for players, coaches and team personnel, as was submitted during player registration.
6. WYS will provide ideas and planning support, as needed, to the state champion teams.

E - The Hosting Club/Association

1. The hosting association must inform the WYS board of the tournament entry fee(s) no later than the first Friday in February. Each division can have a different entry fee.
2. All relevant information is to be posted, in a timely manner, on a *Wyoming State Cup* web site/page. This can be on either WYS's web site or the host association's web site. Regardless of the web site location it must be live and accessible no later than the first Friday in January.
3. The first informational mailing/invitation should be sent to all WYS/US Youth Soccer affiliated clubs by the second week in January. The tournament invitation MUST include the following:
 - a. A copy of the approved US Youth Soccer *Application to Host a Tournament or Games*;
 - b. A copy of the rules and regulations governing the tournament. WYS will provide to the host association the current *Wyoming State Cup Championship Division Rules and Policies*.
 - c. Details specific to championship division (state championship) team registration;
 - d. A statement that all players and coaches MUST have current US Youth Soccer/WYS member passes;
 - e. A statement that the team must follow all applicable procedures of this policy;
 - f. A statement that US Youth Soccer rules regarding the use of ONLY US Soccer Federation registered referees will be followed.
4. In addition, WYS recommends that the invitation include the following:
 - a. Contact information for the tournament director;

- b. If any accommodations, transportation or meals are being provided;
 5. Except for the championship division deadline, the hosting association will set a firm registration deadline date.
 6. Appropriate awards are to be given to 1st and 2nd place winners and are to be in good taste.
 7. WYS will provide the 1st place team trophy for the winners of each championship age division.
 8. If the hosting association chooses to have one, they will be responsible for the design and production of an official event image. The image must include the name *Wyoming State Cup*. Please see *Wyoming State Cup T-shirt Specifications* for USYS/WYS image requirements.
 9. The hosting association will make available for purchase a *Wyoming State Cup* t-shirt. Enough t-shirts should be produced to allow each participant to purchase one. In addition, WYS recommends having additional shirts available for purchase by spectators.
 - a. The hosting association can order the t-shirts from a supplier of their choice (or, when applicable, the current WYS contract supplier) and can choose their own screen printer.
 - b. The front of the shirt is to be printed with a design of the hosting association's choice and must include the official event image. Please see *Wyoming State Cup T-shirt Specifications* for USYS/WYS design requirements.
 - c. The date and location of the tournament is optional but recommended.
 10. The hosting association will provide participants with a *Wyoming State Cup* pin that uses either the *US Youth Soccer National Championship Series* logo OR the official event image that incorporates the *US Youth Soccer National Championship Series* logo in its design. The WYS office can provide contact information for ordering pins.
 11. The hosting association must provide a *Wyoming State Cup* program that is to be given to all participants. The program will include some/all of the following:
 - a. Ad(s) for the *Wyoming State Cup* primary sponsor;
 - b. Ad(s) for the WYS state sponsor;
 - c. Half page ad for US Youth Soccer;
 - d. Welcome letter from the WYS board; recognition of US Youth Soccer; and any key tournament contributors;
 - e. Information about upcoming WYS events, such as Wyoming/US Youth Soccer ODP evaluation dates, parent of the year nominations or winner announcement or WYS scholarship application deadline.
- Camera ready or electronic artwork for these items will be provided by WYS.*

12. Space available to display WYS sponsor banners and *US Youth Soccer National Championship Series* banners;
13. Space available for the WYS tent or space specifically set aside for WYS representatives in tournament headquarters.
14. The hosting association will provide complimentary lodging at the host hotel for WYS personnel and RIV and/or USYS dignitaries.
 - a. The hosting association is to reserve a maximum of seven (7) rooms for this purpose. Contact the WYS office to verify number of rooms needed.
 - b. WYS will issue invitations to the RIV and USYS dignitaries and coordinate with the hosting association regarding their attendance.
7. The approved host association is responsible for and obligated to comply with the terms of its invitation.
8. Within **thirty (30) days** of the conclusion of the *Wyoming State Cup* a completed *Wyoming State Cup Post Tournament Report* and a check payable to WYS for tournament fees, as outlined below, are due in the state office.
 - a. \$100.00 per each participating championship division team
 - b. \$100.00 per each participating open division team
 - c. \$20 for each Kohl's/rec team 8v8 and larger
 - d. \$10 for each Kohl's/rec team 6v6 and smaller

Additional Considerations

1. Plan on approximately 2100 hotel rooms. (Up to 150 teams x 14 rooms per team.)
2. Enough playing fields to accommodate games for up to 150 teams including fields for small-sided games for the U8 – U12 teams.
3. A sufficient volunteer base to plan and coordinate the tournament.
4. The financial means to fund preliminary purchases such as printing, t-shirts, pins, awards, hotel accommodations for WYS guests, advertising, and other expenses.
5. Access to enough officials.
6. Other major events in the host club city during Memorial Day weekend.

F - Championship Division Team Check In

WYS representatives will conduct championship team check in. This check in/credentials review will be done with the intent of helping teams prepare their documents for regionals. Approximately 5 hours will be needed. The host association will need to provide a separate area for championship team check in. Doors will close to that area 15 minutes before the end of championship team check in.

G - Bid Procedures to Host the Wyoming State Cup

1. The winning bid to host will be for a period of two (2) years.
2. The candidate host association must be, and continue to stay, in good standing with WYS and US Youth Soccer.
3. Permission to conduct the tournament is granted only to US Youth Soccer/WYS affiliated associations, not to any private organization.
4. The candidate association must present a bid to host to the WYS board on that date specified by the WYS board president. The bid to host must include an original completed *Application to Host a Tournament or Games*.
5. The bid must include a medical treatment and first aid plan including facilities, medical personnel, and the presence of ambulances.
6. No later than January 1 the approved host association will submit to WYS:
 - a. A completed *Tournament Hosting Agreement* with appropriate supporting data;
 - b. A copy of the *Rules for the Tournament or Games* for each division *other* than the championship division;
 - c. A copy of the association's current certificate of insurance;
 - d. Requests for additional certificates of insurance.