



# Wyoming Cup & Championships, & United Cup Tournament

## Rules, Policies and Procedures for Hosting



Successful bidder will be awarded event for the two seasonal years ending 2027 & 2028

### **A - Tournament Specifics**

This is a Wyoming Soccer Association (WSA) sponsored and restricted tournament and may consist of three divisions.

1. The CHAMPIONSHIP (GOLD) division - will be the Wyoming State Championship and will consist of WSA competitive teams that have fulfilled the qualifying requirements, may include ages TBA (likely 10U-15U) this is the regional advancement division of the event.
2. The CUP (SILVER) division – will be called the Wyoming State Cup and will consist of the WSA competitive teams that have fulfilled the qualifying requirements, may include ages 9U – 15U
3. The United Cup (Recreational/RecPlus/Bronze) division – if any grants are awarded to the state this may have a Sponsor specific name – may include ages 7U –15U.
4. The Championship & State Cup Divisions are restricted and only teams from WSA affiliated clubs may enter.
5. The only name that can be added to the title would be the name of a WSA board approved event sponsor.
6. The tournament will be held over Memorial Day weekend, which may include the time frame of Friday evening through Monday afternoon.

### **B - Qualifying Rules for All Divisions**

1. All players and teams must be properly registered with a Wyoming Soccer Association affiliated member and be in good standing. See [Wyoming Cup & Championships Manual](#) for details.
2. Teams entering the United Cup division must be recreational, bronze level or have not met qualifications for Wyoming Cup and Championship teams.

### **C - Team Registration**

1. The Championship & Cup division registration deadline will be no later than the third Friday in April. The host association cannot extend the deadline date except with the express written permission of the WSA.
2. The Recreational division registration deadline will be no later than the third Friday in April. The host association cannot extend the deadline date except with the express written permission of the WSA.
3. All teams will be required to register using WSA Got Soccer Software.
4. It is preferred for the host club to be paid directly for tournament fees; however, the host club may choose to use WSA's merchant account to receive payment by credit card. The process for reimbursing registration fees and any costs to be passed on to the host will be agreed upon before registration can open.

*Wyoming Soccer Association and the Hosting Association are responsible for specific functions and duties. The minimum duties of each are outlined below:*

### **D - Wyoming Soccer Association (WSA)**

1. The state office will verify teams' qualifying credentials, roster continuity and member registration status and accept the teams accordingly.
2. Maintain the official website for the Wyoming Cup, which will be at [wyomingsoccer.com](http://wyomingsoccer.com). This site is to be used to post or provide links to all information that will be needed by participants and spectators.
3. The tournament host may provide website updates as desired to WSA.
4. WSA will provide 1 ball per team as the coach's gift for tournament.
5. WSA will provide 1 referee coin for each referee registered for tournament.
6. WSA state staff will administer team check-in, host volunteers may be requested.
7. The State Referee Assignor(s) will assign all games (or assign responsibility to another USSF certified referee assignor) and serve as a liaison between the local referees and the SRC.
8. Individual awards

- Are to be given to each 8U participant in the United Cup Division.
  - Are to be given to each rostered participant and coach that places 1<sup>st</sup> and 2<sup>nd</sup> in the Championship and Cup division and 10U & older divisions of the United Cup.
  - All awards must be purchased from WSA's official awards supplier, if applicable, and must be approved by WSA.
9. WSA will provide the Championship division winners with a team trophy or individual player award (based on roster limits.) This is in addition to the individual division awards as outlined in D8.
  10. Provide a WSA pin for each participant in the tournament.
  11. The WSA board may be present throughout the event to provide support and to interact with WSA clubs and teams.
  12. WSA state office will provide additional planning and operational support as needed/requested.
  13. Provide lodging accommodations for WSA staff, board members and invited guests.
  14. As part of the tournament, WSA may choose to host a social event.

### **E - The Hosting Club/Association**

1. Provide on their website a link, which includes the Wyoming Cup logo, to the official Wyoming Cup website at wyomingsoccer.com. The host's website can promote the event to the extent of WSA's online promotion.
2. Tournament promotion should begin upon award of the hosting bid but no later than the last week of February including an email or other communication to all WSA affiliated clubs. Tournament promotion must include:
  - a. A copy of the rules and regulations governing the tournament. WSA will provide to the host association the current *Wyoming Cup & Championship Division Rules and Policies with RFP*.
  - b. Details specific to team registration;
  - c. A statement that all competitive players and coaches MUST have current USYS/WSA member passes;
  - d. A statement that US Youth Soccer (USYS) rules regarding the use of ONLY US Soccer Federation registered referees will be followed and enforced.
  - e. Contact information including a phone number and email address for the tournament director(s).
3. Make available for purchase a *Tournament* t- shirt. Enough t-shirts should be available to allow each participant to purchase one. In addition, WSA recommends having additional shirts available for purchase by spectators.
  - a. This requirement can be met by having on site a vendor that can produce a high-quality t-shirt "on demand".
  - b. The hosting association can order the t- shirts from a supplier of their choice (or, when applicable, the current WSA contract supplier) and can choose their own screen printer.
4. Any, and all solicited event sponsorships need to be clearly communicated & agreed upon by both WSA and the host club.
5. A *Tournament* program that is to be provided to all participants either digitally or in paper form. If paper, each coach will receive a program in team bag. The program will include some, or all, of the following. Artwork for those items can be provided by WSA.
  - a. Ad(s) for the *Tournament* primary sponsor;
  - b. Ad(s) for the WSA state sponsor(s);
  - c. Ad(s) for US Youth Soccer and its programs;
  - d. Welcome letter from the WSA board, recognition of USYS, and any key tournament contributors;
  - e. Information about upcoming WSA events.
6. Space to display WSA program or sponsor banners.
7. Space set aside for a WSA tent and merchandise sales.
8. Within 30 days following the tournament, submit to the WSA state office all fees due and the post event reports.
9. Additional Requirements
  - a. Determine if there are other major events in the host club city during Memorial Day weekend.
  - b. Need at least 1700 hotel rooms.
  - c. Venue with enough playing fields to accommodate games for up to 140 teams including fields for small-sided games for the 8U-12U Divisions. Field will be lined and have goals according to the [Wyoming Chart of Standards](#) and equipped with a minimum of goals, net, corner flags and all required

lines.

- d. Sufficient volunteers & equipment to plan and coordinate the tournament including field marshals, set up and tear down, and cleanup of tournament.
- e. The financial means to fund preliminary purchases such as printing, t-shirts, advertising, field/equipment rental, sanitation, along with any other necessary expenses related to hosting the event.
- f. Access to sufficient USSF registered officials and consideration for enough lodging for all out-of-area referees.
- g. Any related expenses and necessary accommodations for the Assignor(s), mentors, referees, and their bags, as well as a minimum of 3 field transport carts during event for referees.
- h. Referee fees and/or bonuses will be paid, at minimum, in alignment with WSA fees, bonuses and travel paid during the proceeding spring season.
- i. Adequate restroom facilities, sanitation and parking to accommodate the number of coaches, parents, fans and referees associated with 140 teams.
- j. Provide an awards ceremony staging area, with a PA system.
- k. Provide a team goodie bag with individual participant gift(s) which may also include sponsorship products, coupons or other such items.

### **G - Bid Procedures to Host**

1. The candidate host association must present a bid to host to the WSA board on the date specified. The bid must include an original completed *Application to Host a Tournament*. *A separate Application to Host may be presented for United Cup division; both applications would support the event. There is no tournament application fee for the Wyoming Cup.*  
The bid must include a medical treatment and first aid plan including facilities, on-site personnel, and the presence of, or response time, for ambulances.
2. The hosting association is expected to work with Wyoming referees, and the State Referee Committee (SRC) with the possibility of providing mentoring opportunities.
3. The winning bid to host will be awarded for a period of two (2) year and will be granted only to US Youth Soccer/WSA affiliated associations, not to any private organization.
4. The candidate host association must be, and continue to stay, in good standing with WSA and US Youth Soccer.
5. The approved host association is responsible for and obligated to comply with the terms of this invitation.
6. Within **thirty (30) days** of the conclusion of the tournament, turn into WSA a completed *Wyoming Cup Post Tournament Report* and a check payable to WSA for tournament fees, which will be equivalent to 25% of the team registration fee for each team participating in the event or \$125, whichever is greater for competitive teams and 25% of the team registration fee for each team participating in the event or \$50, whichever is greater, for United Cup teams.