

TC-125 Form Instructions – Tournament Team Application

Purpose:

The Tournament Team Application document is the form or process that a team will use when they want to apply to enter your tournament. The Application process may be a paper form or it may be a web-based process. Either way, there are certain basic aspects that you will want your Application process to address.

A sample Team Application is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, or make sure your web-based process addresses the important aspects.

When completed, this document should be included with the Tournament Authorization Form as part of the Tournament Application Package.

Recommendations:

Application Instructions	<p>Your application should provide the coach applying for your tournament with certain basic instructions on how to apply. These should include;</p> <p>What is required for the coach to apply?</p> <p>What constitutes a complete application?</p> <p>Is there a deadline to apply?</p> <p>Some brief instructions about team and player eligibility.</p> <p>Contact information; where should the application be sent, and how can the coach obtain answers to more detailed questions s/he may have.</p>
Team Application	<p>There is some important information you will need to receive from the coach to properly accept her/his team into your tournament. Make sure you get this basic information:</p>
Team Identification Information	<p>Make sure you find out where the team is from (Section/Area/Region); the team name, the age division and gender. Be sure to let the coach tell you if her/his team is co-ed as well.</p>
Contact Information	<p>Make sure you gather contact information from the team, which may include –</p> <ul style="list-style-type: none"> • Head coach • Assistant coach

	<ul style="list-style-type: none"> • Team contact (may be different than the coach) • Regional Commissioner
Team Rating	<p>Ask some basic questions that will give you some idea of the makeup of the team so you can properly seed them into your tournament. Questions you may want to ask include –</p> <ul style="list-style-type: none"> • How the team was formed (balanced team from primary season, Allstar team, etc.). • How many primary season teams were formed in that region (gives you an idea of the size of the player pool that was drawn from to form the team). <p>The average age of the players (if players' ages are more towards the older half of the age division, the team may be stronger than one with mostly younger players).</p>
Coach Signature	<p>Obtain a positive signature of response from the coach, confirmation that s/he has read and understands and will abide by the tournament rules. You can use this opportunity to confirm other things, such as knowledge of the alternative rain-out dates should that become necessary, or whether the coach knows that the team if accepted will not be able to complete the tournament.</p>
Regional Commissioner Approval	<p>Obtain the written approval from the team's Regional Commissioner for them to attend your tournament. Also make sure you obtain some contact information in case you need to make contact with the RC to verify information.</p>
Regional Treasurer Mailing Address	<p>If your team will collect a refundable Referee Commitment Fee, you will want to find out (usually from the RC) where to mail the refund check to after the tournament. This must be the regional treasurer mailing address, and not an individual team or coach.</p>

Form Instructions – Tournament Team Roster

Purpose:

An important part of the team application process is the Team Roster. You will use this form to gather important information about the players who will be participating in your tournament as a part of that team. This is very important in order to ensure that all players are valid, registered AYSO players.

Note that if your tournament is an Open Invitational or International, you may have non-AYSO teams attending your tournament. They may have their own established roster form that you should consider using, as long as it uniquely identifies the team and each of the players.

No roster is complete without an authentication of the players. This is done by obtaining an approval signature of a figure of authority in the home region of that team. For AYSO teams, you should gather the approval signature of the regional commissioner. For non-AYSO teams, this is generally a registrar from the team's organization.

eAYSO roster forms – more and more, tournaments are choosing to require eAYSO rosters in lieu of creating their own forms. The benefit of using an eAYSO roster form include –

- The regional commissioner can more easily control which players are on the roster, since it is built out of the eAYSO system.
- When you receive the roster, not only is it more legible but also you feel more comfortable that all of the players are properly-registered players from that region.

If you do choose to use the eAYSO roster, make sure you stipulate that it must be signed by the regional commissioner. At this time, there is no signature line on the eAYSO roster form for the coach but an enhancement request has been submitted to the eAYSO development team to add this in the near future. If you want the coach's signature, for now just stipulate that the coach signs as the bottom of the eAYSO form near the RC signature. Also, using the eAYSO roster form you may not be able to gather some additional information that you have asked for on your own roster form, such as team colors or t-shirt sizes for the players. In this case, you should move these questions to the Team Application Form.

Guest Players – typically, the players on a team all come from the same region. However, some teams during the secondary part of the season may find difficulty fielding a roster of players solely from their own region, and may want to draw on some players from a neighboring region. In this case, some tournaments allow the addition of a limited number of "Guest Players". If your tournament decides to allow Guest Players, you will want to make sure you get the approval of the regional commissioner from the Guest Player's region. This can be done on your own roster form, or if you are using eAYSO roster forms then you will want to use a separate Guest Player Approval Form.

Web-based – some tournaments are choosing to use a web-based form for their roster process. This is usually done when they want to provide enhanced services such as pre-printing game cards, putting the players' names in a tournament program booklet, or printing players' names on souvenir t-shirts, etc. If your tournament chooses to do this, remember several key points –

- You will still need a paper document to collect the regional commissioner's signature of approval.
- You will need to provide a secure web process to protect the confidentiality of the players' names.

A sample roster is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, or make sure your web-based process addresses the important aspects.

When used, this form should be included with the Tournament Authorization Form as part of the Tournament Application Package.

Recommendations:

Team Identification Information	The roster should include team identification information, such as section/area/region, as well as the team name, age division/gender, and team uniform colors.
Coach Information	If your Team Application didn't collect all of the coach information, you may choose to ask for it on your roster form. Especially if you are using the eAYSO roster form, you can ask for the head coach, assistant coach, and even the team parent.
Roster Sizes	Some tournaments choose to add a reminder to the roster form regarding the number of players allowed on the roster, especially if the tournament has age divisions from U-10 through U-19, each with a different maximum roster size. Also, you can include a reminder of how many Guest Players you will allow.
Player Information	<p>Gather information about each player on the team, which may include –</p> <ul style="list-style-type: none"> • Region Number (this is important if you are allowing Guest Players, to help identify which players are the Guests). • Uniform/Jersey Number • AYSO Identification Number • Player Name • Player age, date of birth, telephone number
Regional Commissioner Signature	<p>Collect the RC signature of approval. Also, if you haven't done so on the Team Application Form, collect some contact information in case you need to get in touch with the RC.</p> <p>Collect the signature of the Guest Players' regional commissioner. If you choose to use the separate Guest Player Form, then you can move this signature approval to that form.</p>

Form Instructions – Guest Player Form

Purpose:

Use this form if your tournament will allow the addition of Guest Players to a team who is entering your tournament. This form is used to gather the approval signature from the Guest Player Regional Commissioner.

A sample Guest Player form is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, while ensuring that it addresses the important aspects.

When used, this document should be included with the Tournament Authorization Form as part of the Tournament Application Package.

Recommendations:

Team Identification Information	The roster should identify the team that is borrowing the Guest Player, such as section/area/region, team name, age division/gender, and coach name.
Guest Player Rules	It is a good practice to restate your tournament's Guest Player rules, so that the Guest Player regional commissioner can be familiar with them when s/he is approving this form.
Guest Player Information	Include the same kind of identification information that you collect about the players on the Team Roster Form.
Guest Player Regional Commissioner	Gather the approval signature of the Guest Player RC, along with some contact information in case you need to contact the RC for more information.
Host Team Regional Commissioner	Gather the approval signature of the Host Team RC, to verify that the Host Team RC is aware of the intent of the team to include Guest Players.