



ADULT TOURNAMENT HOSTING PROCEDURES

Any Indiana Soccer member club in good standing wishing to host a tournament in which teams from outside their home organization will be invited to play, must obtain sanctioning from Indiana Soccer to hold the tournament.

1. at least 90 days before the event, the club must apply for sanctioning
2. The Tournament director or his designee must fill out the Indiana Soccer Request to Host a Tournament form. This can be accessed from the Indiana Soccer website, www.soccerindiana.org under the sanctioned tournament section. The names, contact information and other vital information about the Tournament Director and Referee Assignor will be required, as well as the actual tournament information.
3. The Tournament Director or his designee must fill out the Indiana Soccer Hosting Agreement that may also be found on the Indiana Soccer website.
4. A detailed security plan must be formed and documented. Include plans for the use of security officers, ambulance availability and plans if one should have to be called; how ejected adults or players are handled or asked to leave the complex. This plan must be in a separate document.
5. A detailed severe weather plan must be formed and documented Include plans for how weather is monitored; how are teams/players/referees informed of the stoppage of play; who makes that call; how long will play be suspended; how are teams notified that they may reenter the field of play; what happens if games cannot be completed and cannot be replayed... etc. This plan must be in a separate document. The club must **completely** fill out the sanctioning form and also submit:
 - a. Complete copy of the tournament rules for the tournament year-
 - b. Detailed security plan
 - c. Detailed severe weather plan.
6. The Tournament and Cup Committee is informed of the application.
7. If all paperwork is in order, and the Cup and Tournament Committee has no objections, the tournament will be approved. The approved tournament sanctioning form will then be emailed to the Tournament Director for use when advertising and hosting the tournament.
8. The application can be modified and re-approved at any time by contacting the state office

OTHER POINTS TO KNOW WHEN HOSTING A TOURNAMENT:

1. Clubs/Leagues may not advertise their tournament in any way before the Permission to Host has been approved.
2. Any amendments to the Permission to Host must be sent to State Office and approved before the tournament is held.
3. The Tournament Director must fill out a "Post Tournament Report" within 30 days of the completion of the tournament. ***If this report has not been filed in the state office from the prior year's tournament, the present tournament will not be approved for sanctioning.***