TC-101 Form Instructions – Tournament Authorization

Purpose:

The Tournament Authorization Form is used whenever a tournament is requested for approval. This form is the cover sheet for the tournament application package. Other documents that are attached to this form to make up the entire authorization package include;

- Website Information Form
- Income & Expense Statement Form
- Team Invitation
- Team Application
- Roster Form
- Rules
- Referee Plan
- Referee Information Form
- Staff Organization Form
- Safety Plan
- Other forms as appropriate

This form is also used to gather and document all of the approval signatures from the authorizing parties. This form is mandatory to use for all tournaments.

Once this form is completed and the other documents are attached to form the Tournament Authorization Package, route the package to the authorizing parties in the order shown.

Hint: You should produce sufficient copies of the document so that each party can retain their own copy for their personal records. Mark the primary document as “Official Copy” so that all approval signatures are properly documented.

Entry Instructions:

Name of Tournament	The unique name of your tournament. Make sure the name includes the identification of “AYSO”.
Hosting AYSO Region/Area/Section	Enter the hosting Region, Area, and Section identifiers as appropriate.
Scope:	Using your mouse or the tab key and spacebar, check the box next to the appropriate Scope of your tournament. Scope indicates which AYSO and/or non-AYSO teams will be accepted to your tournament, and it also dictates which level of authorization is required.
Purpose:	Briefly (usually in one sentence) why you are holding this tournament, and if it is for a fundraiser specify how the proceeds will be

	used. Make sure this statement is consistent with the similar statement on your Tournament Income & Expense Statement form, as well as all of your tournament advertising information (Tournament Invitation, Web site, etc.).
Tournament Location (City):	List the primary city and state location for your tournament; if it is in multiple municipalities list all of them.
Tournament Venue(s): (names of fields)	Provide the formal name of the venue (city and state) where your tournament will be held. If you are at multiple field sites, enter the name of your primary site first, then list the other sites. One acceptable example is “All-American City Park, surrounding schools”.
Major Sponsor:	If your tournament is receiving a large sponsorship from a major company or entity, especially if the sponsor will be highlighted in your tournament information for advertising purposes, please list that major sponsor’s name.
Date(s) of Tournament:	List the primary date or dates for your tournament.
Rainout Alternate Date(s):	If your tournament will implement a contingency plan in case of weather or other circumstances and reschedule to an alternate date, list those dates here. If your tournament will not plan for alternate dates, show “N/A” here.
Age Divisions	For every age group that you expect to accept teams into your tournament, enter the planned number of teams and the entry fee cost (if any) for that age division.
Referee Commitment Deposit:	If your tournament will charge a referee commitment deposit, show what that amount will be per team.
Guaranteed Number of Games:	List the minimum guaranteed number of games each team can expect to play (subject to restrictions as spelled out in the documentation for your tournament).
Tournament Director Information	Enter the contact information for your Tournament Director. This is not the information that will be published to

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