

Form Instructions – Tournament Team Invitation

Purpose:

The Tournament Team Invitation document is intended to organize all of the information about your tournament and present it to prospective teams, including how to apply. The Team Invitation can be a hardcopy document that you mail out to teams as an invitation, or it can be formatted to be presented on your tournament website. The audience for the Team Invitation will be coaches. The tournament application approvers will want to understand what the information is that you are presenting to the public.

A sample document is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, while retaining the format as recommended.

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

Recommendations:

Name of Tournament	Enter the name of your tournament at the top of the page, also insert your tournament's logo.
Scope	List the scope, also give a brief explanation (some coaches may not be familiar with the AYSO tournament scope definitions).
When	Include not only the primary dates for the tournament, but also the rainout contingency reschedule dates as well. That way coaches will know they need to be prepared not only to attend on the primary dates, but perhaps on the reschedule dates as well.
Where	List the city, state and the primary venues (city park, school, etc.).
Who	Use this to describe the following: <ul style="list-style-type: none">• Player/team eligibility requirements• Age and gender divisions• Roster sizes• Format of play• Guest player rules• Co-Ed eligibility
What	Use this to describe the following: <ul style="list-style-type: none">• Format of competition• Advancements• Minimum game guarantees

	<ul style="list-style-type: none"> • Game durations
Why	Describe the purpose for holding your tournament, and if it is a for-profit tournament, explain what the proceeds will be used for.
Awards	Describe what mementos and awards will be given out, and which teams will be eligible for them.
Entry Fee, Refunds	Use this to describe the following: <ul style="list-style-type: none"> • Team entry fee broken down by age division • Refund policy
Referee Fee, Refunds	Use this to describe the following: <ul style="list-style-type: none"> • Referee commitment fee • Qualification requirements for refund • When the refund will be issued • Partial refund policy
Rules	Teams will want to know if there are any special rules, you can do one of the following: <ul style="list-style-type: none"> • Attach the rules • State that they are available upon request • Refer them to your website
Acceptance	Describe how teams will be accepted into the tournament; if there is an entry deadline, and how they will be notified if they are accepted or not.
How	Describe to the coaches how they can obtain an application, how they submit it, and what must be included to make their application valid and complete. Remember to include a single Regional check to cover all fees, and approval by signature of the respective regional commissioner.
Address	Provide the contact name and mailing address to submit their application. Typically this is your tournament registrar's information.
Information	Finally, give them a contact name, telephone number, email address and website where they can go if they need more information (or if they want to follow up to learn the status of their application).