



## TOURNAMENT APPROVAL

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**DATE:** 5/17/2011  
**TO:** Cheryl Lowe  
**FROM:** William C. Sage, Executive Director  
**RE:** 23rd Annual Parsippany Pride Invitational Tournament - Oct. 7-9, 2011

Your US Club Soccer tournament hosting application has been approved!

The following documents are attached:

**1. Your stamped and signed approved tournament hosting application.**

**2. Supplemental Tournament Insurance Form**

If you anticipate a number of US Youth Soccer teams will not be able to obtain insurance from their state association, you may want to consider obtaining insurance for all teams in attendance directly from our insurance carrier. This eliminates the need for individual tournament team insurance, and simplifies their attendance. You can link to the form, but we have also attached one for your convenience. [Complete the form](#) and send it to Bollinger Insurance. They will quote you a price for this coverage (around \$1,000).

**3. Tournament Participant Fact Sheet and USSF Policy 601-7**

We suggest you send this to all invitees. It includes important information for non-US Club Soccer teams that may be attending. Another copy can be downloaded from [usclubsoccer.org](http://usclubsoccer.org) (see *Tournament Application*).

**4. Attendee List Template – US Club Soccer sanctioned tournament** (see request #1 below)

**5. Advertisement** (see request #2 below)

**6. Logo** (see request #3 below)

**REQUESTS:**

As you know, we sanction tournaments as a service to our members at no charge. We kindly ask, however, for the following in return:

**1. Team attendee information**

At minimum, attending teams' coach and manager names, e-mail addresses and state shall be submitted to US Club Soccer's Adam Augustine at [aaugustine@usclubsoccer.org](mailto:aaugustine@usclubsoccer.org) within 10 days of the conclusion of the tournament. Please use the attached *Attendee List Template – US Club Soccer sanctioned tournament* document.

**2. Full-page US Club Soccer advertisement in tournament program at no cost**

Advertisement to be used is attached to this e-mail. If there is no tournament program, the advertisement should be included in each team's registration packet.

**3. US Club Soccer sanctioned tournament logo placed on tournament Web site**

Logo to be used is attached. Please do not alter the logo from its original form.

Please e-mail Adam Augustine at [aaugustine@usclubsoccer.org](mailto:aaugustine@usclubsoccer.org) if a different format, size or orientation is required for these documents.

**INTERNATIONAL TEAMS:**

Note that if you are inviting any international teams, you must have their participation approved by the USSF by completing the USSF paper request form and returning it to the US Club Soccer office in Charleston along with the required processing fee and a copy of the tournament rules. **The form must be submitted to the USSF at least 30 days prior to the tournament.** If you have indicated that your tournament may include foreign teams, this form will be attached. You can also download a copy of the USSF form at: <http://www.usclubsoccer.org/Files/happ3-03.pdf>.