

WSA CUP 2020

EVENT HOSTING MANUAL



BETWEEN THE 90's

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“BETWEEN THE 90’s”

As a tournament volunteer and official we are charged with creating the best possible experience for the kids who play this weekend.

We cannot control most of what happens in the game. We cannot control the outcome, the officiating, the luck, the injuries, the performance, the opponent, or how the game is played. So we cannot control what happens within the typical, traditional 90 minutes of a soccer game

WE CAN CONTROL WHAT GOES ON IN THE TIME “BETWEEN THE 90’s”.

We can control much of what is not in the game. This power of influence is ours. The opportunity to be a force of fortune for the sake of the game, the kids, and the participants abounds.

We can influence. We can impact. We have opportunity to participate in making this a great weekend for several thousand people. Our attitude, our service, our energy, our enthusiasm, and our perspective will shape the experience for many.

SERVE ENTHUSIASTICALLY.

HELP ENERGETICALLY.

SMILE FREQUENTLY.

RESPOND KINDLY.

LISTEN INTENTLY.

NOTICE ATTENTIVELY.

SPEAK CAREFULLY.

LEAD BOLDLY.



WEATHER EVACUATION PLAN

Weather forecasts will be monitored by site coordinators throughout the day. In case of threatening weather hourly monitoring will take place and mass communication to team leaders through tournament communication portals (use of tourney administrator) to provide alerts and warnings of possible evacuations.

PROTOCOL FOR EVACUATION WHEN FACILITY IS OCCUPIED

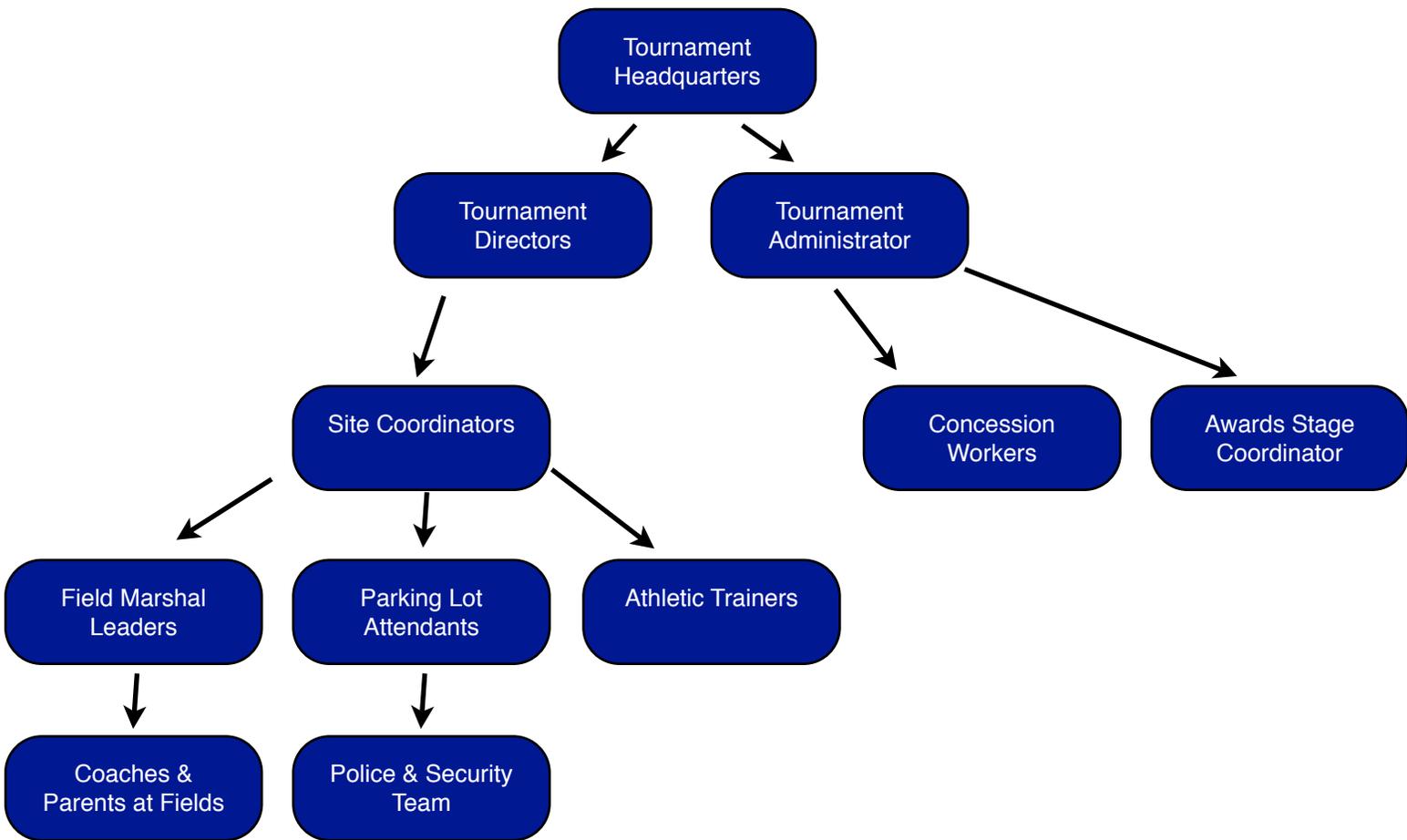
- I. **Lightning** within a **10-mile radius** will catalyze the field closure protocol
- II. **Tornado warning** will result in evacuation from park if there is time (see below)
- III. **Rain & field flooding** may result in suspended play (no evacuation necessary).
- IV. **One long sound of the air horn** signifies games are to be suspended and all participants, coaches, parents, players will take shelter (in cars).
 - a) **Field Marshals** will **sound their air horn** subsequent to the centralized warning to make certain the warning travels to all the perimeters of the facility.
 - b) **Referee** will sound **ONE LONG WHISTLE** to signify that the game is suspended.
 - c) **Field Marshals** will **evacuate players**, coaches, parents, and spectators **toward the parking lot** (or shelter if it is a tornado warning that is imminent)
 - d) **Parking Lot Attendants** will insure that all participants **take shelter in their cars (lightning delay)**. Or, for **tornado evacuation**, will create an efficient exit strategy **opening up both lanes** of traffic where possible to evacuate the facility swiftly.
- V. **Tournament Officials will monitor evacuation** making certain all fields are cleared. All participants will be directed to cars (if numbers allow to inside the concession or clubhouse areas).
- IV. **If fields are closed** due to **lighting**, the "site coordinator" will wait 30 minutes. If no lightning strikes are detected for a period of 30 minutes a second blast of the air horn will signify fields are reopened. The "**all clear**" **signal will be two short blasts**.
- VI. **If it is determined there is not time to evacuate the facility** due to tornado or high winds threat, then participants will be directed to **safe areas**.
 - F. **Safe areas at Rivercity Parks** have been determined to be the men's and women's restroom, both old and new buildings, and the east lying creek bed.
 - G. **Safe areas at West Bank Sports Complex** are low side of the east embankment, west ditch, or inside men's and women's restroom.
 - H. **All participants will be directed to these "safe areas" during imminent threat of high winds or tornado. Parking staff, field marshals, and event officials will usher people to safety.**

LOST CHILD PLAN

CODE ADAM: FOR LOST CHILD

If a child is deemed to be lost or separated from a parent the tournament officials will begin a sequenced communication tree to all tournament officials. The communication will include: 1. Child's name & age 2. Parent's Name 3. Description of the child (clothes & physical traits that can help identify child) 4. Child last seen where

The communication will begin centrally from the tournament headquarters at the director/administrator level, to the site coordinator, then to each of the following levels of event operations as diagrammed below:



CODE ADAM: PHASE II IF CHILD IS NOT LOCATED

The parking attendant coordinator is immediately informed to block all traffic entering and exiting the facility. Police are alerted. Facility is "locked down" until an all-clear is given by either parking/security team or police.

TOURNAMENT STAFF DIRECTORY 1 of 2

TOURNAMENT DIRECTORS		
Roger Bush	918 629 4476	
Kevin King	918 269 5497	Rivercity
Wes Branstetter	918 639 9229	West Bank
TOURNEY ADMIN/SCOREKEEPER		
Kim Herrington	918 639 4213	Rivercity
Jenny Branstetter	918 640 3447	West Bank
VENDOR COORDINATOR		
Jeremy Combs	918 845 1608	Both
PARKING COORDINATORS		
REFEREE ASSIGNOR		
Nabel Kharoubeh	918 760 2227	Rivercity
Chris Fanelli	918 891 0733	TITAN SOUTH
HOSPITALITY/FOOD		
Dan Williams	918 428 8003	TITAN SOUTH & RC
AWARDS STAGING		
TO BE DETERMINED		TITAN SOUTH & RC
ATHLETIC TRAINERS		
Rachel Gray	918 406 9171	RIVERCITY PARKS
SITE COORDINATORS		
Ryan Bush	918 409 7386	West Bank
Alex McLaurin	918 237 0067	West Bank
Dan Williams	918 428 8003	Rivercity
Kevin King	918 636 8233	RIVERCITY PARKS

TOURNAMENT STAFF DIRECTORY 2 of 2

CONCESSION COORDINATORS		
Sierra Beall	918 232 3120	RIVERCITY PARKS
COMPETITION COMMITTEE		
Combs, Alex, Wes, Cath, Ryan B, Barry R, Kevin K		
ASSISTANT DIRECTORS		
Ryan Bush & Alex McLaurin		
CHECK-IN COORDINATORS		
FACILITY MAINTENANCE/TRASH/RR		
Keary King		Rivercity

R.S. BUSH SOCCER COMPLEX FIELD MAP

WSA CUP 2018

Physical Address: Rivercity Parks Soccer Complex, 2500 S Rivercity Parks Rd, Sand Springs, OK 74063



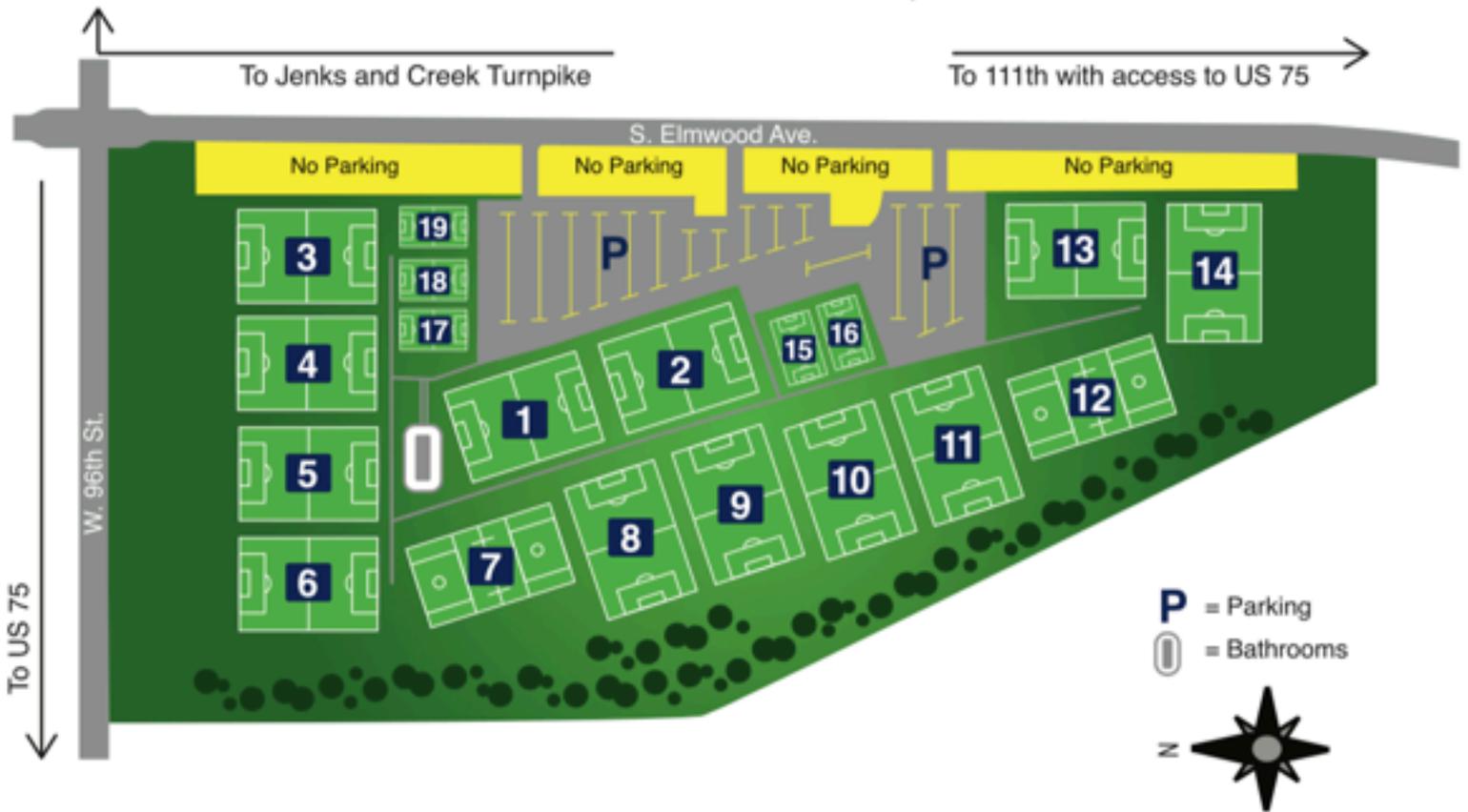
WEST BANK COMPLEX FIELD MAP

2019 WSA CUP

Physical Address: Titan South Complex, 9850 S Elwood Ave, Jenks, OK 74037

TITAN SOUTH FIELD MAP

9850 S. Elwood Ave. Jenks, OK



All WSA Cup Official Tournament Rosters will contain this sticker.



The above sticker indicates that the check-in committee has verified:

- Team Roster
- Medical Releases
- Birth Certificates (u7-u10)
- Player Pass Cards (u11-u19)
- Team Payment
- Team Verification Form

TEAM CHECK-IN

PRE TOURNAMENT CHECK-IN

In Person & Online

CHECKLIST:

Official Team Roster -- file 2 copies, make copies if needed, return one copy to team
Player Pass Cards (u11-u19) -- return to team
Birth Certificates (u7-u10) -- return to team
Medical Release Forms -- return to team
Team Payment Received -- file payment
Team Verification Form Signed -- file
Team CheckIn Worksheet - file & sign as the check-in official

EXIT PROCESS w/ TEAM:

Place Tournament Validation Sticker on the Roster.

Collect 2 copies of team roster, verification form, and team payment (if applicable).

Exit Check-In In Person Script:

"This roster is now your official WSA Cup Tournament roster for the weekend. You will present this copy to check-in officials prior to each game. You will also present your medical release forms and player pass cards (u11-u19) or birth certificates (u7-u10) prior to each game. Be sure you have all of your team credentials on your person at all games this weekend. Good luck and enjoy the weekend!"

Hand Team the Goody Bag or Coupons & Field Maps (or program if applicable).

PRE GAME CHECK-IN

GAME REFEREES OR TOURNAMENT OFFICIALS

CHECKLIST:

1. Official Team Roster Presented w/ Official Tournament Sticker (see previous page)
2. Player Pass Cards (u11-u19) -- check quickly against roster w/ players present
OR
Birth Certificates (u7-u10) -- check quickly against roster w/ players present
3. Ask to see the Medical Release Forms - ask if they have a copy for each player. Do not take time to check each of these one by one, since they have already been checked at check-in.

Exit Pre-Game Check-In Script:

"Thank you. Please keep your player pass cards (u11-u19) or birth certificates (u7-u10) and your medical release forms with you throughout the tournament. Good luck in your game today!"

MAJOR TOURNAMENT RULES

OVERTIME RULES

Group games may end in a tie. If a play-off game ends in a tie, **two five-minute “golden goal”** overtime halves will be played. If the game is still tied at the end of the second overtime period, FIFA kicks from the penalty spot will be taken to determine the winner.

SUBSTITUTION RULES

For u8, u9, u10, u11, u12 substitutions may occur with the consent of the referee at any stoppage.

For u13 through u19, substitutions may be made with the consent of the referee at the following times:

1. Prior to a throw-in in your favor or **when the opponent is requesting substitution on their throw-in.**
2. Prior to a goal kick, after a goal, after any injury by either team when the referee stops play (only one player may be substituted per team), at halftime, and a yellow-carded player may be substituted for, but this must be done before restart of play. The other team may substitute one player with the permission of the referee.

GAME LENGTHS

U7/U8 4v4 20 min/half **U9/U10 7v7** 25 min/half **U11/U12 9v9** 25 min/half
U13/U14 11v11 30 min/half **U15-U19** 35 min/half

** All halftimes will be strictly kept to 5 minutes in length

GAMESMANSHIP: What to Wear, Where to Sit

Home Team wears white, visitors wear dark. Team benches will be designated at the facility. Team not compliant with the Home-Visitor colors will be asked to change. Teams are expected to cooperate.

TIEBREAKERS IN STANDINGS:

If two or more teams are tied in points after their preliminary rounds are complete, the following tiebreaking procedures will be used to determine championship recognition and final placement in divisions:

- A. Head to head competition
- B. Goal Differential (maximum per cross-over game is +3; unlimited in “non-cross-over games”)
- C. Most Goals Scored (no limit per game)
- D. Fewest Goals Allowed (no limit per game)
- E. Fewest accumulation of red cards/ejections
- F. Penalty Kicks, round of 5, then sudden-death rounds if needed

These procedures will be applied, in order, until ties are broken.

MAJOR TOURNAMENT RULES

SMALL SIDED 4v4, 7v7, 9v9

OFFSIDE RULES

4v4 - NO OFFSIDE

7v7 - OFFSIDE USING THE BUILD OUT LINE

9v9 - OFFSIDE USING THE HALF LINE

GAME LENGTHS

U7/U8 4v4 20 min/half

U9/U10 7v7 25 min/half

U11/U12 9v9 25 min/half

** All halftimes will be strictly kept to 5 minutes in length

4v4 GOAL GUARDING

No rule used to enforce no goal guarding. It is discouraged but is not against the rules.

BUILD OUT LINES 4v4 & 7v7

4v4 - The *half line* is the “*build out*” line. The opposing team **must retreat to the half line prior to a goal kick** and can begin pressing as soon as the goal kick is taken.

7v7 - The *build out line* is located between the *half line* and *penalty box*. The opposing team **must retreat to the build out line prior to a goal kick OR when goalkeeper has the ball in hands**, and can begin pressing as soon as the ball from the goal kick leaves the 18 yard box or goalkeeper releases the ball from his hands.

SUBSTITUTION RULES

For u8, u9, u10, u11, u12 substitutions are **open/free**, and may occur with the **consent** of the referee **at any stoppage**.

HEADING

No intentional heading allowed in 4v4, 7v7, or U11 9v9 (it is allowed in u12 9v9). Intentional heading results in indirect free kick for the opposing team.

GAME EQUIPMENT

4v4 - Ball Size = 3

7v7 & 9v9 - Ball Size = 4

AWARDS PRESENTATION

SCRIPT (play music in background ** need one designated sound system person to regulate the volume **)

1. Thank you to all teams and parents for participating in this year's 2018 WSA Cup.
2. Identify yourself and your role.
3. Congratulate the teams and players for making it to the finals of the WSA Cup XYZ Division.
4. **Sportsmanship Script:**

"Before we present the trophies to our finalist teams, we'd like to ask a favor of all the players here today. After you receive your winner's medals and team cup, get your pictures made, and before you leave the parking lot, be sure to tell your coach, your parents, and all of those people standing behind you today THANK YOU. Let them know you appreciate all they do to help support your soccer career. Whether they drive you to training, pay for your soccer expenses, encourage you along the way, or offer you advice, let them know you appreciate them. They have likely been a large part of your soccer journey so far, and will continue to be in the years to come."

5. **Presentation of the Runner-Up Trophies/Finalist Team Script:**

"Without further ado, please welcome to the stage the 2017 WSA Cup XYZ Division Runners-Up, XYZ team..."

6. **Get Team Photo of Team Runner-Up Team while on Stage**

7. **Create a transition...** "One more time, XYZ team, 2017 WSA Cup Runners-Up"

8. **Presentation of the Champion's Trophy Script:**

"Now please welcome to the stage your 2017 WSA Cup XYZ Division Champions! XYZ Team!"

9. **Get Team Photo of Champion Team while on Stage**

10. **Create a transition...** *"We'd now like to present the Ken Lovelee Player of the Tournament Award. The late Mr Lovelee served many years for WSA Soccer as a selfless, spirited, honorable leader, setting a great example for us all. As a reminder of his example we now present a player of the tournament trophy to a player that embodies these noble traits in how he/she plays the game. Congratulations to the 2017 XYZ Division Player of the Tournament.... XYZ Name!"*

11. **Create a transition...** "One more time for both teams and all players for an outstanding weekend!"



INSERT TOURNEY RULES

SEE ATTACHED

INSERT TOURNAMENT SCHEDULE

SEE ATTACHED

WEATHER DELAY PLAN

FIRST DELAY: *If first delay lasts 30 minutes then* all games in progress will resume with a “time stop” to end games and progress to next round (i.e. if delay occurs at 3:00 pm then games can resume at 3:30 pm but must be completed by 4:00 pm). *Halftime will not used - games will be played “straight” through. Next games will be planned to be on time with an understanding that the games may be 15-30 minutes delayed. An effort to return to “on time” will be made by the 15 minute buffer gap between games.*

FIRST DELAY: *If first delay lasts 60 minutes,* then all games in progress will be counted as “played” *unless the game was within the first half.* Games within the first half can be resumed but must end by the “time stop” period given. Subsequent games will be delayed by 15 minutes. End of day games may be shrunk due to daylight.

SECOND DELAY OR 90 MINUTE DELAY: If second delay occurs or first delay is 90 minutes or longer, then the *games will resume but will be shortened by 20 minutes (10 minutes each half). Halftimes will become 2 minute rest intervals. : Teams can expect a 30 minute delay in kick-off times.*

2 HOUR DELAY: *Games will resume after delay. All games will be reduced to no halftime, with one straight through period played of an entire half plus 5 minutes. I.E. if game is normally 2x30 minute halves games will be played at 35 minutes straight through. Teams can expect a 1-hour delay or longer in kick-off times for the duration of the day.*

OVER A 2 HOUR DELAY AFTER 2 PM: *Unplayed games may result in a draw for each team. Games will resume as scheduled after the delay. Games that would be in progress can be played but will be played until the “time stop” period given (which will be the expected game end time with a 20 minute cushion built in). All halftimes are now reduced to 2 minute intervals.*

OVER A 3 HOUR DELAY PRIOR TO 5 PM: *All games after the delay will be played as scheduled. All unplayed games will be recorded as a draw. All games in progress will stand as played and result at time of suspension will stand as final match result. Teams can expect games to begin on time, but should be prepared for 15 minute delays.*

OVER A 3 HOUR DELAY AFTER 5 PM: *All games in progress will stand as played and result at time of suspension will stand as final match result. All unplayed games will be recorded as a draw. Games for next day will be determined after fields committee inspects fields.*

POST TOURNAMENT EXIT

FIELDS LEVEL - MARSHALS & TENT CHIEFS

- Pick up **corner flags** - return to concession stand area for your facility
- Pick up **signage & banners** - return to your facility clubhouse area
- Trash** - pick up all loose trash around your field
- Trash Barrels** - take out trash bags that are over half full and leave by the trash barrel
- Trash Bags** - take all trash bags to on site dumpster using golf carts
- Take Down Your Tent** - return to the clubhouse for your facility
- Assist w/ Referee Tent Clean-Up** - tables & chairs that belong to club returned to clubhouse (all chairs belong to WSA - round tables belong to tent company - stack and leave)
- Golf Carts** - drive all golf carts to the stow away area
- First Aid Tent/Booth** - take down tent, return golf cart, chairs & table
- Restroom** - quick sweep and clean-through
- Notebook** - return your tent notebook to Site Coordinator
- Volunteer Shirts** - return all volunteer shirts to Site Coordinator or Clubhouse

CLUB & TOURNEY DIRECTOR LEVEL - ADMIN & DIRECTORS & BOARD

- Collect all **vendor** fees - including referees
- Check **concession** workers - arrange for commission payment
- Awards** - store awards in facility clubhouse, send awards photo & video to director
- Score Cards** - make sure all score cards are entered including final game; score cards should be filed by tourney director (do not discard!)
- Collect** all unused referee cash and get to tourney director - label envelope
- Stow Away and Lock **Golf Carts**
- Stow Away **Extra Awards** in Clubhouse - send reminder to tourney director
- Collect Volunteer Shirts - stow in clubhouse or give to event director
- Assist w/ Referee Tent Clean-Up** - tables & chairs that belong to club returned to clubhouse (all chairs belong to WSA - round tables belong to tent company - stack and leave)
- First Aid Tent/Booth** - take down tent, return golf cart, chairs & table, collect incident reports
- Signage, Corner Flags, Nets** - make sure all event equipment is taken up - DO NOT LEAVE OUT - store in storage room or in clubhouse - note where all signage goes
- Trash** - be sure facility is swept, trash bags in dumpsters
- Restrooms** - be sure restrooms are swept
- Volunteer & Tent Staff & Marshals** - dismiss once tourney clean-up is complete
- FACILITY SWEEP** - remember facility will be used in 16 hours for teams to play!
- FACILITY LOCK DOWN** - lock all gates, clubhouses, storage pods, concession buildings

TOURNAMENT NOTES

Please record any incident reports (injuries, confrontations, etc)

Please record any important phone numbers that you may need not listed on the tourney directory