Grapevine Southlake Soccer Association

Soccerfest Tournament Policy

Adopted by the GSSA Board of Directors: March 9, 2026

1. Purpose

The purpose of this policy is to establish governance, financial oversight, and operational guidelines for the Grapevine Southlake Soccer Association ("GSSA") annual Soccerfest Tournament. Soccerfest is a program of the Association designed to promote youth soccer, provide competitive opportunities for teams, and generate revenue to support the mission and programs of GSSA.

2. Annual Tournament

GSSA shall host an annual tournament known as Soccerfest, which will generally occur on the third weekend of May each year unless otherwise approved by the Board of Directors.

The tournament shall be conducted in accordance with applicable rules of the Association, its governing leagues and affiliates, and applicable sanctioning bodies.

3. Tournament Committee

3.1 Establishment
The Board of Directors shall establish a Soccerfest Tournament Committee to plan and operate the tournament. The chair of this committee is the GSSA Board of Directors Tournament Commissioner. This person is also identified as the Tournament Director.

3.2 Responsibilities
The Tournament Committee is responsible for the operational management of Soccerfest, including but not limited to:

- Tournament planning and scheduling
- Field assignments and logistics
- Referee coordination
- Volunteer coordination
- Vendor coordination
- Sponsorship solicitation

- Marketing and registration management
- Tournament rules and competition format

The Committee operates under the authority of the Board and within the limits of this policy.

4. Financial Oversight

4.1 Tournament Budget
Each year the Tournament Committee shall prepare a tournament budget, including projected revenue and expenses, for review and approval by the Board of Directors.

4.2 Tournament Entry Fees
The Tournament Committee shall establish the tournament entry fees and may structure fees by age group, division, or other appropriate categories.

The entry fee schedule shall be submitted to the President of GSSA for approval prior to publication or opening of registration.

The President or the Tournament Committee Chair shall report the approved entry fee schedule to the Board of Directors at the next board meeting.

4.3 Home-Club Team Discount
The Tournament Committee may establish a discount for teams affiliated with Grapevine Southlake Soccer Association ("home-club teams").

The amount and structure of any home-club discount shall be approved by the President prior to implementation.

4.4 Expenditures
The Tournament Committee may incur reasonable expenses necessary to operate the tournament within the approved budget.

Any unbudgeted expenditure exceeding $5,000 must receive prior approval from the Board or the Board's designated officer.

4.5 Financial Controls
All tournament revenues and expenses shall be processed through GSSA financial accounts in accordance with the Association's financial policies.

Tournament funds are the property of GSSA and shall not be maintained in separate accounts outside the Association's financial system.

5. Sponsorships and Vendors

The Tournament Committee may solicit sponsorships to support the tournament.

Any sponsorship agreement exceeding $5,000 in value must be approved by the Board of Directors.

The Tournament Committee may engage vendors to support the tournament.

Any vendor contract or sponsorship agreement exceeding $2,500 in value must be approved by the Board of Directors.

6. Host Organization Participation

Teams affiliated with GSSA may participate in Soccerfest subject to the same eligibility and registration requirements applicable to other teams.

Any discount or incentive for home-club teams must comply with Section 4.3 of this policy.

7. Tournament Proceeds

Net proceeds from Soccerfest shall be used to support the programs, operations, and mission of GSSA as determined by the Board of Directors.

8. Reporting

Within 60 days after the conclusion of Soccerfest, the Tournament Director shall provide a report to the Board including:

- Tournament participation statistics
- Financial summary
- Operational review
- Recommendations for future tournaments

9. Authority of the Board

The Board of Directors retains the authority to review and override decisions of the Tournament Committee with a majority vote of the board when necessary to ensure compliance with the Association's bylaws, policies, financial obligations, or governing body requirements.

10. Policy Review

This policy may be amended by the Board of Directors at any time by a majority vote of the Board of Directors.

11. Tournament Acceptance and Team Selection

Participation in Soccerfest is not guaranteed by application or payment of the entry fee. All teams are accepted into the tournament at the discretion of the Tournament Committee.

The Tournament Committee may consider factors including, but not limited to:

- Competitive balance of divisions
- Age group and bracket composition
- Past participation and tournament history
- Disciplinary history of teams, coaches, or clubs
- Ability to form viable divisions or brackets
- Tournament capacity and field availability

The Tournament Committee may accept, decline, or place teams on a waiting list as necessary to ensure the quality and proper administration of the tournament.

If a team is not accepted into the tournament, any entry fee paid by that team shall be refunded in full.

The decisions of the Tournament Committee regarding team acceptance and bracket formation are final.

12. Referee Compensation

The Tournament Committee shall establish a referee compensation schedule for Soccerfest prior to the start of the tournament.

The referee fee schedule shall be reported to the Board of Directors prior to the tournament.

All referee assignments and compensation for Soccerfest shall follow the established referee fee schedule unless otherwise approved by the Tournament Committee and the President of GSSA. Any such approvals must be reported to the Board of Directors at the next board meeting.