Team Manager Check List

Team Name: _____

Team Gender/Age: _____

Team Contact: _____ Cell Phone: _____

Team Manager Check-In Procedure
The following forms must be uploaded into the Documents tab of your GotSoccer account by Monday, October 7th (midnight). There will be no paper forms accepted at the fields.

Last Second Roster Changes?
If you need to make any changes to your rosters/forms after the Ocotber 7th deadline, please upload them again in your GotSoccer account and Notify Registrar on the right side of the Documents tab. Please write a simple note of the changes you made and we will recevie a notification from GotSoccer that changes have been made to your registration materials.

On Site Check-In
All teams are required to bring their player passes to Tournament Headquarters Tent at *McCollum Park*, (Check in will be available on Sat from 8am-10am at the Oakbrook Tent for teams playing first games in Oakbrook.) to get their player passes zip tied together. We will also place a sticker on your player passes with the # of players on your roster. This must be done at least one hour before your first game. Again, no paper forms will be accepted at Check-In.

☐**Team Roster**
- 1 copy- US Club Roster or IYSA State Roster to be left at Registration
- Non US Club or Non IYSA affiliated teams must provide team roster form located on website
- All players participating must be listed on roster

☐**Medical Releases** (please also keep a copy with you)
- Medical release must be provided for all players (US Club or IYSA)
- Standard form located on our website if needed

☐ **No Guest Player Form** All players are on Official Team Roster **OR**

☐ **Guest Player Form** If using players outside your club.
- US CLUB guest player form on our website for US CLUB registered teams who are using players outside their club.
- Players may only play on one team in the tournament.

☐**Player Passes** (all teams must bring to check-in)
- Current/valid US Club or IYSA soccer passes are required for all registered players.
- For non US CLUB or IYSA players you must upload in GotSoccer: Birth certificate, passport or picture ID(In-House, Recretational, and AYSO teams only).

☐ **Check here to confirm you have read the Tournament Rules, Game Procedures (below) and that all information submitted is complete and accurate. This form must be uploaded in your GotSoccer account**

Important: Game Procedures
Coaches must turn in their zip tied player passes to the referee at the start of each game. The referee will place the player cards in the plastic bin at your field. Field Marshalls will be coming around to check your player cards and to ensure your roster does not exceed the sticker # on your player passes. Coaches, if you have any concerns with your opponents roster, please ask the referee to check-in all their players passes prior to kick-off. After your game, coaches need to grab their player cards out of plastic bin.