

TEAM MANAGERS/TEAM CONTACTS CHECKLIST

- Register team/pay entry fee – **deadline 8/7/2018** for Academy and Competitive teams.
- Verify your team is registered in the correct tournament age group.
- Assemble the required tournament team documentation, all documentation must be from the same organization, i.e.: USYSA or US Club
- All** correspondence **must** include **Team Name, Age and Gender.**

1. North Texas State Soccer Association (NTSSA) teams:

A. North Texas Soccer U-9 and U-10 Academy Teams, you will need:

- Completed and signed North Texas Soccer Player Academy Registration Forms for each player
- Signed medical release team certification form found on tournament website
- North Texas Soccer Academy Tournament Roster signed by coach and Home Association Registrar. If this is not done prior to the tournament day team will not be able to participate
- Typed** tournament Game Card/Misconduct Report & Team Roster form (7 copies) found on tournament website listed alphabetically
- Online registration is available through August 16, 2018. However, local teams will need to come by the office after their check-in has been processed and pick up their game card/misconduct reports and blue score cards. See uploading directions following the North Texas Soccer section..

B. North Texas Soccer U-11 through U-19 Teams:

- Copy of official North Texas Soccer Competitive Team Registration Roster signed by coach and Home Assoc. Registrar, if applicable, roster add/delete sheets
- Guest players: (maximum of five guest players),
 - Complete and obtain signatures (player, parent/guardian, releasing coach, & receiving coach)
 - Guest Player Release Forms **must** include player registration number.
- Signed medical release team certification form found on tournament website
- Typed** tournament Game Card/Misconduct Report & Team Roster form (7 copies) available on tournament website. List players Alphabetically
- USYSA Coach/Volunteer ID cards required for **any coach or manager** listed on Tournament Game Card/Misconduct Report and Team Roster form **not** on the official roster
- Online registration is available through **August 16, 2018, no exceptions**. However, local teams will need to come by the office after their check-in has been processed and pick up their game card/misconduct reports and blue score cards. See uploading directions.

Uploading documents for online check in ... to do this

1. You will scan and save the documents on your computer.
2. Then log into your team account, you will see a list of events on the front page.
3. Click on the **Plano Labor Day Invitational XXXVII** Event. It opens up into a new screen that looks like it has several file folder tabs (*Team, Hotels, Rooming, Sales, Application Status, Schedule, Requests, Misconduct, Guests, Support & Feedback, Documents*).
4. Look for the one to the far right labeled **Documents**. Click on that.
5. Once there, it is just like uploading any other file&browse your computer for the correct file, click on it, then click upload. If done correctly, the file will appear to the left of the upload box.

United States Youth Soccer (USYSA) Teams Outside of North Texas Soccer

- Approved and signed Permission To Travel form, from your home/state soccer association,
- If applicable, approved and signed Travel Roster form, from home/state association including guest players, otherwise Competitive Team Registration Roster signed by Coach and Home Registrar
- Signed guest player release form, if applicable
- Signed medical release team certification form found on tournament website
- Typed** tournament Game Card/Misconduct Report & Team Roster form (7 copies) available on tournament website with players listed alphabetically
- Player ID cards for each player on Tournament Game Card/Misconduct Report and Team Roster form
- USYSA Coach/Volunteer ID cards required for **anyone** listed on the Game Card/Misconduct Report and Team Roster form who **not** on the official roster
- Online TRAVEL TEAM Tournament Team Check-In – for travel teams staying in an approved tournament hotel – you must have all documents to complete Check-in online. The game card/misconduct report and blue score cards will be mailed to you for game play after check in is complete. After they have been validated, you must bring them to the fields. Game Card/Misconduct reports will be given to the referees.**
- Deadline** for submitting complete documentation thru online check-in is **August 16, 2018 *no exceptions***. **If your packet is not complete you will have to check in on Friday evening.**

Submit, as applicable:

- Travel permit
- Travel roster
- Competitive team official roster
- Guest player form,
- 1 copy of game card/misconduct report w/o game information - must include team name, players, #'s etc.
- Copies (both sides) of player ID (player pass) cards, coach/volunteer ID (staff pass) cards

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2. US Club Soccer And Other United States Soccer Federation (USSF) Affiliates

- US Club Soccer (or USSF Affiliate) Official Roster for the tournament, including guest players.
- Signed US Club (or USSF Affiliate) Player Loan forms (or USSF Affiliate) if loaned players are not on Official Roster
- Signed medical release team certification form found on tournament website
- Typed** tournament Game Card/Misconduct Report & Team Roster form (7 copies) available on tournament website with players listed alphabetically
- US Club Soccer (or USSF Affiliate) Staff Pass cards for **any coach or manager** listed on the Game Card/Misconduct Report and Team Roster form who is **not** on the official roster

- Player pass cards for teams outside of the North Texas Soccer territory for all players on Tournament Game Card/Misconduct Report and Team Roster
- If you are a TRAVEL TEAM see item #2 for online check-in directions.**

3. Tournament Team Check-In for non-travel teams

- Present required team documentation include seven copies of Tournament Roster (Referee receives one validated Tournament Roster Form per game)
- Online check in must be picked up at the PYSA office.

A. Tournament Check-In: This year you may check in starting August 1 at PYSA

- Plano Youth Soccer**, 221 West Parker Road, Suite 480, Plano, TX 75023.
 - Located on the northwest corner of US 75 and West Parker Road; south side of Burlington Coat Factory store.

 **Monday: 8/01/2018 thru Wednesday: 8/29/2018, 8:00 am – 5:00 pm**

 **Thursday: 8/30/2017: 8:00 am – 8:00 pm**

 **Friday: 8/31/2017: 8:00 am – Noon**

B. Tournament Check-In Late Friday 8/31/18 3:00-9:30 pm

- Marriott Legacy Town Center**, 7120 Dallas Parkway, Plano, TX 75024

C. Last Chance Tournament Check-In at Russell Creek South: Saturday 9/1/2018 beginning at 7:00 am

- Only at **south tournament headquarters** tent at Russell Creek Park adjacent to the concession stand near Field E
- Saturday morning lines may be long; it will be difficult to make an 8:00 start time. Please allow at least one hour plus driving time before your first game.