



Veterans Invitational Tournament 2018 Team Check-in

Prior to the Tournament

- ✓ Review and complete all documents for online check in submission
 - ✓ All coaches and managers: review the tournament rules.
 - ✓ Confirm your Housing Bureau reservations
 - ✓ Refer to our website for field locations and maps.

ONLINE TEAM CHECK-IN

Required documents need to be emailed
to the following email address:
veteransinvitationalonline@gmail.com

In the subject line of your email, please use the following format:
Club Name, Age Division or Year, Gender

(Example: Indiana Fire Juniors South 03B)

Required Documents:

(The following can be attached in your email as separate files or one pdf file)

- ✓ Copy of current valid USYSA, US Club or USSF affiliate player passes required. **NO EXCEPTIONS.** (Only front sides need to be scanned, unless photo or signature are on back) Please include 6-8 player cards per scanned page. Bring player cards to each game for player check-in at the field.
- ✓ USYSA or US Club approved roster.
- ✓ Guest Players should be written in on the state or US Club approved team roster, including all required roster information listed for other players and player passes must be submitted.
- ✓ Weekend Contact Form (available on tournament website)
- ✓ Permission to Travel Form (non-Indiana teams)
 - USYSA form approved by your State Association
 - Not required for US Club team



More Information for Check-In

Oct 20/21 VIT online team check in files must be received by 5:00pm on Wednesday, October 17th. We will review all team files to check teams in on 10/17 after 5pm and provide approval or action items by 5pm on 10/18.

Nov 10/11 VIT online team check in files must be received by 5:00pm on Wednesday, November 7th. We will review all team files to check teams in on 11/7 after 5pm and provide approval or action items by 5pm on 11/8.

- Once everything is approved, you will receive an approval email.
- You must bring your player passes to each game for check in at the field. (Copies of player passes will NOT be acceptable.)
- If your roster changes after approval, you will need to bring any changes and necessary items for team check in to the site coordinators tent at least one hour prior to your first game.
- Although copies of medical releases are not required for check-in, you must have one for each player at every game during the VIT.
- If for any reason you absolutely cannot check in online, please send an email to veteransinvitationalonline@gmail.com at least 5 days prior to the event. We will work something out with your team for on-site check in.

CHECKLIST FOR NECESSARY ITEMS TO INCLUDE:

Player Cards (6-8 per page)
Weekend Contact Form
Application to Travel (Except IN teams/US Club teams)
Official Roster
Guest players written on roster

Some Tips for Online Check-In:

- If you don't have access to a scanner, you can also send a clear picture of your documents to us. Snapping one with your phone works well.
- There are great apps available that will essentially turn your phone into a scanner: TurboScan, Dropbox and Genius Scan are some of our favorites.