

**MANDATORY TEAM ON-LINE CHECK-IN**  
**\*\*\*All Teams Must Complete Team Check-in Online\*\*\***

**DEADLINE TO SUBMIT DOCUMENTS:**

Documents to be submitted by March 10, 2017

**EMAIL ADDRESS FOR DOCUMENTS**

**Boys Teams - [boys@phoenixcup.com](mailto:boys@phoenixcup.com)**

**Girls Teams - [girls@phoenixcup.com](mailto:girls@phoenixcup.com)**

**INSTRUCTIONS**

**Required Documents:**

Print and Complete the Phoenix Cup Check-in Information Sheet. Check-in sheet on next page for online version

**TEAMS NEED TO PROVIDE:**

1. A copy of their International, State Approved Roster or their US Club Approved Roster. Please mark out any players not attending the event and write-in any guest players. See note below concerning guest players.
2. A copy of each US Youth Soccer Player Pass or each US Club Players Pass, or Passport if your team is international (ONLY the front side that shows picture and Date of Birth must be copied) (If the player pass is "two sided", we need side with players name and birthdate) including guest players for each player participating. You must include coach's cards and manager's cards in this document.
3. USYS Teams outside of Region 4 / International Teams: A copy of Permission to Travel form if your team is USYS registered and outside of Region 4 and/or International team (Canada, UK, Caribbean, etc). If your team is registered with US Club Soccer, a permission to travel form is also required.

**SUBMISSION PROCESS:**

1. After you have gathered the required documents to register your team, please create PDF files for each document type as they will be sent separately – please have player cards scanned in one PDF file. Ensure to label each file with your team name and brief word that describes what's in file. ie) SDFC-Girls99-PlayerCards.pdf

**We recommend scanning multiple player cards to fill a sheet of paper which requires fewer "ID Card" attachments and a smaller email.**

**EMAIL THE DOCUMENTS TO:**

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**Girls Teams - [girls@phoenixcup.com](mailto:girls@phoenixcup.com)**

**In the subject of the email include your complete team name, age group and gender of the team:** Example: U15 Boys FC Copa Elite

1. Upload into Gotsoccer Account: We also ask that you upload all documents into your gotsoccer account profile for the event.

**APPROVAL PROCESS:**

**All accepted teams will receive two emails:**

1. First you will receive an automatic confirmation that we have received your email; followed by
  2. An email confirming that your team is checked-in and information is complete – please allow for a week for this to come through.
- **IMPORTANT:** You must have your State Approved Roster, player cards and staff cards, individual player medical release forms available at all games for review.
  - Teams failing to provide this documentation if requested will forfeit all matches.

**GUEST PLAYERS:**

- Obtain the guest player's current player card and medical release form
- Add the guest player to your roster copy. Please write their full name, unique jersey number, player identification number and birthday below the existing rostered players.
- Include Guest Players' player card with the rest of your team information when emailing documents
- Do not email medical release forms for guest players but you are required to have them present at all games.

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## Phoenix Cup Team Info Sheet

<b>Club:</b>	<input type="text"/>	<b>Team:</b>	<input type="text"/>
<b>Age and Gender:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>

### Registration Checklist

**Official Roster:**  **Player Passes:**  **Permission to Travel\*:**  **Team Info Sheet:**

<b>Coach Name:</b>	<input type="text"/>	<b>Contact Name:</b>	<input type="text"/>
<b>Coach Mobile:</b>	<input type="text"/>	<b>Contact Mobile:</b>	<input type="text"/>
<b>Coach Phone:</b>	<input type="text"/>	<b>Contact Phone:</b>	<input type="text"/>
<b>Coach Email:</b>	<input type="text"/>	<b>Contact Email:</b>	<input type="text"/>

**Team Hotel**

**Room Nights** \_\_\_\_\_ **THUR** \_\_\_\_\_ **FRI** \_\_\_\_\_ **SAT** \_\_\_\_\_ **SUN** \_\_\_\_\_ **MON** \_\_\_\_\_ **Add'l nights**

Please indicate total number or rooms per night for whole team.

### MEDICAL RELEASES

I certify that I am in possession of a medical release form for each rostered player that is signed by the player's parent and/or guardian. (Club / Generic Forms are acceptable. The does not require a specific tournament form)

**Print Name X**

**Sign Name X**

### Phoenix Cup Score Reporting

For Score-keeping, it is required that the winning team return a correct score card for each game to the field site coordinator's tent. And for tie games the home team will be required to turn in the game score card. *Referees will provide the winning coach (or home team for ties) a scorecard, which must be turned into the Site Coordinators Tent immediately following the game!*

I understand that if my team is the winning team (or home team for tie games) that a team official is required to return completed Game Card to the site coordinator's tent immediately following the game. This includes all group games, all playoff games and all consolation games.

**Print Name X**

**Sign Name X**