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, 2018

EMAIL ADDRESS FOR DOCUMENTS
Boys Teams – boys@phoenixcup.com   **Girls Teams** - 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. Team managers/staff must present picture identification cards for players and bench personnel issued by the team's governing organization (USYS, US Club, USSF, other). All teams must have valid and laminated cards at fields for each game. (referees have the right to check rosters)

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).

4. A medical release approved by the team's governing organization.

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:
Boys Teams – boys@phoenixcup.com   **Girls Teams** - 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.

Rosters and Game Cards:
All teams must enter their rosters complete with bench personnel into the tournament's on-line no later than 10 days prior to start of event, by March 13th. The minimum required information is name, date of birth, player ID number, uniform number and gender. Revisions can be made to the online roster up to 72 hours prior to the night of team registration. This information will appear on the tournament match reports to be used by the referees for check-in on the field prior to each match. Write-in changes may be made directly to match reports.

Phoenix Cup Team Info Sheet

Club:		**Team:**	
Age and Gender:		**State:**	

Registration Checklist

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

Coach Name:		**Contact Name:**	
Coach Mobile:		**Contact Mobile:**	
Coach Phone:		**Contact Phone:**	
Coach Email:		**Contact Email:**	

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 instead of using medical form provide online by tournament.)

Print Name X _____

Sign Name X _____

Phoenix Cup Score Reporting

For Score ‑ keeping and game cards, both teams must provide referees the game card at the start each match. Referees will have each team sign off on game cards at the end of each game which will confirm the score.

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 _____