

CHECK-IN PROCEDURE

There are 2 options for Tournament Check-In:

- 1. In person check-in will be on Tuesday, June 23th at the America First Pavilion on the East Side of Rio Tinto Stadium from 6pm-8pm (9256 S State Street, Sandy, UT) Below are the required documents you will need to bring to check in:**

Utah teams:

- All UYSA Teams must submit (6) copies of their photo tournament roster – including guest players.
- All UYSA Teams must submit an official roster – this doesn't need to be signed.
- All teams must provide a medical release/player participation form at check-in.
- Specialty Player Action Forms for all guest players (properly completed and signed by parent, player, and coaches)

Out of state teams:

- Official team roster from your club or league registrar
- Player cards
- Specialty Player Action Forms for all guest players
- For teams traveling from outside of Region IV, valid travel papers must be presented.

- 2. NEW THIS YEAR - Online check-in! Upload your documents to GotSoccer by Friday, June 19th with the following information:**

Utah teams:

Below are the required documents you will need to upload:

- Official Tournament Roster (see instructions below to create a Tournament Roster in Affinity)
- UYSA player cards for any tournament only players
- Specialty Player Action Forms for all guest players (properly completed and signed by parent, player, and coaches)

Out of state teams:

- Official team roster from your club or league registrar
- Player cards
- Specialty Player Action Forms for all guest players

ROSTER REQUIREMENTS

Utah teams must create an Official UYSA Tournament Roster with player photos that lists every player, including guest players and tournament only players, and coach. Six copies of the Official Tournament Roster must be presented at tournament check-in no later than two hours before the first scheduled game. Rosters will be frozen when the Official Tournament Roster is presented at check-in. (See below for step-by-step instructions for how to create a Tournament Roster in Affinity.)

Out of state teams must present one copy of an official player roster AND laminated photo player cards for each player and coach at tournament check-in.

Guest Players: Each team is allowed 5 guest players. Guest player forms are required for each guest player. For every guest player on the roster (Utah teams and out of state teams), the following forms must be completed with all required signatures and submitted at tournament check-in:

1. A state approved registration form with consent for medical treatment
2. UYSA Specialty Player Action Form (Guest Player section completed). (The Specialty Player Action form is available at https://usys-assets.ae-admin.com/assets/985/15/specialty_player_action_2011-2.pdf)
3. Out of state teams must also present a laminated photo player cards for each guest player.
4. Tournament Only Players: Laminated UYSA player cards are required for tournament only players, and must be presented at tournament check-in.

Registered Coaches: IT IS STRONGLY ADVISED THAT EVERY TEAM HAVE MORE THAN ONE LICENSED, REGISTERED COACH ON THEIR TEAM ROSTER. Any team playing a game without an officially rostered coach present will forfeit that game.

Multi-Rostering of Players is not allowed. If a player is found to have played on more than one team, all games the player participated in will be forfeited.

Medical Release Documents: Team managers must have all player medical release documents in their possession at each game.

TOURNAMENT ROSTER PRINTING INSTRUCTIONS (UYSA)

1. Log into your UYSA Account
2. Click on the **Teams** Tab underneath your family information.
3. A new window at the bottom will appear with two tabs. **Teams** and **Tournament & Schedule Apps** - Click on the Teams Tab the new window.
4. Click on **Team Info** on the far right side of your team name.

5. You should be able to see your team roster at this point.
6. Click on the **Tournament Roster** tab at the top of the page. (It is located above the list of Administrators on your team.)
7. Click on the **Create New Request**.
8. Enter all the Tournament Information.
9. You'll be taken to the roster page next. You can delete administrators and players by clicking on the red X next the admin/player's name. To add a guest player click the Add Player/Admin Inside Org at the bottom right hand side of the screen. Choose the Roster Role from the drop down and enter the ID Number and click save and continue. Jersey numbers can also be added along with player positions on the roster page. If you add a guest player or a tournament player the status will say borrowed. If the player is a guest player you must have the specialty action form with their coach's signature at the tournament check in. If this player is a tournament only player the tournament only card must be submitted at check in.
10. Click on the Review and Submit tab and click on the **Submit Application** button.
11. Click on the yellow **Review** Button, and select **Print Photo Roster** button to print photo roster.
12. Roster will be created with pictures and you can print copies for the tournament.
13. To print copies of the roster you will need to click the small printer icon at the top of the page that opened displaying the roster. Roster will populate. Click on the export icon at the top of the page and export roster to a PDF file and then print.