



CHECK-IN PROCEDURE

Tournament Check-In: Roster freeze and deadline for rosters is July 3rd Midnight. You must have them submitted by then through the google form

1. Online check-in! Upload your documents to this google form

<https://forms.gle/Y35SaNdRtBPhbL1Y6>

You do not need to create a gotsport roster unless your from out of state and that is the system that your state association uses.

Utah teams:

Below are the required documents you will need to upload:

1. Official Tournament Roster (see instructions below to create a Tournament Roster in Affinity)
2. UYSA player cards for any tournament only players
3. Guest player Forms for all guest players (properly completed and signed by parent, player, and coaches)

https://static1.squarespace.com/static/5e7523545b0dd164cae80bd8/t/5f35c495469fb27966856b92/1597359253399/Guest+Player+Form_updated+8.12.20+-+fillable.pdf

Out of state teams:

To complete online check-in please follow these instructions:

1. Official team roster from your club or league registrar
2. Guest player Forms for all guest players
3. Bring your player cards 45 mins prior to your first game to the information booth to have your player cards checked

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. Rosters will be frozen after July 3rd 2022

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



Guest Players: Each team is allowed 3 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. UYSA guest player Form (Guest Player section completed).
https://static1.squarespace.com/static/5e7523545b0dd164cae80bd8/t/5f35c495469fb27966856b92/1597359253399/Guest+Player+Form_updated+8.12.20+-+fillable.pdf
2. Out of state teams must also present a photo player cards for each guest player.
3. Tournament Only Players: 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)

<https://static1.squarespace.com/static/5e7523545b0dd164cae80bd8/t/5f58fe6e578ddf562b1b54fc/1599667822725/Creating+a+Tournament+Roster+-+9.9.2020.pdf>

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.

Director Name: Keli Rossean

Phone 3852046424

Email:Keli@utahsurfsoccer.com

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 and submit as pdf for online check-in.

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.