

TEAM MANAGERS/TEAM CONTACTS CHECKLIST

1. Register the team and pay the entry fee – deadline 8/10/2014 for U11-U19 teams and 8/13/2014 for U9-U10 teams.
2. Verify that the team is registered in the correct tournament age group.
3. Assemble the required tournament team documentation:

A. North Texas State Soccer Association (NTSSA) teams:

1. North Texas Soccer U-9 and U-10 Academy Teams:

- a. Gather copies of completed and signed North Texas Soccer Player Academy Registration Forms for each player. The Consent For Medical Treatment (lower left corner) should be completed and signed; otherwise another completed and signed Consent For Medical Treatment (club format is acceptable) is required. The forms do not need to be notarized.
- b. Complete the North Texas Soccer Academy Tournament Roster and have it signed by the coach and a Home Association Registrar.
- c. Complete the tournament Misconduct Report & Team Roster form and make 7 copies. If your team has a GotSoccer team roster, you can copy and paste the required players, coaches, and manager information onto the form. The Misconduct Report & Team Roster form must be typed.

2. North Texas Soccer U-11 through U-19 Teams:

- a. Have one copy of your official North Texas Soccer Competitive Team Registration Roster signed by the coach and Home Association Registrar and, if applicable, roster add/delete sheets
- b. For each guest player (maximum of five guest players), complete and obtain signatures (player, parent/guardian, releasing coach, & receiving coach) on the North Texas Soccer Guest Player Release Form. Forms must include the player registration number.
- c. Gather completed and signed Medical Release Forms for each player including guest players. A club format Medical Release Form is acceptable. The Medical Release Form must be signed by a parent/guardian or by the young adult. The forms do not need to be notarized.
- d. For tournament coaches and managers who are not listed on your North Texas Soccer Competitive Team Registration Roster, gather the signed USYSA Coach/Volunteer ID cards for each such person.
- e. Complete the tournament Misconduct Report & Team Roster form and make 7 copies. If your team has a GotSoccer team

roster, you can copy and paste the required players, coaches, and manager information onto the tournament Misconduct Report & Team Roster form. The Misconduct Report & Team Roster form must be typed.

B. United States Youth Soccer (USYSA) Teams Outside of North Texas Soccer

1. Obtain from your home/state soccer association a Permission To Travel form, complete the form, and get it approved and signed.
2. Obtain from your home/state soccer association a Travel Roster form, complete the form including guest players, and get it approved and signed. If your home/state soccer doesn't issue a Travel Roster, then have one copy of your signed official home/state soccer association Competitive Team Registration Roster and, if applicable, add/delete roster sheets and a Guest Player Release Form for each guest player (maximum of five guest players).
3. Gather completed and signed Medical Release Forms for each player including guest players. A club format Medical Release Form is acceptable. The Medical Release Form must be signed by a parent/guardian or by the young adult. The forms do not need to be notarized.
4. Gather Player ID cards for each player on the Travel Roster including guest players.
5. For tournament coaches and managers who are not listed on your home/state soccer association Travel Roster or on your Competitive Team Registration Roster, gather the signed home/state soccer association Coach/Volunteer ID cards for each such person.
6. Complete the tournament Misconduct Report & Team Roster form and make 7 copies. If your team has a GotSoccer team roster, you can copy and paste the required players, coaches, and manager information onto the tournament Misconduct & Team Roster form. The Misconduct Report & Team Roster form is available on the tournament website and must be typed.

C. US Club Soccer And Other United States Soccer Federation (USSF) Affiliates

1. Submit US Club Soccer (or USSF Affiliate) player loan forms (if any) to US Club Soccer (or USSF Affiliate) and obtain a US Club Soccer (or USSF Affiliate) Official Roster for the tournament.
2. Gather completed and signed Medical Release Forms for each player including loaned (guest) players. A club format Medical Release Form is acceptable. The Medical Release Form must be signed by a parent/guardian or by the young adult. The forms do not need to be notarized.
3. For teams physically located outside of North Texas Soccer territory, gather completed US Club Soccer (or USSF Affiliate) Player Pass

cards for each player on your US Club Soccer (or USSF Affiliate) Official Roster including loaned players.

4. Gather completed US Club Soccer (or USSF Affiliate) Staff Pass cards for each coach and manager listed on your tournament Misconduct & Team Roster form (see No. 5) who is not listed on your US Club Soccer (or USSF Affiliate) Official Roster.
 5. Complete the tournament Misconduct Report & Team Roster form and make 7 copies. If your team has a GotSoccer team roster, you can copy and paste the required players, coaches, and manager information onto the tournament Misconduct & Team Roster form. The Misconduct Report & Team Roster form is available on the tournament website and must be typed.
4. **Tournament Team Check-In** – All teams must formally check-in for the tournament prior to their first game. At tournament check-in, you will present the required team documentation. We will validate seven copies of your Tournament Roster Form and keep one of the validated copies. Prior to each game, you will present to the referee one validated Tournament Roster Form. The tournament check-in will be conducted during the week of August 25, 2014.
- A. Tournament Check-In at Plano Youth Soccer office, 221 West Parker Road, Suite 480, Plano, TX 75023. The office is located on the northwest corner of US 75 and West Parker Road on the south side of the Burlington Coat Factory store.
Monday, 8/25/2014 – Wednesday, 8/27/2014, 8:00 am – 5:00 pm
Thursday, 8/28/2014, 8:00 am – 8:00 pm
Friday, 8/29/2014, 8:00 am – Noon
 - B. Tournament Check-In at Marriott Legacy Town Center, 7120 Dallas Parkway, Plano, TX 75024, in the Copper Bottom Grill
Friday, 8/29/2014 – 3:00 pm – 9:30 pm
 - C. Last Resort Tournament Check-In is located at the south tournament headquarter tent at Russell Creek Park adjacent to the concession stand near Field E. This is the only check-in location for the tournament on Saturday, 8/30/2014. This is the check-in location of last resort, and the required time to check in on Saturday morning may be long. Please allow at least one hour plus driving time before your first game if you must check in on Saturday. There is not adequate time to check in on Saturday morning for a 8:00 am Saturday game.
Saturday, 8/30/2014 – beginning at 7:00 am
5. **Tournament Misconduct Report & Team Roster Form** – A copy is available on the tournament website.