

# Columbus Day Team Information Sheet

**(Email all documents to: [beachfctournament@gmail.com](mailto:beachfctournament@gmail.com) – add this address to your contacts list so emails do not go to SPAM)**

Club: \_\_\_\_\_ Team: \_\_\_\_\_

Age and Gender: \_\_\_\_\_ State: \_\_\_\_\_

## **Registration Checklist (check after each)(Due NLT October 5<sup>th</sup>),(You will receive an “auto responder” stating we have your documents and will contact you if any issues)**

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

Coach Name: \_\_\_\_\_ Coach Mobile: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Manager Mobile: \_\_\_\_\_

Team Hotel: \_\_\_\_\_

**MEDICAL RELEASES:** The Tournament does not require Medical Releases to be faxed BUT the team official (Coach/Manager/Contact) must be in possession of a medical release form for each rostered player during the event. The medical release form must be signed by the player's parent and/or guardian (no exceptions). (Your Club/League forms are acceptable as there is no specific tournament form). Notary not required. I understand this by my signature(s) below.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

**Scores Cards:** The tournament field marshals are responsible for collecting score information from the referee. The tournament staff will collect scorecards after each game for recording at the playing location and on the web. Managers/Contacts should report any scoring discrepancy to the specific Tournament Headquarters location.

**\*Player Passes:** You may combine multiple passes on a sheet. (ONLY side that shows picture and DOB must be copied). Same criteria for each guest player US Youth Soccer Player Passes (ONLY side that shows picture and DOB must be copied). Cross off players on your roster not attending event.  
US Club Soccer Teams need to provide: Copy of the US Club Roster and US Club Player Passes (only front must be copied). Same documentation required for guest players. Cross off players on your roster not attending event.

**\*\*Permission to Travel Forms:**

Only required for USYS Rostered Teams (outside Region 1).

Region 1 States include: Connecticut Jr Soccer Assn, Delaware Youth Soccer Assn, Eastern New York Youth Soccer Assn, Eastern Pennsylvania Youth Soccer Assn, Soccer Maine, Maryland Youth Soccer Assn, Massachusetts Youth Soccer Assn, New Hampshire Soccer Assn, New Jersey Youth Soccer Assn, New York State West Youth Soccer Assn, Pennsylvania West State Soccer Assn, Soccer Rhode Island, Vermont Soccer Assn, Virginia Youth Soccer Assn, West Virginia Soccer Assn

US Club Rostered Teams are not required to have Permission to Travel Forms but must be in good standing with their association.

**Submission:** Email this sheet no later than October 5<sup>th</sup> with required documents in PDF format (no other formats) to: [beachfctournament@gmail.com](mailto:beachfctournament@gmail.com) (do not send to any other email address).

**Subject line should read:** *“Online Registration/Full club & team name//Age Group / Gender”*

## TOURNAMENT ONLINE CHECK-IN INSTRUCTIONS

CHECK-IN WILL BE BY E-MAIL:

Due Dates: ALL ACCEPTED TEAMS:

1. Online check-in opens September 12<sup>th</sup>, and ends October 5<sup>th</sup> no later than 7 PM. Please adhere to these timelines as it allows the tournament staff time to review all online registrations for completeness and advise if any errors detected. This allows all accepted teams plenty of time to complete the online registration. There will be no exceptions and extensions allowed. NOTE: Last minute guest players may be added with the Tournament Director’s approval. Email: [soccer@beachfc.com](mailto:soccer@beachfc.com) if this occurs.

### **THERE IS NOT FRIDAY NIGHT OR SATURDAY REGISTRATION**

2. All teams will receive a confirmation email once their registration is complete and accepted. Teams that are missing registration documents will be notified earlier than the date mentioned above.
3. There are three (3) documents that must be included in each email: (4 for teams outside Region 1)
  - a. Team Information/Contact Sheet
  - b. Approved Valid Official Roster
  - c. Current Valid Player Cards
  - d. Teams outside Region 1\* must have permission to travel form – US Club Soccer Teams do not require permission to travel but must be in good standing with US Club Soccer.

### **“What You Need” For E-MAIL Check-In:**

1. USYSA Teams need to e-mail: one copy of the **State Approved Roster** – guest players are to be written on bottom portion of roster and require same documentation as others on roster. **Cross off players not attending event.**

2. E-mail a copy of each **US Youth Soccer Player Passes** (ONLY side that shows picture and DOB must be copied). (Multiple player passes may be on same sheet) Same criteria for each guest player US Youth Soccer Player Passes (ONLY side that shows picture and DOB must be copied). Cross off players not attending event.

3. US Club Soccer Teams need to provide: Copy of the **US Club Roster and US Club Player Passes (only front must be copied)**. Same documentation required for guest players. Cross off players not attending event.

4. **Team Information Sheet – include all the below information in your email (or separate word document) so we may print out for the site coordinator’s book at your playing location. This information is necessary if we need to contact your during our event.**

5. Compile all above information/appropriate documents to register and follow these instructions:

a. Combine all documents (scan/pdf creator) and save as a **PDF** (We will not accept other file types i.e. JPEG, Zip Drive or Word). **Someone on your team will know how to do this.**

b. Email the documents to: [beachfctournament@gmail.com](mailto:beachfctournament@gmail.com) (this email is for registration only and not questions).

**In the subject line of the email** include the following: Online Registration/Full club & team name//Age Group / Gender.

Example: Beach FC (club name), 03 Red (team name) Boys (Gender)

**Note:** US Club Soccer teams may only take guest players registered under US Club Soccer, and USYSA teams may only take guest players registered with properly stamped USYSA player pass cards. No roster may be comprised of players with different passes from different organizations (**no “mixed rosters”**).

Questions: Do not send questions to the online registration email but rather **PLEASE CONTACT: soccer@beachfc.com**