

Hello Coaches and Team Managers,

Glad you will be joining us this coming Memorial Weekend. Below is important information on how to check your team documents in. This year, all teams will need to check in online and upload documents. There will be no in-person check-in.

Please read directions carefully and make sure that your files are complete and in the correct order. Files must be uploaded by 5/20/23.

IMPORTANT: No player will be allowed to be added to your roster after your team is checked in. If you have a player that might play at any time during the tournament (including Monday playoffs) they must be on your roster as of check in. Even if they are on your roster but crossed off at check-in, they will not be allowed to be added back on at any time during the tournament. Any player missing a medical release form or player card will be removed from the roster and will not be eligible to play in the tournament.

You will need 4 separate files:

<https://gotsport.zendesk.com/hc/en-us/articles/4408013292183-How-do-I-Upload-Documents-for-Online-Check-In->

1. State Approved Team Roster
2. Coaches/Players cards – in order that players are listed on the roster
3. Medical release forms – in order that players are listed on the roster
4. Coaches Rules of conduct

Items needed for team check-in:

1. State Approved Team Roster:

- A copy of your state approved league roster
- Roster Size:
 - 16 players for 7v7
 - 18 players for 9v9
 - 18 players for 11v11 (U13 & U14)
 - 22 players for 11v11 (U15 thru U19) can only dress 18 per game.
- No guest players will be allowed if roster is over 18 players).
- 5 guest players are allowed per team. Guest players must show a copy of state approved roster from their current team and player card (U11 and above). Write guest player names at the bottom of your roster with uniform number and attach a copy of their regular team roster.
- Cross off any players that are not attending.
- Double Rostering for Non-Competitive (U8-U10): Players may double roster in the same age group and subdivision.
- Double Rostering for Competitive Divisions (U11-U19): Double rostering is allowed in the same age group. However, players may not be rostered on more than one team in the same age group subdivision. Sub-division is any division in which the two teams may play against each other in regular tournament play and/or playoffs.
- If a player is double rostered on two teams, please make a copy of the medical release form for each team packet.
- Scan all pages into one file labeled Roster

2. Coaches & Player Cards:

- All coaches are required to have a coaching card from their state organization.
- Coaches must keep their card with them on sideline during the tournament.
- All players playing U11 and above must have a player card (including guest players) or have color picture printed on roster
- Please put cards in order that players are listed on the roster and make copies of cards (6-8 per sheet)
- Actual players cards or roster with photos must be present on the sideline at all games in case they are requested by referee.
- All Players will be checked in at semi-final and final games. Teams that do not have player cards or roster with photos present at a game will forfeit the game.
- **If your state has virtual player passes, you will need to print out a copy of them and include them in your packet. NH does not recognize virtual passes. You will also need a copy of them with you on the sideline.**
- Scan all pages into one file labeled Coaches & Player Cards

3. Medical Release Form:

- All players must complete the tournament medical release form including guest players. **THE TOURNAMENT FORM IS THE ONLY ONE THAT WILL BE ACCEPTED.**
- If a player is double rostered on two teams, please make a copy of the medical release form for each team packet.
- Please be sure player name is written at the top, form is complete and signed by guardian
- Put forms in order that players are listed on the roster.
- Scan all forms into one file labeled medical release form.
- Click here to download form: <https://amherstsoccerclub.com/wp-content/uploads/2023/02/Medical-Release-Form-2023.pdf>

4. Rules of conduct:

- Each coach needs to complete a Tournament Rules of conduct form.
- Scan all forms into one file labeled rules of conduct.
- Click Here for form: <https://amherstsoccerclub.com/wp-content/uploads/2023/02/Rules-of-Conduct-2023.pdf>