



## 2009 Division 1 State Cup Team Check-in Procedures

### General Procedures For All Teams

#### Players

1. **Player Passes** - Each player shall have one original USYSA ID pass. This pass shall have the player's picture, the date of birth and signature and be signed by a club official. All passes must be individually laminated. The coach or team manager must surrender all passes to the Tournament Director or his designee for verification and processing on the first day of the tournament at least 30 minutes prior to the team's first game. Player passes should be presented at check-in, in an easily removable binding. Tournament officials will place all player passes on an official LSA numbered tie wrap that must be present at the start of each game. Coaches' passes should be separated from player passes prior to check-in.
2. **Medical Release Forms** - Coaches must have a medical release form for each player participating in tournament play, which will be verified at team check-in; however, that team's coach is to maintain custody of the actual forms after verification. Player medical release forms should be presented at check-in a removable binding or notebook so that the documents remain in proper order during the check-in process.

***Upon arrival for team check-in, all player passes and medical release forms should be in the same order that the players' names appear on the team's official LSA roster. Coaches' passes should be separated from player passes prior to check-in. Passes and medical release forms for players that are no longer on the team should be removed and not presented at check-in.***

#### Coaches

1. **Coach Passes** - Each coach shall have one and only one original USYSA ID pass for the team or teams he/she coaches. This pass shall have the coach's picture and signature and be signed by a club official. All passes must be individually laminated. All coaches' passes must be surrendered to the Tournament Director or his designee for verification and processing on the first day of the tournament at least 30 minutes prior to the team's first game. The coach (es), a maximum of four (4) per team, shall maintain custody of their coach pass, and the pass shall be visually displayed while on the team sideline. Each coach should have a lanyard or other device for displaying his/her pass during games.
2. **Rosters** – Team rosters do not need to be provided at check-in as tournament officials will have official LSA rosters. Players not listed on the LSA team roster will not be allowed to participate. All coaches must be listed on the team roster and at least one listed coach must be present on the sideline in order for any game to be played. The names of additional coaches may be added to the team roster at check-in, upon presentation of that coach's USYSA ID pass. Coaches should provide an emergency contact cell phone number to tournament officials at check-in.

***Coaches' passes should be presented separately from player passes at check-in.***



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### **Procedures For Teams By Location**

**Alexandria** (Crossroads Soccer Association) – April 18-19, all teams must check-in at the Johnny Downs Sports Complex at least 30 minutes before their first game on Saturday.

**Metairie** (Lafreniere Soccer Club) – April 25-26, all teams may check-in on Friday, April 24, between 6:30 PM and 9:30 PM at the Four Points by Sheraton Hotel, 6401 Veterans Memorial Blvd., Metairie, 70003, in the Serendipity 1 Ballroom. Teams that do not check-in Friday night must check-in *at the fields where their first game will be played on Saturday*, at least 30 minutes before their first game. (For example, teams whose 1<sup>st</sup> game is at Lions Park should check-in at Lions Park and should *not* check-in at Lafreniere Park) Teams that complete check-in on Friday night do not need to appear for check-in on Saturday.

**Lake Charles** (Imperial Calcasieu Soccer Association) - April 25-26, all teams must check-in at the Lake Charles Multi-Sports Complex at least 30 minutes before their first game on Saturday.

**Shreveport** (Caddo Bossier Soccer Association) – May 2-3, all teams must check-in *at the fields where their first game will be played on Saturday*, at least 30 minutes before their first game. (For example, teams whose 1<sup>st</sup> game is at the LSU-S fields must check-in at the LSU-S fields and should *not* check-in at Cargill Park). [Immediately after the completion of all quarterfinal games in each age group, a representative for the winning team may report to the tournament headquarters at Cargill Park for the drawing for semi-final opponents.]