

TEAM MANAGER CHECKLIST



August 23-25, 2019

Libertyville Township Soccer Complex, IL

1. **Team Application and Entry Fee** – Application is due by July 19th and payment by July 26th if not paying by credit card during registration. No teams will be allowed to participate in this event until payment is received.
2. **Tournament Rules** – Download and print from our website. Coaches and Players must be familiar with Tournament Rules.
3. **Team Roster** – Official 2019/20 State roster with league stamp or 2019/20 US Club Roster **OR** Official IYSA tournament roster form. A copy of either roster will be left with the tournament, and only players participating in event should be listed.
4. **IYSA Medical Release Forms** – Required for all teams. **For IYSA registered teams only**, Medical Forms DO NOT need to be shown to Tournament Officials but may be required in the case a Medical/Incident report needs to be filed. **For all other teams**, IYSA Medical Release forms will be collected from the teams and retained by the Tournament. **US Club Soccer Medical Forms will NOT be accepted.**
5. **Guest Player Forms** – This **online form** is required for all players that are **NOT** registered on a team within your club. Here is the **LINK** for the form and instructions. **Teams must provide printed confirmation to the tournament.** Players from within your club are not considered guest players **BUT** you will need the State or US Club Roster for these players if they are not listed on the participating team's State Roster.
6. **Player Passes** – Laminated 2019/20 USYSA or US Club player passes required for all players and coaches. A player from a US Club registered team may not play on a USYSA registered team, and vice versa due to insurance purposes.
7. **Travel Permit** – Required for all USYSA out of state Teams. Obtain from your state association.
8. **Form NT** – Required for all non-IYSA/USYSA teams (including US Club and international teams).
9. **Maps, Field Locations and Directions** – Please review these with your team prior to event.
10. **Risk Management Certificate** – An authorized team representative is require to complete and submit this form on behalf of the registered team, certifying that everyone working or volunteering for the team has completed the following: **national and county background check** (IYSA **LINK**), **CDC Heads Up Concussion in Youth Sports Completion Certificate** (**LINK**), and **US Olympic Committee SafeSport or Abuse Prevention Training Certificate** (**LINK** for more information). Individual certificates are not required.
11. **Needed for Check-in (Mail-in or Onsite)**
 - State/US Club or IYSA Tournament Roster (All teams)
 - IYSA Medical Forms (Out of state & US Club Soccer teams)
 - Guest Player Forms (if applicable)
 - Travel Permit (USYSA out of state teams)
 - Form NT (all US Club Soccer teams)
 - IYSA Risk Management Certification (All teams – coach/team rep must complete)
 - Player Passes (will be checked at check-in)

Please note – if mailing in, all documents will need to be received by Friday, August 16th