



### Electronic Check-In (Preferred)

Affinity is still having issues uploading documents so for those who would like to utilize electronic check-in here is what we are going to do. If you would email me a copy/scan or .pdf of your team roster/ travel voucher (for those who need it)/ or guest player(s) voucher we will utilize it this way that way to make it easier. Please email me at [gregs@lakecountysoccer.org](mailto:gregs@lakecountysoccer.org) and put "Fall Classic Check-In" in the subject line so I know how to file it. I will accept those documents until Wednesday, October 10<sup>th</sup>. After October 10<sup>th</sup> you will need to come into the Lake Country Soccer office at 2334 E. Pythian Street and Check-In your team.

Electronic check-in requires uploading/e-mailing of the following documents:

1. State (or a sanctioned organization) Approved Official Team Roster
2. Travel Permit for non-Missouri teams
3. Guest Player Forms (approved by the team's state association or US Soccer affiliate)

A representative from each team will be required to come to the Futsal Field, which is located inside our indoor facility, a minimum of one hour before the start of their first game to pick up 4 copies of the team's "approved" state roster, guest player forms (if applicable), and coach's gift. The coach will present a LCS approved stamped team roster at each of their games with the player/coach passes for the field marshal to check-in teams prior to the start of the game.

**Important:** Teams will be required to have player/coach passes and MYSA (or their state approved) medical release forms for each player in their possession at all times during the tournament. Field marshals will verify each team has an "approved" roster and each coach/player has a valid pass (must have player's picture and be laminated) prior to the start of each game. If a coach or player does not have a valid pass he/she will be unable to participate in that scheduled game. There are NO exceptions to this rule.

## Manual (In Person) Check-In

Check-in will take place on Friday, October 13, between 5:00 pm – 9:00 pm or Saturday, October 14, between 7:00 am – 10:30 am, on the Futsal Field which is located inside our indoor facility. The Futsal Field is located at the far west end of the indoor facility.

### TEAM CHECK-IN REQUIRED DOCUMENTS

1. Five (5) copies of a State (or a sanctioned organization) Approved Official Team Roster
2. One (1) copy of a Travel Permit for non-Missouri teams.
3. Five (5) copies of Guest Player Forms (approved by the team's state association or US Soccer affiliate)
4. Pass Cards for all bench personnel (Coaches, Players & Manager). All passes must be laminated and player passes must also have player's picture.
5. MYSA (or their state approved) medical release forms for each player

Once the team is checked-in they will receive the coach's gift and be given back 4 copies of the team's approved state roster and, if applicable, 4 copies of the guest player form. The coach will present an LCS approved stamped official team roster at each of their games with the player/coach passes for the field marshal to check-in teams prior to the start of the game.

**Important:** Teams will be required to have player/coach passes and MYSA (or their state approved) medical release forms for each player in their possession at all times during the tournament. Field marshals will verify each team has an "approved" roster and each coach/player has a valid player pass (must have player's picture and be laminated) prior to the start of each game. If a coach or player does not have a valid pass he/she will be unable to participate in that scheduled game. There are NO exceptions to this rule.