



### **Electronic Check-In (Preferred)**

If a team chooses to do an electronic check-in all required documents **must be** uploaded to Affinity or emailed to Katie Ellsworth ([katie@lakecountrysoccer.org](mailto:katie@lakecountrysoccer.org)) no later than Friday, October 4th. If documents are emailed, please put "Fall Classic Check-In" in the subject line so we will know how to file it. After October 4<sup>th</sup>, teams will not have the electronic check-in option available to them, and 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 an 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 11, between 5:00 pm – 9:00 pm or Saturday, October 12, between 7:00 am – 11:00 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.**