



Electronic Check-In (Preferred)

If a team chooses to do an electronic check-in, all required documents must be emailed to Katie Ellsworth (katie@lakecountrysoccer.org) no later Friday, April 9th. When the documents are emailed, please put "OCCDP Check-In" in the subject line so we know how to file it. After April 9th, teams will not have the electronic check-in option available to them. They will need to come into the Lake Country Soccer office at 2334 E. Pythian Street to Check-In the team.

Electronic check-in requires emailing 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 scheduled game to pick up 4 copies of the team's "approved" state roster, guest player forms (if applicable), and coaches 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 that each team has an "approved" roster and each coach/player has a valid pass (must have players picture and be laminated) prior to the start of each game. If a coach or pleyer does not have a valid pass, he/she will be unable to participate in that scheduled game. There will be NO exceptions to this rule.



Manual (In Person) Check-In

Check-In will take place on Friday, April 16th between 5:00 pm – 9:00 pm or Saturday, April 17th between 7:00 am – 10:30 am of the futsal field, which is located inside our indoor facility.

TEAM CHECK-IN REQUIRED DOCUMENTS

1. Five (5) copies of a State (or 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 players 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 to 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 that each team has an "approved" roster and each coach/player has a valid pass (must have players picture and be laminated) prior to the start of each game. If a coach or pleyer does not have a valid pass, he/she will be unable to participate in that scheduled game. There will be NO exceptions to this rule.

