

ONLINE CHECK-IN INSTRUCTIONS

2023 Florida Winter Cup & Showcase

All teams must upload their documents for online check-in by **Wednesday, November 29th**.

Once verified, Approved Rosters will be uploaded into your GotSport team account by **Wednesday, December 6th**.

Print 4 copies of your Approved Roster – you will turn in 1 copy to the referee at each game.

1. Log in to your GotSport account.
2. Click “Team Management”
3. Click “Teams” and choose your team.
4. Click on “Team Registrations” tab at the top.
5. Click on the Event Name, do not click on Rosters.
6. Click on the “Registration” tab at the top.
7. In the section labeled Official Roster, click the Yellow EDIT button.
8. Click “Choose File” and upload your roster.
9. Follow steps 7 and 8 for your Player Cards
 - a. Guest Player Forms and Permission to Travel Forms may not be applicable to your team

Once you have uploaded your documents, tournament staff will go in and approve your roster. Your approved roster will be uploaded to your GotSport team account by Wednesday, December 6th. *****Please print 4 copies*****

To access your approved roster, please follow the same steps above that you used to upload your documents. After step 6, you will now see a section at the top that says, “Approved Roster”. Click on that document and print 4 copies. If there is no file under “Approved Roster”, your roster has not yet been approved. Tournament Staff is still working on it.

1 copy of your approved roster will be turned in to the referee at each game. You must use the roster that has the APPROVED stamp on it.

NECESSARY DOCUMENTS

<p style="text-align: center;">USYS (STATE ASSOCIATION)</p>	<ol style="list-style-type: none"> 1. Roster Current official USYS roster from the state association with approved players & coaches. 2. Player and Coach Cards Current official USYS player and coach cards from the state association. 3. Guest Players – Max of five (5) guest players Must abide by your state association rules for guest players inside the club, inside the state, or from another state. Please contact your state or club administrator for appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate. 4. Permission to Travel All states, except for Florida, must submit permission/intent to travel. Even if a state does not require it, Florida does. An email from the state association confirming they know your team is traveling will suffice if there is no form on their end to complete.
<p style="text-align: center;">US CLUB SOCCER</p>	<ol style="list-style-type: none"> 1. Roster Current official US Club roster with approved players & coaches. 2. Player and Coach Cards Current official US Club player and coach cards. 3. Guest Players (Inside Club) <i>(Also known as a Club Pass Player)</i> <ol style="list-style-type: none"> a. US Club Player Loan Form NOT Required for any guest player inside the club. b. Player Card Current official US Club player card. 4. Guest Players (Outside Club) – Max of five (5) guest players <ol style="list-style-type: none"> a. US Club Player Loan Form Any guest player outside the club must complete a US Club player loan form (Click Here for the form). b. Player Card Current official US Club player card. 5. Permission to Travel <u>NOT</u> REQUIRED FOR US CLUB.
<p style="text-align: center;">USSSA</p>	<ol style="list-style-type: none"> 1. Roster Current official USSSA roster with approved players & coaches. 2. Player and Coach Cards Current official USSSA player and coach cards. 3. Guest Players (Outside Club) <ol style="list-style-type: none"> a. USSSA Player Loan Form Any guest player NOT listed on the team's official USSSA must complete a USSSA player loan form (Click Here for the form). b. Player Card Current official USSSA player card. 4. Permission to Travel <u>NOT</u> REQUIRED FOR USSSA.
<p style="text-align: center;">INTERNATIONAL</p>	<ol style="list-style-type: none"> 1. Roster Current official province/country roster with approved players & coaches. 2. Player and Coach Cards Current official province/country player and coach cards/passbooks. 3. Guest Players Must abide by your province/country federation rules for guest players inside the club or outside the province but inside the country. Please contact your province/country federation or club administrator for appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate. <ol style="list-style-type: none"> a. Player Card Current official province/country player card/passbooks. 4. Permission to Travel All international teams must submit a letter from your province/country federation granting permission to travel.

WHAT YOU NEED AT THE FIELDS

- You must use the roster that you print from your team account with APPROVED on the bottom.
- You must have jersey numbers for all players on your roster.
- Once you have printed your APPROVED roster, you do not need to check in with your team at the HQ tent before going to the fields.
- If you have any changes to your roster, please stop by the HQ tent before going to the fields.

You may not make changes to your roster after your first game.

*****We do not need to see Medical Release Forms at registration; however, it is mandatory that each player have a completed Medical Release form with them at each game.**

*****No player can play on more than 1 team at any point during the tournament.**

OTHER IMPORTANT INFORMATION

MAX ROSTER SIZE

U9-U10: 12 players

U11-U12: 16 players

U13-U19: 22 players (**can only dress 18 players per game**)

GUEST PLAYERS

To add guest players to your roster, write the guest player's information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender. Max of 5 guest players per team.

ROSTERS

A team must provide us with an official roster from either a US Soccer affiliated (i.e. state association, US Club Soccer, USSSA, etc.) or an international affiliated. Rosters must include all guest players and must mark out any players not attending the tournament.

To add guest players to your roster, write the guest player's information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of Birth, player ID number, Uniform number, and Gender.

PLAYER PASSES

A team must have player passes for all players on their roster. All guest players must have player passes from the same sanctioning organization as the team's roster. For example, a player carded under US Youth Soccer cannot play with a US Club Soccer-sanctioned roster and vice versa. No roster may comprise players with different passes from different sanction organizations.

MEDICAL RELEASE FORMS

We do not need to see Medical Release Forms at registration; however it is mandatory that each player have a completed Medical Release form with them at each game.

*****Please remember to keep all documents with you all weekend!**