



## **CHECK IN INSTRUCTIONS**

Once you have been accepted to the Lake Granbury Spring Classic, it is time to get checked in.

If you have not already paid, now is the time to make your payment to ensure you don't lose your spot. You can log into your team account and enter a credit/debit card for your payment or you can call me at 682-551-1124 or 682-498-3425 and I will update it for you.

Online check in is mandatory. All paperwork must be received in advance in order for you to be placed on the schedule. The items that are needed are:

- Σ Team Check In Sheet--this can be found under the tournament forms section on the tournament website
- Σ Official North Texas Roster signed off on by your home registrar and the coach. Instructions on how to find your official roster can be found on the tournament website
- Σ Any guest player forms. Please see the section on Guest Player Releases for forms and instructions. These forms must be completely filled out and signed in all places that require a signature. If they are not completely filled out, your guest player will not be allowed to take the field. Guest players must be currently registered through North Texas. If they are not, you can register them by using the link found on our website where you find the forms. The fee to register them is \$25. After registering them, turn in the filled out guest player form and I will sign off as your home association and releasing coach.
- Σ Medical releases do not get turned in to me. However, the coach must have them at all times during the tournament. You can find this form on our website as well.
- Σ All documents must be emailed to me at [soccertournamentdirector@gmail.com](mailto:soccertournamentdirector@gmail.com). Please put your team name and age group in the subject line for faster processing. Check in forms are due by 05-10-2018.
- Σ Once I have received your payment and all your paperwork, I will sign off on your game sheets and email those to you as soon as schedules are completed.

- Σ You must give the game sheet signed off by me to the ref at the start of every game. When the game is over, you must return the game sheet to headquarters within 15 minutes. This applies to both coaches. Any team that does not turn in game sheets, will get a score of zero for that game. If you are playing at an alternate location from the city park where headquarters is located, please locate the field marshal for that field to turn in your game sheets.

**NO PLAYER MAY TAKE THE FIELD  
UNLESS THEY ARE LISTED ON THE  
GAME SHEET THAT I SIGN ON OFF ON.  
Any team that fields a player that is not on  
the game sheet WILL BE disqualified.**

If you have players on your roster that will not be participating, please **do not** remove or mark them off the roster. When you fill out the team information sheet, list in the notes section which players will not be participating. I will mark them off your game sheets before I sign off on them and return them to you.

**ACADEMY TEAMS:**

If you have a player that plays on both an academy team and a recreational team, and both teams are entered into the tournament, the recreational team takes priority. That player may ONLY play on the recreational team and may NOT participate with the academy team. Violation of this rule will result in disqualification for the academy team.

Please like us on facebook for more updates and info. The tournament facebook page is:  
<https://www.facebook.com/lakegranburyspringclassic/>

Tournament shirts will be available at the booth near tournament headquarters.

If you need any help or have any questions, please don't hesitate to ask. Please keep in mind that we all have day jobs as well. Texts and emails will usually get a faster response.

Thank you for signing up!