

# Ogden Peaks Classic 2017 **In-Person** Tournament Check-in

**Wednesday -June 28, 2017**

**6:00-8:00pm**

**Ogden School District Gym**

**1590 Monroe Blvd, Ogden 84401**

**SouthWest corner of the School District complex.**

Before arriving, please follow these steps.

## **STEP 1: Create a Tournament Roster - PHOTO roster to look like a game day roster**

**For the MOST AMAZING step-by-step instructions to create your Tourn Roster - Add Guest Players - Print a Tournament Roster, check out this PDF.**

<https://static1.squarespace.com/static/5866e576e58c62e1bf060bc2/t/594b1523e3df28f99e4786f1/1498092839537/OgdenPeaksRosterHelp.pdf>

You can also find a link to this pdf on our tournament website <http://ogdenpeaksclassic.com>

For NON - Utah Youth Soccer Association entities please provide

- Two (2) copies of your Official Roster from the state/organization where the team is coming from, signed by the entity that certifies the players are registered.
- Official & Current Player cards
- If you are a NON-UYSA entity and you have guest players, write the names of the guest players at the bottom of your roster. You will be required to have player cards and guest player forms for these players. Please read below in Step 2.

## **STEP 2: Guest Player Documentation**

If you have any guest players, make sure you have a Guest Player Form (aka Specialty Player Action Form; see link below) for each guest player.

### **Guest Player Form**

[https://usys-assets.ae-admin.com/assets/985/15/specialty\\_player\\_action\\_2011-2.pdf](https://usys-assets.ae-admin.com/assets/985/15/specialty_player_action_2011-2.pdf)

If your guest player is coming from a NON-UYSA entity, then you must have a physical player card to accompany the Guest Player Form. Examples of players needing a physical player card would be a player registered with AYSO, US Club, or out of state US Soccer organization. If you have ANY questions regarding a guest player, please email [League30reg@gmail.com](mailto:League30reg@gmail.com)

## **STEP 3: Tournament Only Player Documentation**

If you have a player that isn't registered for the regular gaming league, they are called a tournament only player and are registered to a tournament only team. You will need their player ID number and add them to your tournament roster just like you would a guest player.

If your tournament only player is a UYSA player registered in Affinity, adding them to the Tournament Roster will be satisfactory. You do NOT have to submit a physical player card. Do fill out a Guest Player Form using the following information

- For Current Team - put "Tournament Only Player."
- For Current Team Coach - put the organization the player is registered with as a tournament only player.
- Current Team Coach Signature: leave blank
- Player ID Number: This MUST be filled in

If your tournament only player is registered to a NON - Utah Youth Soccer entity, you will need both a physical player card AND a guest player form. See STEP 2 above. Any questions, please email [League30reg@gmail.com](mailto:League30reg@gmail.com)

## **STEP 4: Print TWO COPIES of your Tournament PHOTO Roster**

**HOW-TO instructions are in the STEP 1 pdf.**

You will end up with a photo roster that looks much like a regular game day roster. It will have photos of all your players and up to 4 team coaches/asst coaches.

***Best advice of all is NOT TO WAIT until Monday to try to print in case you run into issues that need fixing.***

### **POSSIBLE PROBLEMS:**

1. If your club registrar has not ACTIVATED your new 2017-18 team, the system will not allow you to print a tournament roster. Please contact your club registrar for help.
2. If you make roster changes to your roster right before you try to print, you will need to SYNC the roster. On the PLAYER ROSTER tab in the lower left hand corner you will see a SYNC ROSTER button. Click on that.
3. You can always contact AFFINITY for help as well 888.211.3444.

## **STEP 5: Visit us at In-Person Tournament Check-in with all your documents!**

Bring TWO (2) copies of your Tournament Photo Roster or OFFICIAL roster from the state/organization you are registered with, any guest player forms and any required player cards for tournament only or guest players. See steps above to see who qualifies as needing an actual card. If you have any questions, please email [league30reg@gmail.com](mailto:league30reg@gmail.com) prior to coming to the in-person check-in.

You will receive a laminated Tournament Roster that you will need to keep with you and present to the referee crew prior to each game.

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## **STEP 6: Pick up Coach & Player SWAG**

We have some GREAT SWAG for both your coach & players. Make sure you grab this while you are visiting us in person.

## **STEP 8: Show up to your FIRST GAME 30 min prior to kick-off**

It is the responsibility of the team to keep and maintain the laminated tournament photo roster between games.

We look forward to having you at our tournament!