

Good Afternoon Coaches and/or Managers-

Welcome to the 2015 Open Tournament! Kick off is just around the corner. The tournament committee would like to thank you for your participation in the Open Tournament this year. We are looking forward to another fun filled action packed tournament.

Team Check-In Procedures: NEW **LOCATION THIS YEAR, INSIDE THE WHITE BUBBLE!!!**

Friday 2:00 pm-6:00 pm

Saturday 7:15am-9:30am

All teams are required to check in at Registration no later than 45 minutes prior to your first game.

Check List (Please note if copies are need, the tournament keeps one and the coach keeps one)

- Official Spring 2014 Signed Roster- - 2 Copies
- Official Spring 2014 Signed Roster for any Guest Players- - 2 Copies (if applicable)
- Game Day Rosters for each game you are scheduled to play(GDR)- 2 copies
- Original Player Passes- in order of the GDR (NO PASS NO PLAY)
- Medical Release Form for each player- in order of the GDR
- Team Emergency Contact Form- Only one for per team is needed

For fastest service during check in, please have all player passes and medical release forms in order, as the players are listed on the GDR. Keep in mind, if you are missing a Player Pass or Medical Release form the player is ineligible to participate. **We do not have the ability to re-print player passes at the Open.**

Game Day Roster/Guest Player Instructions:

All GDR's will become available the Wednesday prior to the tournament. Please include only those players that will be attending the tournament and that you have player passes and medical release forms for, including any guest players. Once players are selected and printed the GDR will "lock" in the system and cannot be changed.

- Activate all players who are attending the tournament
- Uncheck any player who is not attending the tournament
- Add any guest players to your active player list (instructions attached)
There are NO CLASSIC ONLY Players permitted to participate, each guest player must play on a Sunday Travel team. Note that you will be turning in a Roster for each guest player to verify their home travel club.
- Print 2 copies of each GDR for all games scheduled -bring to check in
- Important-NO WRITE IN's will be permitted on the GDR.

Guest Player Test:

- Does my guest player play on a Sunday Travel team or an In-House team?
- Is my guest player the same age as my team or younger?
- Do I have a copy of my guest players Travel Roster or for In-House players a letter of verification from the club registrar?
- Do I have a player pass and medical release form for the guest player?

If you meet all four of these questions, the player may be added to the GDR as a "loaned" player for use during the tournament. Please note a max of 4 Guest Players are permitted, NOT TO EXCEED the original roster size.

Things to know about Friday Check-In:

All team check-ins are done in person in the bubble. Players do not have to be present for check-in but a coach/manager/or team representative must be.

1. Please plan to arrive TWO (2) HOURS PRIOR TO FIRST GAME. Plan your travel time accordingly. Highways will be packed with roughly 5000 soccer travelers. There are two bridges out near Meadville and other construction along the way.
2. Check-in will take approximately 10-15 minutes but waiting lines are longer. Please have everything in order to help expedite this process.

Did you Reserve on Campus Housing? Stop at the housing table to check-in. Dorm check-in can begin after 3pm on Friday and check out is between 8am and 11am on Sunday, there is NO LATE CHECK-OUTS. Additional charge of \$100 per suite will be assessed after 11am.

Fan Code of Conduct

Pa West is committed to providing a positive, safe and enjoyable atmosphere at all our events. We want all fans to enjoy the game responsibly. We encourage and expect all fans to:

- Respect players, officials and other fans
- Be loud, enthusiastic and supportive of the teams

However, we will not tolerate:

- Foul or abusive language
- Disrespect of the officials, other players, or spectators
- Fighting

REMINDERS:

- Coaches are responsible for your assistant coaches, players conduct and spectators conduct. RESPECT AT ALL TIMES, to Officials, Coaches, Players and Spectators. The Open Participates in a "O"-Zero Tolerance Policy. Referees, Field Marshall's and Tournament Staff will address the coaches only, the coaches are responsible for addressing their players and spectators.
- Teams are to be at the field, dressed and prepared to play 30 minutes prior to the start of the game.
- There is NO Stoppage time, it is a running clock and NO time will be added for any reason.
- All U10- Festival style games (no advancing) use 1 certified referee and a volunteer linesman from each team.
- The decision at the field is FINAL and can not be overturned
- Weather is unpredictable and everyone should pack accordingly. Please review the rules concerning weather stoppages.
- The consumption of drugs and/or alcohol is PROHIBITED on the campus.
- Family pets are not permitted at the tournament. Please inform your parents.
- Check the website for any schedule changes before arriving.
- Scores will be posted online and available through the Affinity Sports, Smartphone users can download the app.

EMERGENCY CONTACT SHEET TEAM ID # _____

This form must be completed and turned in at Team Check -In.
Please make sure that the Affinity System is up to date with all this information.

CLUB _____ Team Name: _____

Age Group: _____ Division: _____

Tournament Coach: _____ CELL PHONE: _____

Email: _____

Team Manager: _____ CELL PHONE: _____

Email: _____

Where are you staying? Check here if commuting _____

Hotel/Motel Name: _____

Dorm building # if on-campus _____

Phone # _____