BSC PREMIER CUP
CHECK-IN INSTRUCTIONS

OPTION # 1 ON-LINE CHECK-IN:

- Check – On-line check-in due by:
  - o **Girls Teams:** October 27, 2017 by 5:00 PM
  - o **Boys Teams:** November 3, 2017 by 5:00 PM.
- There will be **no exceptions** or **extensions** allowed!
- All teams will receive a confirmation email stating that their check-in documents were complete no later than:
  - o **Girls Teams:** November 3, 2017 by 5:00 PM
  - o **Boys Teams:** November 10, 2016 by 5:00 PM
- Instructions for on-line check-in can be found below:

INSTRUCTIONS ON HOW TO CHECK-IN ON-LINE:

1. Print (or fill in) and sign the PDF document labeled "BSC Premier Cup Team Information Sheet." The document can be found on the BSC Tournament Website under the team check-in tab.
2. Documentation:
   a. **US Club Teams need to provide:**
      i. 1 copy of the US Club Roster (see "Frequently Asked Questions" below about adding guest players)
      ii. A copy of each US Club Players Passes (**ONLY** front must be copied)
      iii. A copy of each guest players US Club Player Passes (**ONLY** front must be copied)
      iv. A copy of the guest players completed application form. The document can be found on the BSC Tournament Website under the team check-in tab.
      v. Read and sign the "BSC Guidelines/Policies/Rule Acknowledgement". The document can be found on the BSC Tournament Website under the team check-in tab

   b. **US Youth Soccer Teams need to provide:**
      i. 1 copy of the State Approved Roster (see "Frequently Asked Questions" below about adding guest players)
      ii. A copy of each US Youth Soccer Player Passes (**ONLY** front must be copied)
      iii. A copy of each guest players US Youth Soccer Player Passes (**ONLY** front must be copied)
      iv. A copy of the guest players completed application form. The document can be found on the BSC Tournament Website under the team check-in tab.
      v. Teams outside of Region 1 or from NJ need to provide a signed permission to travel form. Check with your State association for the appropriate form. *(Region 1 teams include: ME, NH, VT, MA, RI, PAE, PAW, NYE, NYW, CT, MD, DE, VA, WV)*
      vi. Read and sign the "BSC Guidelines/Policies/Rule Acknowledgement" located on the BSC Tournament Website under the team check-in tab.

3. After you have gathered the appropriate documents to register your team please scan or create PDF files for each document type (i.e., player cards, guidelines, team information sheet should all be separate files) as they will be uploaded separately. Ensure you use descriptive names so you will know which files to upload. We recommend scanning multiple player cards at one time to fill an 8.5" x 11" piece of paper and thus requiring fewer "Player Cards" attachments.

   Follow the instructions below:
   a. Login to www.gotsoccer.com with your username and password.
   b. Select the Bethesda Tournament
   c. Select "Documents"
   d. Select the labels from the drop down list and upload the corresponding files.

4. As we review and approve your registration materials, we will place green check marks next to your accepted documents within GotSoccer. Any documents we have problems with, will receive a yellow mark and comments will be placed in GotSoccer for you to address. Once we have accepted all materials, we will post your approved stamped roster on GotSoccer for you to download. You should plan on checking GotSoccer at least once a week for updates and then daily as we reach the deadlines for on-line check-in.

OPTION #2 CHECK –IN ON-SITE:
On-site check-in will take place on the Friday of the tournament weekend at the Maryland Soccerplex Headquarters, behind the stadium field:

Maryland Soccerplex
18031 Central Park Circle
Boyds, MD 20841

Girls Teams: Friday, November 10, 2017
U9-U15 is 3-8pm
U16-U19 10am-8pm

Boys Teams: Friday, November 17, 2017
U9-U15 is 3-8pm
U16-U19 10am-8pm

- Teams will not be allowed to check-in on Saturday
- Instructions for on-site check – in can be found below

WHAT TO BRING FOR ON-SITE CHECK-IN:
1. Two copies of your State Association, League or US Club approved roster to be submitted to the tournament committee
2. Current Player passes for every participating player

3. Guest players information should be added to the bottom of the official roster being submitted
4. Permission to travel forms if applicable

FREQUENTLY ASKED QUESTIONS
Check -In Confirmation:

If I checked my team in on-line, how will I know my roster has been approved?
Approved stamped rosters will be uploaded into GotSoccer for you to download under the "BSC USE ONLY: APPROVED On-Line Roster" label.   This will be your official tournament roster. You **MUST** bring this to the tournament with you and show it along with your original player cards to the Field Marshal (FM) prior to every game. This file will be posted no later than one week prior to the tournament start date and you will receive an email confirmation stating it has been posted.

NOTE: If the Stamp Bethesda stamp does not display when you print your document, you must ensure that the "Documents and Markups" is selected under the "Comments & Forms" section highlighted in the image below for you.
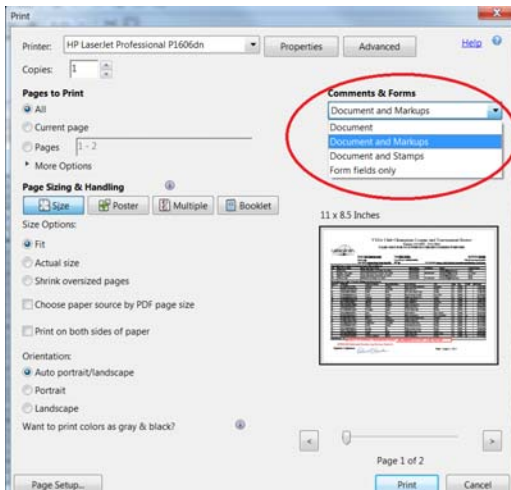
Players not attending the event:

If a player is not attending the event do I leave their name on the roster?
No, if a player is not attending the event; you need to cross their name off of the roster.

Guest Players & Roster Size:

What is the maximum number of guest players a team can bring to the event?
A max of three (3) guest players will be allowed.

The following are the maximum roster size per age groups:
U09 – U10 (7v7) – 14 players
U11 – U12 (9v9) – 16 players
U13 (11v11) – 18 players
U14 - U19 (11v11) - 22 Players, but only 18 may dress for any given game**.**

U9 - U11 Teams
Rostered players may play for other teams within the same club without needing guest player approval! We are treating these teams more like an academy structure. Most teams in these age groups have not structured their teams to be tiered by player talent. Allowing kids to move within the Club teams helps them tier for tournament purposes. For example, a Bethesda Green player in the U11 age group can play on the U11 Bethesda Blue team without needing guest player approval.

How do I add a guest player?
Step 1: Obtain the guest players current player card and medical release form

Step 2: Photocopy your original roster. Handwrite the guest player's full name, unique jersey number, player identification number and birthday below the bottom of the existing rostered players.
Note: US Club Soccer teams may only take guest players registered under US Club Soccer, and USYSA teams may only take guest players registered with properly stamped USYSA player pass cards. No roster may be comprised of players with different passes from different organizations (no "mixed rosters").

How do I add a guest player after my on-line registration was approved?
Due to the size of the tournament, teams will not be allowed to resubmit their roster online unless permission is given by the registrar. This will depend on the workload of the registrar. Teams will be allowed to resubmit their roster in person during the on-site check-in dates and times. If your team needs to modify/resubmit their roster you must follow the directions for on-site check-in.

Medical Release Forms

Do I include the medical release forms in the early registration document?
- No. All teams must have a medical release form for each player (including guest players) but **DO NOT** include the medical release forms in the online registration package.

Do Medical Releases need to be notarized?

- No. Medical Releases DO NOT need to be notarized. However, you must have signed our rules and guideline form stating that you have medical releases for all of your players.

Age Group Structure

What Birth Years play in each age group?
(Remember, players may play up but they cannot play at an age group younger than their birth year, i.e., a player born in 1999 may play U18 or U19/20. They may not play U17.)

1999 – U19/20
2000 – U18
2001 – U17
2002 – U16
2003 – U15
2004 – U14
2005 – U13
2006 – U12
2007 – U11
2008 – U10
2009 – U9

ALL QUESTIONS ABOUT ONLINE CHECK-IN CAN BE EMAILED DIRECLTY TO Bethesda Soccer @

checkin@bethesdasoccer.org