



## 2023 TEAM CHECK IN PROCESS

Our process has been updated to reduce contact between staff and teams/coaches/managers. Thank you for your patience as we navigate this new system.

### CHECK IN PROCESS BEFORE FIRST GAME

1. Prior to your first game, have your team arrive 30-45 minutes early at the tent designated to the field you're first playing at
2. Have the player pass cards for your team immediately available
3. Make sure your tournament roster is updated and uploaded prior to tournament, PYSA will have printed out for this team check in, unless otherwise communicated prior to tournament.
4. Teams will be checked in priority of their game time.
5. When your entire team is present, alert the staff in the designated tent. Inform PYSA staff of your age group and what field you are playing at:
  - a. Click Road Tent 1 Next to Sports Medicine tent, just south of concession
  - b. River Road Tent
  - c. Petoskey Middle School Tent
  - d. Northmen Stadium
6. PYSA Staff will read your tournament roster and match the pass cards, similar to the check in before a regular match
  - a. Each player needs to be fully dressed in uniform (head to toe) upon arrival at check in
  - b. Every player needs to be in numbered jersey corresponding with the jersey number stated on the tournament roster
  - c. Staff will hand team official the wrist bands. Please have players immediately put the wristbands on to complete the check in
  - d. Wristbands must remain on for the entirety of the weekend.
  - e. If player or team official loses or damages their wristband, please come to tournament headquarters by concession with player pass card to receive new band
7. Volunteer Staff will now be responsible for delivering to and collecting the signed gamecards from the referees. Coaches or managers will only be responsible for signing cards after the completed match. Volunteer Staff will deliver gamecard to headquarters to enter the score.
8. For your subsequent matches, please have coach or manager let the designated tent know you have arrived to the correct field to ensure the ref has your proper gamecard
9. Please visit <https://www.petoskeysoccer.com/Default.aspx?tabid=667342> for field locations and tent locations. Share with your families!