All paperwork must be submitted by ***Thursday, April 4, 2024***

**All tournament rosters will be frozen as of Thursday, April 11 at 7 pm.**  Guest players cannot be added after that time.

For this tournament, all paperwork must be submitted through SportsForms.  The contact for your team has received email instructions on how to submit the forms online through SportsForms. Questions regarding SportsForms paperwork, please email Keith Blomberg at [kblomberg@woodridgeparks.org](mailto:kblomberg@woodridgeparks.org).

## ALL TEAMS WILL NEED TO SUBMIT THE FOLLOWING:

1.  **Official League Roster** – All teams will be required to upload a copy of their approved US Club (NISL) League Roster or their USYSA (IWSL/ YSSL) League Roster into SportsForms.

2.  **Official Tournament Roster** – All teams will be required to enter players into the SportsForms program as your official tournament rosters. Only the players participating in the event should be listed. Your tournament roster may be changed up to Thursday, April 11 at 7 pm. At this point, it is final and cannot be altered for the tournament.  When you enter your players into SportsForms, enter the players that are on your normal league roster as a Rostered Player.  Enter any guest players as a Guest Player.

3.  **Guest Players** – Up to three guest players may be added to a team roster. A Guest Player in this tournament, is any player that is not listed on your official league roster.  So, a player that is in your club but not on this team's league roster, is considered a guest player.   The player must also have possession of his/her pass.  A team needs possession of the player's pass to have evidence that the player has received permission from his/her registered team coach.  You need to provide the league roster of the team that your guest player is playing on, to show what level they are playing at on their normal team.  Guest player must be from a younger age group; or if from the same age group, then a lower or same level division.  Regardless of their actual age, players playing up in age may not guest play on a lower age level team.  Since teams add guest players up until check-in on Thursday, it is the responsibility of the team to make sure they have the proper guest players at the right level.  If at any time the Tournament Director learns that a team is using a guest player from a higher division or one that is not on their tournament roster, that team is subject to forfeit any games that guest player, played in.  When you enter your players into SportsForms, enter the players that are on your normal league roster as a Rostered Player.  Enter any guest players as a Guest Player.

4. **US Club Medical Release Forms or IYSA Medical Release Forms –** All teams must submit US Club Soccer Medical Release forms or IYSA Medical Release Forms for each player.

5. **Woodridge April Showers Tournament Waiver & Release:** All teams must submit a fully completed Woodridge Park District waiver before being allowed to participate. When players are entered into SportsForms, a parent email address is also required. SportsForms then emails each parent with a link to electronically sign the required waiver. NO MANUAL/PAPER COPIES OF THE WAIVER WILL BE ACCEPTED.

6. **Upload a copy of your player passes to SportsForms.** All rostered players and coaches must have a current USYSA or US Club Soccer Player Pass. You can download these from your YSSL team log in page or your IWSL team log in page under roster.

## On-site Check-in

Woodridge Park District, Athletic Recreation Center (ARC) – 8201 S. Janes Ave., Woodridge, IL 60517

- Thursday, April 11 from 5:00pm-7:00pm
- Friday, April 12 from 4:30pm-6:45pm
- Saturday, April 13 from 7:00am-noon

Coaches/Team Managers must check-in no later than 1 hour prior to their first game. At the time of on-site check-in, we will simply be checking laminated player passes against your tournament roster. We will not be collecting any paperwork.

**Laminated Coach/Player Passes** (hole punched to allow for cable tie) All rostered players and coaches must have a current USYSA or US Club Soccer Player Pass. You can download these from your YSSL team log in page or your IWSL team log in page under roster. Then you can print and laminate them.