United FC Rush Soccerfest / May 15-17, 2026

Team Manager Checklist

Please initial on each highlighted line to confirm that you have completed that step.

€ Team Application & Registration Fee

Complete registration through GotSport. Ensure that this has been completed and submitted. You should receive a confirmation email.

Payment should be sent to the United FC Rush office after registering. If you have added credit card information, this will be charged upon acceptance.

NOTE: <u>Do not wait to be accepted</u> first, as we will be accepting teams based on registrations and completed payments.

_____ I confirm that I have mailed in payment or added credit card information to my application on GotSport.

€ Stay to Play Policy

If your team is traveling for this event and is planning to stay in a hotel, you must book your housing through our travel partner, Pellucid Travel Services. If you have not already booked your room blocks, please be sure to do so as soon as possible. <u>Do not wait to be accepted!</u> If you have any questions, please contact gretchen@pellucidtravel.com.

_____ I confirm that I have read and understand the Stay to Play policy.

€ Scheduling Request Form

If your coach has multiple teams participating in this event, please ensure that they have completed the Scheduling Request Form, linked on our website. This is due by May 1ST.

NOTE: We cannot guarantee to deconflict coaches with more than 2 teams, so please list teams in priority order. If your coach has more than 2 teams, please be sure that 1 or 2 of their teams are able to play on Friday night.

_____ I confirm that my coach has completed the Scheduling Request Form (if applicable).

€ Online Check-In

The online check-in deadline is May 6th. Please **do not** submit a partial roster.

Online check-in instructions and resources can be found on our website. The following documents are required:

- Official team roster approved by your state association
    - o Guest players should be added before submitting to tournament staff.
    - o Players should be of the appropriate age for the group that they have been registered under. Ex: U13 team, players should be born in 2011 or younger.
    - o No more than five (5) guest players.
    - o Players **cannot** play on multiple teams or be double rostered.
- Player passes (current/valid passes with current photos, required for **all** players)
- Permission to Travel form (if applicable)

- Guest Player form(s) (if applicable)
- Team Manager Checklist (initialed and signed)

_____ I confirm that I have submitted my official, state approved roster that includes all players and guest players that will be participating in this event. This roster includes players of the appropriate age for the group that they have been registered under. This roster does not include more than five (5) guest players or players rostered on another teams' roster.

_____ I confirm that I have submitted player cards for all participating athletes and coaches.

_____ I confirm that I have submitted Permission to Travel form (if applicable) and Guest Player form(s) (if applicable).

_____ I confirm that once my roster has been approved and the first game has been played, changes cannot be made to my roster. If there are extenuating circumstances such as an illness or injury, please contact the tournament director about making adjustments.

€ Event Weekend

You will need the following items on hand at the event:
- Four (4) printed copies of your tournament staff approved official team roster. A roster should be provided to the center referee at each match.
- Player passes for all players and coaches (printed and laminated)
- Medical waivers for all players

_____ I confirm that I will have printed four (4) copies of my tournament staff approved roster.

_____ I confirm that I will have player passes for all participating athletes and coaches, printed and laminated.

_____ I confirm that I will have medical waivers for all participating athletes.

As the team manager, I confirm that I have completed all steps outlined on this checklist and will submit this document at online check-in.

Sign here: _____ Date: _____