

My Team Wants to Go to a TournamentWhat Do I Do Now???.

1. Send the tournament application and payment to the tournament director.
 - Tournament fees are paid through the SRU Treasurer, but applications are completed by the individual team managers.
 - Note the tournament requirements for guest players.

2. Immediately notify the SRU that you will be attending a tournament and which players will go with your team as guest players.
 - Let the SRU Registrar(Vicki Swedlund) know if guest player forms are required for the tournament(normally always).
 - Request travel permits if the tournament is NOT in South Dakota. This needs to be done 30 days in advance of the tournament or additional fee is required.
 - The registrar will provide you with player cards and a certified team roster.

3. Notify the equipment manager that you will be attending a tournament and arrange to get jerseys or other equipment you might need.

4. Collect a copy of birth certificates (state certified, not hospital certificates) for each player.
 - Collect a small (approx. 1 x 1 inch) photo of each player.
 - Have each parent sign a Medical Release Form.
 - Have each player sign the back of his or her player card.

5. Put together your players' book (3-ring notebook works best)
 - Page 1 – roster (several copies).
 - Page 2 – guest player forms (if required for the tournament)
 - The following pages are arranged in the order of the roster. Use plastic sleeves and have the birth certificate (with birthdate highlighted) on the front and the corresponding medical release form on the back.

6. Prepare your players' cards.
 - Glue the players' picture to the back of each signed card (do not laminate yet).

7. Get the players' cards certified by an authorized signer.
 - Bring the players' book and players' cards to BSA Registrar - Sheri Heinz. Sheri will review the players' book and certify the players' cards. She will also sign the back of the cards.

8. Laminate the cards (or cover with contact paper) and punch a hole in one corner and put them on a ring of string.

9. The players' book and cards must be with the team at every tournament game. The referee will collect the players' cards and use them to check the team prior to each game. **Make sure to get the cards back after every game!**

10. Have fun!!!

Contacts:

BSA Registrar: Sheri Heinz, brookingsoccer@swiftel.net.

Medical Release Forms and Guest Player Forms are on our website at www.brookingsoccer.com under Forms.

Travel Papers for out-of-state tournaments are located on the SD State Soccer Association website at www.southdakotasoccer.com - Registrar/Printable Forms, Tournament Forms, US Youth Soccer – Application to Travel.