



Virtual Team Check-In Procedure for Managers

For this Seasonal Year the process for team check-in will be entirely virtual. There will be NO PHYSICAL check-in event for the State Tournaments. As such all teams are now **REQUIRED** to upload all the required documentation for State Cup using the **FREE electronic upload link**. The link is secure and can only be accessed by KSUSA staff.

DOCUMENTS NEEDED TO UPLOAD

Documents must be presented in the order listed below and in alphabetical order by last name:

- i. **Official Fall/Spring League State Roster**
 - This is the team's first official roster given to you by your club registrar
- ii. **US Youth Soccer Medical Release Forms** for all players.
 - The team managers should retain these forms with them during the competition in case of emergency.
 - The medical release forms DO NOT need to be notarized.
 - Form may be uploaded into the players Got Sport account
- iii. **Proof of Age Documentation for All Roster Players**
 - Please note that if the players Got Sport account is verified by KSUSA and has a highlighted **GREEN** lock symbol next their DOB (as seen to the right), then managers DO NOT need to submit proof of age documentation.

DOB: 09/24/2011
🔒 Association Verified
 - **Acceptable documents are:** A birth certificate, a passport, a current driver's license, an unexpired federal, state or local government identification card (if documentation of date of birth is required), a birth registration issued by an appropriate government agency or board of health records, a Uniformed Services Identification & Privilege Card, a birth registration issued by an appropriate government agency or board of health records.
 - **Not Accepted Documentation:** Hospital, baptismal and religious certificates will not be accepted in accordance with US Youth Soccer Rules, and Proof of age written in foreign languages must have English translations attached.
- iv. **Coaching Staff Licenses Documentation**
 - Please have all coaches that MAY coach the team to submit their coaching license for verification.
 - If a coach does not have or refuses to upload documentation by the time of the final day of check in, then they will be ineligible to participate in the State Tournaments.
 - **KSUSA does have a database to keep track of all the coach's licenses so that previous event coaches do not need to upload. If you are unsure if you need to please contact KSUSA via email requesting if we have coaching license documentation from the past.**
- v. Visit the **Alliance 4 All Website** & complete **Alliance 4 All Waiver Form**.





Here are the changes that are being implemented in order to make check in completely virtual.

- i. Referee crews will bring out the match balls prior to kickoff.
- ii. Team official credentials **MUST** be picked up prior to their first match in the State Tournament competition. Each credential must be worn at all times by all bench personnel and be clearly visible to event staff.
- iii. Teams are required to bring their USYS ID Cards to each game for the referees to verify eligibility of players and coaches listed on the game card.



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