The 2024 Palm Beach Gardens Classic Spring utilizes online credentials for all teams participating in this tournament.

MANDATORY ONLINE TEAM ONBOARDING

ALL TEAMS MUST COMPLETE TEAM ONLINE CHECK-IN

Deadline(s):

2024 Palm Beach Gardens Classic Spring – **Wednesday, February 28, 2024**

Need Help? Email justin@smcsoccer.com

REQUIRED DOCUMENTS

(Note: All players must be sanctioned through the same sanctioning body, i.e., US Club Soccer with US Club Soccer. It is not possible to play USYS with a US Club Soccer or vice versa.

USYS (STATE ASSOCIATION)

1. **Roster**
   Current official USYS roster from the state association with approved players and coaches, including any guest players.
2. **Player and Coach Cards**
   Current official USYS player and coach cards from the state association, including any guest player cards.
3. **Guest Players –** *Max of five (5) guest players*
   Must abide by your state association rules for guest players inside the club, inside the state, or from another state. Please contact your state or club administrator for appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate.
4. **Permission to Travel**
   All states, except for Florida, must submit permission/intent to travel. Even if a state does not require it, Florida does. An email from the state association confirming they know your team is traveling will suffice if there is no form on their end to complete.

US CLUB SOCCER

1. **Roster**
   Current official US Club roster with approved players and coaches, including any guest players.
2. **Player and Coach Cards**
   Current official US Club player and coach cards, including any guest player cards.
3. **Guest Players (Inside Club)**
   (Also known as a Club Pass Player)
   - **US Club Player Loan Form**
     NOT Required for any guest player inside the club.
4. **Guest Players (Outside Club) –** *Max of five (5) guest players*
   - **US Club Player Loan Form**
     Any guest player outside the club must complete a US Club player loan form (Click Here for the form).
5. **Permission to Travel**
   NOT REQUIRED FOR US CLUB.

USSSA

1. **Roster**
   Current official USSSA roster with approved players and coaches, including any guest players
2. **Player and Coach Cards**
   Current official USSSA player and coach cards, including any guest player cards.
3. **Guest Players –** *Max of five (5) guest players*
   - **USSSA Player Loan Form**
     Any guest player **NOT** listed on the team's official USSSA must complete a USSSA player loan form (Click Here for the form).
4. **Permission to Travel**
   NOT REQUIRED FOR USSSA.

1. **Roster**
   Current official province/country roster with approved players and coaches, including any guest players.
2. **Player and Coach Cards**
   Current official province/country player and coach cards/passbooks, including any guest player cards/passbooks.
3. **Guest Players –** *Max of five (5) guest players*
   Must abide by your province/country federation rules for guest players inside the club or outside the province but inside the country. Please contact your province/country federation or club administrator for appropriate paperwork. Failure to submit proper paperwork will result in the guest player not being approved to participate.
4. **Permission to Travel**
   All international teams must submit a letter from your province/country federation granting permission to travel.

GENERAL RULES

- A team must provide us with an official roster and player cards from either a US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate. Rosters must include ALL guest players and must mark out any players not attending the tournament.
  - To add guest player(s) to your roster, write the guest player's information below the existing rostered players. The minimum required information for each player on the roster is Name, Date of birth (Month and year ONLY), player ID number, uniform number, and gender.
- Roster (Minimum/Maximum)
  - **It is the responsibility of the club, coach, and team staff to monitor their roster. In no way will it be the responsibility of SMC and/or any of its representatives to monitor a team's roster.** Clubs entering multiple teams into this tournament must ensure players are not rostered on multiple teams.
  - A team must not roster more than **five (5)** guest players, and those guest players will count toward your allowed roster maximum for your age group.
  - All U9-U10 teams must not roster more than **twelve (12)** players (primary rostered plus guest players).
  - All U11-U12 teams must not roster more than **sixteen (16)** players (primary rostered plus guest players).
  - All U13-U19 teams must not roster more than **twenty-two (22)** players (primary rostered plus guest players). Before each tournament match, the coach/manager must declare an 18-player game roster with the referee(s). Players not participating will be crossed out on the Official roster.

HOW TO COMPLETE ONLINE CHECK-IN

After you have gathered the required documents to complete online check-in, please scan or create PDF files for each document type, as they will be uploaded separately. Each document will need to fit on separate PDF files for uploading.

****Note that you will only be able to upload one file. If you have multiple documents that need to be uploaded, you will need to condense/merge them into one file, and here are some helpful instructions to do this >> **Adobe Online Merge**.*

- Instructions on how to Print Roster and Pass Cards as a Coach or Manager >> ***CLICK HERE***
  - **IMPORTANT!** – Please print or download your US Soccer affiliate (i.e., state association, US Club Soccer, USSSA, etc.) or an international affiliate roster and pass cards, not the TOURNAMENT EVENT DOCUMENTS. Roster and Pass Cards must include a PLAYER REGISTRATION NUMBER for each player.

    Step 1. Log into your GotSport account.
    Step 2. Click "**Team Management**"
    Step 3. Click "**Teams**" and select your team
    Step 4. Click on the "**Team Registration**" tab at the top
    Step 5. Click on the Event Name ("2024 Palm Beach Gardens Classic Spring") – do not click on "Roster"
    Step 6. Click on the "**Registration**" tab at the top.
    Step 7. In the section labeled "**Official Roster**," click the Yellow "**EDIT**" button.
    Step 8. Click "**Choose File**" and upload your official roster.
    Step 9. Repeat steps 7 and 8 for uploading your player cards and, if necessary, upload guest player cards, guest player forms, and permission to travel documents.
    Step 10. Once you have uploaded your required documents, Click the "**Save**" button to submit your document for approval by tournament staff.