

Section 11 Tournament

Check-in Process

Registration Forms:

- **Obtain player registration forms and ID cards from coach**
- **Check player registration forms against official roster**
 - **There must be one for each listed player**
 - **All must have original signatures (electronic is OK)**
- **Highlight the player name on the roster if registration form is absent or unsigned**
- **Highlight any player name on the line-up card (all four) for any player whose registration form is missing or unsigned**
- **Give coach the bag of pins with his team designation on it**

Player Check-in:

- **Verify each player matches the ID card**
- **Stamp each player hand**
- **If player is absent during check-in, highlight the name on the roster and all four line-up cards**
- **If a highlighted player shows up during check-in, place initials next to their name on roster and all four line-up cards**
- **Verify that highlights on roster match line-up cards**
- **Return ID cards to the coach**
- **Stamp roster and each line-up card**
- **Return roster and line-up cards to registration desk**

Match Report Card:

- **Add a line-up card for each of the opponents to the match report and hand to Referee Administrator**

NOTE: Any player highlighted must visit the registration area with registration form and player ID card to complete the check-in process before he or she is allowed to participate in a match.