

## **Northport Columbus Weekend Tournament Registration Check-In Directions:**

Welcome to the Northport Cow Harbor Columbus Day Weekend Tournament. Thank you for choosing to play with us and for your participation. The NCHU Tournament Committee certainly hopes you enjoy the tournament!!

Registration check-in is mandatory for ALL teams. Teams not checking-in will be unable to participate and will forfeit their registration fee. There are two types of team registration check-ins: A - Local team and B - Out of town team

### **A – Local team:**

All Long Island based teams - those that reside in Nassau or Suffolk counties - must send a representative with the team's documents to the Northport High School large cafeteria on Monday, October 2nd between 6 and 9:30 PM. The processing is quick and simple. While registering, please enjoy the free food and refreshments!!

The Northport High School Address is: 154 Laurel Hill Road, Northport, NY 11768

### **Local teams need to bring the following:**

1. Two copies of the team's "official" roster. Should be a copy of roster form from your league (not a game roster).
2. All player passes (unless an intramural team without passes)
3. All medical release forms. Existing forms from your current league are good and don't need to be notarized.
4. Guest player forms if a guest is from outside of the hosting team's club regardless of the type of card used by the hosting team. All teams hand write any guest player's names on your roster
5. Permission to Travel. Only required from teams without US Club player passes. Teams with US Youth Soccer passes (ENYISA, LIJSL, CJSL, etc) and teams coming from Connecticut, New Jersey or outside of Region I must provide a permission to travel document. Simply go to your states website and upon application completion, print out the confirmation and bring this as part of your tournament registration. For Eastern New York (ENYISA) teams the link is: <http://www.enysoccer.com/>. Go to the Admin tab and then the Travel Authorization Button. Follow instructions on this page.

### **B – Out of town team:**

All teams from outside Nassau and Suffolk can either attend the onsite registration check-in on October 2nd OR check-in via email.

Email check-in must be received no later than midnight on October 1st. There will NOT be any on field tournament playing day check-in!

### **Out of town team checking-in via email:**

Scan and attach the below documents and send to [tournamentregistration@nchu.org](mailto:tournamentregistration@nchu.org). When scanning, make sure it is in the lowest resolution (DPI). Send as many emails as needed to accomplish the entire package and please note on the emails the sequence number of the transmission along with your club and team name in the body of the email.

1. Officially stamped (your league's stamp) roster. Guest player's names written on bottom of roster
2. Player passes including guest players and guest player forms if needed (see local rule above) in alphabetical order and only one side of the pass is required, which is the side with their name and DOB. Multiple cards per scanned page are preferred to cut down total size of send.
3. Medical release forms (see local rule above) including guest players in alphabetical order.
4. Permission to Travel. \*Only required from teams without US Club player passes. Teams with US Youth Soccer passes (ENYISA, LIJSL, CJSL, etc) and teams coming from Connecticut, New Jersey or outside of Region I must provide a permission to travel document. Simply go to your states website and upon application completion, print out the confirmation and bring this as part of your tournament registration. For Eastern New York (ENYISA) teams the link is: <http://www.enysoccer.com/>. Go to the Admin tab and then the Travel Authorization Button. Follow instructions on this page.

All documents should be sent as one file to [tournamentregistration@nchu.org](mailto:tournamentregistration@nchu.org) (see \* note below).

In the subject line please put your gender, age, club and team name. (i.e. GU15 Northport Strikers)

You will receive an email confirmation when your documents have been logged into our system. This is not an automated process and all documents are read thoroughly so please be patient.

\* If you are having problems sending via E-mail, you can use the Efax option at 631 761-0711 as a backup method. Please still send a simple follow up email to tell us to look for the Fax and give you an acknowledgement of receipt back.