2021 Northport Columbus Cup Tournament Check-In Directions:

Welcome to the Northport Cow Harbor Columbus Cup Tournament.

Thank you for choosing to play with us.

Registration check-in is mandatory for <u>ALL</u> teams. Teams not checking-in will be unable to participate and will forfeit their registration fee.

All check in is done online via email and must be received no later than midnight on September 30. You can send your roster to us as soon as you receive your confirmation of acceptance into the tournament.

Email check in instructions for all teams:

Scan and attach your tournament team's roster with any guest player's names (6 same club and/or 3 non-same club guests allowed per team) written on bottom of roster. Please send the roster to our dedicated check-in email account: tournamentregistration@nchu.org.

Below are the documents your on-field coach should bring to each game. These documents will only be checked if requested for by the Northport club's site manager, and are **not** to be sent in the email check in process.

1. Player passes including passes of guest players. Non-travel guests need proof of age via birth certificate.
2. Guest player forms if needed (guest is coming from another club).
3. Medical release forms (your existing forms are good, or use our tournament's form found on our Links web page – does not need to be notarized)
4. Permission to Travel form if the travel team comes from a league not sanctioned by one of our two sanctioning bodies.

You will receive an email confirmation when your check-in document has been received. You will receive another email when your documents are approved or if further information is needed by the reviewer.

If there are ever any questions, please contact the tournament director at: NCHUTournament@NCHU.org