

# 2019 Capital Cup Festival

## Schedule/Team Check-in; U11-U12

### Welcome to the 2019 Capital Cup Festival!

Here is some information about the Festival Team Check in process:

This year for the first time we are offering an “**Online Pre-Check In**” (details below). This will shorten your wait time during the **Team In-Person Check In/Welcome Package Pick Up**.

**The Online Pre-Check In is NOT mandatory.**

**In-Person Team Check In/Welcome Package Pick Up IS mandatory, whether you have completed the Online Pre-Check In or not!**

**All teams must come to the In-Person Team Check In/Welcome Package Pick Up. 1 Team Representative is required (Coach/Manager) at least 1 hour before the first scheduled game, not the whole team.**

Here are the dates and times for the In-Person Team Check In:

#### **Festival (In-person) Check-in/Welcome Package Pick Up**

**Friday, June 21<sup>st</sup> – 5pm-9pm**

**Saturday, June 22<sup>nd</sup> – 7am – 9am**

**Sunday, June 23<sup>rd</sup> – 7am-9pm**

**Location: Ottawa TFC Clubhouse (2075 Trim Road, Orleans, ON, K4A 3R2)**

## Online Pre-Check In Instructions for U11/U12

“Online Pre-Check In” will begin Friday June 14<sup>th</sup>, 2019 @ 8:00am

Please review the [Ottawa TFC Festival Rules](#) for full details about team/player eligibility, documents required and playing rules.

Starting June 14<sup>th</sup>, 2019, U9/U10 Teams can submit by email (PDF):

- Do not send as picture, must scan (PDF)
- Do not mail, must send by email

\*One (1) complete, governing association approved, Team Roster Report (TRR).

\*Three (3) complete game sheets, one for each game played in the Festival. A fillable Game Sheet (PDF) is available at the [Ottawa TFC Tournaments Webpage](#). [Click here to access the game sheet](#). Leave Game # blank

\*Any additional required documents for your team to participate in the Festival (e.g Travel Permit)

Please submit documents to: [check1112@ottawatfc.com](mailto:check1112@ottawatfc.com)

Subject line must be in this format: Division Team is playing in - Team Name (e.g U12 Boys Tier 1 – Ottawa TFC Red). If your subject line does not reflect this format, your documents will not be accepted. Please send all documents required for each team in one email. If you are the manager for two teams, you must send 2 separate emails.

The last day for “Online Pre-Check In” submission and verification will be June 19, 2019 @ 11:00pm. We will not accept any documents after this time and the full team Check In will be completed In-Person.

- If any documents submitted between June 14 and June 19 are incomplete you will receive a specific error message along with instructions to re-submit.
- If a team makes any changes to their team roster after June 19, you must print out the game sheets along with the TRR and other required documents and complete the full check in process In-Person.

- The “Online Pre-Check In” email is not for Festival questions. This is for document submission only. If you have any questions about the Festival, please email [tournaments@ottawatfc.com](mailto:tournaments@ottawatfc.com)

Once the Ottawa TFC Check In attendant has verified and approved your submitted documents, you will receive a verification approval email and you may pick up your printed documents at the In-Person check in (separate line) along with your welcome package. All U11/U12 Team Representatives must have completed the In-Person Check in at least 1 hour before their first scheduled game.

**Thank you and all the Best!**

**Ottawa TFC Tournament and Festival Organizing  
Committee**