

2019 Capital Cup Festival

In Person Team Check-in; U13-U16

Welcome to the 2019 Capital Cup Festival!

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

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 1.5 hours 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 21st – 5pm-9pm

Saturday, June 22nd – 7am – 9am

Sunday, June 23rd – 7am-9am

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

Online Pre-Check In is now closed!!!

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

In-Person Team Check In Requirements:

*One (1) complete, governing association approved, Team Roster Report (TRR)/proof of insurance.

*One game sheet for EACH round robin game scheduled, completed with game information and team official information (players/coaches).

*One (1) additional game sheet with Team Player Roster and Team Officials (i.e, Coach, Manager) only, (no game information) for office records.

Fillable Game Sheet (PDF) is available at the [Ottawa TFC Tournaments Webpage](#). Leave Game # blank

*Any additional required documents for your team to participate in the Tournament such as: Travel Permit or Guest Player Permit.

*Player Cards. **Player Cards will be verified at the In-Person Check In, sealed by the check in attendant then checked at the field before the first-round robin game.**

- If you have completed the online check in and have made any changes to your team roster since, you must print out the required game sheets along with the TRR and other required documents and complete the full check in process In-Person.

For Tournament inquiries please email tournaments@ottawatfc.com

If you have completed the online check in and received a verification approval email and you may pick up your printed documents at the In-Person check in (separate line), verify player cards and receive your Team Welcome Package.

All U13-U16 Team Representatives must have completed the In-Person Check in at least 2 hours before their first scheduled game. Team officials and players are required to check in at the field at least 45min before their first game.

Thank you and all the Best!

**Ottawa TFC Tournament and Festival Organizing
Committee**