

2019 Capital Cup Festival

Schedule/Team Check-in; U13-U16

Welcome to the 2019 Capital Cup Tournament!

Here is some information about the Tournament 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 at the clubhouse (1 Team Representative is required [Coach/Manager] at least 2 hours before the first scheduled game, not the whole team).

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

Tournament (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 Instructions for U13-U16

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

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

Starting June 14th, 2019, U13-U16 Teams can submit by email (PDF):

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

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

*Four (4) game sheets, one for each round robin game completed with game information, one with roster and team official information only. A 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.

Please submit documents to: check1316@ottawatfc.com

Subject line must be the following format: Division Team is playing in - Team Name (e.g U14 Boys – 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.

****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.**

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 Tournament questions. This email is for document submission only. If you have any questions about the Tournament, please email 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) after player card verification. You will then 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**