



NYSSO 2006 Tournament Checklist

First and foremost, congratulations on sanctioning your team with NYSSO. NYSSO is committed to providing the necessary tools and processes located on our web site to better help coaches along with competitive tournaments that are backed by our coach and player sanctioning process. We take a lot of pride in putting on quality tournaments and will do our best to provide the best service possible every year. Below is summary to better prepare yourself for each tournament. NYSSO assembled the web site to better organize each coach and prepare him/her for each tournament. A checklist will also be placed in your member log in area for use prior to each tournament. This form can be downloaded or printed out for use so you can assure yourself and your team the most success in our tournaments. We want you to have fun when you come to our tournaments, not wait in line. Reviewing this summary and downloading or printing our tournament checklist will assure you the quickest registration possible.

1. Familiarize yourself with the site and its tools. Please save your login and password so it won't get lost. The site will allow you to edit your roster so if you want to insert a few players to see how it works, feel free. The same goes for the stats. Once your team is solidified you will want to complete your roster and submit to NYSSO. All stats that are entered will be kept up to five years. Once you complete your roster all kids will get a sanction id number assigned to him/her. This id number is used in our player identity package which assures all players and teams are playing fair.

Visit the tournament page and register all the tournaments in which you want to play in. All tournaments can be paid online. We have incentives this year that include awarding paid berths to one team in every age group for our National Tournament.

Make your hotel reservations as soon as possible. We highly recommend your team staying at one of our sponsored hotels. Most of these include a warm breakfast for your players and pool amenities, not to mention a common place for which NYSSO can reach out with any changes that may impact team scheduling.

Visit the scheduling piece on this site and start entering your schedule online. If you want a team mom to enter this stuff then just give your assigned resource your login and password to get in the site. All coach's who wish to use the scheduling piece online will need to give each parent your sanction id number so they can access the site. They click on the schedule and insert the sanction id. This will show the current schedule for your team.

If your team will be attending more than one tournament then it will be mandatory that all players get Player Id's at your first tournament. This assures every player is legal and sanctions all players' weights for the entire year. This also allows us to do this one time during the year and allows teams

to go straight to games without checking in. The cost of these id's are \$3.00. All Ids' will be sent directly to the coach for distribution within the seven days and in some cases if the roster is completed prior to tournament you could get them before you leave. If you only plan on playing one tournament then you will get a temporary Player Id at check in. However, if you come back to another tournament you will be required to pay the \$3.00 fee and will be required to re-weigh all your players at the tournament. We will not grandfather weight from a previous tournament with the temporary card. NYSSO suggest doing the ID cards as they help keep the game moving in case of player challenges and allows all teams to only check in once for the entire year and will ensure a quicker check in the following season as we will only need to see Player Id's from the previous season and weigh each player in vs. going through all the paperwork.

Schedule a time with Troy Wiseman on Wednesday the week of the tournament to schedule your time to get your player ID Cards taken and overall check in prior to your first game. These times will be pre-scheduled according to when you play and we will need all your players prepared. All teams need to check in, but we want to make sure that all players are ready for photo Id's once they have weighed in.

Finish filling out your roster online and send to Troy Wiseman. This roster must be sent to Troy Wiseman no later than Wednesday prior to Tournament Weekend. This roster will only need to be sent one time prior to your first tournament unless you add and or drop players. All teams are allowed to add five players prior to the Midwest State Tournament. These players cannot be from a current Sanctioned Team unless a coach has authorized these players and his/her team is no longer playing in NYSSO Sanctioned Tournaments. Once a player has been added to your roster than this player cannot return back to his original team's roster until the next season.

Review the web site on Wednesday prior to the tournament weekend to view your brackets. Brackets are final once posted. The Friday prior to the tournament weekend is our last day in which we will accept teams and if we have not received a check by that date we will place a new team in your spot. Tournaments fees are non-refundable after the Friday deadline. However, if we can fill your spot then we will do so, but you will still be charged a \$25.00 administration fee.

Please make sure that you have gathered all birth certificates and most recent grade cards for all players prior to your first tournament. After this year as long as you have Player ID Cards you will not have to bring this to any of our tournaments. All new players will need to bring birth certificates and most recent grade card.

All tournament fees are due seven days prior to the tournament you are attending. No teams will be allowed to postpone payment until tournament. NYSSO will be posting all tournament brackets online the Tuesday prior to each tournament and this allows us to assure all necessary tournament packets are sent out prior to each tournament.