

*****2026 OHIO TRAVEL CUP TEAM CHECK IN INSTRUCTIONS*****

All teams must complete the online check in requirements listed below. The deadline to submit these check in documents is 9/30/26. There will be no in person check in. All required forms are available on the OHTSL website (www.ohtsl.com, click on **TOURNAMENTS, OHIO TRAVEL CUP** and click the required document.)

Once the forms are completely filled out, you will then need to upload them through your Got Sport account by logging into Got Sport. Once you are logged in, click on **TEAM MANAGEMENT**, then click on the team you are checking in, then click on **TEAM REGISTRATIONS**, then click on **OHIO TRAVEL CUP**, then **REGISTRATION** and then the yellow **EDIT** button. Once you have done so, scroll down to **PLEASE UPLOAD THE FOLLOWING DOCUMENTS FOR TEAM CHECK IN PURPOSES** and upload the required documents. *MAKE SURE TO HIT SAVE ONCE YOU HAVE UPLOADED THE DOCUMENTS!*

On-line team check-in documents MUST be completely uploaded by 9/30/26. If you need to make ANY changes once documents have been uploaded, you MUST send an email to Tournament Administrator Dawn DiCicco at events@ohtsl.com to advise her what changes you would like to make. To reduce the chance of a change being required, it is recommended that you add any player who MAY be able to play that weekend as long as you do not exceed your maximum roster. Please take into account any injuries that may occur, requiring additional players.

THE FOLLOWING WILL BE REQUIRED FOR TEAM CHECK IN:

1. **COMPLETED OHIO TRAVEL CUP LIABILITY FORM/WAIVER.** This form must list **ALL** players participating in the tournament and must have parent signatures for **ALL** players participating in the tournament. *Please make sure to include ALL players who will possibly play in the tournament as players cannot be added after team check in has occurred.* Please make sure all names, signatures and dates of birth are on one sheet. Do not upload each player individually on a form as the platform is unable to accommodate that large of a file. *The names of the players on the liability form MUST match the names of the players on the official league roster. If there are 13 players on the liability form, those same 13 players and ONLY those same 13 players MUST be on the official league roster.*

Please begin collecting parent signatures as soon as your team is accepted to the tournament. This will avoid you uploading the wavier after the deadline, or having to “sign for or as” parents.

2. **COPY OF AN OFFICIAL US CLUB/OSA/USYS LEAGUE ROSTER** listing ALL players and coaches participating in the tournament. This document must have photos and dates of birth for each player. US Club carded teams combining players from age appropriate teams must submit only **ONE** tournament roster. *This can be obtained from your registrar.* Multiple rosters will not be accepted. For example, if you are bringing 4 players from your blue team and 4 players from your white team, you cannot upload a roster from the blue team AND a roster from the white team with players crossed out who are not participating. However, if you are only bringing players from your blue team, but **NOT ALL** players are participating in the tournament, you can cross those players out. Only **ONE** roster should ever be uploaded. All coaches who will be coaching the team during the tournament **MUST** appear on the roster, and conversely, if they are not, they must be crossed off the roster. There is a 3 coach maximum per team so only 3 coaches can appear on the roster.

TEAMS SHOULD NOT BE ENTERING PLAYERS ON THE ROSTER THROUGH THE OHIO TRAVEL CUP GOT SPORT REGISTRATION PLATFORM / ROSTER BUILDER. TOURNAMENT ROSTERS MUST BE BUILT WITHIN

YOUR COMMUNITY'S ROSTER BUILDER. Your registrar needs to create a tournament team roster and then affiliate it with the OHTSL. The OHTSL administrator will then approve the roster. Once it is approved, you can add players to the roster and save it as a PDF. **PLEASE NOTE THAT ROSTERS MUST BE UPLOADED AS A PDF.** *The names of the players on the official league roster MUST match the names of the players on the liability form. If there are 13 players on the official league roster, those same 13 players and only those same 13 players MUST be on the liability waiver.*

OSA carded teams combining players from age appropriate teams should ask your registrar for a tournament roster.

Please note the maximum roster size for each format: 7 v 7 = 14; 9 v 9 = 16 and 11 v 11 = 18.

For a sample OHTSL/US Club official roster, please go to www.ohtsl.com, click on TOURNAMENTS, then OHIO TRAVEL CUP and refer to TOURNAMENT DOCUMENTS.

3. APPROPRIATE GUEST PLAYER REQUIREMENTS FROM YOUR LEAGUE OF PLAY:

FOR US CLUB CARDED TEAMS, a guest player for the purposes of the Ohio Travel Cup is defined as a player from outside your community (example: a Cloverleaf player playing for a Medina team). Teams are allowed a maximum of two (2) guest players. **Please note that a US Club carded player cannot guest on an OSA carded team and an OSA carded player cannot guest on a US Club carded team.** *For the purpose of this tournament, a carded player with your community playing on a different age appropriate team is NOT considered to be a guest player. THE COMPLETED PLAYER LOAN DOCUMENTATION AND PLAYER CARDS FOR GUEST PLAYERS MUST BE UPLOADED AT THE TIME OF TEAM CHECK-IN.*

*****NOTE NEW PLAYER LOAN PROCEDURE FOR US CLUB CARDED TEAMS THIS YEAR*****

Effective the 2026-27 season, the US Club Soccer Player Loan Form is in Got Sport (player loans will not be accepted via Zendesk support tickets). The US Club Soccer Player Loan Form is used to temporarily loan a player registered with US Club Soccer from one affiliated club/member organization to another for a specific competition.

In Got Sport, admins may locate the form by clicking Affiliations, then Available Forms and finding US Club Soccer Player Loan Form; coaches and managers may locate the form by clicking Forms and then Available Forms. Here is a link to initiate the process: [GUEST PLAYER INITIATION](#).

This form is used to temporarily loan a player registered with US Club Soccer from one affiliated club/member organization to another for a specific competition.

DEFINITIONS:

Receiving Organization: The US Club Soccer-affiliated club to which the player will be loaned for a specific competition.

Sending Organization: The US Club Soccer-affiliated club to which the player is currently registered. The Sending Organization may also be known as the Loaning Organization.

INSTRUCTIONS:

1. The Receiving Organization initiates and submits this form through Got Sport.
2. The Sending Organization reviews the request and either approves (by clicking the green check mark) or denies (by clicking the red X) near the top of the form and/or posts a comment within the form.
3. Once approved:

The player's passcard must be provided by the Sending Organization to the Receiving Organization.

WHAT SHOULD BE UPLOADED FOR CHECK IN:

*A PDF copy of this fully approved form must be **UPLOADED** by the Receiving Organization, along with a copy of the player pass during online check in. Guest players **MUST** be handwritten on the bottom of the US Club roster you will upload.*

IMPORTANT NOTES:

Approval from US Club Soccer is not required. Got Sport may display the form as "US Club Soccer approved," but this is automatic and does not mean it was reviewed by US Club Soccer.

The player loan is valid and insurance coverage applies only if and when: The player has a current, valid US Club Soccer member registration with the Sending Organization; and Both the Receiving and Sending Organizations have approved this form; and The player participates in US Club Soccer-sanctioned and -approved programming.

FOR OSA CARDED TEAMS, a guest player is defined as a registered player participating in a competition for a team to which the player is not rostered for purposes of league play. As such, a carded player with your community playing on a different age appropriate team IS considered to be a guest player. To add a Guest Player to your roster, you will need to complete the OSA Carded Tournament Guest Player Permission online form located at <https://system.gotsport.com/forms/186381R57> .

*A PDF copy of this documentation, along with a copy of the guest player's pass card **MUST** be uploaded during online check in.*

4. **CONCUSSION CERTIFICATION:**

The Ohio Travel Cup requires compliance with the Return to Play law. To monitor compliance, we require that each team entering into the Ohio Travel Cup upload the following at the time of team check in:

A signed copy of the Ohio Travel Cup Concussion Certification Requirement Form/Waiver, executed by the head coach/manager of each team, attesting that they possess an up to date copy of a valid concussion certificate for each coach that will be on the sidelines at any Ohio Travel Cup game (concussion certificates expire after 3 years); that each parent, guardian or other person having care or charge of an individual participating in the Ohio Travel Cup has received the Ohio Department of Health Concussion Information Sheet and that each team participating in the Ohio Travel Cup has made coaches and parents aware that athletes who are suspected of sustaining a concussion **MUST** be removed from practice or play; that they are prohibited from returning to play (game or practice) on the same day the athlete is removed on suspicion of having sustained a concussion **AND** that the athlete may return the following day if cleared **IN WRITING** by a physician (MD or DO) or other authorized

healthcare provider that they did not sustain a concussion. Further explanation of this requirement can be located at www.ohtsl.com. Click on INFO/GUIDELINES AND PROCEDURES/WAIVERS.

5. LINDSAY'S LAW COMPLIANCE:

The Ohio Travel Cup requires compliance with Lindsay's Law. To monitor compliance, we require that each team participating in the Ohio Travel Cup upload the following at check in:

A signed copy of the Ohio Travel Cup Cardiac Arrest Requirement Forms/Waivers 1 and 2, executed by the head coach or manager of each team, attesting that each coach that will be on the sidelines at any Ohio Travel Cup game has reviewed the training materials provided by the Ohio Department of Health related to cardiac arrest (watching the required video and reviewing the required informational handout) AND that they possess a copy of the Required Signature Form for Athlete and Parent signed by each player and their parent, guardian, or other person having care or charge of the youth athlete that plans to play in any Ohio Travel Cup game indicating that they have reviewed the training materials provided by the Ohio Department of Health (watching the required video and reviewing the informational handout). Further explanation of this requirement can be located at www.ohtsl.com. Click on INFO/GUIDELINES AND PROCEDURES/WAIVERS.

IMPORTANT REMINDERS:

- 1. The Ohio Travel Cup will be using the August 1-July 31 birth formation, rather than the birth year. Go to www.OHTSL.com, click on TOURNAMENTS, OHIO TRAVEL CUP and then 2026-2027 Age Group Chart for guidance.**
- 2. A player may only play for one team during the course of the tournament.**
- 3. A younger player can play a maximum of 2 years up in age and/or grade. For example, a U12 5th grade player can play U12, U13 and U14; however, a U12 6th grade player can play U12, U13, U14 or on an 8th grade U15 team.**

In the event that these requirements are not fulfilled by a tournament team at the time of check in, the Ohio Travel Cup has the right to remove that team from the Ohio Travel Cup. No refunds will be provided for a team that fails to comply with the requirements as stated above.