



April 29, 2021

To all State, Presidents, and Challenge Cup teams:

The Cup Committee has altered the process for team check in to eliminate the in-person check in and the multiple handling of player passes for the cup games.

NOTE: the following applies to the prelim weekend games only. All one-off/self schedule games will use the procedures sent approximately 48 hours before the kickoff to the teams.

**CLUBS/TEAMS are to do the following:**

- Check with your Club administrator and make sure that your STATE roster (the PDF document in your team account under the documents tab) is accurate before your freeze date. (May 7 for teams playing May 14-16, May 14 for team playing May 21-23 – or earlier if it is frozen for a self schedule game).
- Verify with your club that any club passing is taken care of prior to your freeze date (whether players are being moved to or from your team). Players may only participate on one cup team.
- NOTE: If you CLUB PASS for LEAGUE PLAY and you want those same players for CUP PLAY, you must fill out the CLUB PASS FORM for CUP. We don't assume you want the exact same roster for both events.
- Club Pass Form: [https://www.soccerindiana.org/assets/58/6/Club\\_Pass\\_Form\\_2021.pdf](https://www.soccerindiana.org/assets/58/6/Club_Pass_Form_2021.pdf)
- DO NOT upload any documents in your team account for cup use. There is no need for them.
- Bring your passes to the game only in case of emergency need. The cup committee will be supplying printed documents with frozen rosters WITH PHOTOS for the referees to use.
- Be at your assigned field 20 minutes prior to kickoff and let the field marshal know you have arrived.
- ALL COVID RELATED IMPERATIVES WILL APPLY FOR ALL CUP GAMES and will be enforced.  
[https://www.soccerindiana.org/assets/58/6/imperatives - social distancing masks updated 2-25-2021.pdf](https://www.soccerindiana.org/assets/58/6/imperatives-social-distancing-masks-updated-2-25-2021.pdf)

**AT THE FIELD – Field Marshals and Referees will do the following:**

- Field Marshals will note your arrival. They do not need any documents from the teams. They will not be checking your team in for the game.
- Field Marshals will give the game card and printed rosters with photos to the referee prior to the game.
- Referees will use the supplied rosters with photos to check in the players.
- 4<sup>th</sup> official will use the same paper roster to track and record players for games with limited substitution.
- Actual player passes will only be used in case of emergency (ruined paper roster documents due to weather or similar).
- Referees will fill out the game reports and return to Field Marshals with rosters still attached to have the games officially recorded for standings, etc.