



May 21, 2014

Dear Coach, Manager or Team official:

Congratulations on being a part the 2014 Canton Cup Memorial Weekend Soccer Tournament. This year's tournament is our 32<sup>nd</sup> annual and being held on May 23-25, 2014. The quality and diversity of teams selected to participate this year is outstanding. You will be one of over 625 teams to join us this year and we are sure your team will enjoy the challenge of the matches and the overall Canton Cup experience.

Below you will find useful information about the tournament and steps you must take prior to the tournament as well as information that you will need at time of check-in, and other important items.

### **Contact Information**

Please find below the contact information you may need;

<u>Tournament Director</u>	Darryl Noel	Email: <a href="mailto:TD@cantoncup.net">TD@cantoncup.net</a>
<u>Tournament Registrar</u>	Marty Schendel	Email: <a href="mailto:registrar@cantoncup.net">registrar@cantoncup.net</a>
<u>Master Scheduler</u>	Mike Jones	Email: <a href="mailto:scheduler@cantoncup.net">scheduler@cantoncup.net</a>
<u>Canton Soccer Club Office</u>	Dan McEvilly	Email: <a href="mailto:office@cantonsoccerclub.com">office@cantonsoccerclub.com</a>

The tournament site can be reached directly at [www.cantoncup.net](http://www.cantoncup.net) or via the link on our Canton SC website at [www.cantonsoccerclub.com](http://www.cantonsoccerclub.com).

Follow the 2014 Canton Cup on Twitter: **#Cantoncup** and like us on Facebook: **Canton Cup Soccer Tournament**

### **All Forms and Notices are available on-line at [www.cantoncup.net](http://www.cantoncup.net)**

- Medical Release form
- Liability Waiver form
- Hotel information
- Maps
  - Field Locations
  - Field Layouts
- Notice on Risk Management
- Notice on out of state / country insurance statement
- MSYSA guest player roster form at [www.michiganyouthsoccer.org](http://www.michiganyouthsoccer.org)
- Referee availability
- Tournament Rules
- A matrix of requirements for registration based on Rec or Travel team

### **Medical Release Policy**

Use of the standard MSYSA medical release form available on our website is suggested, however, you may use another form if it is accepted by your league. One fully completed Medical Release form is required for each player on your team. All non-Michigan teams are required to have their forms notarized.

### **Mandatory on-line Tournament Roster**

The Canton Cup requires each team to fill out and submit an on-line Tournament Roster prior to tournament check-in in addition to submitting a copy of the current league roster at Online Registration. This is **mandatory** and is essential for our use during the tournament. The Game Reports which you will receive at the game fields will already have your players names filled out. The Canton Cup prides itself as being ahead of most other tournaments with our internally developed scheduling and registration system. On-line roster submission will be allowed up to Midnight, May 16. If you do not comply, then at team check-in, you will be required to complete a roster via one of our remote laptops which will be available at a \$25.00 rental fee.



### **Risk Management Policy**

As stated on our website, all coaches, managers and trainers involved in the games **must** have documentation of compliance relative to their own State/Province association relative to risk management. All Michigan teams must have risk management cards from MSYSA. Please contact [www.michiganyouthsoccer.org](http://www.michiganyouthsoccer.org) for more information. Please also see notice in acceptance area for more details.

### **Pass Cards**

Every Select/Premier player must have a pass card. This lets us know that your player is a registered player and insured. The Canton Cup Tournament will accept club issued passcards for recreation teams playing in a Select/Premier bracket – signed by registrar or club official. Pictures are still required. Help is available for recreational teams requiring passcards due playing in a select / premier brackets.

Per MSYSA Rules **Recreational Teams do not require a passcard** if they are playing in the Recreational brackets (Yellow or Purple Brackets).

### **Online Team Registration**

In an effort to reduce the amount of time required by our guests waiting in line to check their teams into the tournament onsite on Thursday May 22<sup>nd</sup> or Friday May 23<sup>rd</sup> we are requiring that all teams follow the Online Team Registration process below.

### **Online Team Registration Process (open until May 16):**

**Step 1:** Collect and Scan all required Team Check-in documents.

**NOTE: Documents must be scanned as .pdf and be 1.0 MB max size per file.**

- League Roster
- Guest Player Roster
- Coach Risk Management Card
- Coach Concussion Training Verification
- Pass Cards for all players on the Tournament Roster.
- Medical Release Forms
- Permission to Travel Form (all non-Michigan Teams)
- Liability Waiver Form

**Step 2:** Email scanned documents to [teamcheckin@cantoncup.net](mailto:teamcheckin@cantoncup.net) .

- To ensure proper receipt of the documents please format the email subject line as follows:

**Subject: Team Check-in, "Team Name", "Age Group", "Team Number (Application ID)"**

- Example: Team Check-in Canton Celtic 05 Black, U8 Boys, #5200

Note: the Team # was included in the initial registration email sent to all team contacts.

**Step 3:** Teams will receive an email confirming that all required documents have been received or that additional information is required. **Confirmation emails will be sent by Sunday May 18.**

**Step 4:** Bring the confirmation email to Independence Park on May 22 or 23 between 4:00 pm and 9:00 pm to receive the Player Wrist Bands, Tournament Books and Tournament Game Ball.

**Tournament Check-in is at the Canton Cup tournament headquarters at Independence Park 1898 Denton Road, Canton, MI 48188.**

Tournament Check-in is on Friday, May 23<sup>rd</sup> from 4:00-9:00 PM. A Coach or Representative must check-in before your first game at this time - **please do not bring your entire team to registration**. If you have a 5:00 game on Friday, you may check-in between 3:00 – 4:00 pm (only teams with an early game may check-in at this time).

Additional Tournament Check-in time is available at Independence Park on Thursday from 4:00-9:00 PM. All Canton Soccer Club teams are required to register on Thursday and we invite any other of our guest teams to take advantage of the early Thursday check-in time as well. Please email the Tournament Head Registrar at <mailto:registrar@cantoncup.net> for more information.



## What is needed at Tournament Check-in?

### Teams that **have** used the Advance Team Registration:

If you **have** an email from the Registrar confirming that the team has successfully provided the required check-in information during the Online Team Registration process and have entered your Tournament Roster online please bring:

- Confirmation Email from the Registrar

The team representative will then receive:

- Player Wrist Bands
- Copy of the Tournament Roster
- Team Ball
- Tournament Programs
- Guest Appreciation Gifts
- Participation Medals for U8 – U12 teams

### Teams that **have not** used the Online Team Registration:

If you **DO NOT** have an email from the Registrar confirming that the team has successfully provided the required check-in information and have entered your Tournament Roster online you will need to bring the following in person to the check-in (**please be aware that Check-in delays are probable as the information is reviewed**):

- League Roster
- Guest Player Roster
- Coach Risk Management Card
- Concussion Training Verification
- Pass Cards for all players on the Tournament Roster.
- Medical Release Forms
- Permission to Travel Form (all non-Michigan Teams)
- Liability Waiver Form

The team representative will then receive:

- Player Wrist Bands
- Copy of the Tournament Roster
- Team Ball
- Tournament Programs
- Guest Appreciation Gifts
- Participation Medals for U8 – U12 teams

## Game Check-in

Teams are required to check-in 30 minutes prior to each game. Player check-in before games will be **at the check-in tents designated for your game field**. To help speed up team check-in for your games, **each team will be issued Tyvek wristbands for the players at the Tournament Check-in. This wristband is to be worn all weekend by the players. Players will not be allowed to play without wristbands.**

### First Game Check-in:

The entire team needs to be in attendance for the first game check-in with wristband on. The tournament staff will go through the game check-in process and collect the pass cards. The team will receive the game sheets in exchange for the pass cards (Team Roster for Recreational teams). The pass cards will be exchanged for the completed game sheet after the game **at the check-in tent**.



## **2<sup>nd</sup> and 3<sup>rd</sup> Game Check-in:**

For subsequent division games, only a team representative needs to come to check-in to drop off pass cards and pick up the game sheet. The referees will monitor that wristbands are in place for each player. The pass cards will be exchanged for the completed game sheet after the game **at the check-in tent**.

## **Championship / Bonus Game Check-in:**

The entire team will need to once again be present at the check-in tent. The team will receive the game sheet in exchange for the passcards. After any championship or bonus game, the pass cards will be picked up **at the trophy tent**.

Referee payment tickets will be given to the home team at the field check-in tent. Bring the game sheets and referee payment ticket to the field and give to the center referee for each game.

**Reminder: The completed game sheets must be returned to the check-in tents after each game in order for the teams to retrieve their player passcards.**

## **Tournament Brackets and Game Schedules**

Tournament Initial Brackets will be posted online at [www.cantontcup.net](http://www.cantontcup.net) for review from April 28 thru April 30. Feedback for changes should be emailed to our Registrar at [www.registrar@cantontcup.net](mailto:www.registrar@cantontcup.net).

The final tournament schedules will be posted online at [www.cantontcup.net](http://www.cantontcup.net) by May 12.

We accepted over 625 teams and are able to accommodate all head coaching conflicts (for coaches with 3 teams) and most noted scheduling requests. Our scheduling program takes into account too many variables to change the schedules this close to tournament time. These variables include noted coaching conflicts and minimum rest periods between games. The Canton Cup is one of the few, if not the only tournament of any size that can provide coaches a ***"no schedule conflict" guarantee for up to 3 teams.***

## **T-Shirt Pre-orders: \$5 discount until May 21.**

**We are offering a \$5 pre-order discount for all apparel orders.** A limited number of official 2014 Canton Cup Team Balls are also available for pre-sale. The online pre-tournament order form is available for the tournament t-shirt and sweatshirt advance orders at [www.cantontcup.net](http://www.cantontcup.net) please follow the online directions to submit your order. Tournament pre-ordered t-shirts and balls can be picked up anytime during the tournament at the Tournament Headquarters at Independence Park. We prefer that orders be picked up during the Tournament check-in on Friday, May 23<sup>rd</sup> at Independence Park.

## **T-Shirt On-Site Sales**

On-site sales will be available at Independence Park, Heritage Park and Plymouth – Canton Educational Park High Schools (limited supply) over the tournament weekend.

## **Severe Weather Policy**

The 2014 Canton Cup has updated the Severe Weather Policy to align with the MHSAA (Michigan High School Athletic Association) guideline that once Thunder is heard or Lightning is observed all teams are to take immediate safe shelter. **Pavilions are not safe shelters.** It is recommended to **enter your vehicles**. No one is to return to the playing fields until 30 minutes after Thunder is heard or Lightning is observed. The 30 minute count-down restarts after each case of Thunder or Lightning.



## **No Private Segway's, Motorcycles or Four Wheelers allowed at any of the venues**

We have been asked by the Canton Police Department to remind our guests that motorized vehicles are not allowed away from designated parking areas at any of the venues. Because of the large number of guests at the venues only official tournament vehicles will be allowed outside of the designated parking areas. All other vehicles will be ticketed and / or impounded.

## **Hotel Information**

Hotel information and contact information for our tournament coordinator, Traveling Teams, is also available at the tournament site. It is required that Traveling Teams is used when making hotel arrangements. They have pre-approved hotels that meet the Canton Cup Quality and Service requirements. Traveling Teams has also reserved blocks of rooms at discounted prices for various price points to provide high value to our guests.

## **Family fun stuff**

**Inflatables:** On Saturday and Sunday May 24 and 26, there will be Inflatables available for the kids at Independence Park and Heritage Park. There will be a nominal charge for admission good at all sites!!

**Memorial Day Remembrance:** On Saturday May 24 at 12:00 noon we will have a ceremony at Independence Park to remember the men and women who made the ultimate sacrifice for our country.

- Special guest appearance from Phil LaJoy; Canton Township Supervisor, Original Canton Cup Tournament Director and US Marine.
- The highly decorated Canton Police Color Guard.
- **Michigan Bucks vs. Pittsburgh Riverhounds U23:** On Saturday afternoon at 12:00 Noon directly following the Memorial Day Celebration the Canton Soccer Club will be hosting a top level soccer match between these two heated PDL rivals. Admission to the game is free to our guests.

**Summit on the Park:** Canton Township's recreation facility is offering free swimming and recreation to all Canton Cup participants. Hours over the weekend will be from 4:00 to 9:30 on Friday, 1:00 to 7:00 on Saturday, and 1:00 to 7:00 on Sunday. The Summit is located on the South side of Heritage Park on Summit Blvd.

During the tournament weekend, please review the tournament program for restaurants, sponsors, and other activity your team and family may enjoy. Also, the website will have a posting of various activities.

We advise you to check the website regularly for news and updates which will include all local construction notices and other special activities available during your stay for the tournament weekend.

Welcome have Fun and Good Luck!

**Darryl Noel**  
**Tournament Director**  
**2014 Canton Cup**  
**Email: TD@cantoncup.net**