

**EAST SELECT SOCCER**  
**PRESEASON/TOURNAMENT INFORMATION**

[www.arrowheadsoccer.com/ess](http://www.arrowheadsoccer.com/ess)

**AYSA CONTACTS TO KNOW:**

AYSA Office – (218) 624-1713

Julien Bratek – US Connect Help/Background Checks/Etc. - [julien@arrowheadsoccer.com](mailto:julien@arrowheadsoccer.com)

Morgan MacLean –Rescheduling/Cancellations/Weather - [morgan@arrowheadsoccer.com](mailto:morgan@arrowheadsoccer.com)

Darby Henderson – Referees for Home Games - [darby@arrowheadsoccer.com](mailto:darby@arrowheadsoccer.com)

**PRESEASON/TOURNAMENT US CONNECT INFORMATION**

[U.S. Soccer Connect Login](#)

[Team Manager Handbook](#)

**All coaches/players need the following before we can print passes:**

- Upload Photo (page 7-8 of Team Manager Handbook)
- Complete coach/manager requirements (listed above)
- Upload Player Jersey Numbers (page 11)
- Birth Certificates (recommended for older teams (13+), but optional for most tournaments)

**Travel Roster/Photo Roster for a Tournament Check-in:**

- Follow directions on Page 24 of the Team Manager Handbook.
- You can create a photo roster for any tournament this way, even if they do not require a travel roster. We recommend creating these photo rosters early, before the registration deadline for the tournament.

**Guest Players for Tournaments**

- You can add guest players during the Travel/Photo Roster process, but **you will need the player's first and last name and their ID Number** (on each player's pass). You will also need to collect the pass from the coach of the team you are borrowing from for the weekend of the tournament.

**MN ACADEMY LEAGUE TEAM INFORMATION**

[GotSport Login](#)

**SCHEDULING**

- For home games, communicate with teams using the GotSport system to find 2-3 dates that work to reschedule. Email Morgan and let him know the date and time. He will submit the request in GotSport for approval.
- To request a reschedule during the season:
  - <https://support.gotsport.com/how-to-submit-a-game-change-request>
  - If it is a home game, please check with Morgan first to make sure the new date/time is available.

**PRESEASON PREP**

- Add player jersey numbers:
  - <https://support.gotsport.com/adding-jersey-numbers-to-players-as-a-coach-or-manager>
  - You must complete it before the first game.

## BEFORE GAME DAY

- To set your “Match Day Roster” and Print Match Card:
  - <https://support.gotsport.com/how-to-set-a-match-day-roster-and-print-match-card-as-a-club-admin>
  - Set Match Day Roster – steps 1-4
  - Print Match Day Card – steps 1-6
- For each game you will need to bring a Match Card for that specific game:
  - 1 Standard Copy (coaches and referee sign this copy at the end of the game)
  - 2 Photo Copies (1 for the referee to check-in players / 1 for the opponent)

## AFTER THE GAME

- HOME teams must ensure that the referee completes the match card with the following information: goals (time and uniform #), final score, and any red or yellow cards listed next to the player's names (including the reason/code why the card was given).
- Both coaches need to sign the match card, and the league recommends that the away team take a picture of the Match Card
- The home team is responsible for uploading the match card, inputting scores, yellow/red cards into GotSport.
  - Match # and Pin # found on Match Card.
  - QR Code to go directly to that page in GotSport, also located on the Match Card.
  - This must be completed in GotSport within 72 hours of the final whistle.
- For home games, if you have any issues, you can also email a copy to Darby at [darby@arrowheadsoccer.com](mailto:darby@arrowheadsoccer.com) and he can help with inputting scores/other information.

## CHECKLIST/HELPFUL TIPS:

- Always call or text your opponent a few days before the scheduled date to confirm game time, location, etc. Constant communication is key. If the weather creates a question of whether the game is going to be played or not, this could save a lot of unnecessary driving time.
- For your home games, AYSA will be the one to make weather-related cancellations; you cannot make those decisions on your own. For away games, contact your opponent.
- If a home game is cancelled for any reason, you are responsible for making it up. Contact AYSA to find out what dates and times are available.
- AYSA will not contact away teams for any reason. AYSA only deals with home teams. So, if we cancel your game due to weather, **you** need to contact the opponent and tell them that.