



Timeline - Important Dates - Team Information

Coaches, Managers, and Teams-

In preparation for the upcoming September 05-06 Keystone Cup Tournament, we have listed below a timeline of events for you, as well as some pertinent information related to tournament operations. Please read through this document carefully to familiarize yourself with the important dates and actions that occur prior to the start of the Keystone Cup on September 5th.

- Application Deadline: Friday, August 7th, at 10:00pm ***Variable based on payment option ***
 - An applicant who wants to utilize the “pay by check” option must apply by Monday, August 3rd so that a check can be mailed, and received, by the event on Monday, August 10th. The “pay by check” application option will be eliminated online on Monday, August 3rd at 7:00am.
 - An applicant who is using the “pay by credit card” option has until Friday, August 7th at 10:00pm to apply, as credit cards are taken electronically with the application.
- Payment of Entry Fees: Due at time of application via check, or credit card.
 - Payment by check is due to the PA Classics mailing address (118 Doreen Drive, Hummelstown, PA. 17036) by no later than Monday, August 10th.
 - Only teams that have paid their entry fees in full are eligible for acceptance.
 - Teams who initially selected “pay by check” but have not done so, and are close to the deadline of August 4th, may have their application switched over to “pay by credit card” by contacting Tournament Administrator Brittney Jakobson. bjakobson@paclassics.org
- Preliminary Acceptance List: Posted by Tuesday, August 11th at 10:00pm
- Preliminary Flights & Brackets: Posted by Friday, August 14th at 10:00pm
- Flight & Bracket Appeals:
 - Teams who believe they have been mis-flighted have until **Sunday, August 16th at 10:00pm** to email the tournament regarding placement.
 - A new, and separate, email should be generated and sent to Mike Henning and Brittney Jakobson, with the Subject Line of that email including your team’s name, age group, and gender.
 - EXAMPLE: FC Macon Elite 2013/2014 Girls
 - mikehenning@paclassics.org and bjakobson@paclassics.org
 - Supporting evidence is required for why you are requesting a review of your placement or to move into a different flight.
 - Please do not reference GotSport points.
 - Please focus on head-to-head matchups and events played record.
 - Reference any special circumstances that are not present in your application
 - Within the event application you were asked to list the flight you would prefer. It is a request, not a guarantee, of final flight placement. This selection is used as a guideline for bracket

placements. The level of all applications comparative to your application is a strong determining factor in where teams are placed as we strive to find competitive balance, and new opponents, for every team.

- [Coaching Conflicts:](#) Due by Monday, August 17th at 10:00pm
 - Any coach that has two or more teams in the event and would like assistance with trying to minimize conflicts will need to complete the Keystone Cup Coaching Conflict Resolution Form.
 - The form is available on the Keystone Cup website, right-side menu bar.
 - We cannot guarantee the elimination of coaching conflicts. We will do whatever we can to resolve your listed conflicts, but it may not always be possible to meet these requests.
 - Coaching conflict resolution is for individuals who are registered as the Head Coach of more than one team participating in the Keystone Cup (as shown in the official team GotSport account) only. Coaching conflict resolution for Assistant Coaches is not possible. Conflict resolution for coaches with three or more teams is likely not possible and you should have assistant coaches available to assist you.
- [Weather Cancellation Insurance:](#) **Deadline = Thursday, August 20th at 11:00pm EST**
 - Teams have the OPTION to purchase individual weather insurance policies that would guarantee them refunds in the event of match, or event, cancellations.
 - The cost is 10% of your team entry fee.
 - Any game canceled due to weather related issues will be reimbursed. Miss 1 of 3 games, get 1/3 back. Miss all 3 games, get a full, 100% refund.
 - The FINAL day that you may purchase an insurance policy is on Thursday, August 20th at 11:00pm EST.
 - Teams that do not purchase OPTIONAL insurance will not receive any monetary refund, or event credits, in the event of a weather-related cancelation.
 - [Purchase Insurance – Click Here](#)
- [Schedules:](#) Posted by Tuesday, August 25th, at 10:00pm
- [Online Team Check-In & E-Waivers:](#) Due by Wednesday, August 26th at 10:00pm.
 - There are two (2) documents that must be uploaded into your team GotSport account. You will need to log back into your Keystone Cup team application and add these PDF documents into the account. Instructions on how to accomplish this are posted on the Keystone Cup website, right-side menu bar, titled “Online Team Check-In & E-Waivers”.
 - Official Roster
 - Player Passes
 - There is one (1) online E-Waiver Document.
 - This is an online, e-signature document.
 - **Every participating player, coach, and team manager must complete this.**
 - This is to be signed by parents for minors participating, or by the participant themselves if they are 18 years of age and older.
 - The E-Waiver is available on the event website, under the “Online Team Check-In & E-Waivers” tab on the right-side menu bar.

NO PLAYER WILL BE PERMITTED TO PLAY WITHOUT COMPLETION OF THE E-WAIVER. TEAMS FOUND TO HAVE USED PLAYERS WHO HAVE NOT COMPLETED THE WAIVER ARE SUBJECT TO FOREFITURE OR ALL MATCHES BY A 0-2 SCORELINE, OR ANOTHER PENALTY, AT THE DISCRETION OF THE TOURNAMENT DIRECTOR(S) OR COMMITTEE.