



# Keystone Cup '23



## Timeline - Important Dates - Team Information

Coaches, Managers, and Teams -

In preparation for the 2023 Keystone Cup, 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 3, 2023.

- **Application Deadline:** Sunday, August 5, 2023 @ 10:00pm **\*\*Variable based on payment option\*\***
  - An applicant who wants to utilize the “pay by check” option must apply by Tuesday, August 1<sup>st</sup> so that a check can be mailed, and received, by the event on Tuesday, August 8<sup>th</sup>. The “pay by check” application option will be eliminated online on Tuesday, August 1<sup>st</sup>, at 11:59pm.
  - An applicant who is using the “pay by credit card” option has until Sunday, August 6<sup>th</sup> 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 Tuesday, August 8<sup>th</sup>.
  - 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 8<sup>th</sup>, may have their application switched over to “pay by credit card” by contacting Tournament Administrator Brittney Jakobson. [bjakobson@paclassics.org](mailto:bjakobson@paclassics.org)
- **Provisional Acceptance List:** Posted by Tuesday, August 8<sup>th</sup>, 2023 @ 10:00pm
- **Preliminary Flights & Brackets:** Posted by Thursday, August 10<sup>th</sup> @ 10:00pm
- **E-Waiver Form Available to all Accepted Teams:** Thursday, August 10<sup>th</sup> @ 10:00pm
- **Flight & Bracket Appeals:**
  - Teams who believe they have been mis-flighted have until **Sunday, August 13<sup>th</sup> @ 10:00pm** to email the tournament regarding placement.
  - A new, and separate email should be generated and sent to Mike Henning, Brittney Jakobson, and Alex Kulp with the Subject Line of that email including your team’s name, age group, and gender.
    - EXAMPLE: FC Salzburg United, 2009, Female
    - [mikehenning@paclassics.org](mailto:mikehenning@paclassics.org) | [bjakobson@paclassics.org](mailto:bjakobson@paclassics.org) | [akulp@sidelinesoccersolutions.com](mailto:akulp@sidelinesoccersolutions.com)
  - 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 GotSoccer 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 Conflict Resolution Forms](#): Due by Monday, August 14<sup>th</sup> @ 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, left 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.
  
- [Updated Flights & Brackets](#): Posted by Wednesday, August 16<sup>th</sup> @ 10:00pm
  
- [Field Maps](#): Posted by Monday, August 21<sup>st</sup> @ 10:00pm
  
- [Schedules](#): Posted by Wednesday, August 23<sup>rd</sup> @ 10:00pm
  
- [Online Team Registration & E-Waivers](#): Due by Wednesday, August 23<sup>rd</sup> @ 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 application and add these PDF documents into the account.** Instructions on how to accomplish this are posted on the Keystone Cup website, left side menu bar, titled “Online Team Registration & 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.
      - This document will be available on the Keystone Cup website, Online Team Registration page, by Thursday, August 10<sup>th</sup>
  
- **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.**