



ERITREAN SPORTS FEDERATION IN NORTH AMERICA

P.O. Box 1625, Lilburn, GA 30048

2014 Men's Soccer Team Registration Guideline

Washington, District of Columbia

June 29th – July 5th

This document is to be used as a guide for Eritrean Men's Division Soccer teams to properly register and enter the 29th Annual Eritrean Sports Festival held in Washington, District of Columbia (D.C.). The 2014 tournament matches will commence on Sunday June 29th at 8:00 AM and end on Saturday July 5th.

In accordance with the registration guidelines outlined in the "*Men's Soccer Tournament Rules and Regulations: Coaches and Team Representatives Handbook*" latest revision, all teams planning to participate in the 29th Annual Eritrean Sports Festival (2014 ERSFNA Soccer Tournament) MUST complete the official registration process outlined below for a successful participation. In order to speed up the registration and tournament planning process, team registration fee and roster submission will be handled separately. All teams must submit their registration fee by the outlined deadlines to the treasurer. Teams will then have until June 9, 2014 to submit or make any changes to their roster without incurring any penalty or additional fees.

DEADLINES

Registration deadlines for the 2014 ERSFNA Men's Soccer Tournament are as follows:

1. **EARLY REGISTRATION** - Open February 9, 2014 and runs through March 31, 2014. The early registration fee is \$400 USD per team.
2. **REGULAR REGISTRATION** - Opens April 1, 2014 and runs through May 1, 2014. May 1, 2014 is the final date by which teams may register without any incurring penalty. The regular registration fee is \$450 USD per team.
3. **LATE REGISTRATION** - For those who missed the regular registration deadline, late registration will be processed from **May 2 through June 1, 2014**. Teams registering during this time frame will be assessed an additional \$100 USD late fee penalty. The total fee for late registration is \$550 USD per Team.
4. **REGISTRATION END DATE** - Team registration will close at **11:59 PM EST on June 1, 2014**. Any registration fee and information received past the deadline will NOT be accepted. Any check or money order received past the deadline will be returned to the sender after the conclusion of the tournament.
5. **ROSTER SUBMISSION CUTOFF DATE** – Final team roster and players photograph submission will close at **11:59 PM EST on June 9, 2014**.



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6. **LIMITED ROSTER ADJUSTMENTS** – All teams will be allowed limited transaction until **June 15, 2014 11:59 PM EST** to make final roster changes. No additional player will be added to the roster. This time period will only be used for player transfer or exchange. A late fee of \$35.00 USD per player will be applied for any changes made after the June 9th deadline. Any transactions made during this time period will be considered incomplete until all fees are paid in full.
7. **IMPORTANT** - Roster change requests will not be honored past the June 15th deadline. All teams are urged to submit their entire registration package on time. **Onsite player registration is not permitted!**
8. **FORMS & PAYMENTS** - Do not mail any forms or checks to ERSFNA after June 15, 2014. All unpaid accounts will be settled on Saturday June 28, 2014 prior to the tournament start date.

REGISTRATION PROCESS

Team registration process is as follows:

1. **PAYMENT** –
 - a. **Option I** - Make online payment at ERSFNA's website www.eritreansports.com. Go to top menu **MEN'S SOCCER > TEAM REGISTRATION** and complete the form along with your registration payment. The website accepts payment through PayPal or Credit Cards.
 - b. **Option II** - Mail cashier's check or money order payable to **Eritrean Sports Federation in North America** to **ERSFNA, P.O. Box 1625, Lilburn, GA 30048**. Note: this is a new treasurer's mailing address. DO NOT mail any checks or money order to the Virginia address. Only one check per team will be accepted. **Please DO NOT mail multiple checks or money orders.**
2. **TEAM REQUIREMENT** - A soccer team shall have a minimum of eleven (11) and a maximum of twenty-two (22) registered players plus two (2) slots for coaches/manager. Each team is allowed to have maximum of two (2) non-Eritrean players on its roster. Please refer to "*Men's Soccer Tournament Rules and Regulations: Coaches and Team Representatives Handbook*" latest revision for detailed guideline.
3. **TEAM ROSTER FORM** - Email your completed team roster form (ASTTR-Form) along with all required players photographs in a zip file to ersfna@gmail.com **no later than June 15, 2014**. When submitting team registration package please adhere to the following guidelines:
 - a. Name your zip file: "**2014_Roster_[insert full team name].zip**"



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- b. E-mail your zip file with subject heading “**2014 Men’s Soccer Registration Package Team [insert full team name]**”
- c. **PHOTOGRAPH REQUIREMENT** - All teams must submit one (1) digital photograph of each player and coach that did not participate since the Oakland 2011 tournaments in JPG format.
 - i. **Photograph File Name** - Rename players’ photographs with **[first name]-[last name]** (example: joe-smith.jpg).
 - ii. **Photograph Dimensions** - Player photograph must be a 2”x2” inches clear frontal view (full-face view directly facing the camera). Please refer to figure 1 for acceptable facial dimensions.

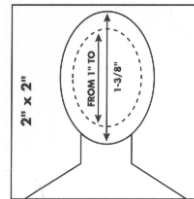


Figure 1

- iii. **Image Resolution Requirement** - Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimension are 300 pixels (width) x 300 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).
 - iv. **Color Photograph** - Photograph must be in color and taken within the last twelve (12) months to reflect your current appearance.
 - v. **Head Cover** - **DO NOT** wear a hat or head covering that obscures the hair or hairline. Your full face must be visible.
 - vi. **Sun Glasses** - Dark glasses or non-prescription glasses with tinted lenses are **NOT** acceptable.
 - vii. **Prescription Glasses** - If you normally wear prescription glasses take your photograph with the glasses on.
4. **PAYMENT CONFORMATION** - Receive an e-mail confirmation from ERSFNA treasurer Mr. Abraham Araya (e-mail: ersfna2011@yahoo.com). Successfully registered teams will be posted on ERSFNA’s website at www.ersfna.org. If you have any Men’s soccer related questions please contact Soccer Co-commissioners Mr. Adhanom Seged (e-mail: adhanom.l.seged@williams.com) or Mr. Tesfatsion Sereke (e-mail: ersfna@gmail.com). It is your responsibility to follow up with the ERSFNA treasurer and soccer commissioners if you did not receive a conformation.



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5. **ROSTER VERIFICATION** - Upon successful registration team representatives will be contacted by the registrar to verify their team's final roster prior to June 15, 2014.
6. **TEAM REPRESENTATIVE** – Team representative is ERSFNA's point of contact for your team. All representatives must provide ERSFNA with a contact mailing address, phone number, and e-mail address. In addition, you must provide ERSFNA with the name of an alternate team representative and the same contact information so that we may communicate with your team.

MEN'S SOCCER REGISTRATION GUIDELINE SUMMARY		
Description	Deadline Dates	Fee (USD)
Early Men's Team Registration	February 9 th through March 31 st	\$400.00
Regular Men's Team Registration	April 1 st through May 1 st	\$450.00
Late Men's Team Registration	May 2 nd through June 1 st	\$550.00
Full Team Roster and Pictures	June 9 th	N/A
Roster Change Transactions	June 15 th	\$35.00 per player*
For Paper Registration ONLY (Option II)		
Make Cashier's Check or Money Order payable to: Eritrean Sports Federation in North America		
Mail your Cashier's Check or Money Order to: ERSFNA, P. O. 1625, Lilburn, GA 30048		

* \$25 Late Transaction fee + \$10 ID Re-issue Fee

GROUPS DRAW & MATCH SCHEDULES

ERSFNA will complete Groups draw on **June 12, 2014**. Team representatives will be contacted by ERSFNA to participate in the group draw process via teleconference. Barring any setbacks, match schedule will be released on ERSFNA's website www.ersfna.org or www.eritreansports.com on **June 15, 2014**. **All posted match time are subject to change at ERSFNA's discretion.**

Notice: The contents of this document may be changed at any time without advanced notice. Visit ERSFNA's website at www.ersfna.org for the latest information relating to team registration.