

# Guest Player Checklist

v1.2

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Items	Check	Action
<b>Week of the Game</b>		
Up to 3 players of an <b>equal or lower age group and Division</b> from within the same Club, not exceeding maximum roster		Find a potential player from our existing Travel Team, <a href="#">Travel Standing</a>  Review schedule of the player(s) primary team to ensure no conflicts.
Requesting Coach will contact the Proposed Coach by TUESDAY prior to game. Confirm player availability and obtaining player pass.		It's the responsibility of the requesting coach to obtain the player pass after the player has played their game for the primary team.
Obtain Approval from the Parents of the Guest Player		Either the Requesting Coach or Proposed Coach need to contact the Guest Player's Parents.
Login as a Team Administrator at <a href="http://www.pawest.affinitysoccer.com">www.pawest.affinitysoccer.com</a>		Execute the steps within the <a href="#">PA West Club Pass Instructions and Inactivate a Player</a> guide.
Follow the <a href="#">Travel Game Check List</a>		