



**June 9-10, 2012
 Manager's Check List
 (Registration is Friday, June 8 from 6-9pm)**



Items to be Completed

Complete

1. Read all tournament rules and registration information _____
2. Make travel arrangements (airline, bus, rental car, etc) _____
3. Make hotel reservations – Go directly though Outerzone Sports (www.dynamosc.com) _____
4. Give a copy of the tournament rules to my manager/coach _____
4. Submit T-shirt Order form (*on tournament website*) by May 31 _____
5. Arrange for USYSA Permission to Travel Form from State Association (only applicable to teams outside of Region 1,) (Virginia teams do not need to do this!) _____
6. Obtain any necessary guest player paperwork or player passes _____
7. Print Directions (using Mapquest, Yahoo, etc) and addresses (for GPS's) _____
 - From home to Tournament Registration (*on tournament website*)
 - From Tournament Registration to Team Hotel
 - From Hotel to Fields
8. Registration/Team Check-In: _____
 - Assign official team representative to attend, collect information and check your team in at registration Friday night (see website for date/time/location). _____
 - 2 copies of team roster _____
 - Player passes (photos not required, but player signatures are required) _____
 - Original USYSA Permission to Travel Form (*required by teams from outside Region 1 and New Jersey and Connecticut*)(VA teams ignore this step) _____
 - Medical Release Form for each player (*you can use your own club's medical release form or use the one on our website. They are **NOT** required to be notarized, but the space is there for your safety.*) _____
 - Turn in Emergency Team Contact Form (*on tournament website*) _____
 - Organize all player cards & forms in the same order as team roster _____