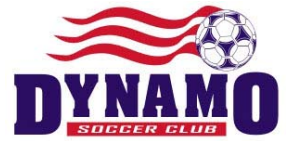




**June 12-13, 2010
 Manager's Check List
 (Registration is Friday, June 11 from 6-9pm)**



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 (<i>on tournament website</i>) by June 1 | _____ |
| 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) | _____ |
| <ul style="list-style-type: none"> • From home to Tournament Registration (<i>on tournament website</i>) • From Tournament Registration to Team Hotel • From Hotel to Fields | |
| 8. Registration/Team Check-In: | |
| <ul style="list-style-type: none"> • Assign official team representative to attend, collect information and check your team in at registration Friday night (see website for date/time/location). | _____ |
| <ul style="list-style-type: none"> • 2 copies of team roster | _____ |
| <ul style="list-style-type: none"> • Player passes (photos not required, but player signatures are required) | _____ |
| <ul style="list-style-type: none"> • Original USYSA Permission to Travel Form (<i>required by teams from outside Region 1 and New Jersey and Connecticut</i>)(VA teams ignore this step) | _____ |
| <ul style="list-style-type: none"> • Medical Release Form for each player (<i>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.</i>) | _____ |
| <ul style="list-style-type: none"> • Turn in Emergency Team Contact Form (<i>on tournament website</i>) | _____ |
| <ul style="list-style-type: none"> • Organize all player cards & forms in the same order as team roster | _____ |