

MANAGER'S PREPARATION CHECKLIST

Item Completed

- 1. Read all tournament rules and registration
- 2. Made hotel reservations
- 3. Completed on-line Tournament Application and have mailed in a copy of the email confirmation and showcase fee cheque
- 4. Arranged for Travel Permits from District/Provincial Association or other Governing body
- 5. Made sure the on-line tournament roster in your team account is up to date and complete – Due March 30th
- 6. Given a copy of the tournament rules to the coach

Preparing for registration night:

- 1. Updated your on-line roster with all correct information *including jersey numbers*
- 2. Obtained player cards with photo for all players
- 3. Have travel permit paper in hand
- 4. Have guest player forms in hand as necessary, properly signed and complete as well as the players book / player card
- 5. Organize all forms in the same order as roster/player cards

Preparing the team and parents:

- 1. Advised them of field assignments and schedule
- 2. Give everyone maps and directions to the fields
- 3. Advised every parent/player of alternate jersey requirements

Note:

This form is to assist you in your preparations.

It is not a substitute for reading all of the material and following all instructions.