

Nov. 3-4, 2012

Manager's Check List

Registration: Friday, November 2
Smith River Complex
From 6-9pm



Items to be Completed	Complete
1. Ask team and submit T-shirt pre-order form by October 29	
1. Read all tournament rules and registration information	
3. Make travel arrangements (airline, bus, rental car, etc)	
4. Make hotel reservations – Please use recommended hotels on website	
5. Give a copy of the tournament rules to my manager/coach	
6. 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!)	
7. Obtain any necessary guest player paperwork or player passes	
8. Print Directions (using Mapquest, Yahoo, etc) and addresses (for GPS's)	
9. 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: 	
<p>Check-In on Friday, Nov. 2, 2012, at Smith River Complex from 6-9pm 1000 Irisburg Road, Axton, VA, 24054</p>	
<ul style="list-style-type: none"> • 2 copies of team roster 	
<ul style="list-style-type: none"> • Player passes 	
<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>) (<i>VA teams ignore this step</i>) 	
<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"> • Organize all player cards & forms in the same order as team roster 	

**WE LOOK FORWARD TO HAVING A GREAT WEEKEND OF SOCCER
DRIVE SAFE!**