

2010 Umbro Top Rated Invitational Soccer College Showcase Tournament

MANAGER'S PREPARATION CHECKLIST

- | | Item
Complete |
|---|--------------------------|
| 1. Read all tournament rules and registration | <input type="checkbox"/> |
| 2. Made hotel reservations using the Top Rated Showcase mandated list of hotels | <input type="checkbox"/> |
| 3. Completed on-line Tournament Application and have mailed in a copy of the email confirmation and showcase fee cheque by March 15, 2010 | <input type="checkbox"/> |
| 4. Arranged for Travel Permits from District/Provincial Association or other governing body | <input type="checkbox"/> |
| 5. Made sure the on-line tournament roster is up to date and complete | <input type="checkbox"/> |
| 6. Made travel arrangements (air, car, etc) | <input type="checkbox"/> |
| 7. Completed on-line roster for College Handbook by May 1, 2010 | <input type="checkbox"/> |
| 8. Given a copy of the tournament rules to the coach | <input type="checkbox"/> |
| 9. Prepared for registration: | |
| Updated your on-line roster with all correct information <i>including jersey numbers</i> | <input type="checkbox"/> |
| Obtained player cards with photo for all players | <input type="checkbox"/> |
| Have travel permit paper in hand | <input type="checkbox"/> |
| Have guest player forms in hand as necessary, properly signed and complete | <input type="checkbox"/> |
| Organize all forms in the same order as roster/player cards | <input type="checkbox"/> |
| 11. Prepare the team and parents: | |
| Advised them of field assignments and schedule | <input type="checkbox"/> |
| Give everyone maps and directions to the showcase fields | <input type="checkbox"/> |
| Advised every parent/player of alternate jersey requirements | <input type="checkbox"/> |

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.