

## Umbro Top Rated Invitational College Showcase Tournament

### MANAGER'S PREPARATION CHECKLIST

- |  | <b>Item<br/>Complete</b>   |
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| 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 16th, 2012  | <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 1st, 2012  | <input type="checkbox"/>   |
| 8. Given a copy of the tournament rules to the coach   | <input type="checkbox"/>   |
| 9. Prepared for registration:<br>Updated your on-line roster with all correct information <i>including jersey numbers</i><br>Obtained player cards with photo for all players<br>Have travel permit paper in hand<br>Have guest player forms in hand as necessary, properly signed and complete<br>Organize all forms in the same order as roster/player cards | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 10. Prepare the team and parents:<br>Advised them of field assignments and schedule<br>Give everyone maps and directions to the showcase fields<br>Advised every parent/player of alternate jersey requirements  | <input type="checkbox"/><br><input type="checkbox"/><br><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.