

**12TH ANNUAL ORANGE CLASSIC INTERNATIONAL GIRLS
SOCCER TOURNAMENT
DECEMBER 27-30, 2008**

MANAGER'S CHECK LIST

ITEMS TO BE COMPLETED	COMPLETE
1. Read all tournament rules and registration information	
2. Made travel arrangements (Airlines/Bus, rental car, etc)	
3. Made hotel reservations from Orange Classic hotel list	
4. Notified Tournament Director of Hotel Site & Confirmation	
5. Given a copy of the tournament rules to my coach/manager	
6. Arranged for a roster to accompany all player passes.	
This roster must have your regular and all guest players listed. Guest	
players may not be added at Registration unless pre-arranged with Tournament	
Director. This form is due on December 26, 2008 at Team Registration.	
7. Completed/mailed College Coaches Book Player Profile Forms	
8. Mailed all advertising/camera art ready work, if applicable	
9. Prepared for 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 & Team Check-In on December 26, 2007. No Exceptions! 	
<ul style="list-style-type: none"> • Player passes w/photo for all players & coaches cards 	
<ul style="list-style-type: none"> • Original USYSA Permission to Travel Form (disregard, if already mailed) 	
<ul style="list-style-type: none"> • One Team Roster, noting all guest players 	
<ul style="list-style-type: none"> • Notarized Medical Release Form for each player, make sure 	
<ul style="list-style-type: none"> • Notary Public commission date is valid 	
<ul style="list-style-type: none"> • Turn in Emergency Team Contact Form at registration 	
<ul style="list-style-type: none"> • Organize all player cards & forms in the same order as roster 	