

**SAN DIEGO SURF COLLEGE CUP
Manager's Preparation Checklist**

<u>Item</u>	<u>Complete</u>
1. Read all tournament rules and registration information	<input type="checkbox"/>
2. Made hotel reservations using the Surf Cup on-line list and procedure	<input type="checkbox"/>
3. After the reservation has been made you are required to complete the application process by filling in the information on your hotel description page (located under the hotel contact info) and clicking the "add" button to submit by October 16th	<input type="checkbox"/>
4. Arranged for Travel Papers from State Association or other governing body if necessary	<input type="checkbox"/>
5. Update tournament roster on your GotSoccer team page (this information is used in our College book that is given to all College Coaches in attendance) deadline October 26	<input type="checkbox"/>
6. Made travel arrangements (air, Sorensen Travel (800) 874-7522; car & van rental, Enterprise Rent-a-Car, www.enterprise.com use the CD# L32F018 with the code of "SAN")	<input type="checkbox"/>
7. Given a copy of the tournament rules to the coach	<input type="checkbox"/>
8. Made contact with the Field Coordinator for the age group (the Field Coordinator will call you at least 2 weeks before the tournament)	<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 laminated player cards with photo for all players	<input type="checkbox"/>
Have travel papers if needed in hand (amended, if necessary)	<input type="checkbox"/>
Have loaned player forms in hand as necessary, properly signed and complete	<input type="checkbox"/>
Have medical release forms, signed by parent or guardian for each player	<input type="checkbox"/>
Organize all forms in the same order as roster/player cards	<input type="checkbox"/>
10. Prepare the team and parents:	
Advised them of field assignments and schedule	<input type="checkbox"/>
Given everyone maps and directions to the Polo Fields	<input type="checkbox"/>
Advised every parent/player of alternate jersey requirements	<input type="checkbox"/>
Advised every parent/player of the red card rules	<input type="checkbox"/>
Advised everyone of the no dogs or pets rules at Polo Fields	<input type="checkbox"/>
Advised everyone of parking violations and towing	<input type="checkbox"/>
Advised everyone of the parking fee and encouraged them to car pool	<input type="checkbox"/>
Advised those who need it of disability parking availability	<input type="checkbox"/>
Advised everyone of restricted area rules at the Polo Fields	<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.