

SAN DIEGO SURF 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. Completed Tournament Acceptance page and completed hotel rooming List <i>no later than June 24, 2009</i>	<input type="checkbox"/>
4. Arranged for Travel Papers from State Association or other governing body	<input type="checkbox"/>
5. Made sure the tournament roster is up to date and complete	<input type="checkbox"/>
6. Made travel arrangements (air, car, etc) – you may use Sorensen Travel (800-874-7522)	<input type="checkbox"/>
7. Completed on-line roster for College Handbook by July 3 for U-16 up	
8. Given a copy of the tournament rules to the coach	<input type="checkbox"/>
9. Made contact with the Field Coordinator for the age group	<input type="checkbox"/>
10. 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"/>
11. 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.