

2012 Chill-Out Tournament Team Manager Checklist

1.	Team Application & Entry Fee <ul style="list-style-type: none"> • On-Line Registration at tournament web site • Emailed Quick Find Form to ChillOut Registrar • Payment should be received within 2 weeks of registering 	
2.	Tournament Rules <ul style="list-style-type: none"> • Download and print from website – see “Tournament” • Make copy for coaches and players to review 	
3.	Player Passes <ul style="list-style-type: none"> • Current/valid USYSA or USSF Player Passes required for all players. (This is not the pink IPSL card.) <u>There will be ABSOLUTELY NO EXCEPTIONS.</u> 	
4.	Application to Travel (if you are not an Iowa team) <ul style="list-style-type: none"> • USYSA form, approved by your State Association 	
5.	Team Rosters <ul style="list-style-type: none"> • One copy OFFICIAL ROSTER APPROVED BY STATE ASSOCIATION to be kept by the Tournament. We WILL NOT combine rosters. There will be ABSOLUTELY NO EXCEPTIONS! 	
6.	Medical Releases <ul style="list-style-type: none"> • Medical Release form required for ALL players. You may use your State’s release form. No special form is required. 	
7.	Guest Player Form & Instructions <ul style="list-style-type: none"> • Formal approval must be presented for ALL guest players. Guest player approval can be an official letter or amended roster from the teams own State Association indicating the guest players are approved to play with this team. • A “Copy” of the guest player approval will be retained by Tournament Officials at Registration. 	
8.	Maps & Directions for Team & Parents <ul style="list-style-type: none"> • Print from website - see “Tournament” 	
9.	Due at Team Registration <ul style="list-style-type: none"> • One manager or coach per team should register team. There is no need for players to attend Registration • State Association approved “Application to Travel” (non-Iowa teams only) • <u>One copy</u> of State Association approved Team Roster and Guest Player authorization (if applicable) • Current Player Passes for ALL players (in alphabetical order) • Copies of medical release forms for ALL players (in alphabetical order) • Completed “Quick Find” form including emergency contact information for team manager AND coach (hotel #, room #, cell phone #). I’m also asking that you submit a copy via email as well. • Receive team tournament packet and other info 	