

**23rd ANNUAL ORANGE CLASSIC INTERNATIONAL GIRLS
SOCCER TOURNAMENT
DECEMBER 28-30, 2019**

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	
Send email to ochotels@bellsouth.net	
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 27, 2019 at Team Registration.	
7. Complete College Coaches Book Player Profile information. Log into your	
Getsoccer account and be sure your roster is accurate	
8. Mailed all advertising/camera art ready work, if applicable	
9. Prepared for Registration/Team Check-In:	
• Assign official team representative to attend, collect information	
and check your team in at Registration & Team Check-In on	
December 27, 2019	
• Player passes w/photo for all players & coaches cards	
• Original USYSA Permission to Travel Form	
• Three Team Rosters, noting all guest players	
• Medical Release Form for each player	
• Turn in Emergency Team Contact Form at registration	
• Organize all player cards & forms in the same order as roster	