



Manager's Check List

- 1. Registration - due February 1st.**
 - Contact name, phone # and e-mail must be submitted.

- 2. Payment.**
 - Deposit **\$300** Canadian - **due February 1st**
 - Final payment **\$1,400.00** Canadian - **due March 30th**

- 3. Team roster and picture for program - due May 16th**

- 4. Accommodations booked.**

- 5. Insurance paid.**

- 6. Insurance confirmation to tournament coordinator - A.S.A.P.**

- 7. Highway conditions/closures checked.**

- 8. Bring to Whistler:**
 - **Final roster**, before the start of your first tournament game
 - **Birth certificates** for each player, copy or originals (if requested)
 - **Letter from parents** permitting their child to cross the US / Canada border (for those players who do not have a parent or legal guardian attending the tournament with their child)

- 9. Check your schedule carefully for times.**

- 10. Do you have directions to Meadow Park?**

- 11. Do you have directions to Accommodations?**