



Checklist for Managers/Team Administrators

Required:

- Register for the 2017 Eastern World Series event online at www.ussa.com and submit entry fee upon registering. Due by June 27 for Weeks 1 & 2 and July 3 for Week 3.
- Book hotel accommodations. See pages 3 - 5 for information on booking hotel rooms and the Stay to Save Rebate.
- Submit Team Gate Fee form and payment. Form found at the end of this packet or can be downloaded at <http://www.salisburychampionships.org>. Due by June 27 for Weeks 1 & 2 and July 3 for Week 3.
- Enter team roster online at www.ussa.com, print official USSSA roster and obtain **all player and parent** signatures. Bring a copy of signed roster to Manager's Check-In to turn in to USSSA staff.
- Obtain proof of insurance certificate and bring a copy of certificate to Manager's Check-In to turn in to USSSA staff.

Optional:

- Submit team player list and photo (unofficial) to be included in the tournament program book. Form available online at <http://www.salisburychampionships.org>. Due by June 27 for Weeks 1 & 2 and July 3 for Week 3. This program book will be provided free to every player in the tournament.
- Submit Good Luck Ad form and payment. Download form from <http://www.salisburychampionships.org> or see page 14 of this packet for information – Due by June 21 for Weeks 1 and 2 and June 28 for Week 3.
- Submit tournament t-shirt pre-order form. Teams registered online by June 21 will be emailed the t-shirt pre-order form.
- Book practice field(s). See page 6 of this packet under Practice Fields section for information. Requests due no later than Manager's Check-In.
- Prepare gifts for team gift exchange. See page 7 of this packet under Gift Exchange section for information.