



Whitecaps FC 2017 adidas Cup Manager's Checklist

1. Read all tournament information, rules, and registration
2. Complete your online registration
3. Make hotel reservations using the Vancouver Whitecaps FC list of host hotels
4. Make travel arrangements (air, bus, car, etc).
5. If required, complete Travel Permits from provincial/state association or other governing body
6. Confirm rooming list with hotels. Please release any unused rooms
7. All teams from outside British Columbia shall supply proof of accident/injury/illness medical insurance to the Tournament Host, ***no later than seven days prior to the first day of the tournament.*** Failure to comply will disqualify the team from participating in the tournament
8. Given a copy of the tournament rules to the coach
9. Prepare for registration:
 - Updated your roster with all correct information
 - Have travel permit paper in hand
10. Prepare the team and parents:
 - Advise field locations and schedule
 - Give everyone maps and directions to fields
11. At the event:
 - Check-in at the registration table on site at Newton Athletic Park

Pick up team welcome package

Soccer balls/benches are each team's responsibility