



## MANAGERS TRAVEL CHECKLIST

Responsibilities to ensure a successful tournament on the road:

### **ADMINISTRATION:**

#### **Hotel Coordinator:**

- Players stay 3-4 per room(for age appropriate teams)
- Rooms for coach(s)
- Rooms for families
- Help players w/o families find a room to stay
- Maps to hotels to and from fields, and from Indy

#### **Registration:**

- Registering team at playing site
- Listing guest players, if any
- Carrying player passes, medical release forms and players birth certificates

#### **Scheduling:**

- Create a weekend itinerary
- List game times
- List game sites with maps to fields
- Prepare for events (see below)

### **EVENTS:**

#### **Meals (Social Coordinator):**

- Plan breakfast meeting area
- **BE PREPARED** for lunch between games(Subway or lunch meat, fruits and veggies at fields)
- Reservations or dinner at hotel (pasta or American, not steak house)  
*Consider pizza at hotel for younger teams*

#### **Rest:**

- Plan for down time between games
- Curfew set for Friday and Saturday nights
- Wake up calls placed

#### **Injuries:**

- Help with getting proper treatment to those who need attention

#### **Player Booklet:**

- Put together an informational booklet summarizing each player (U16-up)

### **Coaching:**

#### **Team Meeting:**

- Help coach find an area where the team can have a team meeting FRIDAY night.
- Pass out the club rules to all the players prior to the tournament(see list on website)