

Froedtert & The Medical College of Wisconsin Invitational

Manager's Check List for 2018



A team representative must stop at Registration to officially check-in the team before the first game. It is best to do this **30 minutes to 1 hour before the start of the team's first kick-off**. Registration will be located inside our indoor facility. It will be open Friday from 4:00-7:00pm for teams having Friday evening games and for anyone wishing to eliminate a task from the Saturday “to do” list. Registration will open again 1 hour before games Saturday and Sunday.

We are doing things differently this year. Most documents must be uploaded to [SportsForms](#) in advance of the tournament.

The items to upload in advance to SportsForms are:

- A copy of your official state approved roster
- Rosters from original teams for any Club Pass Players – teams are limited to 4 Club Pass Players
- Guest Player form if applicable
 - Complete the online form through the [Tournament Center](#) and print/save a copy
 - Limit of 2 Guest Players
- [Wisconsin Youth Soccer Association Liability Release Medical Consent Forms](#) for every participating player. Out of State players need to complete the Wisconsin form.
- Out of state teams must provide the [Permission to Travel](#) form as required by their organization.

Please submit all forms online by Friday, April 27th.

Items to submit in person at Registration:

- Player passes for each player participating in the tournament.
- Teams staying overnight must submit the Hotel Form.
- Any changes to previously submitted information

Other information to share with all participants:

- Park only in designated, lined parking spots. Illegally parked cars can block the flow of traffic and create dangerous situations. Vehicles will be ticketed and/or towed if there is a problem.
- We are a dog friendly environment. However, we ask that you have your pet on a leash and clean up after him/her.
- Parking will be \$10.00 per day/per car or \$15 for a weekend pass with unlimited re-entry.

Please contact Dawn Urban, Tournament Director with any questions at 414-375-1152, or via email at DawnU@mksc.org.