

PEPSI CUP



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 game.** 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 first 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 Monday, October 1st. After October 1st, all forms and changes must be handled in person at Tournament Headquarters when a team representative checks in.

Items to submit in person at Registration:

- Player passes for each player participating in the tournament.
- A Hotel Form for teams staying overnight. A list of our hotel partners is listed on [mksc.org](#).
- 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.