**WS Checklist for Managers/Team Administrators**

***Required:***

* Seek approval for entry as a verified “C” level team with your State Director and Tournament Director, Glen Warholic (glen.warholic@usssa.com).
* Register for the 2019 Eastern “C” National Championship event online [HERE](http://www.usssa.com/fastpitch/event_home/?eventID=313504&divisionID=null) and submit entry fee upon registering. The deadline to register is June 27th.
* Maintain eligibility as a “C” level team up to and through the Eastern National Championships.
* Book hotel accommodations. Go to [Visit Loudoun](http://www.visitloudoun.org/sports/usssa-national-championship/tournament-accommodations) and follow links to the Official Event Housing Website. Lowest group rates have been negotiated on your behalf. **This is a stay to play event.**
* Submit Team Gate Fee form and payment. It is available at the [Visit Loudoun Website](https://www.visitloudoun.org/usssa-nationals/entry-information/). The deadline to submit the gate fee is June 27th.
* Enter team roster online at [www.usssa.com](http://usssa.com/fastpitch/ISTSLogin/#/?gdSport=16), 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 free tournament program book. Information on this is available at the [Visit Loudoun](http://www.visitloudoun.org/sports/usssa-national-championship/general-tournament-information) website. The deadline is June 27th.
* Submit Good Luck Ad form and payment. Information on this is available at the [Visit Loudoun](http://www.visitloudoun.org/sports/usssa-national-championship/general-tournament-information) website. Due by June 1st.
* Submit tournament t-shirt pre-order form. Teams registered online by June 1st will be emailed the t-shirt pre-order form.
* Prepare gifts for team gift exchange. More information is available at the [Visit Loudoun](http://www.visitloudoun.org/sports/usssa-national-championship/general-tournament-information) website.

**2019 USSSA Eastern “C” National Championships**

**Loudoun County, Virginia**