

**MANAGER GUIDELINES for a SMOOTH Tournament Experience!**

1. **Submit your Entry Fee prior to the close of Registration –** This is to ensure that your team is accepted into the tournament…you **WILL NOT** be accepted until payment is made. Acceptance is by payment first and then time of registration, so make sure you have your payment information uploaded with your registration. We do not start accepting teams until registration is closed and/or there are enough paid teams to start creating a bracket/division. We do this as a way to make sure that funds clear for the team. Credit cards are **NOT** automatically charged when you enter your team, but once your team is accepted, you will receive an email notifying you of your team’s acceptance and that your credit card will be charged and further instructions on what paperwork needs to be submitted. If your payment is declined and you do not make good on payment, your team will be dropped from the tournament, period!
2. **Submit all requests like coaching conflicts and scheduling by the time Registration closes –** Scheduling starts immediately after the close of Registration to ensure that the schedules are posted in a timely manner. Any changes at this point will create conflicts for others. We try our best to accommodate any and all requests, where permissible but will honor requests submitted with a head coach having more than one team entered into the tournament. Even though gotsport is supposed to advise of coaching conflicts, it is important for the head coach and/or manager to advise the tournament committee of any requests **ASAP**. There is a form under the “forms you need” tab on the tournament website for you to submit your requests.
3. **Please do NOT send communications via gotsport –** gotsport does not notify the tournament director that a team has sent a message. If you need to contact the tournament committee for any reason, please do so by email and/or text, this is also the quickest manner to get a response from those in charge of the tournament. We ask that you limit your communication by phone since we are trying our best to get everything done in a timely manner, however if you need to speak to someone personally, please do what is best for you and your team! We will respond to your questions or concerns as quickly as possible.
4. **Gather and submit your paperwork when prompted ASAP as to not delay your teams’ acceptance –** Make sure your roster in gotsport is correct and matches your paperwork; need to have all jersey numbers and pictures on your official roster. If you have any guest players that you are bringing to the tournament, **PLEASE** make sure all signatures are on the form. If your paperwork is not complete or accurate, your guest player(s) will **NOT** be permitted to play until all paperwork is true and accurate! If you have any questions on that, do not hesitate to contact us! Let’s all have fun!