



## **Manager GUIDELINES for a SMOOTH Tournament Experience**

1) **Submit your Entry Fee prior to the close of Registration** - This is fundamental for your team to be accepted into the tournament...you WILL NOT be accepted until payment is made. Acceptance is by payment first and then time of registration, so don't be odd man out over payment. Typically we do not start excepting teams until registration is closed and/or there are enough paid teams to start creating a bracket/division. We do this to eliminate funds from being held hostage as with other tournaments. Checks must arrive in 2 days prior to deadline to ensure funds clear. Credit Cards are NOT automatically charged when you enter them, once you receive your acceptance email your card has been charged. Furthermore, once registration is closed your team will be left off of the schedule and be replaced by a team on the wait list who can execute payment immediately.

2) **Submit all request like coaching conflicts and scheduling by the time Registration closes** - Scheduling starts immediately after the close of Registration, literally. Any changes at this point will creates conflicts for others. We take pride in doing everything in our power to honor request submitted on time. Only head coach conflicts are considered and will take priority to all other request. Even though Gotsoccer advises of same coach conflicts, too often the coaches information is not entered the same for each of his/her teams and is missed. Therefore, we ask that you still submit a request form, under the "forms you need" tab on the tournament website for coaches with multiple teams.

3) **Please do NOT send communications via GotSoccer** - Gotsoccer does not notify the tournament director that a team has sent a message. There are several methods and people to contact us on the tournament website. The quickest and assured why to get a response is to send an email or text. Please remember, there is 1 to 3 of us verses 100's of you so answering every phone call at the time you call can get very over whelming for us. Typically we are waiting on something from you or another team to get an answer, so emails and text allow us time to gather the information to help you. If you must call, please leave a message or you may run the risk of not receiving a call back. Should you not get a response in 24 hours, please do not hesitate to send another message.

4) **Gather and submit your paperwork ASAP, do not wait until the last minute** - Make sure your roster in GotSoccer is correct and matches your paperwork. When generating your check-in roster, see example under the "paperwork tab" on the tournament website, what you see is what we see. We have no clue of your team's intentions. If it doesn't match the paperwork submitted, for example we have a guest player form for a player not listed, we will assume the player is not coming. Get jersey numbers listed for all players!!