**Checklist for team leaders**

o **Identification** with photo for all players (if there is a protest regarding one of the team's players, they must be able to provide identification). Random checks on age and eligibility will be conducted.

o **Filled out team rosters in Cupmanager**. No players are eligible without their names being listed on the roster. For players who have dispensation from their respective districts, this must be clearly marked and a copy of the dispensation must be attached.

o **Remember to collect a match host vest** for your team at the secretariat. Both teams should have a match host for each game.

o Have you thoroughly familiarized yourself with the **tournament regulations?**

o **Have you reported the available contact person** **during the tournament?** Remember that this person must be available in case of any changes to the matches. If the club has multiple teams, we will only communicate with one person per club. This also applies to clubs that are not in our system. Note: This person does not necessarily have to be the same as the one listed on the registration form.

o **Submission of a name list** with room assignments for those who have booked hotels.

o **Have you remembered all the bookings?** Transportation, mattresses, sleeping bags...

o **A sleep mask is something we recommend** for everyone staying at schools. Some schools and rooms are more exposed to light conditions than others. Nevertheless, we recommend that everyone bring a sleep mask.

o **Check the weather forecast in advance**. If it's a hot summer, it's important to have enough to drink, and having a bucket of water and sponge for cooling down can be useful.