



**2017 USSSA Eastern "C"  
National Championships  
Loudoun County, Virginia**

**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](mailto:glen.warholic@usssa.com)).
- Register for the 2017 Eastern "C" National Championship event online at [www.usssa.com](http://www.usssa.com) and submit entry fee upon registering. Due July 7<sup>th</sup>.
- Maintain eligibility as a "C" level team up to and through the Eastern National Championships.
- Book hotel accommodations. Go to [Visit Loudoun](#) 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](#). Due by July 7<sup>th</sup>.
- Enter team roster online at [www.usssa.com](http://www.usssa.com), 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](#) website. Due by July 7<sup>th</sup>.
- Submit Good Luck Ad form and payment. Information on this is available at the [Visit Loudoun](#) website. Due by July 7<sup>th</sup>.
- Submit tournament t-shirt pre-order form. Teams registered online by June 15 will be emailed the t-shirt pre-order form.
- Prepare gifts for team gift exchange. More information is available at the [Visit Loudoun](#) website.