



**2018 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@ussa.com).
- Register for the 2018 Eastern “C” National Championship event online [HERE](#) and submit entry fee upon registering. Due July 6th.
- 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 6th.
- Enter team roster online at www.ussa.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 6th.
- Submit Good Luck Ad form and payment. Information on this is available at the [Visit Loudoun](#) website. Due by June 29th.
- 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.