CHECKLIST FOR TEAMS ENTERING TOURNAMENTS

1. Make sure all team staff have CPIC clearance …… _____

2. Send CPIC clearance to Regional Director ……. _____

3. Make sure all team staff have attended a Harassment Seminar ….. _____

4. Send registration and levies to NLSA by July 13th …… _____

5. Check to make sure all players have been registered ……. _____

6. Send Credential Form, team information sheet, and tournament fees to NLSA office (must arrive 2 weeks before the start of the tournament) …… _____

7. Forward the name, telephone number, fax number, and email address of a team contact person to the NLSA office …… _____

8. Labrador teams – 2 weeks before the start of the tournament notify host of the number of billets required……. _____

9. Find suitable accommodations for your team …… _____

10. Plan to travel in time for the Pre-Tournament Meeting …….. _____

11. Bring a copy of Team Credential Form with you …….._____

12. Name a representative to Disciplinary Committee…….. _____

13. Notify NLSA of intention to travel to Labrador by July 1st (if applicable) ……. _____

14. Bring copy of CPIC clearance with you …….. _____

15. Fill out coaches' tournament evaluation form …….. _____