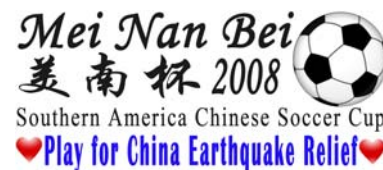


Checklist For Team-Organizers for MeiNanBei 2008



Updated on 20080513 by Rongpei Lan, important updates as shown by ☺

All important information would be archived and updated on 'Yahoo group':

<http://sports.groups.yahoo.com/group/meinanbei/database> <http://sports.groups.yahoo.com/group/meinanbei/files>

<http://sports.groups.yahoo.com/group/meinanbei/photos>

Soccer field: NEYSO Bulverde Complex, Address: 29064 Bulverde Rd., San Antonio, Tx. 78260 (maps disclosed)

Dormitory address: University of Incarnate Word, 4301 Broadway St, San Antonio, TX 78209-6318 US (maps disclosed), *Payment can be cash/Check/CreditCard.*

Should-do for team organizers

☺ **Freeze time for all tables on web and food order deadline: Tuesday midnight (May20th,0am).**

Any change after that please contact SACnSoccer@hotmail.com

	Items	Details	Notes
1	Register team& key persons	1. 'registration table for all teams' in 'database'	Please include: email, cell/home/work phone
		2. Upload clear big-head photo into 'album'	May be printed for on-site purpose.
		3. Pay registration fee, see instruction in 'files'	According to 'Financial Plan and Payments' in 'files'.
2	Register team members	1. Sign 'Injury Informed Consent' (in 'files').	Hand in while team-checkin on the field. Any players should NOT play without signing this form. Medical insurance is not covered by MNB 2008. Make sure that every soccer player has shin-protector .
		2. Fill 'registration table named with your team' in 'database'	NumberOnJersey is preferred.
3	Register dorms	Update a table 'hotel registration for all teams' in 'database' See availability & instruction in 'files'. Have a print-copy.	Before driving out to San Antonio, or call dorm contact person if any change.
4	Food ordering	Finalize quantity of total ordered for your team, for both Sat/Sun. Price around 5\$ ☺. Have a print-copy.	It can ONLY be slightly modified on field before 10am. Food would be delivered around 12am.
5	Information for member	Package to be released	
6	Others	Print and be familiar with MNB Rules in 'files': All should abide by MNB Rules. All disputes may present to Rules Committee for final judge.	
		Check this checklist frequently for any updates.	

On-field Streamline for Rules Committee Members (the only 1 representing the team)

Place: **Serving Center**

No.	Time	Work to do	Details/Notes
1	May 24 th 9:30am-9:45am	Check In for your whole team	Turn in Injury Release Form with All signatures (Add in service center); Identify guest-players. Verify & Pay food order for whole team; Only slightly modification allowed. Get/Organize rest area for your team. Get an ID card which should be carried always except on the field.
2	May 24 th ,9:45am	Rules Committee Meeting	Only if necessary.
3	May 24 th ,10:00am	Game Start	Check every player on signature on the Injury Release Form, or should go to Service Center to sign it. Check POST-area: Scores/TollOfYellow&RedCard of your team; Any Notice. As frequently as possible.
		PhotoGraphing of your team	Call MNB Photographer on any best time.(Recommend before play)
	May 24 th ,12:00am	Lunch	Group Food would be dispensed to team representative only.
4	May 24 th ,before 6:50am or earliest	Pay First-day fine	Budget can be balanced by buying water for all
	May 25 th ,12:00am	Lunch	Group Food would be dispensed to team representative only.
5	May 25 th ,before finish or anytime	Pay Second-day fine	
6	May 25 th ,1-5 minutes after final game	Rules Committee meeting	finalize all prizes; next host city, further fines,etc.
7	May 25 th ,Earliest	Quick Prizes Ceremony	Champion by Chair, Chen Si; ☺Runner-up by SACSSA chair-vice, Zhu Bing; Consolation by SACSSA Sports-head, Qi Wenbo