



2008 National Championship Coaches' Check-In

What: Coaches' Check-In

Where: Cypress Room, Doubletree Hotel, 4099 Valleyview Lane, Dallas, Texas 75244

When: Tuesday, July 22, 2008: 11:00 AM – 8:00 PM

Wednesday, July 23, 2008: 9:00 AM – 4:00 PM

The extended hours are offered to make the Check-In process efficient and to minimize the time required to complete the Check-In process. Teams which delay Check-In until late Wednesday afternoon, will experience longer lines and a greater time commitment. We encourage all teams to have their entry documentation complete and to Check-In as early as possible to avoid delays. **Dallas area teams are encouraged to check in on Tuesday to avoid the rush of teams on Wednesday.**

The Head Coach or a representative must check in prior to the team's first game. **A team will not be allowed to play and will risk a forfeit until the Coach has completed check-in and the team's entry has been confirmed as complete.**

The check-in process includes:

- Confirmation that the team's entry is complete, including Entry Form, player eligibility documentation for each player, fully signed Participation Agreement, and receipt of full payment of the Entry Fee, including any additional fees, to the extent applicable, such as the Late Documentation Fee, Late Registration Fee, and Housing Fee.
- If a team's entry is complete upon arrival, the Coach will proceed with Express Check-In, which allows the coach to promptly receive the Coach's Packet, Coach and Player Credentials, and other tournament materials. When a team has submitted a complete entry, the process should be a matter of a few minutes.
- **If a team's entry is not complete** upon arrival, the Coach will be required to complete the entry documentation prior to proceeding with Check-In and prior to receiving the Coach's Packet, Coach and Player Credentials, and other tournament materials. **A team will not be allowed to compete until the entry documentation is complete. There are NO EXCEPTIONS to this requirement. Any entry fees or documentation accepted at Check-In will be subject to a Late Documentation Fee of \$75 (NO EXCEPTIONS).**
- If a team is providing player age/grade documentation at Check-In, copies of such documentation must be provided to Prime Time Sports for our records. **It will not be adequate for the team to have originals for review; you must have additional copies to be retained by Prime Time Sports.** No copying services will be available at the Check-In office and it will be the team's responsibility to have copies made.

- As part of Check-In, each team will be required to provide a team contact and mobile phone number, as well as the name of the hotel at which the team is staying, if applicable. This information is required in the event we need to contact your team during the tournament.
- **Late Check-In.** Any Check-In accepted after 4:00 pm on Wednesday, July 23rd will be a “Late Check-In” and must be completed prior to the team’s first scheduled game. Late Check-In will be available on Thursday, July 24th and will also be located in the Cypress Room of the Doubletree Hotel, 4099 Valleyview Lane, Dallas, TX 75244. Late Check-In hours will be from 7:00 am to 4:00 pm on July 24th only. Late Check-In will NOT be available at any other site. **Any Late Check-In will be assessed a Late Check-In Fee of \$75, NO EXCEPTIONS. The Late Check-In Fee is in addition to all other fees due, including the Late Documentation Fee referenced above.**