

Instructions for submitting a team and payment

ODOT Tin Can Rally

Basketball tournament May 7th and 8th, 2010

1. The due date for the team fees (\$300.00) and 1st draft roster forms is due:

May 1, 2010

2. All documents and checks (make payable to “ODOT Tin Can Rally”) may be mailed to:

Eric Lampert
Oregon Dept Of Energy
625 Marion St. NE
Salem, OR 97301-3737
eric.lampert@odoe.state.or.us

If you are in the Salem area, you may deliver the payment by hand either to my office or make arrangements with me to meet you.

DO NOT use state envelopes or the interdepartmental mailing system to send the packet and/or payment. Please use your own envelopes and stamps.

3. There are 3 documents that you need to fill-out and submit with the tournament packet. These can be done electronically or via mail (use address above).
 - a. Roster Form – EMAIL or VERBAL COMMITMENT is encouraged and can be done ahead of time to Eric Lampert (eric.lampert@odoe.state.or.us telephone 503 378-5745). Roster form must be submitted electronically by **May 1st**. Amendments to the roster are accepted, however, all rosters must be finalized by **May 5th**.
 - b. The Team Information Sheet (captain signs for team) – must be **SIGNED** and submitted electronically or manually with your roster (no later than **May 5th**). This will help the tournament with feedback and team profiles.
 - c. Waiver for photography (captain signs for team) – must be **SIGNED** and submitted electronically or manually by **May 5th**. This waiver is to allow ODOT photographers to take pictures of the tournament and subsequently display them. These are, primarily, for newsletter stories, Inside ODOT, and agency web sites.

All documents can be found on the wiki web site:

<http://oregonemployeesports.wikidot.com/basketball-2010>