

MONTH BY MONTH CHECKLIST FOR TRAVEL TEAM MANAGERS

JUNE

Meet with coach and select preseason and fall tournaments; calculate team tournament dues- include indoor deposit amount
Schedule the first team meeting and collect player information, photos, medical release forms, dues, and proof of birth you need
Register for the August Cup (U9-U14 teams) and any other pre-season tournaments
Be sure everyone has a unique jersey number and that they know what uniform they will need and where to get it

JULY

Get your packet of player passes from the club once they are available
Fill out the VYSA KidSafe application as soon as it is up
Register online with SYA as a volunteer- select Team Manager- and have the coach do so as well
Remind coaches to do SYA and KidSafe registrations as well
Ask you're the travel administrator who has not yet paid SYA registration fees for your team and send them reminders
When VYSA puts up the new year's database, begin forming your team
Ensure all players are on track with getting uniforms around mid- month
Ask families if there are any weekends during the fall season when they cannot play
U15- U19 teams planning to play fall State Cup should monitor the VYSA website for the State Cup calendar

AUGUST

Submit applications for winter indoor league play as soon as possible to ensure admittance
Have packet VYSA roster approved by club rep
Remember player commitment forms must be turned in to travel administrator before approval can occur
Put all necessary documentation in your team book
Attend final August Cup meeting, assign families to volunteer roles
Update team information for your specific league on their website (NCSL, ODSL teams)
Distribute schedules to parents as soon as the league posts them
Teams attending residential or evening camps- remind parents to register
U15-U19 State Cup teams complete application process

SEPTEMBER

Apply to Columbus Day tournament or post-season tournaments in early September- deadlines are sooner than you think
Begin league play, enjoy the season!

OCTOBER

Register for any end- of- season tournaments early in the month if you have not done so already

NOVEMBER

***Send in STAR cards (NCSL U12 & U13 teams) within five days of last game of the season
Vote for sportsmanship winners (ODSL)
Nominate someone for Character Counts with SYA***

DECEMBER

***Jefferson Cup applications are due in mid-December if you are entering that event
If you are looking for players, create your ad and post to your team page
Happy holidays!***

JANUARY

***Begin winter indoor training if your team is participating
Collect fees for indoor training
Send out spring schedule as soon as possible so families can plan around it
Plan which spring tournaments the team will enter, calculate and collect dues, submit applications***

FEBRUARY

***Remind everyone that league play begins the first weekend of spring break; see if you will have enough players or if you need a bye
Apply for March pre-season tournaments***

MARCH

***Pick up spring materials from club rep (NCSL)
Apply for Spring State Cup if you are entering (U12-U14); create separate State Cup roster on VYSA database and have it approved***

APRIL

***Begin spring season
Apply for any tournaments for the end of the season (Memorial Day or June)***

MAY

***Approach coach to get tryout ad written if you are using one- post on your team page
Notify team of upcoming tryouts dates, times, and locations***

JUNE

***Attend tryouts, help with registration as the kids arrive
Confirm your plans for the next year at the end of the season
Send in STAR cards (NCSL U12 and U13 teams) within five days of last game***