

MONTH-BY-MONTH CHECKLIST FOR TRAVEL TEAM MANAGERS

JUNE

- Schedule team meeting location for this month- do this early, spaces fill quickly
- Meet with coach, select pre-season and fall tournaments
- Discuss indoor league options if relevant, find the cost for the league
- Add the tournament costs and indoor deposits and determine team dues
- At team meeting, collect player information, photos, medical release forms, proof of birth documents (if needed) and dues
- Find out vacation plans for players for scheduling purposes
- ODSL& NCSL teams: discuss bye dates needed, tell Kathy
- Register for pre-season tournaments
- Review the calendar for your league, noting all applicable deadlines and meeting dates
- Send uniform details to Kathy: player name, email, jersey number, and whether they are field players or keepers

JULY

- Submit applications for indoor league to ensure admittance-some fill quickly
- Fill out Risk Management application on VYSA website when you get the link
- Complete Sexual Abuse Awareness Training when you get the link
- Remind coach to do these applications- you can't complete your roster unless all adults on it have completed these
- Begin entering your team in the VYSA system
- Check to see that everyone is on track to get uniforms around mid-month
- Submit bye requests to the league before the deadlines if your team is unavailable on a particular weekend (NCSL: no Sunday requests allowed; ODSL- both days permitted)
- U15-U19 teams should monitor the VYSA website for the State Cup calendar, noting deadlines

AUGUST

- Have roster approved by club.
- Once approved, organize your team book with all necessary forms and documents
- Attend any required league meetings, and remind other volunteers to do the same as needed (ODSL- team rep meeting; NCSL: new manager training)
- Distribute schedules for tournaments and league play as soon as they are available
- NCSL & ODSL teams: Collect league packet (game cards etc) from club rep or attend ODSL meeting; review contents
- Laminate passes once your roster is approved

SEPTEMBER

- Apply to mid- season and end-of-season tournaments early this month
- Begin league play, enjoy the season!

MONTH-BY-MONTH CHECKLIST FOR TRAVEL TEAM MANAGERS

OCTOBER

- Play Columbus Day tournament if applicable, check applications for November tournaments
- Make hotel reservations early if you are going away for your November events

NOVEMBER

- Get winter training calendar from coach, share with team

DECEMBER

- Jefferson Cup applications due mid- month if you are participating
- Collect final fees for indoor league, submit roster or any remaining paperwork

JANUARY

- Begin winter league/ winter training if your team is participating
- Poll players for spring plans so you can make your bye requests
- Finalize spring tournament plans, collect fees

FEBRUARY

- Remind everyone that league play begins the first weekend of Spring Break, and find out if you need to take a bye that weekend
- Submit bye requests to your league before deadline (NCSL: no Sunday requests allowed; ODSL- both days permitted)
- Submit applications for March tournaments before deadlines
- U12-U14 State Cup teams watch the VYSA website for the calendar. Apply when available. Print State Cup roster.

MARCH

- Pick up Spring materials from Club Rep (NCSL), or attend pre-season meeting (ODSL)
- Keep parents informed when schedules are available

APRIL

- Begin spring league play
- Apply for Memorial Day/ end of season tournaments
- Discuss summer topics, such as team camps and vacation plans, with your team.

MAY

- Notify team of tryout dates, times, locations when available
- Assist with checking players in at the field before each tryout begins

JUNE

- Attend tryouts, help with registration as players arrive
- Let SYA know if you will not be returning as a manager