



CC United Soccer Club Team Manager Checklist

Requirements:

- Complete Background Check** – every year (Jan.-Dec.)
- Complete online Concussion Training** – every three years (email copy of certificate to accountservices@ccunitedsoccer.com)

As Soon as Team is Formed

- Get a binder to keep all team information
- Send team welcome email
- Contact Coach - set a team meeting/discuss practice schedule
- Reserve meeting space if holding indoors
- At Team Meeting:
 - Coach will cover team goals for the season, attendance expectations, practice schedule
 - Request dates of conflict on possible games nights and weekends
 - Discuss Tournaments
 - Discuss budgeting of tournaments (as equal team expense or pay by attendance)
 - Instruct families and players to download SI Play App
 - Instruct families to follow CCU on twitter for fields closures
- Sign/Collect Forms - (forms must be dated for current season's year)
 - MYSA Medical Release Form
 - Participation Agreement

On-Going

- Winter Training - Enter scheduled practices on CCU team calendar
- Spring/Summer Training - Once outdoor field availability is received in spring, schedule team practices on CC United website
- Determine budget and collect money (slush fund, coach gift, tournament fees)
- Decide and register for tournaments
 - Complete tournament's registration
 - Make sure you have all necessary forms to check-in (medical forms, roster, concussion certificate)
 - Submit and pay for Permit to Travel via Affinity for out-of-state tournaments (WI is usually an exception but verify with tournament director)
 - Make hotel reservations if needed
 - If tournament requires printed passes, fill out CC United's Printed Pass request form

Prior to First League Game

- Create account in Affinity
- Complete reschedules within the MYSA reschedule period
- Enter game schedule on CC United website
- Upload photo of players/coaches in Affinity
- Verify players entered legal names

At Each Game:

- Referee will use own device for player check-in
- Bring a printed Game Day Roster

Throughout the Season:

- Complete game reschedules via Affinity for weather related cancelations
- If subs are needed, utilize Affinity to 'club pass' player to your team
- Keep team calendar up-to-date
- Send weekly team communications
- Check-in for tournaments

End-of-Season

- Plan team party or ask other parents to plan
- End-of-season coach gift
- Refund any team fund overages (or use for party)
- At end of Fall Season - shred any medical release forms since they will need to complete new ones for the Summer season.

Tournaments Requiring Printed Passes

- Request printed passes from CCU – Complete online form
- Prepare MYSA Player/Coach Passes
 - Passes will be emailed to you in a pdf file
 - Prepare passes by printing, cutting/folding, and must be laminated
 - Put on a ring in alphabetical order