

# Team Manager Checklist

spacecoastsoccer.org/managers

## MAY-JUNE

- Wrap up team bank account and get to zero balance.
- Team Budget  
Add up tournament fees, estimated coach travel hotel stays and per diem, Teamsnap, State/Presidents/Commissioners Cup referee fees, equipment, manager supplies, misc expenses.
- Players Pick Jersey Numbers  
Let players know what numbers are already taken from previous season (some players may want to switch numbers). Collect player jersey numbers. Use the Uniform order template to enter player name, jersey number, contact email and whether they are a goalkeeper.
- Set up Teamsnap  
Invite new players through parent or player email. Older players (16U and up) should have their own emails and phone numbers, along with a parent.
- Apply for tournaments (check deadlines)
- Make arrangements with Treasurer if you need to be added to team bank account. Stacey Sabiston, treasurer@spacecoastsoccer.org

## JULY

- Perform Clearance Checks  
White teams - FYSA background check and CDC Heads UP Concussion through GotSoccer Manager account  
Red teams - FYSA background check and CDC Heads UP Concussion through GotSoccer Manager account. US Club background check, Sideline Sports course and SafeSport training.  
All teams - Recreation Dept Fingerprinting
- Check that rosters are complete.
- Enter schedule into Teamsnap (when available).
- Start collecting team fee payments.

## AUGUST

- Let Registrar know if anyone is missing from roster.
- Print and laminate passes.
- Continue to update Teamsnap.
- Check rules for leagues in which the team is playing.