



CHECKLIST FOR TEAM MANAGERS



Meet the coach.

If you do not already know the coach, swap cell phones & make sure you both know what is expected of your role. Some coaches like to manage some things, others will leave it all to you. Don't forget to check your coaches "box" at the AYSO tent every game day! Pictures forms will be there soon.



Survey the team.

It's very important to get a proper read on your team. Introduce yourself & explain how you will be volunteering this season. Pass out the Team Survey to collect vital information. Determine if your team wants to purchase hoodies or shirts. Don't forget to ask about food allergies!



Create a Snack Schedule.

As soon as the game schedule comes out, create a snack schedule to correspond with it, rotating snack duties around the team. Clearly mark & explain any food allergies if there are any. This is also a good time to print up any regulations/reminders you feel your team might need.



Raise Money.

Each team does this differently. Some like to create a "goal can"- delegate to a crafty parent! Others would rather pay a flat fee to cover trophies & party, and others prefer to create a team fundraiser. Keep good track of monies being collected.



Order Swag.

If your team wants to order hoodies, practice/"team spirit" shirts or parent shirts, find a vendor that you like or ask your Team Parent Coordinator for help. Don't forget to order trophies or medals with plenty of time to ship!



Party!

The end of each season is often celebrated with a team party at a home, pizza place, or other fun location. Make sure to budget for this & book it quickly so you have plenty of options. Little players love special surprises like goody bags or cupcakes, while older players often like to have fun, active parties. Consider getting your coach a gift from the team.