

BIRMINGHAM UNITED SOCCER ASSOCIATION
MANAGER'S CHECKLIST
2011-12

BEFORE TRYOUTS:

- Notify current team of tryout times and ask all players to pre-register for tryouts.
- Communicate with your Age Group Coordinator about your availability to sign players during tryouts (need all current managers to be present or utilize Age Group Coordinator as back up)
- Mark your calendar for June 21st- Pre-season Team Check In
- Teams going to Regional's Pre-Season Team Check In is June 15th
- Begin thinking about the date/location for your Manager/coach meeting, *and* your team meeting

DURING TRYOUTS:

Be at the signing tables each evening of your tryouts

A. Managers and Parents at the signing table

1. Manager collects Team Offer List from Coach (if not immediately available please wait and collect from coach before starting.)
2. Collect *Ticket* from player and make sure they are on the Offer list (u13 and older only)
3. Have parents or player sign the "Tryout roster sheet" (orange) with best numbers and email. (**The original "Tryout roster sheet" MUST STAY IN THE TEAM FILE box under the tent.. feel free to make copies**)

B. Distribute Player Registration Packets to players. Packet includes:

1. Commitment form (DI *or* DII with team name written in)- **MUST BE COLLECTED ASAP-** preferably that evening
2. Hand out Club Fee Schedule and Estimated Team fees (please make sure parents understand there are 2 separate fees owed.)
3. Medical Release Form- will be turned in later since it must be notarized
4. Code of Conduct for Players
5. Code of Conduct for Parents
6. Parents check list

AFTER TRYOUTS:

1. **IMMEDIATELY** schedule a planning meeting with your coach
2. Send a test email to all team parents
3. Announce the team meeting and deadline for paperwork/ **Target June 15^h to have all forms from parents**)

4. Create a team budget and open the team checking account
5. Announce payments you will need at the team meeting include the \$100 Competitive Enhancement fee, one payment per family (make separate checks payable to BUSA)
6. Begin work on the Grid Roster form