



Team Manager Checklist – Fall 2025 to Spring 2026

June - August

- ☐ Attend Monthly Board Meetings, 2nd Tuesday of the month
- ☐ Coach to Submit FINAL Roster (July-ish)
- ☐ Order Uniforms From EXTRA Coordinator
- ☐ Parents to take Regional/Intermediate Referee Courses for the upcoming season.
- ☐ Team Bonding Activity/Fundraiser

August

- ☐ Volunteer duties assigned for Battle at The Beach Tournament
- ☐ Uniforms to be distributed to players (usually new players unless ordered for whole team)
- ☐ Player Pictures for Season ID Cards
- ☐ Aug 12, Monthly Board Meeting
- ☐ **Aug 15-17, AYSO 114-Battle At The Beach Tournament**
- ☐ Aug 20, Annual CORE Team Manager Meeting & Uniform Pickup
- ☐ **Aug 23- AYSO 114 Regional Referee Course**
- ☐ Purchase Team Gear- Jackets, Backpacks, etc
- ☐ Collect team funds (EXTRA funds-additional to registration fees)
- ☐ Coordinate team donation item(s) for [Opening Day Festival](#)
- ☐ Recruit volunteers to earn additional [Team Points](#) (Line fields or staff info tent.)

September

- ☐ Distribute Team Schedule
- ☐ Create Snack Schedule if desired
- ☐ Team Referees to schedule their covered referee games (25 points required for the season)
- ☐ Sep 6, [Opening Day Festival](#), Recruit volunteer to drop off team item(s) & First day of EXTRA games
- ☐ Sep 7, EXTRA Picture Day
- ☐ Sep 9, Monthly Board Meeting
- ☐ Coordinate team's "[Silent Saturday](#)" activities (make signs, pompoms, etc.) for Oct 3-5th weekend

October

- ☐ **Oct 2, Hybrid Regional Referee Course**
- ☐ Oct 3-5, [Silent Saturday/Weekend](#)
- ☐ Oct 12, Post-Season Coach Application Due
- ☐ Oct 14, Monthly Board Meeting

November

- ☐ Coordinate Team Party & Coach(es)/Referee Gift(s)
- ☐ Nov 11, Monthly Board Meeting
- ☐ Nov 15, Final EXTRA season games
- ☐ Nov 16, Region 114 Volunteer Picnic

For more information, visit the [Region 114 Team Manager page](#).





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December

- ☐ End of Season Party/Celebration
- ☐ EXTRA tryouts #1 (TBD)- all players must attend one tryout to be able to be selected on the team)
- ☐ Discuss w/Coach Prep for Spring Season (w/EXTRA or PSSLU)
- ☐ Register for Spring Season
- ☐ Register for any Spring Tournaments (coach info, ref info, player shirt sizes, commitment from parent refs, fees in advance)
- ☐ Dec 6-7, EXTRA SCEDSL Playoffs- Pool Play
- ☐ Dec 9, Monthly Board Meeting
- ☐ Dec 13-14, EXTRA SCEDSL, Playoffs- Quarters/Semis
- ☐ Team Break/Vacation?

January - May

- ☐ EXTRA Tryouts #2 (TBD)
- ☐ Check w/Coach about updates to roster for Spring season- might need new uniforms or ID pictures for new players
- ☐ Communicate with Team when practices begin if break was taken
- ☐ Plan any Summer Tournaments/Scrimmages
- ☐ Plan any Team bonding activities/fundraisers
- ☐ Attend Monthly Board Meetings, 2nd Tuesday of the month

MARCH

- ☐ Submit volunteer application at ayso114.org
- ☐ [Complete online background check](#)
- ☐ [Complete Safe Haven online course](#)
- ☐ [Complete Concussion Awareness course](#)
- ☐ [Complete Sudden Cardiac Arrest course](#)
- ☐ Join EXTRA Group Me

