



Team Manager Checklist – Fall 2025

March - August

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

August

- ☐ **August 20, Annual Team Manager Meeting & Uniform Pickup (required)**
- ☐ Distribute uniforms to team. (Smallest to largest; hand out jerseys/shorts in numerical/size order.)
- ☐ Collect team funds (banner, etc.)
- ☐ Recruit 2 volunteers for [Opening Day Festival](#) (2 hour shift duties x 2)
- ☐ Coordinate team donation item(s) for [Opening Day Festival](#)
- ☐ Recruit Referees to earn [Team Points](#). (Required to play in "[Friendship Cup](#)" or [Commissioner's Cup](#)" tournament/playoffs)
- ☐ Recruit volunteers to earn additional [Team Points](#) (Line fields or staff info tent.)

September

- ☐ Recruit volunteer to make "Team Effort Jar" (collect money for end-of-year party)
- ☐ Distribute Team Schedule to families
- ☐ Create Snack Schedule
- ☐ Sep 6, [Opening Day Festival & Picture Day](#), Recruit volunteer to drop off team item(s)
- ☐ Sep 13, First day of U5 – U14 Core games
- ☐ Coordinate team's "[Silent Saturday](#)" activities (make signs, pompoms, etc.)

October

- ☐ Oct 3-5, [Silent Saturday/Weekend](#)
- ☐ Oct 25-26, Last U16-U19 games

November

- ☐ Coordinate Team Party & Coach(es) Gift(s)
- ☐ Nov 8, Final week of U5 – U8 games
- ☐ Nov 15, Final week of U10 – U14 games, U5-U8 [Friendship Cup](#), Trophy & Yearbook Pickup
- ☐ Nov 16, Region 114 Volunteer Picnic
- ☐ Nov 21-23 [Commissioner's Cup](#), Trophy & Yearbook Pickup

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

