



Team Manager Checklist – Fall 2023

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 23, Annual Team Manager Meeting & Uniform Pickup (required)**
- ☐ Distribute uniform 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](#) (to be assigned)
- ☐ Recruit Referees to earn [Team Points](#). (Required to play in "[Commissioner's Cup](#)" tournament/playoffs)
- ☐ Recruit volunteers to earn additional [Team Points](#) (Line fields or staff info tent.)
- ☐ Send link to families to join team [Heja app](#) (communication and scheduling app)

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

September

- ☐ Recruit volunteer to make "Team Effort Jar" (collect money for end-of-year party)
- ☐ Distribute Team Schedule to families
- ☐ Create Snack Schedule
- ☐ Sep 9, [Opening Day Festival & Team Pics](#), Recruit volunteer to drop off team item(s)
- ☐ Sep 16, First day of U5 – U14 Core games
- ☐ Distribute Yearbook One-Liner forms
- ☐ Coordinate team's "Silent Saturday" activities (make signs, pompoms, etc.)
- ☐ Recruit volunteer to design yearbook page

October

- ☐ Turn in Yearbook One-Liners
- ☐ Submit Yearbook page
- ☐ Oct 28, [Silent Saturday](#)

November

- ☐ Nov 11, Final week of U5 – U8 games
- ☐ Nov 18, Final week of U10 – U14 games
U5-U8 [Commissioner's Cup](#)
Trophy and Yearbook Pickup
- ☐ Nov 19, Region 114 Volunteer Picnic

December

- ☐ 11/30–12/3, U10-U14 [Commissioner's Cup](#)
- ☐ Coordinate Team Party, Coach(es) Gift(s)