



Team Manager Checklist

April through July

- ☐ Submit volunteer application at aysoregion4.com
- ☐ Complete yearly online [Background Check](#)
- ☐ Get a [Live Scan fingerprint](#) (one time ever)
- ☐ Complete all [safety courses](#) that are due:
 - Safe Sport (once every 3 years, then a short yearly refresher)
 - Save Haven (one time ever)
 - Concussion Awareness (one time ever)
 - Sudden Cardiac Arrest (one time ever)

September

- ☐ Picture Day – See [calendar](#) for date. Details [here](#)
- ☐ Picture Day (Make Up) – See [calendar](#) for date. Details [here](#)

November/December

- ☐ Final week of U5 – U8 games
- ☐ Playoffs
- ☐ Team Party

August

- ☐ Fill out the team's [Volunteer Form](#)
- ☐ Distribute uniform to team. (Smallest to largest; hand out jerseys/shorts in numerical/size order.)
- ☐ Decide on Team Name.
- ☐ Send link to families to join team app (ex. Mojo, TeamSnap, Heja, GameChanger) (communication and scheduling app)
- ☐ Distribute Team Schedule to families
- ☐ Create Snack Schedule
- ☐ First game for 5U-14U