Team manager season checklist

Every item comes from a handbook an association or league wrote for its own team managers. Cross off what your club does for you.

Before the season

- [ ] Register as a volunteer and finish your background check and any SafeSport training your club requires.
- [ ] Get the official roster, and collect a medical release form for every player.
- [ ] Set up one group message or email list, so every family hears the same thing.
- [ ] Set the budget, then tell families the amounts and the due dates.
- [ ] If the team holds its own money, open an account that is separate from your own.
- [ ] Hold a parent meeting, and hand out the jobs you can’t do alone.

Every week

- [ ] Send the week’s schedule, and any change the moment you hear of it.
- [ ] Fill the game day jobs, and bring the roster and player cards.
- [ ] Write down who has paid, the day it comes in.

Tournament weekends

- [ ] Register early.
- [ ] Book the hotel block, and tell families how to confirm their own rooms.
- [ ] Collect each family’s share of the entry fee before the deadline.
- [ ] Send the weekend’s schedule as soon as it’s posted.

When the season ends

- [ ] Pictures, trophies or the party, if those are yours.
- [ ] Add up what was collected and what was spent, and send it to whoever the club says.

Notes