

| | Date | Task |
|--------------------------|-------------------|--|
| <input type="checkbox"/> | July-August | Put together information to be handed out at tryouts, take player info. down, etc. |
| <input type="checkbox"/> | August-September | Work w/coach and CSA field director to set up additional try out dates |
| <input type="checkbox"/> | August-September | Submit roster to CSA registrar |
| <input type="checkbox"/> | September | Gather copies of birth certificates for any new CSA player and make sure all SS# are blacked out on birth certificates |
| <input type="checkbox"/> | September-October | Verify w/ CSA registrar all players are registered before indoor or fall practices start. |
| <input type="checkbox"/> | September | Set up team bank account (player money and personal money should not be co-mingled) |
| <input type="checkbox"/> | September | Work w/coach on budget and how team funds are to be handled. Provide your parents your budget minimally on an annual basis. |
| <input type="checkbox"/> | September-July | Work w/coach & CSA field director to set up all indoor & outdoor practices |
| <input type="checkbox"/> | September | Provide CSA registrar contact info for coach/assist/team manager - for risk management pass |
| <input type="checkbox"/> | September | Have players select number for their uniform jersey |
| <input type="checkbox"/> | September | Create team contact list |
| <input type="checkbox"/> | September | Familiarize yourself with CSA website www.chilisoccer.org and the CSA contacts for the club. |
| <input type="checkbox"/> | October | After team is selected practice shirt sizes to CSA uniform coordinator (optional) |
| <input type="checkbox"/> | | Fundraisers (optional) |
| <input type="checkbox"/> | December | Contact Chili Webmaster and have team page on website added and/or updated. |
| <input type="checkbox"/> | December-January | Acquire team sponsor to CSA Director of Sponsorship - they will send you a letter and forms. |
| <input type="checkbox"/> | January | Ensure all players are paid in full through CSA Registrar |
| <input type="checkbox"/> | January | Contact team for uniform sizing event (once it has been selected) and fill out uniform spreadsheet for CSA uniform coordinator. |
| <input type="checkbox"/> | Late January | Register team in RDYSL/request division placement. Note - your team will not play in the league if this is not done before RDYSL deadline. Remember to keep team ID# |
| <input type="checkbox"/> | | Manage team website |
| <input type="checkbox"/> | January-April | Register team for all tournaments including Chili's. Coordinate travel/hotels rates/rooms for out of town tournaments (optional) |
| <input type="checkbox"/> | January-February | Collect medical releases (will need for all tournaments) |
| <input type="checkbox"/> | January-February | Collect pictures for player passes |
| <input type="checkbox"/> | February | Contact CSA equipment manager for equipment pick up balls/ice packs/cones, etc. |
| <input type="checkbox"/> | February-March | Prepare passes (CSA registrar will get passes to you by March) |
| <input type="checkbox"/> | March | Get certified roster from CSA registrar (will need for all tournaments) |
| <input type="checkbox"/> | March | Get passes & roster (including all risk management passes) to RDYSL rep. (they will certify and laminate). These will be needed for ALL games. |
| <input type="checkbox"/> | March | Attend mandatory RDYSL meeting (coach or manager) |
| <input type="checkbox"/> | May | Hand out forms from Travel Director for team pictures & send out picture date to team |
| <input type="checkbox"/> | May-July | Responsible for game changes and work with CSA Field Coordinator during RDYSL open window in March. Game changes after March deadline teams will have to pay fee. |
| <input type="checkbox"/> | May-July | Prepare 2 game reports for all games (coach or manager) |
| <input type="checkbox"/> | May-July | Provide money/game report for all home games to referee. CSA treasurer will send one check to you (coach or manager) |
| <input type="checkbox"/> | May-July | Provide positive and or negative referee feedback to RDYSL (optional) |
| <input type="checkbox"/> | May-July | Snack schedule (optional) |
| <input type="checkbox"/> | July-August | Plan team party (optional) - HAVE A GREAT SEASON!!!! |