



Tumwater Soccer Club

P. O. Box 14304 Tumwater, WA 98511

www.tumwatersoccerclub.org

SOCCKER TEAM “ADMINISTRATIVE” CHECKLIST

I. Before Practices Commence

- Make sure you have current WSYSA Risk Management clearance;
- Pick up equipment from TSC (purchase a small air-pump);
- Pump up soccer balls;
- Plan first practice; Call parents and give them practice info.;
- Put together a roster that has each player’s name, phone number and parent names, along with helpful practice information (when, where, what time, bring water, etc.).

II. First Practice

- Take roll call off roster (make sure all the kids at practice have signed-up);
- Ask for volunteers: Team Manager, Assistant Coach, Snack Coordinator for games;**
- Have the Team Manager coordinate picking a style of uniform (Wembley Soccer Shop can help)-At a minimum, a jersey style should be picked out;
- At the end of practice ask the kids to think of a team name that will be voted on at the next practice.

III. During the first two weeks (some of this can be done by the Team Manager)

- Talk with the parents about uniforms. Find out if they want the uniform to include matching shorts and socks. If they don’t want full uniforms, suggest they buy similar colored socks and shorts;
- Have kids vote on uniform color and give you their preferred number (returning players get to keep previous number);
- Get uniform sizes from the parents and place the order. Collect money from the parents for the uniforms;
- Talk with parents about what is expected of them during games (only positive remarks, no coaching, no talk about the score, etc.).

IV. Once the game schedule is out (Team Manager can do these items)

- Put together the game schedule for the parents;
- Find out which games the kids will miss due to vacations, etc.;
- Try and schedule the team picture for the “game day” that the most kids will be present (earlier the better as the pictures take time and it is easy to pass out pictures before the season ends);
- Pass around one game schedule to be used as a snack list (kids like juice and snack at the end of each game).

V. Middle of the season (manager can do these items)

- Set up end of the year party if parents are so obliged;
- Order player awards

VI. Off-Season

- Remember there is also a fall season. If you and your team want to continue, registration information is available in early August;
- If you are interested in staying with the team, create an email tree and provide players with information on local clinics that take place year around.