



## Manager/Coach Checklist

### Pre Season

- Contact everyone and set up first team meeting
- At first team meeting:
  1. calendar for season events: practice dates, location & times, CWSL game schedule, *pick your* tournaments
  2. collect money for tournaments ASAP
  3. parents sign forms: Medical Release & Liability Waiver
  4. gather parent/player contact info from everyone: cell #, email
- Roster – write in jersey #'s
- Player cards
- Sign up and pay for selected tournaments
- Book hotels for tournaments
- Order uniforms or follow up on arrival date
- Send out contact info to team

### Game Day – CWSL

- Player Cards- must have for every player (roster & guest); head referee will check in team using cards & roster.
- Roster – one copy for: head referee & opposing coach; write in any guest players and cross out players not at game
- Forms on hand; Medical Waiver & Liability Release
- Collect cards at end of game

### General Tournament Info

Most tourney websites have a Managers/Coaches Check-in list

- When is check in: times & days
  - Tourney rules (on website)
  - Player cards – must have at check in
  - Guest player card & form ; present at check in
  - All Forms; Medical release & Liability waiver – copies to leave
  - Roster – copies to leave
  - Application to travel (if tourney located out of WI)
1. Miscellaneous Info
- Confirm hotel reservations
  - Parking passes
  - Emergency info for Coach or Manager
  - Check website for schedule changes; first game;
  - Pets allowed or not
  - Directions to all locations; field, hotels, restaurants



1. **ROSTER** – this is an official list of who’s on the team, it comes from MCU club registrar. Add all players’ jersey numbers (if not already on). Make copies; give to referee & opposing coach at CWSL games and/or tournament check in. Anyone who plays a game for your team NOT on this roster is a “guest player”. See guest player rules on WYSA/CWSL website for qualifications. Players attending tournaments NOT on the roster need a Guest Player form; found on <http://www.wiyouthsoccer.com/Administration/forms.htm>
2. **PLAYER CARDS** – each rostered player must have and ID card issued by WYSA; comes from MCU. When you receive this card each player must sign and provide a current photo. After signature and photo is on card it is sent to the district (St Point) to be notarized. It must be laminated after notarized.

**\*ALL cards must travel with Manager and be presented before each league game and tourney check in. NO CARD NO PLAY!!**

3. **FORMS** – Every player/parent must sign a “Release of Liability” and “Consent for Medical Treatment” form. These must remain with manager and be present at ALL games and checking in for tournaments. Make copies.  
<http://www.wiyouthsoccer.com/Administration/forms.htm>
4. **COLLECTION** – teams travel to several tournaments through out the season, these require registration fees paid up front by the team. It is suggested to pick (tourneys chosen by coach or voted on) each tourney and pay for them the first team meeting.  
It should be the rostered teams’ responsibility to play and pay for each tournament chosen. If a player is unable to attend, player/coach must find a guest player and collect tourney fees which they already paid. Guest players must pay a \$5 form fee.