



Season Start Up Checklist

1. **Confirm Summer Practice Schedule** - Confirm summer practice schedule with your Coach (how many days/week and for how long each day) and let Chas Thorp fieldscheduler@marinfc.com know. Needs to be done by June 20 or earlier. When Chas confirms in early July, update TeamSnap™.
2. **Assign Uniform Number** - Coordinate and confirm assignment of player uniform numbers with other team managers in same age group and then with your team players. Players from last season will keep their same numbers (you have the option of letting prior season players get new numbers but it's easier and more cost-effective if they keep their number as they can use last season's kit). New players will be assigned numbers from the available numbers. Blue team has first priority on new numbers, then Red, then etc. Janet Pero uniforms@marinfc.com coordinates this process. Connect with her and with other managers from same age group. Keep a list of your team players and their assigned numbers. Needs to be completed by June 24 or earlier.
3. **Order Uniform and Practice Kit** - Remind team parents to order new uniforms and practice kit from soccer.com. New team parents need to order uniforms and practice kit, existing team parents can reuse kits from last season or order new if they want. soccer.com sends an email to parents once the team sites on soccer.com are ready for orders. That's when you can send email reminder. Financial Aid players only have their uniforms and practice kit ordered centrally by Janet uniforms@marinfc.com and DO NOT pay. Uniforms and practice kit for all other players should be ordered and paid for by team parents in early July.
4. **Register Team for League Play** - This is done through NorCal Premier and GotSoccer™ <https://NorCalPremierpremier.com/competition/youth-premier-league-u14-u19/news/> Confirm with your coach what level the team is playing and then register. Deadline is July 10th.
5. **Register Team for State Cup Play** - This is also done through NorCal Premier and GotSoccer™ <https://NorCalPremierpremier.com/competition/youth-premier-league-u14-u19/news/> Confirm with your coach what level the team is playing and then register. Deadline is June 25th.
6. **Register Team for Summer Tournaments** - This is also done through tourney websites and GotSoccer™. Confirm with your coach which summer tournaments (if any) he wants to play. Deadlines vary but needs to be done ASAP. There's more time to register for Fall tournaments - check the tourney websites for various deadlines they're usually sooner than you'd expect.



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7. **Register Players with US Club Soccer** - this needs to be done to get player passes (id cards) produced and official team rosters generated. Lynetta is key to this and will send out instructions and reminders on how to do this. Needs to be done in July and before any tourneys/games.
8. **Determine and Procure Team Equipment** - The coaches are fully outfitted by the club, but each team is responsible for a team tent or sun shade (the club can coordinate fabrication of a MFC branded tent), a set of corner flags suitable for turf fields (no stakes), and a portable/collapsible bench for the team.
9. **Generate Official Team Roster** - This is done first in the new SportsEngine™ platform and then on GotSoccer™. Lynetta is key to this process and will send out detailed instructions and deadline information. Needs to be completed before any tourney/games.
10. **Coordinate Manager, Treasurer, and Coach Background Check and Training** - Lynetta will send a list of the individuals who need to renew their online training and background check (it's good for 2 years so it won't be all coaches, managers and treasurers). Manager needs to remind these individuals to get it done because their Club Pass can't be generated until it's completed. Needs to be done in July.
11. **Produce Player Cards and Club Passes (Club Passes for Coaches, Managers and Treasurers)** - The club will provide a pdf of the team's player cards and legal forms on each player. (Note: Player cards are withheld for any player not fully paid on registration fees) Print and laminate 3 player cards per individual (best practice is one manager set, one back-up set, and one card given to each player to attach to their backpack). Needs to be done before any tourneys / games so by sometime July/early Aug and cannot be done until the official team roster is generated.
12. **Update TeamSnap™ with Practice and Game Information** - This is done throughout the year as soon as the information is confirmed either by Chas and/or GotSoccer™. (Note : The club can centrally add events to your TeamSnap™ schedule, eg. 'Field Day' or College Night, so watch for these)



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