

Month	Task	Notes	Complete
August	Send Welcome email after receiving team info and teams have been posted online	Check for shared custody/primary in certain situations. Verify Best contact information	
	Create team management account using TeamSnap, Shutterfly, Teamer etc		
	Complete background check/concussion training		
	Schedule team meeting	Can use home, YMCA, Library, Bowling Alley etc	
	Create agenda for team meeting		
	Create team expectations document based on NMSA/Coach guidelines	Practices, behavior, issue resolution, game day guidelines, required training/leagues, optional training/leagues etc	
	Calculate any incidentals that need to be collected as a team	ice packs, bench etc	
	Determine if team will participate in fundraisers at anytime		
	Determine if any players need uniforms	New players to NMSA or overlap in jersey numbers; work with uniform coordinators	
	Determine if team will create/order spirit wear		
	Decide on fall tournament(s) and register		
	Gather digital photos for online roster	Take photos at meeting or have parents email	
	Add game schedule to team management account when released by MYSA	Schedules will be in Affinity; released late August	
	Complete any reschedules needed by deadline		
Sept	MYSA League play starts		
	Register for Kick or Treat @ NSC if interested		
	Register for Indoor Session I @ NSC or Maplebrook if interested		
	Decline or Accept Fall State Tournament	U11 and up	
Oct	Create Document outlining winter/spring training options/costs		
Nov	Indoor Session I Starts		
	Indoor Training Starts		
	Reserve Hotel block for summer tournaments if travelling out of town	Duluth will be hard to book after December	
Dec	Register for Indoor Session II @ NSC or Maplebrook if interested		
Jan	Prepare for Uniform Ordering if a uniform ordering year	Uniforms ordered every other year, will be contacted by Uniform Coordinator	

	Indoor Session II starts		
	Register for Indoor Session III @ NSC if interested		
	Attend All coaches meeting		
	Determine Spring/Summer Tournaments		
	Make sure players new to NMSA or comp attend PACT		
	Register for State Cup if interested	C1 and Premier teams	
Feb	Create document outlining spring/summer tournaments/costs		
	Schedule indoor team training time if available/needed		
	Register for USA Cup if interested	Fills quickly	
March	Indoor Session III Starts		
	Determine if spring meeting is needed		
	Determine practice times after master schedule is received	Use Sundays	
	Register for May/June Tournaments		
April	Update schedule in Team management system once received		
	Complete any reschedules needed by deadline		
May	League play/tournaments		
June	Decline or Accept Summer State Tournament by deadline	U11 and up	
	League play/tournaments		
July	League play/tournaments		
	USA Cup		
	Summer State Qualifiers/State Tournament		
	Tryout Prep Camp		
	Player Identification Tryouts		