

| 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 if not included in fees. | | |
| 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 | | |
| | Determine Spring/Summer Tournaments | | |
| | Register for State Cup if interested | C1 and Premier teams | |
| Feb | Attend All coaches meeting | | |
| | Create document outlining spring/summer tournaments/costs | | |
| | 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 | | |

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|------|---|------------|--|
| 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 | | |
| | Player Identification Tryouts | | |