

MANAGERS CHECKLIST – Juniors Teams 2020-2021



SOLAR SOCCER CLUB: SOCCER EXCELLENCE THROUGH DEVELOPMENT

107 Suncreek Dr. Suite 300, Allen, TX 75013 Office: (972) 649-4215 www.solarsoccerclub.com

REGISTRATION TO DO:

1. Complete background check and SafeSport as of 6/1 – Coach AND Manager
2. Online registration. Advise all players to register online. Links will be set up once the club dues/fees have been reported to the club by the coach/manager.
3. Collect all paperwork required by the club and leagues.
ex. Verified Academy Form and/or US Club (whichever is applicable for the league), birth certificate, medical release, waivers, photos (headshots), parent code of conduct etc.

*Depending on league and the sanctioning affiliate, additional forms needed when registering for league.

**ALWAYS SORT DOCUMENTS BY KIND AND IN ALPHA ORDER BY PLAYERS LAST NAME WHEN SUBMITTING THEM TO THE CLUB or when submitting to a league or tournament.*

UNIFORM INFORMATION:

1. Uniforms may be ordered starting July 1.
2. Send link to parents and make sure each player has a 'myuniform' account set up
3. Follow up with team on these orders (people have made mistakes in the past and teams have had 1 player without a uniform!)

COMPLETE TEAM REGISTRATION WITH CLUB

1. Review teams online player registration via LeagueApps
2. Submit any club dues collected in person
3. Make sure parents and players have reviewed and signed codes of conduct

TEAM FINANCIAL ACCOUNT

1. Open a team bank account if needed. Email request to admin@solarsoccerclub.com.
2. Work with coach on team budget – (league fees, tournament, indoor, rentals, misc team fees etc)
3. Communicate with parents on these fees

MANAGERS COLLECT AND KEEP

1. Solar Medical / Travel Release
2. Player Code of Conduct
3. Parent Code of Conduct
4. Headshot of player. Pic must be a passport style. No hats, no sunglasses, shoulders up.
5. Team dues agreement and payment options
6. DOWN PAYMENT FOR TEAM FEES