



## **TEAM MEETING CHECKLIST**

- ☐ You do NOT need to collect player photos or birth certificates at this time. Elaine will notify you in late July if she needs a player photo or birth certificate copy. Player photos were taken at tryouts and will be preprinted on the player cards this year.
- ☐ **Accept team positions** – have players who have not accepted please do so online ASAP. They must accept online and new players also MUST order a uniform kit.
- ☐ **Collect team fee deposit payments**
  - **Team Fee Deposits**
    - Minimum team fee deposits (per team type):
      - *Elite Teams* - \$100
      - *Palmetto Teams* - \$75
      - *Crescent Teams* - \$50
    - Deposit all checks into your BB&T Team Bank Account
    - List each check separately and include player name for team accounting
    - Use the Team Payments worksheet in the Team Manager Workbook to track each individual player payment.
- ☐ **Uniforms:**
  - **ONLY new players must order a uniform kit** as this is year 2 of our uniform cycle.
  - **Collect jersey numbers** for all new players and you will add them in RosterPro (training for RosterPro will be at the Mandatory Team Manager Meeting on June 19).
  - **Confirm uniform sizes ordered** and make any necessary changes in RosterPro. Sizes must be confirmed and turned in by June 30. After June 30<sup>th</sup>, sizes cannot be changed as uniforms will be printed and cannot be exchanged.
  - **Goalkeeper/Field Player** - make sure GKs order the Goalkeeper Uniform kit instead of Field Player kit. For GKs who also play the field, it is recommended that they order Field Player kit and order a separate GK jersey.
- ☐ **Collect Medical Releases** – keep these for your team in your Team Manager notebook. We also recommend that you get a copy of the player's insurance card, if possible.
- ☐ **Players Code of Conduct** – (MUST be copied front and back with Code on front and player signatures on back of same sheet). ALL players must sign this form. Names must be printed neatly so that they can be read. The original will need to be mailed to the club address as indicated on the form. You keep a copy for your records. **DUE August 15, 2017 or before your team plays in it's first league or tournament game!**
- ☐ **Complete Additional Pieces Team Uniform Order Form.** You must compile a master team order and submit a team check for your entire team (do not send in individual checks!). Payment must be received before printing will be done. **Due by July 15!**
- ☐ **Team Sponsorship Form** – each team that submits at least one Team Sponsor will receive sponsor jerseys. Teams that do not get a sponsor will not receive sponsor warm-up jerseys! Please have sponsor complete form and mail to the club with payment. **Due by Aug. 1.**
- ☐ **Team Camp** – encourage all parents to register for the Team Camp (July 31-Aug. 4). \$125.