

## ***Desert Elite Team Manager Checklist***

The Checklist below will guide you step by step on how to prepare the paperwork for your team prior to the new season.

Each team will need someone in the following roles. One person may assume many roles however the more people that are involved the easier it will be on everyone.

- Team Manager – In charge of all the administrative functions of running the team
- Treasurer – Develops team budget, collects fees and pays bills
- Communications – Sends all correspondence to the team and coach
- Uniforms – Collects uniform orders and places initial team order. Collects orders for Desert Elite training t-shirts and orders with the uniforms.
- Tournaments – Registers team for tournaments and checks the team into tournaments
- Player Passes – Manage the process to produce the player passes
- Game Day Manager – Brings the player passes and player packets to each game.

***Player Registration*** – Make sure all players on your roster have registered with DFSC. Submit any late registrations and checks to Dennis Donati in one package. This will start the process of getting player passes.

***AYSA State Forms*** - Download/forward the following forms from the Desert Elite Soccer or AYSA website and distribute to the team manager, coach and assistant coach. The forms must be turned in before we can get a pass for them.

- Volunteer Disclosure Form
- Administrators Registration Form

***Forms to collect from each parent/player*** – Download/forward the following forms from the Desert Elite Soccer or AYSA website and distribute to each player for signature.

- DFSC Player Commitment Letter
- AYSA Player/Parent Code of Conduct
- AYSA Medical Release (must be notarized if playing State Cup or traveling out of State).

***Player Passes*** - To obtain Player Passes, teams must have a single check for Elite Fees, plus all players must have a signed DFSC Player Commitment Letter, an AYSA Head Injury Consent Form and an AYSA Player/Parent Code of Conduct.

Teams forward a single check payable to DFAC to cover the \$130 Elite registration fee for each player (team of 10 is \$130 x 10 = \$1,300). The U7/8/9/ and half-season high school teams are \$80 per player. This fee is the other half of the club registration fee.

Once you have player passes, take or obtain a 1x1 inch photo of each player. Attach the photo to the pass and laminate.

***Player Packet*** – Create a packet of forms for each player that contains the following and keep in the team binder. The forms can be found at [www.desertelitesoccer.com](http://www.desertelitesoccer.com) or <http://azyouthsoccer.org>.

- AYSA Medical Release
- DFSC Player Commitment Letter
- AYSA Player/Parent Code of Conduct

- DFSC Registration Form
- AYSA Head Injury Consent Form
- Copy of Birth Certificate

**Team Registration** - Both the AZ State League and the AZ Maricopa County League use the Gotsoccer Registration system, [www.soccerscheduler.com](http://www.soccerscheduler.com). Once a team is entered, it only needs to be updated for tournaments that use the same system. Do not lose your Team Password – it is a Team Password, not personal password. As far as flighting your team, check with your coach. The login and password for previously established teams can be obtained from the Desert Elite coordinator.

**Collecting Fees** – Once the team budget is determined develop a payment plan. You will need to front load the payments due to a number of fees hitting early in the year, trainer's fees and tournaments requiring payment far in advance of the actual tournament. Keep an individual record of each payment (name, amount and check #).

**Payments to Trainers** – Trainers are paid based on the hours they work. It generally works best to prepay them at the beginning of the month based on an estimate of what they should work for that month. You can square up the following month based on the actual amount worked. If you have an MLS or UK trainer (Thomas, Steve or Dan) you will get a monthly email that details out the amount owed for the previous month. You then pay DFAC directly.

- **Rainouts, cancellations and missed training/games** – The trainers do not get paid if they do not work however keep in mind that they do a number of items off the field that they do not get paid for. For example completing evaluations, phone calls, game and practice preparation. In addition trainers may hold additional sessions to make up for missed time. Please try and balance out the time they are working for free vs. the sessions/games they have missed.

**Out of State Travel** – If your team is traveling out of state you will need to get travel papers signed by the state association to allow you to play. Download the following forms from the DFSC or AYSA website complete and mail or fax to AYSA. They will approve and send back to you.

- Travel Forms

**Weather** – Training sessions may be cancelled due to rain or other problems. Check the Field Status link on the Desert Elite Soccer ([www.desertelitesoccer.com](http://www.desertelitesoccer.com))\_home page. This page will be updated after 2PM when field status is received from the City of Phoenix.