



## Season Start Up Checklist

1. **Confirm Summer Practice Schedule** - Confirm summer practice schedule with your Coach (how many days/week and for how long each day) and let Chas Thorp [fieldscheduler@marinfc.com](mailto:fieldscheduler@marinfc.com) know. Needs to be done by June 20<sup>th</sup> or earlier. When Chas confirms in early July, update TeamSnap™.
2. **Assign Uniform Number** - Coordinate and confirm assignment of player uniform numbers with other team managers in same age group and then with your team players. Players from last season will keep their same numbers (you have the option of letting prior season players get new numbers but it's easier and more cost-effective if they keep their number as they can use last season's kit). New players will be assigned numbers from the available numbers. Blue team has first priority on new numbers, then Red, then etc. Karen Munter Carr [karenmuntercarr@yahoo.com](mailto:karenmuntercarr@yahoo.com) coordinates this process. Connect with her and with other managers from same age group. Keep a list of your team players and their assigned numbers. Needs to be completed by June 24<sup>th</sup> or earlier.
3. **Order Uniform and Practice Kit** - Remind team parents to order new uniforms and practice kit from [soccer.com](http://soccer.com). New team parents need to order uniforms and practice kit, existing team parents can reuse kits from last season or order new if they want. [soccer.com](http://soccer.com) sends an email to parents once the team sites on [soccer.com](http://soccer.com) are ready for orders. That's when you can send email reminder. Financial Aid players DO NOT pay for their kits ... they are in [soccer.com](http://soccer.com) like any other player, but the club provides for them a pre-paid gift card to cover the purchase of the basic kit. Uniforms and practice kit for all other players should be ordered and paid for by team parents in early July.
4. **Register Team for League Play** - You must first have a GotSport team manager account. New managers will be added to Got Sport by Lynetta Matteo. You can then use links provided by Nor Cal premier to register for league.  
<https://NorCalPremierpremier.com/competition/youth-premier-league-u14-u19/news/>  
Confirm with your coach what level the team is playing and then register. Deadline is July 10<sup>th</sup>. Teams should pay for their registrations and request reimbursement (See Treasurer Guide).
5. **Register Team for State Cup Play** - This is also done through NorCal Premier links and your GotSport team manager account.  
<https://NorCalPremierpremier.com/competition/youth-premier-league-u14-u19/news/>  
Confirm with your coach what level the team is playing and then register. Deadline is June 25<sup>th</sup>.



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6. **Register Team for Summer Tournaments** - This may be done through tourney websites, Got Sport, or GotSoccer™. Confirm with your coach which summer tournaments (if any) s/he wants to play. Deadlines vary but needs to be done ASAP. There's more time to register for Fall tournaments - check the tourney websites for various deadlines they're usually sooner than you'd expect. New teams: Lynetta will provide a getsoccer log in if needed- do not create a getsoccer account.
7. **Register Players with US Club Soccer** - Players are registered in GotSport, which will link to rosters and NorCal game schedules, and generate player, manager, and coach passes. New cards will be applied for beginning July 1<sup>st</sup>. Lynetta will manage this process and enlist your assistance with photo upload.
8. **Determine and Procure Team Equipment** - The coaches are fully outfitted by the club, but each team is responsible for a team tent or sun shade (the club can coordinate fabrication of a MFC branded tent), a set of corner flags suitable for turf fields (no stakes), and a portable/collapsible bench for the team. (See Treasurer Guide for reimbursement)
9. **Generate Team Rosters** - NorCal official rosters, league specific rosters, some tournament rosters, and game day rosters are produced via your GotSport team manager account. Managers can find detailed instructions on these functions via the Admin help section at [norcalpremier.com/help/](http://norcalpremier.com/help/).
10. **Coordinate Manager, Treasurer, and Coach Background Check and Training** - Lynetta will send a list of the individuals who need to renew their online training and background check. Manager needs to remind these individuals to get it done because their Club Pass can't be generated until it's completed. Needs to be done in June or July.
11. **Produce Player Cards and Club Passes (Club Passes for Coaches, Managers and Treasurers)** - The club will provide a pdf of the team's player cards and legal forms on each player. (Note: Player cards are withheld for any player not fully paid on registration fees) Print and laminate 3 player cards per individual (best practice is one manager set, one back-up set, and one card given to each player to attach to their backpack). Needs to be done before any tourneys / games so by sometime July/early Aug and cannot be done until the official team roster is generated.
12. **Update TeamSnap™ with Practice and Game Information** - This is done throughout the year as soon as the information is confirmed either by Chas and/or GotSport™. (Note : The club can centrally add events to your TeamSnap™ schedule, eg. 'Field Day' or College Night, so watch for these)



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## APPENDIX - CRITICAL LINKS

The overall main link to get to the gotSPORT instructions on NorCal site is

<https://norcalpremier.com/help/>

Registering for a NorCal league/event: (item 4 and 5 above on the Checklist)

[https://docs.google.com/document/d/1uk0ALr6drdkYm-tRNkPi5SEivE4W\\_AO9\\_Z3JHRKd72s/edit](https://docs.google.com/document/d/1uk0ALr6drdkYm-tRNkPi5SEivE4W_AO9_Z3JHRKd72s/edit)

Rosters: (item 9 above on the Checklist)

<https://docs.google.com/document/d/1lR9alurMH9YrAqHYuKUE4VUgovMWYVKEw2On1nyUKA/edit>

GotSport Game Scheduling Instructions (also check with Chas Thorp,  
fieldscheduler@marinfc.com)

<https://gotsport.zendesk.com/hc/en-us/articles/360055113913-How-to-Self-Schedule-from-a-Coach-Manager-Team->

<https://gotsport.zendesk.com/hc/en-us/articles/1500000495702-How-to-Use-the-Team-Chat-Function-with-GotSport>

<https://gotsport.zendesk.com/hc/en-us/articles/360053699153-How-to-Enter-Upload-a-Score-from-a-Team-Account>



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