

Eclipse/Phoenix Team Manager Timeline-some dates may change slightly

1-Sep	Manage team table for tryouts at FYSA fields - to include setting up table, assisting with sign ups and collecting tryout fees
mid Sept	In conjunction with Head Coach, organize first team meeting, set up team calendar, seek out team volunteers to include treasurer, board rep, raffle coordinator, uniform coordinator
Sept	Send team instructions for FYSA indoor registration/insurance
Sept	Email team roster to Club Registrar and complete required registration through FYSA for indoor season to include roster, play up waivers
Sept	Verify player/team registration/insurance through Bonzi (FYSA program)
Oct	Collect birth certificates, membership forms for all players, maintain team book
Oct	Submit head coach, assistant coach, manager, treasurer & board rep names to the Club Registrar
October	Eclipse Annual General Membership meeting and potluck - all teams to attend
31-Oct	Membership dues and Team fees for Coaching Coord/Keeper Trainer due - assist team treasurer with communication and collection
Nov-Dec	Uniform orders and payment collected by team uniform coordinator and team treasurer
Jan	Fall gym fees will be due (Club treasurer will send email billing to team treasurer)
Spring	If your team is traveling out of state, fill out AYSA permission to travel form and submit with payment
Apr	Annual Club Clinic rosters and payment will be due
Apr	Register for AK Airlines Cup online and notify Club Registrar team is registered
Apr-May	Send team instructions for FYSA outdoor registration
Apr-May	Spring gym fees will be due (Club Treasurer will send email billing to team treasurer)
May	Summer roster submitted to FYSA and Club Registrar
May	Verify player/team registration through Bonzi (FYSA program)
May	Register for Midnight Sun Tournament and notify Club Registrar team is registered
15-May	Club Clinic Fees due to Club Treasurer
May	Register for Far North Tournament online and notify Club Registrar team is registered
May	Club Field Day event - all teams attend
May	Receive player passes from Club Registrar and attach photos/laminate for team book
May-Jun	Raffle ticket turn-ins will be due on request by Club raffle coordinator
May-June	Club Clinic - all teams attend
May-June	Register for Zane Cup (U11/U12 only) and notify Club Register team is registered
June	Email team AK Airlines Cup schedule, team events prior to travel - hold a team meeting prior to first trip to discuss travel, coach expectations, etc
June	FYSA league games begin
June	AK Airlines Cup Credentials at Tournament headquarters
June	AK Airlines Cup tournament in Anchorage
June	Register for State Cup (U12 and up) and notify Club Registrar team is registered
July	Disperse and collect annual coach evaluations to all players/parents - this process could change
July	Email team Far North schedule, team events prior to travel - hold a team meeting prior if necessary
July	Far North Credentials at tournament headquarters
July	Far North tournament in Anchorage
July	Zane Cup Credentials *U11/U12 teams only* at Tournament headquarters
July	Zane Cup in Anchorage
August	State Cup Credentials - location for this tourney varies
August	State Cup tournament - location TBD
August	Optional - organize end of season team party
August	Communicate with team tryout info for upcoming season