

EWG RECREATIONAL COACHES CHECKLIST

DONE Please complete by 3/31/2014		NOTES
	Register yourself with GOTSOCCKER <i>(Thru EWG Soccer web page)</i>	Got Soccer Log in: _____
	Complete your BACKGROUND CHECK online in GOTSOCCKER	Password: _____
DONE Please complete 3/26/14 - 3/29/2014		NOTES
	Attend Mandatory COACHES MEETING March 27th 6:00pm	<i>Wear something that makes you stand out, like a bright shirt or hat on the first few practices/games (let your parents know what that will be). We also have team signs available for you to borrow for the first few practices.</i>
	Read Thru the EWG Coaches Handbook & Paperwork	
	Write important dates on your calendar! <i>(Photos, Baskets Cookout, Concessions Volunteer Dates)</i>	
	Choose a Practice Day/Time <i>(U4/U5 You practice Saturdays just before your game, maybe hold a meet & greet night so the kids know who you are before the first day.) All Teams should to meet 30 min prior to the first game time on opening day.</i>	
	Decide how/when you will contact parents for cancelations of practices or games <i>(via email? or phone calls? - Saturday game cancellations are always posted on the EWG website & Facebook by 8:00am Saturday mornings)</i>	
DONE Please complete 3/26/14 - 3/29/2014		NOTES
	Contact each player on your team within 48 hours of receiving your roster and give them the info above and to the right.	<i>Be sure to give parents the team number along with your first and last name and your contact info: Phone, email etc. Also, be sure to get the best number they can be reached at and their email address too. Would be helpful to advise parents of game time, field location, and jersey color for first game.</i>
	Ask a parent(s) to step up to help be your "Team Parent" and handle the collection of basket donations/money, picture forms/money & the team volunteer schedule <i>(We ask that 1-2 parents from each team will sign up to volunteer for 30 min during the season!)</i>	
	Forward "Team Parent" contact info, along with your team number to Mike Ruggieri: volunteer@ewgsoccer.org	
	Contact the registrar asap if you have issues contacting players.	
DONE 4/5/2014		NOTES
	Opening Day, arrive 30 min prior to the game to be ready to greet parents. <i>(Pick a spot to meet)</i>	
DONE 4/12/2014		NOTES
	Make sure your "Team Parent" is collecting for the Basket Raffle and has distributed the photo forms!	
DONE 4/19/2014		NOTES
	Remind "Team Parent" Basket is due next game day 5/3!	
DONE 5/3/2014		NOTES
	PICTURE DAY! After your game, your entire team should report to the photo area with ALL forms & Money ready to turn in.	
	Team Raffle Baskets are due today. <i>(This is NOT an optional fundraiser- EVERY TEAM participates!)</i>	
DONE 5/10/2014		NOTES
	RAIN DATE: Picture day. <i>(This is NOT a Makeup day and will only be used if photos are rained out the week prior!)</i>	
	Basket Raffle Tickets on sale today!	
DONE 5/17/2014		NOTES
	Basket Raffle Tickets on sale today!	
DONE 5/31/2014		NOTES
	Remind parents cookout is next week!	
	Basket Raffle is today , Tickets on sale until 1:00pm!	
DONE 6/7/2014		NOTES
	Fill out player rating sheet! Turn them in to receive your team trophies.	
	Last GAME /Trophy Day!!! After your game bring your team to the trophy table to receive your awards!	
	Family Cook Out!!! Each team brings a dish to share. ODD Teams bring a Dessert & Even teams bring a side dish (no chips please). <i>(Food is served continuously after each game, Everyone is welcome!)</i>	