

# CHECK LIST

Items marked with an \* are required, everything else is highly recommended.

## FINANCES

- USASA team registration fee\*
- Annual payment to WPSL\*
- Player registration costs\*
- Home venue/stadium rental\*
- Referee fees for home games\*
- Team travel costs (air, hotel, car)\*
- Team official travel (November & February meetings)\*
- Uniforms\*
- Office supplies (printing, copying, postage, laminator)\*
- Travel expenses for practices
- Practice field rental
- Team supplies (water bottles, cups)
- Medical supplies (tape, pre-wrap, aspirin, bandages, ice)
- Paid coaches, assistants, trainers, consultants, web manager
- Tournaments (Silver Mug, Open Cup)
- Publicity/Advertising/Promotional
- Mailing lists

## WEBSITE

- Team Information Form and Logo\*
- Team Photo & sponsor images
- Map & Directions to venue/stadium\*
- Player roster\*
- Official website address

## UNIFORMS

- Notify website manager of team colors, home and away\*
- Shirts, shorts and socks\*
- Goalie shirts (2)\*
- Matching warm-up suits
- Coaches, Manager and bench attire
- Travel and uniform bags
- Practice pennies

## OTHER EQUIPMENT

- Soccer balls\*
  - Practice (minimum 12)
  - Game Day (minimum 3)
- Goal nets\*
- Corner flags\*
- Field marking equipment (should be provided by home stadium)\*
- Cones, air-pumps, etc.
- Water jugs
- Laminator for Player Cards
- Portapotties

## MEDIA

- Media Report (home team required to submit immediately after game)\*
- Media Guide
- Pre and post game day press
  - Newspapers/Print
  - TV and Radio
  - Internet
- Advertise schedule and results

# CHECK LIST

## HOME TEAM

- Stadium directions, map and phone # made available to visiting team\*
- Notify visiting team of uniform colors\*
- Player roster/line-up\*
- Player cards\*
- Game Report and Media Report\*
- Locker room facilities available\*
  - Home team
  - Visiting team
  - Referees
- Stadium scoreboard and clock\*
- Water, cups and ice for both teams\*
- Referees table\*
- Game day programs\*
- Taped music/anthem\*
- Stadium/venue security
- Public address system & announcer
- Script for promotion
- Sponsorship banners
- Game day coordinator
- Team trainer available to both teams and referees
- Team assistant for 4<sup>th</sup> official
- Ticket taker
- Complimentary ticket list for home and visiting teams
- Concession stand
- Merchandise and other items to sell
- Tents for rain or heat

## VISITING TEAM

- Stadium directions, map and phone # \*
- Check home team colors\*
- Player roster/line-up\*
- Player cards\*
- Notify home team of anticipated arrival time (*required to schedule flights to land 4 hrs before game time*)\*
- Emergency phone # of home team\*
- Guest complimentary ticket list

## GAME REPORT

- Game Report including statistics completely filled out and signed by both teams and referees\*
- Game Report faxed by home team to designated League Office immediately after game\*\*

## MEDIA REPORT

- Media Report completely filled out\*
- Media Report submitted immediately after game\*

## YOUTH CAMPAIGN

- Create a strong relationship with local clubs
- Ticket discounts/packages
- Soccer Camp for youth clubs/players
- Team player/coaches
- Ball girls/boys and half-time games