



## Season Start-Up TO DO List

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Academy Managers

### SIGN UP AS A VOLUNTEER IN BLUE SOMBRERO

#### REGISTER ONLINE for KIDSAFE

- 1 GO TO <http://www.vysa.com/>.
- 2 CLICK ON REGISTRATION TAB.
- 3 CLICK ON ON-LINE KIDSAFE.
- 4 SELECT STATUS FOR YOUR REGISTRATION  
*CHOOSE PROPER RESPONSE AND CLICK ON APPLICATION BUTTON*
- 5 FOLLOW ON LINE INSTRUCTIONS  
*MAKE SURE YOU CHOOSE **CLUB** WHEN SELECTING POSITION*
- 6 WHEN FINISHED YOU WILL GET AN EMAIL VERIFICATION

#### ASSIST WITH TEAM MEETING(S)

- 1 COORDINATE WITH COACH
- 2 NOTIFY PARENTS OF DATE, TIME, LOCATION

#### PREPARE PLAYER PASSES

*MUST BE COMPLETED BY AUGUST 30th*

- 1 TAKE PICTURE OF EACH PLAYER
- 2 OBTAIN BIRTH CERTIFICATE OR OLD PLAYER PASS
- 3 COMPLETED MEDICAL RELEASE FORM
- 4 UNIFORM NUMBER  
*WORK WITH EQUIPMENT MANAGER TO DETERMINE*
- 5 ENTER PLAYERS ONLINE – [www.USCLUBSOCCER.org](http://www.USCLUBSOCCER.org).
- 6 REQUEST PASSES
- 7 PRINT OFFICIAL ROSTER – ONE COPY FOR COACH/ ONE COPY FOR MANAGER
- 8 CODES OF CONDUCT SIGNED - PARENTS/PLAYERS/COACHES – COPIES IN MANAGER NOTEBOOK

#### DISTRIBUTE SCHEDULE

- 1 TRAINING DAYS/ TIMES
- 2 FESTIVAL DATES
- 3 TOURNAMENT SCHEDULE
- 4 KICK-OFF PLAY DAY

#### COLLECT FEES

- 1 TOURNAMENT FEE(S)
- 2 UNIFORM FEE
- 3 OPTIONAL... Coach Gift, Warm-Up Suits, Snack/ Drink Reserve