

EWG RECREATIONAL COACHES CHECKLIST

DONE Please complete by 08/17/2017		NOTES
	Register yourself with GOTSOCCKER (Thru EWG Soccer web page)	Got Soccer Log in: _____
	Complete your BACKGROUND CHECK online in GOTSOCCKER	Password: _____
DONE Please complete 8/17 - 08/22/17		NOTES
	Attend Mandatory COACH MEETING 8/17/17	
	Read Thru the EWG Coaches Handbook & Paperwork	
	Write important dates on your calendar! (Photos, Baskets, Cookout, Volunteer Date sheet due after 1st game)	
	Choose a Practice Day/Time	
	Decide how/when you will contact parents for cancellations of practices (via email? or phone calls? - Saturday game cancellations are always posted on the EWG Website & Facebook by 8:00am Saturday mornings)	
DONE Please complete 8/17 - 08/19/17		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 & collect names & dates on the team volunteer sheet (Each family must sign up on the sheet for ONE 30min time slot (Friday night lining fields, Early am field set up/Late field breakdown or anytime during a game day). They will report to the concession stand during their time and will be directed where we need them to help during their 30 min. block)	
	Contact the registrar asap if you have issues contacting players.	
DONE 8/21/2017		NOTES
	**EWG Fields are OPEN for Practice - ** Your FIELD SPACE will be ASSIGNED to your team, please check with Kathy at training@ewgsoccer.org	<i>You can sign up at the Coaches meeting 8/17 or contact Kathy Dowling- Training Director @ training@ewgsoccer.org</i>
DONE Opening Day 8/26/2017		NOTES
	Opening Day, arrive 30 min prior to the game to be ready to greet parents. (Pick a spot to meet)	<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).</i>
	Make sure your "Team Parent" distributes All Paperwork & Forms to each Player!	
	Remind " Team Parent " Basket is due week of 9/17. Make sure they have collected for the Basket Raffle and will be turning in basket 9/16!	
DONE 8/26/2017		NOTES
	Season starts and 20% off at Dick's Sporting Goods	
DONE 9/9/2017		NOTES
	Remind Parents PICTURE DAY 9/16/17! Pre-Order/Pay ONLINE! Remind " Team Parent " Basket is due next week 9/17. Make sure they have collected for the Basket Raffle and will be turning in basket!	
DONE 9/16/2017		NOTES
	Team Raffle Baskets are due today!!! <i>(This is NOT an optional fundraiser-EVERY TEAM participates!)</i>	
	PICTURE DAY! Check Picture Schedule, entire team reports to the photo area w/ ALL forms & Money ready, 10 min before time.	
DONE 9/16/2017		NOTES
	Last day to buy Revs tickets for 9/30/17 game	
DONE 9/30/2017		NOTES
	Bye Week: Celebrate West Greenwich Day & EWG Night at the Revs game!!	
	EWG YSA AT THE REVS NIGHT!	
Done 10/7/2017		NOTES
	Basket Raffle Tickets on sale today!	
DONE 10/14/2017		NOTES
	Basket Raffle Tickets on sale today!	
DONE 10/21/2017		NOTES
	Basket Raffle Tickets on sale today!	
	Basket Raffle is today, Tickets on sale until 1:00pm!	<i>Tickets will be drawn and winners notified by text or phone later in the day.</i>
DONE 10/28/2017		NOTES
	Fill out player rating sheet! Turn them in to receive your team trophies.	
	Last GAME /Celebration Day!!! After your game bring your team to the table to receive your awards!	