

# CYSA Travel Director Calendar of Events

## January

- Submit proposed team division placement requests to MYSL (Provide to CYSA VP)
- Complete player placement for spring season
  - CYSA VP will upload data
  - Coaches must be manually entered into MYSL (Sports Manager) system
    - Must make sure coach data in MYSL has email, address & phone number
- Upload missing player photos into Sports Manager
- Uniforms
  - Validate and sync player uniform numbers between CYSA and MYSL systems (Add new player number in the CYSA system --- Teams → Reg #'s)
  - Note: If a number changes you have to manually update it in Sports Manager – it will not get overwritten with any new uploads.
  - Validate and resolve any number conflict issues within a team (CYSA pays for shirts to solve number conflicts)
  - Work with Center Sports to set up fitting dates for players who need uniforms – usually last week of February through 1<sup>st</sup> week of March
  - Provide Center Sports with the numbers for the new uniforms
- Work with BOD on field requirements for spring season
- Post spring teams
- Optional: Once teams are posted email program about it (optional because system sends an email to every player once teams are posted)

## February

- Work with Field assignor to ensure he/she gets all coach data and info for training schedule
- February - start planning annual player assessments – usually for the second and third week of May to avoid baseball playoffs and to ensure the use of UMass Lowell Players and coaches before school ends. Also avoid the Friday before Memorial Day due to vacations and kids not able to make it to assessments. **Must end the 2<sup>nd</sup> Friday before Memorial Day.** Watch out for middle school band concert nights. Better to do U14 early in the week and U10 at the end.
  - See all travel assessment documents on how it works, assessment forms, check in sheets, set up, assessor assignment sheets, program night assignments, etc
  - Get a combination of coach and board volunteers as well as UMass Lowell players to be assessors. UMass assessors get paid – about \$50 per night. If the total reaches \$600 then tax forms must be compiled – keep it under \$600. Use more UMass assessors than coaches and board members to keep it an unbiased assessment.
- Equipment
  - Determine equipment needs and work with Equipment Manager to attend and provide equipment at CYSA Travel Coach meeting scheduled for Mid March
  - Schedule and announce Travel Coach meeting (for Mid March) @ Police Stations 8 to 9:30 PM
    - Update PowerPoint presentation and Video as needed
    - Finalize agenda and get agreement with BOD
    - Ensure no makeup games scheduled during assessment weeks
- Decide on player registration dates for the fall season
  - Standard reg will end on the Sunday prior to the first day of assessments
  - Late reg period will end the following Sunday the day prior to the start of the second week of assessments. The reg start will happen about 2 to 3 weeks prior to the travel assessment first week start.
  - Help Registrar with Flyer

## March

- Print out passcards – provide to coaches at Coach Meeting (Print out on plain paper/laminate)
- Field Assignor notifies coaches of the final training schedule
- Waivers (complete)
  - In Sports Manager Under Reports/Module – items 35 and 36 are used to do this function.
- Players pick up uniforms towards the end of March
- EARLY March - Work with Registrar on Registration flyer to put key travel info, dates, etc
- Coach meeting
- Coach Shirts
- Create Medical Roster and download MYSL approved rosters for each team
- Email coaches field permits, coach guides, check lists, Medical Rosters and MYSL Rosters
- Training starts weather and field opening permitting
- Email all coaches with MYSL final team placements (division assignments)
- **Notify field assignor of travel assessments dates and fields used to ensure no fields are rented out on those dates.**

## April

- Spring season starts
- Email players about fall registration sign ups and travel assessments
  - Many emails as reminder due to very short reg window

## May

- Hold travel assessments (tryouts)
  - Work with the Finance Director to get checks cut to provide the UMass evaluators
  - Hand out check on last night of work
  - EARLY MAY – work with travel assignor and coaches to move training off of fields being used for assessments
- After assessments start process for coaches providing player evals
  - Email templates, instructions and examples
  - Request completion by season end
  - Remind coaches as needed
  - Need in town assessments as well

## June

- Email parents to provide coach evaluations (Analyze and address issues as needed)
- Help teams with MTOC coordination with MYSL
  - Email teams about the process
- Spring season ends
- Form fall teams based on assessments and evaluations from coaches
  - Contact previous coach as needed to resolve inconsistent data
  - Use tryout data templates to analyze and form teams
- Select coaches and find volunteers for teams
- Compile list of players who need a new uniform(new player) or shirt due to number conflict
  - Work with Center Sports to set up fitting dates for these players who need uniforms
  - Sizing early to mid July – pick up mid to late August
- Uniforms
  - Validate and sync player uniform numbers between CYSA and MYSL systems (Add new player number in the CYSA system --- Teams → Reg #'s)

- Note: If a number changes you have to manually update it in Sports Manager – it will not get overwritten with any new uploads.
- Validate and resolve any number conflict issues within a team (CYSA pays for shirts to solve number conflicts)
- Work with Center Sports to set up fitting dates for players who need uniforms – usually last week of February through 1<sup>st</sup> week of March
- Provide Center Sports with the numbers for the new uniforms
- Work with BOD on field requirements for spring season
- Submit proposed team division placement requests to MYSL (Provide to CYSA VP)
- Complete player placement for spring season
  - CYSA VP will upload data
  - Coaches must be manually entered into MYSL (Sports Manager) system
    - Must make sure coach data in MYSL has email, address & phone number

## July

- Post teams (just before July 4<sup>th</sup>)
- Optional: Once teams are posted email program about it (optional because system sends an email to every player once teams are posted)
- Work with Field assignor to ensure he/she gets all coach data and info for training schedule
- Equipment
  - Determine equipment needs and work with Equipment Manager to attend and provide equipment at CYSA Travel Coach meeting scheduled for Mid March
- Schedule and announce Travel Coach meeting (for Mid August) @ Police Stations 8 to 9:30 PM
  - Update PowerPoint presentation and Video as needed
  - Finalize agenda and get agreement with BOD

## August

- Email players to pick up uniforms
- Coach meeting
- Coach Shirts
- Create Medical Roster and download MYSL approved rosters for each team
- Email coaches field permits, coach guides, check lists, Medical Rosters and MYSL Rosters
- Waivers (complete)
  - In Sports Manager Under Reports/Module – items 35 and 36 are used to do this function.
- Email all coaches with MYSL final team placements (division assignments)
- Field Assignor notifies coaches of the final training schedule
- Training starts mid August (field manager determines official start date)
- Work with High School Varsity to set up clinic(s) and home game half time scrimmages

## September

- Fall season starts Saturday after Labor Day
- Decide on player registration dates for the fall season
  - Help Registrar with Flyer
  - Reg start mid October and ends early to mid December

## October

- Coach Player evals
  - Email templates, instructions and examples and request completion by season end
  - Remind coaches as needed
  - Need in town assessments as well

## November

- Send out mass email for parents to provide coach evaluations – Early November
- Fall season ends
- Email players about spring registration sign ups

## December

- Email parents about how teams work/change from fall to spring due to a loss of kids and less teams – want to keep kids together but it is impossible,
- Do U16 and U18 tryout if needed to make teams late December (typically week between Christmas and New Years)
- Form teams for next spring season based on previous May assessments, fall placements and evaluations from coaches from fall season
- Select coaches and find volunteers
- Start upload of all player photos into Sports Manager

