

**Ukrainian Nationals
Team Manager's "To Do" List**

1. Each team should have the following volunteers at a minimum:
 - a) Manager
 - b) Treasurer
 - c) Uniform Coordinator
2. Update TeamSnap with players and events
3. Coordinate volunteers for Ukrainian Nationals Invitational Memorial weekend (or delegate that responsibility)
4. Obtain EIN for Team
 - a) [https://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
 - b) "Apply online now"
 - c) What type of legal structure is applying for an EIN? Select "View additional type" and then Sports Teams (community)
5. Open Bank Account
 - a) Club requests 2 unrelated signers on account
 - b) Will need your EIN, team name (same name that was used on the EIN application) and identification for all signers
6. Manager, Coach and Treasurer to create budget & establish payment plan
7. Collect money (all checks payable to your team):
 - a) Club Dues
 - b) First installment of Team Dues
8. Apparel
 - a) Send name and email of Team Uniform Coordinator to Director of Uniforms & Apparel
 - b) Determine jersey numbers for all players (procedures to be distributed)
 - c) Decide if team will purchase 3rd uniform kit
9. Ensure all coaches, trainers and managers have provided the following to the Registrar
 - a) Concussion Training: <http://www.cdc.gov/headsup/youthsports/index.html>
 - b) Clearances:
 - Child Abuse History Clearance from the Department of Human Services (free) <https://www.compass.state.pa.us/cwis/public/home>
 - Report of criminal history from the Pennsylvania State Police (free) <https://epatch.state.pa.us/Home.jsp>

- If you have lived in PA for the past 10 consecutive years, provide signed FBI Disclosure Statement
http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf
- If you have NOT lived in PA for the past 10 consecutive years, complete an FBI fingerprint based criminal background check.
https://www.pa.cogentid.com/index_pde.htm

10. Player Passes:

a) EPYSA

- Birth Certificate
- Photograph
- Medical waiver: http://www.epysa.org/membership/administrative_forms/
- Copy of both sides of medical insurance card
- RG-6 (same link as above)

b) US Club

(contact US Club Registrar for specific instructions)

- Birth Certificate in PDF or JPG format
- Photograph (head shot) in PDF or JPG format
- Medical waiver in PDF format (you keep the original):
<http://www.usclubsoccer.org/resources/forms-documents-center/>

11. Register for Fall league

Other information:

Family Volunteer Expectations

- Memorial Day & Columbus Cup Tournaments
- Two field days (Spring and Fall)

Family Fun Day Picnic

- Free food, drink and games for all members
- U-12 teams coordinate the event
- Each team to provide a raffle basket

To be distributed:

- Contact List
- Procedures for determining player jersey numbers