



EPIC Checklist for EPIC Administrator and Regional Commissioner

To help you plan your season, here is a list of items that your EPIC Administrator and Board should focus on completing for a smooth start of the EPIC season. It includes additional, optional items that will lead to growth! If you have questions, contact your Section EPIC Administrator or the Programs team at the AYSO Office.

Everyone Plays®
Positive Coaching
Balanced Teams
Good Sportsmanship
Open Registration
Player Development

1.	Work with the Regional Webmaster to coordinate or update your Region's EPIC Channel with all EPIC news and pictures. In addition, coordinate to update other channels (Registration, Board Directory, etc.) to offer EPIC information.
2.	Work with the Regional Registrar to schedule several registration opportunities at which players and volunteers can register with the EPIC Program. Send out correspondence to current and previous EPIC families with the dates and locations of registration. In addition, send registration flyers to inform the schools, therapists (physical, occupational, speech, etc) offices, group homes, etc.
3.	Work with the Regional Purchaser or Uniform Coordinator to order uniforms. Note: players will be mixed ages and sizes so standard uniform packages will not work; have size samples available for players to see at registrations so ordering of the correct size is easy. Try to save some money - ask your uniform provider to discount or donate the EPIC uniforms!
4.	Work with the Regional Sponsor Coordinator to obtain sponsors specifically for the EPIC Division.
5.	Contact local schools, churches, and community organizations (Kiwanis, YMCA, Boys & Girls Club etc.); provide information about volunteering opportunities (Buddies, coaches, etc.).
6.	Work with local soccer camp providers to organize a half-day or a one-day camp session for EPIC players (remember to invite the Buddies!)
7.	Work with the Regional Fields Coordinator to select practice and game field(s) that are flat and gopher hole free, close to accessible restrooms and have lots of parking.
8.	Work with the Regional Scheduler to schedule games against mainstream divisions (12U/14U).
9.	Contact other local Regions to organize possible games.
10.	Work with the Regional Picture Day coordinator to schedule the time for the EPIC team(s).
11.	Work with the Regional Referee Administrator to schedule trained referees to be at the EPIC games.
12.	Organize training for the Buddies, coaches, referees, etc.
13.	Plan pre-season EPIC Parent Meeting with EPIC coaches – bring extra copies of the EPIC Player Profile.
14.	Call non-returning players; remind them of the upcoming season and ask if they will be joining the fun again this season.
15.	Make schedule; include time to go to Section Festivals and other community events geared for players with disabilities.
16.	Work with the Regional Special Events Coordinator to plan a special opening day for the EPIC team(s).
17.	Organize an EPIC FunFest at the beginning of the season to register new players.
18.	Ensure that the Regional CVPA and Regional Registrar have registered all players and volunteers. All EPIC players should be entered into the EPIC division!
19.	Verify all volunteers have correct training (AYSO's Safe Haven, EPIC Buddy, EPIC Volunteer Training, Coach and Referee requirements).
20.	Work with the Regional Communications or Publicity Coordinator to organize a day for the press to come visit a practice, game, opening day, etc.
(See reverse side)	

	21. Work with the Regional Newsletter or Yearbook Coordinator to plan for articles and pictures of the EPIC team(s) to be included.
	22. Work with the Regional Webmaster; update your Region's EPIC Channel with all EPIC news and pictures. Plan to update info and photos several times throughout the season.
	23. Plan end of season party for players, families, Buddies, and volunteers.
	24. Order trophies or medals, coaches' gifts, etc. for end of season party.
	25. Plan Buddy and volunteer acknowledgement post-season dinner.
	26. If offering a secondary season of EPIC play, notify the players, families, and volunteers.
	27. Identify and mentor your successor.
	28. Review season citing pros and cons (offer a survey to families, Buddies, and volunteers for their input).
	29. Relax for a week and know that you have changed the lives of many EPIC players and their families – Thank you!!
	30. Start planning next year!

