

SITE LIAISON CHECKLIST

As the Site Liaison, it's your role to make sure your site is prepared for a successful season. To make that a little easier for you, we have put together a checklist to help ensure your site is geared up and ready for the season.

FALL 2023 SEASON: SEPTEMBER 11 TO NOVEMBER 19

5+ WEEKS BEFORE SEASON

CONFIRM YOUR PRACTICE SPACE AND SCHEDULE

Confirm that you have a safe, outdoor space for the team to meet and decide on when you'll be meeting. Remember, teams will meet twice a week for 60 to 90 minutes.

Ideally, teams will also have an indoor option in the event of inclement weather.

SUBMIT YOUR RSVP

Confirm your site's participation and let us know who we should send information and resources to by August 7th. Whether you are a [new](#) or [returning](#) site, a site form must be submitted every year!

CHECK FOR THE WEEKLY COACH EMAILS

Every Thursday we send out important information and helpful tips in our weekly coach emails. These emails can sometimes end up in a junk or spam folder, so please double check that you're receiving them. If you are not getting them, let us know!

SUBMIT REQUIRED FORMS

If your site requires any additional forms be submitted for the team to meet such as an MOU, ADM-24 form, or community use form, please let us know! We want to make sure that we have everything ready for when registration opens.

PLAN YOUR PROMOTION

Review the [Program Promotion Toolkit](#) in Coaches Corner. Use the flyer templates, parent email templates, a suggested recruitment timeline, and social media post ideas to ensure a strong recruitment campaign.

2-4 WEEKS BEFORE SEASON

PROMOTE YOUR TEAM!

Registration begins on August 14th so encourage families to sign up!

Work with your site staff, school PTA, and/or coaching team to promote program registration. Don't forget to utilize the tools and resources in the [Program Promotion Toolkit](#).

SUPPORT FAMILIES

Review the [Registration & Financial Assistance Toolkit](#) in the Coach Portal. Make sure your site's families know about the financial assistance and payment options we offer.

MEET THE COACHES

As the season approaches, we'll introduce all coaching teams via email. This email will include the who each person is, their role (head coach, site liaison, etc.), and their contact information.

We encourage all teams to establish a method of communication that works best for them (*group text, whats app, group me, etc.*) and arrange a meeting prior to the first week.

1 WEEK BEFORE SEASON

PICK UP SEASON SUPPLIES

Coach Supply Pick-Up will be held at GOTR NOVA offices in Fairfax, date to be determined. A representative (likely a coach) from the team will be able to pick up all of the supplies you'll need for the season!

ASK QUESTIONS!

Contact **Jaimi Taylor** at jtaylor@gotrnova.org with any questions you have. We are here to help and want to ensure a fun, successful season for you and the girls!

START YOUR SEASON!

The GOTR NOVA fall 2023 Season starts the week of **September 11th!**

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As the Site Liaison, it's your role to make sure your site is prepared for a successful season. To make that a little easier for you, we have put together a checklist to help ensure your site is geared up and ready for the season.

SUBMIT YOUR SITE RSVP

Confirm your site's participation and let us know who we should send information and resources to by **August 7th**. Whether you are a new or returning site, a site application **must** be submitted every year!

SAVE THE DATE

Let families know ahead of time about the GOTR program at your site and give them a heads up on when registration will be opening in August! Send out flyers and emails!

CONFIRM YOUR PRACTICE SPACE

This season will be all in-person, so be sure to confirm that you have a safe, outdoor space for the team to meet.

Ideally, teams will also have an indoor option in the event of inclement weather.

ADVERTISE REGISTRATION

Work with your site staff, school PTA, and/or coaching team to promote program registration. Don't forget to utilize the tools and resources in the [Program Promotion Toolkit](#).

VISIT THE COACH PORTAL

Find essential resources from program promotion to registration information in the portal. The log in to the [Coaches Corner](#) is **coachnova** and the password is "St@r20PowerFA23!".

PREP YOUR COACHES

Site Liaisons and all Coaches should plan to meet before the season starts to discuss mode of practice and logistics, setting expectations, talking about schedules, and assign responsibilities for the season.

PLAN YOUR PROMOTION

Review the [Program Promotion Toolkit](#) in the Coach Portal. Use the flyer templates, parent email templates, a suggested recruitment timeline, and social media post ideas to ensure a strong recruitment campaign.

ASK QUESTIONS

Contact **Jaimi Taylor**, our Director of Program Operations, at jtaylor@gotrnova.org with any questions regarding programming and volunteering. We are here to help and want to ensure a fun, successful season for you and all of our participants!

SUPPORT FAMILIES

Review the [Registration & Financial Assistance Toolkit](#) in the Coach Portal. Make sure your site's families know about the financial assistance and payment options we offer.

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