



Pre-Season Checklist

A week-by-week guide to get your
league from planning to kickoff



Pre-Season Checklist & Timeline

A week-by-week guide to get your league from planning to kickoff. Use this as a working document with your board or staff and adjust the timeline to match your local start date.

Timeline At-A-Glance

When	Focus
12+ weeks out	Set dates, lock fields, confirm budget and insurance
8-10 weeks out	Open registration, recruit coaches and volunteers
6 weeks out	Push registration, market your league
4 weeks out	Build schedules, team assignments
2 weeks out	Parent communication, final checks, safety review , place order(s)
Week of kickoff	Field setup, equipment distribution, final confirmations
Kickoff day	Opening day logistics and first-week follow-up

12+ Weeks Before Season

FOUNDATION

- Confirm season start date, number of weeks, and game day(s)
 - **Make sure to enter your season dates into League Central!**
- Confirm league insurance and any required certificates of insurance for facility partners
- Set the season budget: fields, equipment, officials, insurance, marketing
- Decide on age divisions and league format (co-ed, boys/girls, competitive tiers)
- Set registration fees and any scholarship or reduced-fee options
- Confirm your registration platform is set up and tested
- Reserve fields or facility space for practices and games
- Recruit & finalize roster of league referees

8-10 Weeks Before Season

RECRUITMENT & REGISTRATION LAUNCH

- Setup/update League Finder profile
- Open registration to families
- Launch marketing: social posts, emails, flyers, school and community partnerships
- Recruit head coaches and assistant coaches
- Recruit team parents, field volunteers, and any other help
- Start background checks for all required coaches and volunteers
- Confirm existing inventory of equipment: footballs, cones, and field markers



6 Weeks Before Season

REGISTRATION PUSH

- Send a mid-registration reminder to your community and past participants
- Consider running a paid social campaign to capture final registrations
- Confirm coach counts against registration numbers and adjust recruitment if needed
- Confirm field striping or lining schedule with your facility partner
- Book or confirm officials/referees for the season, and share any training materials
- Set practice and game day windows so coaches can plan

4 Weeks Before Season

LOGISTICS LOCK-IN

- Close or set a final registration deadline
- Finalize team rosters and coach assignments, including NFL team assignments
- Confirm all coaches have completed required certification and background checks
- Finalize the game schedule and practice schedule
- Confirm officials' assignments against the finalized schedule
- Draft parent communication for team placements and first-week logistics

2 Weeks Before Season

FINAL PREP

- Order uniforms, accounting for typical lead times
- Order any remaining equipment shortfalls
- Send families a season overview, including team assignments, coach contact info, game & practice schedule, locations, what to bring, weather policy
- Confirm safety plan: concussion protocol, heat/weather policy, first-aid coverage
- Distribute equipment and uniforms to coaches or team parents
- Confirm volunteer assignments for opening day (registration table, equipment, photos)
- Do a final walkthrough of fields for safety hazards and signage needs, confirm all field schedules with the facility partner

Week of Kickoff

GAME WEEK

- Confirm field setup: lining, goals or end zone markers, cone placement
- Send a reminder to families with exact time, location, and parking info
- Confirm officials and volunteer coverage for every field and time slot
- Stage first-aid kits and any required safety equipment at each field
- Brief coaches on any last-minute schedule or policy updates

Kickoff Day



OPENING DAY

- Arrive early for field setup and volunteer check-in
- Staff a welcome or registration table for last-minute questions
- Capture photos or video for season recap and marketing
- Collect coach and parent feedback informally for early-season adjustments
- Send a thank-you and week-one recap to families after games wrap

This checklist is a starting point. Every league runs on its own local timeline, so shift these windows earlier or later to match your season's dates, facility availability, and community needs.

For additional guidance, or help with any of these tasks, reach out to your Account Specialist, or email leaguesuccess@rcxsports.com