

2020 TRYOUT CHECKLIST

Print this list and check things off as you go!

JANUARY

- ☐ Set dates for your...
 - ☐ Tryout information meeting
 - ☐ Tryout clinic(s)
 - ☐ Tryout
 - ☐ Spring Training Clinic(s)
 - ☐ Summer Camp
- ☐ Add above dates to your school's master calendar
- ☐ Secure facilities for your tryouts
- ☐ Contact your USA State Director to...
 - ☐ Request tryout judges and/or a tryout clinician
 - ☐ Get access to tryout material
 - ☐ Reserve a spot for your team at a USA Summer Training Camp! Dates, locations and camp types are available at usa.varsity.com. A reservation can be made with an estimated number of participants and no deposit is required! Many camps will reach capacity in January so don't wait to make a reservation for camp!
- ☐ Set dates with your Varsity Spirit Fashion rep for your...
 - ☐ Uniform, shoes & camp/practice-wear consult
 - ☐ Apparel fitting

FEBRUARY-MAY

- ☐ Promote your tryout by...
 - ☐ Utilizing your current team members to create posters to put up around campus and fliers to distribute to prospective new members
 - ☐ Sending current team members to surrounding feeder schools to do demonstrations
 - ☐ Sharing information on the school website and social media
 - ☐ Including it in the school announcements

2 WEEKS PRIOR TO YOUR TRYOUT

- ☐ Prepare all paperwork to distribute at your tryout information meeting...
- ☐ General tryout information (date, time and location of clinics and tryout, tryout attire, grade eligibility, etc.)
- ☐ Calendar of upcoming practices and important dates (like your USA Summer Training Camp!)
- ☐ Estimated expenses and fundraising opportunities
- ☐ Tryout application
- ☐ Tryout release form
- ☐ Teacher evaluation form
- ☐ Team Constitution

1 WEEK PRIOR TO YOUR TRYOUT

- ☐ Hold tryout information meeting
- ☐ Prepare supplies needed for tryouts
 - ☐ Copies of judge's scoresheet and tally sheet
 - ☐ Tryout numbers and safety pins
 - ☐ Sign-in sheet
 - ☐ Pens/Pencils
 - ☐ Calculators
 - ☐ Sound equipment
 - ☐ Mats (for cheerleading tryouts)
 - ☐ Snacks & drings for those assisting with your tryout
- ☐ If your seniors are teaching the tryout material, etc. check to make sure they are knowledgeable of the material
- ☐ Cut checks to pay judges

TRYOUT WEEK/DAY OF TRYOUT

- ☐ Collect all required paperwork
- ☐ Verify grade eligibility for all prospective new members
- ☐ Assign those assisting with your tryout jobs such as...
 - ☐ Check in table
 - ☐ Tryout clinicians to teach tryout material
 - ☐ Door person(s)
 - ☐ Scoresheet runner



make the CONNECTION

IMMEDIATELY FOLLOWING TRYOUTS

- ☐ Tabulate scores
- ☐ Post/Announce selected members
- ☐ Hold new team meeting to welcome new members and their families, discuss your expectations for the season, review the team constitution, answer questions, etc. Be sure to identify your camp and apparel deposit due dates, payment deadlines and practice/camp dates
- ☐ Follow meeting with a welcome party for everyone to get acquainted and excited for the upcoming year
- ☐ Contact your USA State Director to update your number of participants attending camp

Have a great tryout and thank you for choosing USA!