

Tryout Preparation Checklist

presented by  TEAMGENIUS and 

Ready to start planning your next tryout? Before you dive in, make sure you're covering all your bases. Here's a checklist to get you started.



1-3 months in advance

- Establish tryouts format:** Determine how and when tryouts will be conducted, how many days tryouts will last and in what format they will take place (drills, scrimmages, etc.)
- Identify evaluation criteria:** Determine how each skill will be evaluated. Establish a ranking system and how those rankings will determine a player's overall score.
- Reserve fields:** Depending on your organization's process, ensure facilities are reserved for the correct dates and times
- Prepare and send communications to parents:** It's important to alert parents of the tryouts schedule, criteria and expectations. Clear communication upfront about pending cuts or fees can prevent post-tryouts confusion.
- Open player registration:** Give players several weeks to register for tryouts, and to select a time and/or date if more than one tryout session is being held.



3-6 weeks in advance

- Obtain equipment:** Ensure you have balls, cones, nets, whistles, numbers, and any other equipment needed for your specific sport's tryouts. Clipboards, pens, pencils, or tablets and smart phones (if using evaluation app for scoring) are also needed for evaluators.
- Recruit evaluators:** Reach out to potential candidates who are qualified to evaluate players on specific skills and criteria.
- Recruit volunteers:** Contact parents and members of your organization who are available to help check in players, hand out numbers, and help with the overall execution of the tryout sessions.



Week of tryouts

- Train evaluators:** Ensure all evaluators know how players are being evaluated and what scoring method is being used. If they are using an evaluation app, all evaluators will need quick training in the app to ensure they are familiar with it ahead of tryouts.
- Assign volunteers to specific tasks:** Make sure you have enough volunteers assigned to each area or task.
- Train volunteers:** Volunteers will need to know what the expectations are for them and all participants during tryouts. They might also need to be trained in specific tasks.
- Set up evaluation app or scoring sheets:** Customize evaluation forms or app evaluation to include specific skills players will be evaluated on, and what scoring scales and ranking system evaluators will be using.
- Finalize player registration:** Prepare a final list of players, per tryout session, after the registration deadline passes. Ensure all necessary information is provided prior to tryouts.



Day of tryouts

- Set up player check-in area:** Set up tables, chairs, numbers, and check-in lists. To make the process go faster, assign several volunteers to work at the check-in table, and divide players by their last name to allow for more lines and less wait time. A separate line for walk-ups (those who didn't pre-register) can also speed up the process.
- Set up volunteer and evaluator area:** Set aside a spot for evaluators and volunteers to place their personal items during the evaluation, and provide snacks and beverages to them throughout the event.
- Finalize and handout player list:** Ensure evaluators are in their correct spots to evaluate specific skills and drills.
- Address volunteers with final instructions:** Make sure each volunteer is confident in what they need to do and that they are in place before tryouts begin.
- Address parents and athletes:** Before tryouts commence, talk to the players and parents about the format and expectations for tryouts, including how many players will make teams and when decisions will be made. If you're using an evaluation app instead of paper and pen, explain the benefits of the app, including quickness and accuracy of results and reduced bias. Also make them aware that evaluators will be looking at their phones and tablets, but doing so to enter scores from the tryout.



Post-tryouts

- Compile scores and rank players:** If using an evaluation app, this will be done automatically and immediately. If using paper, collect score forms from evaluators and enter data into a spreadsheet to aggregate scores and determine player rankings.
- Assign players to teams:** Whether drafting players or forming competitive teams, it's important to assign players to appropriate teams quickly. Share scoring data with coaches and board members to ensure proper team placement decisions are reached.
- Communicate results to players and parents:** Determine how players who were cut (if any) will be informed and what information from evaluations will be shared. For those who made a team, share key information, like schedules and uniform requirements, and determine next steps to begin the season.
- Respond to parent questions regarding the tryout results:** Inevitably some parents will want to discuss their child's performance and team placement. Be prepared for this with easily accessible scoring data, player rankings on specific skills, and a summary of comments from evaluators, these conversations can be positive and beneficial. Evaluation apps can be a great vehicle for all of this aggregate data.
- Ask for feedback from evaluators, volunteers, players and parents:** After tryouts have ended, send out a survey or determine a format for receiving feedback to get tips on what worked and what didn't during this year's tryouts so those areas can be improved for the following season.

We hope these steps are helpful in running a successful tryout this year
for your organization!

About TeamGenius

TeamGenius is a player evaluation app built for club directors and coaches. Ditch the paper and spreadsheets to easily capture player evaluations, track, analyze, and share results with players all on one digital platform.

For more information visit teamgenius.com

About SportsEngine HQ

Software built for sports leaders. SportsEngine HQ provides everything your organization needs to create, grow, and manage top-tier sports experiences—all on one technology platform.

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