



## ***Great Lakes Women's Soccer League***

### **Month-by-Month Guide**

#### **January**

- Attend the GLWSL AGM – typical items up for discussion include previous season's report, proposed changes to bylaws & constitution, rules & procedures, elections of board officers, preliminary divisional placement and MSA report.
- Contact players to see who is coming back for the upcoming season.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

#### **February**

- Continue to contact players to see who is coming back for the upcoming season and/or find new players.
- Secure home field – contact info, location, blackout dates, etc.
- Send in request for field insurance form to the GLWSL contact.
- Mail in Team Registration form along with \$100 (applied to player registrations) to GLWSL contact.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

#### **March**

- Provide black-out date and field availability to the league.
- Divisions for upcoming season available to review – send feedback to league.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.



## April

- Send players registration information and have them register on Soccer Connect – instructions on how to register will come from the league after the team registration has been received.
- Collect registration fees from players.
- Recheck field availability with home field contact and contact the league with any changes.
- Check the preliminary schedule with players and contact league for any conflicts.
- Decide (if need be) on uniform for team – each player must have a different number and same number on both main uniform and alternate uniform.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## May

- Send tentative game schedule to players and check availability of players.
  - Suggestion: make a Google spreadsheet, share with players and have players complete.
- Send game change requests to league by May 7<sup>th</sup>.
- Final schedules published in May 14<sup>th</sup>. NO changes after this date.
- Have a back up manager who can do the game day paperwork and be in charge and is responsible.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## June

- League play starts the first Sunday in June.
- Read and understand the “Game Day Procedures” before your first game.
- June 15<sup>th</sup> – Last day for player transfer
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## July

- July 15<sup>th</sup> – Last day to register players for current season (late fee of \$5 applies when registering after May 31<sup>st</sup>).
- Managers are always welcome to attend any GLWSL board meeting – check calendar.



## **August**

- Pay any fees or fines accrued through the season – if applicable a bill is received from the league.
- Have end of the season team party.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## **September**

- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## **October**

- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## **November**

- GLWSL AGM date is made available.
- Review league bylaws, constitutions, policies & procedures, rules & regulations for any changes. Send to league.
- Managers are always welcome to attend any GLWSL board meeting – check calendar.

## **December**

- Managers are always welcome to attend any GLWSL board meeting – check calendar.