



BAY - LAKES SOCCER ASSOCIATION FOR YOUTH - KIDS HAVING FUN

BAY-LAKES SAY

**ALLOUEZ-ASHWAUBENON-DE PERE/WRIGHTSTOWN
GREEN BAY KICKERS-GREEN BAY STRIKERS-PULASKI**

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YOUR YEAR AT A GLANCE

While your actual playing season will last only two to three months, the successful operation of our program requires the attention of our league administrators, to some degree, twelve months out of the year. The month-to-month work schedule listed below may need some adjustments each year for our league.

However we must plan ahead and set realistic goals. This will give you and your fellow Board Members a sense of direction and the opportunity to achieve these goals.

OUTLINE OF WORK SCHEDULE

December

- New /Old officers get together (All)
- Take a well earned break! (All)

January

- Appoint all non-elected Board members (Pres)
 - Director of Referees
 - League Coordinator
 - Director of Coaches
 - League Coordinator
 - Tournament Director
 - Webmaster
 - Scheduling Coordinator
 - Standings Coordinator
- Secure board list of district representatives, as soon as completed send to National Office and webmaster (Sec)
- Issue list of Board Members names, addresses, emails and phone numbers. (Webmaster)
- Distribute copies of Constitution and By-Laws to new Board Members (Sec)
- Begin to prepare coaches list for current year (Dist Reps)
- Projections on estimated registration (Dist Reps)
- Conduct registration (Dist Reps)

February

- Conduct final registration (Dist Reps)
- Present training for new board (Pres)
- Discuss playing and organizational rules and changes (LC)
- Discuss player draw procedures- make sure everyone realizes that the player draw must be supervised. (Pres)
- Discuss training plans for coaches and referees. (DR/DC)
- Discuss procedure for additional players and teams with more than 22 players (Dist Rep)
- Continue to recruit coaches and referees (Dist Rep)

March

- Determine number of new fields needed (Dist Rep)
- Assign coaches to teams (Dist Rep)
- Conduct player draws (Dist Rep)
- Order team registration packets (Dist Rep)
- Determine number of teams, colors, home fields, sponsors, and coaches for Area teams. (Dist Rep)
- Present budget for approval (Tres)

April

- Conduct referee and coaches training (DR/DC)
- Establish teams in each league (SC)
- Begin plans for Tony Litt Tournament (TD)
- Prepare Area schedule for current season (SC)

May

- Distribute schedules and team packets (Dist Reps)
- Begin preparation of fields (Dist Rep)
- Practice begins (Dist Reps)
- Assign referees to games (DR)

June

- Season begins
- Publish team standings and scores (StC)
- Finalize plans for Tony Litt Tournament (TC)
- Submit team rosters to National and Area with final payment to National SAY (Dist Reps)
- Order Trophies and finalize plans for Tony Litt Tournament. (TD)
- Order League Champion And Area Champion Patches (TD)

July

- Regular season ends - Tony Litt Tournament (TD)
- Pre Tournament meeting for Field Marshalls (TD)
- Distribute Championship Patches and Trophies (TD)

August

- Review the season and prepare items for improvement and items that worked well (All)
- Discuss playing organizational rules, procedures and changes (LC)
- Send letters of appreciation to all sponsors and patrons (Pres)

September

- Prepare marketing plan for coming year (registration) (Pres)
- Appoint nominating committee for officer elections (Pres)

October

- Treasurer's year-end statement (Sec)
- Honor the workers (board, officers, committee members) (Pres)
- Nominate Officers (Pres)

November (Last regular meeting of the year)

- Set dates for future meetings (Pres)
- Set registration dates and locations for coming year (Dist Reps)
- Treasurers year end statement (Tres)
- Prepare estimated budget for next year (Tres)
- Election of new officers (Pres)