

## COACHES END-OF-SEASON RESPONSIBILITIES TIMELINE FALL SEASON

Please complete your end-of-season duties (listed below) by the indicated date (no exceptions) for the club to close out the season and to issue you a coach's reimbursement check (\$50). This is to help defray expenses you may have incurred over the course of the season (such as first aid supplies, trophies or other awards, equipment, team party, etc.).

### COMPLETE THIS TASK BY NOVEMBER 15:

#### **Intent to Coach Form**

All coaches should provide completed intention to coach/asst. coach form (pdf attached) to Registrar Judy Neal at registrar@nwsoccerclub.org. This is driven by earlier deadlines required by the Greater Des Moines Junior Soccer League and the Iowa Soccer Association.

### COMPLETE THESE TASKS BY DECEMBER 1:

#### **Coach's Badge and Player Cards**

All coaches should turn in coach's badge and player cards for all players on the roster in an envelope marked with last name and team number to 4018 39th Place (soccer box on porch).

#### **Equipment**

If you will be coaching again in the Spring, contact Director of Equipment Jeanne Kutsch at director.equipment@nwsoccerclub.org to advise her you will be holding the equipment. If you will not be coaching in the Spring, please clean your equipment and put the equipment bag and corner flags on the porch at 3410 Hillcrest Dr., Des Moines. Please place a slip of paper inside the bag and a piece of tape wrapped around your corner flags, both should have your last name and team number written on it.

#### **Referee Pay Sheet (only if you had unused referee pay)**

If you have any unused referee pay submit your completed referee pay sheets and any unused referee pay for assignments with no signatures to Director of Referees Austa Schley, 1514 29th Street, Des Moines, 50311.

If you paid out all your referee pay, you do not need to do anything further.

#### **Score reporting on TourneryMachine.com**

Check on TourneryMachine.com (ISL Level 3 Central [Season] [Year]) that scores for your home games have been updated as soon as possible. If your opposing coach has not reported scores for your away games, you can report those, too, as long as your information is accurate.

Thank you again for volunteering your time this season. If you have any questions please contact Jeff Warren at director.coaches@nwsoccerclub.org.

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**NWSC Board**