

ECU Team Manager Calendar

| Winter Season | | |
|-----------------|--|---|
| January | | |
| Early January | | Check manager and coach pass expiration dates, reapply if necessary. Can be done 3 mo prior to expiry |
| 15-Jan | | Attend manager's meeting |
| Mid January | | Set up Shutterfly account |
| Late January | | Schedule team meeting - recommend prior to Jan 31 |
| Late January | | Begin optional indoor practices See ECASD reservation schedule (or schedule independently) |
| Late January | | Hold team meeting. See handbook for recommended agenda |
| Late January | | Summarize team meeting and post via shutterfly |
| Late January | | Establish budget - indoor space, coach pay for winter, tournaments, coach travel parties, etc |
| Late January | | Reserve space at ECASD schools for spring practice |
| Late January | | Post spring practice schedule on Shutterfly |
| February | | |
| Early February | | Collect availability for ALL play days and weekends May 1 - July 9 (besides Memorial Day, July 4) |
| 15-Feb | | Uniform orders due to DTI |
| 26-Feb | | Finalize rosters for all tournament weekends |
| Late February | | Reserve hotel room blocks as necessary |
| March | | |
| Early March | | Update pictures in Affinity, create paper player passes, as needed |
| 1-Mar | | Announce team budget and invoice parents |
| 9-Mar | | Team fees due |
| 16-Mar | | Register for tournaments |
| 19-Mar | | Team to team rescheduling starts. Post schedule on shutterfly. Setup reminders. |
| 26-Mar | | Coach contracts begin |

ECU Team Manager Calendar

| Spring/Summer | | |
|---------------|--|--|
| April | | |
| 1-Apr | | Team to team rescheduling ends |
| 15-Apr | | Field and referee assigning ends. Game schedule locked |
| Mid April | | Begin outdoor practices |
| May | | |
| Continuous | | Ensure team parent responsibilities are met, maintain team communication |
| 1-May | | League games begin. See handbook for pregame preparation |
| June | | |
| Jun 9-10 | | ECU Invitation Tournament!! |
| Mid June | | Try outs for 2018-19 soccer year |
| 30-Jun | | State Championship registration due (11U-17U) |
| July | | |
| 9-Jul | | Competitive league games complete |
| 12-Jul | | MYSA state championships begin |
| 22-Jul | | C3 MYSA state championships complete |
| 28-Jul | | C1 and C2 MYSA state championships complete |
| Late July | | Team end of season parties |
| August | | |
| 1-Aug | | Team announcements for 2018-19 soccer year |
| 6-Aug | | Team commitments due |
| 6-Aug | | Tentative fall team manager's meeting |
| Aug 6-15 | | Fall team Meetings |
| 17-Aug | | Team to team rescheduling begins for fall season |
| 24-Aug | | Team to team rescheduling ends |
| 31-Aug | | League game schedule finalized |