

White Bear Soccer Club Management Calendar and Procedures

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DOCUMENT PURPOSE

This document is intended to record the management activities due each month for the White Bear Soccer Club. The following is an explanation of each column :

ACTIVITY	The particular task or activity that needs to be done
COMPLETION TIME FRAME	The approximate time frame when the activity needs to be completed
ORGANIZATIONAL RESPONSIBILITY	The responsible person as defined by the WBSC Constitution and/or Bylaws
ASSIGNED TO	The person or group who is doing the task. This may be the person who has the organizational responsibility or someone else who has agreed to do the activity.
COMPLETE?	If it is desired, this field can be used to determine if the activity has completed for the current year.

The last two columns may be used to help in organizing and managing a particular years activities.

The final part of this document attempts to document contacts, procedures, activities performed by WBSC officers and directors.

If you feel that there are missing activities or would like to add procedures, send the relevant information to the WBSC web site at wbsoccer@wbsoccer.org.

JANUARY

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Flyer Distribution				
Create Labels for Flyers	1 st Week	President		
Pick up flyers from printers	1 st Week	President		
Label and sticker flyers	2 nd week	President		
Deliver flyers to Post Office	2 nd week	President		
Deliver school drop flyers to school district	2 nd week	President		
Registration Preparation				
Arrange Ad for WB Press	1 st week	President		
Create Pre-printed Registration forms – Travel and Rec programs	3 rd – 4 th week	Registrar		
Copies of Adult Informed Consent Form	3 rd – 4 th week	Registrar		
Blank copies of Travel and Rec Registration Forms	3 rd – 4 th week	Registrar		
Copies of Player Protection forms	3 rd – 4 th week	Registrar		
Copies of Tournament Re-imbusement forms	3 rd – 4 th week	Registrar		
Copies of Scholarship forms	3 rd – 4 th week	President		
Copies of Playing Nights forms	3 rd – 4 th week	Registrar		
Copies of Roster Up forms	3 rd – 4 th week	Registrar		
Copies of Coaches Clinics	3 rd – 4 th week	Vice-President		
Copies of Web Site Info	3 rd – 4 th week	Webmaster		
Arrange for Registration Helpers	3 rd – 4 th week	Registrar		
Tournaments for the Year Link Posted on Website	1 st week	Webmaster		
Develop PIN Design	1 st half	President designee		

FEBRUARY

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Finalize Pin Design, determine number of order, and place order	1 st of Month	President designee		
Playing Fields for Summer Determined	End of Month	Equipment Coordinator		
Registration				
Register Players	All Month	Registrar		
Register Adults	All Month	Registrar		
Take orders for Pins	All Month	President designee		
Register Coaches for Clinics	All Month	Vice-President/ Director of Coaches		
Advertise Referee Clinics – WB Press, Web Site	Mid-Month	Referee and Field Coordinator		
WBSC Election				
Form Nomination Committee	Monthly Meeting	Vice-President		
Find Candidates/Develop Slate of Candidates	End of Month	Vice-President		
Post Call for Candidates on Web Site	Beginning of Month	Webmaster		

MARCH

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Register Playing Fields with MYSA	End of Month	Referee and Field Coordinator		
WBSC Election				
Find Candidates	Monthly Meeting	Vice-President		
Create Slate of Candidates Paper	Monthly Meeting	Vice-President		
Nominations	Monthly Meeting	Secretary		
Develop Ballot	End of Month	Secretary		
Post Candidates on Web Site	After Monthly Meeting	Webmaster		
Advertise (using free space) Annual Meeting in WB Press	Mid-Month	Secretary		
Registration				
Register Players		Registrar		
Register Adults		Registrar		
Coaches and Teams Identified and provided to Registrar	Mid-Month	ALDs		
Coaches and Teams Registered	Mid-Month	Registrar		
Team Rosters to Registrar				
Players Registered on Teams	End of Month	Registrar		
Register Coaches for Clinics	All Month	Vice President/ Director of Coaches		
Coaches Meeting Preparation				
Determine materials needed for Coaches Meetings, may include Tournament Re-	Mid-Month	Vice-President/ Director of		

MARCH

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
imbursement forms, coaching curriculum, informational flyers (Manitou Days Parade, Rec Festivals, etc)		Coaching		
Order Flags for Teams	Mid-month	Equipment Coordinator		
Order Balls for Teams	Mid-month	Equipment Coordinator		
Order Coaches Books for U5 – U10	Mid-month	Vice-President/ Director of Coaching		
Initial Thunder Ticket Order	Mid-month	Vice-President???		
Organize Rec Teams	End of Month??	ALDs		
Provide Rec Uniform Order to Uniform Coordinator	End of Month??	ALDs		
Referee Clinics Held	End of Month	Referee and Field Coordinator		
Order Field equipment	Mid-Month	Equipment Coordinator		

APRIL

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
WBSC Annual Meeting and Elections				
Arrange for Printing of Ballot	2 nd Tuesday	Secretary		
Arrange for Printing of Voters List	2 nd Tuesday	Secretary		
Election	2 nd Tuesday	Secretary		
Schedule MYSA Games and Fields	End of Month (per MYSA Schedule)	Referee and Field Coordinator		
Schedule Referees for First Games	End of Month	Referee and Field Coordinator		
Distribute Uniforms for Travel Teams	End of Month	Uniform Coordinator		
Schedule Rec Games – U5 – U10	End of Month	ALDs???		
Coaches Meeting				
Updated Thunder Ticket Order (U5 – U14 only)	End of Month (before meeting date)	Vice-president/ Director of Coaching		
Pick-up Thunder Tickets (U5 – U14 only)				
Prepare Packets	End of Month (before meeting date)	Vice-president/ Director of Coaching		
Arrange Equipment (balls and Flags) distribution at meeting	End of Month (before meeting date)	Equipment Coordinator		
Distribute Packets to Coaches/Managers	End of Month (at meeting)	Vice-president/ Director of Coaching		
Distribute Uniforms for Rec Teams (is this possible???)	End of Month (at meeting)	Uniform Coordinator		

APRIL

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Distribute Uniforms for Travel Teams (is this possible???)	End of Month (at meeting)	Uniform Coordinator		
Distribute Equipment (balls and flags)	End of Month (at meeting)	Equipment Coordinator		
Distribute Thunder Tickets	End of Month (at meeting)	Vice-President		
Distribute Coaches Books – U5 – U10	End of Month (at meeting)	Vice-President		
Distribute Recreational Playing Schedules (is this possible???)	End of Month (at meeting)	ALDs		
Field Preparation	Mid-May (start of Season)	Equipment Coordinator		
Field Preparation and Repair	All Month	Equipment Coordinator		
Field Lining	Early May (by start of Season)	Equipment Coordinator		
Goals and Nets Set-up	Early May (by start of Season)	Equipment Coordinator		

MAY

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Field Preparation	Mid-May (start of Season)	Equipment Coordinator		
Field Lining	Mid-May (start of Season)	Equipment Coordinator		
Goals and Nets Set-up	Mid-May (start of Season)	Equipment Coordinator		
Web Site		All		
Post Links for Results	Beginning of Month	Webmaster		
Post MYSA Coaches Meeting Dates	Beginning of Month	Webmaster		
Highlight Jamboree Dates	Beginning of Month	Webmaster		
Highlight Rec Tournament Dates	Beginning of Month	Webmaster		
Highlight MYSA Deadlines	Beginning of Month	Webmaster		

JUNE

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Fall Registration				
Set Deadline Dates for Team&Coach, Player	Mid-Month	Registrar		
Post Dates on Website	Mid-Month	Webmaster		
Advertise Dates in WB Press	3 rd Week	President		
Get Rec Information from WB Community Services	3 rd Week	Vice-President		
Include Rec Information on Web Site	3 rd Week	Webmaster		
Fall HS Information				
Contact Coaches for info	2 nd Week	???		
Post HS Info on Website	End of Month	Webmaster		

JULY

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Publish new Board of Directors	1 st week	Webmaster		
Fall Soccer				
Find out teams playing Fall Soccer	Mid-Month	ALDs		
Find Coaches for Fall Teams	Mid-Month	ALDs		
Provide Fall Coaches with New Informed Consent Forms	Mid-Month	ALDs		
Provide Fall Coaches with Player Registration Forms	Mid-Month	ALDs		
Give updated Informed Consent Forms to Registrar	Last Week	ALDs		
Collect Player forms and fees for Registrar	Last Week	ALDs		
Determine which fields will be used for Fall Soccer	Last Week	Equipment Coordinator / Referee and Field Coordinator		
Tryouts				
Determine Tryout Field Location	2 nd Week	Tryout Coordinator/ Equipment Coordinator		
Create Evaluator List	2 nd Week	Tryout Coordinator		
Provide Tryout Field Location, Evaluator List, other instructions for Web publication	3 rd Week	Tryout Coordinator		
Update Home Page and Tryout Page with ALDs and Information from Tryout Coordinator	3 rd – 4 th Week	Web Master		
Publish Tryout Dates in WB Press	On-Going	Tryout Coordinator		

AUGUST

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Fall Soccer				
Register Players with MYSA	1 st – 2 nd Week (based on MYSA Dates)	Registrar		
Post Review Information on Website	Mid-Month	Webmaster		
Develop Schedule for fields and Refs (per MYSA Dates)	Mid-Month	Referee and Field Coordinator		
Fall 7V7 League				
Prepare registration forms and flyers for distribution by HS coaches	1 st week	????		
Post HS 7v7 Info on Website	1 st week	Webmaster		
Provide 7v7 Information for WB Press	1 st Week	?????		
Determine Shirts and Socks Order for 7v7	Middle of Week	Uniform Coordinator		
Tryouts				
Arrange for Tryout Field Marking	3 rd – 4 th Week	Tryout Coordinator		
Update Home Page and Tryout Page with ALDs and Information from Tryout Coordinator and ALDs	On-Going	Web Master		
Publish Tryout Dates in WB Press	On-Going	Tryout Coordinator		
Pay Yearly Affiliate Member Fee		Treasurer		
Setup Monthly Meeting Rooms with School District Coordinator	1 st week	Secretary		
Setup Registration Meeting Rooms – Cafeterias	1 st – 2 nd Week	Registrar/ Secretary		
Set Annual General Meeting Room for April Meeting	1 st - 2 nd Week	Secretary		
Add WBAHS Information to the Website as needed – may include game schedules, requests for Ball	On-going	Webmaster		

AUGUST

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Retrievers, etc				
Post information on Coach, Volunteer, Parent, Referee of the Year on the Website	On-going	Webmaster		
Start Budget for next Calendar Year – MYSA fee information	Mid-month	Treasurer		

SEPTEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Tryouts				
Update Home Page and Tryout Page with ALDs and Information from Tryout Coordinator and ALDs	On-Going	Web Master		
Publish Tryout Dates in WB Press	On-Going	Tryout Coordinator		
Budget Development				
Request input from other Coordinators including :	1 st Half of Month	Treasurer		
Updated Equipment Costs – balls, flags, standards, nets, tryout equipment	End of Month	Equipment Coordinator		
Referee Costs – clinics, incentives, pay scale	End of Month	Referee and Field Coordinator		
Flyer Costs	End of Month	President		
Coaches Clinics	End of Month	Vice-President/ Director of Coaching		
Uniform Costs for Rec Program	End of Month	Uniform Coordinator		
Copy Costs	End of Month	President		
Mailing and Bank Costs	End of Month	Treasurer		
Web Site Costs	End of Month	Webmaster		
MYSA Fees	End of Month	Treasurer		
Risk Management				
Provide Informed Consent Forms to all Officers	Monthly Meeting	Risk Manager		
Complete Informed Consent Forms	End of Month	Directors		

SEPTEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Register Club Officers, Directors, Coordinators, ALDs	End of Month	Registrar		
Schedule and Publish Availability of Free Training Time	End of Month	Referee and Field Coordinator		

OCTOBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Tryouts				
Update Home Page and Tryout Page with ALDs and Information from Tryout Coordinator and ALDs	On-Going	Web Master		
Publish Tryout Dates in WB Press	On-Going	Tryout Coordinator		
Budget Development				
Develop Budget with input from other Coordinators	End of Month	Treasurer		
Flyer Development – Goal: Flyer Ready for Review at December Meeting				
Request Input from Other Officers	Beginning of Month	President		
MYSA Coaching Clinic Dates		Vice-President/ Director of Coaching		
Summer Registration Dates		Registrar		
WBSC Coaches Meetings		Vice-President/ Director of Coaching		
Fall Registration Dates		Registrar		
Referee Clinics Dates and Cost		Referee and Field Coordinator		
Player Training Opportunities – Thunder, Alan Merrick		Webmaster		
Risk Management				
Report on Board Members Not Yet	Monthly	Risk Manager		

OCTOBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Registered	Meeting			
Schedule Player Development Clinic Dates for Spring	End of Month	Vice President/ Director of Coaching		
Uniform Selection and Pricing				
Recreational Program	End of Month	Uniform Coordinator		
Travel Program	End of Month	Uniform Coordinator		
Budget Input Due to Budget Committee				
Updated Equipment Costs – balls, flags, standards, nets, tryout equipment	End of Month	Equipment Coordinator		
Referee Costs – clinics, incentives, pay scale	End of Month	Referee and Field Coordinator		
Flyer Costs	End of Month	President		
Coaches Clinics	End of Month	Vice-President/ Director of Coaching		
Uniform Costs for Rec Program	End of Month	Uniform Coordinator		
Copy Costs	End of Month	President		
Mailing and Bank Costs	End of Month	Treasurer		
Web Site Costs	End of Month	Webmaster		
MYSA Fees	End of Month	Treasurer		

NOVEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
MYSA Annual General Meeting Attendance	Beginning of Month	President and other representatives		
Tryouts				
Update Home Page and Tryout Page with ALDs and Information from Tryout Coordinator and ALDs	On-Going	Web Master		
Publish Tryout Dates in WB Press	On-Going	Tryout Coordinator		
Budget Development				
Present Budget	Monthly Meeting	Treasurer		
Revise Budget for Final Approval	End of Month	Treasurer		
Flyer Development – Goal: Flyer Ready for Review at December Meeting				
Request Input from Other Officers	Beginning of Month	President		
MYSA Coaching Clinic Dates		Vice-President/ Director of Coaching		
Summer Registration Dates		Registrar		
WBSC Coaches Meetings		Vice-President/ Director of Coaching		
Fall Registration Dates		Registrar		
Referee Clinics Dates, Location and Cost		Referee and Field Coordinator		
Player Training Opportunities – Thunder, Alan Merrick		Webmaster		

NOVEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Risk Management				
Report on Board Members Not Yet Registered	Monthly Meeting	Risk Manager		
Summer Season Preparation				
Reserve MYSA Coaches Clinics Rooms	Mid Month	Vice President/ Director of Coaching		
Reserve WBSC Coaches Meeting Room	Mid Month	Vice President/ Director of Coaching		
Submit MYSA Coaches Clinics Forms	Mid Month	Vice President/ Director of Coaching		
Reserve Referee Clinic Rooms	Mid Month	Referee and Field Coordinator		
Submit Referee Clinic Reservations	Mid Month	Referee and Field Coordinator		
Summer Season Registration				
Review and Revise Travel Registration Forms	End of Month	Registrar		
Review and Revise Rec Registration Forms	End of Month	Registrar		
Review and Revise Scholarship Forms	End of Month	President		
Review and Revise Tournament Reimbursement Forms	End of Month	Treasurer		
Create Spreadsheet of Registered Participants - Use to Print Labels for Flyers and Forms	End of Month	Registrar		
Contact School District for School Drop	End of Month	???????		

NOVEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Procedures for Flyer				
Update Flyer with Information from other directors – including : <ul style="list-style-type: none"> • MYSA Coaches Clinics – D, E, 6/8, 10/12 • Referee Clinics • Summer Camps • April WBSC Coaches Meeting 	End of Month	President		

DECEMBER

ACTIVITY	COMPLETION TIME FRAME	ORGANIZATIONAL RESPONSIBILITY	ASSIGNED TO	COMPLETE?
Flyer Development – Goal: Flyer Ready for Review at December Meeting				
Create Review Copies of Flyer	Beginning of Month	President		
Present Flyer for Review	Monthly Meeting	President		
Send Flyer to Printers	End of Month	President		
Setup Flyer Count, Stamp & Seal Party	End of Month	President		
Risk Management				
Report on Board Members Not Yet Registered	Monthly Meeting	Risk Manager		
Summer Season Registration				
Post Registration Information on Web Site	End of Month	Webmaster		
Post Fee Schedule on Website	End of Month	Webmaster		
Post Fee Breakdown on Website	End of Month	Webmaster		
Setup White Bear Press Ad for Registration	End of Month	President		

Flyer Distribution Steps

THE PLAN

1. Mail to unique addresses from past player registrations;
2. Use the White Bear School District School Drop for Elementary (1/student), Middle/HS (announced and available but not 1/student)
3. Use the St Pius and St Mary's School Drop
4. Mail to 4 and 5 year old list obtained from school district, using school district provided labels.

THE PROCEDURE

Step 1 Creating Unique Mailing Labels

1. Create unique addresses by copying the spreadsheet and then sorting the past years players registration list by address and then examining and eliminating the duplicates by hand.
2. Sort the file in the following order : ZIP CODE, LAST-NAME
3. Using MSWord mail merge, create labels for the addresses; the first line should be 'LAST-NAME' FAMILY; followed by the rest of the address information on the lines
4. Print the labels (~1500 labels)

Step 2 4 – 5 Year Old Labels

The 4 – 5 years represent the incoming players that will become the Under-5 players. These labels need to be obtained from the White Bear Lake Area School District. The School District prints the labels. Do not worry about unique addresses for these labels. However, you do need to count how many are in each Zip Code for the bulk mailing.

Flyer Distribution Steps

Step 3 Processing the Flyers For Mail

1. Using the label file, determine how many flyers are in each area code. Add in the counts from the “4 and 5s”. Keep this for processing at the post office.
2. Processing the flyers consists of placing a label and sealing the open end. Flyers must be kept in zip code order.
3. Once all the flyers have been processed, they can be taken to the St Paul Post Office for mailing. Expect that this will take 1 –2 hours of time, as the flyers will need to be boxed in a particular manner. Use the WBSC non-profit organization code for payment.

Step 4 Processing the Flyers For Mail

The White Bear Lake Area School District maintains a school drop count for each elementary , middle, and high school. The flyers need to be processed in the appropriate sized bundles (usually groups of 25-30), with a cover sheet for each bundle. The bundles are then grouped together for each school and a cover sheet for each school must be provided. They can be dropped off at the district center for distribution to the schools.

Pin Ordering Information

Contributor : Tom Hammit

Current Supplier: Pin Expressions. Their rep is Dave MacKinnon, Roseville, 651-484-5193

Here's a little bit of history I know about the pins. Tom Couillard originally ordered the pins. The first pins to my knowledge were of just a bear and soccer ball. Then came the WBSC logo pin. That one was used for a few years. In the fall of 1999 I asked Tom about possibly changing the pin and adding the 2000. This would make it special(new millennium) and more tradable. We used a different color scheme of the logo in 2001 but ran out of possibilities. With 911 and wanting a new design we got to the flag/state/bear pin.

With the quantities we have been ordering, they have been about \$1.00 per pin. In past years, we have ordered 2,500 to 3,000 pins. With the totally new design and no year on them, I ordered 4,000 for 2002. If they are not all sold this year we can use them up next year as well.

In an ideal world, it would be neat to have the pins at registration for sale but most orders come in by a team and teams don't have any money yet to buy them. That's why we ask people to reserve them. It takes about 8 weeks to get the pins once they are ordered. I try to have them by May 1 but April 1 may be better for teams that may be in early tournaments out of state. So backing up from Apr 1, eight weeks, Feb 1 order placed. This means, Jan 1 to Feb 1 decide on design, meet with pin rep, work out final pin proof, decide on quantity and order by Feb 1.

WBSC Communications Network

ESTABLISHED SEPTEMBER 2002

President
calls

Vice President calls				Secretary calls	Treasurer calls
Boys DR calls	Girls DR calls	U19B ALD calls	U19G ALD calls	Web master	Registrar
U5B - U10B ALDs calls	U5G - U10G ALDs calls	U11B - U18B ALDs calls	U11G - U18G ALDs calls	Past President	Ref/Field Coordinator
Respective Coaches calls	Respective Coaches calls	Respective Coaches calls	Respective Coaches calls	Recreation Department	Equipment Coordinator
Parents of Players	Parents of Players	Parents of Players	Parents of Players	Parents League Coordinator	Tryout Coordinator
				Risk Manager	Uniform Coordinator
				Director of Coaching	Field Marshall

CONTACTS

WBSC FIELD OWNERS

Owner	Contact	Position	Address 1	Street	City
City of Birchwood	Kathy Weber	City Clerk		207 Birchwood Avenue	White Bear Lake, MN 55110
Century College	Jon Harback	Director, Administrative Services	W 3208	3300 Century Avenue North	White Bear Lake, MN 55110
White Bear Lake Area School District	Dave Guenther	Director, Community Services	District Center, Room 106	4855 Bloom Avenue	White Bear Lake, MN 55110
City of Vadnais Heights	Bridget Nault	Facilities Coordinator		800 East County Road E	Vadnais Heights, MN 55127
City of White Bear Lake	Mark Birch	Public Works Director		4701 Highway 61	White Bear Lake, MN 55110
White Bear Township	Tom Redesel	Planner		1281 Hammond Road	White Bear Township, MN 55110
City of Hugo	Robyn LaCasse	Park Board Chairperson		14669 Fitzgerald Avenue North	Hugo, MN 55038

RESERVING ROOMS IN WHITE BEAR LAKE AREA SCHOOLS

Rooms (including Gyms) may be reserved in White Bear Lake Area Schools. Procedures and Forms can be found on the [White Bear Lake Area Schools web site](http://wblwww.whitebear.k12.mn.us) (wblwww.whitebear.k12.mn.us). The forms and procedures can be found by following this path :

White Bear Lake Area Web Site
Community Services
Facilities and Scheduling

Forms may be submitted using the on-line facility or printed, filled out and submitted.

CONTACTS

MYSA CONTACTS FOR SCHEDULING COACHES CLINICS

MYSA provides the instructors for the courses. WBSC hosts a U6/8 Youth (“Y”) Module, a U10/12 Youth (“Y”) Module, E License, and D License courses. Information on procedures and reservation request forms can be found on the [MYSA Web Site \(www.mnyouthsoccer.org\)](http://www.mnyouthsoccer.org). The forms and procedures can be found by following this path :

MYSA Web Site
Coaches Tab
Licenses

PLAYER TRAINING RESOURCES

The following organizations offer player training and development through clinics and summer camps :

Minnesota Thunder - <http://www.mnthunder.com/>

Alan Merrick’s Soccer Academies - <http://www.ckisoccer.com/academies/index.html>

Gregg Thompson Soccer - <http://www.gtsoccer.com/>

Revision History

REVISION/DRAFT	CHANGES MADE	DATE
Rev 1 Draft 5	Added WBSC Communications Network Sheet.	9/13/2002
Rev 1 Draft 4	Added Bookmarks and table of contents page.	8/26/2002
Rev 1 Draft 3	Added Pin ordering information. (January and February, separate section) Added Coaching Clinic Registrations (February and March)	8/25/2002
Rev 1 Draft 2	August – Added order of T-shirts and Socks for HS 7v7	8/22/2002
Rev 1 Draft 1	Initial Copy	8/16/2002