

TMSA Master Calendar

Date	Task	Persons involved	Person Responsible
January 5	Deadline for winter newsletter	TMSA board and staff	VP communications
January 8	Newsletter to printer		VP communications
January (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all others welcome	Administrator
January 14	Newsletter in mail		Administrator
January 18	Newsletter in homes incl: <ul style="list-style-type: none"> • 1st notice of Coaches' meetings • Reminder of Feb. 1 Registration Deadline • Info about new board members • Youth module • American Cup results • Coaches corner • Coaching positions 		
February 1	Spring Registration Due		TMSA members
February 1	Competitive Fees due	Team Managers & Coaches	Administrator
February (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
February 15	Deadline for late registration		
February 15	Second notice of coaches meeting goes to coaches		Administrator
March 1	Final decision for competitive coaches at all levels	VP competitive, CC, committee	VP competitive
March (first week)	Micro, Rec and Comp. Coaches meetings	Adm. VPs, CC	Administrator, VP
March (first weekend)	First Competitive games		
March (first or second weekend)	Youth Module		Club Coach
March (second week)	Micro & Rec. teams begin practice		Coaches
March (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
March (2 nd weekend)	Rec+ games begin		
March (third weekend)	Rec & Micro games begin	Micro coaches	Coaches
March	Rec Skills Clinics begin	CC, Administrator	CC
March	Competitive skills clinics	CC, Administrator	CC
April 7	Deadline for spring newsletter		VP communications
April (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
April 10	Newsletter to printer		VP communications
April 17	Newsletter in mail		Administrator
April 21	Newsletter in homes incl: <ul style="list-style-type: none"> • Reminder of Reg. Deadline, July 1 		

	<ul style="list-style-type: none"> • Notice of competitive tryouts • Notice of TMSA camps • U7 soccer tournament • Red Rocks Fundraising • Coaches Corner 		
May (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
May (third week)	Registration forms mailed		Administrator
May (third weekend)	U7 tournament	VP micro	VP Micro
May (fourth week, must be after Memorial Day)	TMSA Competitive Tryouts	VP competitive, CC, Coaches	VP Competitive
June (first week)	TMSA camp	CC, Administrator	CC, Administrator
June (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
July 1	Competitive fees due		Team Managers, coaches
July 1	Fall registration deadline		TMSA families
July 1	Deadline for Fall newsletter		VP Communication
July 7	Newsletter to printer		Administrator
July (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
July (second week)	Friendship Cup		Friendship cup chair
July 15	Late Registration deadline		
July 15	Newsletter in homes incl: <ul style="list-style-type: none"> • 1st notice of Coaches' mtgs • Notice of last camp • Annual General Mtg • TMSA picnic • U11 Coaching positions • Youth module • U7 tournie results • Referee course • Coaches corner 		
July 22	E-mail reminder notice to coaches re: coaches mtg.	Administrator	Administrator
July (last week)-August (first week)	TMSA Camp		CC, Administrator
August (first week)	Competitive Coaches meeting	VP competitive	
August (first week)	Micro and Rec coaches meetings		CC
August (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
August	Youth Module		CC
August (4 th Saturday)	First games played		
August (4 th Sunday)	Inner Club rec Tournament for American Cup slots	VP rec	VP Rec
September	Request for resume for those interested in coaching U11 the following year		VP Competitive
September (2 nd)	TMSA Board meeting	TMSA Board, all	Administrator

Tuesday)		welcome	
September (last weekend)	American Cup	Coaches	
September	TMSA picnic		Administrator
October 1	Begin Budget Process	TMSA Board	Treasurer
October (second week)	Flyer for AGM		Adminstrator
October (4 th Tuesday)	Annual General meeting	All	President/Administrator
October (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
November 1	Choice of U11 competitive coaches made if good candidates available.	Committee of 5 – CC, VP comp, VP rec, 2 others	VP competitive
November (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
December (first week)	Registration forms mailed		Administrator
December (2 nd Tuesday)	TMSA Board meeting	TMSA Board, all welcome	Administrator
December	Final Budget approval	TMSA Board	Treasurer