

Pre-Season

Action	Contact	By Date
Make sure your team are set up on the FA's Whole Game System (WGS)	registrations@hsmfc.co.uk	May/June
Decide which league you are going to enter and let the club know (if you're unsure, speak to your age group lead or a member of the committee)	registrations@hsmfc.co.uk	Mid June
Email your full squad list to the club, so that membership fees can be reconciled	registrations@hsmfc.co.uk	July
Register your players on the WGS. To register your players you will need a passport-style photo (head/shoulders only), to have seen proof of their age and their address. The club should set up your access to the WGS and a tutorial can be found on the WGS website	registrations@hsmfc.co.uk	July
Ensure all your players are registered on LoveAdmin	registrations@hsmfc.co.uk	July
Hold at least one meeting per season with the parents of your team to outline what they can expect of you and what you expect from them and your players	N/A	Before the season starts
If new home kit is required then determine how it will be paid for and order it	N/A	Before the season starts
If new away kit is required then determine how it will be paid for and order it	N/A	Before the season starts
Make sure you read the rules and requirements for the league you are entered into	See League Website	Before the season starts
Make sure the club are aware of your training and match preferences (days/times etc)	Chairman	Respond to the associated club email when it arrives

During the Season

Action	Contact
Organise a referee for home games – this can be a parent in the younger age groups, but as the players get older the leagues may insist that a qualified referee be appointed	League
Send an email to book the right size pitch for your age group (Current bookings can be seen below)	7v7pitches@hsmfc.co.uk or 9v9pitches@hsmfc.co.uk
Check the FA Full-Time website regularly to ensure you are aware of your fixtures. Share them with parents as far in advance as possible	N/A
Make sure you have a well-stocked first aid kit for every match and that you are aware of any medical conditions your players have	N/A
Ensure you have a respect barrier, corner flags and know how to access nets and goals for home matches	Age Group Leader
Follow the league rules in respect of notifications and paperwork for matches	Should be set out in the league rules, but contact them if you are unsure

End of the Season

Action	Contact
Start planning for the following season	N/A
If you're thinking of holding a summer tournament, book the clubhouse/pitches and speak to the committee for advice	events@hsmfc.co.uk
Book your awards ceremony at the clubhouse and send your trophy requirements to the committee	events@hsmfc.co.uk
Select your end of season awards. The club will fund a participation trophy for every player and 4 individual awards per team – it is for the coach to decide what those 4 awards should be and how the winners will be selected	N/A