

GLCSL – Club Check List

Due Date	What Needs to be Completed:	Who is responsible:	Done
	SEASON:		
	Risk Management # for coaches – required for rosters		
	Risk Management # for other required club members		
	Team Commitment Form – complete & print for scheduler		
	Team Rosters – complete & print for league registrar		
	Remittance Form – complete & print for league treasurer		
	Season Fees – check \$\$ to league treasurer		
	Check club field directions/addresses on web site		
	Check club contact information on web site		
	List of club officers & contact information – to league secretary		
	Final rosters with add on player/coach – sent to league registrar		
	Remittance Form for add on player/coach – print for league treasurer		
	Season fees for add on player/coach – check \$\$ to league treasurer (all fees should be up-to-date at this time)		
	6 official team rosters – to the head coach for game check-in with referee		
	3 stamped envelopes & 3 game reports – for referee at home games		
	TOURNAMENT:		
	If hosting – determine age requests for the league meeting		
	If hosting – determine field availability		
	Tournament Commitment Form – complete & print for scheduler		
	Tournament Remittance Form – complete & print for league treasurer		
	Tournament Fees – check \$\$ to league treasurer		
	No penalty drop date - contact scheduler if dropping a team(s)		

NOTES:

See the current **SEASON OVERVIEW** for the **DUE DATES** for the above check list items.