RC QUICK REFERENCE

Sunday
* print Sunday UPDATE email
* RC email to Supervisors

Monday/Tuesday
* take/email photos
* collect WSB's
* AB/BC RCs to mail WSBs

Wednesday
* prepare supplies
* feedback discussions (wk3 & 6)

Thursday
*deliver supplies

Friday
* assist or fill in
* submit travel log

all photos emailed to **sup@royalsoccer.com**

Weekly Summary Bag items

* Weekly Summary form
* Sign in/out (all days)
* Registration forms/fees
* cash/credit card forms

Shipping info (for weekly summary bag)

Jeff Bryer
Royal City Soccer Club
1251 Northside Rd
Burlington, ON L7M 1H7
1-800-427-0536

* Use Canada Post small flat rate box ($19.99)

Key Contacts

Permits
Kim Scheurich x227, cell: 905-691-1704, kim@royalsoccer.com
Harvey Ruffer x225, cell: 403-404-4410, harvey@royalsoccer.com

Staffing
NB/NS/ON: Sam x231, 647-297-2540, sam@royalsoccer.com
MB/SK/AB/BC: Anushka x232, 647-939-7841, anushka@royalsoccer.com
Manager: Ramya x230, 647-866-3921, ramya@royalsoccer.com

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