

## January

Apply late fees if registered player needs to be assessed  
Send sponsorship opportunity reminder by email  
Background checks for coaches/board members\*  
Contact lastraps about free 90 minute clinics  
Field permits needed  
Equipment order (line paint, dimpled balls, etc)  
First Aid kits (plus lots of ice packs for coaches/team managers as well as extra in equipment boxes)  
Order if there aren't enough Jericho logo baseballs (needed as trophies)  
Sponsorship packages to be distributed by board and volunteer canvassers  
Inventory of uniforms (MUST BE DONE BY MID FEBRUARY)  
Prepare to give away uniforms to unsponsored teams  
Start team formations  
Work on regular and All Stars schedule (key dates, time line and calendar)  
Hit, Pitch & Run MUST BE ORGANIZED BY LATE MARCH, EARLY APRIL  
\*background checks valid for 3 years can use VPD or mybackgroundcheck.com

## February

DEADLINE for uniform inventory mid-February  
Find volunteers to mow lawns every few weeks (members charged late fees good candidates)  
Photographer/photo day-photographer calls to determine date  
Put order through for uniforms sponsored by businesses  
Put order through for uniforms for players who will most likely not to be all stars but will attend a friendly tournament at the end of the season  
Need scoreboard for all star's games  
Get signs ready with sponsor's logos  
Schedule district games  
Discuss Sunday morning clinics  
Discuss type of fundraiser for the season (Canadian's game, raffle tickets, silent auction, poker night)  
Arrange coaches' meeting  
Arrange for a registration/information table during Point Grey Soccer jamboree  
Purchase directors/coach/players/property insurance\*  
Discuss umpire payment-ask head ump  
Ask head ump for Steve Wexler's number  
Arrange for Steve Wexler to ump Majors A games?  
Schedule date for ump clinics (Majors A and under)  
Finish team formations for all divisions  
\*insurance needed to acquire field permits

## March

Sponsors, banners, signs and shirts  
Equipment inventory needs to be done (may need new pitching machine)  
Offer select head coaches opportunity to coach All Stars  
Decision to charge a nominal fee for Sunday Clinics  
Teaching for Tomorrow Clinic planned for April should be mandatory for all coaches  
Discuss volunteers to be nominated for Outstanding Contribution Award  
Need to purchase and stock all equipment boxes with ice packs  
Determine date for Hit, Pitch and Run  
Announce teams and post on website  
Arrange uniform and equipment hand out before spring break

## April

DEADLINE for Hit, Pitch and Run date  
Pre season opener for Majors A and B (early April)  
Season opens for blastball through to minors A (mid April)  
Practice starts for potential all star teams (mid April)  
Proper documents needed to attend international tournament (approach parent volunteers)  
Travel/medical insurance needed for out of country trips/games  
Calculate budget for money needed to purchase trophies (around \$14/player)  
Opening day (concession at Trimble, parade, bouncy castles)

## May

Ask previous year's winner to return Addison Cup  
Polish them up and have them ready for season's end  
Field nominations from players and coaches and ask them to vote for nominees chosen by board  
Photo day and Hit, Pitch and Run (early May)

## June

Hand out trophies to Minors B and down players along with pictures last game of the season (same day as championship day)  
Jericho Days at Trimble (early, mid June)  
Fiesta Days at Trimble (mid June) no games at Trimble but there is a parade  
Championship day at Carnarvon  
All Stars 9/10 games begin (late June)  
Visit businesses that sponsored teams with team pictures as well a framed thank you letter  
Organize post season assessment  
Complete accounting for umpire's payment, write and pass out cheques to appropriate person at set time and day  
Pay Thriva all outstanding fees to avoid interest/late fees  
Name outstanding volunteer at all star's game and give them certificate/gift

## July

All Stars 11/12 games begin (early July)  
Pay everyone and make sure that cheques are cashed  
Search for head ump for next year's season if there isn't anyone in place

## August

Season wrap up  
Go over what worked and what didn't for the season  
Brainstorm ways of improving  
Discuss Fall/Winter training (who will do it? Ian St Martin and Paul Bruder?)  
Contact them and ask if they're willing and available

## September/October

- Print off sponsorship brochures
- Contact parksboard with wish list
- Pay deposit to book gym (Carnarvon) because it fills up quickly
- Organize coordinators for photo day, divisions, concession and BBQ
- Allow divisional coordinators to access member's database
- Work on season schedule (key dates, time line & calendar)
- Consider the cost of bathrooms (\$900/season)
- Field maintenance (aeration of soil, pulling plugs and rolling fields without sand)
- Safety concerns of holes and spikes
- Discuss sponsorship and advertising
- New signs needed? Keep old ones?
- Determine AGM time and location
- Financials must be completed in order to be voted on at AGM
- Codes of Conduct for players, parents and coaches must be drawn up before next season (will be signed by all parties mentioned when season starts)

## November

- Recruit anyone showing up at AGM besides current board members as newest board members
- Vote on existing board at AGM
- Proposal for field house
- Volunteer fee of \$110 default or cheque?
- Discuss sponsorship packages
- Organize sponsorship canvassers
- Board members must be notified that they need to register their players in December, first
- Discuss where (which parks) each division will play
- President will meet up with other league presidents to discuss district baseball
- Approach coaches that are being considered to coach all stars
- Get signs ready to post in December

## December

- Ask board members to register their players
- Once bugs are worked out with Thriva system, post signs up around town
- Send out email to all members and ask to register for next year's season



