

2016 Brunswick Girls Softball September 1, 2015

Activity Timeline

SEPTEMBER

09/01/15

Update Website (Dave, Colleen)

09/07/15

Fall Ball begins

09/16/15

Board Meeting

09/16/15

Educate Board on staffing and monies collection for Fall Ball (Eric/Linda/Dan)

09/16/15

Nominations for Executive Board and Board of Directors

OCTOBER

10/01/15

Update Website (Secretary, Pres)

10/14/15

Board Meeting

10/14/15

Election of Officers

NOVEMBER

11/01/15

Update Website (Secretary, Pres)

11/11/15

Board Meeting

11/11/15

Clarify insurance for clinics (Treasurer)

11/11/15

Begin preparing handouts and training materials for concessions (Linda/Patsy/Kris)

11/11/15

Begin preparing all handouts, instructions, policies, roles & responsibilities, etc. for managers (V.P.)

11/11/15

Review sponsorship prices and levels (Kris/Pat)

11/11/15

Submit Travel Tournament requests for approval by Board

DECEMBER

12/07/15

Submit information on Winter Clinics to President for website and e-mail distribution (V.P.)

12/09/15

Board Meeting

12/14/15

Send e-mail about winter clinics dates, times, location (Pres, Secretary)

12/21/15

Online registration opens (Pres)

JANUARY

01/01/16

Update Website (Secretary, Pres)

01/01/16

Mail sponsorship letters (Kris/Pat)

01/03/16

Prepare and submit recruitment flyers to Eric electronically for review prior to January Board Meeting (Pres)

01/13/16

Board Meeting

01/11/16

Receive approval from Board on recruitment flyers

01/9/16

Skills clinic 3:00 – 5:00 All-Stars Academy

01/16/16

Skills clinic 3:00 – 5:00 All-Stars Academy

01/23/16

Skills clinic 3:00 – 5:00 All-Stars Academy

01/30/16

Skills clinic 3:00 – 5:00 All-Stars Academy

FEBRUARY

02/01/16

Update Website (Secretary/Pres)

02/01/16

Submit all handouts and training materials electronically to Eric for review (Board)

02/01/16

Test scheduling software readiness (Jessica)

02/06/16

Skills clinic 3:00 – 5:00 All-Stars Academy

02/09/16

Town Of Brunswick Youth meeting 6:30 pm

02/10/16

Board Meeting (League Rules review, Mock Schedule reviewed)

02/13/16

Skills clinic 3:00 – 5:00 All-Stars Academy

02/15/16

Distribute registration recruitment flyers to schools (Pres)

02/27/16

Skills clinic 3:00 – 5:00 All-Stars Academy

MARCH

03/01/16

Update Website (Secretary/Pres)

03/05/16

Final Registration on line at end of day

03/05/16

Skills clinic 3:00 – 5:00 All-Stars Academy

03/05/16

Begin scheduling games for Board's approval (Jessica)

03/06/16

Final Registration list of players to V.P. so he/she can review and assign ranking and return to Pres in preparation for board selection of managers for board meeting.

03/09/16

Board Meeting

03/09/16

Begin ordering sponsor signs for field (Kris/Pat/ Colleen)

03/09/16

In-person registration sign up (Pres, Secretary/Treasurer)

03/09/16

Secure company for team and individual photos, and sponsor plaques (Patsy /Jen)

03/06/16

Finalize all handouts and training related to concessions (Linda/Patsy/Kris)

03/09/16

Finalize all handouts, instructions, policies, etc. for managers (Board)

03/09/16

Determine Opening Day vendors, food, entertainment, town officials, speakers and agenda for the day (Pres and Board)

03/09/16

Inventory and purchase balls and equipment as necessary (Equipment Manager)

03/09/16

Review field maintenance plan and recruit volunteers for a field committee (Field Maintenance Crew) 03/09/16

Select managers for 2015 season (Board)

03/12/16

Skills clinic 3:00 – 5:00 All-Stars Academy (Ends)

03/23/16

Softball teams selection (Board and managers) 03/26/16 Equipment handout (Equipment Manager)

03/30/16

All players contacted by managers

03/30/16

All managers submit their one-time schedule change

APRIL

04/01/16

Update Website (Secretary/Pres)

04/01/16

Practices begin. Begin to schedule practices for all teams, posted on website calendar (Secretary/Pres)

04/01/16

Secure Town of Brunswick staff to prepare field for Opening Day (Field Maintenance)

04/01/16

Prepare booklet for Board approval prior to printing (Pres)

04/13/16

Board Meeting

04/16/16

Field Clean Up Day (Field Crew)

Hang sponsor signs (Pat/Kris)

04/10/16

Prepare and print program booklet prior to picture night (Pres)

Order uniforms and shirts for manager's (Anna)

04/22/16

Picture Night (Jen & Patsy)

04/23/16

Opening Day

MAY

05/01/16

Update Website (Secretary/Pres)

05/11/16

Board Meeting

05/11/16

Order trophies medals and sponsor plaques (Anna)

05/11/16

Determine Summer Pitching Clinics

05/11/16

Determine Summer Catching Clinics

05/11/16

Determine All-Day Summer Softball Camps

05/11/16

Determine playoff formats for teams

05/11/16

Determine Closing Day vendors, food, entertainment, town officials, speakers and agenda for the day (Pres and Board)

05/16/16

All Stars Selections requests sent out for June/July Tournaments

JUNE

06/01/16

Update Website (Secretary/Pres)

06/08/16

Board Meeting

06/08/16

Determine Travel Tryouts

06/12/16

Playoff Games

06/18/16

Closing Ceremonies

July

07/01/16

Email membership and post to website Fall Ball registration and Travel Tryouts

07/??/16

Pitching clinics throughout July-August

07/11/16

Sand Lot

07/23/16

Travel Manage Applications Due to Travel Coordinator

07/25/16

Sand Lot

07/??/16

Catching clinics throughout July-August

August

08/01/16

Make sure all teams are set for fall ball an insurance are set with Dave Copeland

08/??/16

Pitching clinics throughout July-August

08/??/16

Catching clinics throughout July-August

08/08/16 – 08/19/16

Travel Tryouts

08/22/16

Close Fall Ball Registration

08/23/16

Create "B" Fall Ball teams