

Gordon Head at Lambrick Park – Fiscal Year Planner

November:

- Get GVBA info re: new BC Minor rules and expectations which may impact Gordon Head (e.g. coach training opportunities & expectations)
- Review dates and book facilities for next season's assessments
- Host AGM- Elections for new Executive
- Fiscal Year end November 30th
- Treasurer's report due -begin BCLC Grant application for next year
- Finalize Winter Clinic dates -VP Coach and Player Development.

December:

- Review website for any updates needed for coming season-Website Coordinator
- Confirm and open registration on website. (Possible Christmas gift?) Call out for coaches. assessment helpers to be included in registration confirmation email -Registrar
- Email Winter newsletter including clinic dates -Communications Coordinator
- Online store – Gordon Head Products -Teamworks

January:

- Send local schools registration information -flyer on resource page of website.
 - hillcrest@sd61.bc.ca
 - torquay@sd61.bc.ca
 - frankhobbs@sd61.bc.ca
 - campusview@sd61.bc.ca
 - doncaster@sd61.bc.ca
 - gordonhead@sd61.bc.ca
 - arbutus@sd61.bc.ca
 - cedarhill@sd61.bc.ca
- Fire Inspections due – Saanich will contact to set up inspection
- Plan for Opening Ceremonies (scheduled to align with Eagles first home game) –Martin Winstanley and VP Operations
- Photo day to be scheduled for same day as Opening Ceremonies -Gordon Lee photography Gordon.lee@telus.net
- Call Jenner Chev for Grillverado for opening ceremonies (250-474-1255), tentatively book 1st Saturday in April, if booked already go with the Sunday
- Schedule Exhibition Games on all fields to commence after Opening Ceremonies (teams play in house only)
- Confirm division coordinators from AGM– 5U, 7U, 9U, 11U, 13U, 15U, 18U, SIBL nominated from AGM -send out communication for any vacancies

- Arrange orientation meeting for all coordinators, hand out Coordinator handbooks (located on resource page VP Operations)
- Distribute flyer/ad for season promotion- GVBA
- Commence umpire recruitment -Communications
- Prepare for Assessments -VP Player Coach Development
- Tax receipts for previous year players- Registrar on a request only basis
- Order shirts for all divisions-Uniform Coordinator (currently using Teamworks)

February:

- Arrange orientation meeting for all coaches – VP Coach and Player Development
- Collect criminal record checks for all coaches – must have prior to any coach being on the field- all info is on the website -VP Operations crc@gordonheadbaseball.ca
- Early February - site visit to all parks – prepare notes for jobs to be done at the park preparation day. -Field Maintenance director (Saanich contact Don Dojack - foreman parks. 250-883-1544. Don.Dojack@saanich.ca)
- Mid-February – confirm & communicate dates to all parents for park cleanup. - Field Maintenance director with assistance of the Communication Coordinator
- Inventory of all equipment – repair or replace -Equipment coordinator
- Compile coaches' equipment bags – list of equipment, keys etc. (list on Resource Page of Website) To be signed out by each coach and signed back in at end of season. – Equipment Coordinator
- Organize fundraising team & commence fundraising campaign. -Fundraising Coordinator
- Determine Lottery prizing and apply for Lottery Licence with BCLC and Prepare raffle tickets for all teams -Fundraising/Sponsorship Coordinator Distribute Raffle Tickets to teams at Opening Ceremonies (Tickets printed at Monk's @ Tuscany Village)
- Order scoresheets and lineup pads for all divisions, 11U and up from GVBA
- Check all concession equipment is working properly – (Contract with Concession Operator is in Concession folder on the Google Drive)
- Review schedule for divisions for 9U and younger – regular season including practice times, prospects, Rally Cap day, playoffs, tournaments- Division Coordinators
- Book scorekeeping training sessions for 11U/13U/15U/18U -Division Coordinators
- Finalize fundraising campaign and order banners for new sponsors if needed– Signs of the Times (250) 383-8380
- Pre-order sod lifter and other equip. needed for Park Cleanup –Field Maintenance Coordinator - An inspection needs to be done in early March/late Feb, to determine inventory of Turface, moulding clay and MVP-Evergro – 250-381-2281 -order is placed for materials to arrive a few weeks prior to the season or Ice Breaker tournaments
- Line chalk-Lime is ordered from Borden's Mercantile as needed. Borden's – 250-479-2084.

March:

- Obtain permit for Fields -Saanich contact, Tara Judge - permit and extensions to permits. Saanich will send a note in March initiating permits and requesting information regards Gordon Head. Tara.Judge@saanich.ca

- First week of March – Confirmation of coaches for all divisions. - Send link for Criminal Record Checks if not already completed
- Compile teams, hold drafts- (all documents needed on Resource page of Website) Division Coordinators
- Arrange pre-season coaches training - (All manuals/resources are on the resource page of the Website)-VP Coach and Player Development
- Update Park Manuals and post to website –Website Coordinator
- Arrange for Prospects 9U, 11U, 13U (coaches, tryout dates, schedule - GVBA) -Division Coordinators
- Check all supplies for all Fields – toilet paper, paper towels, hand soap - Concession Operator
- Arrange for washroom cleaning -\$25 per hour
- Final arrangements for Opening Ceremonies
- Schedule Volunteer appreciation dinner. -VP Operations

April:

- Schedule umpires – GVBA for 13U and up, GH for 11U and below
- Select coaches for Prospects and 9U Summer team
- Order Medals for 9U, 11U divisions and 13U– (1st gets a championship medal, to be given out at the closing ceremonies)

May:

- Coordinate closing ceremonies to be held prior to last day of school, call Games 2 U for availability -this can be done earlier in the year to confirm booking but not earlier than schedule release.
- Solicit for division coordinators for next year, get some possibilities and confirm continuing coordinators
- Contact Saanich to update permits to include summer & fall ball unless this is now automatically part of the package.

June:

- Open Fall baseball registration -send email to spring registrants
- Extend field permits if needed for Summer

July:

- Troubleshoot summer baseball program
- Contact Saanich Parks re: permit for Fall Baseball

August:

- Check supplies for Fall baseball
- Early August – Fall baseball registration reminder
- Solicit fall ball coaches
- Order fall ball shirts (can be done earlier)

September:

- Alert fall ball umpires first week of September
- Mid-September – fall baseball commences

October:

- Mid-October – fall baseball complete
- Clean-up at Parks
- Schedule and send out information about upcoming AGM, meeting minutes from previous AGM and Agenda