

## Potential Organizational Timetable

<b>Tasks</b>	<b>Who</b>	<b>Level</b>	<b>Due Date</b>	<b>months before each season starts</b>
Assure required organizational documents are completed and filed on a timely basis.	President	Org		12
Assure taxable sales and payments due, if any are reported to state agencies on a timely basis	Treasurer	Org		Ongoing
Secure field space for season	Field Coordinator	Org		9 to 12
Recruit Volunteers	President	Org		9 to 12
Solicit Sponsors	Fundraising Chair	Org		6 to 12
Establish and oversee calendar for organization. Consider how many seasons, fall ball, indoor, clinics, camps.	President	Org		6 to 12
Schedule Coaches Clinics w/US Lacrosse	Coaches Education Chair	Org		6
Schedule Board meetings	President	Org		6
Promote League	Publicist	Org		6
Set up registration module for player, coach registration and parent volunteers	Registrar/Webmaster	Org		5 to 6
Board to establish budget and registration fees for main season	Treasurer working w/Board	Org		5 to 6
Finalize fields/facilities	Field Coordinator	Org		3
Order Equipment	Equipment Manager	Org		3
Order Uniforms	Uniform Manager	Org		3
Hold meeting with all volunteers	President, Coach/Age Group Coordinators	Org		2
Complete US Lacrosse On-Line Course	Coach	Team		2
Complete US Lacrosse Coaches Clinic	Coach	Team		1
Conduct player tryouts	Coach/Age Group Coordinator	Org/Team		1
Parent Meeting	Coach	Team		.75
Finalize team rosters	Coach/Age Group Coordinator	Org/Team		.75
Distribute jerseys and team shorts	Uniform Manager	Org/Team		.5