

CHECK LIST FOR MINOR BOX LACROSSE

<p>It is recommended your year-end be August 31 of every year. This allows sufficient time to get any money owed or pay outstanding bills after the minor box lacrosse season is over in late June. It is also recommended that your Annual General Meeting be held no later than the middle of October of each year. This allows the new executive to attend the LNB Annual General Meeting near the end of October.</p>	
September	Request written reports from executive members, in preparation for association AGM
	Contact membership, via mail, re: association AGM, date, time, location
	Store lacrosse nets for winter
	Work with equipment manager to insure all equipment is returned and repaired. IMPORTANT
	Book coaching clinics for April of next season. Contact LNB to set up.
	Book school gymnasiums for January-March of next season. One or two nights a week, one hour sessions, per division (novice, peewee etc.) can be used for player development. Do not use lacrosse balls in school gymnasiums AND DO wear indoor shoes
October	Hold association AGM/AWARDS NIGHT
	LNB AGM
	Book floor time at arenas and boxes for next season. (April to June)
November	Conduct first meeting with new executive
	Appoint non-elected positions (registrar, equipment, scheduler, head referee, head coach)
	Assess registration fees for next season
	Lay out next season's dates: registration dates and locations, tournament dates, photo night, coaching clinics/officials clinics. Once registration dates and locations are set, finalize availability with the chosen sites.
December	Create registration flyer, handout to have set up in stores and arenas. Always have phone numbers listed.
	Access minor hockey & basketball mailing lists for players ages 6-12 and mail lacrosse info, including registration info to them.
	Set season budget
	Discuss possible business sponsors and dollars. Who will contact these businesses?
January	Apply to LNB for hosting tournament and or provincial championships
	Discuss possible fundraising ideas
	Contact school district. Inquire if you can send out lacrosse registration info through their mail out, to be put in school newsletter. Information should be in the hands of the school district by the third week of January, to catch the end of the month school newsletter.
	Mail out registration information to membership
	Registration posters in arenas, stores, schools. Web site, emails and contact phone

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	numbers on everything
	Start recruiting in arenas. Some areas start registrations. Have handouts ready, run video on TV, have enthusiastic, knowledgeable people there to answer question. Also have equipment on hand. Have note pad ready to record names, phone numbers of interested players, coaches, referees.
	Arrange mall promos, information nights at local junior hockey games
	Continue pursuing business sponsorship
	Is equipment repaired?
February	Order CLA approved lacrosse balls
	Is current equipment adequate? Does any equipment need to be ordered?
	Advertise registration in local newspapers.
	Registration continues(use a high profile site e.g. the arena) All registrations should be completed by early March. This allows for time to order more equipment and set up teams.
	Hold a coach/officials meeting to discuss association philosophy, tournaments, disciplinary rules, opportunity to meet, ask questions
March	Registration continues
	Determine the number of athletes per team from those registered
	End of the month, scheduler sets up league games within the league.
	Assess coaching requirements
	Referees to attend referee clinics (all referees MUST BE CERTIFIED yearly)
	Clinics are held in various locations in the province. Associations can arrange to host a clinic in their area, by contacting LNB.
	Check on condition of arena floors. Lines on floor must be painted
	30 second clocks are used from novice divisions and up. Are they working and ready?
	Game sheets printed
April	Coaches clinics throughout the province.
	Teams set and starting to practice. Some areas start league play
	Strongly recommend all scheduling changes go through the scheduler and only the scheduler is to call the facility with the changes.
	Organize an opening ceremony to kick start the season
	Ensure proper liability and injury insurance is in place from LNB
	Do a facility check, look for unsafe playing areas, report any problems to city or rec centre
	Begin to register players with LNB
May	League play continues
June	League play continues
	Provincial playoffs
	Organize a coaches appreciation for the end of the season

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	Set the Association AGM date for October. Book location
	Consider having an awards night in conjunction with the association AGM
July	Collect equipment from coaches and put into storage
August	Submit amendments to LNB for changes to constitution and operating policies