**CT Baseball – League Calendar**

Last Week in January:

* Prepare Sponsor Letter, Send Sponsorship Requests
* Schedule Lawn Equipment Maintenance
* Book Days for Spring Training/Evals with Schools (Proof of Insurance is Needed)
* Arrange Flyers to be Submitted Through Butler School District (Use Printing Service for Copies)
* Send Flyer Electronically Through Upward
* Apply for Center Township Landscaping Grant
* Investigate Other Grant Applications (Pirates, Dick’s, etc)

Last Week in February:

* Renew League Insurance
* Renew PA Small Games License
* Renew McCandless Twp (MCAA) All-Star Tournament Posting Access
* Send Proof of Insurance Coverage to CT School for Spring Training
* Determine All-Star Coaches for Each Age Group
* Determine Tournament Weekends for Each Age Group
* Post All-Star Tournaments on MCAA Site

Second Week of March - Second Week of April:

* Spring Training Sessions in Gym (must be registered to participate)

Second Week of March:

* Close League Registration

Third Week of March:

* Player Evaluations to Divide Teams

Fourth Week of March:

* Divide Teams
* Assign/Recruit Coaches
* Order Uniforms
* Open Spring Merchandise Store for Families
* Order Baseballs
* Order Chalk
* Reach Out to Umpire Organization
* Reach Out to Partner Orgs for Number of Teams/Black Out Dates
* Draft Game Schedule
* Draft Practice Schedule (during the week prior to games, weekends after games begin)

First Week of April:

* Communicate Spring Team Assignments to all Players/Coaches
* Finalize Schedules (Games and Practice Schedule)
* Send Schedules to Umpire Organization for Scheduling
* Run All-Star Try-Outs
* All-Star Coaches Select and Communicate Teams
* All-Star Coaches Select Uniform Design
* Schedule Port-A-Potty Delivery
* Arrange Grass Service with Doug Ritson
* Order New Sponsor Signs

Second Week of April:

* Practices Begins for Spring Teams (Weekday night slot + Weekend slot)
* Order All-Star Uniforms
* League Meetings with All Coaches (Discuss Rules & Expectations)

Third Week of April:

* Clean Concession Stand
* Stock Concession Stand
* Hang Sponsor Signs
* Prep Fields
* Stock First Aid Kits
* Inventory Equipment to Suggest Adding/Replacing

Last Week of April:

* Opening Week - Spring League Games
* Order Spring and All-Star Trophies

Last Week of April – Last Week in June

* Regular Season Games/Practices
* All-Star Practices + Weekend Tournaments

Last Week of June / First Week of July:

* Spring Playoffs

Second Week of July:

* Open Fall Ball Registration

Second Week of July - Second Week of August:

* All-Star Tournaments
* CTAA Summer Picnic
* Social Media and Email Reminders for Fall Registration

First Week of August:

* Close Fall Registration
* Obtain Candidates for Board of Directors Positions (Elected during September Meeting)
* Order Fall Trophies (if having a playoff)

Second Week of August:

* Divide Teams
* Assign/Recruit Coaches
* Order Uniforms
* Open Fall Merchandise Store for Families
* Order Baseballs
* Order Chalk
* Reach Out to Umpire Organization
* Reach Out to Partner Orgs for Number of Teams/Black Out Dates
* Draft Game Schedule
* Draft Practice Schedule (during the week prior to games, weekends after games begin)
* Communicate Fall Team Assignments to all Players/Coaches
* Finalize Schedules (Games and Practice Schedule)

Third Week of August:

* Send Schedules to Umpire Organization for Scheduling
* League Meetings with All Coaches (Discuss Rules & Expectations)
* Practices Begin for Fall Teams
* Announce Annual Meeting via Email/Social Media and Include Candidates for Election

Fourth Week of August:

* Games Begin for Fall Teams

Fourth Week of August – First Week of October:

* Fall Regular Season Games/Practices

First Week of September:

* Election of Board Positions at Annual Meeting

Second Week of October:

* Fall Playoffs (optional – could also extend regular season by one week)
* Compile Fiscal Year Income and Expense for Tax Submittal Form 990 (Fiscal Year is October 1 – September 30). Latest Submission Date is January 31st to the IRS.

Third Week of October:

* Call for Port-A-Johns to be Removed
* Clean Out and Close Concession Stand
* Cover Mounds for Winter
* Put Away All Equipment
* Clean Out Garage
* Clean Out Field Sheds
* Take Down Sponsor Signs

Second Week of December:

* Open Spring Registration

Last Week in December:

* Draft Coming Year League Budget
* Submit 990 Tax Form to the IRS

Second Week of December – Second Week of March

* Social Media and Emails Reminders for Registration