

Committee	January	February	March	April	May	June	July	August	September	October	November	December
PDC		D5 rule changes we want to present at April D5 meeting Player development committee solicitations with PDC	Checking clinic for bantams Approval of new PDC members and chair of committee	Preliminary determination of teams and levels Dates set for player evaluations, pre-evaluation camp, and beginner camps			4 on 4 registration opens Schedule try goalie events		Final team declarations Coaches clinic	Player evaluations held		
Dir of Hockey												
Buddy Program												
Tournaments	Contact person for final district tournaments that RLH is hosting	Set home tournament dates for next season			Tournament registration live on website Review away tournament compensation		Send contracts to EMS Services for Tournaments	Apply for hosting Jamboree with D5				
IP Equipment		Dates for IP equipment turn in						Sort association gear and determine what we need to purchase				
Team Managers										Team manager training		
Fundraising					Review fundraisers				Pizza fundraiser starts			
Concessions										Concession stand training held		
Recruitment		Floor hockey/street hockey dates sent to community ed		Summer parades		Get camp information to Community Ed programs; include open house Set date for open house		Plan River Lakes Hockey Day Set Girls Hockey Day				
Registration				Registration dates finalized	Send Save the date email for registration opening			Coaches Registration Opens	Email player evaluation process and policies to association			Invoice Registration Payment
Clothing										Online clothing store opens		
Volunteer Hours					Invoice for incomplete DIBS	Establish volunteer hour requirements						
Ad/Sponsorship					Review Social Ads Contract			Send association sponsorship letters to local businesses				
Gambling												
Ice Scheduling										Ice scheduler district meeting	Start monthly invoicing for ice rental	
Arena Operations		Ice out dates for each rink					Ice in date scheduled Send contract to HS for Koronis Arena Usage (discuss captains practices)	Discuss high school captains practices and payment				
BOD	Set Board of Directors election dates Non-parent coaching payment made	Year end survey discussion Election material distribution SCORE information emailed out with deadline	Sportsmanship awards SCORE drawing	Order replacement banners, update spreadsheets Check authorized signatures at bank accounts Email about 10,000 Shots Fiscal year end on June 30 Register Secretary of State website	Change board information on web page(s) River Lakes budget review from last season Review year end surveys	Approve next season Budget Approve next season Handbook Set August parent meeting date	Season registration opens RLS tax preparation	Tax review by Treasurer Host season kick-off meeting Get bids for team picture photographer		Picture nights scheduled 10,000 shots due		Discuss non-parent coaching payment