



## River Lakes Hockey Board of Directors Timeline 2024-2025

<b>January</b> Discussion about election procedure (online or in-person) Non-parent coaching payment made Contact person for final district tournaments that RLH is hosting	<b>July</b> Ice in date scheduled  RLS tax preparation Coaches Registration Opens Help PDC solicit coaches Send contracts to EMS Services for Tournaments Send contract to HS for Koronis Arena Usage (discuss captains practices) Send reminder email for camps timeline and 4 on 4
<b>February</b> Year end survey discussion Election material distribution SCORE information emailed out with deadline D5 rule changes we want to present at March D5 meeting Ice out dates for each rink Dates for IP equipment turn in Set home tournament dates for next season Player development committee solicitations with PDC	<b>August</b> Tax review by Treasurer Host season kick-off meeting Apply for hosting Jamboree with D5 Send association sponsorship letters to local businesses Plan River Lakes Hockey Day Get bids for team picture photographer Discuss high school captains practices and payment Sort association gear and determine what we need to purchase
<b>March</b>  Year end event and end of season awards SCORE drawing Checking clinic for bantams Approval of new PDC members and chair of committee	<b>September</b> Invoice Registration Payment Declare teams and levels Coaches clinic Plan Girls Hockey Day Email player evaluation process and policies to association
<b>April</b> Check authorized signatures at bank accounts Summer parades Email about 10,000 Shots Registration dates/locations finalized Preliminary determination of teams and levels Fiscal year end on June 30	<b>October</b> Player evaluations held Team manager training Invoice Registration Payment Picture nights scheduled Ice scheduler district meeting Concession stand training held Online clothing store opens 10,000 shots due
<b>May</b> Change board information on web page(s) Get tournament registration live on website Fall camp discussion Invoice for incomplete DIBS Send Save the date email for registration opening Review Social Ads Contract Review fundraisers Review away tournament compensation River Lakes budget review from last season	<b>November</b> Invoice Registration Payment Start monthly invoicing for ice rental
<b>June</b> Season Registration Opens Approve next season Budget Approve next season Handbook Kick-off meeting preparation 4-on-4 Registration Active Get camp information to Community Ed programs Establish volunteer hour requirements	<b>December</b> Invoice Registration Payment Discuss non-parent coaching payment