

# 12-Month Operation Process

This is a process we have molded and shaped since the inception of the organization. These are not rules, but more guidelines for a reference point. You are the creator of your own process. The year has fast days, slow days, and days that seem like their on lightspeed mode. Having this process posted in place where you can see it will help you provide a better service to your staff, players, and parents because you're playing offense, rather than defense.

St. Louis Example Months	Month	Stage	Action Items
New Registration			
End of July August	1	On-Boarding	<ul style="list-style-type: none"> <li>+ players complete registration</li> <li>+ welcome packet of information is given</li> </ul>
September	2	Off-Season Prep	<ul style="list-style-type: none"> <li>+ secondary season is played</li> <li>+ fundraising event planning</li> <li>+ planning off-season curriculum</li> <li>+ gain interest for off-season staff</li> </ul>
Ocotober	3	Pre-Launch Off-Season Training	<ul style="list-style-type: none"> <li>+ Off-season curriculum set</li> <li>+ Confirm staff</li> <li>+ Players register for off-season training times</li> <li>+ Outline main season schedules</li> </ul>
November	4	Launch Off-Season Training	<ul style="list-style-type: none"> <li>+ Off-season is launched</li> <li>+ Start registering for main season tournaments</li> <li>+ Start the uniform process</li> </ul>
December January February	5-7	Heart of Off-Season	<ul style="list-style-type: none"> <li>+ Maintaining off-season operations</li> <li>+ Complete registration of tournaments</li> <li>+ Complete hotel accomadations</li> <li>+ Fill roster spots</li> <li>+ Fill open main season coaching spots</li> <li>+ Uniforms</li> <li>+ Book fields for tryouts in month 12</li> </ul>
March April Beginning of May	8-10	Pre-Season Launch	<ul style="list-style-type: none"> <li>+ Fill in remaining roster spots</li> <li>+ Book fields for tryouts</li> <li>+ Create graphics for tryout marketing</li> <li>+ Create program informational marketing packet for tryout registrations</li> <li>+ Finish any loose ends for the start of the current year's main season</li> </ul>
End of May June	11	Season Launch Pre-Tryout Launch	<ul style="list-style-type: none"> <li>+ Network with players, coaches, and tournament directors.</li> <li>+ Network with players, coaches, and tournament directors.</li> <li>+ Launch tryout marketing material</li> <li>+ Role call on staffing the tryouts</li> <li>+ Create itinerary and process for your tryout with registrations, event managment, player follow-up, and roster slotting.</li> </ul>
July	12	Tryout Launch, Roster Slotting, and Registration	<ul style="list-style-type: none"> <li>+ Complete tryouts</li> <li>+ Slot players on a roster</li> <li>+ On-Board Players</li> </ul>