

INDIVIDUAL MANAGER -- ToDo List

Schedule

- Which tourneys
- Which individual games
 - securing names / phone numbers of other communities' managers
- Schedule Fields
- Schedule Umpires

Budget / Pricing to participate

- needed by time of tryouts; which means that scheduling must be pretty much done

Tryouts

- Scheduling
- Publicizing
- Recruiting of Raters -- to make team selection(s)
- On-site Administration
- Phone Work -- for those that do and don't make the Team(s)

Home Game Administration

- Groundskeeping, chalking, etc.

Practice Schedule -- after team selected

- Schedule Fields / Dates
- Define objectives (and which drills) to accomplish in areas:
 - Hitting
 - Pitching
 - Fielding
 - Baserunning

Other Admin Items

- Certificates of Insurance --- get these from Park District (need for each Tournament)
- Medical Releases for each Player --- get these from Park District -- keep on file
- Parent Package --- Roster, Schedule, Driving Directions

Uniforms

- Uniform Design & Approval Process
- Uniform/Hats Acquisition & Distribution
 - include time in timeline to get right sizes and names on uniforms

Equipment

- Equipment Acquisition & Distribution

Palatine Tourney

Publicizing registration (Internet, other); collecting payment

Date Selection

Identify Tournament Director -- early on (has to be a non-coach Parent)

Trophies

Pre-Tourney Admin (Program, Groundskeeper, Scorekeeper, Umpires, Concessions, etc.)

On-site Administration