

# Pre-season checklist

Get your club in order before the season kicks off! Allocate tasks to the relevant members of your committee and set dates for them to be done to ensure a smooth start to the season.

TASK	DETAILS	DATE	WHO?	✓
Pre-season events	Arrange all pre-season fixtures and training sessions.	<input type="text"/>	Fixtures Sec	<input type="checkbox"/>
Training times and slots	Confirm training times and pitch slots for all teams for the season.	<input type="text"/>	Fixtures Sec	<input type="checkbox"/>
Equipment inventory	Conduct an equipment inventory - first aid kits, coaching equipment etc.	<input type="text"/>	Kit Sec	<input type="checkbox"/>
Outstanding payments	Chase overdue payments so that all balances are paid before the new season.	<input type="text"/>	Treasurer	<input type="checkbox"/>
Recruitment drive	Use social media/ads to recruit new players & volunteers.	<input type="text"/>	Publicity Sec	<input type="checkbox"/>
Secure a sponsor	Send letters & sponsorship proposals to prospective companies.	<input type="text"/>	Sponsorship Sec	<input type="checkbox"/>
Host a club day	Get your current members back together and welcome new members.	<input type="text"/>	Committee	<input type="checkbox"/>
Online presence	Ensure your website & social is up-to-date & attractive for prospective members.	<input type="text"/>	Publicity Sec	<input type="checkbox"/>
Coaching allocation	Assign coaches - try to have two coaches per team so one is always present.	<input type="text"/>	Fixtures Sec	<input type="checkbox"/>
Volunteer courses	Arrange dates for coaching & umpiring courses to up-skill members.	<input type="text"/>	Committee	<input type="checkbox"/>
Email current members	Send a "Welcome to the New Season" email with key information.	<input type="text"/>	Secretary	<input type="checkbox"/>
Set the social diary	Confirm the dates & publish the calendar so members can plan in advance.	<input type="text"/>	Social Sec	<input type="checkbox"/>
Order kit	Place the club's kit order ASAP as it can take a while to be made and shipped.	<input type="text"/>	Kit Sec	<input type="checkbox"/>
Register new players	Make sure new members joining are registered with the relevant leagues.	<input type="text"/>	Secretary	<input type="checkbox"/>