

Stony Plain Football Association  
Calendar of Events

January

- Board Meeting -Third week of the month
- CDMFA Board Meeting- President attends
- Set up all new Executive with website access and/or webmailer
- Change over the season in webpage
  - Update the webpage as needed for information purposes
- Get permits for billboards
  - Facilities and Communications
  - Talk to All Star Signs (Sponsor, Stony Plain) about getting billboards
- Book in-person Reg date with the Tri Leisure
- Pick committees -
  - Potential for Parent Volunteers for all committees but Grievance
  - President/VP a ex-official of all committees for communication purposes
  - Secretary for when minutes needed per committee
  - If on a committee due to role, it will be because of what said role does ie Communications- to have the info to send out to members via email or social media
  - If not on a committee, can still choose to be apart or chair a committee
    - Sponsorship/grants
      - Director at Large, President, Communications
    - Awards
      - Facilities, Volunteer, General Manager, Communications, Field Liaison, Team Managers
    - Parade
      - Facilities, Volunteer, General Manager, Communications, Field Liaison,
    - Silent Auction
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    - Community Involvement
      - Volunteer, General Manager, Field Liaison, Communications
    - Facilities
      - Facilities, Equipment manager
    - Grievance (min 5 board members, always odd number)
      - President, VP, Secretary, Director at Large, General manager
    - Welcome Back
      - Volunteer, General manager, Communications, Field Liaison
- Plan and present the annual budget for the season

- Take in account all needs of club potentially ie equipment /facilities
  - Note the revenue for club for intake
- Book floor time for Flag Spring League
  - Non-Contact and Facilities
- Initiate communications with Coaches for the season
  - President/VP, General Manager, Director at Large
- Hand out Criminal Record Check Letter
  - President, Registrar, General Manager
- Decide registration for the upcoming seasons
- Decide Fundraising/Bingo Commitments needs for the season
  - What will be the fundraiser option(s)
- Bingo sign ups will begin dependant on the Bingo Coordinator
- Advertising/Social Media to begin for needs of club and announcements
  - Communications
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## February

- Board Meeting - Third Week of the month
- CDMFA Board Meeting- President attends
- Coach application deadline
  - February 15th - Head Coach deadline
  - Forms handed in to Secretary
  - Set up interviews with new coaches
- Update all Fundraising info for the season, with the requirements
- Decide Volunteer commitments for the season, with how many and amount of deposit
  - Volunteer Coordinator
  - Start planning the various commitments needed from the members to run the season
- Update all registration information for the seasons on the registration systemr
  - Registrar
- Update the webpage to reflect the new season forms
- Open registration online in accordance with the Tri Area Registration Night
  - Registrar
- Attend the Tri Area Registration Night
  - Registrar, President with whom else can attend
- Decide and order equipment for the upcoming season with approval from the SPFA Executive
  - Equipment
- Booking of Fields for the tackle season
  - Facilities
- Initial Coaches meeting - both Flag/Tackle
  - General Manager, Director at Large

- All Coaches to attend
- Potentially interview new coaches or set up a date for interviews
- Cover coaching requirement changes
- Plan/order Kids Packs
  - Volunteer Coordinator
- Sponsorship and Grant Committee to start now

#### March

- Board Meeting - Third Week of the month
- CDMFA Board Meeting- President attends
- Flag Spring Season begins
  - Non-Contact Director
  - Initial emails explaining expectations of the Flag league
    - Basic fundamentals
    - Having fun
    - Keeping active
    - Low stress introduction to Football
    - Covering needs of the club for this league for parent involvement
- Planning begins for various committees ie Facilities, Silent Auction, Community Involvement
  - Start postings/sign ups for parent volunteers if needed
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#### April

- Board Meeting - Third week of the month
- CDMFA Planning Day (6hrs) - President attends
- Decide and hand out shack keys for the season, 5 sets/2 are masters
- Shack clean up
  - Potential Parent Volunteers
  - Equipment Director, Facilities, Team Equipment Managers
- Equipment clean up
  - Potential Parent Volunteers
  - Equipment, Team Equipment Managers
- Coaches meeting - Tackle
  - General Manager, Director at Large
  - Hand out of tablets to head coaches
  - Cover Coaches roles, Assistant roles
- Set up of Hudl for the season
  - President, Treasurer
- Planning for the parade in June
  - Parade Committee
  - Parent Volunteers
  - Float decorations

- Float handouts to crowd
- Flyer handouts to the schools
  - Communications, Director at Large
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## May

- Board Meeting- Third week of the month
- CDMFA AGM - President and 3 or 4 Executive members to attend
- Coach Meetings and Manager monthly meetings to begin
  - General Manager, Director at Large
- Equipment handout begins
  - Equipment Director, Team Equipment Managers, Head Coaches, Registrar
  - This can be a day or 2 day event, to suit all the tackle players
    - This is up to the Equipment Manager to decide how best they want to handle this
    - Possible club BBQ if weather is good and/or a mini camp
  - Hand out of "Kids Packs" if they have arrived in time
- Tackle begins (Spring camp May/June)
  - First week is Safe Contact week
  - Atoms may not start till later in month or possibly June, dependant on Head Coach
- Flag Spring League will end mid month
- Organizing the teams
  - General manager, Field Liaison
  - Team Manager, Team Equipment and Trainer(s)
  - Hand out all info that is needed per team
    - Note- Bantams require a front page of report card to prove grade
    - EAP's, insurance forms, medicals
  - Initial creation of Team Budgets, signed by Treasurer and 2 parents of the team
  - Ideas for team fundraising for year end parties
- Initial Parent Meetings
  - Head Coaches, Executive, Team Staff
  - Explain team and club expectations
  - Team requirements of parents for help
  - How to handle complaints
    - 24hr cool down periods
  - How teams will pick positions, determine play time
- Early Bird Registration ends
  - May 31st is cut off, June 1st is regular season registration

## June

- Board Meeting - Third week of the month
- CDMFA Board meeting - President attends
- CDMFA - Declaration of teams- if you have a team, what tier
  - President attends with Head coaches if needed
- Coach meeting, Managers meeting
- Trainers Meeting
  - General Manager, Field liaison, Registrar
  - Overview of clubs expectations of the role
- Novice Flag begins if agreeable to Executive and Head Coach
- Stony Plain Parade
  - Float made
  - Meeting time
  - Hand outs of treats, items and/or flyers
- Leduc Jamboree
  - Silent Auction donation
  - Full day, second last weekend in June
  - Use of trailer of all team needs
  - Planning for each team ie tents, ice coolers, water, spare equipment
- Book Awards Hall - Check Football AB to see when last Provincial game for minor is!
  - Facilities with Awards committee
- Planning begins for Welcome Back Pool Party
  - Donations for food (Hot dogs, drinks and chips)
  - Possible sponsorship here
  - Parent Volunteers
  - Selling on hand Apparel, promote online apparel
  - Book outdoor pool for first week in August, 9-10pm
- Order Exec/Coach/Team Staff Apparel
- Possible end of June BBQ
  - Parent volunteers
  - Volunteer Coordinator
- Book Team pictures and rain day back up date
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## July

- JULY BREAK!
- CDMFA Schedule (Tackle) should be out this month

## August

- Board Meeting - Third week of month
- Coach Meeting, Manager Meeting
- Tackle resumes first Tuesday of the month
- Welcome Back Pool Party happens the first week of the month

- Games to begin mid month
- Flag and Atom schedules should be out this month
- Book ICU for Peewees and Bantams
  - Set the budget and guidelines per team
    - Guidelines being how many “other” games allowed to be taped to stay in budget
- Plan Concession - Possibly 2 to 5 regular season home games
  - Parent volunteers
  - On hand Apparel sales
  - Potential for food donation for concession
  - Concession items needed
- Second Parent Meeting
  - Either just before start of games or after a couple games have happened
  - Reaffirm team and club expectations
  - Fair Play and play time
  - Selection of positions/team
  - Head Coaches, Executive, Team staff
- Start Parent Coffee nights
  - Office/Parent Room
  - Possible sponsorship for donation of treats
  - Chance for parents to talk to executive
  - Once a week or bi weekly or monthly
    - Dependant on whom runs it
- Tentatively book Fuhr for mid October to mid November for practices
  - Cancellation policy is 2 weeks in advance
  - Facilities, General manager in coordination with Head Coaches
- Staff Apparel should be in or soon in for handing out

#### September

- Board meeting - Third week of month
- CDMFA Board meeting - President attends
- Coach Meeting, Manager meeting
- September 15th is CDMFA registration cut off
- Parent Coffee nights
- Team pictures happen
- Team building activities ie Pizza night at BP's , tail gates for games, after games meals
  - Get approval for all team building activities from the SPFA Executice

#### October

- Board Meeting - Third week of month
- Coach meeting, Manager meeting
- Awards Planning

- Awards picked per team level
  - Field liaison, Team Managers, General manager
- Trophies ordered
- Food planning
  - Possible sponsorship
- Videos
  - Get Equipment to show the video
  - Sound system
- Speaker
  - If getting a esk alumni or player, this should be booked in August
  - Potential High School Coaches
  - Potential UofA Bears
  - Potential Juniors (Wildcats/Huskies) Coaches
- Parent Coffee nights
- Moving to Fuhr mid month, dependant of weather conditions
  - This depends on Coaches at all levels and the amount of snow in forecast
  - All must be in agreement with approval of board
  - If moving, use trailer to move and/or storage for equipment
- End of regular season games
- End of Novice/Atom Seasons
- Start of CDMFA play offs
  - Peewees and Bantams
- Plan for AGM
  - Update for rpps, bylaws
  - How to get parents to attend
  - Promote open positions
- End of season shack clean up , teams should be maintaining what they use threw out the season
  - Parent volunteers
  - Facilities Coordinator, Equipment, Team Equipment Managers
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## November

- Board Meeting - Beginning of month
- End of Season Coach meeting, Manager meeting
- CDMFA Finals
- Provincial playoffs
- AGM - Prior to Nov 30th
  - Chair is a member of Executive leaving the club
  - Secretary organizes all paper work
  - Coffee/donuts offered for those in attendance if it is its own meeting
  - If attached to Awards, food will be provided
- End of season team year end parties

- Field Liaison, Team Managers, Team helpers
- The final Team budget to be handed in to the Treasurer, with remaining funds
- Awards - End of the month
  - Videos
  - Speakers
  - Hand out trophies
  - Food
- Equipment return
  - Equipment Director, Team Equipment Managers
- Collect all shack keys
  - Equipment Director
- Sign up for posting in the Tri Area Magazine
  - Communications, Registrar
- Send in to the High School Football team all graduating members names and emails
  - Registrar

#### December

- Board meeting- first week of month, change over of board
  - All positions switching over should have info to hand on to the next Executive
  - Per Bylaws, all info must be saved for 7 yrs