

## HOW TO ORGANIZE AN MYSL SKISPARKS CLUB

COMPLETE	WHEN	TASK	HOW MYSL CAN HELP
<input type="checkbox"/>	Sept	Check with location facility about use permits, insurance requirements, trail passes, parking fees, etc. Including reservation for year-end gathering optional).	Request required insurance documents from ED. Make sure you understand fees and work with ED to make sure your DF account is sufficient. MYSL can pay fees directly.
<input type="checkbox"/>	Sept	Decide on meeting dates and times. Including your year-end gathering (if desired).	MYSL recommends 8 meetings. Most clubs meet Sundays in Jan and Feb.
<input type="checkbox"/>	Ongoing	Foster a relationship with facility contact and ideally, the groomer, to discuss special needs (like parallel tracks on flat area)	
<input type="checkbox"/>	Sept	Update Webpage.	ED will give you passwords for your webpage template, rosters, email lists, etc
<input type="checkbox"/>	Sept	Investigate equipment options/budgets/grants.	MYSL can help you with a Birkie Foundation Equipment Grant (and other funding sources).
<input type="checkbox"/>	Sept	Review roster and equipment caps yearly.	This is recorded on the edit tab of your club page for your reference. ED can provide exact history for your club.
<input type="checkbox"/>	Sept/Oct	Get the word out; local papers, fliers in schools (check districts for rules), local ski shops, word of mouth	MYSL distributes 2000+ SkierScoop newsletters around the region in Nov. MYSL can help design ads and fliers. Ask for templates.
<input type="checkbox"/>	End of Sept	Send email to last year's roster about registration opening dates and expectations of filling quickly for many clubs. Also emphasize volunteering. Do NOT post this on facebook until Nov if you have space.	MYSL opens registration in early October. ED will keep you informed on dates. Because some clubs fill in a few days, we ask that only official MYSL communication methods are used.
<input type="checkbox"/>	Oct	Consider using the MYSL trailer for an event that promotes skiing in your community.	Priority is given to MYSL clubs/leaders. Trailer is typically used for free kids events, elementary schools, and scouts.
<input type="checkbox"/>	Oct-Dec	Monitor your roster and equipment reservations. When full, indicate this on your club page (drop down selection from edit screen).	Email ED to get registration shut off for your club. \ This is not an automatic function and is not done by skill level.
<input type="checkbox"/>	Oct/Nov	Recruit coaches (usually parents).You will want at least two people for each level that you anticipate participation. Ideally one Head and one assistant or junior coach. But a combination of assistants (co-heads) can work well too. Talk to high school coach about junior coaches.	MYSL can provide volunteer certificates to junior coaches, that often need volunteer hours for service projects.
<input type="checkbox"/>	Nov	If desired, plan a pre-season coaches meeting and discuss flow of first day, hand out curriculum and hand out coaches bibs.	MYSL provides coaches bibs color coded to the six skill levels.

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<input type="checkbox"/>	Oct/Nov	Recruit other volunteers (snacks, bibs, equipment, etc)	MYSL supplies a report from registration stating who has volunteered.
<input type="checkbox"/>	Dec	Attend MYSL Coaches Training and encourage coaches to join you.	MYSL One day coaches training in Dec each year.
<input type="checkbox"/>	Dec	Collect or purchase a few toys. Nerf balls and beanie babies go a long way.	Look through MYSL curriculum for ideas. Club also has discretionary funds to use.
<input type="checkbox"/>	one week prior	Create name tags for bibs.	MYSL provides bibs with nametag pockets that work with standard index cards. Color code for levels.
<input type="checkbox"/>	early Dec	Sort equipment and figure out orders based on reservations.	MYSL provides inventory and order forms.
<input type="checkbox"/>	early Dec	Plan either a pre-season fitting day or plan on your first meeting being longer.	
<input type="checkbox"/>	Dec	Coordinate backup site in case of no natural snow. OR have a low snow plan.	ED will facilitate this in the metro and get appropriate permits ahead of time. You do not have to cancel if you don't have snow. Plan alternative activities depending on your facility.
<input type="checkbox"/>	2-3 weeks before	Send preseason email to current membership. This also serves as confirmation of registration and will prevent lots of emailed questions. Coordinate snack supply rotation among parents.	MYSL's online registration will manage your membership and coach email lists.
<input type="checkbox"/>	4 days before	Send reminder email to membership to emphasize coming early to park, get rental skis, necessary passes, etc. Most clubs have parents of level one skiers stay on the snow (either on foot or skis).	MYSL's online registration will manage your membership email lists.
<input type="checkbox"/>	First Day	Arrive 1 hour early. Make sure you have key or code to facility. Check on snow conditions.	Famous MYSL hats can either be handed out on the first day or any time during the season.
<input type="checkbox"/>	First Day	Have bib coordinator arrive 30 minutes early.	

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<input type="checkbox"/>	First Day	Have coaches arrive 30 minutes early and scope out meeting area. They should also talk to each other to coordinate what part of the trails each level will use.	
<input type="checkbox"/>	First Day	Late registrations (people who show up that aren't on your roster).	Let them ski, but ask them to go home and register online. If they think they have registered, but don't show up on your roster, have them email ED.
<input type="checkbox"/>	First Day	Group circle. Some clubs meet in a big circle for the first ten minutes and warm up and play a few games. This is a good way to wait for latecomers.	
<input type="checkbox"/>	First Day	Divide into groups and make sure leader knows where you have gone, so latecomers can be pointed in the right direction.	Colored coach bibs make it easy to identify groups.
<input type="checkbox"/>	First Day	Snack; Let coaches know when to have kids back for snack. Larger clubs often do this in shifts.	
<input type="checkbox"/>	during season	Weekly communications: weather, backup sites, snacks, K counter, Events, Festival.	MYSL keeps your email list accurate and out of spam filters with our database.
<input type="checkbox"/>	mid Feb	Order pins, coaches gifts, hats.	MYSL has level pins and cards, k counter pins and a variety of coach gifts. Most clubs spend \$5 per coach.
<input type="checkbox"/>	mid Feb	Announce plan for equipment return. Options are; last meeting, year-end gathering, or a date you choose.	
<input type="checkbox"/>	March	Paperwork	Submit club expenses to ED via email for reimbursement from your club's discretionary funds.