North Canaan Recreation Commission Master Calendar

January

-Ski Trips: coordinate with Mohawk that the tickets are ready, and the chaperone knows where to pick them up. Ensure parent chaperones for all 4 ski trips to ride the bus as well as help at the mountain out skiing and in the lodge.

-Ensure invoice matches tickets, rentals, and lessons and pay Mohawk for the ski trips.

-Coordinate with the town to get the pavilion flooded for skating.

-Continue planning for Little League baseball season

-Continue coordination of and assist with youth basketball.

February

-Monitor and check with Mohawk and chaperones to ensure ski trips are going well.

-Monitor and check pavilion rink, coordinate with town crew.

-Plan Easter Egg Hunt

-Make sure dates are set for RR Days and Chamber Summer Nights

-Continue to meet and coordinate the beginning of the Little League season.

-Participate in the rec commission yearly budget meeting.

-Continue coordination of and assist with youth basketball.

March

-Put out/replace batting cage, tennis, and volleyball nets. (Weather permitting)

-Continue to meet and coordinate for the start of the little league season.

-Set up new season’s registration sessions on https://northcanaanrecreation.sportsengine-prelive.com

-Open and send out notices of softball registrations through NCES, other rec directors, Facebook, and the rec website.

-Assess softball uniforms and equipment and organize and order new ones if necessary. Order new visors and socks for softball.

-Reach out to past season lifeguards who wish to return to the pool and help coordinate recertification needs.

-Post job ads for new lifeguards if necessary and collect applications.

-Schedule work for Sam Eddy and Segalla field to prepare them for the seasons.

-Order supplies for fields if necessary.

-Easter Egg Hunt set-up and help run.
April

- Easter Egg hunt set-up and help run.
- Put out/replace batting cage, tennis, and volleyball nets. (Weather permitting)
- Begin coordinating Babe Ruth Baseball with other rec directors. Set deadlines and plans for registration and the season.
- Open registration for Swim lessons and Swim team sign-ups. Send notice out to NCES, Facebook, and the rec website.
- Coordinate a swim team coach.
- Meet with other coaches and coordinators in the softball league. Review the league rules and schedule games.
- Organize and begin softball practices and games.
- Fill out application to Torrington Health District for pool and fax.
- Continue to meet and prepare for the little league baseball season. Help organize teams, coaches, umpires, and field schedules.
- Hire Lifeguards.

May

- Begin to drain and clean the pool. Make sure the static valve is closed. Do any repairs need to be done to the pool and pool area.
  
  - Set delivery date of chemicals, set open date with Merit Pools so they can come and open and shock the pool and get everything hooked back up and running, set delivery dates with Berkshire Springs for water for the summer, call Perotti's Plumbing to come turn on the water for the pool.
- Set a date with the fire company to run a practice drill to fill the pool. Usually the first week in June.
- Coordinate with the Summer Jobs program to request and get help with swimming lessons and work around the pool.
- Get master schedule and insurance info for adult softball league.
- Hire Lifeguards
- Organize summer baseball camp run by Tyler Wosleger. Open registrations.

June

- Have a pool fill night. Get pizza and water for the firemen.
- Set pool clean date with the guards to prepare the pool house for opening. Have guards fill out employment agreements and disperse tax paperwork. Walk through how everything works at the pool and the expectations for the summer.
- Set lifeguard schedule for the summer. (Maintain enough guards for a 10-1 ratio on deck with a guard in the pool house.)
- Print out and post all paperwork and signage for the pool house: Schedules, rules, sign in sheets, passes, procedures, contact list.

- Set swim team practice schedule with coach. Either in the morning or partial pool in the evenings.

- Meet with the swim team league and finalize the season schedule and needs for the championships.

- Contact Canaan Childcare about swim lessons to notify which children are signed up for lessons and their times.

- Work in coordination with AHA about visit times, getting children to lesson and ensuring the correct ratio of staff to campers is followed when visiting the pool.

- Open pool first weekend after school gets out.

- Plan community pool night.

- Set, finalize and begin the Babe Ruth Season.

- Continue to schedule umpires for little league and softball.

- Coordinate with softball coaches to make sure the field is prepared and lined up for home games. Make sure supplies are at the field.

- Meet with other rec directors and make plans for summer rec programs.

- Assign swim lesson times for all registrants and notify families. Lessons begin the first Monday after July 4. 2 three-week sessions, Monday through Thursday, 5 time slots every day 30 minutes each from 10:00-12:30.

**July**

- Open registration and send out notification of youth soccer sign ups. Send notice to NCES, Facebook and rec website. To be open to the first week of school in the fall.

- Have fire company hose down Lawrence Field after RR days. (If needed)

- Continue daily monitoring of the pool, guards, and swim lessons.

**August**

- Continue daily monitoring of the pool, guards, and swim lessons.

- Line the soccer field if necessary.

- Organize and run a soccer bootcamp if applicable. Order shirts and organize practices.

- Close pool weekend before school starts. (Stop chlorine delivery, call merit to winterize pump, all furniture inside, pool house cleaned.)

- Meet with other rec directors to discuss the soccer season. Compare numbers and make decisions for the season.

**September**

- Help organize and run weekly soccer.
-If the town has individual teams, finalize schedule, schedule refs, line field, monitor practice and weekly progress of games.

-If a regional program, help finalize coaches and volunteers, help organize and monitor weekly practices with other rec directors.

-Organize Kindergarten Soccer. Discuss numbers with other rec directors and determine if programs will be in house or regional.

-Line soccer fields if necessary.

-Call Perotti's Plumbing to turn off water at the pool house.

October

-Organize with other rec directors of regional rec soccer programs.

-Line soccer fields if necessary

-Bring in a batting cage, tennis, and volleyball nets. Store in the pool house/shed.

-Plan community skating nights at pavilion. (2: one Christmas week and one in February around president's weekend. Room for others.) *Weather permitting

-Organize Ski trips and set dates with Mohawk.

-Send ski trip info home though NCES, set a deadline and plan pick up of registrations at the school office.

-Plan end of season soccer gathering if necessary. Collect all uniforms, balls, and equipment. Organize all returned uniforms and equipment in the shed.

-Open youth basketball registrations. Send notifications through NCES, Facebook, and the rec website.

November

-Pick up soccer field, place goals to the side, if necessary

-Begin organizing ski trip paperwork to be sent to Mohawk

-Organize and finalize plans for basketball. Meet with rec directors and discuss numbers.

-Help with organization and distribution of Holiday decorating contests and posting google doc.

December

-Help organize, run, and facilitate the youth basketball plan.

-If there are enough for teams, set coaches, schedules, refs, distribute uniforms and sign up for usage of gym at NCES.

-If regional, help get supplies and equipment to Housy or Hotchkiss. Help find coaches and volunteers to run the program and be there to help organize and facilitate practices.

-Organize in-house kindergarten basketball.
- Finish organizing ski trips. Get all information input into excel sheets, access scholarship needed, apply for scholarship through SWSA, send all information to Mohawk for trips beginning in January.

**All Year**

- Ongoing management of rec website: Announcements, Calendar, etc.
- Ongoing management of Facebook page.
- Ongoing management of online sign-up website.
- Ongoing communication via phone and email with anything related to the above items with parents, community members, coaches, refs, vendors, etc.
- Manage schedules, usage, and maintenance of town facilities and fields.
- Attend Rec Commission meetings.
- Attend monthly region one rec directors' meetings.
- Submit bills/sports engine reports to the treasurer monthly for payment/reconciliation.