

2007 CAA MANAGER'S TENTATIVE TIMEFRAME CHECKLIST

February through early April -- Attend CAA meetings for both voting and informational purposes when directed to attend. If you can't attend, please send a coach or other proxy.

Future Meeting Dates:

_____ , _____ , _____

By 3/24/07 -- Be sure all "**Little League Volunteer Application Forms**" for you and all of your initial team's volunteers are legibly completed and delivered to CAA President -- or -- deposit in "**CAA Form Purple Drop-Off Folder**" (located at Jim's "**Super**" Market). Volunteers must have clearances **BEFORE** working with the players. CAA President will contact you ONLY if there is a clearance problem. You can always add a volunteer to your team at anytime during the season AFTER they are cleared, but please indicate on the form which team the volunteer is with. **We risk losing our Little League charter if not done properly.**

By 4/1/07 -- Read "**MidEast Managerial Duties Outline**" and sign "**MidEast Manager's Agreement**" -- Please give the "CAA Manager's Agreement" (only) to CAA President (or the Drop-Off Folder).

By 4/1/07 -- Complete & return "**CAA Team Safety Check/Inventory Form**" (check "Pre-Season") to CAA Treasurer (or the Drop-Off Folder).

By 4/1/07 -- Obtain copies of **2007 Medical Release forms** for all of your players once your team is determined -- these **must** be carried with the manager for all practices and games. The copies can be obtained from the CAA Secretary.

4/1/07 through 4/30/07 -- Cash-Bash Fundraiser Sales -- Please be sure to make arrangements to collect fundraiser materials to your players **by 4/1/07** so the players can get remaining tickets sold and back to you to turn in. Your CAA President will have more information on this, but please begin to collect as soon as possible. (Please refer to your "**MidEast Managerial Duties Outline**" for more detailed instructions.) *****Please be sure to put in your team schedule that "Picture Day" will be April 29th (May 6th rain date) at 2:00pm at the LL baseball field next to Cooperstown Elementary School -- it will be important to reemphasize this several times so that parents may plan accordingly.** Our photographers will provide us with updates and a brief memo prior to that time.

Late-April (Meeting Date/Time/Location: April 18th, 7:00p, Randolph Fire Hall, Guys Mills) -- Attend **mandatory** MidEast Manager's Meeting (or send proxy) to obtain by laws, balls, and schedules. Please also obtain the latest copy of our "2007 CAA Officers/Managers/Coaches List" by that time for your convenience. ***A representative from your team must be present if the manager absolutely can't attend, as this meeting also includes a basic first aid training required by our MidEast ASAP!***

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(page 2)

☐ **By 5/9/07** -- Complete & return “**Little League Team Roster Form**” to CAA President (or the Drop-Off Folder); the CAA president will need to review each roster for reasonable accuracy. ***PLEASE*** be sure that form is legible, accurate, and complete (including your signature). Listing only two coaches (plus the manager) is sufficient. It’s imperative that these be submitted on time (**and absolutely no later than 5/15/07**).

☐ After final game (regular or post-season) -- Complete & return “**CAA Team Safety Check/Inventory Form**” (check “Post-Season”) to CAA Treasurer (or the Drop-Off Folder). This will serve as a final CAA equipment inventory record on a team basis, and/or what equipment a manager decides to retain if planning to manage a team next season.

☐ Mid- to Late January 2008 -- contact each of your former players to announce sign-ups (CAA will contact you ahead of time with the specifics) regardless of what division they might be playing for during the 2008 season.

**THANK YOU VERY MUCH FOR YOUR TIME, DEDICATION,
AND COOPERATION TO MAKE ALL OUR EFFORTS
A COMBINED EFFORT !!**