

Webster Youth Sports Council

Business Process Calendar

- January
 - WYSC schedules Spring Indoor sports at 4th Tues. monthly meeting
 - Town budget year starts
 - WYSC elects Officers

- February
 - WYSC schedules Spring/Summer Outdoor sports at 4th Tues. monthly meeting
 - New Officers begin their term
 - Operations Council identifies and shares recommended changes including rates for **next** years FUP&P agreement with WYSC for their monthly meeting[4th Tues].

- March
 - March 1 - Winter bills / Surveys sent out
 - March 1 - Spring Deposits Due
 - March 31 - Winter bills / Surveys Due
 - March 31 - Agreements for **current** year signed by User and Facility Owners
 - *WYSC provides feedback to Operations Council on Next Years proposed changes*

- April
 - Spring practices start for those with sign agreements for current year
 - Operations Council reviews feedback from WYSC at April meeting

- May
 - May 1 - Spring / Summer INDOOR bills / Surveys sent out
 - May 31 - Spring / Summer INDOOR bills / Surveys due

- June
 - Town/School approve new rates and changes to the FUP&P agreement for **next** year at their annual joint meeting, effective January of **next** year
 - WYSC notified of rates and other FUP&P agreement changes for **next** year.
 - WYSC **schedules Fall** sports at 4th Tuesday monthly meeting.
 - Summer practices begin

- July
 - School budget year starts.

- August
 - Aug 1 - Spring / Summer OUTDOOR bills / Surveys sent out
 - Aug 15 - Fall Deposits Due
 - Aug 31 - Spring / Summer OUTDOOR bills / Surveys due
 - Fall practices begin
 - Check 'Open House' conflicts
 - Review ' WYSC By-Laws Parking Lot' document to identify potential changes

- September
 - WYSC schedules Winter sports at 4th Tuesday monthly meeting.
 - WYSC orgs identify Sport Specific requests to be included in **next** years FUP&P (Facility Use Protocol and Procedures) agreement, Section 6.0, and submit at the September WYSC meeting.
-- Also includes top Long Range Plan requests for years 'Next +1 through Next +4' years into the future as an addendum
 - Sept. 1 - Spring / Summer OUTDOOR bills / Surveys sent out
 - Sept 30 - Spring / Summer OUTDOO bills / Surveys due

- October
 - Town Board approves **next** year's budget
 - Oct. 15 - Winter Deposits due
 - WYSC submits consolidated Sport Specific Requests to Ops Council by Oct 31.
 - Review By-Law revision draft

- November
 - Nov 1 - FALL bills /Surveys sent out
 - Nov 30 - FALL bills /Surveys due
 - Owners review Sport specific requests and provide response at Operations Council meeting [2nd Wed.]
 - Operations Council provides feedback to WYSC at WYSC monthly meeting [**3rd Tuesday**]
 - Secretary sends out 'Request for candidates' notices to member organizations [President & Treasurer in even years, Vice-President & Secretary in odd years]
 - Winter practices begin
 - Approve Revised By-Laws
 - "State of WYSC" presentation delivered at WYSC monthly meeting [**3rd Tuesday**]

- December