

Central Mass Pop Warner Time Line Suggestions for Associations

JANUARY –

- Have banquets/awards from previous season – hold registrations at this time/offer discounts.
- Hold association board elections- either at banquet/another location – invite all families of previous season to vote.
- Once board is elected – have meetings as often as needed to discuss plans for the current year/season – discuss how to advertise registration, fundraising, plans for equipment/uniforms, set budget for season.
- Remove old board members from paperwork/websites/bank accounts. Add new board members. Make sure all board members know and understand their responsibilities and what their job title entails.
- Any fundraising decided, make contacts, send out flyers, emails, mailings, websites, social media. Have as many fundraisers as you can and start early.
- Keep websites and social media accounts/ calendars updated throughout the year.
- Taxes need to be filed for association by April
- Update association by-laws and provide copy to CMPW by May meeting.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month.
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

FEBRUARY –

- If haven't done so in January, hold board elections no later than February and then follow same procedure as January.
- Provide CMPW with contact information for association board members to include – title/ names/email/address/ phone numbers. If any change throughout the season, please continue to update information to CMPW secretary.
- Put together registration flyers, contact schools for permission to distribute. Most likely have to package flyers according to number of students and number of classes within buildings. Ask schools if a representative can go in and talk to students about registering for Pop Warner. This may also be a time to distribute registration flyers.
- Purchase signs to post throughout towns and get permission before posting. Post your registrations in businesses, before and after school programs, YMCA's , daycares , etc. Always allow enough time for receiving permission before posting.
- Registration flyers should include as much information as you have at the present time – registration dates, locations, times, costs, paperwork needed, contact information for questions, where and when practices/ games are located. Provide when the season starts, important events, games, competitions etc. Flyers should be on bright color paper and signs posted around town should also be bright and clear for people to see and able to read. Remove any signs and flyers from businesses etc., once registrations are over.
- Encourage returning players/cheerleaders to sign up for gyms to improve skills, strengthening and conditioning in the off season.

- Scholar Athlete invitations for Scholastic banquet will be mailed directly from region to the Scholar and their family. Lists of attendees invited will be posted on the National website. Please contact your scholars to find out if they will be attending the banquet (usually in March or April)
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month.
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MARCH –

- Be creative where you hold registrations – town basketball games, winter carnivals, anywhere children and their families attend events. Dress in your team apparel. Sell your association merchandise.
- Should have at least your first fundraiser this month.
- Clean out storage units, begin replacing or updating equipment, uniforms.
- Secure locations for indoor practice areas, fields
- Begin process of selecting coaches for your football and cheer teams
- Scholastic banquet is usually held either the last weekend in March or first weekend in April
- Decide if you will hold/attend any football/cheer camps/ clinics. Get information out to your kids and families. Any camps/ clinics that you host, must fill out an events request form from the national website and hand in to a CMPW board member. You must also open this up to other CMPW associations. Contact CMPW treasurer to verify if you have insurance coverage for location that you are hosting the event. Treasurer will provide a certificate of insurance if needed.
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APRIL –

- Continue with registrations, recruiting and fundraisers.
- Send out emails, mailings, and/or phone calls to parents as reminders to book appointment date for child's physical if needed and paperwork signed before the start of the season.
- Collect paperwork (registration forms, birth certificates, medical forms) for roster books.
- Start forming teams, actively look for coaches.
- Begin putting paperwork into roster books and continue to organize throughout the months, This will help stay organized and not having to rush with paperwork in August.
- Keep good records of what is still needed per player/cheerleader/coaches. Update your records frequently.
- As soon online courses are available for coaches – encourage them to take course and print out certificate. Make copies of coaches' certificates. Keep in safe spot in case any become lost.
- Taxes are to be filed no later than April.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

MAY –

- Continue with registrations, recruiting and fundraisers.
- Send out emails, mailings, and/or phone calls to parents as reminders to book appointment date for child's physical if needed and paperwork signed before the start of the season.
- Collect paperwork (registration forms, birth certificates, medical forms) for roster books.
- Start forming teams, actively look for coaches.
- Continue putting paperwork into roster books and continue to organize throughout the months, This will help stay organized and not having to rush with paperwork in August.
- Keep good records of what is still needed per player/cheerleader/coaches. Update your records frequently.
- Contact CMPW board if passwords and log ins are needed for Affinity. Begin inputting player/cheer/coaches information.
- Online courses are available for coaches – remind them to take courses early, print out certificates and provide them to association board as soon as possible. Make copies of coaches' certificates. Keep in safe spot in case any become lost.
- Provide CMPW with a copy of your association by-laws, any updates should be completed between January – May.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

JUNE –

- Set up informational meetings for parents of registered participants. This could be when you hold uniform fittings, purchase cheer accessories, recruit more volunteers needed for fundraisers, etc.
- Have paperwork return days. Once school is out, collect report cards before parents misplace them.
- Hold a “pop warner” day for your association at your field or a planned location. Get to know your coaches, team players and reunite with friends and families. Plan for games and food. Advertise and hold registrations.
- If you need to order pop warner patches, information is on national website. Watch for deadlines and dates to get the best prices. Allow time for shipping and they must be sewn on in time for Jamboree in August.
- Coaches meetings should be taken place, at least once a month or as often as needed.
- Contact town administrators – secure fields, do you pay for lights, paint for fields, any town expenses, or donations to the town? Plan accordingly and don't miss any deadlines.
- Scholastics meeting with CMPW and Region coordinator – all association scholastic coordinators are to attend this meeting. Date/time/location TBD.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

JULY –

- Finalize any orders for uniforms, equipment, accessories and anything needed for your program for the season.
- Organize and clean out any storage units, concession stands, clean practice and game uniforms to be ready for August 1st.
- Hold one last paperwork return before the start of the season. Update your files to see what information is still needed from participants and coaches. Have that information handy in July and the first day of practice.
- Continue to place paperwork in roster books.
- Order new merchandise for your association to sell, coaches shirts etc.
- CORI checks, must be done for all volunteers yearly. Form is on national website. All CORI's must be completed for all volunteers prior to August 1st. When new volunteers come forth, you must complete a CORI for them at that time. CORI background check affidavit must be signed by association president and given to CMPW board by deadline that will be given.
- Contact your local photographer – set up team and individual picture day. Some like to have it done at jamboree or early September. Dates book up fast.
- USA Football and YCADA certifications should be completed for all coaches/staff that need to provide certificates. Certificates must be placed in roster books. Make sure you make copies and keep on hand.
- Possible date in July for Cheer Hands on Clinic – make sure coaches are aware.
- Fun Competition host – hands out registration flyers with costs/deadline to register.
- Waivers for athletes playing/cheering in another pop warner town other than where they reside need to be filled out and signed by both association presidents. Best to bring these forms to the July CMPW meeting. Any new registrations in August, must be signed by the August CMPW meeting and before certification.
- Association board should be finalizing how they will handle first day/week of practice. Designate areas for players/cheer to meet their coaches. Post signs – where to hand in registrations, payments, paperwork. Who will be in charge to answer questions? Is equipment going to be handed out in July or 1st day of practice? Is equipment being handed out to those that have not turned in paperwork (especially medical form)?
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
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August –

- August 1st – the season begins.
- Board members, coaches and volunteers should arrive early to set up and greet.

- First night or during the first week, hold a parent meeting with each team. What is expected of parents and participants during the season. Give important dates of events that happen throughout the season, practice schedule, costs, etc. Collect contact information and keep parents informed about any changes in practice or games. Communication is key.
- Each team should have a team mom to help with phone calls, emails, newsletters and anything else to help out the coaching staff.
- Fun competition registrations and payment is due to host at the August CMPW meeting.
- Mandatory head coaches meetings for both football and cheer, occur during this month. Presidents and cheer coordinators are also required to attend.
- Possible date of Hands on Cheer clinic if one is not available in July.
- Continue to update, roster books and Affinity. Collect any last minute paperwork.
- Certification of roster books, is held between mid to end of August. Date/location/time will be assigned to each association by the CMPW board.
- Game schedule will be given to associations and posted on CMPW website as soon as it becomes available.
- Weigh-ins and Jamboree is held – location/time/date – TBD
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

September –

- Games begin. Make sure CMPW game schedule is posted on your websites, social media , paper copy given to parents and/or sent via email. Changes happen unexpectedly during season, please delete old schedules and replace with new as they happen.
- Continue to remind parents of important dates, events, costs etc.
- Final date to add players/cheerleaders will be given to associations during this month or earlier.
- CMPW board will approve final rosters in Affinity. Associations are responsible for then printing 3 copies of final rosters , bring to September CMPW meeting for signatures. Once signed, final rosters must be put in roster books immediately.
- Begin collecting progress reports for those participants that have under a 70% GPA and home school eligibility.
- All American Scholar Applications – those with a 95% or better need to be given to CMPW scholastic coordinator – no later than this month.
- Annual community service project partnered with UMASS Walk to Cure Cancer, takes place usually the last Sunday in September. Our goal is for 100 percent association participation.
- Fun competition host – keeps in touch with CMPW to update on status of event.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

October –

- Progress reports and home school eligibility forms are due to CMPW scholastic coordinator.
Date – TBD

- Fun competition and CMPW local competition is held during this month. Date/location/times – TBD
- Continue fundraising, especially for those teams that think they may have a chance for the National Championships.
- Check pop warner national website for travel grants and deadlines to apply.

November –

- Playoffs, Super Bowls and Region Football and Cheer Championships. Dates/locations/times – TBD
- Collect uniforms and equipment from those teams whose season is over.
- Plan for end of season, parties, awards, banquets
- Return paperwork/documents back to parents/coaches. Make copies of certificates/birth certificates. Must have red CMPW stamp on it for birth certificate to be acceptable for next season.
- Clean up fields, storage areas, concession stands and close up for the season.
- Teams moving on to the National Championships – CMPW will assist. Continue to check the national website for information and deadlines.
- Association President and Cheer Coordinator attend CMPW meeting – 3rd Wednesday of month. This is the last CMPW meeting for the season.
- Attendees at CMPW should report back to the rest of their eboard about information received at CMPW meeting, association boards should be meeting at least once per month.

December –

- Pop Warner Football and Cheer Nationals take place 1-2 week of December
- Collect any more uniforms, equipment.
- Continue to plan for next season, including parties, awards, banquet
- Enjoy the down time. Mentally prepare for next month.