

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 sent out
- March 31 - Winter bills Due
- *WYSC provides feedback to Operations Council on Next Years proposed changes*
- April - **Spring practices start for those with signed agreements for current year**
- Operations Council reviews feedback from WYSC at April meeting
- May - May 1 - Spring / Summer INDOOR bills sent out
- May 31 - Spring / Summer INDOOR bills due
- June - **No WYSC meeting**
- **WYSC schedules Fall sports at 4th Tuesday monthly meeting.**
- 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.
- Summer practices begin
- July - **No WYSC meeting**
- School budget year starts
- August - **No WYSC meeting**
- **Review ‘ WYSC By-Laws Parking Lot’ document to identify potential changes.**
- Fall practices begin
- Check ‘Open House’ conflicts
- September - **WYSC schedules Winter sports at 4th Tuesday monthly meeting.**
- **Sept 30 - Agreements for next year signed by User and Facility Owners**
- 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.
-- 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 sent out
- Sept 30 - Spring / Summer OUTDOOR bills due
- October - **Review By-Law revision draft**
- WYSC submits consolidated Sport Specific Requests to Ops Council by Oct 31.
- Town Board approves **next** year’s budget
- November - **WYSC approves Revised By-Laws.**
- **Secretary sends out ‘Request for candidates’ notices to member organizations** [President & Treasurer in even years, Vice-President & Secretary in odd years]
- **“State of WYSC” presentation delivered at WYSC monthly meeting [3rd Tuesday]**
- Nov 1 - FALL bills sent out
- Nov 30 - FALL bills due
- Owners review Sport specific requests and provide response at Operations Council meeting [**2nd Fri.**]
- Operations Council provides feedback to WYSC at WYSC monthly meeting [**3rd Tuesday**]
- Winter practices begin
- December - **No WYSC meeting**