

# ZONE DIRECTOR LEAGUE CONTACT CHECKLIST

League Name:

NOTES:

## 1. INITIAL CONTACT

- Greeting: Good Morning/Afternoon, My name is \_\_\_\_\_ and I'm with Slo-Pitch Ontario. I'm calling today regarding your League.
- How are you today?
- Do you have a few minutes of time to talk about the 2019 SPO Program?  
IF NO: When would be a better time for me to call you back? [Schedule a follow up call.]  
IF YES: Thank you. How did the 2018 season go for you?

## 2. LEAGUE INFORMATION

- Will you be the League Contact this season?  
IF NO: Can I get the NAME and CONTACT INFORMATION for the person that will be?  
[PLEASE GET: Name, Phone #, Email Address and any other information they can supply.]
- Have you received our initial email regarding registration and/or the SPO Road Show?
  - Advise of Road Show Date in their area, if applicable.IF NO: Can I confirm your Email Address so that we can resend it to you?  
IF YES: Great! Have you registered yourself on the MRS/in our system for the Event?
- Are you familiar with all that SPO has to offer your League?  
League Benefits:
  - Insurance – SPO has the most comprehensive insurance program available with no deductibles payable on secondary accident and health claims and full-time office staff to assist our members with claims.
  - SPO Store – League Director Pricing
  - Handbooks (2 per League) and Scorebooks (1 per Team)
  - National Sports League Support Program
  - Game On Mobile League Management Program
  - Access to SPO Tournaments and the SPO Provincial Championships, plus Invitations.
- It looks like [most/some/none] of your League's teams registered online last year... Our goal is to have everyone registered online this year to make it easier for everyone, including the League.  
Are you comfortable with registering your League with our online registration system?  
IF NO: That's not a problem, how can I help you with that?  
IF YES: Great! If you need any help with it at all, please do not hesitate to contact the Office.

## 3. CLOSING

- League Meeting – If you are having a League Meeting and need an SPO Representative to attend, please let us know the date, location and time and we would be happy to attend.
  - Direct them to the Request Form on the website in the League Area.
- Do you have any questions about registration, or the 2019 season?
- REMINDER: Once the League is registered and paid for, the SPO Office can issue a Certificate of Insurance, if needed, and the League Registration Package containing the Scorebooks, the National Sports Package and other information will be sent out by UPS to the address that they selected when registering.

COMMENTS, IF ANY: