

League recruitment checklist

A practical launch plan for filling the right number of teams.

Tick an item only after it is checked. Use the notes field to record the evidence, an exception or the next action.

Venue / league

Owner / target date

01 Define the offer

- ☐ Choose format, dates, capacity and season dues.
- ☐ Publish rules and explain who the league suits.
- ☐ Ask interested captains which evening works before promising a new night.

02 Make registration easy

- ☐ Create a captain invitation that can be forwarded.
- ☐ Announce to customers and members through permitted channels.
- ☐ Put one registration link on your venue website.

03 Confirm the teams

- ☐ Record confirmed teams separately from expressions of interest.
- ☐ Reconcile dues and send week-one scoring instructions.
- ☐ Track enquiries, registered teams and returning teams separately.

Notes / outstanding action / verification evidence