

START OF SEASON COACH / MANAGER CHECK LIST

- Ensure all my certifications and those of the other bench staff are up to date
- Register myself to activate my account for the season – advise all other bench staff to do the same.
- Ensure the Registrar is provided Names & birthdays of any bench staff who were not involved with LMHA in the previous season, so the records can be transferred.
- Upon selection of my team – Submit a Roster Request Form with names, positions & jersey numbers
IMMEDIATELY
- Upon receipt of my official roster verify Qualification / Certification requirements are met & advise those who do not meet the requirements to get them met. Keep Registrar current on all roster changes.
- Have a Parent Meeting
- Set up a team Bank account with two (2) signing authorities
- Submit a Request for Referee Fees (for divisions who require them)

THROUGHOUT THE SEASON

- Request Exhibition Game Sanctions whenever I am the home team
- Request Travel Permit for every game out of the city except sanctioned league games.
- Liaise regularly with the Division Governor on practice ice and game schedules
- Communicate all events, activities, schedules with my Parent Team
- Secure referees where required and pay them
- Submit eGamesheets as required