

Team Manager/Coach Checklist

First Parent Meeting

- Communication of team and coach philosophy
- With team, create team rules and policies
- Identify and delegate roles
- Review safety and risk management issues
- Provide players and parent with information and handouts-Fair Play Forms both Parent and Player
- Follow up next practice- collect Signed forms; pass out newly created rules/handouts

Registering your team

- Fill our Team Registration Form
- Fill out Coach Registration Form
- Submit forms to LMHA

Financial

- Collect Fees
- Prepare initial budget, and submit to LMHA office
- Set up team Bank Account

Throughout Season/Events

- Make contact lists
- Keep schedules up to date
- Player medical forms filled out and with you at all times
- Accident and Injury reports filled out and submitted to LMHA office
- Apply for travel permits
- Apply for Special Event Permits
- Send in Game Sheets to LMHA and Zone if playing with a travel permit
- Game reports
- Post game and team info on website

Tournaments

- Travel permits
- Permission slips
- Accommodations
- Meals
- Costs
- Arena Maps
- Arrange equipment if team needs

Team Activities

- Fundraising; Team and LMHA Requirements
- Team Photos

End of Season

- Yearend celebrations
- Yearend financial statement to LMHA office
- RETURN JERSEYS, EQUIPMENT, MANAGER BINDER to LMHA on date requested by office