

Ice Coach/Manager Checklist



→ For team staff: coach/manager/treasurer

→ See the Ice Manual for more details

- Select assistant coaches
- Enter tournaments
- Assign volunteer duties
- Send staff names to Ice Coordinator (list: coaches, manager, treasurer, co-signer)
- Host parent meeting
- Review Code of Conduct with team, sign Acknowledgment form, send to Ice Coordinator
- Open bank account (get bank letter from Ice Coordinator)
- Make a team budget
- Plan fundraising, find sponsors
- Book practice times – outdoor through League Scheduler
- Ensure all coaches and manager (if listed on roster)
 - are registered through RAMP
 - have criminal record checks (CRC and VSV)
- Ensure team has properly certified coaches
- Work with Ice Coordinator to confirm/assign player numbers
- Order jerseys through the Ice Coordinator
- Register team for Provincials by Softball Sask deadline
- Send Provincial roster to Softball Sask and cc Ice Coordinator
- Obtain travel permits from Softball Sask for any out of province travel
- Schedule exhibition games and/or Regina league games
 - Home game diamond booking – League Scheduler, Robin Bushko:
rbushko@gmail.com
 - Umpire bookings – Umpire Coordinator, Cortney Lacelle: 306-681-7327
- Organize work schedule for home tournament
- Submit financial report to Ice Coordinator at end of season

Moose Jaw league will re-imburse:

- Softball Sask coaching courses or certification (with proof from NCCP locker)
- CRC and VSC costs
- Provincial entry fees

Send receipts to: mjminorfastballtreasurer@gmail.com

Ice Coordinators

Email: MooseJaw_Ice@outlook.com

Christine Stokes: 306-630-8833

Stephanie Funke: 306-630-6054