



RMMLA – Season Start Up Information

Use this checklist to help get you started for the season. If you have any questions, please contact your Division Manager for assistance.

Team Snap

Contact our TeamSnap coordinator, Michelle to receive access to your team account: registrar@rmburrards.com

- ✓ Ensure all players have accepted your TeamSnap invite.
- ✓ Enter team schedule and remind parents to update their availability.
- ✓ Use to track assignments (snack, volunteers etc.) payments, and events.

Team Meeting

- ✓ Organize a team meeting to discuss:
 - Parent/Player code of conduct.
 - Communication protocols.
 - Tournaments
 - Team Fees: you can include tournament fees, team wrap up, player gifts, manager/coach gifts, swag.
 - Volunteer expectations and requirements for the season
 - Team helpers, treasurer, score/time clock
 - Are you scheduling volunteers or letting parents sign up?

Team Budget

- ✓ Create a team budget.
- ✓ Submit budget to the 4th Vice for approval: 4thvice@rmburrards.com
 - Ref fees are covered by the association.
- ✓ Set up a bank account if you prefer or ask for a treasurer volunteer.
- ✓ Set up a PayPal account to receive your ref fees from. It should be using the email provided as your contact.

Team Jerseys/Equipment

- ✓ Collect any missing jersey deposit cheques.
- ✓ DM should give you all cheques collected during tryouts/evaluations.
- ✓ Equipment Manager will contact you with dates for jersey pick up.

- ✓ You must submit all your jersey deposits to received team jerseys.
- ✓ Assign players jersey numbers.
- ✓ Check to make sure your coach has balls, med kit and keys (if applicable), if not pick up with jerseys.

Tournaments

- ✓ Decide with the coach and apply ASAP!
- ✓ For out of town, you will need to book your hotel room too.

Forms and Documents to Submit

Make sure all CRCs are completed for Coaches and Volunteers. Your DM will send you a list of any that are missing.

Submit Form 100 to 4th Vice – No pictures, please send one pdf document with all pages complete and signed.

Team Roster: use form provided in Manager's Handbook. Submit to Rosters@rmburrads.com.

Submit team Roster to your LMMLC/PCFLL commissioner.

- [PCFLL Commissioners](#)
- [LMMLC Commissioners](#)