

Team Manager Checklist



STARTING OUT

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 parents with information and handouts
- Follow-up: Collect signed forms, pass out newly created rules/handouts

Notes:

Financial

- Collect fees
- Prepare initial budget
- Set up team account

Notes:

THROUGHOUT SEASON / EVENTS

Record Keeping

- | | |
|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Team registrations and rosters | <input type="checkbox"/> Accident and insurance reports |
| <input type="checkbox"/> Contact lists | <input type="checkbox"/> Game reports |
| <input type="checkbox"/> Schedules | <input type="checkbox"/> Evaluation sheets |
| <input type="checkbox"/> Player medical forms | <input type="checkbox"/> Monthly financial reports |

Notes:

Game Preparation – Refer to Appendix 19: Game Check List

- Pre-game
- During game
- Post game

Notes:

Tournaments

- Away tournaments
- Applications and payments
- Fit with seasonal schedule
- Costs
- Organize and host a tournament
- Application to Association
- Facility bookings
- Format

Notes:

Travel Organization

- Travel permits
- Permission slips
- Equipment
- Accommodation
- Meals
- Costs
- Arena Maps

Notes:

Team Activities

- Fundraising
- Team photos

Notes:

END OF SEASON

- Year end celebration
- Year end financial report

Notes:
