## **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 Follow-up: Collect signed forms, pass out newly		
Notes:		
Financial  Collect fees Prepare initial budget Set up team account		
Notes:		
THROUGHOUT SEASON / EVENTS  Record Keeping Team registrations and rosters Contact lists Schedules Player medical forms  Notes:	☐ Accident and insurance reports ☐ Game reports ☐ Evaluation sheets ☐ Monthly financial reports	
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	☐ Organize and host a tournament ☐ Application to Association ☐ Facility bookings
Costs	Format
Notes:	
Travel Organization  Travel permits Permission slips Equipment Accommodation	☐ Meals ☐ Costs ☐ Arena Maps
Notes:	
Team Activities  ☐ Fundraising ☐ Team photos	
Notes:	
END OF SEASON	
<ul><li>☐ Year end celebration</li><li>☐ Year end financial report</li></ul>	
Notes:	
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