

Manager Checklist

Description	Completed	Link/Note
Parent Meeting		Set up
Player information/registration		Info from Treasurer
Fees paid		Info from Treasurer
AGM/Managers meeting		Pick up uniforms/balls/first aid kit
Team		
Collect Code of Conduct/Waiver from players		
Collect Birth Certificates from players		Can be kept in binder and used year to year
Collect Waiver from Coaches		
Collect Criminal Record checks		
Jerseys assigned		
Parent Volunteers		
Booking accommodations		
Chaperones		
Uniforms		
Scorekeeping/lines		
Fundraising		
Home tournament		This is mandatory for all families
First Aid		Optional
Tournaments		
Verify Registration for Premier 1		
Verify Registration for Premier 2		
Verify Registration for Premier 3		
Verify Registration for Provincials		
Verify Registration for Nationals		
Accommodations for Premier 1		
Accommodations for Premier 2		
Accommodations for Premier 3		
Accommodations for Provincials		
Accommodations for Nationals		
Collect fees for Premier 1		
Collect fees for Premier 2		
Collect fees for Premier 3		
Collect fees for Provincials		
Collect fees for Nationals		
End of Season		
Return uniforms, first aid kit, balls		
Reports/cheques/deposit book returned		
Submit digital photos for website		
Year-end part		Optional