

# 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:

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### Financial

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

Notes:

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## THROUGHOUT SEASON / EVENTS

### Record Keeping

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|---|---|
| <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:

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### Game Preparation – Refer to Appendix 19: Game Check List

- Pre-game
- During game
- Post game

Notes:

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**Tournaments**

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

*Notes:*

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**Travel Organization**

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

*Notes:*

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**Team Activities**

- Fundraising
- Team photos

*Notes:*

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**END OF SEASON**

- Year end celebration
- Year end financial report

*Notes:*

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