

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

- | | |
|---|---|
| ☐ Team registrations and rosters | ☐ Accident and insurance reports |
| ☐ Contact lists | ☐ Game reports |
| ☐ Schedules | ☐ Evaluation sheets |
| ☐ Player medical forms | ☐ Monthly financial reports |

Notes:

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

- Pre-game
- During game
- Post game

Notes:

Tournaments

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

Notes:

Travel Organization

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

Notes:

Team Activities

- ☐ Fundraising
- ☐ Team photos

Notes:

END OF SEASON

- ☐ Year end celebration
- ☐ Year end financial report

Notes:
