

Team Manager Checklist



Division: _____

Season: _____

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, Contact lists, Schedules, Player medical forms
Accident and Game reports, Evaluation sheets, Monthly financial reports

Notes:

Game Preparation: 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, Equipment, Accommodation, Meals Costs, Arena Maps

Notes:

Team Activities: Fundraising Team photos

Notes:

END OF SEASON

Year end celebration: Final planning with any extra funds

Notes:
