

TEAM START UP- Manager Checklist

TASK	DESCRIPTION	COMPLETE
Team Manager assigned by Head Coach	Head Coach will inform CMHA that you accepted role Complete RAMP Staff registration Complete Respect in Sports Activity Leader	
Welcome Email	Send after the Head Coach sends theirs and introduce yourself. See email template in Manager Documents (includes a google survey, ideally completed prior to parent meeting) Set parent meeting date (agreed upon with Head Coach)	
Manager manual	Read Manager Manual that is on CMHA website	
Coach Qualifications	Review with Registrar to ensure all Coach/Team qualifications have been met (google spreadsheet will be shared with Team Manager from CMHA)	
Volunteer Positions Communicated	Reach out to your parents who offered to do your key volunteer roles and communicate what they will be doing this season.	
Assign Tournament Coordinator ASAP	Black out date deadline is usually around Oct 31. Be fast with your tournament search.	
Treasurer	Let them know they need to contact the Finance Director to receive a Bank letter for ATB	
Bank Account Opened	Generally done by your treasurer (banking information as per above)	
Parent Meeting Scheduled	Utilize the space you have. Dressing rooms, lobbies, stands, free community space. Hand out medical forms to be filled out by parents.	
Pick up Jerseys and Socks	Look on the website under Manager forms, Equipment pick up. Your team name and pick up date will be listed. (your google survey should have a question asking families a sock size - U11 teams and up)	
Jersey Numbers Chosen	Record on the Google spreadsheet shared with you from CMHA.	
Tournament Blackouts	Fill out Google form on CMHA website under Manager Documents with tournament dates that your team has chosen to attend.	
Medical Forms Collected	Always keep in your manager binder. Print out a document tracker from Manager Documents	
Budget	Work with your treasurer to create a budget. Consider tournament cost and number of tournaments, swag included for team, deposit fees, team kick-off/wrap up parties, etc. Budget template under Manager Documents on website. Share with the Head Coach for review. When finalized, you should have an idea on the cash call amount and how much you will need to fundraise. Treasurer should email this out to make sure the team is all in agreement.	

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Cash Call Communicated	Treasurer can communicate amount to the team, as they will tell the team what email to etransfer	
Cash Call Collected	Your treasurer will do this but stay informed.	
Jersey Deposit Made	CMHA administrator will invoice the team in November.	
Pick Up Game Book (n/a RMFHL)	You will receive an email from CMHA/CAHL Director when they are available.	
Game Stickers Printed (n/a RMFHL)	If using game sheets, you will need to create labels. 2x4 labels and utilize the Avery Label Canada website for a free template.	
Team Apparel Chosen	hoodies, toques, track suits etc. decided upon as a Team	
Apparel Instructions for Managers	If ordering from Source for Sports; CLICK HERE FOR INSTRUCTIONS ON ORDERING APPAREL	
Apparel Order/Try On Date Scheduled		
Team Photos Booked	Link under the Manager tab on CMHA website Email will come from CMHA when ready to book	
Team Photo Date Communicated to Team	Enter event on your RAMP app	
Team Mixer Scheduled		
Exhibition Game Scheduled	Can not be booked until the HCR is complete and jerseys have been picked up. The hosting team will submit the Hockey Alberta Exhibition request. Only need a travel permit form if the game is out of province.	
Helmet Stickers	Sign-o-rama can do this. Most common package: Hat trick package which includes helmet stickers, stick stickers and a water bottle sticker.	
Dryland Training	Schedule dates, only if the team/coach has voted to have this.	
Have a GREAT season!		

*Google Drive is a great tool. Use Excel spreadsheet and create tabs for different topics.

*Please keep the entire team involved with decisions regarding money.