**WLMHA Team Manager's Checklist**

Congratulations on being selected as a WLMHA Team Manager! Below is a check list of your key duties and the main tasks you should complete. This is not meant to be completely comprehensive. You should review all relevant policies and documents including anything related to Team Operations. Your Head Coach and Board members can also provide assistance and guidance where needed.

1. Complete Speak Out/ Respect In Sport and police background check and provide required documentation to the WLMHA Registrar where required
2. Team Manager must be included on the team’s roster (can optionally be listed as part of or outside of the coaching staff depending on the Manager’s coaching role)
3. Complete the Team Set Up List and send to the WLMHA Rosters contact (Melissa Chesterfield) for CHL approval
4. Once your team roster has been approved, complete and submit any travel permit requests to the Travel Permits contact (Kevin Moore) (Once the WLMHA Roster contact confirms via email that the roster has been sent for approval then travel permits can be generated)
5. Collect and submit signed Parent Volunteer forms and give to the Risk Management Board member.
6. Ensure the team is registered for any agreed upon tournaments and the team roster, travel permit and any other required documentation is sent to the tournament / external organization contact
7. Assist in identifying and communicating the various roles needed to be filled by parent volunteers
8. Ensure the team Treasurer is provided with all anticipated revenues and expenses to allow for the creation of a draft budget - to be voted on by the team parent group. (Note: The Treasure and Team Manager cannot be the spouse of the Head Coach. Both should be co-signers on the team bank account)
9. Work with the Head Coach and Team Treasurer and ensure the draft team budget is submitted to the appropriate Board member (VP House League or VP Competitive) for approval after it is approved by the parent group.
10. Coordinate the opening of a team bank account, email distribution lists and parent access to team websites, calendars, etc.
11. Coordinate the purchasing of team uniforms / sports wear
12. Any WLMH logoed team wear or merchandise **must** be purchased through a WLMH Approved Supplier. These suppliers are listed on our website.
13. Collect and submit team, WLMHA, and Alliance payments (in conjunction with the team treasurer)
14. Assist the Coach with the administration of tournaments and exhibition games (registration, payment, hotel/ travel arrangements, etc.)
15. Ensure game sweaters are only used for games (not for practices or try outs) and that they are stored/ transported centrally (not kept by the individual players)
16. For exhibition games, contact arena staff for dressing room assignments, and co-ordinate payment to officials and time keeper (for home exhibition games)
17. Ensure team financial records are kept by the Team Manager in accordance with WLMHA guidelines (in conjunction with the team’s Treasurer)
18. Ensure that game sheets are distributed on time, are completed properly, and that officials are present 30 minutes before games
19. Team Manager / Coach Inspects dressing rooms before the team enters and inspect dressing rooms after your team has left and report any damage immediately to facility operators
20. Advise the WLMHA Ice Convenor of tournament dates prior to the start of each season. Also advise ASAP in any other cases of ice conflicts including team events
21. Update the team website with sponsorship info, images and upcoming events