COACH ADMINISTRATIVE CHECKLIST
(AFTER PLAYER EVALUATIONS)

Rebate Item	Item	Date To Be Completed	Completed
✓	Provide Intent to Play Form & Bench Staff list to SHA Registrar	June 1, 2023	☐
	Parent meeting with team budget to be agreed upon	June 15, 2023	☐
✓	Submit budget to Vice-Chair Administration	June 15, 2023	☐
	Request SHA loan for tournaments (if required)	June 15, 2023	☐
✓	Ensure all players are registered with SHA	June 30, 2023	☐
	Book tournaments for next season	July 15, 2023	☐
	All bench staff training/certifications completed	July 15, 2023	☐
	Inform SHA Ice Scheduler with tournament details	July 15, 2023	☐
✓	Vulnerable Sector Checks or COD completed & submitted	September 1, 2023	☐
✓	All initial player registration fees to be paid	September 1, 2023	☐
	Electronic game sheet iPad signed out	September 15, 2023	☐
	Inform SHA Ice Scheduler with exhibition game details	As booked	☐
	Complete Travel Permit Form (exhibition & tournaments)	Prior to Exhibition/Tournament	☐
✓	SHA Team loan repayment (if used)	November 1, 2023	☐
✓	Final Player Rep Assessment fee to be paid (collected by team)	December 1, 2023	☐
	Submit team mid-season budget tracking to parents & Vice-Chair Administration	December 31, 2023	☐
✓	Team roster (player and bench staff) locked	January 10, 2024	☐
✓	Affiliated Player list locked	January 15, 2024	☐
	Return iPad and charging cable to Vice-Chair Administration	After last home game of the season	☐
✓	Submit final team budget tracking/financial statement to parents and Vice-Chair Administration	April 15, 2024	☐
✓	Return banking materials to SHA Treasurer	April 15, 2024	☐

Note:
1. Items may be completed and submitted prior to listed completion target date.
2. Team rosters are locked on January 10th so all required information should be completed and submitted to Registrar by July 15th so teams can play tournaments in the early fall.
3. Team AP lists are locked on January 15th so complete list should be provided to the Registrar as soon as possible as they cannot play for the team until they are on the AP roster.