

**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	5 days after tryout completion	<input type="checkbox"/>
	Parent meeting with team budget to be agreed upon	June 15, 2024	<input type="checkbox"/>
✓	Submit budget to Vice-Chair Administration	June 15, 2024	<input type="checkbox"/>
	Request SHA loan for tournaments (if required)	June 15, 2024	<input type="checkbox"/>
✓	Ensure all players are registered with SHA	July 10, 2024	<input type="checkbox"/>
	Book tournaments for next season	July 15, 2024	<input type="checkbox"/>
	All bench staff training/certifications completed	July 15, 2024	<input type="checkbox"/>
	Inform SHA Ice Scheduler with tournament details	July 15, 2024	<input type="checkbox"/>
✓	Vulnerable Sector Checks or SDF completed & submitted via OHF Screening	June 15, 2024	<input type="checkbox"/>
✓	All initial player registration fees to be paid	September 1, 2024	<input type="checkbox"/>
	Electronic game sheet iPad signed out	September 15, 2024 or before first home game	<input type="checkbox"/>
	Inform SHA Ice Scheduler with exhibition game details	As booked	<input type="checkbox"/>
	Complete Travel Permit Form (exhibition & tournaments)	Prior to Exhibition/Tournament	<input type="checkbox"/>
✓	SHA Team loan repayment (if used)	November 1, 2024	<input type="checkbox"/>
✓	Final Player Rep Assessment fee to be paid (collected by team)	December 1, 2024	<input type="checkbox"/>
	Submit team mid-season budget tracking to parents & Vice-Chair Administration	December 31, 2024	<input type="checkbox"/>
✓	Team roster (player and bench staff) locked	January 10, 2025	<input type="checkbox"/>
✓	Affiliated Player list locked	January 15, 2025	<input type="checkbox"/>
	Return iPad and charging cable to Vice-President Administration	After last home game of the season	<input type="checkbox"/>
✓	Submit final team budget tracking/financial statement to parents and Vice-Chair Administration	April 15, 2025	<input type="checkbox"/>
✓	Return banking materials to SHA Treasurer	April 15, 2025	<input type="checkbox"/>

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.