

**COACH ADMINISTRATIVE CHECKLIST  
(AFTER PLAYER EVALUATIONS)**

<b>Rebate Item</b>	<b>Item</b>	<b>Date To Be Completed</b>	<b>Completed</b>
✓	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 (May tryouts) July 10, 2024 (June tryouts) September 30, 2024 (Sept tryouts)	<input type="checkbox"/>
✓	Submit budget to Vice-President Administration	June 15, 2024 (May tryout teams) July 10, 2024 (all other teams)	<input type="checkbox"/>
	Request SHA loan for tournaments (if required)	June 15, 2024 (May tryout teams) July 10, 2024 (all other teams)	<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	September 1, 2024	<input type="checkbox"/>
	Inform SHA Ice Scheduler with tournament details	July 15, 2024	<input type="checkbox"/>
✓	Vulnerable Sector Checks or SDF completed & submitted to OHF, SHA volunteer registration completed	July 10, 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 directly to SHA through Spordle registration	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 10<sup>th</sup> so all required information should be completed and submitted to Registrar by July 15<sup>th</sup> so teams can play tournaments in the early fall.
3. Team AP lists are locked on January 15<sup>th</sup> 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.