

## COACH ADMINISTRATIVE CHECKLIST (AFTER PLAYER EVALUATIONS)

Rebate Item	Item	Date To Be Completed	Completed
✓	Provide Team Official Commitment Form & Bench Staff list to SHA Rep Executive and Rep Registrar	June 15	<input type="checkbox"/>
	Parent meeting with team budget to be agreed upon	June 15 (Spring tryouts) September 30 (all other teams)	<input type="checkbox"/>
✓	Submit budget to Vice-President Administration	June 15 (Spring tryout teams) September 30 (all other teams)	<input type="checkbox"/>
	Request SHA loan for tournaments (if required)	June 15 (Spring tryout teams) September 30 (all other teams)	<input type="checkbox"/>
	Book tournaments for next season	July 15	<input type="checkbox"/>
	All bench staff training/certifications completed	September 1 (Spring tryouts) October 1 (all other teams)	<input type="checkbox"/>
	Inform SHA Ice Scheduler with tournament details	July 15	<input type="checkbox"/>
✓	Vulnerable Sector Checks or SDF completed & submitted to OHF, SHA volunteer registration completed	July 10 (Spring tryouts) Oct 1 (all other teams)	<input type="checkbox"/>
	Electronic game sheet iPad signed out	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 <u>ALL</u> Exhibition/Tournament	<input type="checkbox"/>
✓	SHA Team loan repayment (if used)	November 1	<input type="checkbox"/>
✓	Final Player Rep Assessment fee to be paid directly to SHA through Spordle registration	December 1	<input type="checkbox"/>
✓	Submit team mid-season budget tracking to parents & Vice-Chair Administration	December 31	<input type="checkbox"/>
✓	Team roster (player and bench staff) locked	January 10	<input type="checkbox"/>
✓	Affiliated Player list locked	January 15	<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	<input type="checkbox"/>
✓	Return banking materials to SHA Treasurer	April 15	<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 SHA Rep 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 SHA Rep Registrar as soon as possible as they cannot play for the team until they are on the AP roster.