



SWZ Manager SEASON CHECKLIST

- Meet with Head Coach**
 - Clarify Manager role
 - Discuss plans for season (i.e. fundraising, cash calls, tournaments, extra ice time)
 - Set date for team meeting
- Send out Welcome to the Team email**
- Decide about a Co-Manager**
 - Ask for volunteers if wanted
- Team Survey sent out with deadline for completion prior to team meeting if doing one**
 - Compile results for team meeting
- Team Meeting**
 - Send out agenda and results of team survey ahead
 - Head coach should lay out expectations for players and parents at meeting
 - Discuss budget and cash calls
 - Discuss sponsorships for practice jerseys/tournaments/ect.
- Cash Calls**
 - Set date for first cash call
 - Set up bank account for transfers
 - Set up email for team
 - Can use personal email but recommend setting up a Gmail account
- Tournaments**
 - Search and apply for tournaments immediately after you have the results of team survey
- Team Bonding**
 - Consider early team bonding event with both players and parents
 - Set date for team bonding event
- Team Apparel**
 - Order early if team wants personal gear
 - Provide team with SWZ store info if want general SWZ gear
- Captain/Assistant letters on jerseys**
 - Can get form SWZ if team having them
 - Arrange for letters to be put on professionally
- Jersey Parents**
 - Ask for volunteers for jersey parents. Can have 1 or 2
- Timekeeping**
 - Ask for volunteers
 - Assign games
 - Provide apps to be downloaded
 - Put codes for games in TeamSnap
- Team/Player Stats**
 - Decide if going to do them
 - Have 1-2 people assigned to do them
 - Set expectations for players/family about stats