



Cambridge Minor Lacrosse Association Team Manager Checklist

This document provides a brief overview of the key responsibilities of the Team Manager for the upcoming season. It outlines the essential tasks involved in managing team activities, finances, communication, and operations. **For a more detailed guide, please refer to the full Operations Manual.**

Pre-Season Responsibilities

Set up Team Financials

- Set up the Team bank account at TD Bank by May 1st.
- Create a TD Profile in person at any branch if not already set up.
- Contact Cam Tran at cam.tran@td.com to set up the account.
- Assign two signers: Team Manager and one additional person. Treasurer will be an additional signature for inquiries.
- Provide a letter from CMLA to TD Bank authorizing both signers.
- Send names of signers to Treasurer at highlanders.treasurer@gmail.com.
- Once accounts are open, Manager and second signer visit a local TD bank to order cheques.
- Ensure accounts are closed by August 31st.

Team Fees & Budget

- Draft the Team Budget with input from the Head Coach, including:
 - CMLA Rep fees, tournament costs, non-parent head coach expenses, first aid supplies, jersey deposits, and team extras (e.g., banquet, team parties, coaches thank you gifts).
- Submit the draft budget to the CMLA Treasurer for approval.
- Once approved, send the budget to parents via email and present it at the initial parent meeting.
- Collect team fees and submit them to the CMLA, ensuring Rep Fees are paid to the Treasurer by May 15th.
- Tournament fees are to be paid back to CMLA by June 1st.

Team Roster & Staff

- Complete the Team Roster Form and email it to the Travel Director by June 1st.
- Ensure all bench staff have proper credentials (coaches course, first aid, police check) and submit them to the Travel Director and Registrar by May 15th.

Team Communication & Parent Meeting

- Hold the initial parent meeting with the Head Coach (CMLA Travel Director should attend).
- Communicate expectations for the season and regularly update parents throughout the season.



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Medical Forms & Code of Conduct

- Distribute and collect Player Contract, Coach and Player Code of Conduct and medical forms from parents. Ensure they are held onto by the Manager and Trainer, respectively.
- Distribute and collect Media Release form and Bingo form.
- All forms can be found on the Managers tab of the CMLA website.

Ongoing Season Responsibilities

Team Financial Management

- Collect team fees from parents and deposit them into the team bank account.
- Submit Rep Fees to the Treasurer on or before **May 15th** (one cheque from the team account made out to **Cambridge Minor Lacrosse Inc.**).
- Contact the Treasurer if there is an issue with any planned team payments.
- Provide financial updates to parents at the following intervals:
 - **Start of the season** (initial parent meeting)
 - **By June 15th** (interim financial statement)
 - **By August 31st** (final budget/actual financial statement to the Travel Director, Treasurer, and parents).

Tournament and Game Organization

- Be responsible for bringing all player and coach cards to ALL tournaments (players cannot participate without completed and approved player cards).
- Arrange and confirm tournament accommodations.
 - Hotels for Provincials have been blocked off for all teams.
- Arrange for Exhibition games with the Scheduler and ensure approval is obtained.
- Captain ("C") and Assistant ("A") letters/patches must be sewn onto jerseys. They cannot be glued or ironed on. These must be removed at the end of the season before returning jerseys.

Reporting

- Report the results of all home and away games in accordance with the Zone 8 and CMLA reporting policies. This is done on the iPad through the Gamesheet App.
- Submission of game scores is due within 24 hours of game being played.
- Fines will be initially paid by CMLA and the team will be invoiced. Fines to Zone 8 and the OLA will be paid by the player/coach involved—not from the team account.



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Team & Communication Liaison

Communication

- Act as the liaison between the team and the CMLA.
- Ensure all communication between the Manager and CMLA regarding team issues is completed via email, copying the Travel Director.
- Ensure consistent communication between the coaching staff and parents.

End of Season Responsibilities

Return Equipment

- At the conclusion of the season, return all team equipment (jerseys, balls/buckets, first aid kit, goalie equipment if borrowed) to the CMLA Equipment Director.

Team Bank Account Management

- Ensure the team bank account is properly managed and closed by August 31st.

Final Financial Report

- Submit the final financial report to the Travel Director and Treasurer by August 31st, detailing the budget/actuals for the season, and distribute it to parents.