

## COACHING CHECKLIST

- Criminal Record and Vulnerable Sector Check (valid for 3 years) - letter\*
- Respect in Sport Activity Leader/Coach
- CMSA Coaching Orientation or NCCP number
- Signed Coaching Code of Conduct form\*
- Attend CMSA Coaching Category Meeting
  
- Contact athletes to welcome them to the team
- Contact the registrar to set up your Teamsnap once the team has been contacted
- Put together the rest of your team volunteers
  - Manager
  - First Aid
  - Treasurer
  - Sanitization
- Plan a team/parents meeting
  - Athlete's code of conduct form\*
  - Athlete's medical form\*
  - Pre-season questionnaires\* (athlete and parent/guardian)
  
- Open up a team bank account - Servus Credit Union with letter\*
- Receive equipment
- Receive jerseys/submit jersey deposits to the Fury
  
- Preliminary budget\* - Due the 2nd week of May
- Final budget\* (including bank statements and receipts) - Due the 2nd week of July
  
- Return equipment
- Return jerseys/receive jersey deposits

\* Forms are found under Common Downloads