

Team Manager Check List

- Jersey Collection
 - o Name bars to be removed.
 - o Jerseys are to be inspected for damage.
 - o Document numbers and sizes - Check List Provided by Equipment Manager at the Beginning of the Season – Please fill out accordingly.
 - o How many laces in Jersey's are missing.
 - o Jersey's sets should be number matched (home/away) and folded together as a set
 - o **U11C – to keep grey jerseys.**
- Goalie Gear
 - o Inspect and return.
- Pucks
 - o Return pucks and puck bags.
- Miscellaneous
 - o Return any other borrowed equipment.
- Financials
 - o Submit year-end financial statements to coordinators.
 - o Bank accounts will close between March 20th and 25th.
 - Any remaining funds will be transferred to HMHA.
 - o Cancel TeamSnap (if applicable).