



Season Timeline

When?	What?	Who?
April	Hold tryouts and select team	Head Coach
	Present initial budget to parents and Waxers convenor	Head Coach
May	Select team admin; notify Waxers admin	Head Coach
	Hold parent meeting	Head Coach
	Attend mandatory Team Meeting	Head Coach & Manager
	Open team bank account	Signing Officers
	Attend jersey and apparel fitting	Team
	Complete certification requirements	Team officials
	Submit <i>Offer of Commitment, Permission to Skate, Release, and Waiver</i> forms ¹	Manager
	Distribute combination to team mailbox	Waxers Admin
	Register for tournaments	Manager
	June 15	DEADLINE: Submit team roster workbook²
	DEADLINE: Submit initial assessment fee	Manager / Treasurer
	DEADLINE: Send Ice Scheduler team schedule	Manager/Head Coach
July	Enjoy the summer!	Everyone
August 1	DEADLINE: Submit assessment fee cheques	Manager / Treasurer
August	Pick up team jerseys, apparel, and pant covers	Manager
	Communicate team ice allocation	Ice Scheduler
	Attend Scheduling Meeting	Manager & Ice Scheduler
	Distribute approved team rosters	Waxers Admin / VP AAA
	Submit approved AP forms ¹	Manager

¹ AE/A/AA teams to Waxers Admin. AAA teams to VP AAA.

² AE/A/AA teams to Waxers Admin. AAA teams to VP AAA with a copy to Waxers Admin.



When?	What?	Who?
September	Deposit first assessment fee cheque	Waxers Admin
	Early Bird tournaments	Teams
	YSMHL regular season begins mid-September	AA/A/AE/MD Teams
	ETA regular season begins mid-September	AAA Teams
	Provide updated budget to team parents, Waxers convenor, and Administrator	Manager / Treasurer
	Distribute OMHA Manual of Operations, OHF Handbook, and Hockey Canada Rules to teams	Waxers Admin
September 30	DEADLINE: Submit Team Sizing worksheet	Manager
October	Deposit second assessment fee cheque	Waxers Admin
	Invoice teams for pre-season and/or extra ice	Waxers Admin
November 1	DEADLINE: Submit reimbursement forms	Manager / Treasurer
November	Deposit third assessment fee cheque	Waxers Admin
	Complete online coach evaluation survey	Parents
	Submit pre-season and/or extra ice payment	Manager / Treasurer
December	Deposit final assessment fee cheque	Waxers Admin
	Reconcile jersey orders and issue invoices/refunds	Waxers Admin
	Issue reimbursement cheques for certifications/PVSC	Waxers Admin
	Submit coach application for next season	Coaches
January 1	DEADLINE: Submit final AP forms³	Managers
January	Submit mid-season budget to Waxers Convenor	Manager / Treasurer
February	OMHA play downs, ETA, and YSMHL playoffs begin	
	Announce next season's coaches	Waxers Executive

³ AE/A/AA teams to Waxers Admin. AAA teams to VP AAA.



When?	What?	Who?
February 28	DEADLINE: Submit payment for outstanding invoices	Manager / Treasurer
March	Submit final budget to Waxers Convenor	Manager / Treasurer
April	Attend Players' Banquet	Teams
TBD	Attend Pre-Tryout Meeting	Coaches & Executive
April 15	Disburse remaining funds to parents	Manager / Treasurer
	Close team bank account	Manager / Treasurer
May	Attend Volunteer Appreciation Dinner	Team officials
	Attend Team Meeting	Managers & Executive
June	Attend Waxers Annual General Meeting	Members