Team Managers Checklist

- Team Information Letters containing the levies are distributed.
- The Team Manager discusses with school bursar/BSM that they will be collecting money for a District sporting team and needs to be kept separate from other monies.
- All Student Apparel Orders with appropriate money are returned by the stated due date. If possible school money envelopes should be used so that parents are able to pay via credit card.
- The information from Student Apparel Order forms is transferred on to the Apparel Summary Form.
- All monies and copy of the Financial Details form are presented to the Bursar/BSM.
- The Bursar/BSM refunds students as required prior to the team’s regional trial. These are authorized in writing by the Team Manager.
- The Bursar/BSM receipts monies into a District sport account if possible, for that team.
- A completed Financial Details and Apparel Summary Form is returned to the Treasurer of Lytton District Sport and Apparel Manager, respectively.
- Schools will be invoiced by the Treasurers School for the amount of money that has been receipted.
- All forms (eg. Parental Consent, Medical etc.) are archived by the School Bursar/BSM.