



SPORTS CHECK LIST

1. Opening season meeting minutes
 - a. Identify board member and roles
 - b. Board members contact info (cell & email)
2. Background
 - a. Board members
 - b. Head coaches
 - i. Prior to evaluation and draft
 - c. Volunteers
 - i. Assistant coaches & team mom's
 - d. Without backgrounds completion AAL will not release filed space.
3. Sport to Present to AAL at the start of the season, prior to start of practices.
 - a. Season proposed budget
 - b. Rules & Regulations, for approval (may not be changed once approved)
 - c. Team rosters
 - d. Practice Schedule
 - e. Without completion AAL will not release filed space.
4. Sport to Present to AAL at the start of the season, prior to start of games
 - a. Game schedule
 - b. Final Team Roster
 - c. Playoff and Championship schedule
 - d. Present Proposed Vendors for AAL Apporval
5. During Sport in Season
 - a. Attend all AAL Open Meetings
 - b. Email Monthly Sport Meeting Minutes to AAL in a PDF format.
 - i. Notify AAL if a Monthly Meeting will be cancelled.
 - c. Follow & Enforce Sports Rules & Regulations
6. End of the Sport Season
 - a. Present Actual vs Proposed Budget
 - b. Present equipment inventory
 - c. Remove all Advertisement Signs from the fields.
 - d. Pay AAL Fees before season ends.

Conditions of membership includes strict adherence to the Bylaws and Sport Check List