



3205 Forest Glade Drive, Windsor, ON, N8R1W7  
[SPFHAhockey.com](http://SPFHAhockey.com)

## Sun Parlour Female Hockey Association Houseleague Team Manager - Checklist

### Pre Season

- Obtain team roster list and player information (address, email, phone contacts, etc.).
- Obtain staff list information (certificate numbers, email, phone contacts, etc.).
- Complete an OWHA Team Roster and submit to SPFHA Registrar for submission.
- A signed OWHA Team Roster copy should be kept in your Managers kit (may have to show it at tournaments).
- Obtain your season's scheduled games and practices and input to website team homepage (with arena maps).
- Have an appropriate number of Game sheets (to be supplied by home team).
- Make and print out game sheet labels.
- If required, order name bars for jerseys (be sure to collect money for them).
- Obtain an OWHA/Hockey Canada Handbook.
- Open a chequing account in the team name if there will be collection and distribution of money from fundraising or through parents for the payment of tournaments, apparel or other reasons. It is mandatory that there are at least 2 signatories on the account.
- Complete and submit a fundraising request form if there will be a fundraising activity or event.

### Game Day – as the HOME TEAM

#### Pre game

- Verify that your ref's are in the building. If not make your call to the Referee Convenor.
- Verify there is a time keeper (if not, you may have to learn how to run the various clocks).
- Be sure to have the Game Sheet completed and ensure your players and staff have signed it.
- Provide Game Sheet to the visiting team ½ hour prior to game start.

#### Post game

- Collect the game sheet from the time keeper or referees.
- Provide the visiting team with their copy of the game sheet.
- If your team is tracking results, enter the results into the web site.
- Forward a copy of the game sheet to the VP of House.
- Be sure to notify the SPFHA Board (VP of House) of any suspensions.

### Game Day – as the VISITING TEAM

#### Pre game

- Be sure that you have been given the Game Sheet ½ hour prior to game start.
- Ensure that team staff have confirmed players present and signed the Game Sheet.

#### Post game

- Collect a game sheet copy from the home team, or the timekeeper/refs.
- Enter the results into our web site if your team is tracking those results.
- Notify the SPFHA Board (VP of Houseleague/Travel) of any suspensions.

## **Tournaments**

- Register, pay and confirm tournaments.
- Be sure to collect enough money from the parents/fundraising to cover the tournament registration fee.
- Book a block of rooms through the booking agent for the Tournament. Do this well ahead of tournament as the hotels tend to book quickly.
- Once hotel booked through agent, provide booking instructions and/or booking link provided by the agent for the parents to book rooms on their own.
- Provide a complete and accurate roster to the Tournament Convenor.
- At the commencement of the Tournament, most tournaments require a “check-in” and receive your Tournament package. You may need to show your OWHA signed roster.
- At the end of each game, be sure to collect your copy of the Game Sheet.
- Report game results on our web site for your team if you are tracking those stats.
- Notify the SPFHA Board (VP of Houseleague/Travel) of any suspensions.
- Make arrangements for the team at a local restaurant for a team lunch/dinner.

## **End of Season**

- If required, collect the jersey's ensuring that they are washed and the name/sponsor bars have been removed. If so, return these jerseys back to the Equipment Convenor.
- Close the team bank account, bringing balance to zero.