



3205 Forest Glade Drive, Windsor, ON, N8R1W7
SPFHAhockey.com

Sun Parlour Female Hockey Association Rep 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 OWH A Team Roster and submit to SPFHA Registrar for submission.
- A signed OWH A 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).
- Email the Home game list to the Referee Convenor, so that refs and timekeepers are scheduled.
- Be sure to have confirmation that those scheduled home games are covered through the arbiter.
- Be sure to have a cash float on hand to pay the refs and timekeepers prior to or after home games.
- Be sure to keep track of refs/timekeeper payouts on Ref Pay forms.
- Keep the contact information for the Referee Convenor on hand (in your Managers kit).
- Set up a team bank account in team name. It is mandatory that there are at least 2 signatories on the account.
- Have an appropriate number of game sheets (to be supplied by home team).
- Make and print out official OWH A game sheet labels.
- Receive money and order Home and Away jersey sponsor bars.
- Order any other team apparel (track suits, bags, etc.).
- Have some sort of spreadsheet or program for the accounting of the team finances. You are required to report monthly financials to your parents as well as the VP of Travel. Be sure to track Expenses (cheques), Deposits, Sponsorships, Referee payout, ice usage, etc.
- Together with your team staff, prepare a preliminary budget based on projected cost for the season such as tournaments, name bars, bags, track suits, referee fees, ice time, etc. you will be using throughout the year. These will be important so that your Fundraising committee can plan accordingly.
- Obtain an OWH A/Hockey Canada Handbook.
- Obtain the LLFHL Manager's Handbook.
- Be sure to have spare home/away jerseys on hand for AP players and in case players forget their own.

Regular Season, LLFHL/WOGHL Playdowns/Playoffs

Game Day – as the HOME TEAM

Pre game

- Verify that your ref's are in the building. If not make the call to the Referee Convenor.
- Verify that a time keeper is present. If not, learn how to run the various clocks.
- Be sure to have the game sheet ready with official OWHA roster stickers on it.
- Make sure all players present and team staff have signed the game sheet.
- Provide the game sheet to the visiting team ½ prior to game start.

Post game

- Collect the game sheet from the refs or time keeper.
- Give the Visitors their copy of the game sheet.
- Make sure that the refs and time keeper have been paid
- As the home team, be sure to enter the results into the IVERNET website.
- Enter the results into our web site if your team is tracking those results.
- Notify the SPFHA Board (VP of Travel) of any suspensions. Report any suspensions to OWHA.

Regular Season, LLFHL/WOGHL Playdowns/Playoffs

Game Day – as the VISITING TEAM

Pre game

- Be sure to obtain the game sheet ½ prior to game start.
- Make sure all players present and team staff have signed the game sheet.

Post game

- Collect the game sheet from the home team, refs or time keeper.
- Enter the results into our web site if your team is tracking those results.
- Notify the SPFHA Board (VP of Travel) of any suspensions. Report any suspensions to OWHA.

Tournaments, OWHA Provincials

- Register, pay and confirm tournaments.
- 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 Travel) of any suspensions. Report any suspensions to OWHA.
- Make arrangements for the team at a local restaurant for a team lunch/dinner.

Ongoing

- Make regular deposits into the team account with the fundraising monies.
- Report financials/budget monthly to the VP of Travel and your team parents.
- Keep your spreadsheet to track the team's finances updated.
- Advise the Coach or the Fundraising Committee of any deficit or surplus that is projected.
- Paying for ice fees semi-seasonally. First 30 hours of ice for travel teams is covered by player registrations.
- Be sure to have money for any additional ice that you may and will use after that 2nd block ice fee payment.
- Keep track of ice usage (practices/games). This will help keep finances organized and make budgeting easier.

End of Season

- Be sure to issue the final team finances report to the Team and to the VP of Travel.
- Close the team bank account, bringing balance to zero.