



MANAGER SEASON CHECKLIST

NOTE: THE ITEMS BELOW ARE IN GENERAL ORDER. YOU MAY WISH TO PROCEED IN A DIFFERENT ORDER THAN LISTED.

1.	TEAMSNAAP *All uploads must be completed by October 15, 2025	-BAHA will set up your team snap for you. -DO NOT add any coaching staff to TeamSnap. BAHA will do this for you as their coaching credentials are cleared. -Upload all information for the team onto team snap -Items needed on team snap – Team approved Budget, Emergency Action Plan & parent meeting minutes. Items you CAN include but are not required – score clock instructions, game sheet app instructions, any fundraising information, code of conduct forms.
2.	ATTEND BAHA MANAGERS MEETING U5-U7 September 24, 2025, 6:00 pm U9-U13 September 22, 2025, 6:00 pm U15-U18 October 1, 2025, 6:30 pm	-Here you will be provided with pertinent season information including your website login credentials for both BAHA Ramp Login and EFHL Ramp Login along with your Hockey Alberta ID#, you will also be provided with your OneClick Ice login information.
3.	CONDUCT COACH & MANAGER MEETING	Follow manager & coach meeting template
3.a	WITH THE HELP OF THE HEAD COACH, CREATE SEASON BUDGET	Use BAHA provided Template for the budget
4.	CONDUCT YOUR PARENT MEETING	Follow the Parent Meeting Template – ensure attendance is recorded & minutes are taken.
4.a	PROVIDE PARENTS WITH THE PAPERWORK THAT NEEDS TO BE FILLED OUT, SIGNED AND RETURNED	-Provide a copy of budget -Provide a copy of Parent meeting agenda -Provide the Medical Form to be filled out and returned -Provide the Athlete Social Media & Conduct Policy
4.b	HOLD A VOTE TO APPROVE THE BUDGET	-Can be done by show of hands or anonymous vote online after meeting. But it must be recorded either way.
4.c	ASSIGN VOLUNTEER POSITIONS	-Ensure you assign all the volunteer positions on your team -Check the list provided to you in the managers manual & on the parent meeting template -ALL POSITIONS MUST BE FILLED BY THE END OF THE MEETING
4.d	FUNDRAISING	-Each team is responsible for their own fundraising initiatives

5.	START APPLYING TO TOURNAMENTS	<ul style="list-style-type: none"> -Head to the Hockey Alberta website and apply for tournaments. Ensure they are sanctioned by Hockey Alberta. -Website – hockeyalberta.ca/tournaments -Tournaments you apply for will be dictated by your parent meeting vote
6.	VERIFY YOUR COACHES CREDENTIALS	<ul style="list-style-type: none"> -Have a conversation with your coaches to ensure they have all the requirements. ALL coaches must have Respect in Sport for Activity Leaders and submit a Vulnerable Sector Check.
7.	PLAYER ROSTER	<ul style="list-style-type: none"> -Enter all your player information onto EFHL/BAHA website login, this is where the RAMP Game Sheets app will pull your team information -On the website ensure you only provide the Head Coach and Manager contact information on your pages.
8.	TEAM STAFF ROSTER U5-U13 due to BAHA October 1 U15-U18 due to BAHA October 8	<ul style="list-style-type: none"> -Fill out your team staff official roster and submit to BAHA (a form on the BAHA Website. ALL FIELDS IN THE JOT FORM MUST BE COMPLETED.
9.	COLLECT FORMS All forms must be turned into Roxanne on October 15 between 7-8 pm at the KNRRC BAHA office	<ul style="list-style-type: none"> -Ensure you have all your team medical forms and ensure the coaches are informed and have all the important medical information regarding their players -Collect the conduct/social media forms. The Player Conduct form MUST be signed by the ATHLETE not the parents. Only players U9 and higher are required to fill out the player conduct forms
10.	SCHEDULING	<ul style="list-style-type: none"> -BAHA uses ONE CLICK ice to assign all practices, you will have to log into this portal to view your assigned ice times. -as a rule of thumb log in often to ensure no changes are made -EFHL games will be scheduled by EFHL but also loaded into OneClick for easy access. -Be sure to familiarize yourself with the no show policy, team bond policy, inclement weather, and double-booking policies.
11.	RESCHEDULING PRACTICES	<ul style="list-style-type: none"> -You can swap ice with BAHA teams through OneClick ice for BAHA Assigned practices -For additional ice purchased you may use the Managers team chat to communicate ice you have for sale.
12.	PREPARING FOR YOUR FIRST LEAGUE GAME	<ul style="list-style-type: none"> -Familiarize yourself with the Ramp game sheet app so you can provide support to your Score Keeper -Access your game codes through your EFHL website Admin login. Provide the appropriate codes for those that need them.

		<p>-Team code is generally for manager/head coach to update rosters and sign off.</p> <p>-Visitor Code is for you head coach/manager to update roster and sign off when you are a visitor.</p> <p>-Home Code – for the home team to sign off roster when you are home.</p> <p>-GAMESHEET code is for the scorekeeper to use to enter all the game information. Do not mark the game as completed until you are certain all the information is correct. (this can be edited after the fact should you find a mistake)</p>
14.	RESCHEDULING LEAGUE GAMES	-Should you need to reschedule a league game you must follow the process as laid out on page 33 of the managers manual.
15.	BUDGET REVIEW	BAHA will review your team budget that you have uploaded to team snap sometime around the end of October – mid November. Should you need changes you may have to head back to your parents to re-vote.
16.	PICTURE DAY SUBMISSION FORM Forms must be submitted by October 9, 2025, via email to Roxanne	-You can find the template for Picture Day Roster submission on the Managers tab under Resources.
17.	WHEN ACCEPTED TO A TOURNAMENT	<p>-Apply for a travel permit through the BAHA website</p> <p>-Enter BLACKOUT dates in One Click</p> <p>-If you choose & budget allows – apply for Blackout through EFHL this is a \$100 charge per tournament/blackout. If you do not apply for blackout dates, you will be responsible for rescheduling your league games with the other team that is affected.</p>
18.	PERMITS	<p>-You will require travel permits for all tournaments you attend</p> <p>-You DO NOT require travel permits to attend as a visiting team to an exhibition game.</p> <p>-If you are hosting an exhibition game you do need to apply for a permit through BAHA and Hockey Alberta. To apply for the permit ensure you have the opposing team's ID# and contact information, as that will be required.</p> <p>-Permits can be found on the BAHA website under the Managers Tab under Resources.</p>
19.	BAHA ASSOCIATION RAFFLE	<p>-Raffle generally begins around the end of October – start of November. Selling goes until early December. Tickets must be returned to BAHA on the date BAHA communicates. Draw date is generally mid-December.</p> <p>-Each team must provide their Team Bond cheque in the amount of \$2500 when they pick up their raffle tickets.</p>
20.	TEAM HARD CARDS	-Your official rosters will be given to you a couple times throughout the season. Deadlines are as follows:

		<p>1. PENDING Hard card – expect this sometime around end of October to mid-November.</p> <p>2. AFFILIATES – Level directors will meet in late October to approve affiliates and they will be rostered to teams Late October-Mid-November.</p> <p>3. Approved Hard Card – Your fully approved hard card will depend on how long Hockey Alberta takes to approve and if all the players have competed and signed all the waivers required. But in general, expect these sometime after mid-November to end of December. (before minor hockey week as they are required at minor hockey week)</p> <p>-Ensure yourself and your head coach are reviewing these EACH time you see it to ensure the proper information is on them and NO PLAYER IS MISSING! This is VITAL to ensure these are correct.</p>
21.	<p>TEAM BOND</p> <p>\$2500 Cheque to BAHA submitted on October 15 between 7-8 pm at the KNRRC BAHA office</p>	<p>Each team collects a \$300 deposit cheque from each family for their TEAM and ASSOCIATION volunteer duties, along with equipment deposits and jersey deposits. These are to be kept in trust by the team volunteer coordinator.</p> <p>-BAHA will communicate all families who must complete volunteer duties to the team and the team must follow up with them.</p>