MANAGER CHECK LIST

‘A good team manager makes the coach job be coaching! Do the small things, Have fun every season, they go by fast’

**Important notes:**

Rule of 2 – Never be in a dressing room alone with a child, always have a coach or screened parent with a player.

Parents & Coaches – encourage coaches to take courses (every age level has coaching requirements) they can be found on hockeysask.ca & encourage parents to volunteer

BMHA Office staff – Kelly Strain (BMHA Office Manager) Kerilee Tady (BMHA Ice Scheduler)

Division Director/AA Rep – managers work with your Rep, they post your ice or send you schedules to post on RAMP. Get ice posted ASAP

Jerseys – BMHA own the jerseys, take good care of them. (Except AtoMc- U11 jerseys) Cold wash, hang to dry. Loosely stitch on name bars. To be worn at BMHA events only. All jerseys MUST be returned at the end of the season.

Parent meeting – set this meeting after the team is picked. The meeting is mandatory for parents to attend. Be prepared with team expectations, attendance/commitment, signup sheet for team roles, schedules, medical sheets etc.

Ice cancellation- if you know you will NOT be using your ice, please inform BMHA. This ice can be given to another team or cancelled without charge within 7 days

**Pre-season checklist**

* Managers need to have CRC, respect in sport & HU Planning a safe return to hockey (both easy free online courses from Hockey Sask)
* Attend scheduling meeting, if needed (will need ice/tournament dates/black out dates)
* Book tournaments and Ex games working with Head Coach. (younger teams can determine number of tournaments & travel distance/ over-night trips)
* Communicate with your Head Coach/Asst. Coach, this allows the Coaches to be on the ice & focusing on the players & development
* Make game schedule
* Book Hotels for tournaments and games (share info with team) look for reasonably priced hotels with breakfast, 2 queens, book a block for the team, may need bus driver room booked )
* Book team meals/restaurants/team activities/events when on the road with team (when required)
* Book Bus (pay for bus, send travel itinerary to bus, plan trip, departure, meals, stops etc)
* Plan practice jerseys
* Pick up Game jerseys from office and Game socks, size up team for socks
* Pick up medical bag from CBI (if required)

**Team checklist**

* Plan parents meeting, print medical forms & any other information required for team
* Make sure all Team management has up to date CRC, and required SHA clinic, check with office
* Update RAMP -you will need a team login for RAMP. (BMHA will provide you with this) Add your roster & player contacts, RAMP sends out invites for parents to join the app. Add practices, games, tournament dates/games, roster & numbers, coach & manager contact info. It’s very important to add practice times, TRACH powerskating & games to RAMP, this is how double bookings & errors with ice can be seen.
* RAMP does have team messaging, but some teams prefer using a messaging app such as WhatsAPP to communicate with parents.
* Set up group team chat (whatsapp) Used for posting team forms, communication, rink directions, distance/or pin the rink location, photos, post arrival times, important messages can be starred, etc.
* Assign a team Treasurer & help plan prelim-budget
* For Provincial or AA teams that have bank accounts at the Credit Union, have coach staff/manager name a Treasurer – need 3 signors for the CU accounts, give these names to the office. Paperwork can begin. Then all 3 must go into CU to sign form, take ID. Typically the manager is one of the 3 signors.
* Manager can also be treasurer. U11 and younger teams do not pay the refs, BMHA will do that for you. If collecting team fees, give receipts. (if required order extra cheques to pass onto next years team)
* Discuss as a team costs of tournaments & travel expenses.
* Don’t accept cash without a witness (count the cash with a witness)
* Any fundraising MUST be approved by BMHA-VP.
* Rinks have Livebarn, parents/grandparents can watch from home.(reminder that these record audio)
* If hosting a Home tournament create a tournament committee. If it’s a division tournament the director of the division will be in charge. (prize raffle tables, player of the game, puck toss, 50/50’s, silent auction, toonie sticks)
* If you have a female team, do they require a female coach or female (mom) in the dressing room, determine if you want parents in the room.
* If you have a female on your team, do they prefer/require a female dressing room
* Ask for release forms for out of town players
* Book extra activities, X-fit etc. \ Book Concussion testing (CBI)
* Help players/coach plan a dryland warmup routine
* Make sure players are leaving dressing room clean
* Any player on the bench MUST be wearing a helmet
* Inform team if any major player allergies to be aware of in dressing room
* Make sure parents approve player pics/info on social media.
* Order helmet stickers and logo stickers (if required)
* Plan clothing sizers/bags (if required) Team apparel must follow BMHA colors/logos. Discuss how costs will be covered for apparel
* Fill in injury reports if needed (if required)
* Order Captain C and AC letter for jerseys (if required)
* Take height/weight of players (if required)
* Plan jersey numbers for players/size jerseys
* Water bottle rule- everyone needs one!
* Get Affiliation list to BMHA (if required)
* Use rink bumpers in Battleford, great for practice drills
* Goalie’s can sign up for goalie camps
* Pickup goalie gear from BMHA (if required)
* Lock your dressing room (when required)

**Game day checklist**

* Print roster stickers for game sheets , have a game sheet ready
* Post about game day for younger players- sleep, eat well, water bottle, skates sharp, snack packed, all equipment packed, jersey, stick taped, be on time!
* Game day dress code (if required)
* Delegate someone to run the music in room (cell phone policy)
* Plan leave times & rink location if travelling out of town. (carpool, road conditions)
* Check refs are booked, game sheet, have Ref log/game book ready, send in game sheet to BMHA/League after game. Pay refs after game and take pic of game sheet to send into league & BMHA.
* GAMES: Organize game day worker schedule 50/50, door, announcer/music, score, game sheet, ref cash, 50/50 & door floats, print program with rosters, game sheets, permits/sanction if needed, may have to apply for game sanction
* If travelling outside of the province (including Lloydminster) you will need to apply for travel permit with BMHA.
* Ex games require sanction and the sanction number written on game sheet, game sheet must be emailed to BMHA/SHA.

**Post Season Checklist**

* Return all BMHA jerseys/jersey bags washed, name bars off
* Ensure all treasurer duties have been completed, send in year end financial report
* Send in year end report to BMHA (if required)
* Plan yearend windup & thank you gifts (optional)
* Return any borrowed item (medical bag, pucks etc)

 **Misc. Hockey**

* Hockey Sask website posts extra clinics & events. Cross ice jamborees, Female festivals & development camps, Sask First
* Younger teams- organize team challenges, learn to tie their own skates challenge, shooting challenge, (have prizes; wax, sock tape) attend AA, AAA game etc.
* Give Back! Volunteer, organize a challenge (food bank), donate to BMHA if left over tournament proceeds (shooter tutor, practice jerseys, etc)
* Plan year-end party (pool party, pizza party, bowling, street hockey game)
* North Star games have options for younger players,

-7th Man

-intermission scrimmages

-team parties

* Christmas skate – hot chocolate & treats