

Hockey Manager Checklist

Beginning of Season

- Schedule Games at scheduling meeting
- Confirm times with Canora Civic Centre scheduler (Colin Kitchen)
- Enter times on team snap
- Enter games times on MHL site
- If game times or date change, update MHL schedule and notify Colin
- Submit roster to league statistician.
- Download AP form from MHL site and have AP players' coach fill it out and sign it. Email it to league statistician and to Sask Hockey.
- Ensure jerseys and socks are ordered
- Share name bar and sock order forms with team
- Socks are supplied by the club for novice teams and up. Name bars may need to be added if players don't have them from previous years. Form is on CMHA site.
- Create pre-printed roster labels and bring to each home and away game (3 are needed for every game), Avery labels 2" x 4" 48863
- Get scoresheet pad from Treasurer
- Schedule officials (check with Dwayne or pres about requirements). Ref list is on the CMHA website. Ensure that there are at least 2 senior (older) refs working each game.
- Ask parents to complete and submit medical forms (on CMHA site)
- Schedule tournaments (if desired) by looking at Saskatchewan Hockey website.
- Get team cage key from treasurer

Before Games

- Work with executive to ensure that all safety protocols are shared with the team
- Print off roster labels to use for game score cards (you need 3 per game – for both home and away games).
- Ensure that parents have been assigned to work (50/50, scoresheet, door, clock) for home games
- Get float, cash box and 50/50 tickets/bucket from treasurer. These are kept in your cage box
- Refs must be paid from the cashbox at the end of the game.
- Ensure cords are available for music during games

After Home Games

- Take picture and email scoresheet to statistician
- Pay refs out of the cash box
- Enter times on team snap
- Enter games times on MHL site
- Ensure the cashbox is cashed out properly and proceeds are put in an envelope and placed in the pouch on cage door. Make sure cash box and scoresheet goes back into cage and is locked.

Playoffs

- Schedule games with playoff teams
- Confirm game times with Canora Civic Centre scheduler (Colin Kitchen)
- Enter times on team snap
- Enter games times on MHL site
- Schedule refs