

# Hockey Manager Checklist

## Beginning of Season

- Schedule Games at scheduling meeting
- Confirm times with Canora Civic Centre scheduler
- Enter times on team app (team link is free)
- Enter games times on MHL site
- If game times or date change, update MHL schedule and notify Ice scheduler
- 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 Ref in Chief 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 secretary \$10 deposit required
- Organize clothing order collection, pictures, and trip tickets hand out and pick up.

## 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 cage room. Each team has an individual cash box
- Ref payment procedure will be changing for 2023/24 no longer will be paid cash.
- Music is played via bluetooth

## After Home Games

- Take picture and email scoresheet to statistician
- Sign ref slips for student refs
- 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
- Enter times on team app
- Enter games times on MHL site
- Schedule refs

Remember to Cancel practice times if your team will be away – one week cancellation policy or CMH is billed for ice.