

# ECAFHL GOVERNORS CHECKLIST

**Division:** \_\_\_\_\_

**Team:** \_\_\_\_\_

Governors, please keep this sheet up to date throughout the season, this will allow us to ensure the proper information is being collected and updated as needed. If you are finding issues or errors with teams supplying the information please let the Vice President of the ECAFHL know immediately so that corrective actions can be implemented.

DESCRIPTION	YES	NO	N/A
Team representative present at scheduling meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ECAFHL issued username & password to team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Contact Sheet Completed & Submitted to ECAFHL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team FOIP Form Completed & Submitted to ECAFHL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team roster updated on the ECAFHL Website Nov 1-\$100 fine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Officials updated on the ECAFHL Website Nov 1-\$100 fine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team League Fee paid to the ECAFHL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder email sent to all teams to submit HCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team HCR submitted by November 1 to ECAFHL-\$100.00 fine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder email sent to all teams to submit approved HCR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Final Approved HCR submitted by January 20-\$100 fine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All regular season games entered onto the ECAFHL website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remind Managers game sheet to be entered in to ECAFHL Website within 24 hours after game-\$50.00 fine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playoff Agreement Form completed & signed off for Round 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playoff Agreement Form completed & signed off for Round 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playoff Agreement Form completed & signed off for Round 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fine Description	Amount	Paid
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
Click here to enter text.	\$\$\$\$	Yes/No
<b>Total Fines for the Season</b>	Enter Fine Totals	

Enter any comments or concerns you may have here