

## MDRA MANAGER CHECKLIST

☑	TASK	DUE	NOTES
	Help Coach organize a <b>Team Meeting</b> with parents	ASAP	
	Register for selected <b>tournaments</b>	ASAP	Get your team to make a decision quickly - they fill up fast!
	Book <b>tournament accommodation</b>	ASAP	Make sure you go through the tournament organizers to see if there are hotels you <b>HAVE</b> to use... and book early – they fill up fast as well!
	Notify MDRA <b>Ice Scheduler</b> of your tournaments <b>BY THE END OF SEPTEMBER</b>	<b>NOW</b>	She will make sure you do not have a league game on those weekends
	Notify MDRA Registrar if you are attending a tournament <b>out-of-province</b> , ie BKRA	ASAP	We need to ensure your players are insured
	Get new volunteers to send in their <b>police checks</b> (ensure they have the fee waiver letter) before Nov. 15	ASAP	It can take up to 3 months
	Notify MDRA Registrar of your Bench Staff and volunteers	ASAP	Needs it for the TRF
	Ensure Bench Staff are aware of <b>coaching clinics</b>	ASAP	There are only so many courses, and they will be removed from bench if they don't have their qualifications
	Get <b>Player Medical Form</b> filled out by parents	ASAP	Also inquire about allergies
	Ensure <b>Trainer</b> receives all Medical forms		These should be placed in the Trainer Bag for reference
	Get <b>Media Release Form</b> filled out by parents	ASAP	Inquire about any restrictions on picture taking, Facebook, etc
	Get <b>Player AND Parent Code of Conduct</b> signed	ASAP	Keep these in your binder
	Get <b>Bench Staff Code of Conduct</b> signed	ASAP	Registrar needs original copy – and keep a copy
	When you receive <b>jerseys</b> , distribute first on size and then by number preference		Usually the goalie selects first due to size needs
	Create your <b>Team Budget</b> (with team Treasurer?)	ASAP	Create, run by Coach and send to parents for review. Team purchases should be a team decision
	Open your <b>Team bank account</b>	ASAP	
	<b>Assign roles to your team parents</b> (jersey carriers, time keepers, score keepers, shot clock (U12+), water bottle carrier, etc)	ASAP	Get as many people volunteering as you can – EVERYONE on your team should have a job doing something... besides the list on the left, there's fundraising, social committee, snack coordinator, etc)
	Ensure your team understands the <b>Coach's expectations</b> for when to arrive before practices and games		Usually it's 30 minutes before practices and 60 minutes before a game (especially for older girls), but each coach will have their own preference
	Ensure your team understand the rules about <b>men in the dressing room</b>		U8 – ok U9 – ok until Xmas

			U10+ - no men allowed unless all girls are dressed/ready to go on the ice; at least one woman should be in the room with the men
	Ensure your team understands the rules around dressing room etiquette, ie there should always be at least <b>TWO parents (U8/U9 - one of them female) in the room</b>		As the girls get older, Coaches may ask parents to stay out of the dressing room as much as possible to create more space and to encourage the girls to be independent and interact with their teammates. Girls can either have their skates tied by one of the women in the room or leave the room to get their parent to tie them
	Send <b>tournament registration fees</b>	ASAP	Each tournament will have a deadline. You're usually not considered officially registered until they've received your cheque
	Send <b>Team Registration Form (TRF)</b> to tournament coordinators	ASAP	You will receive this from the MDRA Registrar in early October
	Ensure your <b>Team Roster</b> is filled out on the Tournament websites (player names/#s and bench staff)	ASAP	Game sheets are printed based on these rosters
	Set up a method to keep teams organized. Goalline can be used to add events. Some teams opt to use <b>TeamSnap</b> or Google Calendar to keep your team organized. Also consider sending out weekly reminder emails.		Notifies parents about practices, games, drylands, clinics, photo nights, parties, etc
	Create a team <b>email distribution list</b>		Ensure all parents are ok with their emails being viewed (not using BCC)
	Create a <b>player / jersey #</b> list for parents with parents' names as well		Makes it easier to cheer, especially if name bars aren't on yet - if you can laminate it, even better!
	Prepare <b>game sheet labels</b>		These are to avoid having to write out your players' names and numbers at every game. Template is included
	Collect <b>police checks</b> from Bench Staff – give them to the MDRA Registrar		Parent should keep a copy
	Work with the Head Coach to ensure Bench Staff receive the proper <b>qualifications</b>	Jan 8 <sup>th</sup>	Please send qualification/cert #s to MDRA Registrar
	Ensure <b>score and time keepers</b> are trained		If no one on your teams knows how to do it, then please email the MDRA Registrar
	Ensure your team understands the process for <b>lodging a complaint</b>		
	Please email the MDRA Registrar one week in advance if your team is planning on any <b>non-sanctioned on- or off-ice activities</b> (ie you purchase ice for a fun scrimmage, rent a hall for a party, etc)		Our Insurance carrier requires this
	Competitive Teams – discuss other items with coach for parent meeting		Other items may include nutrition, fitness expectations, dress for games, etc.

## GAMES

TASK	NOTES
Find out what dressing room your team will be in	You can put up the Hornets Dressing Room sign – use magnets
(1) Affix team labels to game sheet	One on each of the 3 pages! You may want to carry a clipboard and pens with you to make this easy
(2) Cross off any girls who aren't at the game that day	
(3) Add any girls you are calling up or substituting	Include the level they usually play
(4) Mark <b>(G)</b> beside whoever is Goalie for that game	The league keeps track of goalies to ensure it's rotated at the younger ages
(5) Have your Bench Staff sign game sheet	Only the bench staff going on the Bench for that game needs to sign it
HOME: give to the other team to sign and label	Try to do this as soon as you can so you're not rushing right before the game starts
AWAY: find the other team's Manager to get game sheet and do tasks 1-5 above!	Try to do this as soon as you can so you're not rushing right before the game starts – make sure you get it back to the home team!
HOME: make sure you have someone lined up to do the clock	Away means you don't have to do anything except watch and cheer 😊
HOME: make sure you have someone lined up to keep score and do shot clock for U12+ teams	Away means you don't have to do anything except watch and cheer 😊
HOME: make sure the refs sign game sheet before leaving the ice	Try to confirm their names as you have to include them in the post-game reporting!
HOME: make sure the other team gets their copy (PINK) of the game sheet	Team copy (yellow) often goes to the coach or keep it for your records
AWAY: make sure you get your copy of the game sheet	Team copy (yellow) often goes to the coach or keep it for your records
HOME: make sure you keep the white sheet as you have to <b>report the game</b> to the league	After every HOME game, you must report the game with the NCRRL: <a href="http://ncrrl.on.ca/index.php">http://ncrrl.on.ca/index.php</a> - it should be done within 24 hours of the game otherwise your coach will get an email/call! You will receive a userid and password from the NCRRL, it has to be used to enter game info. Fill out the form with the information on the game sheet
HOME: make sure you drop off the white copy of the game sheet in the MDRA game sheet mailbox in the MDRA arena	The box can be found next under the bulletin board next to the door leading to the stands.  The white sheets are sent in to the league by the MDRA Statistician