



# SARA Manager`s Checklist

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- Register Manager on SARA Website: <https://stalbertringette.sportngin.com/register/form/985542470> - deadline: October 2, midnight. All Coaches, Managers, Trainers, On-Ice helpers and team staff will register.
- Register team for Turkey Ring – deadline: September 30
- Season start up team/parent meeting
- Add roster and team contacts to BGL website for `Report a Score` - deadline: before session 1 starts
- Obtain admin rights for your team page on the website by contacting [webmaster@stalbertringette.com](mailto:webmaster@stalbertringette.com)
- Assist team Treasurer open bank account
- Complete manager certification: sign up online (Coachingringette.ca) – deadline: October 30
- Obtain paper medical forms from SARA Registrar
- Coach/Manager to contact equipment coordinator for jerseys, pants, first aid kit, gamesheets, rings, etc. A coaching bag will be distributed for each team
- Manager or Coach can arrange team power skating (if desired) with Ice Allocator
- Arrange goalie practice plans through the goalie coordinator
- Communicate commitment to attend provincials via RAB website – deadline December 15
- Apply for tournaments
- Arrange for team volunteers (or complete yourself):
  - Clock/score volunteers for games
  - Tournament coordinator
  - Event coordinator
  - Fundraising/apparel coordinato
- Coordinate team photos
- Obtain raffle tickets (around December) - communication will come via email to the team manager

Organize exhibition needs, ice requests via ice allocation ([iceallocator@stalbertringette.com](mailto:iceallocator@stalbertringette.com) / [scheduler@stalbertringette.com](mailto:scheduler@stalbertringette.com))

Organize refs for exhibition games only ([refallocator@stalbertringette.com](mailto:refallocator@stalbertringette.com))