

MANAGERS CHECKLIST:

[NMHA Team Reference Guide](#)

[Vancouver Island Amateur Hockey Association\(VIAHA\)](#)

Atom through Midget/Juvenile – Recreational & Competitive teams

- Game numbers are to be obtained from VIAHA Commissioners/Managing Directors
- Game reports to be sent in within 24 hours of EVERY game, including exhibition and tournament-**extremely important**, fines are issued for non-compliance which is billed to the team
- Monthly financial reports to NMHA
- Exhibition off island, obtain Travel permissions (VIAHA form)
- IF required, collect jersey deposit cheques
- Collect NMHA & VIAHA Parent Code of Conducts
- Review Social Media Reminder
- Review Locker Room Policies
- Always have current roster from NMHA Administrator, please review once you receive these
 - o **Never** use a player or coach that is not on the team's roster, including AP's!!
- Ensure compliance when attending tournaments, forms, game numbers, etc
 - o Let your commissioner know and NMHA
 - o Make sure you do not have league games scheduled
- Attend all meetings for managers, most important is the VIAHA meeting
- Know the Affiliate Player rules
- Stay in contact with NMHA regarding game officials requested/not needed
- Set up team duties, ie. score clock, fundraising etc
- Be very knowledgeable of Suspension Guidelines
 - o Do not play a player if you are unsure, find out first!