U7-U9 Manager's Checklist

- Introductory email to parents:
  - Introduce yourself
  - Outline the team staff's goals for the season (Team building, morale, tournaments, fundraising, etc…)
  - Let parents know the requirements for volunteering with the team, scorekeeping, fundraising, jamboree, etc.
  - Point out that they should have received an email inviting them to join Team Snap. Encourage them to accept the invitation and get themselves set up as this is the team's and association's main method of communication.
- Put together your team staff (Safety Person(s), Finance person, any additional coaches). Make sure that they all have the certifications required. (See NMHA website for links) https://hockeynanaimo.com/coaches/
- Make sure *you* have all of your certifications up to date. https://hockeynanaimo.com/team-management/
- Sign waivers on Spordle and remind your team staff to do the same.
- Email NMHA to be added to Team Snap as an admin, administrator@hockeynanaimo.com
- Upload the team's schedule to Team Snap
- Delegate your Safety Person to have parents fill out the medical forms for each player. Point them to NMHA safety page https://hockeynanaimo.com/safety-risk/
- Print out a couple of copies of the injury reports and 'return to play' forms to be kept with the team's medical forms.
- Make appointment to set up the team bank account. Request a letter from NMHA to the bank of you will be working with. This is required to set up the team 'business' account.
- Apply to tournaments/jamborees. (See BC Hockey website for lists of tournaments or look at different associations' websites for tournament information and application forms)
- With the input of your parents and coaches, decide upon fundraising and sponsors.
- With the input of your parents and coaches, create goals for your team budget.
- All fundraisers must be approved by the NMHA via email request form link
  - All fundraisers where the players are physically involved (IE selling door-to-door, hot dogs bbq's, bevie & burger events, etc…) must be sanctioned by BC Hockey in order to be insured. (It's a liability thing)

    - Fundraisers that involve selling raffle tickets, 50/50 etc… require a gaming license
- Remind your financial person to submit your monthly financial report by the 15th of every month. (blank reports are found on the NMHA website)

Additional non-mandatory:

- Decide on team apparel/swag and organize the orders. If you are using team money for this, only the orders for the players and coaches can be purchased with team money. Parents who want to order apparel and swag must use their own money.
- Find out who the other managers in your division are and set up communications with them. It's always helpful to work as a team and bounce questions/ideas off of each other.
- Reach out to other teams (in town or out of town) to set up exhibition games. Must adhere to the dates and policies set by the VIHA.
- Be prepared to sit on the tournament committee for NMHA Jamboree or find team designate