



Nanaimo Minor Hockey Association

www.hockeynanaimo.com



MANAGERS CHECKLIST:

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

U11 through U21 – Recreational & Competitive teams

- Game numbers are to be obtained from VIAHA Commissioners/Managing Directors
- Spordle Play for Game sheets, please make sure game numbers are obtained and loaded prior to game day, if not you must contact your commissioner/managing director to have it straightened out.
- Monthly financial reports to NMHA – must be submitted by the 15th of the following month
 - o Please make that is you are collecting seed funds, you open a bank account early, Treasurer and one other signing authority, should not be manager.
 - o All accounts must be closed at season end, and funds given back to parents not exceeding more than what parents paid by June 15th. All records handed into NMHA office by July 1st.
- Exhibition off island, obtain Travel permissions (VIAHA form)
- 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 VIAHA commissioner/managing director 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!