FHA Manager Checklist

Time	Activity	Completed
No later than 10/31	Confirm how your coaches prefer you communicate with them (phone, text, email). Determine the coach's expectations, roles and responsibilities. Some coaches might ask you to schedule scrimmages, attend the district scheduling meeting…..	
No later than 10/31	Schedule a parent meeting. We would like to have a board member present during your meeting to answer questions	
At Parent Meeting	Collect all required forms at the parent meeting (code or conduct, consent to treat).	
No later than 10/31	Collect contact information for every skater on the team and distribute the contact list to all parents and coaches.	
No later than 10/31	Coordinate a means for communicating with parents about time sensitive information (i.e.. last minute time changes, equipment left behind, rides needed…) I've used Team Reach in the past. Make sure this is used for hockey related communication only.	
No later than 10/31	FHA will grant you access to your team page on the www.FarbaultHockey.com website.	
No later than 10/31	Post your team roster to the website	
Early Nov	Distribute team jerseys and garment bags Record player's Number on the roster. You may want to ask for an additional home and away jersey in case someone forgets their jersey.	
Early Nov	Attend scheduling meeting if required. I recommend printing a calendar with all your home game slots. Mark the calendar with dates you do not want to schedule games (i.e. Wednesdays, Holidays, band concerts, deer hunting opener…)	
Early Nov	FHA will provide your team with a scorebook	
Within 48 of meeting	Email FHA ice scheduler fhaicetime@gmail.com with district game schedule	
Early Nov	Most away tournaments, districts and regions have already been scheduled, but double check. Check the home tournament website and book blocks of hotel rooms. Do this early as hotel rooms book up fast. Plan on enough rooms for coaches, all players and a few additional rooms. If your team doesn't make it to districts or regions it's easier to cancel rooms.	
When available	Add tournament information to the website. Include hotel booking instructions.	
Prior to away tournament	3 weeks prior to away tournaments send an email reminder to parents to book rooms.	
Monthly	Arrange parent volunteers for Scorebook, score clock, 2 penalty box and music/announcing for all home games. They do not receive DIBS credit for working games. This is for your team.	
Must be covered prior to practice and home games	FHA requires adult locker room monitors for all practices and games. You should assign one parent to be the locker room monitor in the event you can't be there. This person will get ½ of his/her DIBS hours covered by assisting in this task. Please read the updated policy on locker rooms.	
Early and mid season	Plan a team socials (potluck, bowling, pizza party….). Plan on scheduling a social early in the season and at least one more later in the season.	
End of season	Collect all team jerseys are the last game. All jerseys must be washed and hung on plastic hangers and returned to the arena	

GAMES

Prior to each game	Purchase and create roster labels for scorebook. You will need 3-4 stickers per game. Sample will be available on the website.	
After each District game	Email all game scores, penalty minutes and misconduct penalties for both teams to District 9 Statistician Rvossler@hormel.com Sample format on website under manager tools and in the manager handbook.	
After each game	Update team page with game scores after each game.	
During the season	Arrange for candid team photos for next years hockey calendar	
3 weeks prior to tournament	Assist with your home tournament. Volunteers will be needed forscore book, clock, Announcing/music and 1 penalty box. This does not count towards parents DIBS hours.	
On going	Ensure all jerseys are transported in the jersey bags provided. The Velcro on hockey equipment ruins the jerseys.	
Once roster is final	Print your team roster from USA hockey and bring it to all away games and tournaments. Away tournaments will ask for this.	

AWAY TOURNAMENTS

Sooner the better	Check tournament website to ensure your team is fully registered.	
Sooner the better	Make contact with the away tournament director to ensure payment is received. Provide a roster if required.	
Prior to tournament	Collect sizes and money for shirts if applicable, send out links to apparel, etc.	
Prior to first game	Check team in at the commencement of the tournament for roster verification. (USA Hockey registration verification, consent to treat)	
During check in	Provide roster stickers usually 4 per game.	