

Manager Checklist

Preseason:

- ☐ Register as a volunteer with USA Hockey
- ☐ Complete background screening
- ☐ Complete Safe Sport Training

Beginning of the season:

- ☐ Pickup jerseys, practice jerseys, backpack, and puck bag.
- ☐ Have a jersey/practice jersey check out with your team. Fill out the information sheet attached to your jersey bins. This should include player name, jersey number, size of game jerseys checked out, size of practice jersey checked out. Once complete, send a copy to the GFYHA hockey office. You will also pick up your manager's backpack and puck bag for your team.
- ☐ Build your team page. Managers will use the team page to post important information.
 - ☐ Assign jersey numbers to your team roster. Please **do not** edit player names on your roster (ex. Making last names initials only).
 - ☐ Add a team photo
 - ☐ Add any important events to your team calendar (Ex. team photo date and time)
- ☐ Get roster stickers from the GFYHA Office for any games where the Gamesheets App will not be used. (These stickers can also be printed from home using the template on the Manager's page.)
- ☐ Pick up team helmet stickers from the GFYHA office and give them to team coaches to distribute to players.

During the season:

- ☐ Communicate the date and time of team pictures.
- ☐ Verify your team schedule. Managers will be given viewing access to a master schedule for their team. Please verify that your game schedule matches this. Also, please visit the website of your opponent teams and verify the information on their schedule matches your schedule. **Contact the office with any questions.**
- ☐ Communicate any schedule changes to your team.
- ☐ **Room blocks for travel tournaments will be booked through the GFYHA office and posted to team pages.** Managers are asked to communicate with the GFYHA office if any room block issues arise.
- ☐ Bring roster stickers to away games and ensure that they are provided to the boxworkers or manager of the opposing team. For home games, make sure that roster stickers for the opposing team have been collected prior to game start. If you are unable to attend a game, please ensure that you have someone else arranged to do this. *Note: roster stickers are not required when the Gamesheets app is being used for scoring. You may*

want to bring a set of stickers in case there are technical issues and Gamesheets is unable to be used.

- ☐ Send league game scoresheets to the appropriate NDAHA league representative. A list of email addresses for these representatives will be provided at the start of the season.
- ☐ Create a Sign-Up Genius (or a similar volunteer sign-up program) for parents to sign-up to be box workers for all non-tournament home games.

For Tournaments:

- ☐ Fill out any information requested by out of town tournaments in a complete and timely manner. If the tournament is requesting something specific (such as a team logo) that you do not have, contact the GFYHA office.
- ☐ Provide away tournaments with your teams link to their official USA Hockey roster. Contact the GFYHA Office for this link (kmoreland@gfyha.com).
- ☐ Communicate any information that the tournament provides (rules, events, schedule, etc.) to your team parents and coaches prior to the tournament.
- ☐ Check in for any tournaments where team check-in is required.
- ☐ (Optional) Managers can choose to make arrangements for team meals or events. Managers may also choose to arrange community/banquet rooms with hotels for team use.
- ☐ *Squirt/10U Managers:* The Fargo International tournaments include pin trading for participants. Managers are responsible for collecting the information on pin orders for their team and collecting the money for the order. After the order is received, team managers will pick up the pins from the GFYHA office, then sort and distribute them. Each player is required to purchase 5 pins to trade with opponent teams in the tournament. Additional pins can be purchased to trade as well. Managers must ensure that the pins that are to be traded with opposing teams are provided to the opponent team's manager at the tournament.

End of Season:

- ☐ Collect team jerseys, practice jerseys, backpack, and puck bag. Communicate with your team on a date and time for jersey collection (some managers prefer to do this during end of the year parties) . Fill out the jersey return portion of the jersey check out sheet. Arrange a time with the GFYHA Office to return the jerseys.
- ☐ (Optional) Arrange an end of the year get together for your team.
- ☐ (Optional) Coordinate with members of your team to purchase a gift for the coaches.