***NRMHA***

***Managers Checklist 2016-2017***:

These items should be completed by the manager to fulfill duties to NRMHA and their respective Teams:

* Complete Roster Including Coaches, Managers, Trainer submitted to Division Coordinator by Email by November 15th.
* Make sure all team officials have proper certification prior to December 31, 2016 (all team officials must have Speak-out or Respect In Sport certification)
* Have all team officials comply with NRMHA Screening Policy (CRC / VSR) by December 5th, 2016
* Submit Team Budgets by December 1st
* **All Tykes and Novice – Make sure at least 1 parent / player must complete the Respect in Sport Parent online course.**
* Submit Fundraising Permits to Hockey PEI prior to starting Fundraising
* Submit all AP player forms to League coordinators (Hockey PEI)
* Submit Travel Permit if applicable to League Co-ordinator at least 2 weeks prior to tournament
* Medical Forms completed by each player submitted to team Trainer/ Manager. These should be present at all team games / practices.
* Conduct Team meetings to inform parents of team policies and procedures
* **NEW – Complete Code of Conduct for Parents, Players, and Coaches**
* Submit Playoff fees / Rep Team Fees to Rick Adams by December 31 (amounts to be forwarded to co-ordinators by December 1st). If not submitted ice time will be cancelled after this date)
* Submit Team Schedules to Donna Butler (to get Name on Board).
* Trade ice times that you are not using by emailing to team email list. It is your responsibility to reschedule ice times you cannot use, not the association.

The Website Trading Section is a tool for trading ice time, it does not remove responsibility from the team to use this ice time.

* Reschedule games lost during Ice Time Black outs:

**Early Bird Tournament-** November 18th & 19th

**Pownal Tournament**-

**Spud Tournament-** January 27th & 28th

**SweetHeart Tournament** –February 9th-12th

**Pownal Rodd A Tournament** – February 17th & 18th

NRMHA will replace these ice times but it is your responsibility to reschedule games with the ice times given to you.

* Be line of communication between coaches and parents as well as between team and NRMHA. If there are issues you should be the first point of contact not the association board of directors, or Hockey PEI.
* Complete Injury Forms and submit to Hockey PEI if any players are injured (requiring medical attention).
* Collect Sweaters and Return to Equipment coordinators at scheduled date. No single sweaters will be collected by NRMHA.
* Submit final Team Financials by April 15th to team parents and NRMHA .