***NRMHA***

***Managers Checklist 2017-2018***:

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, 2017 (all team officials must have Speak-out or Respect In Sport certification- separate one for coaches)
* Have all team officials comply with NRMHA Screening Policy (CRC / VSR) by December 3rd, 2017. Emails will go out to individuals by early next week.
* 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. Please make sure to have a team first aid kit.
* Conduct Team meetings to inform parents of team policies, budgets, 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 17th & 18th

**Pownal Tournament**- December 1st & 2nd

**Spud Tournament-** January 26th & 27th

**SweetHeart Tournament** –February 8th-11th

**Pownal Rodd A Tournament** – February 23rd & 24th

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. Please make sure Jerseys are cleaned before long period of storage and or before given back to Coordinator. No single sweaters will be collected by NRMHA.
* Submit final Team Financials by April 15th to team parents and NRMHA . (Email Crystal)