***NRMHA***

***Managers Checklist 2019-2020***:

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

* Complete Roster Including Coaches, Managers, Treasurers, Trainer on team website by November 10th.
* Make sure all team officials have proper certification prior to December 31, 2019 (all team officials must have Speak-out or Respect In Sport certification- separate one for coaches). No players on bench without helmet.
* Have all team officials comply with NRMHA Screening Policy (CRC / VSR) by December 1st, 2019.
* Bank Letters- Email Crystal- team name, bank institution, address, and two signing authorities. (Preferred is Credit Union).
* 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.**
* Fundraising Opportunity- up to two. (Does not include 50/50).
* Submit all AP player forms to League coordinators (Hockey PEI). Process is to go Manager/Coach to other Manager/Coach first…….should not be Coach/Manager to parent.
* Submit Travel Permit if applicable to League Co-ordinator at least 2 weeks prior to tournament. Anyone travelling in 2020- submit after December 1, 2019.
* 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-** managers to have parents, players, coaches sign and keep on hand for season. NRMHA reserves the right to request a copy of the signed agreements.
* Rep fees to be sent out between December 15th- January 15th, 2019.
* 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 22nd & 23rd

**Pownal Tournament**- December 5th & 6th

**Spud Tournament-** January 31st & Feb 1st- (TBD)

**SweetHeart Tournament** –February 6thth-11th

**Pownal Rodd A Tournament** – February 28thd & 29th - (TBD)

NRMHA will replace these ice times but it is your responsibility to reschedule games with the ice time 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). \*Caution to player/ parents games during season.
* 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. . Deadline is two weeks after Provincials- which also includes Team Pucks (25).. Avoid Team Deposit Fee for 2020. No Jersey returns are to be made with APM Staff. Coordinator only- and as a group set only.
* **Submit final Team Financials by April 15th** to team parents and NRMHA . (Email Crystal)