

NRMHA- Managers Checklist (2021/2022)

-Team Website/Rosters- Access team site and update Roster, Bench Staff (6) incl. Manager, and calendar to show home, away, and team events.

All teams are to have a trainer or safety person. (This can be a dual role). All bench staff are to have proper certification with Hockey PEI and must be 16yrs old to be on the bench. Deadline for Certification is December 31st, 2021. Certification listing can be found on the Hockey PEI Website.

Goaltenders need to be identified on the posted team roster.

Only those listed on the bench staff are eligible to be on the bench during the Season.

All U7/U9 - At least 1 parent must complete the Respect in Sport Parent Online Course.

All Bench Staff and ice Volunteers must complete the Respect in Sport Leadership Course.

-CRC- All Bench Staff Volunteers will be verified as to the status of their CRC's- good for 3 yrs. Individuals that require one will receive a letter (emailed) from Crystal between November 12th- 19th. A copy of the letter must be printed and a photocopy of two pieces of ID must be brought to the RCMP for processing. Letter is only valid for processing for two weeks. Deadline for the return of the CRC will be December 15th, 2021. All bench staff must have valid CRC by December 31st in system- as per Hockey PEI.

-Team Meetings- inform parents of team policies, budgets, and outline for the Season.

-Team Budgets- are to be submitted by December 1st. Closing Budget to be around Mid April- after the team has a closing party/event. Simple spreadsheet to show all income (Player Fees, Sponsors, Fundraisers, etc....) and expenses (Tournaments, Supplies, team Building events, Music, etc..). All parents are to receive a copy of the budget.

Covid Supplies- teams should have sanitizer for their dressing room and we recommend a box of disposable masks to have on hand should a player/bench staff forget to take one.

-Code of Conduct Forms**** (on NRMHA website under forms Tab) for Parents, Coaches, and Players. Managers to have each document signed off by the appropriate parties and to maintain records for the season. NRMHA reserves the right to request a copy of the signed document at any time during the Season.

-Team Fundraising- teams can have up to two fundraisers, which would not include 50/50. All Fundraising must be approved. (Permit can be found on Hockey PEI website under forms). All permits are to be sent to Caley for NRMHA signature and then sent to Hockey PEI for approval.

-Medical Forms- (on NRMHA website under forms Tab)- are to be submitted by each player for the trainer, safety person, and or manager to have on hand for all ice sessions. Please make sure to have a team first aid kit.

-Bank Letters- (Preferred is Credit Union)- email Crystal with the team name, bank institution with address, and the names of two signing authorities.

-Rep Fees- Treasurer (Rick) will calculate and will be sent out mid February 2022.

-Team Fees- Treasurer (Rick) will calculate and will be sent out mid February 2022.

-Travel Permits- must be submitted to league Coordinator (Division- Hockey PEI) at least two weeks prior to the off island tournament. If travelling in 2021- please submit ASAP. Anyone travelling in 2022- please submit after December 1st, 2021. Tournaments looking for an official team roster listing- please email Crystal.

*Be cautious of out of province play to match up with our division play.

-Team Injuries- all injuries should be reported to Hockey PEI. Form is located on their website. Please complete and submit to Hockey PEI- please copy Caley on the email.

-Injured Players- can go on the bench, however, must wear a helmet.

-”AP” Players- all affiliated player forms are to be signed and approved by both coaches and submitted to League coordinators with Hockey PEI. Process is between Manager/Coach to other Manager/Coach first for approval...should not be between affiliated teams to parents. Deadline is January 15th, 2022- Form is located on Hockey PEI.

*Goalies at the “A” level play & U11 “A”- AP’s.- to discuss.

-Team Schedules- please submit a copy of the schedule to Donna (Name on Board).

-Trading Ice Times- Dave to discuss in full, but please utilize the website (Trade Ice Tab) for trading ice times. Keep an eye on the calendar to work out potential schedule conflicts. An example- High School Exams, School Band Concerts, etc...

-Reschedule games lost during Ice Time Black Outs-

-Early Bird - Nov. 19th- 20th, 2021

-Spud- Feb. 4th-5th, 2022

-Sweetheart Tournament- Feb. 10th- 13th, 2022

-Pownal *A* Tournament- Feb. (TBD)

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

-Team Jerseys and Equipment- (Janice) Reminder that at no circumstance can jerseys and or equipment be left with APM staff/Canteen. Jersey/Equipment return will happen at the end of the Season. Teams are also provided with 25 pucks to be returned at year end. AtoMc Program (U11)- Rec for male and female will keep one set of jerseys.

-Team Photos/Tournament Shout Outs/Provincials- Email Crystal for Website and Facebook.

-Sweetheart Tournament**-** all teams will be required to give some volunteer hours during the Sweetheart Weekend. Please mark on your team calendar so all players, coaches, and parents are aware.

-Provincials- We will have a call out for teams to host provincials. (Stay Tuned).
Dates- TBD

*Be a 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. Please reach out to NRMHA coordinator and or Board should any issue arrive during the Season before having items escalate with Hockey PEI. Any items needing to be addressed with Hockey PEI- please copy your NRMHA coordinator and or Caley.