

new!



## Manager "Start-Up" Checklist

Community League

The purpose of this "Start-Up" checklist aims to provide some initial 'high-level' guidance to Team Managers, and is meant as a helpful tool to get you started. **If you happen to come into the position 'late'; there will likely be some "catch-up" to do.** However, if at any point of the checklist there are questions → **PLEASE** don't hesitate to contact the Administrator at: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca) for further guidance.

**This is a "living-document" & the 'Start-Up' Checklist should be used IN COMBINATION with:**

### October 2 – October 8

Done	Task	Description
	<b>Welcome Letter</b>	Head Coaches are determined prior to knowing the Team Manager. So, they will receive a 'Welcome Letter' with an overview of tasks to be completed. You can request the letter from Admin, or the Head Coach.
	<b>Logins</b>	Contact the SW Administrator for your <a href="#">Hockey Calgary</a> , <a href="#">TeamSnap</a> and <a href="#">OneClickIce</a> login.
	<b>JotForm</b>	This is used to collect contact information for the volunteers filling the Team Operation positions – so that I have a way of contacting them directly. Complete this link: <a href="https://form.jotform.com/222427901976260">https://form.jotform.com/222427901976260</a>
	<b>Manager Meeting</b>	Add to your calendar. Attendance is required. Dates on the website. <a href="https://www.southwesthockey.ca/managers/">https://www.southwesthockey.ca/managers/</a>
	<b>Coach Meeting</b>	Ensure your coaches are aware of their meeting date. Attendance is required. U9 Coaches also have Rink Board Training to sign-up for. Dates and times found here: <a href="https://www.southwesthockey.ca/coaches/">https://www.southwesthockey.ca/coaches/</a>
	<b>Treasurer Meeting</b>	Ensure your Team Treasurer is aware of this date. Attendance is required. <a href="https://www.southwesthockey.ca/team-treasurer/">https://www.southwesthockey.ca/team-treasurer/</a>
	<b>Manager Binder</b>	Tell-tale sign of a manager, is a binder in hand. Pointers provided in the Guide.
	<b>TeamOps Tab</b>	Review the information provided on this tab: <a href="https://www.southwesthockey.ca/team-ops/">https://www.southwesthockey.ca/team-ops/</a>
	<b>Resource Page</b>	From the Team Manager tab, there is a Resource button. Be sure to review the resources that have been provided: <a href="https://www.southwesthockey.ca/resources/">https://www.southwesthockey.ca/resources/</a>
	<b>Important Dates</b>	Review the important dates, make notes of ones to keep track of: <a href="https://www.southwesthockey.ca/managers/#important-dates">https://www.southwesthockey.ca/managers/#important-dates</a>
	<b>Contacting Parents</b>	Confirm that family contact information is correct in TeamSnap. If family members need to be added, <a href="#">Resources → TeamSnap Tips</a> .
	<b>Parent Meeting &amp; Agenda</b>	Once you and the Head Coach decide on a date, contact the parents. All teams require a Parent Meeting once teams have been formed. Review the agenda with the Head Coach; in advance to prepare for the meeting. This can be found on the <a href="#">Resource Page&gt;Forms &amp; Templates</a> .



## October 2 – October 8 - Continued

Done	Task	Description
	<b>Medical Forms</b>	Can be found on the <a href="#">Resource Page&gt;Safety, Injury &amp; Insurance</a> , and within the Manager Guide. There is a deadline to have this completed.
	<b>Team Rules</b>	Head Coaches should receive a copy with their Welcome Letter. If not, they are available on the <a href="#">Resource Page &gt; Forms/Templates</a> . There is a deadline to have these submitted.
	<b>Tournament Packages</b>	A limited number of packages are available on a 'first-come, first-served' basis. Email <a href="mailto:ice@southwesthockey.ca">ice@southwesthockey.ca</a> if interested in a package.
	<b>Picture Day</b>	Review <a href="#">Picture Day Information</a> as well as your scheduled time. The team's appointment can be found in your TeamSnap schedule.

## October 9 – October 15

Done	Task	Description
	<b>Confirm Tournament</b>	Teams who requested a package must confirm if they are keeping the package by OCT 15 <sup>th</sup> . If there is a wait-list, the tournament package may go to the next team in line.
	<b>Team Budget Finances</b>	Continue to finalize the budget and ensure it has 75% approval from your team. There is a cash call deadline this year of OCT 31 <sup>st</sup> . Further details on the <a href="#">Team Treasurer tab on the TeamOps</a> page.
	<b>Game Jerseys</b>	Ensure game jerseys have been picked up by the Head Coach for Picture Day. These were being handed out during the coach meetings.
	<b>Attendance Policy</b>	Review and ensure the Assistant Coach who will be overseeing the tracking of attendance has contacted the Administrator for the live team link. <b>Tracking begins at your first practice.</b>
	<b>Medical Forms</b>	Continue to collect Medical Forms to ensure completed by the deadline.
	<b>Team Rules</b>	Ensure the signed copy is submitted by the deadline.
	<b>Resources</b>	Continue to review all references that have been provided.
	<b>TeamOps</b>	Confirm that all TeamOps positions have been filled at the team level. If not, then contact the Administrator and/or Director of Coaches for assistance. - Roles can be reviewed on the <a href="#">TeamOps tab</a> . <b>NOTE:</b> Time and Score Keeping do NOT go towards the volunteer bond.
	<b>Bank Authorization</b>	If your Treasurer did not attend the Treasurer Meeting, then contact the SW Treasurer to get a copy of the letter: <a href="mailto:treasurer@southwesthockey.ca">treasurer@southwesthockey.ca</a>
	<b>Weekly Emails</b>	Team Communications are ALWAYS important regarding any upcoming events or changes. Sending " <b>The Week Ahead</b> " emails on Sundays to your family's is something that can work well. This is a good time to review the week ahead and plan accordingly.
	<b>Season 'Kick-Off' Party</b>	It can be a great idea to arrange for a start of the season team bonding event or team dinner for both players and parents.
	<b>Picture Day</b>	Remind your families of the upcoming Picture Day. Arrange to meet at a set location. Also again review the <a href="#">Picture Day Information</a> Sheet.
	<b>Sanction Deadline</b>	This deadline of <b>OCT 17<sup>th</sup></b> is next week! If you are requesting a sanction this must be in to Hockey Calgary on time.
	<b>U9 Tournaments</b>	U9 teams can begin to play in tournaments NOV 21 <sup>st</sup> . You'll want to start inquiring about potential tournaments. Information is on our website.

## October 16 – October 22

Done	Task	Description
	<b>Picture Day</b>	OCT 16 <sup>th</sup> - Association-wide Event.
	<b>Medical Forms</b>	With the Seeding Round starting OCT 22 <sup>nd</sup> , a copy should be in both the First Aid Kit and the Manager Binder in the event of an emergency.
	<b>Team Rules</b>	Continue to collect signatures, then immediately submit to Administrator.
	<b>Seeding Round</b>	Games begin on OCT 22. Ensure that time keeping, score keeping and penalty box schedules are finalized. Ensure you have your game sheets ready with sticker labels too.
	<b>Cash Call</b>	How is the cash-call collection coming?

## October 23 – October 29

Done	Task	Description
	<b>Tournament Fees</b>	Tournament fees are due on OCT 31 <sup>st</sup> . Ensure your Team Treasurer has payment ready. Refer to email for instructions.
	<b>Upcoming Deadlines</b>	There are deadlines happening next week – ensure you have all your ducks in a row!
	<b>Cash Call</b>	How is the cash-call collection coming?

## October 30 – November 5

Done	Task	Description
	<b>Bank Authorization Letter</b>	OCT 30 <sup>th</sup> – Finalized letter to be sent back to the SW Treasurer and SW Administrator.
	<b>Team Rules</b>	OCT 30 <sup>th</sup> – Signed Team Rules are to be sent to the SW Administrator.
	<b>Tournament Fees</b>	OCT 31 <sup>st</sup> – Teams who secured a SW Tournament Package must have fees paid.
	<b>Cash Calls</b>	As per the information provided on the TeamOps / Team Treasurer tab, Cash Calls are due by OCT 31 <sup>st</sup> . Refer to the website for further details. Any concerns, contact the Administrator

## November 6 – November 12

Done	Task	Description
	<b>Schedule Window</b>	<b>NOV 14 DEADLINE</b> to request a Schedule Window in order for the team to attend a tournament during the Regular Season (JAN 6 to FEB 26). This is a 'hard' Hockey Calgary deadline.
	<b>Coach Certifications</b>	<b>NOV 15 is the 'hard' Hockey Canada Deadline</b> for Coaches to have ALL their certifications completed. Coaches not done, are NOT permitted on the ice due to insurance. <b>Coaches</b> are to communicate with the Director of Coaches & our Registrar to ensure completion by this deadline.

## November 13 – November 19

Done	Task	Description
	<b>Coach Certifications</b>	While it is NOT a manager's responsibility to track Coach Certifications, this is more of an FYI that ANY coaches who have not completed ALL required certifications → are NOT permitted on the ice OR the bench for insurance reasons.  <b>If Coaches ask you → redirect them to the Director of Coaches and the Registrar for follow up.</b>  Coach Certification can be <a href="#">found here</a> .

**Hopefully this has given you a good start!** As you move through the season, refer back to emails from the Administrator, the TeamOps tab, **and Resource page**. If you do have further questions; contact [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

### Additional Notes:


