



START OF SEASON CHECKLIST

Please ensure the following is completed at the onset of each season. If you have any questions please reach out to manager.director@spmha.ab.ca.

FIRST PARENT MEETING

- ☐ Communication of team and coach philosophy
- ☐ With team, create team rules and policies
- ☐ Identify and delegate roles
- ☐ Review safety and risk management issues
- ☐ Provide players and parents with information
- ☐ Ensure you have your safety binder
- ☐ Ensure you have all medical forms in TeamSnap for each player

FINANCIALS

- ☐ Develop draft team budget with Coach and Treasurer
- ☐ Present draft team budget to team
- ☐ Have team vote (anonymously) on budget, must receive 90% approval to be approved
- ☐ Email budget and proof of vote results to manager.director@spmha.ab.ca and Division Director for approval
- ☐ Set up team bank account - deposit ref cheque from SPMHA Admin
 - ☐ Contact bank for appointment
 - ☐ Fill in bank letter, and prepare any other material needed as noted by the bank during appointment set up call
 - ☐ Must attend set up appointment with Treasurer - Manager and Treasurer will be the two team contacts with signing authority on withdrawals
 - ☐ Team account name must be SP####, if needed you can add your unique team name, however SP#### must be in the name
 - ☐ Withdraw ref fees from account and set up payment envelopes based on ref rates assigned by EFHL
- ☐ Collect team fees - can be cash, cheque, or E-Transfer
- ☐ Write team bond cheque of \$1,000 made out to 'Sherwood Park Minor Hockey' and submit when instructed by SPMHA Admin

RECORD KEEPING

- ☐ Team roster with parent contacts and emergency contacts - ensure any medical conditions and/or allergies are noted and know to coaching staff
- ☐ Ensure OCI and RAMP login information is saved in a safe place
- ☐ Add Coach and Manager emails into OCI for updates

- ☐ Add team roster into RAMP
- ☐ Ensure RAMP GameSheet App login information and GameSheet Codes are saved in a safe place
- ☐ Player medical forms
- ☐ Accident and insurance reports
- ☐ Ref cheques
- ☐ Any financial receipts from Team Account

GAME PREPARATION

- ☐ Ensure schedules are loaded promptly from RAMP to OCI when available - always check OCI game times and locations to EFHL posted schedule
- ☐ Ensure RAMP GameSheet App Codes are shared with Scorekeepers and loaded
- ☐ Ensure jersey parents are bringing both sets of jerseys to every game
- ☐ Ensure when HOME that you have volunteers for Time, Score, and Penalty boxes
- ☐ Post games - ensure electronic game sheets are signed by all parties and submitted, ensure verified within 24-hrs if AWAY

TOURNAMENTS

- ☐ Ensure you have a Tournament Committee established at the start of the season
- ☐ Tournaments fill up fast - teams will need to ensure they are reaching out to tournament contacts as soon as possible to ensure you have the best chance of being accepted
- ☐ Ensure that EFHL Blackout requests are being submitted prior to the EFHL cut-off as noted in the EFHL Calendar
- ☐ Ensure that all travel permits are requested 2-weeks in advance through SPMHA website

FUNDRAISING

- ☐ Once fundraising goal is identified in the team budget, ensure you have a Fundraising Committee established to begin work on fundraising endeavours
- ☐ Ensure that AGLC permits are applied if applicable (i.e. any ticket raffles)
- ☐ Ensure that Fundraising Permit Requests are submitted at least 1-week prior to each event through the SPMHA website

SOCIAL ACTIVITIES

- ☐ Once social budget is identified in the team budget, ensure you have a Social Committee established to plan pre-season team social and any other socials for the remainder of the season
- ☐ Ensure that Special Event Permits are submitted 1-week prior to each event through the SPMHA website - this includes team socials, fundraising events, extra team training such as dryland, and any other none assigned SPMHA ice time