

Team Manager Checklist

	Team Roster & Contact Information	
	<input type="checkbox"/> Send Welcome email and confirm team roster and contact information.	The head coach must have the official roster provided by the league, so ask for the roster. Then send an email parents to confirm spellings of names and gather phone and email of guardians who should be included on communications throughout the season.
	<input type="checkbox"/> Official Stamped Roster (from Wayzata Registrar)	You will need to ensure the coaching staff has all training and certifications up to date to receive the official stamped roster that you will want to keep handy for all tournaments. Wayzata Registrar will email you with what is missing for your coaching team.
	Certification and Registrations	
	<input type="checkbox"/> Register yourself as a Team Manager through USA Hockey	Click here , then click on Ice Managers/Volunteer to complete the registration process.
	<input type="checkbox"/> Complete SafeSport Certification (renew every 2 years)	Click here , and follow instructions to complete. Please note that you will need your USA Hockey registration information for SafeSport Certification process.
	<input type="checkbox"/> Complete Background Screening (every 2 years)	Click here , then click continue and follow instructions.
	<input type="checkbox"/> Register as team manager on D3 Website	Click here , then click next and follow the instructions.
	<input type="checkbox"/> Register as Team Manager on WYHA website	Click here , then click continue and follow instructions. Please note that you will need your USA Hockey registration information to complete process.
	Tournament Information	
	<input type="checkbox"/> Confirm and communicate tournament dates to team, especially the out of town tournament.	The Head Coach will have the tournaments you are in. Get these from him/her ASAP! Contact the tournament director for each one by email to confirm your registration.
	<input type="checkbox"/> Book out of town tournament hotel if association didn't do that already. If out of state, you need to get approval from District 3 through their website here .	Hotels book fast, so confirm your reservations if association made them or make a reservation for the group ASAP!
	Gamesheet Setup	
	<input type="checkbox"/> Team GameSheet Setup	Each team manager will receive an email from an association representative that will contain 2 two different codes/keys needed for setup. Once you receive this email, utilize

WEEK 2		the Gamesheet Team Manager Quick Start Guide to get setup.
	Team Website	
	<input type="checkbox"/> Request access to team website to update	To request access, email info@wayzatahockey.org and include your name, email, and the team name you are requesting access for (i.e., PEEWEE B1 Yellow). For instructions on how to set up/edit your team website, click here .
	Team/Parent Meeting	
	<input type="checkbox"/> Schedule either an in-person or Virtual Team/Parent Meeting.	Contact the head coach to confirm date and time for a team/parent meeting.
	<input type="checkbox"/> Jersey Handout	Coaches will hand out jerseys to players at the first practice. As manager, you need to record the jersey number each player selects, as it will be required for your team roster. After jerseys have been distributed, take the extra jerseys home and keep in a safe place for returning after the season is over.
	Delegate	
	<input type="checkbox"/> Reach out for additional help from team to fill roles such as: Team Apparel Coordinator, Photographer, Scrimmage Coordinator, etc.	
WEEK 2	Game Schedule and Duties	
	<input type="checkbox"/> Confirm Game Schedule	Games will be automatically loaded onto your team calendar. Review and confirm the games are correct. Then, contact the team to see if there are any conflicts (band concerts, choir concerts, etc.) that would prevent you from having enough people to play the game. If you have a conflict, you need contact to the District 3 immediately or risk not being able to reschedule.
	<input type="checkbox"/> Create Game-Day-Duties Schedule	<p>Each team is responsible for game/scrimmage duties. Now more than ever, it will be important to ensure that when you assign someone to the clock, they know how to run it and are very comfortable doing so. If no one on your team has run the clock before, there is training available through the association.</p> <p>Once game assignments have been identified, post the game-day-duties to your team website so everyone is aware when they need to cover a shift.</p>

	Picture Day	
	<input type="checkbox"/> Communicate Picture Day to team	Communicate date/time/location to team as well as coordinate what the team will wear on picture day (Blue or White Jersey, collared shirt or t-shirt, khakis or jeans, etc.).