

SMHA Manager Checklist

- Obtain TeamSnap team login information from Head Coach or Registrar
- Hold phone call or in person meeting with Head Coach
- Hold Team Meeting
- Distribute a Team Survey; there is a sample survey on the [SMHA website](#) under the Admin tab.
- Set Cash Call (collection of expendable cash for fixed costs and team operations)
- Distribute [Parent Fair Play Form](#) (collect and keep on hand for the duration of the season).
- Distribute [Player Fair Play Form](#) (collect and keep on hand for the duration of the season).
- Distribute [SMHA Medical Form](#) (collect and keep on hand for the duration of the season).
- Collect Names of All Team Volunteers
 - Head Coach & Assistant Coaches
 - Date of Birth (DOB)
 - Treasurer
 - Have Coach sign the Team Bank Account Permission Template (located under the Coach/Manager tab on the [SMHA Website](#)).
 - Open a team account at a bank of your choice. Please be advised that Scotiabank is an Association level sponsor.
 - Community accounts are 2 to sign. That means that once the account is opened in person by the Manager and Treasurer, that any withdrawals require two signatures on team cheques. Deposits can be handled by the Treasurer alone.
 - Parent Liaison
 - To liaise with parents and the Manager as needed
 - Fundraising Coordinator
 - Raise money for the team in accordance with SMHA fundraising guidelines
 - Apparel Coordinator
 - Use only approved SMHA Apparel providers ([Sin Bin Sports](#), [Winners Way Source for Sports](#) and [Tyleen](#))
 - Order Team Namebars (if required)
 - Order Other Team Apparel (if desired)



- Social Coordinator
 - Consider using Concession operator at SOC or Ardrossan for team meals, contact strathconaeatz@gmail.com
- Tournament Coordinator
 - Tournament Listings can be found on the [Hockey Alberta website](#) linked here.
- Timekeepers/Scorekeepers/Penalty Box Volunteers
 - It may be helpful to create a rotational schedule where each family is assigned a few shifts in the box. Parents can trade with each other in the event they are unable to make an assigned shift. For those teams playing in Edmonton Federation Hockey League, policy is normally to share the box with the other team. You may want to suggest ahead of the game that the home team provide the support for the box this season.
- Team Photos Coordinator
 - SMHA has an official team photographer and provides a memory mate for each registered player. The photographer will contact you to book the photo session. When players are having their photos taken on the ice, parents must sign a waiver for their child to be on the ice without their helmet. The **Parent Waiver** form is available under the Admin tab on the [SMHA website](#).

- Collect number assignments of players
- Add player numbers to TeamSnap
- Pick up and distribute team jerseys. For more information regarding jersey sizing contact the Equipment Director at director_equipment@smhahockey.com.
 - Note a jersey bag is required for all Jerseys. Please ensure your players DO NOT store game jerseys with their equipment.
 - Note that SMHA has a list of approved seamstress who should affix and remove namebars from Jerseys. [SMHA Jersey Sewing](#)
- Send completed team roster (including Coaches and Manager Date of Birth and full legal names) and player number assignments to the attention of your league Director and copy the SMHA General Manager (registrar.smha@gmail.com).
- Ensure Parent compliance with [Respect in Sport Parent](#). SMHA Technical Director should inform you of your team deficiencies once you submit your completed team roster.
- Ensure Team Staff compliance with [Respect in Sport for Activity Leaders](#), and other coaching and safety credentials per [Hockey Alberta's Coaching Requirements](#) matrix.



- ❑ Manage Team Staff compliance for Intervention Records Checks (U7 ONLY) and Criminal Records Checks (All Divisions). See the [SMHA CRC and IRC](#) doc for further instructions.
- ❑ Prepare No-Show Ice cheque and drop off at the SMHA Office in Ardrossan Rec Centre (in hallway to dressing rooms for MacMillan East Rink); slide under door
 - \$250, made payable to SMHA, only cashed if a team has less than 7 skaters at any Association ice or less than 7 attendees at any Association development session.
- ❑ When applicable, collect outstanding Jersey Deposit cheques from team members
 - \$250, made payable to SMHA, post-dated to March 31st of the year when the hockey season ends (e.g. Sept 2020 to March 2021; use March 31, 2021); cheque is only cashed if jersey(s) is severely damaged or lost.
- ❑ Obtain your [OneClick Ice login](#) credentials and regularly download your schedule to your desktop and upload to your TeamSnap account. See simple step by step at the end of this document. Please note a copy of the ice schedule for the entire Association is always available on the SMHA website under the 'Operations' tab labelled: [Ice/Development Schedule](#).
- ❑ Familiarize yourself with the online game sheet process. Information can be found here: <https://www.efhlhockey.com/content/efhl-electronic-game-sheet-resources>
- ❑ Obtain your league microsite login & password from your Level Director. Enter your roster on your microsite and a minimum 2 contacts for your team, usually an email and/or phone number for both the Head Coach and Team Manager.
- ❑ Complete affiliation requests (liaise with Coach and families as necessary). For more information pertaining to the SMHA Affiliation process, refer to the Admin tab on the SMHA website. The [SMHA Affiliation Request Form](#) is available here.
- ❑ Apply for appropriate permits as needed.
 - I'm hosting another team on our scheduled practice ice or ice the association has given me. [Hockey Alberta Exhibition Game Sanction Permit Request](#)
 - My team is travelling to play in tournament. [Hockey Alberta Travel Permit Form](#).
 - My team is planning to host a tournament, and I require a tournament sanction number so others can register and apply to attend. [Hockey Alberta Tournament Sanction Permit](#).



- Coordinate and manage referee payments in collaboration with your Coach.

At the beginning of every season, you will receive a referee advance. The amount is equal to your division referee game rate multiplied by the number of regular season games the team is scheduled to play plus 2 playoff games (For EFHL teams). It is the Manager's responsibility to log the referee payments to ensure the referee funds are spent and accounted for. Referees will issue receipts. Keep your receipts. You can log your referee payments on the [Referee Payment Log Form](#) available on the SMHA website under the Coach/Manager tab.

Helpful Links:

[Strathcona Minor Hockey Association](#)

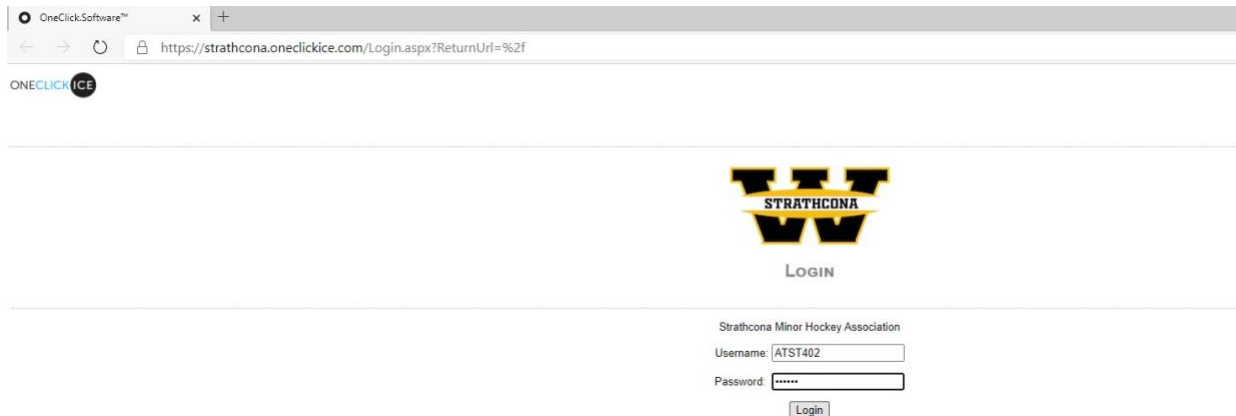
[NAHL \(Northern Alberta Hockey League\)](#)

[Hockey Alberta](#)

[Hockey Canada](#)



Viewing your weekly ice schedule in OneClickIce and updating your TeamSnap account.



- Schedules are released Thursday evenings to update Team Snap, log into OneClickIce and select “Generate TeamSnap File”



U11 ST402 Schedule

Generate a .csv file that you can use to import the schedule into TeamSnap. [Generate TeamSnap File](#)
 You might need to edit the file in Excel before you import it in order to remove events that are already in TeamSnap.
 Please note that if you import the same event twice, it will show as duplicates in TeamSnap.
[TeamSnap Help: Import Schedule for Teams](#)

Date	DOW	Start	End	Duration (min)	Arena	Note
2020-10-09	FRI	5:45 PM	6:45 PM	60	STRATHCONA OLYMPIETTE CENTRE	Practice - Full
2020-10-10	SAT	3:45 PM	4:45 PM	60	ARDROSSAN EAST	GAME (Home) vs TBA
2020-10-11	SUN	6:30 AM	7:45 AM	75	ARDROSSAN EAST	Practice - Full
2020-10-13	TUE	5:45 PM	6:45 PM	60	STRATHCONA OLYMPIETTE CENTRE	Practice - Full
2020-10-16	FRI	4:30 PM	5:30 PM	60	STRATHCONA OLYMPIETTE CENTRE	Practice - Full
2020-10-18	SUN	12:15 PM	1:15 PM	60	MOYER ARENA	Practice - Full
2020-10-29	THU					BLACKOUT (Dangler)

- A csv file will download to your desktop computer. You then open your TeamSnap account

You have signed out of TeamSnap. See ya!

Email

Password

Keep me logged in (?) [Forgot Password?](#)

Log In

[Looking for a team you were invited to?](#)

NEW Assignments has a new look!
 Check out this feature before your next event!
[Learn how](#)

Top 4 Ways to Use TeamSnap Assignments
 Easy ways to manage your tasks!
[Learn more](#)

Introducing the TeamSnap Resource Library
 Tips & tools to run your sports organization.
[Access now](#)

- If there is more than one team in your account, select the team for which you are assigned Manager.
- Select 'Schedule', select 'Import', "Schedule from File"

OneClickSoftware™ | Schedule :: U11 ST402 - Tier 2 | <https://go.teamsnap.com/7109235/schedule?mode=list>

Return to Sports: Live Heat Map
 TeamSnap is tracking the safe return of youth sports. [Check it Out](#) [Dismiss](#)

U11 ST402 - Tier 2
 U-11 (formerly Atom) | Strathcona Minor Hockey

Howdy, Kristy! Welcome to TeamSnap

[Create New Team](#) | [Viewing as Kristy](#) | [My Teams](#) | [Account](#)

[Home](#)

[Roster](#)

[Schedule](#)

[Availability](#)

[Tracking](#)

[Invoicing](#)

[Statistics](#)

[Assignments](#)

[Media](#)

[Messages](#)

[Team Store](#)

[Preferences](#)

[Manager](#)

Schedule [List View](#) [Calendar View](#) [View Preferences](#) [Subscribe/Export](#)

Manager: [New](#) [Edit](#) [Import](#)

[Schedule From File](#)

Game / Event	Result	Date	Time	Location	Location Details	Manager
Practice		Sun, Sep 27, 2020	4:45 PM - 6:00 PM	Strathcona Olympiette Centre		Edit Delete

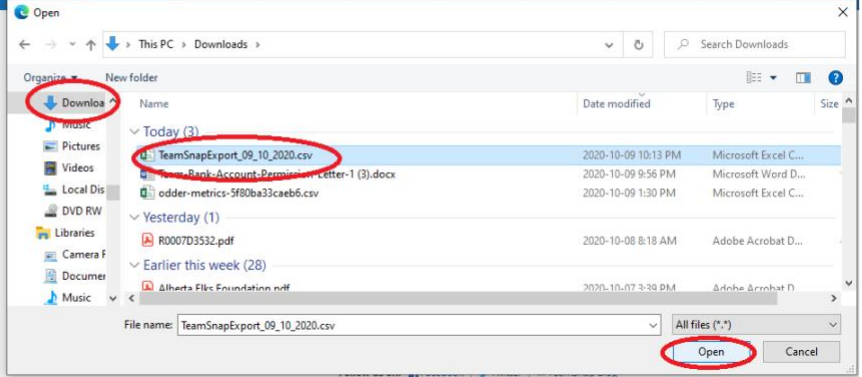
- Select 'Choose File'

Return to Sports: Live Heat Map
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U11 ST402 - Tier 2
 U-11 (formerly Atom) | Strathcona Minor Hockey

Create New Team Viewing as Kristy

Home Roster Schedule Availability Tracking Invoicing Statistics Assignments Media Messages Team Store



Click 'Downloads', select TeamSnap csv file, click 'Open'

Import Schedule

Use the selectors below to match the columns from your imported spreadsheet to the corresponding columns of a TeamSnap schedule.
 Unmatched columns will not be imported. You can save a schedule with warnings.

TeamSnap Column Names:

Date (MM/DD/YYYY) Time (12:00 PM) Name Opponent Name Home or Away Uniform

Date (MM/DD/YYYY)	Time	Name	Opponent Name	Home or Away	Uniform
2020-10-09	5:45 PM	Practice - Full			
2020-10-10 <small>(Duplicate event.)</small>	3:45 PM	Game	TBA	Home	Light
2020-10-11	6:30 AM	Practice - Full			
2020-10-13	5:45 PM	Practice - Full			
2020-10-16	4:30 PM	Practice - Full			
2020-10-18	12:15 PM	Practice - Full			

Notify the team? Check this box to email the team with updated event details.

TeamSnap will import the schedule. It will identify some duplicate events, you can choose to email the team that you are updating the schedule and then you click 'Save Schedule'.