

Manager's Checklist

Manager's have an important position to play with GCGH, in that they have to ensure all the necessary paperwork is completed on time. This checklist provides a helpful guide to understand what information is required, who needs to provide it, when it needs to be provided, and who needs to receive the copy.

Registration

As part of the registration process, all players and parents completed the following forms:

- OWHA - Fair Play - Code of Conduct
- OWHA - Social Networking Policy
- OWHA - Concussion Code of Conduct (Rowan's Law)

Start of Season

Before the official schedule can be completed and games start, the following forms must be completed:

Name	Who	When	Receiver	Notes
Blackout Dates	Coach	Sept 30	Ice Scheduler and VP House or VP Comp	Team blackout dates are required to establish the schedule. This should include planned tournaments.
Budget and Budget Approval Form	Budget – Coach staff Budget Approval - All Parents	Oct 15	Admin Director	Teams cannot spend any money until the budget is approved – with the exception of tournaments
Player Medical Information	All Parents	Oct 15	Trainer	Each team trainer must keep a copy of the medial information on hand every time the team takes the ice
Team Bench Information	Coaches, Trainers, Den Moms, On-Ice Helpers	Sept 30	Secretary	The specific certification requirements per role are indicated

				in the information sheet. Team benches may be modified later in the season.
Police Record Check	Anyone who has sustained and direct contact with the players	Sept 30	Risk Director	Police record checks (PRC) can take months to process. At the least, the confirmation that PRC has been submitted along with the task #. PRC is valid for 3yrs.
Criminal Declaration Form	Team Bench	Sept 30	Risk Director	For members with a valid (3yr) PRC, they must complete a Criminal Declaration Form.
Player Waiver Form	All Parents & Team Bench	3 days after submission	Secretary	Once the Team Bench Form has been submitted and processed, GCGH will provide a Player Waiver Form that must be signed within 3 days by players/parents.

During Season

Following every game, the manager must ensure that the game-related information is entered into IVRNet to keep track at the district level.

End of Season

Name	Who	When	Receiver	Notes
Final Budget & Approval Form	All Parents	Mar 30	Secretary	Teams cannot close their books until all parents

				have signed on the final budget
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