



## Team To Do List

- Send bench staff list to the office so that their coaching requirements can be checked. You can check requirements yourself [here](#) on the NOHA website under development or contact the office via email for outstanding requirements. This list is required as soon as possible so that your team can be built in the HCR. Removing a member is much harder than adding so be sure that those you add will finish the required courses. You need a minimum of Head Coach and Trainer to have an approved Roster. (U7 and U9 require a Head Coach for every 9 kids so 2 per team)
- Players are not entered into the HCR until they are registered, if they are not in your team snap then they are not registered and therefore not in the HCR.
- For rep teams, submit your uniform requests as soon as possible to have them in time for the beginning of the season. Follow the procedures provided to you by the association or reach out to the office to get those procedures if you are unsure.
- Coaching courses and Police Checks are reimbursed to coaches. Please email a copy of the receipts to the office. Police checks will not be reimbursed until a copy of the actual Police Check is received but a receipt is enough to flag the HCR as in progress and have you approved on your roster. You must follow the new [OHF VSC Process](#) to be eligible to be placed on a roster.
- Set up a bank account for the team. Link for account request can be found [here](#).
- Book your tournaments as soon as possible. NOHA tournaments can be found [here](#) on the NOHA website under programs.
- Request your travel permits once tournament have been booked. You can do this through the website. Travel permit must be requested more than 14 days in advance (this is an NOHA requirement). Without a travel permit you can't attend a tournament, all tournaments require a travel permit (even local ones). Link can be found [here](#) under Online Team Requests.
- Request a copy of your finalized travel permit 2 weeks prior to the tournament to make sure all is well. Travel permits will be emailed to you along with HCR rosters upon request from the office.

- If your games have not already been booked then send a list of blackout dates to the office for days to avoid scheduling your games. If your games are already booked please submit a game re-schedule form to the office. Link can be found [here](#) under Online Team Requests. All game re-schedules need to be submitted prior to the last Friday of Christmas break.
- Make sure that you are not booking a tournament that conflicts with playoffs etc as those are mandatory. Important season dates can be found at coaches [corner/important season dates](#).
- Once games have been booked they can be found on Gamesheet and you need to transfer them into your team snap account. You will be provided with a code specific to your team at the beginning of the season. The office will enter your practices into team snap (house only).
- Once you have your code enter your roster into Gamesheet so that you are ready to go for your first game or you will have to enter it on the ipad on the first game and save it.
- If you are looking for extra ice for extra practices/team events please contact the office so that we can see if there is any extra available (minimum two weeks in advance or it will already be returned to the city), you can request ice available from the city using their [available ice](#) link to find the ice. You must email the office to request your ice. Do not contact the city directly.
- Request a copy of your HCR roster long before a tournament so that you can verify that you aren't missing any kids or bench staff from your team. If your roster is not approved you will not be eligible for a travel permit.
- If you are a rep team please make arrangements with the office to pick up your ipad for the season, home teams are in charge of the ipad requirement. House teams do not need individual ipads as they are in place at all local North Bay rinks. Home teams are in charge of having the ipad ready to go.
- Submit budgets to your convenor and have them approved as soon as possible. Convenors contact information can be found [here](#) on the website under About Us/Convenors.
- If you have a player with a suspension being served, be sure to mark the suspension served on the ipad for tracking purposes. This is done at game time and can't be fixed later.
- Once a game is uploaded to Gamesheet changes can't be made, they have been signed by refs and uploaded into the system. To ensure that games are uploaded properly the coach or manager can check with the time keeper. If suspension information is incorrect please contact the office so that we can contact the NOHA. No changes will be made for statistical purposes.