



SPS Fuzion Manager Checklist

- Have coach inform SPS Fuzion level director of Manager name and contact information and request access to TeamSnap with Manager access.
- Hold initial meeting with Coach to go over season plan.
- Call for additional volunteers.
- Set up and hold a Team meeting.
- Distribute a team survey.
- Set cash call, if applicable.
- Distribute [Medical Form](#), [Parent Fair Play Form](#) and [Player Play Fair Form](#) for completion.
- Collect names of all team volunteers.
 - Head Coach, Assistant Coaches, Bench Moms and Manager
 - Require full legal names and date of birth
 - Provide all volunteer information, and player number assignments to level director
 - Treasurer
 - Have coach sign the [Team Bank Account letter](#).
 - Develop a budget in consultation with Coach and Manager.
 - Open a team bank account at a bank of your choice. Account must have dual signing authority.
 - Present budget to the team for endorsement.
 - Bench Mom
 - Select a minimum of two Bench Moms to be added to Team's HCR.
 - One Bench Mom must be present on bench during all games.
 - Parent Liaison
 - Mediate any concerns between a parent and the Manager or a Coach.
 - Fundraising Coordinator
 - Identify opportunities for team to raise money in accordance to SPS Fuzion policies and if applicable, AGLC requirements.
 - Teams are not permitted to use the SPS Fuzion AGLC account. Each team must apply for their own account and subsequent licences.
 - Tournament Coordinator
 - Apply for and coordinate attendance at tournaments.
 - [Hockey Alberta Sanctioned Tournaments](#)
 - Apparel Coordinator
 - Use only [approved SPS Fuzion Apparel providers](#).
 - Social Coordinator
 - Coordinate team social events



- Timekeepers/Scorekeepers/Penalty Box Volunteers
 - It may be helpful to create a rotational schedule to assign each family shifts through out the season for exhibition, league and tournament games.
- Team Photo Coordinator
 - Teams are responsible for sourcing their own photographer. 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.
- Obtain [OneClick Ice](#) and RAMP Login from level director.
- Pick up and distribute team jerseys. For more information regarding jersey pick up – contact the Equipment Director at equipment.director@spsfuzion.com.
 - A \$250 jersey deposit is required from each family. The cheque should be made out to SPS Fuzion and dated for March 31 (season ending year).
 - All jerseys must be kept in separate jersey bags – jerseys are NOT to be transported in player equipment bags.
 - Name bars are allowed on jerseys, but teams must order name bars from Tyleen and have them added and removed by an approved seamstress. More information can be found on the [Team Apparel](#) section on the website.
- Prepare no-show ice cheque and provide to level director.
 - \$250, made payable to SPS Fuzion.
- Review requirements for new [Electronic Game Sheet](#) system.
 - Brief those timebox volunteers to ensure they have the appropriate apps and logins.
- Complete affiliation requests in liaison with level director.
- Apply for appropriate permits as necessary.
 - U11-U18 [Exhibition Game Host Request](#)
 - U11-U18 [Travel Permit Request](#)
 - U9 [Event Sanction Request](#)
 - U9 [Travel Permit Request](#)
- Coordinate and manage referee payments in collaboration with your coach.
 - Each team will receive a cheque for referee fees for the season.