

So You're a Team Rep! Now What?

FIRST WEEK

- Request a dchoa login (or extend yours if you have been a rep before) www.dchoa.org
- Request MYHA website access to edit your team page from the webmaster (Ryan Schroder: hockeyref8@gmail.com)
- Decide on tournaments with your coaches www.wahahockey.com
- Plan a parent's meeting
- Enter in your November games (and October games if any) on dchoa website once you have your login and password
- Email the ice scheduler your info (Lyndsy Huser: lyndsy228@gmail.com)
- Add rink manager info to your phone (Christian Blick: mcfarlandice@gmail.com)

PRIOR TO SCHEDULING MEETING

- Get penciled in for tournaments
- Collect parent info
- Create an email group of your parents
- Update your scheduling spreadsheet with your home ice schedule
- Figure out your slush fund
- Start handing out parent paperwork
- Add your roster to your MYHA team page, including numbers and coaches www.mcfarlandhockey.org
- Hold/attend clock training for parents
- Register yourself as a Ice Manager/Volunteer at usahockey.com
 - Player & Parents tab
 - Player Registration
 - Register as an Ice Manager/Volunteer
- Complete safe sport training at usahockey.com
 - Bottom of the USA Hockey main page
 - Click on safesport training
 - Register for safesport training
 - Organization=USA Hockey, Membership=Volunteer, Confirmation #=USA Hockey #
- Complete background check if you have not done one in the past 2 years (You will be reimbursed for this) www.wahahockey.com (under Resources tab)
- Email ice scheduler with dates of sheets you will be returning while you are away at tournaments
- Find out which coach will attend the scheduling meeting with you.
- Find out which parents are willing to be locker room monitors, as they need to complete safesport training prior to games starting. (They do not need a background check)

AFTER SCHEDULING MEETING

- Fill out game spreadsheet and email back to the webmaster
- Edit the dchoa website games entered to have correct opponents listed
- Collect parent paperwork
- Collect slush fund money
- Pay for tournaments to lock them in
- Finish entering roster into website and any certification you need (helps make finalizing rosters easier)
- Watch for photo scheduling emails

WEEKLY DURING THE SEASON

- Parent email (including practice and game schedule)
- Enter game reports into the region 4 website www.region4hockey.org
- Enter game stats into MYHA team page
- Review game sheets from that weekend's games, looking for patches earned (mark sheets)

MONTHLY DURING THE SEASON

- 1st weekend of every month, enter in the next month's home games into the dchoa website
- Tournament planning (if needed)
- Check for upcoming meetings (like the seeding meeting in January)

LAST MONTH OF THE SEASON

- End of season party planning
- Coaches gifts
- Work on patch paperwork
- Book your sheet of ice for party (if wanted)

TOURNAMENT PLANNING

- Find a hotel (preferably close to the rink) and make a block of rooms
- Print out extra stickers to take along
- Print out USA Hockey roster to take along
- If wanted, make hotel room signs, locker room signs, or gifts for the skaters (not mandatory, but fun)
- Talk with coaches about planning a team meal. Usually 1 team meal is done during a tournament weekend
- Discuss with parents if the team would like to do a potluck or just eat out somewhere.

STATE TOURNAMENT

- As soon as you know your team is headed to state, get a block of rooms at a hotel.

MISCELLANEOUS

- If you want, you can use a sign-up site to make a sign-up for game jobs for parents to sign up for.
- Create a playlist or find a parent that likes to run music and have them make a playlist for the season.