

## Getting Started Checklist

Congratulations! You are now the manager of a KYHA team. Here is a quick guide to getting started. We will go into each item in more detail further into this manual.

- Send introduction email to the team
- Complete USA Hockey annual requirements
  - Submit Background Check <https://www.usahockey.com/backgroundscreen>
    - Submit for Reimbursement when completed
  - Register with USA Hockey <https://membership.usahockey.com/>
    - Select Volunteer which is free
  - Take Safe Sport Training (refresher after the first year)  
<https://www.usahockey.com/safesporttraining>
- Research tournaments options
- Meet with Coach
  - Set up team budget
  - Determine tournament dates and locations
  - Determine need for practice jersey names/numbers
  - Determine any coach conflict dates
  - Set up Team Meeting date
- Set up a team bank account
- Set up a group message (What's App, Group Me, etc)
- Decide what (if any) additional roles you want to help manage the team (IE treasurer, team coordinator)
- Set up team meeting
- Start a team binder
- Ensure availability for Mo Hockey Scheduling Meeting and Key Scheduling Dates
- Create parent/player 'cheat sheet' to help facilitate everyone learning names