

Game Day Master Checklist

Primary owner	Use it	Access
Manager	Regular-season operations	Normal Team Admin

Run every game through a repeatable operational checklist from confirmation through post-game closeout.

Team / age group	Season	Prepared by	Date prepared

WORKING RECORD

Game-day task	Owner	When	Done	Exception / follow-up
Confirm opponent, arena, room and start				
Confirm goalie and player availability				
Confirm official roster and game sheet				
Pack pucks, water and bench supplies				
Confirm first-aid kit and Trainer coverage				
Confirm jerseys and backup sweater				
Assign scorekeeper, timekeeper and penalty box				
Send arrival and parking information				
Check dressing-room supervision				
Submit official game sheet				
Record incidents and required reports				
Inspect room and equipment before departure				

NOTES / DECISIONS / FOLLOW-UP