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# COMMUNICATION

- Good communication is key for success. It is critical that the manager(s) ensure team information is shared in a timely fashion.
- Contact Beth [admin@halifaxhawks.ca](mailto:admin@halifaxhawks.ca) to receive your team email address (the Hawks use Office365 so you will need to download this)
  - This is where you will receive all teams and association communication.
  - Once you set up your email, you will find invitations to both GrayJay and Skedda (our ice scheduling software).
- Decide which communication will work for your team; email, apps like TeamSnap, team website (GrayJay)
- GrayJay schedule is always updated by the league in terms of games however, you should also enter any exhibition games that are scheduled.
- The manager will need to enter the roster into GrayJay including the coaches and their emails so teams from other associations can reach out regarding possible exhibition games
- If someone from your team is willing, it is great to have them create & maintain a team Facebook page to be able to tag the Hawks main Facebook page for pictures & events (etc) to be able to share throughout the entire association.
  - If your team is going to live stream their games via Facebook live, obviously you the team will require both a Facebook account AND someone who is going to do the live streaming.
- Managers should always have all necessary documents with them in a binder (rosters, contact lists, player medical forms, blank injury reports, arena information, rules and guidelines)
- Managers should be able to check their team email daily to be able to receive any information from the Hawks