



# TEAM GUIDE

# LACOMBE MINOR HOCKEY MANAGER MANUAL

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## **LACOMBE MINOR HOCKEY CONTACT INFORMATION**

President-Amy Richter

[lacombehockeypresident@gmail.com](mailto:lacombehockeypresident@gmail.com)

Vice President-Dave Saretsky

[lacombehockeyvicepresident@gmail.com](mailto:lacombehockeyvicepresident@gmail.com)

Treasurer-Stacy Christensen

[lacombehockeytreasurer@gmail.com](mailto:lacombehockeytreasurer@gmail.com)

Secretary-Dylan Little

[lacombehockeysecretary@gmail.com](mailto:lacombehockeysecretary@gmail.com)

Game and Conduct-Donna Millar

[lacombehockeygameconduct@gmail.com](mailto:lacombehockeygameconduct@gmail.com)

Social Media

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Administration

Alison Stangeland

[lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com)

Ice Convenor-Alison Stangeland

[lacombehockeyiceconvenor@gmail.com](mailto:lacombehockeyiceconvenor@gmail.com)

Ref Assignor-Jody Blokland

[lacombehockeyref@gmail.com](mailto:lacombehockeyref@gmail.com) (403-373-9090)

\*\*\*Please note that an email is required to book refs. Phone calls/text messages will not be accepted. The phone number is to be used to notify of missing officials or cancel refs only.

## **MANAGER DUTIES**

The Team Manager is the central figure in the flow of communication within a team. You are the main point of contact for the team (Players, Parents and Coaches), Operating and Executive Committees, your League Governor and other outside groups, such as media.

By volunteering to take on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction and allows them to give the players a rewarding hockey experience.

As a Manager, you are responsible for:

1. Organizing an initial team meeting shortly after the creation of the team.

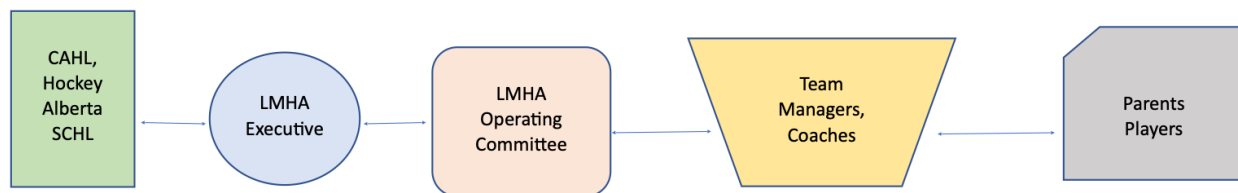
- Be sure that the minutes from the initial meeting are taken and distributed to all parents. These minutes may be useful when dealing with disputes or concerns later.
- A preliminary budget should be discussed to cover all team expenses, the dry cleaning of jerseys should be included in the budget. A team budget must be submitted to the Lacombe Minor Hockey Treasurer for approval. [lacombehockeytreasurer@gmail.com](mailto:lacombehockeytreasurer@gmail.com)
- A team Treasurer needs to be appointed and this must be included in the meeting minutes. The Treasurer, along with the Manager, will have signing authority on the Team Bank Account.
- Tournaments-Discuss how many away tournaments your team will attend. Lacombe Minor Hockey hosts a U7/U9 Tournament, a U11 Tournament and a U13 Tournament.
- Review Social Media Policy with Parents
- Review Conflict Resolution Procedures with Parents
- Hand out/make aware of Hockey Canada Medical Forms. These need to be filled out and put in the Coaches bag. Some managers keep these with them in their manager binder, if this is the case, ensure that these forms are present at all games.
- Filling of the Team Volunteer Positions, including-
  - Treasurer-as discussed above
  - Jersey Parents-U11-U18 have Home and Away Jerseys, U7 and U9 have one set of jerseys. Please ensure that your jersey parent lives in town as well water is hard on the jerseys.
  - Data Entry Person for CAHL. This person must input all game sheets within 24 hours of each CAHL Home Games completion
  - Team Safety Person
  - Tournament Committee Volunteers-Home Tournaments require two volunteers from every team to help with the organization of their divisions Home Tournament.
  - Fundraising Coordinator-Distribute and collect tickets and money for the LMH Cash raffle, organize Fundraising within the team
  - Social Events Coordinator
  - Apparel Coordinator
  - Parent Liaison-This is a very important position, Should there be any conflict within the team, this person is the first step in the conflict resolution procedure. Your Parent Liaison will need to be approved by the Executive. **Please submit your Parent Liaisons with your Director for approval.**

## Communication Flow

- Any questions you may have should always be directed to the appropriate person within Lacombe Minor Hockey first. Your divisional director is your first point of contact and you **must direct everything through them first!**
- Directors and Managers should be communicating on a regular basis. Information that the directors receive at the Operating Committee meetings should flow through to the Managers, who then passes it on to the teams.
- Team Managers should never contact any CAHL Representative, except their assigned Governor or their Division Lead Governor, unless directly requested to do so.
- Coaches and Managers are not to contact Hockey Alberta at any time.
  
- Under no circumstances, is anyone to contact the City of Lacombe as a representative of Lacombe Minor Hockey. As a tax paying citizen, you are within your right to contact them on your own behalf, but not as a representative of Lacombe Minor Hockey. Lacombe Minor Hockey and the City of Lacombe meet and discuss on a regular basis. Any bookings, inquiries and complaints regarding LMHA must be directed through the Executive or Office.

Please ensure all of your parents/players are aware of, and follow the Conflict Resolution Chart on the following page. Sometimes, all that is needed is the 24 hour waiting period.

Lacombe Minor Hockey Association  
Communication Flow Chart



LMHA Executive – President, Vice President, Registrar, Treasurer, Secretary, Game and Conduct, Past President

LMHA Operating Committee – Divisional Directors, Ice Convenor, Referee Assignor, Ref-In-Chief, Sponsorship Coordinator, Fundraising Coordinator, Coach Mentors, CAS Representative.

# Conflict Resolution Procedures

Lacombe Minor Hockey realizes that conflicts do take place throughout the hockey season. How these conflicts are dealt with is critical for all parties involved. For this reason, Lacombe Minor Hockey has adopted the following process in hopes of diffusing conflicts as swiftly as possible within or organization

Unless the incident is severe in nature where there is a physical altercation or injury, the following procedure must be used by all parties in Lacombe Minor Hockey.

**ABSOLUTELY NO PHONE CALLS TO THE EXECUTIVE WILL BE ACCEPTED**

Incident occurs.  
Must wait 24 hours to file complaint.



Document the incident or issue in writing,  
Verbal complaints will not be acknowledged  
Be sure to clearly state situation in as much detail as possible.



Submit written complaint to your team representative.



Team representative will endeavour to resolve conflict at team level  
This would include discussion with parties involved  
If a solution agreeable to both parties is not possible Incident  
is then forwarded to the Divisional Director



Divisional Director will review the written submissions of the incident.  
The director may call a meeting of all parties involved and the team representative to find a resolution  
acceptable to both parties at this level  
If a resolution is not possible at this level the Director will forward the complaint to the LMA President and Game  
and Conduct.

## TEAM BINDER

Below is a list of suggested documents to have with you at all games and practices. If you are unable to attend a game, please be sure that the binder is sent with another team individual.

- Team Roster- The LMHA Registrar will provide an official Team Roster from the Hockey Canada Registry (HCR) to each team manager and Head Coach once your HCR has been approved by Hockey Alberta. Please review your HCR immediately to confirm that all players and coaches have been listed. Affiliated players will also be listed. **DO NOT PLAY ANY PLAYER OR HAVE ANYONE ON THE BENCH THAT IS NOT LISTED ON YOUR OFFICIAL ROSTER. THIS CAN RESULT IN SUSPENSIONS TO THE HEAD COACH.**
- **ANYONE WHO IS ON YOUR HCR IS NOT PERMITTED TO BE IN THE TIMEBOX**
- Contact List, including Parents, Divisional Director and League Governor
- Player Medical Forms and Injury Reporting Forms, if possible, in the older age groups especially, these should be kept in the coaches bags, unless the manager plans on attending and staying for every practice.
- Team Schedule, including practices, games and volunteer schedule.
- Game Sheets
- Social Media Policy, LMHA Handbook, and Conflict Resolution Procedure.
- Emergency Action Plan
- League Rules for CAHL

### **TEAM BANK ACCOUNT**

- A team bank account will be set up at the Servus Credit Union in Lacombe by LMHA. A form will be provided to you by the LMHA Treasurer that will be filled out and returned to the Bank with all of the appropriate account signers.
- Team Funds can be used to pay for away tournaments, home tournaments, activated and dry-cleaning of the jerseys at the end of the season.
- A Team Budget will need to be submitted to the Treasurer by December 1st.
- Money can be collected from each players, and/or fundraised, this will be a team decision. Please note, any fundraisers must adhere to all AGLC rules and regulations, including how the money is spent.
- A detailed monthly statement will be available at the Team Treasurers request from the Lacombe Minor Hockey Treasurer.
- All team funds must be recorded and accounted for. Parents should be kept up to date on money received and spent.

### **LMHA WEBSITE AND SOCIAL MEDIA**

- Please contact the Lacombe Minor Hockey Office ([lacombehockeyoffice@gmail.com](mailto:lacombehockeyoffice@gmail.com)) to obtain your team login and password
- Enter all practice ice times on the website (Practice times will be provided to you by your director)
- Games will need to be entered for CAHL games unless directed otherwise by LMHA or CAHL.

The manager can submit information to the Social Media Email address, [lacombehockeysocialmedia@gmail.com](mailto:lacombehockeysocialmedia@gmail.com) to be posted on the LMHA Social Media. As well, they can contact Sunny 94 and have it mentioned on air. Be sure to include your full team name, including sponsors, on any postings. Sponsors names should be used as much as possible as a thank you for their continued sponsorship of Lacombe Minor Hockey teams.

## **GAMES**

- Coordinate on-ice officials for all home games (exhibition, regular season and playoffs)a, by emailing the ref assignor ([lacombehockeyref@gmail.com](mailto:lacombehockeyref@gmail.com)). **Please contact the ref assignor immediately if there are any changes or additions to your schedule.**
- **All Weather changes must abide by the CAHL rules, please follow this to a tee.**
- **Also, communicate changes with the ice convenor, [lacombehockeyiceconvenor@gmail.com](mailto:lacombehockeyiceconvenor@gmail.com)**  
**Failure to notify the ice convenor could result in your team paying for the ice costs.**
- Permits are required for any exhibition game, if you are hosting you will need to acquire a sanction number and share that with the visiting team. Permits are obtained by going on the Lacombe Minor Hockey website and fill out the Google form under the Coach/Manager tab and selecting Sanction Numbers/Permits option. **NEW THIS YEAR, Travel permits are only required for tournaments**

**Information required to obtain a permit. Please note that ALL information is required in order for the application to be processed**

### **SANCTION NUMBER TO HOST AN EXHIBITION GAME-PLEASE GIVE AS MUCH NOTICE AS POSSIBLE, PREFERABLY 7 DAYS**

- Home Team Manager's Name
- Home Team Manager's Email Address
- Home Team Manager's Phone Number
- Visiting Team Manager Email Address
- Home Team Name and HCR Number
- Visiting Team Name and HCR Number
- Age Division and Tier
- Date
- Location

### **TRAVEL PERMIT**

- Team Manager Name
  - Team Manager Email Address
  - Team Manager Phone Number
  - Team Name and HCR Number
  - Location Travelling To
  - How Many Games Being Played
  - Departure Date and Return Date
  - Hockey Alberta Sanction Number (Can be obtained from the host team.)
- For home games, arrange for game volunteers - Time Keeper, Score Keeper and 1 or 2 Penalty Door Openers. Volunteers in the time box must remain neutral and not cheer for their team. When in the time box, volunteers are considered off-ice officials, they should not be wearing any Team Apparel.
  - No one under the age of 18 should be in the time box.
  - After each game, review the score sheet and ensure that everything is filled out fully and correctly according to league rules and provide a copy to the opposing teams manager.
  - For League games, provide a copy of the game sheet to your Data entry person.
  - If a major penalty is called during a game, you must receive a copy of the ref report. If it is involving a Lacombe Minor Hockey Player or Coach, a copy of the report needs to be sent to the president ([lacombehockeypresident@gmail.com](mailto:lacombehockeypresident@gmail.com)) and to your CAHL Governor. If it is an Home Exhibition game, a copy must be sent to Hockey Alberta Discipline. Currently, there are two Discipline Coordinators for our Region, who it gets sent to can be found on Hockey Alberta's website, depending on the age level. It will typically be the person who approved your Sanction Number.



## **IMPORTANT DATES**

U9	October 28, 2023 to March 17, 2024
U11 HADP	October 6, 2023 (*if teams are available) to February 11, 2024
	Playoffs - February 23, 2024 to March 24, 2024
U11 Tiers 1 to 6	Tiering - October 13, 2023 to November 5, 2023
	Regular season - November 17, 2023 to February 11, 2024
	Playoffs - February 23, 2024 to March 24, 2024
U13 Tier 1	October 6, 2023 (*if teams are available) to February 11, 2024
	<b>**No team movement after November 5, 2023**</b>
	Playoffs - February 16, 2024 to March 11, 2024
U13 Tiers 2, 3, 4	Tiering - October 13, 2023 to November 5, 2023
	Regular season - November 17, 2023 to February 11, 2024
	Playoffs - February 16, 2024 to March 11, 2024
U13 Tiers 5 & 6	Tiering - October 13, 2023 to November 5, 2023
	Regular season - November 17, 2023 to February 11, 2024
	Playoffs - February 16, 2024 to March 24, 2024
U15 Tiers 1, 2, 3 & NBC 1, 2, 3	Tiering - October 13, 2023 to November 5, 2023
	Regular season - November 17, 2023 to February 11, 2024
	Playoffs - February 16, 2024 to March 11, 2024
U16	October 7, 2023 (*if teams available) to February 18, 2024
	Playoffs - February 23, 2024 to March 24, 2023
U18 Tiers 1, 2, 3 & NBC 1, 2, 3	Tiering - October 13, 2023 to November 5, 2023
	Regular season - November 17, 2023 to February 18, 2024
	Playoffs - February 23, 2024 to March 17, 2024

## **AWAY TOURNAMENTS**

**\*\*\*Please remember that no tournaments in the tiering round and none can be booked the first two weekends or the last two weekends of the regular season.\*\*\***

- Tournaments are listed on the Hockey Alberta website. Please look for Tournaments that are the same or similar tier. If your team is not in the same league, email the tournament contact to discuss if our teams would be comparable to their tournament team. Often times, teams will offer a spot if you can reciprocate a spot in your home tournament.
- Inquiring about away tournaments at the beginning of the season is recommended, as they fill up quickly.
- Travel Permits are required for all tournaments!
- For teams in the CAHL League, you will need to provide your away tournament dates to the LMHA Ice Convenor by Nov 1. [lacombehockeyiceconvenor@gmail.com](mailto:lacombehockeyiceconvenor@gmail.com)

## **PROVINCIALS**

Provincial Team participants are determined by league winners. Only teams playing in Tiers 1-4 will be eligible to go to Provincials. If you win your League Championship Banner for your respective Tier, this ensures a spot at Provincials.

Lacombe Minor Hockey is always willing to host provincials but please know that this takes the entire Association's participation!

# ICE POLICY

Lacombe Minor Hockey has a strict ice policy in place to ensure that we have even allocations between divisions and teams, ensuring all ice is always used and in an effective manner. Every year, we sign an agreement with the city, prior to the season starting. Any ice allocated to LMHA, must be used. Additional ice may be picked up if available, but any unused ice is still charged to the Association, which makes it difficult for us to secure more slots when we are not using already allocated ice.

## **Returning Ice-**

- All ice for LMHA and CAS Teams are allocated by LMHA. Teams can not secure their own ice with the City, they must contact LMHA for ice.
- Any ice a team can not use, must be returned to LMHA to be reallocated.
- Prior to returning practice ice, check with your Divisional Director to see if another team within your Division can use it or trade ice times with you.
- Ice returned to LMHA must be done a **minimum of 7 days prior to the ice time**,
- Open Ice will be posted by the Ice Convenor under "Available Ice" on the Lacombe Website with the Date and Time Details. If you would like to claim open ice, please email the Ice Convenor
- **Any ice returned to LMHA inside of 7 days, will remain the responsibility of the team.** If an alternate user for the ice is not found, the team remains responsible for the use. Alternate users for ice are accepted (ie. It can be sold to Men's Teams, or Ringette)
- Teams may be charged ice fees if the ice goes un-used
- **Returning of morning practices is not permitted unless authorized by the President. It is recommended that these ice times are exchanged with alternate teams.**
- U7 & U9 Teams are allocated ice at the beginning of the season and it is expected that you will use it. If you are attending a Tournament or other special circumstances, contact your divisional director for assistance in having the ice re-allocated.

## **Claiming Ice-**

- When ice becomes available, it will be emailed to all Team Managers. Ice will be booked on a first come, first serve basis. It is not your ice until you have received a confirmation email from the ice convenor.
- If ice is not claimed by a team, then it may be assigned to a team with no events that day.
- Teams that are not using their ice and causing it to remain empty, will lose priority for claiming ice.

## **Fines and Penalties-**

- Ice returned inside the 7 day period that goes unclaimed and unused, may result in the team being fined. Amounts will be calculated by the amount of ice x the adult user rate.
- All ice time fines charged by LMHA, must be paid in full by the team within 14 days of the fine being assessed or additional fees and/or disciplinary actions may be taken by LMHA. Disciplinary actions could result in all practice ice being suspended until fines are paid.
- Teams not using their allocated ice and leaving it empty will be required to provide an explanation to the Executive, through their Divisional Director, as to why the ice went un-used.
- Fines will be determined by the LMHA Executive.

# REFEREES

- \_\_\_ It is the responsibility of the Divisional Director to make arrangements for any referees required during the tryout process. This includes, exhibition games and all Black and White Games.
- \_\_\_ Once teams have been selected and a Team Manager is in place, it becomes the teams responsibility to ensure that there are officials for each home game. This includes tiering rounds, regular league play, playoffs and exhibition games.
- \_\_\_ You must give LMHA Admin as much notice as possible. **As soon as schedules are sent out, a list of homes games, including, date, time and location, must be send to the Ref Assignor ([lacombehockeyref@gmail.com](mailto:lacombehockeyref@gmail.com))** A minimum of 48 hours notices is needed for last minute pick up games. **Games without 48 hours notice will only be accepted under special circumstances.**
- \_\_\_ If a game is changed or cancelled, it is the team manager's responsibility to ensure that the Ref Assignor is made aware. If you fail to notify the Ref Assignor and the officials are not cancelled, it will be the team's responsibility to pay for the officials.
- \_\_\_ If a game is cancelled on short notice due to weather, please notify the Admin staff and Ref In Chief immediately so that we can cancel the officials prior to their showing up. A phone call is the best way to notify of last minute game changes. The Ref Assignors phone number can be found on the Lacombe Minor Hockey Important Contacts Page.
- \_\_\_ If Ref's are cancelled less than 24 hours before a game, for any reason other than weather, the team will be billed for officials. If you have a home game and you have no officials, please contact the Ref Assignor immediately at the number listed on the Contact page.
- \_\_\_ When refs are confirmed for the game, the game will apply in bold on the Ice Schedule. The Ice Schedule can be found on the LMHA Website under "Ice Info". If you notice on Wednesday that you still do not have confirmed officials, please contact the Admin Staff.

**Please ensure that your Parents are respecting the officials. Now, more than ever, we are short referees everywhere. In order for the kids to play hockey, we need officials and they are leaving our game faster than they can be trained.**

## **TRANSPORTATION**

- Lacombe Minor Hockey recommends the use of a charter bus on any travel over 200 km. Any travel over 300 km one way, must use a charter bus. Any overnight trips must use a Charter Bust, with the exception of tournaments. Each team is responsible for collecting bus fare and for damage to the bus interior.
- Teams are responsible for the booking and payment of the bus.

## **UPSTAIRS MEETING ROOMS**

- If teams require the usage of the upstairs meeting rooms at the arena, it is their responsibility to phone the city and book them, you are also responsible for payment. No rooms are to be billed to Lacombe Minor Hockey

## **TOURNAMENTS**

- Lacombe Minor Hockey will host tournaments each year in the U11 & U13 Divisions. As well as Jamborees in the U7 & U9 Divisions. These weekends can be a fundraising activity for the teams but the major focus needs to be for everyone attending and participating to have a safe and fun weekend.
- It is the Divisional Directors responsibility to oversee the tournament planning committee and ensure that all guidelines are followed
- All sponsors of Lacombe Minor Hockey are not to be approached for tournaments. The Sponsorship Committee will have a list each season of our LMH sponsors, a copy can be obtained by contacting them at [lacombehockeysponsorship@gmail.com](mailto:lacombehockeysponsorship@gmail.com)
- Tournament Committees must have at least two representatives from each team in the Division.
- Tournaments are responsible to pay for all expenses incurred from the weekend, including Ice and Officials. Ice Costs will be billed to the tournament by Lacombe Minor Hockey, payment of officials directly is the tournaments responsibility.
- 20% of the Tournament profits will be given back to Lacombe Minor Hockey

## **FUNDRAISING**

Every spring, LMHA decides on an Association Fundraiser for the upcoming season. In the past we have done ticket sales for a Cash Raffle, ticket sales for a Holiday Trailer and an On Line 50/50. All families are expected to participate in the Lacombe Minor Hockey Fundraiser. When appropriate, Lacombe Minor Hockey will reward teams for their ticket sales, based on team size and amount of tickets sold. Any questions regarding the LMHA Fundraiser can be directed to the Fundraising Coordinator.

Lacombe Minor Hockey believes that fundraising is necessary and part of being on a team. There are many ways teams can fundraised and we want to ensure that any fundraising activity by a team under the LMHA umbrella are being conducted appropriately.

In order to assist with this, we require the following:

- When teams are planning a fundraising activity, they must notify the Executive by filling out the Fundraising Google Form Application and waiting for approval. This will prevent teams from doing the same fundraiser, over-fundraising and making sure that all of the appropriate licensing requirements are met.
- Any AGLC Licensing must be applied for by the team. Teams are required to fill out and return all of the completed financial reports back to AGLC, as well as submitting a copy to the fundraising coordinator.

## **NEW THIS YEAR FROM CAHL**

- Gamesheets- All fines be increased to Alberta One standards, Deadlines are changed under Alberta One to 24 hours after the game. (1 warning then up to \$200.00) and the team cannot play until it is paid
- Fair play points will no longer be used since everyone now makes playoffs
- CAHL will focus on everyone making playoffs in 2023-24 season as directed in AB1.
- No consolation rounds for U15 and U18, U13 and U11 may be considered at the October Directors meeting with the option to opt out of the round.
- The best of three game series will only be allowed for a Tier final with two teams involved.
- Two (2) game series will be come the norm except for either round robin or best of final tier rounds only.
- hh
- Affiliation is done through notification, all HA & CAHL affiliation rules to be followed

**Teams that do not follow the guidelines set out by Lacombe Minor Hockey will face disciplinary action that could include fines, suspensions and/or loss of ice time.**