



Team Guide

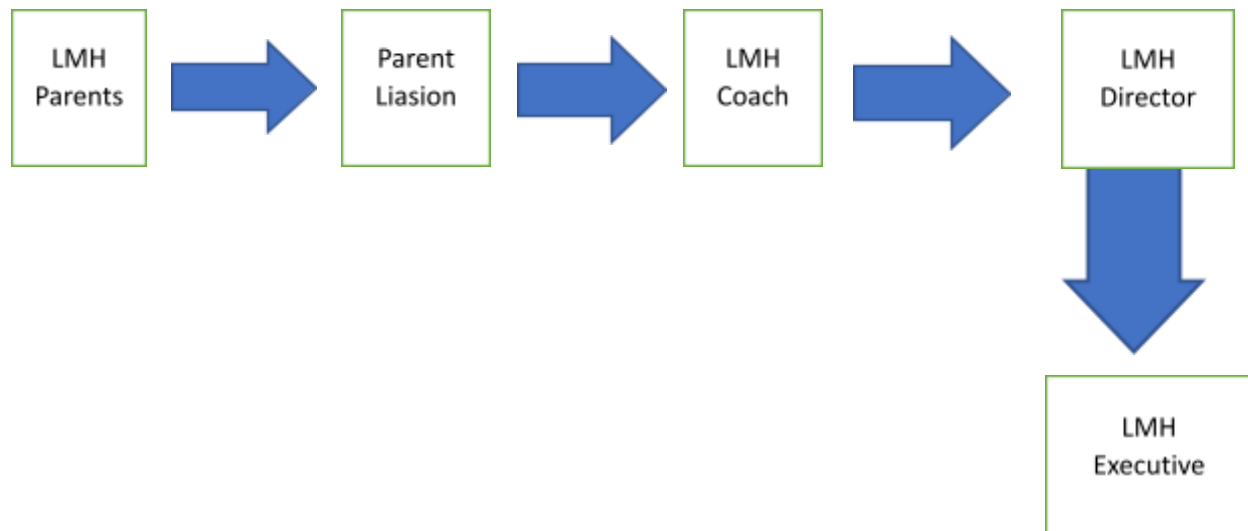
Manager Duties

The Team Manager is the central figure in the flow of communication on 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 to provide the players with rewarding hockey Experience.

As 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 the team's expenses. Please note that all jerseys are to be dry-cleaned at the end of the season at the team's expense.
 - A treasurer needs to be appointed and this must be included in the meeting minutes. The treasurer along with the team manager will have signing authority on the team bank account.
 - Tournaments – discuss how many away tournaments your team will attend. LMH hosts an Initiation, Novice, Atom and Pee wee tournament each season.
 - Review Social Media policy with parents
 - Review the Conflict Resolution procedures with parents
2. Communication Flow
 - Any questions you may have should always be directed to the appropriate person within our own association first Your divisional governor is your first point of contact and you must direct everything through them.
 - Directors and managers should be communicating on a regular basis. Information the Directors receives at the operating meetings should flow through to the teams through the manager.
 - Team Managers should never contact any CAHL Representative except for their assigned Governor or their Division Lead Governor unless directly requested to do so.
 - Do not contact Hockey Alberta Staff at anytime



3. Volunteers

Which positions each team requires should be discussed between the coach and manager before the season begins. Expectations for each position should be communicated to the team before asking for volunteers.

- Jersey care – home and away jerseys for Atom – Midget. One set for Initiation and Novice
- Game volunteers – Timekeepers, Score-keeper and penalty door openers.
- Data Entry person for teams in the CAHL league. This volunteer will be required to input game sheets within 24 hours after each home league game.
- Parent Liaison – this position is a very important one. Should there be any conflict on the team this person is the first step in the conflict resolution procedure. Make sure you have someone who is qualified and people are comfortable with.
- Team Safety person
- Tournament Committee – home tournaments require 2 volunteers from each team to help with their division's tournament.
- Fundraising Coordinators – distributed and collect tickets and money for the LMH Cash raffle.
- Social Events Coordinator
- Apparel Coordinator

4. 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 – LMH Registrar will provide an official team roster from the Hockey Canada Registry (HCR) to each team manager and coach from the LMH registrar once the team has been approved from Hockey Alberta. Please review HCR immediately to confirm 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.**
- Contact Lists for parents, your director and league governor
- Player medical forms and Injury Reporting forms
- Schedule (practices, game and volunteer schedule)
- Game sheets
- Social media policy, LMH Handbook, Conflict resolution procedure
- Emergency Action Plan
- League rules (West Country or CAHL)

5. Team Account

- A team bank account will be set-up at the Servus Credit Union in Lacombe by LMH. After your initial meeting please provide minutes stating that you and the treasurer will be signing authority on the account.
- Team funds can be used to pay for away tournaments, home tournaments, activities and dry-cleaning of the jerseys at the end of the season.
- A team budget should be submitted to the Treasurer by Dec 1.
lacombehockeytreasurer@gmail.com
- Money can be collected from each player or fundraised – this will be a team decision.

- A detailed monthly statement will be available from the LMH treasurer.
- All Team funds must be recorded and accounted for. Parents should be kept up to date on money received and how the money was spent.

6. Equipment

All players are required to wear a complete set of hockey equipment as identified by Hockey Alberta and Hockey Canada. All equipment must meet or exceed current Hockey Canada approvals. It is expected that Team Managers and Coaches advise players or their parents of improper fitting or illegal equipment. Players are not allowed to play if they are not wearing all of their equipment. This includes when they are on the bench but not playing due to injury or other reasons.

- A. CSA approved helmet and face mask
 - B. BNQ certified throat protector
 - C. Shoulder Pads
 - D. Elbow Pads
 - E. Hockey pants/girdle
 - F. Hockey gloves
 - G. Athletic support
 - H. Shin Pads
 - I. Skates

**Mouth guards are not mandatory but recommended for all players. Players who wear mouthguards must wear them correctly at all times on the ice. Lacombe Dental will provide each player with a custom mouthguard. Contact Lacombe Dental directly to arrange for this

6) LMH Website and Media relations

- Contact LMH secretary (lacombehockeysecretary@gmail.com) to obtain your team login and password
- Enter all practice ice times on the website (practices times will be provided 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 office (lacombehockeyoffice@gmail.com) to be posted on the LMH social media. As well they can contact Sunny 94 and have it mentioned on the air. Be sure to include your full team name including your sponsor on any postings.

Games

- Coordinate on-ice officials for all home games (exhibition, regular season and playoffs) by emailing the ref assignor (lacombehockeyref@gmail.com). **Please contact the ref assignor immediately if there are any changes or additions to your schedule.**
- **Communicate any schedule changes to the ice convenor asap.** Failure to notify the ice convenor could result in your team paying for the ice costs. The ice Convenor can be reached by emailing lacombehockeyiceconvenor@gmail.com
- Arrange for game volunteers – timekeeper, scorekeeper and 1 or 2 penalty door openers. Volunteers in the time box need to remain neutral and not cheer for their team.
- No one under the travel permit is required for any games that is not part of your league schedule. Please email the LMH Vice-president (lacombehockeyvicepresident@gmail.com) minimum of 7 days before the game in order to obtain the permit.
- For all games that aren't scheduled by CAHL on "home ice" will need to obtain a sanction number. Please contact LMH Vice President (lacombehockeyvicepresident@gmail.com) a minimum of 2 days before the game.
- Review that scoresheet is filled out correctly and full according to league rules after the game ends and provide the opposing manager with a copy of the game sheet.
- Provide a copy of the scoresheet to your Data Entry person for all teams in the CAHL league
- If a major penalty is called during a game you must receive a copy of the Ref report. If it is involving a LMH player the report needs to be sent to the President (lacombehockeypresident@gmail.com). If it is a home game the report goes to your governor if it is a league game or Hockey Alberta for all others (minordisc4@hockeyalberta.ca). If you are unsure check with your director.

Away Tournaments

- Tournaments are listed on the Hockey Alberta website. Please look for tournaments that are in a similar tier. If the team is not in the same league, email the tournament representative to discuss if your team would be comparable to their tournaments team.
- Inquiring about away tournaments at the beginning of the season is recommended as they fill up quickly.
- A travel permits are required for tournament. .
- for teams in the CAHL league, you need to provide your away tournament dates to the LMH ice convenor (lacombehockeyiceconvenor@gmail.com) by November 1st.

Provincials

- **Provincial team participants are determined by league winners. Only tier 1-4 teams participate in provincials. If you win the league championship for your tier you will be going to provincials for that tier.**
- **Lacombe is not hosting provincials in 2022 as the ice for those weekends is already booked**