



Manager Manual

Last Updated: February 2024

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Purpose

The Lacombe Minor Hockey Association (LMHA) Manager Handbook

Manager Roles & Responsibilities

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 teams.

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 provide the players with a rewarding hockey experience.

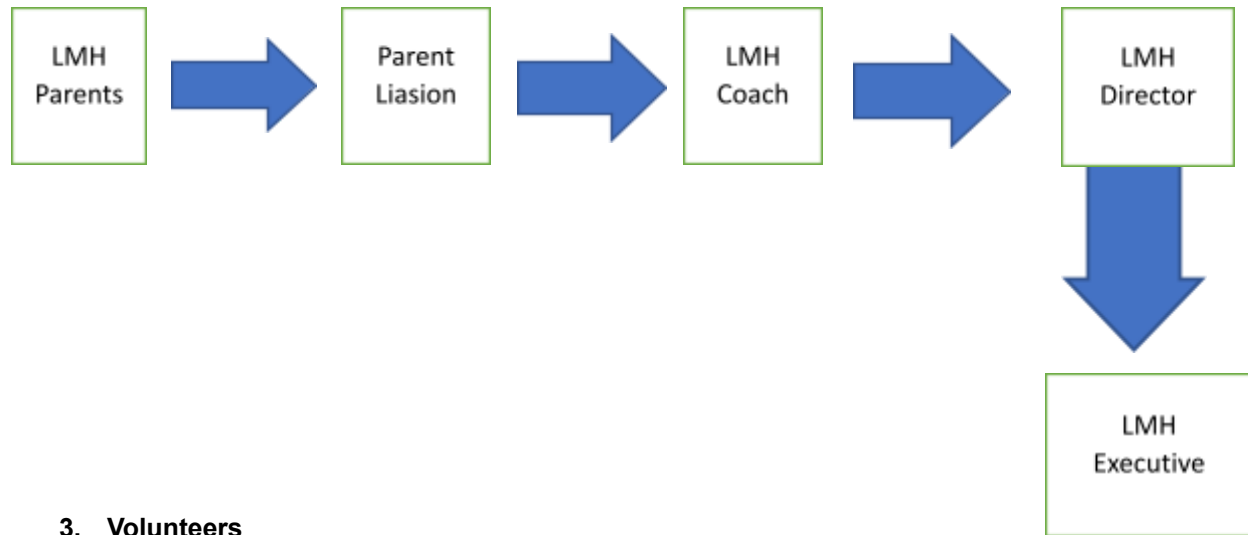
As Manager you are responsible for:

1. **Help Organize 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 teams, U11 and up, must provide a \$200 cheque, made out to Lacombe Minor Hockey Association, to cover cleaning of the jerseys at the end of the year..
- A Treasurer needs to be appointed, 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 U7, U9, U11 and U13 Tournaments.
- 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 receive 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 any time.



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 U11-U18. One set for U7 and U9. This position requires someone on town water, well water will deteriorate and stain jerseys.
- 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 will be the first point of contact to resolve issues within a team. All parents must feel comfortable talking to the liaison and going to this person with any issue they may have. Someone who has experience dealing with conflict is preferred.
- Team Safety person
- Tournament Committee – home tournaments require at minimum 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. Organize team fundraising activities.
- Social Events Coordinator- Coordinate and plan team off ice events.
- Apparel Coordinator- Coordinate, communicate and distribute team apparel orders.
- Team Treasurer- Responsible for all team financials. May not be a carded member or the team and can not be related to, married, dating, or common law with the Head Coach or Manager.

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 – LMHA 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. Player medical forms will need to be with the players at all times (games, practices, tournaments, ect) the original should be kept in the safety binder with the coach.
- Schedule (practices, game and volunteer schedule)
- Game sheets
- Social media policy, LMH Handbook, Conflict resolution procedure
- Emergency Action Plan
- League rules (CAHL)

5. Team Account

- A team bank account will be set-up at the Servus Credit Union in Lacombe by LMHA. After your initial meeting please provide minutes stating that you and the treasurer will be signing authority on the account.
- Instructions will be handed out at the Manager Meeting as requirements for signors change yearly.
- 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 Dec1 to your divisional director and 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

- LMHA supplies each team with the following equipment, a \$250.00 deposit cheque dated March 1 is required at the time of sign out.
- -Goalie Gear (U7&U9)
- -Jerseys Home and Away- Not to be washed by any family in well water. A \$200.00 cheque made out to LMHA dated March 1 for jersey cleaning.
- -Pucks- Each team is given x amount of practice pucks and x amount of game pucks.
- - First Aid Kit- Teams are asked to restock this throughout the season and when returned at the end of season. Failure to do so will result in a \$50.00 restocking fee.
- -Keys to the equipment room and team locker upstairs
- We also have an equipment room full of practice aids that coaches are encouraged to use. This room must remain locked at all times and the equipment is to remain at the Lacombe Arena.

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

7. LMH Website and Media Relations

- Contact LMH Administration (lacombehockeyoffice@gmail.com) to obtain your team login and password for the website
- 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 our social media email, lacombehockeysocialmedia@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.

8. LMHA Special Events

- Team Pictures- Team pictures are booked through LMHA and will be communicated to the teams by the LMHA Office. If you have any questions or concerns please contact lacombehockeyoffice@gmail.com
- Awards Night
- Welcome Back Breakfast
- Used Equipment Sale

9. Affiliation:

Affiliations will be completed by the division directors on a year to year basis. The deadline to add desired affiliations to your team roster is December 15 of each year. No extensions, approval from LMH registrar is required before an affiliate player plays with a different team than they are registered too. Approved affiliate players will be included on your HCR that is provided to each coach and manager when the team is approved by Hockey Alberta.

Playing an ineligible player will result in a suspension or the player being unable to be affiliated that season.

As per Hockey Alberta Section B -Minor Hockey, Item 7.17

Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an "Ineligible Player" for the affiliated team. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

The intentions of affiliations are to use when needed i.e. Illness, injury, suspensions or absent (holidays). Coaches are encouraged to use affiliates only when the number of skaters available will put the team at a clear disadvantage.

The affiliate player is allowed to practice with the affiliate team, the week before a "call-up" game

An affiliated player should not be attending outside team functions.

Approval from the VP of CAHL before each game is required when pulling up an affiliate player from a lower division for every game. See CAHL regulation for process.

Goaltenders.

Affiliate goalies should be used only when the team's main goalie(s) are unavailable for play

Goalies can be marked off with approval from the referee only if he indeed has not played a single second in that game they were pulled up to. This game will not count as a game only for

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 must be over 18 years or age, need to remain neutral and not cheer for their team.**
- A travel permit is required for any away tournament and a sanction number is required for any home (exhibition) game that is not a part of your league schedule. Please email the LMH Secretary, lacombehockeysecretary@gmail.com a 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 Secretary, lacombehockeysecretary@gmail.com a minimum of 5 days before the game, the visiting team will need this number.
- Review that the scoresheet is filled out correctly and fully 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 this is an exhibition game it will need to be enter on the Hockey Alberta side.
- 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) and Game & Conduct at lacombehockeygameconduct@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 Intro to hockey, U11, U18 (minordisc4@hockeyalberta.ca) and U13, U15 at disciplinecentral2@hockeyalberta.com. If you are unsure, check with your director.
- Should your team have a possible suspension and you have not received communication before the next scheduled game the player must sit. **When in doubt sit them out!**

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 tournament team.
- Inquiring about away tournaments at the beginning of the season is recommended as they fill up quickly.
- A travel permit is required for the tournament. .
- For teams in the CAHL league, you need to provide your away tournament dates to the LMH ice convenor (lacombehockeyiceconvenor@gmail.com) by October 25th.

CAHL Teams must be available for the all of tiering, the first two weeks and last two weeks of regular season!

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.
- If your team is interesting in host Hockey Alberta Provincials please reach out to lacombehockeypresident@gmail.com and lacombehockeyoffice@gmail.com by October 20th.