

LEDUC MINOR HOCKEY

**2020-21 Coach/Manager
Meeting**

MISSION STATEMENT

“LMHA delivers hockey programming to children and youth in Leduc and the surrounding community to develop hockey skills, build character, and prepare youth to be good citizens contributing to their communities”.



VISION

“Healthy engaged citizens who are life-long supporters of hockey and strong communities.”



GUIDING PRINCIPLES

- **Transparency.** Not all decisions and actions may be supported by everyone. However operating in a transparent fashion means that parties can see how decisions are made; what has influenced decisions; and what those decisions are.
- **Kids first.** The mission of LMHA is to provide programming to children and youth. Decisions should be made in the best interest of them.
- **Responsiveness.** As a volunteer organization it can be difficult to respond immediately. However timeliness in responses and actions are important. Being responsive means taking action promptly.
- **Fairness.** While not all actions and responses will be equal amongst people or teams they can all reflect a sense of fairness. It implies a lack of favoritism or discrimination.
- **Collaborative.** Decisions are not made in isolation but are made by multiple parties together.
- **Consistency.** Being consistent means being predictable. Decisions that were made one way previously are expected to be made on similar grounds the next time. It refers to conformity.
- **Accountable.** People or organizations are responsible for their actions. Being accountable means being able to justify or explain one's actions. Being accountable means accepting the responsibility that comes with a decision and its impacts.

COVID PROTOCOL

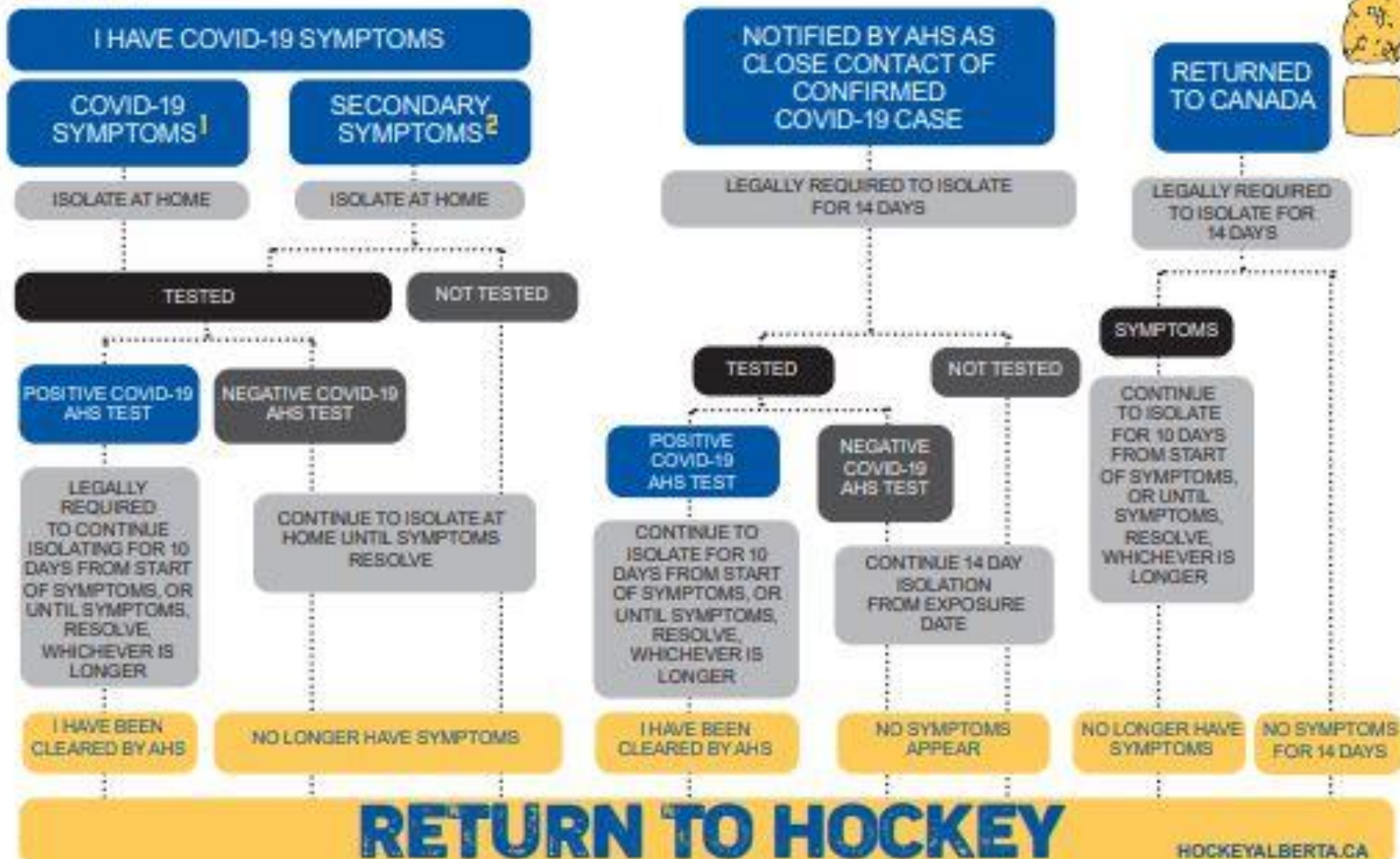
Pre-Screening Covid-19 Assessment Form

- LMHA will provide a COVID assessment pre-screening form.
- All participants (Players, Coaches and Support Staff) attending each scheduled activity, each day, must have their forms completed prior to entering the facility.
- Participants who fail to meet the pre-screening requirements will not be permitted access to the facility.
- LMHA will not be accepting paper copies or other versions of a COVID assessment form other than the one provided.
 - LMHA's Covid Assessment forms have been posted to each team's page.





CAN I PARTICIPATE IN HOCKEY?



HOCKEYALBERTA.CA

¹ COVID-19 SYMPTOMS
COUGH (NEW OR WORSENING), FEVER, SHORTNESS OF BREATH, RUNNY NOSE, SORE THROAT

² SECONDARY SYMPTOMS
CHILLS, PAINFUL SWALLOWING, STUFFY NOSE, HEADACHES, MUSCLE OR JOINT ACHES, FATIGUE OR SEVERE EXHAUSTION, LOSS OF SMELL OR TASTE, PINK EYE, GASTROINTESTINAL ISSUES

ALBERTA.CA/COVID19

COVID PROTOCOL

Facility Access

- Masks are mandatory in all City of Leduc facilities.
- Players, Team Staff and spectators will access and exit the facility through the designated doors at their respective arena for their on-ice session
- Access to the **FACILITY** will be limited to 30 minutes prior and 30 minutes after the users scheduled time.
- Dressing rooms are available for dressing purposes, however, as per AHS, to the extent possible, players are encouraged to arrive at the facility dressed in their gear, ready to play.
- City of Leduc Spectator Capacity Limitations:
 - LRC Twin Arenas: 100 max, 50 per rink
 - LRC Performance Arena – 100 max
 - Alex Arena – 100 max
- Facilities are for games/practices only at this time



COVID PROTOCOL

COVID Advisor

- Each team should have a dedicated Covid Advisor - this person receives 2 Volunteer credits
- This person will be the contact person on the team for all things COVID related.
- They will have access to the Google Response Sheet, and will be required to check that everyone on the ice (coaches and players) have completed their forms.
- ONLY the approved GOOGLE Form can be used, no TeamSnap or Ramp forms, as the information needs to be immediately accessible by the Covid Info Committee.

COVID Advisor LMHA Responsibilities

- The COVID Advisor will need to know any rules for the arenas that their team may travel to, as well as carry the Covid Equipment bag
- If there is a positive COVID case, the Covid Committee will reach out to the Advisor and advise him/her of the next steps the team needs to take.
- Covid Committee - Curtis Ferguson, President; Rob Critch, Past President; Rebecca Lowe, Communications
- Email covidinfo@lmha.ab.ca for information or questions



ROUGHNECKS LOGO/TEAM WEAR

- Logo to be used on all “Team Wear” CAN NOT be altered
- Logo wear policy can be found in our policies & procedures
- Team wear can also have logo/name of sponsor that supplies the team wear
- Please do not contact team sponsor for further funding
- If you require the logo please contact the President for approval and logo file.
- Teams may be subject to disciplinary action for non-compliance of logo and team wear rules
- Any team that purchases their own practice or 3rd jerseys must get approval.



LMHA EQUIPMENT

- All teams are given Home, Away and Practice Jerseys.
- All U11 teams will be wearing the atoMc jerseys this year. The Yellow jerseys are Home and the Blues are Away.
 - At the end of the season all U11 players will keep the **YELLOW** jerseys.
- Please wash jerseys inside out
- Use only cold water when washing
- Use only mild soap and detergent
- Hang to dry immediately after washing
- Do not machine dry!!!
- Coloured electrolyte fluids (i.e.: Gatorade/Powerade/Bio Steel) are not permitted around these jerseys. We have had too many brand new jerseys ruined due to staining. Cleaning of jerseys will be at the expense of the team.
- All Teams will receive a puck bag and a First Aid Kit.



LMHA EQUIPMENT

- Jersey parents are required for each team (Home, Away & Practice)
- For the 2020/21 season:
 - IF a team decides to allow players to be responsible for their own jerseys you **MUST**:
 - Use garment bags for your jerseys. This includes proper care of practice jerseys.
 - Have parents sign an agreement form that they will properly care for the jerseys. Please make sure to discuss washing/drying requirements (previous slide).
 - We also recommend collecting a “jersey deposit”. Jerseys that are damaged at the end of the season due to mistreatment will be billed in full, regardless of age of jersey. Please keep in mind the cost of all jerseys that players are keeping at home. *If no “deposit” is collected and there are damaged/missing jerseys, this cost will be billed to the person that signed out the team jerseys.*
 - Please contact Michael for information on jersey prices:
equipment@lmha.ab.ca



LMHA EQUIPMENT

- Hockey Socks (1 Blue pair per player) are available for pick up at Alice Embroidery except for the U11 atoMc teams.
- Any player equipment borrowed from LMHA needs to be cleaned prior to return at the end of season and receipt presented at time of return. Any items that are not cleaned or not returned will be charged to the team.
- Team Captain crests are to be put on and removed by Alice Embroidery.
No cost to the teams.
- Jerseys that require repairs can be taken to Alice Embroidery.
- Leduc Minor Hockey is permitting teams to use NAME BARS for all jerseys.
 - Please contact Alice Embroidery or Evolution Sporting Goods for Name Bar prices.
 - Name bars MUST be removed at the end of the season by one of the above vendors.



TEAM SPONSORS

- Sponsored Teams MUST use their sponsorship name on all tournaments, articles, etc. Example: Leduc Global Pets U13 AA Roughnecks *or* Leduc U11 atoMc 2B Roughnecks
- DO NOT contact LMHA Association Sponsors for further sponsorship.
- List of LMHA sponsors can be found on the LMHA website under “Sponsors”.

If you are interested in being an Leduc Minor Hockey Sponsor, or know a company/individual who might be, please contact Nevada Rhea
sponsorship@lmha.ab.ca



Volunteer Credits

For every player registered, LMHA requires a Fundraising/Volunteer Commitment of \$500.

- There are a variety of Fundraising/Volunteer Options to sign up for.
- Each Option is valued at \$250 (1 credit per 4 hr. shift)

For every player registered families can choose from the following options:

- \$250 Prize Table Item (1 credit)
- Sell \$250 worth of Raffle Tickets (1 credit). Online 50/50 coming soon!
- Sell \$500 worth of Raffle Tickets (2 credits). Online 50/50 coming soon!

LMHA is using Volunteer Spot to organize our events, please check our website for the volunteer information.



Volunteer Options

- Monetary pay \$250 (1 credit)
- Monetary pay \$500 (2 credit)
- Head Coaches/Assistant Coaches/Team Managers/Covid Advisor: 2 Volunteer Credits.
- Co-Managers receive 1 Volunteer Credit each.
- AA Team Treasurers receive 1 Volunteer Credit.
- Board Members of LMHA receive full Volunteer Credits.

You are responsible to complete your Volunteer Credits that you choose from the above list. If you change your email address it is your responsibility to update your account with LMHA and SignUp.com.

If you can't attend the event you signed up for, please find a replacement (friend or family member). No shows will be charged the equivalent of 1 Volunteer Credit (\$250) immediately.

If you fail to fulfill your selected Volunteer Commitments, the players registration account will be charged \$250 for every Volunteer Commitment **NOT MET**. If the family has provided cheques they will be cashed on April 1st. If no cheques are provided and a credit card is on file then the credit card will be charged.



FUNDRAISING

LMHA Fundraising Requests

- Please advise us when you are doing any fundraising. This will allow us to keep track and ensure that everything is being done according to AGLC rules. This will also ensure that 5 different teams aren't doing a bottle drive the same weekend.
- If/when you do bottle drives, we recommend:
 - Masks in vehicles
 - Regular Sanitizing
 - Same households in each vehicle. If this isn't possible, try to limit the amount of children in vehicle and seat them apart.



FUNDRAISING

CHANGES this year:

- Your team will need to create a team AGLC ID# by applying through AGLC. You will name it according to the team and birth year of the participants (this will allow for future teams to not overlap with names). **For example:** Leduc U18-1 Roughnecks (2003-2005)
 - When creating a team account, you are responsible for future audits of accounts. Your manager (or someone that has taken on team fundraising) will be responsible for the account, and for both maintaining and keeping records for the minimum six-year period.

Things you **MUST** have a license for:

- 50/50
- Wine Survivor
- Gift Basket Draws
- Christmas Cheer Draws
- Table Draws
- Poker Rally
- Squares Board

Things you do **NOT** need a license for:

- Bottle Drive
- Donations Given
- Fundraising Sales – Popcorn, Beef Jerky, Masks, Toques, etc.
- Free Giveaway Contests
- Live Auctions
- Silent Auctions



TEAM PICTURES

- Photography will be done by Scott Molnar Photography.
- Pictures will be held on November 9th, 10th, 11th and 16th.
- The schedule will be send to the Team Managers as well as posted on the website and Facebook page.
- Blue or White jerseys are to be worn.
- Please arrive to the LRC fully dressed (full hockey gear except neck guard, helmet & skates).
- Please make sure to arrive 10 minutes early for your picture time to make sure your teams are dressed and organized. Teams are asked to be respectful of facility regulations when attending picture day.
- Once player's pictures are completed, please exit the facility. No loitering in the building.
- U13-U18 teams can decide to wear dress shirts or full gear. **Whole team must dress the same.**
- Managers will be responsible for distribution, collection and compilation of picture orders.



LMHA WEBSITE

- It is MANDATORY that all teams input player and staff information into their team websites, including email addresses ASAP as well as league websites.
- Website schedules across all RAMP sites are able to be linked and is recommended to be done (i.e.: NAI). This information can be found in the Manager's Manual provided to all LMHA managers.
- Any questions or issues pertaining to the website can be directed to Shannon Critchley secretary@lmha.ab.ca.
- If during the year you have any pictures of your team or stories please send them to our Communications Director at communications@lmha.ab.ca



Coach/Player Development

LMHA Development Committee: Craig Radtke, Devin Demitor, Jeff Berreth, Jay Cole & Kelly Parks

- Committee is here to provide support & opportunities for development for both athletes & coaches
- Help provide LMHA coaches resources for development
- Establish a community of sharing development strategies among LMHA coaches & members

Current Funded Development Opportunities for LMHA

- 2 sessions from Making Stridz and/or MCN sports development.
 - Making Stridz – www.makingstridz.com or Brian@makingstridz.com
 - MCN – <http://www.mcnsportsadvising.ca/contact-us/>
- Hockey Alberta coach sessions (if applicable for position)
- Ice Hockey Systems
 - <https://www.icehockeysystems.com/>
 - Username: lmha volunteer
 - Password: hockey2020!



TEAM QUALIFICATION REQUIREMENTS

SAFETY

- As per HA requirements listed on previous slide.
- 1 person per 10 kids registered for U7 and U9
- Person must be present at all games and carded with the team.
- The certification for this program is valid for a period of three (3) hockey seasons from the date of the clinic attended to August 1 of the third hockey season.
- **Course is now all online**

RESPECT IN SPORT/ACTIVITY LEADER PROGRAM – COACH LEVEL

- All carded team staff must be have RIS Coach BEFORE being carded to a team

Coach Reimbursement

- LMHA pays 100% of the REQUIRED courses for Coaches & team staff - including Respect in Sport: Activity Leaders, Safety, Checking clinic, Coach 1 & 2 and Development 1.
- Receipts and applicable certificates must be sent to LMHA Financial Administrator before December 15th. Once clinics are completed and confirmed - reimbursement will be mailed out.
- Anything received after December 15th WILL NOT be reimbursed.



HEAD COACH QUALIFICATION REQUIREMENTS

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety	Safe Return to Hockey
	U7 U9	One Coach per 10 players					All Team Officials	One Coach per 10 players	One Coach per 10 Players
A, B, C, D (incl. female)	U11 U13 U15 U18		Head Coach			Head Coach	All Team Officials	One Team Official	Head Coach
Elite Female	U15* U18*			Head Coach		Head Coach	All Team Officials	One Team Official	Head Coach
AA	U13 U15* U18*			Head Coach		Head Coach	All Team Officials	One Team Official	Head Coach
AAA	U15 U16 U18 Female U18				Head Coach	Head Coach	All Team Officials	One Team Official	Head Coach
Accredited Schools	All								
Junior	A B, C, Female				Head Coach		All Team Officials**	One Team Official	Head Coach
Senior	Female Male						All Team Officials**	One Team Official	Head Coach

*For U15 & U18: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be “ <i>trained</i> ” by November 15 th of current season, by following seasons November 15 th must be “ <i>certified</i> ” to remain eligible.
	<i>Trained</i> = attended classroom session <i>Certified</i> = passed all post task evaluations

TEAM CARDING

- Completed Rosters must be turned into Cindy Beck 5 days prior to any league scheduled games being played
- Information must include the players first and last names with the goalies identified. All Team Staff names, volunteer positions, birthdate, phone number and email address (Five on bench volunteers per team are permitted). Please indicate if the Manager plans on participating on ice for practice or on the bench for games.
- Cindy will then redistribute Hockey Alberta Carded team lists.
- LMHA will pay for carding of 5 team officials. More team officials can be carded at the teams cost of \$46 each
- Unless a Manager will be on the ice or on the bench, Manager's will not be carded. An non-carded manager DOES NOT get listed on the game sheet and CANNOT sign the game sheet.



RISK MANAGEMENT

INJURY REPORT FORMS

- Located on the LMHA website under Risk Management as well as Coach/Manager information
- Managers/Coaches must carry to all events. If a player is injured, one form must go with the player for the Doctor to fill out.
- Completed forms must be returned to Rick Lemay: Risk Management
- All injured players or coaches requiring medical attention shall complete an injury report form and not be permitted to resume play without written approval of a qualified physician for joint, bones, neck, facial, back and head injuries otherwise written parental approval is required.
- All player or coach injuries require an injury report form, found on the LMHA website under Risk Management, filled out and returned to Risk Management at risk@lmha.ab.ca

SPECIAL EVENTS

- Contact Rick Lemay at risk@lmha.ab.ca to confirm if a permit is required. Ensure there is as much notice as possible before the event to ensure a permit is received.

CODE OF CONDUCT/SOCIAL MEDIA POLICIES

- There is a Code of Conduct/Social Media Policy please familiarize yourselves with it. This can be found on the website under Risk Management.
- Regulations, Policies & Bylaws not adhered to are subject to disciplinary action.
- All incidents should have a incident form filled out, found on the website under forms, and submitted to the applicable division director for further investigation.



RISK MANAGEMENT

CRIMINAL RECORD CHECK

- All team staff, coaches and managers, require a Criminal Record Check every 2 years. If you are not sure if your check is current please contact risk@lmha.ab.ca.
- The letter that needs to be taken to the RCMP office can be found on the LMHA website under the Risk Management or Information/Forms tabs.
- CRC's will be collected and handed in by team not individuals.
- If your CRC is not handed in by November 15th you will not be allowed on the bench or be receiving credit for your coaching/managing and may face disciplinary action.

EXHIBITION GAMES – HOME

- Form can be found on the LMHA website under Risk Management as well as Information/Forms (initiation games are all considered exhibition) Form will be sent to Rick Lemay to apply for the permit
- All game sheets must be submitted to Hockey Alberta the instructions will be supplied with your permit.

TRAVEL PERMITS

- ALL travel outside the city of Leduc requires a travel permit. The Hockey Alberta Zone you are travelling within no longer applies.
- Form can be found on the LMHA website under Risk Management as well as Information/Forms Form will be sent to Rick Lemay to apply for the permit
- All game sheets must be submitted to Hockey Alberta the instructions will be supplied with your permit.

GENERAL INFORMATION

VOIDING OF TEAM INSURANCE:

- Playing of ineligible players
- Volunteer who is not carded being on the bench or ice

OVERAGE /AFFILIATED / SUSPENDED PLAYERS

- Must be listed on the game sheet and have OA, AF, or Susp and gm 1/2 etc... listed by their name respectively

DRESSING ROOM CONDUCT

- Female Players on a coed team from U13 to U18 must have their own dressing rooms. Managers must contact the visiting team prior to arrange a dressing room or alternative option.
- Absolutely no Cell Phones, iPods, iPads, or anything with camera capabilities in the dressing room
- Supervision requires minimum “two” adults at all times at division U11 and below. U13 and above someone needs to be around room and checking in on kids at all times. Make sure to cover room rules at beginning of the year

ICE

- All Teams able to request extra ice from the Ice Availability Tab on the LMHA Website.
- The ice is confirmed once you get an email back from Cindy stating that the ice is your to use. In addition, any teams that will not be using their ice need to notify Cindy immediately. If a team Is found to not use their ice and it sits empty without notice they will be charged for the ice by Leduc Minor Hockey



DISCIPLINE PROCESS

The LMHA expects the Coaching Staff of a hockey team to exhibit qualities of leadership which promotes in players, sportsmanship and decorum, considered with acceptable levels of propriety towards opponents game officials and spectators. As such, standards of behavior should be clearly defined and maintained by the Coaching Staff through out the season within a climate of mutual respect.

It is recognized that from time to time, sanctions may be necessary for behavior that transgresses acceptable standards. Such sanctions may be applied to any Player, member of Coaching Staff, team follower, parent or member, as per LMHA Regulations and Policies 26.0 and may take the form of:

- A verbal reprimand
- A written reprimand
- A suspension
- An expulsion and/or
- A combination of the above

The LMHA through its Board Members, has the authority to discipline any other Board Member, Team Player, Coach, Assistant Coach, Trainer, Manager, Bench Staff, Parent or Spectator.



DISCIPLINE PROCESS

- The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently with the process provided for below:
- Use of profanity by a Player, a member of the Coaching Staff, Parent, team follower, On-ice Official, Off-ice Official, or Member while representing LMHA during the normal duration of a hockey LMHA activity including the time before or after the actual hockey game while in the hockey arena in the general vicinity of the hockey area.
- Receipt of a player of a game misconduct, gross or match penalty
- Assessment to a Hockey Team of two or more bench minors in one game
- Ejection from a game of a member of the Coaching Staff
- Assessment of a Hockey Team of an excessive number of penalties of a serious nature, in the opinion of the Level Director and the Vice President of Directors.
- Conduct of a Player, member of the Coaching Staff, member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior whether on or off the ice.
- Conduct of a Player, member of the Coaching Staff, Member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior whether on or off the ice.
- Conduct of a Player, member of the Coaching Staff, Member or team follower that repeatedly brings discredit to the team and LMHA, through violent, abusive, or gross behavior whether on or off the ice.
- Use by a Player, member of the Coaching Staff, or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey event while in the hockey arena in the general vicinity of the hockey area



DISCIPLINE PROCESS

- Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to integrity of the LMHA Hockey program.
- Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator. (21 days notice required)
- Conduct of a Player, member of the Coaching Staff, member or team follower in repeatedly brings discredit to the team and LMHA, through violent, abusive or gross behavior whether on or off the ice.
- Use by a Player, member of the Coaching Staff, or team follower of alcohol or other illegal substances while representing LMHA during the normal duration of a hockey game including the time before or after the actual hockey event while in the hockey arena in the general vicinity of the hockey area
- Conduct by a parent or Legal Guardian who exhibits conduct unbecoming to integrity of the LMHA Hockey program
- Failure of a Hockey Team to utilize ice time without sufficient prior notification to the Ice Coordinator. (21 days notice required)
- Failure to pay all outstanding fees for the Current Season as required or failure to follow through on any commitment made with respect to a waiver of fees for the Current Season
- Code of Conduct – all parents, players and coaches be required to sign off on their conduct and agree to act responsibly.
- Coach meeting – if you feel strongly that you require a meeting with the head coach or coaching staff please feel free to contact the Manager first to arrange a mutually convenient time. It is best to wait 24 hours until making the call to allow yourself some time and distance to think.
- LMHA meeting – if you remain dissatisfied with the outcome after the meeting, your next step should be to contact the Division Director.

Discipline – disciplinary actions for unacceptable behavior will be dealt with by the following manner:

- Step 1 – coach will discuss concerns with the individual involved (offering opportunity to correct their actions)
- Step 2 – coach and manager will discuss their concern with the player's parent or guardian.
- Step 3 – manager will bring the matter to the attention of the Director, LMHA and offer to discuss the concerns

DISCIPLINE PROCESS

INFORMAL PROCESS

STANDARD SUSPENSIONS

- Where the CHA current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with the Level Director as a matter of routine.

NON-STANDARD DISCIPLINE

1. These suspensions are applicable to Players, Coaching Staff, Bench Staff, Parents or Legal Guardians.
2. When an incident involving a Player occurs which may warrant disciplinary action, the Coach(s) or another member of the Coaching Staff or Bench staff shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game, and at least prior to the next game, for action.
3. When an incident involves a member of the Coaching Staff or the Bench Staff which may warrant disciplinary action, another member of the Coaching Staff or Bench Staff, or a concerned Parent shall report the incident to the Level Director, VP of directors, and the Discipline Committee Chair immediately following the game.

If the above protocol is not followed you will be required to go back and follow this communication protocol before your complaint will be dealt with. I.e.: parent going directly to another board member, directly to the league or Hockey Alberta.

Discipline Committee Chairperson for 2020-2021 season is Rick Lemay - disciplinelmha@lmha.ab.ca

DISCIPLINE PROCESS

Communication Protocol Within LMHA

Prior to reporting and or filing a complaint all members must wait 24 hours before submitting their concern.



All formal reporting of complaints or incidents must be made in writing. This will be strictly enforced.

Communication Flow Chart (LMHA)

Step One: Player / Parent

Step Two: Team Manager / Coach

Step Three: Division Director / VP Directors / VP Female Hockey / Discipline Chair

Step Four: Discipline Committee – *If formal discipline required*



TEAM FINANCES & ACCOUNTS

- Leduc Minor Hockey Manager's Manual is distributed to all managers and posted on the LMHA website under "Coach and Manager Information". Team account information can be found in the manual.
- Coach/Managers cannot be a couple (married, dating, common-law, divorcees).
- All teams must open their team account at Servus Credit Union in Leduc. Please contact the bank to set up an appointment to open your account. Manager and one non carded team parent MUST be dual signors on account. Both signors must attend the bank appointment.
- ALL FUNDS must go through your team account and records are to be kept on the LMHA Financial Ledger. You cannot use cash collected to pay for items. You must report ALL purchases made on behalf of the team.
- Spreadsheet are to be sent to all parents and director **monthly**. This is a requirement of LMHA.
- DO NOT spend money ordering merchandise before the funds are obtained. LMHA will NOT cover any team costs.
- All deposit slips, cheque stubs, receipts, invoices etc.. must be kept. Monthly bank statements must be printed.
- Teams may collect a "slush fund" from parents to begin the season. Managers cannot request more than \$200/family unless an anonymous vote has taken place and all parents have agreed. Survey Monkey is recommended for this purpose.
- At the end of the season parents may not collect more money than was put into the above mentioned "slush fund". Fundraising etc.. Is not for the benefits of the parents.
- All team accounts must be closed out and ledgers, deposit books, bank statements and receipts handed into the Financial Administrator (Jenny Zaporosky) no later than APR 10th, 2021.



League Play

- U11 – U18 coed Rec teams will participate in the NAI League.
- Female Rec U11 – U18 will participate in the Edmonton League.
- U7 & U9 teams will participate within LMHA.
- AA Teams will participate in the NAHL.
- NCI Teams will participate in the AFHL.
- Managers, familiarize yourself with the game sheet reporting procedures. Sheets MUST be submitted within 24 hours of game completion. Info can be found on league website.
- There is also a procedure this year regarding referee incident reports:
 - This is the home team managers responsibility to complete this form after an incident has occurred during NAI Hockey League game. The manager upload an electronic. pdf, .jpg version of the incident report, then fill out the form with the information from the completed Incident Report
- LMHA will keep an eye on all tiering games to see if teams need to go up/down or stay where they are.



Hockey Fights Cancer

Hockey Fights Cancer

- Last January was our Inaugural LMHA Hockey Fights Cancer event, held throughout the month of January.
- All funds raised were donated to the Canadian Cancer Society, in the name of LMHA.
- Through 2 events, LMHA raised **\$2275** in donations.
- This year, Rebecca Lowe wants to help any team who wants to participate in a Hockey Fights Cancer event in January.
- There are many ways to participate - from hosting a special game, getting jerseys sponsored, crafting luminaries, collecting donations....lots of ideas!
- If your team wants to give back to the community and participate - please contact Rebecca Lowe at communications@lmha.ab.ca and she can get you more info and help you plan a successful event!
- Canadian Cancer Society provides lavender stick tape, helmet decals, "I Fight For...." signs - plus numerous other items - Rebecca will be able to distribute as needed.
- Already this year, we have a donation of **\$1407.88** - it would be great to have something positive for our teams to focus on and help raise money to assist those living with cancer.





QUESTIONS?