



2021



# 2021/22 Season Manager's Manual

LEDUC MINOR HOCKEY ASSOCIATION

## IMPORTANT CONTACT INFORMATION

LMHA President: Curtis Ferguson - [president@lmha.ab.ca](mailto:president@lmha.ab.ca)

LMHA Administrator: Cindy Beck - [admin@lmha.ab.ca](mailto:admin@lmha.ab.ca)

LMHA Financial Administrator: Jenny Zaporosky - [treasurer@lmha.ab.ca](mailto:treasurer@lmha.ab.ca)

LMHA Secretary: Shannon Critchley - [secretary@lmha.ab.ca](mailto:secretary@lmha.ab.ca)

LMHA Communications: Rebecca Lowe - [communications@lmha.ab.ca](mailto:communications@lmha.ab.ca)

LMHA Fundraising: Robin Bencharski - [fundraising@lmha.ab.ca](mailto:fundraising@lmha.ab.ca)

LMHA Volunteer Coordinator: Carlita Carstairs - [volunteer@lmha.ab.ca](mailto:volunteer@lmha.ab.ca)

Central Zone Discipline Reps:

- Daryl Pickering (Intro to Hockey, U11 & U18) P: 403-598-7255  
[disciplinecentral1@hockeyalberta.ca](mailto:disciplinecentral1@hockeyalberta.ca)
- Jim Wood (U13 & U15) P: 780-360-3050 [disciplinecentral2@hockeyalberta.ca](mailto:disciplinecentral2@hockeyalberta.ca)

Risk Management/Player Safety: Rick Lemay - [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca)

Referee in Chief: Bryan Evans - [ric@lmha.ab.ca](mailto:ric@lmha.ab.ca) or 780-667-6523

Division Directors:

U7: - [U7@lmha.ab.ca](mailto:U7@lmha.ab.ca)

U9: - [U9@lmha.ab.ca](mailto:U9@lmha.ab.ca)

U11: - [U11@lmha.ab.ca](mailto:U11@lmha.ab.ca)

U13: - [U13@lmha.ab.ca](mailto:U13@lmha.ab.ca)

U13 AA: - [U13AA@lmha.ab.ca](mailto:U13AA@lmha.ab.ca)

U15: - [U15@lmha.ab.ca](mailto:U15@lmha.ab.ca)

U15 AA: - [U15AA@lmha.ab.ca](mailto:U15AA@lmha.ab.ca)

U18: - [U18@lmha.ab.ca](mailto:U18@lmha.ab.ca)

U18 AA: - [U18AA@lmha.ab.ca](mailto:U18AA@lmha.ab.ca)

LMHA Female Rec: - [femalerec@lmha.ab.ca](mailto:femalerec@lmha.ab.ca)

North Central Impact AA Senior Director: - [nci@lmha.ab.ca](mailto:nci@lmha.ab.ca)

## Manager's Responsibilities

The Team Manager is responsible for the following duties:

- Shall be the liaison and resource person for all registration matters pertaining to their team for the LMHA administrator. You must provide a finalized team list to the administrator for player/coach carding. List must include players: legal first & last name, coaches: legal first & last name with their birthdate, cell number & email address.
- Shall contact LMHA's Financial Administrator to obtain the login/password to run the LMHA team's webpage.
  - All Staff information must be entered ASAP on the team webpage (Coach & Managers name and email address must be listed).
  - Players' information must include legal first & last name, jersey number and parents email address. These email addresses are used for all Leduc Minor Hockey's yearly communication and are essential to be kept up to date. Please ensure that both parents' email addresses are provided.
- Will open up a team bank account with **Servus Credit Union** in Leduc as required by Leduc Minor Hockey association. **For all information regarding Team Financials please see the Manager's Team Financial Responsibility section of this manual beginning on page 7.**
- Provide any information and communication from Leduc Minor Hockey to the coaches, parents and players as requested by the association
- Ensure that travel permits are obtained for exhibition and tournament games. Please contact our Risk Management Director for more information. Permits are required for exhibition games and tournament games that we attend outside of Leduc. Permits are also required when we host an exhibition game in Leduc. *When in doubt – contact Risk Management!*
- Will communicate practices, games, tournaments and other events for their team to parents via their team webpage. Managers may also choose to utilize other options ie: Team Snap, RAMP Team App. **\*\*The RAMP Team App is a newer team management software and syncs directly with your team webpage\*\***
- Team Manager must complete injury/incident reports as needed and forward to the Risk Management Director.
- Team Manager must be familiar with suspension procedures & guidelines.
- Shall clearly communicate the vision and objectives of Leduc Minor Hockey whenever possible.

## LEDUC MINOR HOCKEY TEAM WEBSITE

The LMHA website is to be utilized throughout the **entire season**. It is very useful and helpful to your team.

Your password and specific team page will be given to you by the LMHA Financial Administrator once your coach has requested approval for you. If you need any

assistance getting started on your homepage please contact the LMHA secretary, Administrator or Financial Administrator.

For League information please go to the "LINKS" tab on the LMHA website and under "INFORMATION" and you will find your appropriate League website info. Leduc teams are registered under the following leagues:

- U9 to U18 - **Hockey Edmonton Federation League** <http://www.hockeyedmonton.ca/>
- U13 AA, U15 AA & U18 AA - **Northern Alberta Hockey League** <http://nahl.hockey/>
- NCI U15 AA & NCI U18 AA teams - **Alberta Female Hockey League** <https://www.afhl.ca/>

Please check your **league website** immediately and often for preseason (tiering) schedules. Game books from your league will come from your Level Director.

[How to link your team schedule to your LMHA team page from another RAMP run platform:](#)

This process will allow your team's games to be posted on your LMHA team page as well as your league website. You must receive your login & password from your tier governor before you are able to complete this process.

- 1) Team manager must log into their LMHA webpage
- 2) Go to "League Tie In"
- 3) Select League from drop down menu
- 4) Select your team
- 5) Enter in your League Log In & Password as assigned by your governor and SUBMIT.
- 6) Once submitted, scroll down to see the "Copy Players" option. You can choose the players from the LMHA website that you previously entered and can copy them over to your league site. Press "Copy Players" once all players have been selected.

All league games will now show up on your LMHA team page. Practices, exhibition games & other events will not show up on your League page and must be entered on your LMHA team page.

[How to link your team game schedule from to your personal device:](#)

-Log in to RAMPbook from the LMHA website (If you do not have an account, you can create one)

-If your athlete is not listed for the current year, go to the menu on the left and click on Search Athlete and enter info

-If your athlete is listed click on your athlete

-On the menu click on Sync Calendars

-Follow the instructions to Sync your device

Every time you go in with your Administration Login and update your website, it will automatically update what's on RAMPbook.

## TEAM MEETINGS

An initial meeting should be set up shortly following the formation of the team. Ideally, the manager should be in place before the initial team meeting, and should meet up with the Head Coach prior to the meeting to discuss the seasonal plans, preliminary budget and team expectations. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. An agenda should be done up which may include some of the following points for discussion:

### Volunteer Positions

Game and practice jerseys **\*\*EACH TEAM MUST HAVE A JERSEY PARENT RESPONSIBLE FOR THE JERSEYS - PLAYERS MAY NOT TAKE THEIR JERSEYS HOME - JERSEYS THAT ARE MISHANDLED LEADING TO DAMAGE WILL NEED TO BE REPLACED AT THE COST OF THE FAMILY\*\***, home game music, timekeeper, scorekeeper etc... Once all volunteer positions are filled the manager should distribute a list stating the names and positions for the team. *These team volunteer positions do not apply towards LMHA's Volunteer Requirements.*

### Code of Conduct

Having a code of conduct will ensure consistency when dealing with any team issues that may arise. Code of Conduct documents are available at the back of the book for you to copy and have your Parents & Players sign, as well as your Coaching Staff. **\*\*Please ensure these are signed by all players/parents/coaches as if there is a discipline issue these will be requested by the discipline committee\*\*** The code of conduct should be discussed as part of the expectations for parents and players during the first meeting. Some topics for the code of conduct may be:

- Conduct at practices, games, events, team functions
- Locker room conduct and procedures (prior to game, after game, clean-up)
- Team attitude (coach, players and parent's ethic codes)
- Respect
- Harassment
- Drugs/alcohol/foul language
- Cell Phone Policies (NOTE: NO CELL PHONES ARE ALLOWED IN DRESSING ROOMS. NO EXCEPTIONS!!!!)

### Team Tournaments

How many tournaments to attend close to town and/or overnight.

### Start Up Fees

A set amount to be paid by all families to start the season off. This amount needs to be approved by the team. This cash call is the "Parent Contribution" and if there are any funds left over at the end of the season, refunds may be given to each family but is not to exceed the amount of the original Parent Contribution. Team Fees are not to exceed \$200 unless a unanimous vote is received through a confidential process (ie: Survey Monkey). *AA teams' budgets are approved through their director and are not subject to the cash call limit.*

A full budget should be presented to the team (Manager & Head Coach should meet prior to Team Meeting to discuss) to show parents where monies will be allocated throughout the season. Any changes to the approved team budget should be discussed with parents prior to moving forward.

### Ice Time

The coach will want to discuss player ice time in a very clear manner as this can be the cause of a lot of issues later on in the season. Ie: **Equal Ice Time** means that, on average, all players in the same general position will be on the ice the same amount of time. **Fair Ice Time** recognizes that game situations present opportunities for coaches to ice specific lines; for example, power play or penalty kill.

### Dress Codes

Pre-game outfit, warm-up attire.

### Arrival Times

Coaches expectation for arrival before practices and games. Make sure to discuss parents being in the dressing room before and after games and practices.

### Team Communication

How will the manager communicate to the team? With short notice changes? Who should be contacted if a player is going to be late or absent? Make sure this is clearly discussed with parents.

### Disputes

Any issues that arise should be dealt with after a 24-hour cooling off period. The issue should be brought to the team manager first, then the coach can be brought in, if necessary. If the issue cannot be dealt with at a team level, the manager should contact their level director.

**Be sure that a copy of the minutes for this meeting go out to each family after the meeting and make sure you have a sign in sheet for attendance.**

## CONTACT LIST

A team contact list should be made up as soon as possible after the team is formed. This list can include each player's name and jersey number on it as well as each parent's name, home phone number and cell phone number. You may want to add the parent volunteer responsibility to this list as well so the team knows who is in charge of what on the team. It is a good idea to have small laminated cards made up as well to fit in parents' wallets in case they need to contact someone while on route to a game or tournament.

## TEAM JERSEYS

Jerseys must be taken care of properly by a team parent. Game and practice jerseys are not allowed to go home with players. Please do not dry the jerseys in the dryer as it damages the fabric.

Name Bars can be added to the backs of jerseys. Teams are required to go through Alice Embroidery for this process. No other vendors are approved for this process and if damage is made to the jerseys you will be responsible to purchase a new replacement.

U11 atoMc teams will get to keep their BLUE jerseys this season.

## TOURNAMENTS

To find a list of Hockey Alberta sanctioned tournaments for Alberta, go to: <http://www.hockeyalberta.ca/tournaments/>. Teams are allowed to attend only Hockey Alberta sanctioned tournaments. We recommend that you look early in the season and contact those you are interested in ASAP. Tournaments can fill up very quickly!

## DISPUTES

There may come a time where the Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager will have to contact their Level Director for the next appropriate step.

## PLAYER SUSPENSIONS

When a player receives a penalty which warrants a game(s) suspension, the League Governor for your level will send a suspension notice to our association President and in some cases to the team manager as well. If there is any question at all if the player is suspended and you have not received a suspension notice, **please do not allow the player to play in a game until you have received confirmation from either the League Governor or association President.** Also ensure that if the player is serving a suspension

that this is noted beside his/her name on the roster for the game. ie: John Smith susp. 1 of 2 and put a line through his name to notify that he is not playing.

If there are any suspensions from exhibition games the notice of suspension will come from Hockey Alberta Minor Discipline Zone Rep.

Leduc Minor Hockey will also review these suspensions and add additional suspension if warranted.

## GAMES

After an exhibition game that an LMHA team hosts and you have gotten a permit for, the game sheet MUST be sent to our Central Discipline Coordinator according to division.

- **Daryl Pickering (U7, U9, U11 & U18) P: 403-598-7255**  
[disciplinecentral1@hockeyalberta.ca](mailto:disciplinecentral1@hockeyalberta.ca)
- **Jim Wood (U13 & U15) P: 780-360-3050** [disciplinecentral2@hockeyalberta.ca](mailto:disciplinecentral2@hockeyalberta.ca)

If there are any suspensions from exhibition games the notice of suspension will come from Hockey Alberta Minor Discipline Zone Rep.

After you attend a tournament or exhibition game out of Leduc that you received a permit to participate in, the game sheet MUST be sent to our Hockey Alberta Minor Discipline Zone Rep. If there are any suspensions from exhibition games the notice of suspension will come from Hockey Alberta Minor Discipline Zone Rep.

## REFEREES

Please check the referee room 30 minutes prior to your home games. If your referees do not show up on time please contact our Referee In Chief ASAP.

## TRAVEL PERMITS

Team Managers are required to obtain travel permits for any exhibition games or tournaments that are played outside of Leduc. You must obtain permits to host exhibition games in Leduc as well. If you have any questions at all please contact your Risk Manager - [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca). Any special events performed as a team as well require a permit, ie: off-ice conditioning, team meals, parties or traveling to watch a sporting event.

## MEDICAL INFORMATION

Each player/coach should fill out a medical information sheet, these forms can be found on the LMHA website. These forms should be kept with the team manager at all times and are recommended to be in a sealed envelope for privacy. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.



## ACCIDENT/INJURY REPORTS

In the case of any accident/injury, a report must be submitted to Hockey Alberta within 90 days of the date of the incident. The Team Manager should carry blank injury forms at all times. This form needs to be filled out immediately. If the player needs medical attention the form should accompany them to the hospital for the doctor/dentist to fill out at the time. If the form is not available please ensure that name, address and phone number of the attending physician is written down so they can be contacted to complete the form later. Once the form is filled out entirely a copy should be kept in the managers files and the original should be given to the Risk Manager to send onto Hockey Alberta.

We strongly recommend that you distribute an injury report form to each player's family to be kept in their vehicle. This ensures that forms are readily available in the event of an emergency.

## MANAGERS TEAM FINANCIAL RESPONSIBILITIES

The Team Manager is responsible for all team finances. The Manager is responsible for collecting, depositing and distribution of all funds. In addition, the manager is responsible for budgeting, tracking of income and expenses, as well as providing accurate and timely reports.

These duties include:

### To start the season:

- Open a team account. \*Account co-signers will need to open the account together\*
  - Individual team accounts must be opened at the Servus Credit Union in Leduc.
- Develop a team budget and,
- Collect and deposit parent contributions/donations/team sponsorships

### During the season:

- Track and document team income and expenses on the LMHA Ledger. *Please be specific. List deposits specifically – how much is parent contribution and how much is sponsorship. Please use the description to note specifics. Cheque number and vendor should be listed in the description for any cheques used. DO NOT put names in along with the parent contributions. When making a lump sum of parents contributions please note the number deposited. I.e) Deposited \$500 of parents contributions, note in the description: "5x \$100 parent contributions".*
- Monitor and update team budget and,
- Provide monthly financial reports to parents and Division director **\*THIS IS MANDATORY\*** We also recommend that you provide a report to the LMHA Financial Admin for verification that it is being completed as required. This can eliminate issues at the end of the season.

### To bring the season to final closure:

- Provide a final financial report to all parents and the LMHA Financial Admin.
- Reimburse any remaining team funds to parents, to a maximum of the original parent contribution. This may not include access team sponsorship/fundraising/donations.
- Close out the team bank account \*Both co-signers are required to sign to close out the account\*
  - **Accounts must be CLOSED by April 16<sup>th</sup>.** \*

### After Account is closed out:

- Email a final copy of ledger **\*in excel format\*** to LMHA Financial Administrator
- Provide ALL financial paperwork to Financial Admin. This includes:
  - Deposit Slips

- Invoices
  - Receipts
  - Monthly bank statements
  - Cheque Stubs
- Parent Contributions that are paid out in **cash** at the end of the year: a spreadsheet with *PARENTS NAME, AMOUNT RECEIVED & SIGNATURE* MUST be included in your year end documents.
- **YOU CANNOT GIVE MORE THAN PARENTS CONTRIBUTED AT THE BEGINNING OF THE SEASON! NO EXCEPTIONS!** Fundraising does not count as a parent contribution!

## BUDGETING

Team Manager and Head Coach should work together to develop an initial team budget. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and any other additional costs to the team. There should also be discussion on how the necessary funds will be raised and distributed.

PLEASE NOTE: LMHA will not cover any costs that the team account cannot cover for any reason. Please ensure that you budget accordingly.

*Tip: Sample budgets template spreadsheets are provided in the appendix to aid in number crunching.*

### Expenses:

There are numerous expenses that the team should be aware of when budgeting. It is also a good idea to budget for some small unexpected expense. Examples of expenses (none of these are necessary)

- Registration fees for tournaments
- General operations (practice equipment, team snacks)
- Team gear (hoodies, track suits, dry land gear etc...)
- Extra Ice costs (with ice time costs at approx. \$140/hr)
- Other miscellaneous expenses

### Income:

Generally, there are three (3) funding models for teams

#### 1) Sponsorship Model

This model relies on personal, business and community connections to provide direct financial sponsorship to the team. Sponsorship can be in the form of cash, services or supplies. *Please note that ANY Leduc Minor Hockey Association sponsor is not to be approached for any further sponsoring*

without approval from our Sponsorship Director. Contact the sponsorship director [sponsorship@lmha.ab.ca](mailto:sponsorship@lmha.ab.ca) with any questions.

## 2) Fundraising Model

This model relies on parents and players actively fundraising for their team expenses. This includes activities such as 'treat' sales, snow shoveling campaigns, bottle drives, raffles etc. There are numerous creative ways for teams to fundraise. *Please note if you are organizing any kind of raffle or 50/50 you are required to get a license number through our Fundraising director. Please contact [fundraising@lmha.ab.ca](mailto:fundraising@lmha.ab.ca) for more information on AGLC/raffle requirements.* **Proper paperwork must be completed and handed into our Fundraising Directors upon completion**

## 3) Parent Funded Model

The parent funded model is where team expenses are paid for directly by the parents. With the demand on everyone's time, some teams find this the easiest approach.

*Tip: Regardless of the funding model chosen, collect an initial 'start-up' team fee from parents at the beginning of the season. These funds will be needed for early expenses such as tournament fees. LMHA WILL NOT COVER ANY TEAM COSTS FOR ANY REASON.*

In practice, many teams use a combination of all three funding models to support team expenses.

## INITIAL TEAM MEETING

The team budget should be discussed with the parents at the beginning of the season to ensure that team and parent expectations are aligned. The invitation to parents for this meeting should include a heads-up that you will be collecting association and team fees.

Team finance related items for the initial parent's meeting include:

- General discussion of team costs and budget
  - Ensure costs are agreed upon by all parents on the team. Any 'start up' fees over \$200 must be unanimously agreed upon by all. LMHA recommends using SURVEY MONKEY as a way to collect responses as parents will not feel pressured to respond in a way they cannot afford.
- Discuss the proposed funding model for the team
- Collect the initial team 'start up' fees - for team use.
- Inform parents:
  - What will be covered and what will not be covered by team fees
  - Payment options

- Deadline for paying the team fees
- Who the team fees must be paid to [i.e. Leduc Roughnecks AtoMc 2]

## TEAM NAME

Please note Leduc Minor Hockey's requirements on team names. The team name is non-negotiable – *unless notified by our Sponsorship Director that your team has a sponsored team name*. This is to be used for:

- Setting up the team bank account
- Tournaments
- Any publications regarding team events, activities etc...

Leduc **DIVISION + TEAM NUMBER** Roughnecks – example: *Leduc U13 4B Roughnecks*

North Central Impact **DIVISION** Elite – example: *North Central Impact U15 AA*

**\*\*U11 Division is to be called atoMc as per sponsorship rules from McDonalds Canada: Leduc atoMc U11     Roughnecks \*\***

## BANKING

Each team will need to set up a bank account at the beginning of the season.

**YOU ARE NOT ALLOWED TO USE YOUR PERSONAL BANK ACCOUNT AT ANYTIME TO RUN TEAM FINANCIALS.**

LMHA requires that all teams set up their accounts at the **Servus Credit Union in Leduc**. We have a good working relationship with Servus Credit Union. Please contact the branch to set up an appointment to set up your account. Please email the **signed** meeting minutes (see below) and full player/staff roster 2-3 day prior to the scheduled appointment so that the meetings can be prepped ahead of time.

**\*\*Account co-signers will need to attend the appointment together\*\***

*The account signers must be **NON-CARDED** parents on the team and cannot be married/dating/common-law with the head coach.*

**Meeting minutes information required to open up account:**

Date and FULL Team name (see info below regarding Team Names)

Please use the following statement for your meeting minutes (fill in the blanks):

- o "Signing officers will be \_\_\_\_\_ and \_\_\_\_\_. Both signers will be required to take money from the account and write cheques drawn from the account.

TEAM NAME will require the use of online banking to facilitate statement printing and bookkeeping. \_\_\_\_\_ will be designated as the online administrator and will have view only access."

**As some accounts have already been opened - you may have to issue a name change as indicated by the LMHA Financial Administrator and this information will need to be included in your meeting minutes**

Meeting minutes must be signed by **TWO** parents that will not be involved with the team banking and that are carded on the team.

Full team roster (players first & last names)

List of coaching staff with contact information.

## CHECKS AND BALANCES

When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated.

**DO NOT:**

Write cheques made out to cash

Do not pay any expenses with cash. All expenses should be paid with a team account cheque. If an expense is paid by a member of the team – please reimburse the parent with a team cheque.

Manager must receive a paper copy of the account's monthly statement. This is the best time to sit down to look over your ledger and email parents a financial report. Parents have the right to ask financial questions or review the monthly statements at any time as it is their money in the account.

Any unforeseen payments that arise should be discussed with the parents before any transaction takes place.

Ensure receipts are obtained or a copy provided for all transactions that take place.

## FINANCIAL LEDGER

We are required to report monthly to our families regarding all team finances. This ledger has been created to give an easy way to families & our accountants to review team financials.

A few things to note:

- Families names should not be listed in the ledger for any payments made to the team (ie: Parent Contribution funds, fundraising collecting etc...). If required, keep a separate list for your references.
- Your description box **MUST** include: Cheque #, whom the cheque was written out to & brief description
- The ledger should match **EXACTLY** to your monthly bank statement. but more detailed.
- Always include cheque number used for payments. **DO NOT USE TEAM CASH** – Always deposit cash received and issue cheques for expenses. **Money must always be traceable in case of issues!!!**
- At the end of the year your Deposit & Withdrawal final numbers should match and your Balance should be \$0.00. The Green & Yellow columns should all be filled in and should add up to match the Deposit/Withdrawal balances.

## QUESTIONS/CONCERNS

If you have any questions or concerns regarding Team Finances please contact Jenny Zaporosky – Leduc Minor Hockey Financial Administrator – [treasurer@lmha.ab.ca](mailto:treasurer@lmha.ab.ca)

**Any team disputes regarding team funds must go through your Division Director.**