



2022



# 2022/23 Season Manager's Manual

LEDUC MINOR HOCKEY ASSOCIATION



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## IMPORTANT CONTACT INFORMATION

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Central Zone Discipline Reps:

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[disciplinecentral1@hockeyalberta.ca](mailto:disciplinecentral1@hockeyalberta.ca)
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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:

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## KEY STATEMENTS/PRINCIPLES

### 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 STATEMENT

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 favouritism 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.

## TEAM MANAGER RESPONSIBILITIES

The Team Manager is a central figure in establishing and maintaining the flow of communication – not only amongst the team (players, parents, and coaches) but between the team and all support systems such as LMHA, other teams, referees, officials, etc. Ultimately, the Team Manager is responsible for ensuring all off-ice tasks are completed. This does not mean that the Team Manager must do it all, but they need to make sure that it gets done via delegation.

By taking on the operational aspects of the team, the Team Manager enables the coaching staff to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

This manual provides information to aid Team Managers in the smooth operation of their team by providing guidance and identifying key topics that the Team Manager will need to address. Failure to follow LMHA guidelines will result in the loss of all "Volunteer Credits" provided by LMHA.

### **Team Manager expectations/responsibilities**

Include but are not limited to:

- a) Team Manager cannot be a carded member of the team and cannot be married, dating, or common-law with members of the team's coaching staff.
- b) Operate the team within the established policies and procedures outlined in this manual.
- c) Organize a parent meeting for the team.
- d) Operate as a signatory on the team banking account registered at Leduc Credit Union.
- e) Ensure the financial requirements of LMHA are fulfilled.
  - i) **NOTE:** If a Team Treasurer is in place, the Team Manager is responsible to ensure that the Treasurer is fulfilling duties as outlined by LMHA.
- f) Assist the Head Coach in monitoring the off-ice conduct of team members and team followers/fans, to ensure that the team's role as community representatives is maintained.
- g) Facilitate communication and the exchange of information between LMHA and the coaches, parents, and players as needed
- h) Have each player fill out a Hockey Canada Medical Form and Parent/Player Conduct forms.
- i) Coordinate team activities (ie: exhibition games, tournaments, and off-ice activities)
- j) Coordinate/Schedule parent volunteers (ie: time clock, game sheet, and penalty box positions during league/tournament/exhibition games as required)
- k) Assist with the formation of a team budget along with the head coach and team treasurer.
  - i) AA Directors will also be responsible to assist in their divisions.

- l) Arrange for team transportation and accommodations as needed
- m) Arrange (by booking and paying for) extra ice that may be wanted for additional practices, exhibition games, etc.
- n) Notify, in a timely manner, the LMHA Administrator of any changes in ice usage.
- o) Ensure games, practices, and event schedules are up-to-date and accurate using the LMHA team webpage and the team platform (TeamSnap or RAMP app) Submit the travel request forms (not for league play) and exhibition game permit request forms in accordance with rules, as outlined.
- p) Input team lists and game stats into league websites promptly, as required by leagues.
  - i) U9 to U18 - **Hockey Edmonton Federation League** <http://www.hockeyedmonton.ca/>
  - ii) U13 AA, U15 AA, and U18 AA - **Northern Alberta Hockey League** <http://nahl.hockey/>
  - iii) NCI U15 AA and NCI U18 AA teams - **Alberta Female Hockey League** <https://www.afhl.ca/>
- q) Organize and lead parents or parent committees as required and ensure all positions within the team are filled (ie: safety person, fundraising, etc...)
- r) Collect and submit any required police checks for Team Treasurer and all on-ice staff to the LMHA Risk Director.
  - i) Volunteer letter can be found on the LMHA website under "Coach and Manager Information" and brought to the Leduc RCMP station to obtain the criminal record check at no charge. [DIRECT LINK](#)
- s) Provide any information and communication from Leduc Minor Hockey to the coaches, parents, and players as requested by the association
- t) Ensure familiarity with rules, procedures, and guidelines that are applicable to the team (Suspension protocol, injury protocol, communication protocol).
- u) Delegate any Team Manager responsibilities that you cannot or are unable to fulfill.

## TEAM MANAGER TASKS/INFORMATION

### Team/Parent Meeting

Team meetings are essential in the development of formal communication amongst the team and encourage participation from all members. An initial meeting should be set up shortly following the team's formation. Ideally, the Team Manager and Head Coach should collaboratively develop an agenda for this meeting (see APPENDIX 1 - Team Meeting for a sample agenda), along with a preliminary budget.

A parent meeting is often held prior to or immediately following a team event (ie: Practice). Alternatively, this meeting could be held virtually. It is important to schedule this meeting at a time when all coaching staff and parents can attend. It is the shared responsibility of the Team Manager and Head Coach to ensure that all the things outlined in the agenda are discussed, including the preliminary budget. This helps to ensure that all parents understand the commitment, both time and financially, up-front and before the season begins.

**\*\*Minutes (notes from the team meeting) and a list of attendees must be recorded and distributed to the team immediately following the meeting. Any key items discussed during the meeting (team volunteers, budget concerns/decisions, tournament preferences, apparel choices, etc.) should be clearly documented. Note: These documents will be required to open the team bank account.**

## Medical Forms

- Each player and coach should fill out a Hockey Canada medical information sheet. While it is important for the coaches and Team Manager to review this information and be aware of any medical concerns, it is unlikely that you can remember every detail about every player. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family doctors and emergency contacts when the parents are unavailable. Medical forms should be returned to parents at the end of the season. [Hockey Canada Medical Sheet](#)

## Team Pictures

Team pictures are booked through LMHA and will be communicated to the teams by the LMHA Secretary. If you have any questions or concerns please contact [secretary@lmha.ab.ca](mailto:secretary@lmha.ab.ca)

Pictures will be taken by [Scott Molnar](#). Order information will be provided by the company and communicated to Team Managers to pass along to parents.

## TEAM RULES/EXPECTATIONS/SAFETY

The Team Manager and the coaching staff should discuss team rules and safety procedures and the beginning of the year with both the players and the parents at the initial team meeting.

The most important thing to remember when dealing with team rules is to be fair, progressive, and consistent! Further, it is important to keep in mind that when dealing with minor hockey most players have other activities/priorities, so conflicts and absences can be expected. The level of commitment will vary with age, level of the team, etc. When implementing the team rules, it is important to explain to both parents and players the significance of the rule and the consequences for not adhering to it. When enforcing rules, everyone on the team must be treated equally.

### 1. Code of Conduct



- LMHA has a set code of conduct that is signed by parents at the time of registration. A copy of the code of conduct should be distributed to all parents, players, and coaches during the initial team meeting to review and sign.
  - i. [Parent Code of Conduct Form](#)
  - ii. [Player Code of Conduct Form](#)
  - iii. [Coach Code of Conduct Form](#)
- The following topics are recommended to be discussed during the review of the "Code of Conduct"
  - i. Conduct at practices, games, events, and team functions
  - ii. Locker room conduct and procedures - prior to the game and after game clean-up
  - iii. Team attitude (including coaches, players, parents, and spectators ethic codes)
  - iv. Respect
  - v. Harassment/Bullying
  - vi. Drugs/Alcohol
  - vii. Cell Phone and Camera use is **NOT** permitted in dressing rooms as per Leduc Minor Hockey policies.

## 2. Disputes

- Disputes regarding - equal playing time, coaching tactics, harassment, etc. - may arise during the season and it is the responsibility of the Team Manager (or Team Liaison if assigned) to help resolve the dispute.
- The Parents/Guardians must be comfortable knowing they can bring concerns to the Team Manager (or Team Liaison) for any reason. The Team Manager/Liaison should work with the coach and parents to first try to resolve disputes at the team level. See - [LEDUC MINOR HOCKEY ASSOCIATION - RISK MANAGEMENT FOR TEAM STAFF](#).
  - i. **NOTE:** The Team Manager should be familiar with the policies and procedures surrounding these incidents.
- If a dispute cannot be resolved at the team level, the Team Manager should contact their Level Director for the next steps.

## 3. 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 throughout the season. **Equal Ice Time** means that, on average, all players in the same general position will be on the ice for the same amount of time. **Fair Ice Time** recognizes that game situation present opportunities for coaches to ice specific lines; for example, power play or penalty kill.

## 4. Arrival Times

- Expectations for arrival before practices and games should be clearly communicated. Make sure to discuss parents being in the dressing room before and after games and practices.

## 5. Team Communication

- How will the Team Manager communicate with 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.
- 6. Team Dress Code
  - If applicable, the coach should discuss the dress code with players and parents at the beginning of the year. Players should be dressed in a respectful manner for games, but as a team, you may want to consider issues such as cost and relevance to your team. For example, if the team has a warm-up prior to games, the dress code may be a tracksuit or designated dryland gear. The need for a dress code may vary based on age, competitive level, etc...

## TEAM VOLUNTEER POSITIONS

The most important thing the Team Manager can do is **delegate** – it is almost impossible for a Team Manager to do everything without help. Not only will the Team Manager's stress levels decrease, but having parents take a hands-on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team.

Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

Outlined below is a list of suggested, but not required, volunteer positions that the Team Manager could delegate.

### Treasurer

- Team Treasurer cannot be a carded member of the team and cannot be married, dating, or common-law with the Head Coach.
- Team Treasurer will be responsible for all teams' financial reporting.
- Along with the Team Manager, the Team Treasurer will set up a bank account at the Leduc Servus Credit Union under the team's designated name with both individuals being the signatories.
  - **NOTE:** Teams may not use personal bank accounts at any time to run team financials. All funds must run through the Team Account.
- Team Budget should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in, and their additional costs to the team. Then, determine how the necessary funds needed will be obtained (ie: sponsorships, fundraising, parent cash contributions) and allocated.
- Throughout the season, the Team Treasurer will be responsible for:
  - retaining all monthly bank statements, invoices, receipts, and deposit slips
  - providing parents with a receipt when issued cash for any funds collected
  - logging all deposits/withdrawals on the LMHA designated "Team Ledger"

- Account cheque stubs should be stapled to the receipts relating to the payment made.
- See [Example of LMHA Team Ledger](#)
  - providing the team and Division Director with a copy of the Team Ledger monthly.
- For all U9-U18 Edmonton Federation Hockey League teams, the Team Treasurer will also be required to make payments to referees during games (See REFEREES for more information).
  - LMHA's Financial Administrator will provide Team Treasurer with a spreadsheet for tracking referee fees; this spreadsheet must be completed and provided to LMHA on a monthly basis, along with a copy of all referee receipts in order for the team to be reimbursed for the referee fees.
- At the end of the season, the Team Treasurer, along with the Team Manager, is responsible for providing LMHA with all required financial documentation as outlined.
- Failure to follow LMHA guidelines will result in the loss of all "Volunteer Credits" assigned by LMHA.

At any time during the season, the Division Director or LMHA Financial Administrator can request a financial audit of any LMHA team. During the audit, the Team Treasurer and Team Manager must provide a copy of the current bank statement, a copy of all receipts for any expenses, and a record of all deposits. Any money not accounted for will be reported to the Discipline Director and could result in a criminal investigation.

## Jersey Volunteer

- LMHA does not permit players to take jerseys (game or practice) home, therefore each team must have a volunteer (or volunteers) who is responsible for all team jerseys (home, away, and practice).
  - NOTE: Players are required to wear designated practice jerseys during all team practices.
- Jersey volunteer(s) responsibilities include
  - Ensures jerseys are always in the dressing room prior to game time.
  - Collecting and washing jerseys
    - NOTE: LMHA requires that jerseys are to be washed in a washing machine and hung to dry.

LMHA Jerseys are purchased with funds donated by Canadian Tire Leduc and proudly display our biggest sponsor's logos. **Please treat these jerseys with respect at all times.**

## Parent Liaison

- Often, this role is held by the Team Manager but can be designated to someone else, if desired.
- The role is to present parent questions/concerns to the Head Coach.
- The Liaison would be responsible for scheduling any meetings between the Head Coach, Team Manager (and other members of coaching staff if needed), and the parents.
  - NOTE: If the meeting is regarding a specific incident, it is recommended that the meeting be scheduled for at least 24 hours following the incident to allow for initial emotions to subside.

## Team Safety Person (Required)

- The Team Safety Person is responsible for taking control in the event of an emergency situation. They are also responsible for assessing any injuries that may have occurred, and deciding if further treatment/support is required.
- This person must successfully complete Respect in Sport Activity Leader, and the Hockey Canada Safety Program (HCSP). It is also recommended that this person be trained in First Aid.
  - The HCSP is a development initiative of Hockey Canada which focuses on injury prevention and safety through risk management and education. This will be accomplished by providing Safety people with risk management, safety tools, and information to allow them to implement effective injury prevention and risk management programs where safety is always the priority. The program is available to any person who is interested in being a Safety Person on their team. For further information on the program [CLICK HERE](#)

## Tournament Coordinator

- Under the direction of the Team Manager and coaching staff, the Tournament Coordinator will find, apply for, and plan team tournaments.
- Things to keep in mind when selecting a tournament:
  - Will the tournament fit into the team's regular schedule?
    - NOTE: Review your league's policies regarding game changes prior to booking tournaments!
  - Entrance Fees? When do fees need to be paid? How?
  - Travel requirements?
    - Transportation
    - Travel Permits
  - Will the tournament present the team with the right level of challenge?
  - How many games is the team guaranteed?
  - What is the game format? Are there any unique rules?

- Is same-day travel an option?
- Accommodation requirements?
  - Review options for required accommodations and contact hotels for information on blocking rooms for families to book.
- Staying overnight? Consider booking team-building events in between games! Team meals are a great way to bring everyone together. Book ahead for restaurants, and/or hotel conference rooms.

### **\*\*EFHL “Minor Hockey Week”\*\***

- As part of the “interlock” with EFHL, all U9-U18 teams will participate in Minor Hockey week in January. This is considered a blackout week, so no permits will be approved.
- Minor Hockey Week is a mandatory event. Your Divisional Director will contact you with more information but be prepared as parent volunteers are required from each team.

## Fundraising Coordinator

- Organizes fundraising activities for the team and is responsible for the collection of funds raised.
  - Revenue generated from fundraisers must be given to the Team Treasurer to deposit into the team account.
    - ALL funds must go through the team account. ie: Cash cannot be kept by the team to be used to pay for team expenditures.
- Fundraising activities must be approved by the LMHA Fundraising Committee. A form is located on the LMHA website under “Fundraising”. [Fundraising Approval Form](#)
- All fundraising that involves raffles (ie: Liquor Basket) will require an Alberta Gaming, Liquor, and Cannabis (AGLC) license.
  - Please contact [fundraising@lmha.ab.ca](mailto:fundraising@lmha.ab.ca) for more information on AGLC/raffle requirements.
  - AGLC licenses must be reported as required by AGLC.
- Fundraising Coordinator should work closely with the Team Manager and Treasurer to ensure that funds raised are needed by the team. Excessive funds raised cannot be paid out to parents and must be allocated to appropriate team expenses in accordance with AGLC and LMHA policies.
- For more information - see [Team Fundraising - GAMING](#) and [Team Fundraising - NON-GAMING](#)
- **PLEASE NOTE:** Rafflebox fundraisers are exclusive to Leduc Minor Hockey and are not to be utilized by teams for fundraising. If you would like to

## Events Coordinator

- Working closely with the Team Manager and Team Treasurer, plan special events for the team which could include:
  - Kick-off Party
  - Wind-up Party
  - Team meals/activities during tournaments
- Submits team photos to LMHA Communications director for LMHA social media and/or website.
- Submits photos to Leduc Rep for newspaper submissions.

## TEAM FINANCES

The Team Treasurer is responsible for all team finances. The Team Treasurer is responsible for collecting, depositing, and distributing all funds. In addition, they are responsible for budgeting, tracking income and expenses, as well as providing accurate and timely reports.

The Team Manager is responsible for ensuring that the Team Treasurer (if applicable) is performing all tasks as required by MHA. Some tasks will require both the Team Manager and the Team Treasurer to work together. The Team 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.

### To start the season:

- Open a team account.
  - Individual team accounts must be opened at the Servus Credit Union in Leduc.
  - **NEW PROCESS FOR 2022/23**
    - Accounts will now be opened through an external department with Servus Credit Union. This new process will greatly streamline the account opening process. NO IN-PERSON APPOINTMENT IS NECESSARY!!
    - Please refer to the following link to view detailed information about the new account process - [Servus Credit Union Account Opening Process 2022](#).
      - **NOTE:** Failure to follow the procedure as outlined in the above document will result in a delay in opening your team account.
- Develop a team budget, outlining expected expenses and the required revenue to cover those expenses (see below for more details).
- Collect and deposit parent contributions/donations/team sponsorships

### During the season:

- Track and document team income and expenses on the LMHA Ledger.
  - The ledger should match your monthly bank statements - but more detailed.
  - Cheque number and vendor should be listed in the description for any cheques used.
  - Please be specific. List deposits specifically – how much is the parent contribution and how much is the sponsorship?
  - **PLEASE 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".
- Ensure receipts are obtained or a copy is provided for all transactions that take place.
- Keep all financial documentation together for safekeeping.
  - Invoices
  - Receipts (including any referee payment receipts)
  - Deposit Slips
  - Cheque Stubs
- Monitor and update team ledger on a regular basis
- Provide monthly financial reports to parents and Division director
  - It is recommended that the ledger is submitted to the LMHA Financial Admin for review. This can eliminate issues at the end of the season.
- 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.

### To bring the season to final closure:

- Provide a final financial report to all parents and the LMHA Financial Admin. Update the ledger as required by the Financial Administrator.
- Reimburse any remaining team funds to parents, to the maximum of the original parent contribution.
  - Parent reimbursements may not include excess 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 15th, 2023.**

### After the Account is closed out:

- Email a final copy of the ledger **\*in Excel or Google Sheets\*** to the 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*, and *SIGNATURE* MUST be included in your year-end documents.
  - You can not give more than the parents contributed at the beginning of the season! **NO EXCEPTIONS!**
  - Fundraising does not count as a parent contribution!

## Team Budget

- The Team Treasurer and Team Manager should work together on the team budget.
- Revenues and expenses should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional costs to the team, and then, how the necessary funds will be raised.
- 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 expenses. Examples of expenses:
  - Registration fees for tournaments
  - General operations (practice equipment, team snacks)
  - Team gear (hoodies, tracksuits, dry land gear, etc....)
  - Extra ice costs (with ice time costs at approx. \$140/hr)
  - Other miscellaneous expenses
- There are several options to consider when determining how to generate revenue for the team:

### 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.

- LMHA has a sample Team Sponsorship letter on the Coach/Manager Information Page.
- The Team Manager or Team Treasurer is responsible for providing receipts (for tax purposes) to all team sponsors.

Note: ANY LMHA sponsor cannot be approached for any further sponsoring. If you have questions about the Association Sponsorship please contact the sponsorship director at [sponsorship@lmha.ab.ca](mailto:sponsorship@lmha.ab.ca)

### 2) Fundraising Model



This model relies on the coaching staff, parents, and players to actively fundraise for team funds. This includes activities such as 'treat' sales, snow shoveling campaigns, bottle drives, raffles, etc.

*Note: If you are organizing any kind of raffle or 50/50 you are required to get a license number through AGLC. Please contact [fundraising@lmha.ab.ca](mailto:fundraising@lmha.ab.ca) for more information on AGLC/raffle requirements.*

### 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.

**However, any 'start-up' fees over \$200 must be unanimously agreed upon by all team members. Teams should use an electronic (and anonymous) survey tool (ie: SURVEY MONKEY) to collect input from parents regarding the cash call. Each player should receive ONE vote.**

*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 equipment deposit fee, tournament registrations etc....*

*Leduc Minor Hockey **WILL NOT** cover any team (start up) costs for at anytime.*

- In practice, many teams use a combination of all three funding models to generate team revenues.
- Teams should not raise more funds than they require to follow their planned budget.
- If there are additional funds remaining in the team account at the end of the season, these funds can be returned to parents/guardians. However, the reimbursement cannot exceed the value of the cash call or "start-up" fees provided by each family. In addition, revenue generated through sponsorship and fundraising cannot be distributed to parents.
- Team finance-related items that should be discussed at the initial parent's meeting include:
  - Team expenses
    - Ensure costs are agreed upon by all parents on the team.
  - Proposed funding model for the team
  - Collection of initial 'start-up' fees, if needed.
  - Inform parents:
    - What will be covered and what will not be covered by team fees
    - Payment options (all cash transactions should have a receipt from the Team Treasurer)
    - Deadline for paying the team fees

## 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 for families and 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 reference.
- Your description box **MUST** include: Cheque #, whom the cheque was written out and a brief description
- The ledger should match EXACTLY to your monthly bank statement. but more detailed.
- Always include the 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 and Withdrawal final numbers should match and your Balance should be \$0.00. The Green and Yellow columns should all be filled in and should add up to match the Deposit/Withdrawal balances.

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.

## TEAM NAME

- LMHA's requirements on the team name is non-negotiable – unless notified by our Sponsorship Director that your team has a sponsored team name.
- Assigned team name is to be used at all times. For example:
  - Setting up the team bank account
  - Tournaments
  - Any publications regarding team events, activities, etc...
- Team name is to be as follows:
  - Leduc **DIVISION + TEAM NUMBER** Roughnecks
    - Example: Leduc U13 4B Roughnecks
  - North Central Impact **DIVISION** AA
    - Example: North Central Impact U15 AA
  - U11 Division is to be called **atoMc** as per sponsorship rules from McDonald's Canada
    - Example: Leduc **atoMc** U11-2 Roughnecks
- Any teams that have an **ASSOCIATION** sponsor must have the sponsor's name incorporated into the team name as directed by the LMHA Sponsorship Director.

## ROSTER

- The official Hockey Canada Roster (HCR) will be emailed to the Team Manager by the LMHA Administrator once the team has been finalized.
- All coaches and on-ice volunteers must have a current criminal record check and have completed all the coaching requirements for the team. Coaching requirements can be viewed at <https://www.hockeyalberta.ca/coaches/clinic-information/>
- ALL CRIMINAL RECORD CHECKS AND COACHING CLINICS MUST BE COMPLETED/SUBMITTED BY NOVEMBER 15TH.
  - LMHA will pay for all REQUIRED Coaching Clinics and required CRCs that need to be sourced for any non-Leduc coaches. **The submission deadline for reimbursements is December 15th.** Required receipts must be emailed to [treasurer@lmha.ab.ca](mailto:treasurer@lmha.ab.ca) and the [LMHA Expense Reimbursement form](#) must be completed online.
  - Any late submissions will be denied.

## AFFILIATIONS

- Affiliation process must be completed, as per Hockey Alberta regulations, on or before December 15th of each season.
- LMHA Administrator will set up a meeting with teams regarding affiliations.
- Players that are not affiliated with a team will not be allowed to join the team's bench during games.
- A player can only be affiliated with one team per hockey season.

## REFEREES

It is recommended that the Team Manager check the referee room 20 minutes prior to home games to ensure that the referees have arrived. If your referees do not show up on time please contact our Referee In Chief ASAP.

### League Games:

- Booking of referees for regularly scheduled games (including playoffs) is handled by the LMHA Administrator. If you have any changes to games booked, you MUST contact the LMHA Administrator to ensure the changes are made correctly. Teams could be made responsible for paying uncanceled refs if teams do not properly inform the LMHA Administrator.

## Refing Rates, Payment & Team Reibusements

Referees for all Edmonton Federation Hockey League registered teams (U9-U18) will be paid by the Leduc Minor Hockey Teams.

- Teams are required to follow the EFHL Referee Rates and Information as posted on their website.  
<http://www.hockeyedmonton.ca/content/referee-rates-and-information>
- LMHA Teams are responsible for 50% of the referee costs at each game played.
- Referees must be paid in CASH in accordance with the rates listed.
  - ie: if the rate for a U15 Tier 1 game is \$116 and the split is 48/34/34 the team must have \$58 cash for the referees in 2x \$20 1x \$10 and 4x \$2 coins so it can be split evenly amongst the referees.
  - Referees are not required to provide change
  - It is recommended to have pre-made envelopes for each game.
- Coaches must hand the envelope to the referees on the ice.
- Referees must provide the Coaches a receipt for the funds received. The receipt must be kept by the Team Treasurer and provided in the year-end documents as required by LMHA.
- Referee fees will be refunded to the teams by the LMHA Financial Administrator on a monthly basis. The Team Treasurer will be required to complete a monthly spreadsheet and upload the receipts as proof of payment for reimbursements.
- Failure to submit documentation on time, as directed by the LMHA Financial Admin will result in a delay in reimbursement.

Referees for all non-EFHL teams will be paid by Leduc Minor Hockey directly.

## PERMITS

All permit requests will be submitted through the appropriate online form to our Risk Management Director. The form must be completed in its entirety. If you are unsure of a response for a form question, do not leave it blank or enter a random response. Contact your Division Director if you have any questions regarding the form completion.

NOTE: TEAM ID# can be found on the HCR provided to the Team Manager by the LMHA Administrator.

### Exhibition Game Permits

- Please apply using the online Exhibition Game Permits under the "Risk Management" tab on the LMHA website. [Exhibition Game Permit Form](#)
- If any amendments are required to the permit after it has been submitted, please email [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca) directly.

- You will receive a confirmation email directly from Hockey Alberta stating that the permit request has been submitted, and another once the permit has been approved.
- If for some reason the permit is denied, please forward the information to [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca) for review.
- Permits must be submitted at least 72 hours prior to the event. All exhibition games that are hosted by LMHA teams REQUIRE an exhibition game permit.

## Travel Permits

- Whenever a team plays outside of regular league play, they must acquire a travel permit through LMHA. This includes all games, tournaments, and practices in which your team travels outside of the City of Leduc, with the exception to league game travel and regularly scheduled practices. Permit approval will ensure that the players and team officials of the team are covered under the Hockey Canada Insurance program.
- Please apply using the online Travel permit form: [Travel Permit Form](#)
- If any amendments are required to the permit after it has been submitted, please email [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca) directly.
- You will receive a confirmation email directly from Hockey Alberta stating that the permit request has been submitted, and another once the permit has been approved.
- If for some reason the permit is denied, please forward the information to [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca) for review. Permits must be submitted 72 hours prior to the event. All exhibition games that are hosted by LMHA teams REQUIRE an exhibition game permit.
- If you are playing out of province, please contact your Division Director for more information.

## Tournament Rules

- Teams may only attend Hockey Alberta/Hockey Canada sanctioned tournaments.
- Tournament coordinators must provide a Sanction # to the Team Manager in order for the team to apply for a **travel permit**.
- Team Managers must adhere to the regulations set out by the league they are registered in. For example, EFHL has strict regulations regarding game rescheduling that must be followed. Team Managers are responsible to read and follow the league rules.
- Game sheets must be submitted through the link provided with the permit approval within 24 hours of the completion of games. There have been cases where game sheets have not been received within the time mentioned and a suspendable infraction has occurred.
- Hockey Canada players' registration certificate or Hockey Alberta Team sheet must be able to be produced. Teams may use affiliated players provided the affiliation has been filed and approved by Hockey Alberta. The team must produce such registration for inspection by the Tournament Chairperson.
- When a suspendable offense occurs involving a Player or Team Official, a copy of the official game report with all necessary supporting evidence, i.e., Ref Report, shall be emailed to the Zone Discipline Person immediately following the completion of that game.

- Tournaments may not conflict with any Hockey Alberta Provincial Playoffs.
- To find a list of Hockey Alberta sanctioned tournaments for Alberta, go to:  
<http://www.hockeyalberta.ca/tournaments/>
- Failure to comply with the regulations can result in the refusal for future travel permits.

## TEAM GAMES AND PRACTICES

- Your team should be set up on your team's LMHA website once finalized. The LMHA website is run through RAMP.
  - Your password and specific team page will be given to you once you have been approved as a Team Manager.
  - If you need any assistance getting started on your homepage please contact the LMHA Secretary, Administrator, or Financial Administrator.
- Ice schedule can be found on the LMHA website under "Ice"  
<http://lmha.ab.ca/content/ice-schedule>.
  - LMHA does not populate each team's practice schedule therefore the Team Manager must review the ice schedule regularly and update the team page accordingly.
  - Schedules can change at any time. It is the responsibility of the Team Manager to update the team on any changes made.
- It is recommended that teams utilize scheduling apps such as TeamSnap or RAMP APP to input scheduling information. This is also helpful to input the volunteers that are assigned to home games.
  - The RAMP APP syncs directly with your team page to eliminate having to input the information twice.
  - TeamSnap does not sync directly with your LMHA team page and it is the Team Manager's responsibility to also update TeamSnap accordingly.
- The Team Manager is responsible for:
  - Ensuring parents are provided with the most up-to-date scheduling information
  - Updating platforms utilized for scheduling (Team page & app scheduler)
  - Ensuring that the arena information is correct and the addresses match
- Prior to any games, Team Managers should contact the other team's manager (information can be found on league or association websites) to exchange any information needed such as
  - Arena capacities
  - Dressing room rules
  - Female dressing room requirements
  - Entrance and exit rules
- If you are the home team, you will want to connect with the away manager for roster labels for the gamebook prior to giving the book to the volunteers in the time box. If you are on the away team, ensure that you have roster labels ready for the home team's manager.

- If you are the home team, ensure that your box volunteers have shown up and filled their assigned roles.

## LMHA TEAM WEBSITE

- The LMHA website is to be utilized throughout the entire season. It is very useful and helpful to your team.
- You will receive your team website login information from the LMHA Financial Administrator.
- It is required that the Team Manager input all coaching staff onto their team website. Head Coach and Team Manager's contact information must be provided on the website **\*do not click "Hide contact info on Website"**. Assistant coaches are not required to have contact information listed but are asked for the information to be input into the form for communication from Leduc Minor Hockey Association.
- All players' names and all parents/guardians' email addresses are required to be inputted into the team's website (see images below). This information is used for all Leduc Minor Hockey Association communications throughout the season.

Leduc Minor Hockey Association | 2022-2023 Hockey Season | U7 | Test

Email Team

Practices

Games

Events

Team Contact List

Players

Staff

News Articles

### Players

Jersey #  First Name  Last Name

Email  DOB  Position

Height (ft)  Height (inch)  Weight (lbs)  Shoots

Rank (CIA)  Hometown

☐ Affiliated (AP) ☐ Rookie ☐ Hide from Public

Bio

### Optional Contacts

Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Team's practice, dry land, league, exhibition, and tournament schedules should be updated on your team page throughout the season.



## LEAGUE WEBSITES

Teams that participate in leagues (EFHL, NAHL, AFHL) will receive login information from your Division Director or your League Governor.

- If you have not received this information, please reach out to your Division Director for assistance

How to link your team schedule to your LMHA team page from another **RAMP-operated** 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 and 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 the drop-down menu
  - 4) Select your team
  - 5) Enter in your League Login and 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 should now show up on your LMHA team page. Don't forget that practices, exhibition games, and other special events will not show up on your League page and must be entered on your LMHA team page.

## GAME SHEETS

- At the beginning of the season, LMHA will provide your team with an official Game Sheet booklet.
  - U7 - No game sheets required
  - U9 - Contact your Division Director for game report sheets
  - U11 through U18 - Contact your Division Director for game sheets.
- Game sheets/reports, following each game, will be submitted online to the league website by the HOME TEAM within 24 hours.
- Before submitting a game report, the sheets must be signed by referees and both teams.
- Game reports have multiple purposes:
  - Evaluations for the seeding rounds
  - Determine positions for playoffs
  - Identify suspensions



- Positioning standings on league websites
- See [Game Sheet Example](#)

## RECORD KEEPING

The Team Manager is the keeper of the team's personal information. It is recommended for the Team Manager to create an electronic database or a binder of team information and forms. This information should be readily available during all team events.

Key documents that should be readily available at all times include:

1. Current Roster (HCR provided by Administrator)
2. Player Medical Forms (in a confidential folder)
3. Injury Reports
4. Game Sheets

## INSURANCE

Hockey Canada and the various branches within are specifically named as an insured, including all sub-associations, leagues, and teams which form a part of Hockey Canada. Coverage includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a committee, while actively participating in the scope of his or her duties. It includes members of any teams, leagues, branch teams, division teams, national teams, or international teams provided they are all registered or affiliated with Hockey Canada.

You are covered:

1. During Hockey Canada/Branch sanctioned events. League games, tournaments, practices, training events, when playing member teams only **\*insurance is voided if playing teams are not registered with Hockey Canada\***, and during association sanctioned fundraisers and events.
2. During transportation directly to and from the arena or venue for a sanctioned event.
3. In accommodations while billeted or at a hotel during a Hockey Canada/Branch sanctioned hockey event.

**IMPORTANT NOTE:** Sanctioned events take place within clearly defined parameters set out by Hockey Alberta and its constituents. These can include association, team, and league-scheduled games, practices, evaluations, tryouts, and related activities. These activities, which would qualify as "normal" hockey program delivery, all fall within the scope of regular day-to-day operations of a minor hockey association team/league and do not require specific sanctioning authority.

However, program extensions such as dryland training camps, exhibition games, and tournaments all require separate specific sanctioning. You must check with LMHA if planning an event outside of normal programming.

For information regarding Hockey Canada Insurance - [click here for more information](#)

[Hockey Canada Insurance Q and A](#)

[Hockey Canada Risk Management and Insurance Program guide](#)

## **INJURY REPORTS**

- The use of a team "Injury Log" provides the Team Manager and/or Safety Person with medical updates based on injuries that take place throughout the season after medical forms have already been filled out. The log ensures that the most current information is available and should the need arise, provide detail on how to manage current team injuries (ie: player injury requires tapping before practice/games) and act as a quick reference to injury reports that have been filed throughout the season.

[Hockey Alberta Injury Report Form](#)

[Hockey Canada Player/Team Injury Log](#)

- NOTE: Only accident reports that are received in the Hockey Alberta Branch Office - [injuryreports@hockeyalberta.ca](mailto:injuryreports@hockeyalberta.ca) within 90 days of the date of the accident will be accepted. Forms must be completed in their entirety or the form will be returned. If you have access to any other type of insurance (ie: your employer) then you must submit it to them first. The HC insurance only covers the costs that are not reimbursed by your primary insurer.
- A copy of the completed injury report form must be forwarded to [risk@lmha.ab.ca](mailto:risk@lmha.ab.ca)

## **SUSPENSIONS**

All Minor Hockey Associations and their teams will adhere to:

- [MINOR HOCKEY MINIMUM SUSPENSIONS](#) that are set out by [Hockey Alberta Bylaws and Regulations](#).
- All exhibition, Tournament, and Provincial Playoff game sheets are to be emailed to the Zone Discipline person immediately following the completion of that game along with all supporting documentation (ie: Ref Report).
  - IT IS EXTREMELY IMPORTANT THAT THE TEAM MANAGER DOES NOT LEAVE THE ARENA WITHOUT THE REF REPORT.
- When a player or team official receives a suspension, the suspension will be served in the next consecutive League, Tournament, or Provincial Playoff game. Exhibition games do not count as served games.

- A copy of the game sheet to show that the suspension has been served must be emailed to the Zone Discipline person. Failure to do so will constitute that the suspension has not been served, which can result in further suspension to the team official(s).
- \*\*\*\*Sometimes, you will not receive a ruling from Hockey Alberta before the next scheduled game. If you are not sure if a player or coach will be receiving a suspension, a good rule of thumb is **"WHEN IN DOUBT, SIT THEM OUT"** to avoid any further repercussions. \*\*\*\*
- LMHA may also review these suspensions and add additional suspensions if warranted.

## **UNIFORMS AND EQUIPMENT**

- All team uniforms (1 set of socks and jerseys) are provided by LMHA. The jerseys remain the property of LMHA, under the direction of the Equipment Director. These are used for all league, playoff, and exhibition games. Practice jerseys are provided for players for all practices and are expected to be utilized by all players.
- Uniforms and equipment are assigned to each coach in accordance with established procedures.
- The Head Coach or Team Manager is responsible for in-season care and return at the season's end. Any needs or concerns regarding equipment/jerseys are to be brought to the attention of the Equipment Director.
- The official jersey colours of all Leduc Roughnecks and North Central Impact teams are in accordance with our Policies and Procedures Manual - see [ARTICLE II - 19.0 ASSOCIATION LOGO, COLORS, AND SUPPLEMENTARY CLOTHING.](#)
- All Leduc Roughnecks AA and North Central Impact AA teams will wear team equipment as established by the board. The procurement and cost of these items are borne entirely by the teams/parents and not by LMHA.
  - Fees for the equipment will be collected by LMHA through Level Adjustment Fees or the team will issue a reimbursement to LMHA.
- It is the responsibility of the team's Head Coach or Team Manager to sign out and pick up the team's equipment at the beginning of the season from the Equipment Director.
  - A \$500 deposit cheque is required from each team by November 15th. This cheque will be deposited by the LMHA Financial Administrator and will be refunded at the end of the season when the equipment is returned to the LMHA Equipment Director. Any missing or damaged equipment will be deducted from this deposit (see Equipment Replacement Costs)
- All equipment is on loan to the teams from LMHA. The only items the teams may keep are the socks.
  - U11 to M divisions will keep the YELLOW jerseys for the 2022/23 season.
- Players are not permitted to drink any coloured drinks while wearing the assigned jerseys. Damage to jerseys due to discoloration from these drinks will result in a fee assigned to the family.

- It is the responsibility of the team's Head Coach and Team Manager to ensure that the equipment is cared for throughout the season.
- If teams choose to affix name bars to their jerseys, they must ensure that the Name Bar Policy is followed.
- At the end of the season, the Head Coach or Team Manager must return all equipment to the Equipment Director. All items must be returned at the same time. All jerseys must be washed.

### Equipment Replacement Costs

If your team does not return borrowed equipment, please see the list below for replacement costs. Replacement costs will be deducted from the team's \$500 deposit cheque.

Puck Bag	\$50
Practice Jerseys	\$25
First Aid Kit (U7 to U11)	\$30
First Aid Kit (U13 to U18)	\$50
Game Jersey (U7 and U9)	\$55
Game Jersey (U11 to U18)	\$90
Jerseys unwashed	\$5.00 each
Name Bar Removal	\$8.00 each

### Jersey Washing Instructions

- Jerseys should be washed in COLD WATER with a gentle detergent.
  - Colour Safe Oxiclean is recommended for jersey cleaning
- Jerseys should be hung to dry ONLY

### Jersey Name Bars

**U9 to U18 teams** will be given the option to have name bars added to their jerseys, however, the following guidelines must be followed:

- The decision to do name bars must be agreed upon by parents on the team by a majority vote. There are some delicate situations where a parent may not want a name bar used, and this should be honoured and respected. If the vote is a majority in favour, those who are not in favour should be able to opt out and their child's jersey can go without a name bar.

- There is only one option of name bar (for home and away jerseys) and the entire association will use the same formatting and colouring.
- Teams are ONLY allowed to have name bars put on and removed by "ALICE EMBROIDERY" in Leduc. Name bars can only be the last name of the player. "Alice Embroidery" will supply the name bar, add the bar to the jersey and remove the bar from the jersey at the end of the season. Please contact Alice Embroidery directly for pricing information as it is subject to change. All costs are the responsibility of the team (parents) and not the association.
- The Team Manager is responsible for ensuring that the guidelines are followed.
- Should players already have name bars from a previous season, the team is still required to have them added and removed by Alice Embroidery. The price will be adjusted accordingly.