



Team Manager Manual

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Introduction

This manual is intended to provide information for use to managers of Lethbridge Minor Hockey Association (LMHA) teams. Included are sections dealing with day-to-day team activities, LMHA policies and procedures as well as relevant Hockey Alberta regulations and requirements. If there are questions or issues not addressed by this manual, please contact your divisional director.

Section 1 – Team Guidelines

1.1 Leagues

LMHA teams participate in a number of different leagues, depending on the age division and caliber of teams.

1.2 Responsibilities of the Head Coach

The head coach is expected to be responsive, adhere to and promote the directives of the LMHA Board of Directors and administer the team within established policies and guidelines. As the chief team official, the head coach is fully responsible for all activities of his or her team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities' rests with the head coach.

It is the responsibility of the head coach to:

- adhere to LMHA's priorities, which include player enjoyment and player development; all players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.
- Review the Canadian Hockey Association's player code of conduct with the parents and players on his or her team, ensuring all players understand, sign and return these forms.
- Ensure proper supervision of the team before, during and after all games and practices and accept responsibility for the conduct, safety and well being of players.
- Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.

1.3 Responsibilities of the Team Manager

The team manager is expected to be responsive, adhere to and promote the directives of the LMHA Board of Directors and administer the team within established policies and guidelines.

The team manager is responsible for preparation and presentation of a team budget to the parents. The team budget must have the approval of the majority of team parents.

The team manager is responsible for opening a team bank account. The bank account must have dual signing authority. The two signing authorities for the team should be the team manager and team treasurer.

The team manager, with assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the year. The manager should also ensure that team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of LMHA.

The team manager is responsible for overseeing all administrative duties associated with the team, including:

- Team budget and financial statements as per request.
- Hockey Alberta Player Affiliation forms.
- Arranging for team buses and hotels for out of town travel.
- Requesting, submitting and retaining copies of all team travel permits.
- Requesting, submitting all Exhibition Game Sanctions
- Ensuring all eGamsheets have been submitted electronically
- Ensuring all game sheets from our of zone tournament and exhibition games are submitted to the Zone Discipline Coordinator
- Ensuring all major penalties and suspensions are properly reported and served.
- Distributing team schedules to parents.
- Pickup, proper care and return of LMHA jerseys.
- Arranging for referees for all league, provincial and exhibition games.
- Arranging for Minor Hockey Week Volunteers.
- Ensuring proper tracking for use of Affiliates.
- Ensuring the trading of or return of ice falls within guidelines.
- Any other administrative duty that may arise from time to time.

Section 2 - Pre-Season Requirements

2.1 Parent Meeting

Teams are required to have a parent meeting as soon as possible following team formation. The meeting agenda should cover:

- The team budget
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assigning team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)

2.2 Team Budget

The team budget should be presented to the parents at soon as possible following the initial team meeting. Parents should have an opportunity to amend the budget. The team budget, once finalized must be approved by the majority of parents, for review and approval. Parents should receive regular financial statements from the team manager. Team Budgets should follow Hockey Canada games and tournaments guidelines.

2.3 Criminal Record Checks

All Team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current Lethbridge Regional Police criminal record check as soon as they are selected for their position. The specific process of where to submit the record check, and to whom, will be communicated to coaches by the Division governor. Criminal record checks should be completed and submitted no later than November 15th of each season.

It is expected that all LMHA volunteers do not have a criminal record. However, LMHA realizes that there are extenuating circumstances surrounding all situations. If a volunteer's criminal record check reports that there may be "files" in the Lethbridge Regional Police system, then the criminal record check process will accelerate to the next phase. A meeting with the Criminal Records Check Committee will be held and the committee will determine the next steps. The volunteer may not assume any volunteer role until this process is complete.

2.4 Coach, Player and Parent Conduct Forms

All coaches, players and parents of players are required to read, understand and agree to a Canadian Hockey Association conduct form at the time of online registration. It is expected that all coaches, players and parents will adhere to these conduct conditions for the entire season.

The LMHA executive takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player, or parent that contravenes these conditions.

2.5 FOIP Information

In order for LMHA to "publish" information and images for players and team officials, formal permission is required from the parent (in the case of players) or team volunteer. This is normally done by initialing the FOIP section of the player registration form.

There is no requirement that this permission be granted. However, if permission is not given for a player or team official, no information concerning this individual may be published in any form. This includes posting names and pictures on team websites, including names in tournament programs, being included in team and individual photographs.

If parents or team volunteers do not give permission on the registration form, but later wish to do so, they should complete a FOIP form and submit it to the LMHA office. This form is available on the LMHA website (on the LMHA Forms page).

Section 3 - Team Equipment

3.1 Team Jerseys

All teams in Novice and above are given a complete set up home and away jerseys, and one pair of matching socks complete with storage bins. Timbits and Jr. Hurricane teams are given one complete set of jerseys.

The team manager or parent volunteer are ultimately responsible for the care of the jerseys. Please ensure they understand the responsibility associated with caring for the jerseys, and that proper washing instructions are followed. Jerseys are not to go home with players.

The team manager is responsible for the return of the jerseys at the completion of the season. Before returning the jerseys, they should be washed and all name bars should be removed.

3.2 Team Socks

Teams will be supplied with one pair of black socks per player for Novice and above. Teams may purchase the second set of socks from the approved supplier.

3.3 Team Pucks

Timbits and Jr. Hurricanes will be provided with 25 pucks at the beginning of the year, through the LMHA Director of Resources and Development. Any additional pucks must be purchased from outside suppliers with team funds; that is, it is a team responsibility.

Section 4 - Travel Permits and Special Event Permits

4.1 Travel Permit Procedures

Teams require travel permits for all ice sessions that are outside of our MHA boundary. Examples of ice sessions that require a travel permit include exhibition games and tournaments out of the city. The following ice times do NOT require travel permits:

- League games (regular season and playoff) – Except City League
- LMHA assigned practice times
- Games in tournaments within the city
- Provincial games and tournaments

Travel outside of our city requires a travel permit approved by Hockey Alberta. In these instances, teams must submit a travel permit request to the LMHA General Manager (or designate). The LMHA General Manager will forward the request to Hockey Alberta for approval. Once the travel permit is approved by Hockey Alberta, the team representative will receive a permit number via email. This must be carried with the team during travel.

Requests for travel permits are made through the Travel Permit request Form found on our website under FORMS. The form must be filled out completely, including a contact name and e-mail. Sanction numbers must be provided at the time of request. The sanction number is proof that the event has been sanctioned by Hockey Alberta and that there is insurance coverage for players and team officials. All travel permit requests should be submitted at least fourteen (14) days prior to event. It is highly recommended that teams provide at least 4 weeks lead time for travel outside of Zone 5.

When the travel permit request is approved, the team contact will receive a confirming e-mail message that includes a travel permit number. This is the team's record that the request has been approved, and must be carried by the team during that travel event.

Teams that are under disciplinary action from LMHA will be denied travel.

4.2 Special Event Permit Procedures

Special event permits are intended to cover team "special events" for which minor hockey insurance coverage is required or highly recommended, but that do not fall under the category of regularly allocated ice times or extra ice times covered by travel permits and exhibition sanctions. This can be team events on or off the ice. Examples of activities for which a permit should be obtained include:

- A guest coach coming on the ice for a team practice must have private insurance. If more than 1-2 times must be rostered to the team.
- Parents vs. players game during a team ice time ARE NOT ALLOWED
- Team fundraising activities (e.g., bottle drive)
- Team social events (e.g., team pizza dinner, bowling)
- Team attending a Hurricanes game

The form to request a Special Event Permit is available through the LMHA website (<http://www.lethbridgeminorhockey.com> , click on FORMS). The special event permit request form must be filled out by a team official and submitted to the LMHA office. Teams will be notified of any DENIED special events, please submit your request at least two weeks (preferably three) in advance of the event.

Please note that there are some activities for which Hockey Alberta will not approve a permit request. By “sanctioning” a team activity through approval of a Special Event Permit, Hockey Alberta is agreeing to extend the regular minor hockey insurance coverage to include this activity. For some activities, this is not appropriate. A list of events that would and would not be approved by Hockey Alberta is provided on the Hockey Alberta website <http://hockeyalberta.rampinteractive.com/UserFiles/File/Sanctioning%20Guidelines%202007.pdf>. If a request for a Special Event Permit is not submitted or approved, it does not necessarily mean that the team cannot hold the event. It simply means that team players and officials are not covered by minor hockey insurance. For example, many teams participate in paintball for a post-season social event to wrap up the season. Hockey Alberta will not sanction this type of activity.

Section 5 – Player Affiliation

5.1 Affiliation Process and Deadlines

Affiliating players from one team to another may take place in Peewee and above with the exception of Atom A goalies. Please refer to the LMHA Policy & Procedures regarding affiliations.

Section 6 – Suspensions

All suspension infractions must be reported to the Division Governor, LMHA Vice President and General Manager. Copies of game sheets and game reports must be faxed to the LMHA Office within 48 hours of the suspension.

6.1 Regulations Regarding Suspensions

For Atom and younger age divisions, in the event that a suspension infraction occurs in a game, Hockey Alberta Minimum Suspensions will be enforced. For other divisions, league suspension guidelines will be used. For example, SPUD will determine suspensions for divisions. Suspensions arising from league regular season and playoff games are handed out by the league (e.g., LMHA Division Governor, SPUD director). Hockey Alberta Zone 5 Discipline Coordinator hands out suspensions for all pre-season, exhibition, league, provincial and tournament games.

Hockey Alberta Minor Hockey Regulations (Section 13) provide rules regarding discipline and suspensions. Hockey Alberta has minimum mandatory suspensions for certain penalties. Examples of some common suspension infractions and the minimum mandatory Hockey Alberta suspensions are provided below:

- Verbal abuse of Officials 2 game suspension (Rule #47)
- Checking from Behind (major) 1 game (Rule #53a)
- Instigator of a fight (1st offence) 1 game (Rule #59a1)
- Use of ineligible participant Indefinite Suspension

A complete listing of all minimum suspensions is provided on the Hockey Alberta website (<http://www.hockey-alberta.ca>, Section 13).

6.2 Sitting out Suspensions

When a player has been given a suspension, they will be notified of the number of games they must sit out. They will also be notified regarding what type of game qualifies for serving the suspension. In most cases exhibition games do not count towards serving a suspension.

When a player sits out due to suspension his name must still appear on the game sheet. Beside his name the manager must write, “Suspended”. This is proof that the player sat out this game. If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be faxed to the Zone 5 Discipline Coordinator.

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the LMHA Board of Directors.

Section 7 – Practice Ice

7.1 Distribution of Practice Ice

The LMHA General Manager will distribute practice ice to the Division Governors as far in advance as is feasible. Typically, this will be on a monthly basis. In turn, the Division Governors will distribute the ice to the teams. Practice ice will be distributed so as not to conflict with league games.

LMHA always receives practice ice slots from the City that are considered to be “non-desirable”. This may include 6:00 am on weekends and weekdays, 4:00 pm on weekdays and 10:00 pm on weeknights. Division Governors will monitor and ensure that these non-prime ice slots are evenly shared among teams in the division.

7.2 No Show and Return Ice Policy

If a team chooses to return an ice time they must provide two weeks' notice to the General Manager. Teams are encouraged to provide sufficient notice to the General Manager in situations where they know, in advance, that they will not be able to use ice slots (e.g., away for tournaments, team social functions).

If permitted by the General Manager, teams are encouraged to trade ice in cases when they are given ice slots that they cannot use. All trades must be reported to the Division Governor and the General Manager.

Section 8 – League Games

8.1 Rescheduling League Games

League games are to be given priority over exhibition and tournament games. If a team wants to attend a tournament, and a league game needs to be rescheduled, then it is the responsibility of the team to first secure an ice slot to re-schedule the league game. In some cases, Division Governors may be able to assist teams in identifying potential slots for rescheduled games. However, if the team cancels a league game in order to attend a tournament without securing a future ice slot to play the game, then it will be the team's responsibility to purchase ice to make up the game, or forfeit the game.

Typically, LMHA does NOT have the flexibility to reschedule league games.

It is the team's responsibility to notify the referees if a league game needs to be rescheduled, and to arrange for referees for the makeup game.

Section 9 - Team Pictures

9.1 Scheduling

Team pictures will be scheduled by the LMHA. Arrangements will be made for all LMHA teams to have team and individual player pictures taken on a specified weekend during the season. Once the dates and schedule for pictures are set, teams should make every effort to be available for their scheduled time as retakes are difficult to coordinate and delay the process of receiving pictures. LMHA will work with Division Governors to ensure that the picture schedule does not conflict with league games and assigned practices. If, for some reason, a team is not available for their assigned time, it is the team's responsibility to arrange and schedule an alternative time for their pictures.

9.2. FOIP Considerations

Please note that only those players and team officials that have formally agreed to allow their name and image to be used by LMHA can be included in team and individual photos. For more information, please read the FOIP section of this manual.

Section 10 – Referees

10.1 League/Playoff Games

LMHA takes responsibility for arranging referees for all league games and the first playoff game played in LMHA "home" arenas. All referee costs for these games are paid by the LMHA.

10.2 Exhibition Games

An Exhibition Sanction Request must be submitted by the HOME team to get a sanction number. That Sanction Number is then provided to the visiting team for them to acquire a Travel permit. Upon completion of the Exhibition Game the HOME team is responsible for the submission of the eGamesheet.

Teams are responsible for making arrangements to have referees for all exhibition games, and for paying the referees.

10.3 Referee Contacts

All Division Governors are provided with a referee assignor for their division. The governor provides game schedules to the assignor, who then arranges for referees for those games.

Typically, team managers will not need to communicate with referee assignors, unless the team is making arrangements for exhibition games or rescheduled league games. Contact information for the referee assignor is available from the Director of Referees (Referee in Chief)

Section 11 – Evaluations

11.1 Coach Evaluations

Once at the end of the year the LMHA board of Directors is open to receiving formal coach surveys from parents. All surveys will be posted on the LMHA website for families to participate in. The General Manager will utilize this information along with the Director of Coaching in selecting and training coaches in future years.

Section 12 – Communication Protocol

12.1 Conflict Resolution

LMHA adheres to a strict conflict resolution protocol. If there are issues or perceived problems on a team then the parents, players, coach and manager will deal with the problem on a one-on-one basis and find a fair and equitable solution. If required, the Division Governor and/or LMHA President will become involved in mediating a solution. LMHA requires a 24 hour cool down period before anything will be done.

12.2 Discipline Committee

The LMHA discipline committee will be convened to review any issue where a player, parent, coach, manager or any other LMHA member has violated LMHA codes of conduct, guidelines, bylaws or policies and procedures. Any allegations against any member must be submitted in writing and signed by the accusing member. The person that submits a complaint must make themselves available to the discipline committee for questions and review of the complaint. The LMHA discipline committee will not act on the basis of "third hand" information, innuendo or rumor.

Section 13 - Reporting Injuries

13.1 Procedure

In the event that an injury occurs to a player, team official, spectator or any other person, as the result of a sanctioned hockey activity (i.e., a practice or a game), a Canadian Hockey Injury Report should be completed and filed with Hockey Alberta. This form is available on the LMHA website (LMHA Forms page) or from the LMHA office. It is recommended that printed copies be carried with the team should the need arise while travelling as the attending physician must complete a portion of the form.

While it is recommended that an Injury Report form be completed for any significant injury, it must be completed for injuries that required medical attention. Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form. The form must be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury.

13.2 Insurance Coverage

By completing and submitting the Injury Report form, the player's family is potentially eligible for an insurance claim through the Hockey Alberta insurance program. Please note that this insurance program provides "supplementary insurance". Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims. If a parent does not have any health insurance coverage then the CHA will cover the expenses.

It is expected that the player's family will pay for all expenses first, and then Hockey Alberta will reimburse allowable charges. For example, if an ambulance is called for a player who has been injured and the player is transported to the hospital, the parent is expected to pay for the ambulance bill and submit it to the CHA for reimbursement if the cost is not covered by other insurance sources.

Please note that only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Alberta. The address is on the Injury Report form.

Section 14 – Other Items

14.1 Shared Ice Practices

During the hockey season, teams will be allotted shared ice practices. This is particularly true for younger age divisions (i.e., up to and including Pee Wee). Shared ice practices are used to ensure that all teams are given the appropriate number of practice times in a week. During these shared ice practices coaches from both teams are encouraged to combine drills and integrate the players on the ice or teams can split the ice to work on team systems.

Please note that teams are not to use shared practice time for inter-squad scrimmages.

14.2 Guest Coaches/LMHA Mentorship

Guest coaches and Mentors are allowed and encouraged from within the LMHA. Sharing of knowledge, practice drills and ice time management is a great way for our senior coaches to pass on some of their experience to our younger coaches. If a team wishes to invite a guest coach to a practice, a Special Events Permit must be obtained. The LMHA Mentorship program allows all coaches access to top quality mentors at all times without a Special Event Permit.

14.3 Guest Players, Teachers and Mentors

Guest players can be a great way for some of our older players to mentor our younger players. For example, midget or bantam goalies could attend Pee Wee or Atom practices and give pointers and instruction to the younger goalies.

Guest players at practices are allowed. Guest players must be currently team sheeted or carded on a LMHA team. Guest players must wear full equipment.

14.4 Dressing Rooms/Arenas

LMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team. Team jerseys are NOT to be left on the floor at any time. They must be treated with respect and hung up when not in use.

14.5 LMHA Co-Ed Dressing Room Policy

At the Timbits, Novice and Atom levels, co-ed dressing room situations may exist, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops), all of which must be in good condition.

At the Pee Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The team coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post game and practice talks.

14.6 Team Micro sites

Each LMHA team is entitled to a team micro site. This is essentially a team website that is provided through the main LMHA website. The micro site may be used to post team game and practice schedules, information about upcoming team functions, contact information for team officials and, for some divisions, team statistics. To have a team micro site created, please contact the LMHA Director of Public Relations.

14.7 Contacting LMHA Directors

Contact information for all members of the LMHA is provided on the LMHA website at www.lethbridgeminorhockey.com.

Each LMHA Board of Directors and Governors are given a mailbox for minor hockey correspondence. They are located in the Lethbridge Minor Hockey office. Correspondence should be placed in the appropriate mailbox.

Section 15 – LMHA Forms

[Forms](#) referred to in this document are available for downloading and printing from the LMHA website (www.lethbridgeminorhockey.com), by going to the FORMS tab on the top of the main home page. These include Exhibition Sanction Request Form, Travel Permit Request Form, Special Event Permit Form, Injury Report Form, etc.