




# Coaches & Managers Meeting

## Initiation & Novice

Oct 22, 2019  
Civic Centre Room

# Agenda

- ▶ Welcome
  - ▶ Managers Binder on the website
  - ▶ Paperwork that needs to be completed
  - ▶ Travel Permits & Sanctions
  - ▶ Tournaments
  - ▶ Novice Game Play
  - ▶ Team Budgets & Bank Statements
  - ▶ LMHA Raffle Tickets
  - ▶ New Apparel Policy
  - ▶ On-ice Development
  - ▶ Coach Development
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COACHES CORNER

MANAGERS BINDER



POND HOCKEY ▾

INITIATION ▾

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PEEWEE ▾

BANTAM ▾

MIDGET ▾

FEMALE ▾

ELITE ▾

Registration

LMHA Bylaws and Procedures

## **Team Manager/Coach Checklist**

### **First Parent Meeting**

- Communication of team and coach philosophy
- With team, create team rules and policies
- Identify and delegate roles
- Review safety and risk management issues
- Provide players and parent with information and handouts-Fair Play Forms both Parent and Player
- Follow up next practice- collect Signed forms; pass out newly created rules/handouts

### **Registering your team**

- Fill out Team Registration Form
- Fill out Coach Registration Form
- Submit forms to LMHA

## **Financial**

- Collect Fees
- Prepare initial budget, and submit to LMHA office
- Set up team Bank Account

## **Throughout Season/Events**

- Make contact lists
- Keep schedules up to date
- Player medical forms filled out and with you at all times
- Accident and Injury reports filled out and submitted to LMHA office
- Apply for travel permits
- Apply for Special Event Permits
- Send in Game Sheets to LMHA and Zone if playing with a travel permit
- Game reports
- Post game and team info on website

## **Tournaments**

- Travel permits
- Permission slips
- Accommodations
- Meals
- Costs
- Arena Maps
- Arrange equipment if team needs

## **Team Activities**

- Fundraising; Team and LMHA Requirements
- Team Photos

## **End of Season**

- Yearend celebrations
  - Yearend financial statement to LMHA office
  - RETURN JERSEYS, EQUIPMENT, MANAGER BINDER to LMHA on date requested by office
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# Paperwork to be completed

- ▶ Team Registration
- ▶ Coach Registration
- ▶ Play smart Form
- ▶ Medical Form
- ▶ Manager to keep
  - A lot store on web based storage service (Google Drive, Onedrive etc.) so they are always with them

To be emailed to  
[office@lloydminsterminorhockey.com](mailto:office@lloydminsterminorhockey.com)

Manager to keep with team documents.

# Saskatchewan Travel

- ▶ Initiation is permitted to Travel to Saskatchewan to play in Exhibition games and Tournaments
- ▶ **NOVICE is not permitted to travel to SASK at all. This is a Hockey Alberta policy as they will not approve a Travel Permit.**



# Travel Permits

- ▶ Travel permits are to be completed for any game outside of LMHA that are not scheduled League games.
- ▶ On the website go to Forms – Travel Permits
- ▶ Please use your assigned Team name
  - Ex – Novice Minor 3, Initiation 6 etc.
  - Also must submit HCR ID number this year. Found on your HCR Roster
- ▶ Must be submitted a minimum 5 days in advance of travel
- ▶ If you are traveling for an Exhibition game, you must request the Sanction number from the other association, as this needs to be entered on permit.

 ADMIN LOGIN



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**LLOYDMINSTER**  
**MINOR HOCKEY**

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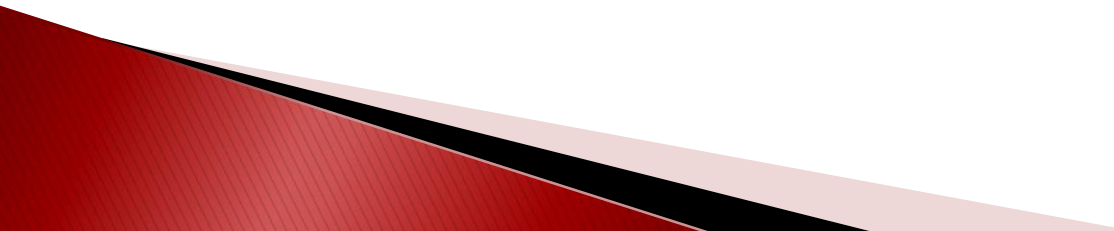
[FEMALE](#) ▾

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[ELITE FEMALE](#) ▾

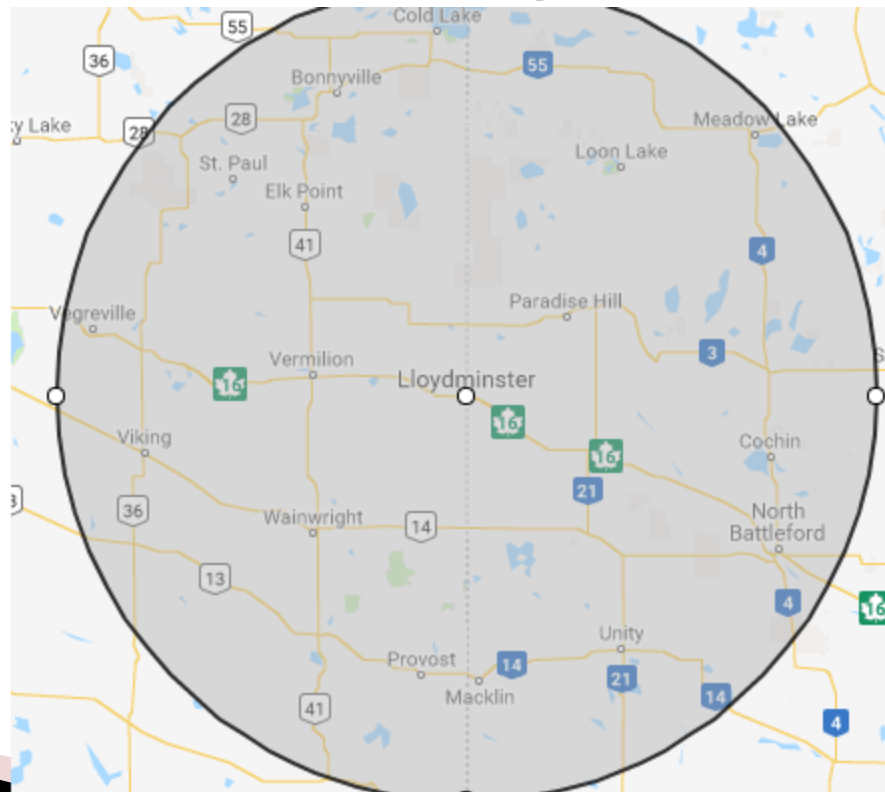
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# Travel Permit Game Sheet Upload

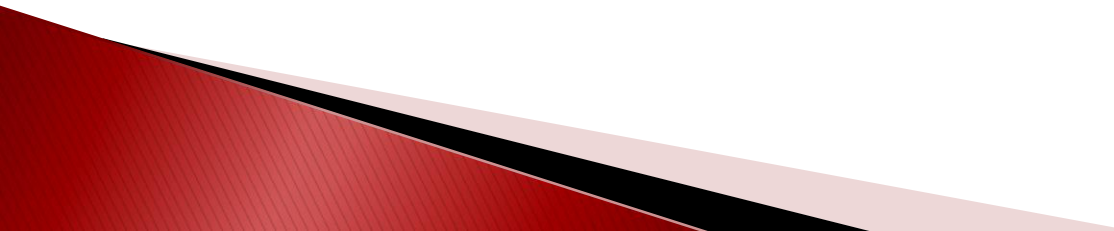
- ▶ NEW this season, all Game Sheets from Travel permits must be uploaded into Hockey Alberta's E-GAMESHEET Portal
  - ▶ Information and link can be found on the Travel permit submission page.
  - ▶ DO NOT send copies of Gamesheets to LMHA
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# Tournaments

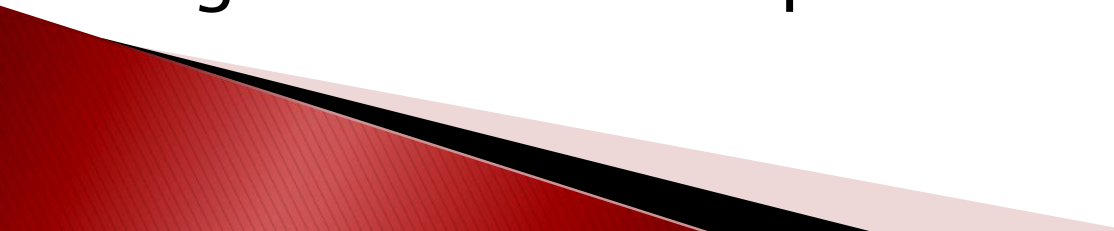
As per LMHA policies, each Team is allowed to attend up to 2 Tournaments, outside 150Km radius (radius is new this year).



# Novice Gameplay

- ▶ 4-on-4 with a goaltender, full goaltender equipment for novice
  - ▶ ~ 5 minute warm-up
  - ▶ 50 minute game (2 x 24 minute halves with 2 minute break at half-time)
  - ▶ Face-off to start the halves
  - ▶ Continuous play, buzzer every 1.5 minutes (90 seconds) to signify line change
  - ▶ Coaches – players must leave the puck where it is when exiting the ice (no shooting/passing/stick-handling)
  - ▶ After a goal or goaltender covers puck, players must back off to half-ice (mark half-ice with bingo dabber if possible)
  - ▶ No position specialization
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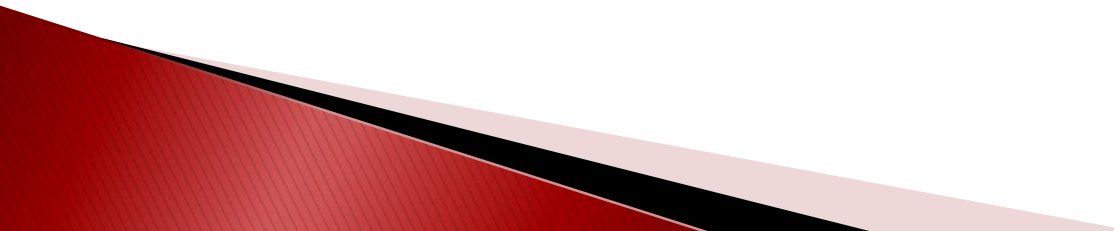
# Timekeepers

- ▶ Game sheet is required for novice – We will let you know when they are ready for pick up. Won't be ready for start of season
  - ▶ No score kept
  - ▶ No standings or stats kept
  - ▶ Home teams responsible for game sheet (tip for new managers – use labels)
  - ▶ Home teams responsible for 1 parent in time-keeper box (yes, there will be 2 for each game – extra help if needed)
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# Officials & Penalties

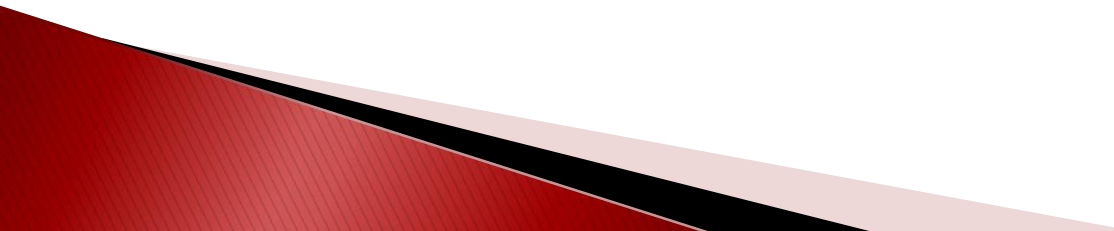
- ▶ No icings, no off-sides
- ▶ If a penalty occurs:
- ▶ If the offending team controls the puck after a penalty, whistle is blown and penalty is signified
- ▶ If the non-offending team controls the puck after a penalty, the referee raises their arm to signify a delayed penalty, when possession changes the whistle is blown and penalty is signified
- ▶ Referee awards a change in possession of the puck, non-offending team is given room to play the puck (supposed to be 3m)
- ▶ Offending player serves their penalty from the bench (not the penalty box), by sitting their next regular shift, teams still play at even strength (4-on-4)
- ▶ Communicate this to parents/players at team parent meeting so they don't think they are getting less ice time than the other kids

# Half-ice Boards Setup / Take-down

- ▶ Team Managers need to be aware of setup / take-down responsibilities (put it in your schedules)
  - ▶ For every game, Each team is responsible to provide a minimum of 1 parent for set-up / take-down (encourage others to help)
  - ▶ If hosting an exhibition game, line up 1 or 2 extra parents to help
  - ▶ For take-down, be sure to check the dressing room monitor to see if boards need to be taken down or moved for flood after your game
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# Bobcat Kid Zone Tickets

- ▶ Each Team will receive tickets to a Bobcats Home game to attend as a team in the Kid Zone.
  - ▶ The games have been assigned, please get tickets from Maryann.
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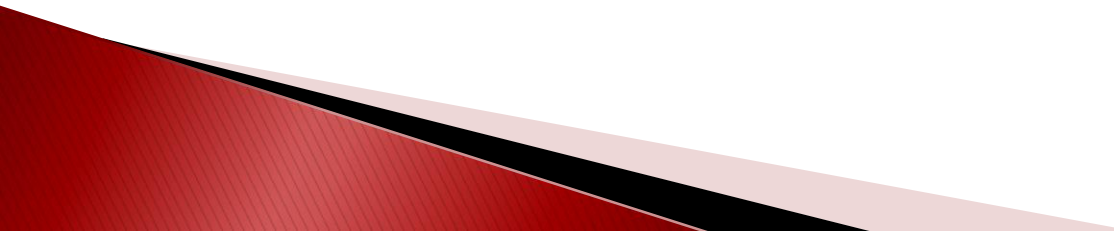
# Budgets & Bank Accounts

- ▶ Budget and signing authorities must be submitted to the Parent Auxiliary before a bank letter will be provided. Bank accounts cannot be set up as a personal account.
- ▶ All Team Budgets are due by Oct 31, 2019.
- ▶ Monthly statements to be sent to the Parent Auxiliary email before the 15th of the following month (IE: September statement must be received via email by October 15). Failure to send in the statements will result in a revocation of ice time until the statement is received.
- ▶ Items should have a description when possible.
- ▶ End of year final budget and statement to be sent in once the team's season is over.

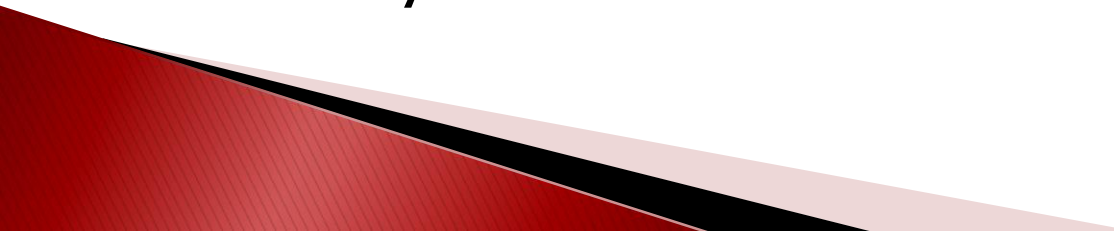
# Budgets

- ▶ Please use Budget Template that is on LMHA website under Manager's Binder
- ▶ Submit Budget and Bank Letter request to Leanne Arden at
  - [parentaux@lloydminsterminorhockey.com](mailto:parentaux@lloydminsterminorhockey.com)

# LMHA Cash Raffle Tickets

- ▶ Each Family is required to sell \$200 worth of tickets for the LMHA Cash Raffle. The oldest child will receive these tickets.
  - ▶ Managers will be notified when tickets will be available for pickup at the LMHA office.
  - ▶ Each team is required to submit 1 Team check for amount owing at time of ticket return.
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# On-Ice Development

- ▶ Initiation will receive 3 On-ice Power Skating sessions.
  - ▶ Novice will receive 3 On-Ice development sessions from IHD.
  - ▶ These session focus on development for both the coaches as well as the players.
  - ▶ They will be assigned to you by Maryann with your practice schedule.
  - ▶ More info will be communicated on this shortly
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# Coach Development

- ▶ There are 4 Coach Development Evenings this season.
- ▶ These will be communicated out once confirmed

# Dressing Rooms

- ▶ This seems to be the biggest issue out of the Half ice.
- ▶ Teams will be assigned to a Dressing room for their ice session.
- ▶ Please **PAY ATTENTION** and go to the proper room you were assigned too.
- ▶ Example
  - Home–Team 3 vs 7: Room 2
  - Visitor– 9 vs 12: Room 4

# Apparel Policy

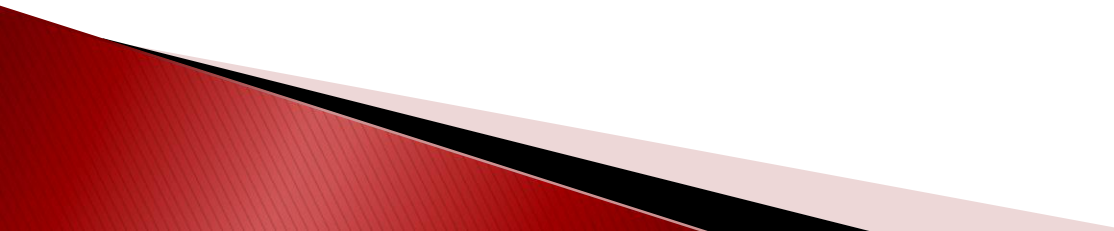
- ▶ LMHA has trademarked the Flaming B logo.
- ▶ Only approved vendors can use, and sell apparel with the LMHA logo.
- ▶ All companies we given the option to purchase rights to create & sell LMHA merchandise.
- ▶ Currently there are only 5 approved vendors
  - Factory Sports
  - Moto Apparel
  - Pear Media
  - F5 Embroidery & Design
  - Top's Source for Sports



# Jerseys

- ▶ As you are aware LMHA purchased new jerseys this year.
- ▶ Jerseys must be washed prior to first use and/or putting of name bars onto jerseys
- ▶ Please use the following instructions
- ▶ 1. Wash uniform inside out to aid in damage prevention from other items in load.
- ▶ 2. Wash colored and white garments separately.
- ▶ 3. Use cold/warm water.
- ▶ 4. Use a mild soap or detergent.
- ▶ 5. Do NOT use Fabric Softener
- ▶ 6. Remove garments from washer promptly
- ▶ 7. Hang Dry

# Novice Jerseys

- ▶ All jerseys are to be stored in jersey bags and together
  - ▶ Jerseys are NOT to be given to each player to look after themselves.
  - ▶ Assign a Jersey parent, so they wash and care for them to ensure they are looked after.
  - ▶ Socks are players to keep at year end. Jerseys are to be returned.
  - ▶ Novice Jerseys are for GAME's only.
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BOSTON PIZZA



DAYS INN



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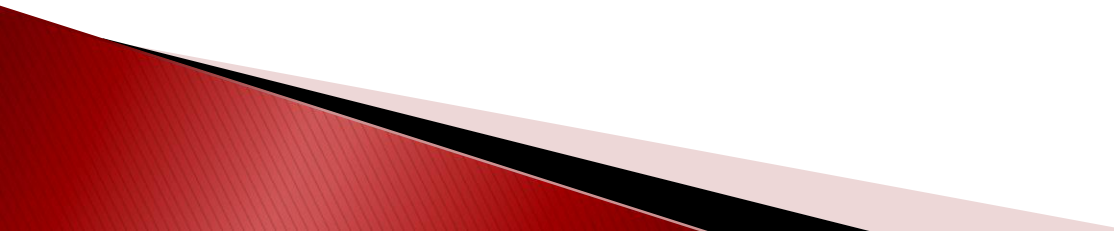
Novice



Cooper  
Concrete



# Initiation Jerseys

- ▶ Players can wear their Jerseys for all Ice sessions.
  - ▶ Please have parents care for their players jersey by washing regularly.
  - ▶ Players can keep their socks at the end of the season, Jerseys are to be returned.
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# Jersey Sponsors

- ▶ A big Thank you to all of our jersey Sponsors.
- ▶ It is greatly appreciated, so please recognize them anytime you can.

**Any Questions??**