



# **Lumby Minor Hockey Association Team Manager's Manual**

## **Welcome**

The Lumby Minor Hockey Association would like to welcome you to your role as Manager. The Manager of a team is a key role in the success of the season, thank you for choosing to take this role on. We are proud of the exceptional volunteers who dedicate their valuable time and energy to promote, encourage, and facilitate the sport of hockey.

The following manual is meant to serve as an information guide to help make the position easier and support your role.

The objectives of the Lumby Minor Hockey Association are to promote, encourage, and facilitate the sport of hockey. We strive to create a positive minor hockey experience for all those involved.

## **Team Manager's Role**

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Division Directors, other teams, referees, officials, etc. Ultimately, the manager is responsible for making sure all the off-ice tasks are completed. This does not mean the manager has to do it all; he or she needs to make sure that it gets done via delegation.

By taking on the operational aspects of the team, the manager enables the coach 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 the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address.



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# **Section 1 - Initial Parent/Coach Meeting**

## **1.1 Meeting Agenda**

Host a Parent Meeting at the beginning of the year. Prior to the meeting, talk with the coach about the meeting. The Coach may wish to head up the meeting. Be sure to invite your Division Director to the meeting. Topics for the meeting include:

- Introduce yourself, coaches, safety person, etc.
- Have the coach provide information on the goals and objectives for the season, his credentials and philosophy, team rules/expectations, dress code, etc.
- Establish the method of communication – email, Team Ramp, etc. If your team has parents who are new to hockey, explain what Team Ramp is. Be sure to remind parents the chat function in Team Ramp is game/event related information purposes. Any bullying, harassment, or complaints will not be tolerated and can result in the chat function being removed for your team.
- How many tournaments the team is allocated to attend.
  - LMHA approves two away tournaments and one home tournament. LMHA will cover the cost of one away tournament up to current LMHA home tournament fees. If the team wants to attend more than one away tournament, the team will be responsible for all costs. Please keep in mind if you are applying for a tournament outside the OMAHA region you will need to apply for approval through BC Hockey, please contact your Division Director for more information. Additional tournaments require approval from the Division Director.
  - Share the Home Tournament date
  - Share the Away Tournament date/location/hotel if available.
- Team finances/budgeting. Will fundraising be required? If so, please refer to our fundraising guidelines.
- Game schedule: Typically, each team over the course of the season will have 8 home games and 8 away games in the North Okanagan Super League.
- Important Dates:
  - Christmas schedule and other division home tournament dates so they are aware there is no home ice those weekends. This will most likely result in away games or no ice time.
  - Share the Home Tournament date
  - Share the Away Tournament date/location/hotel if available.
- LMHA Policies and Procedures – located on the website.
- **24 Hour Rule:** LMHA endorses this “cooling off” policy. When an issue occurs and a party has a resulting complaint or issue to be resolved, they need to wait

24 hours before contacting the person involved. Please refer to the LMHA Policy and Procedures for the steps you need to take when wanting to express your concerns. A reminder:

- During the 24 hour rule it is expected the subject of the concern/complaint is kept to yourself for reflection and is not to be voiced to others, especially in a way of spreading negative opinions.
- Team Ramp - It is important coaches know how many players are available for games and practices. Emphasize to parents the importance of keeping their child's availability up to date. Also remind them to check the schedule regularly as it can change and it is the most up-to-date information.
- Dressing room expectations (See LMHA Policy Manual)
- Arrange for equipment checks prior to games to ensure players are covered properly. See attached equipment checklist.

## **1.2 Assigning Team Volunteers**

Delegate parent volunteer positions: *All of these positions work closely with the manager*

- Treasurer
- Scorekeepers/Time Keepers
- Jersey care
- Home Tournament committee (if there is more than one team in the same division, the tournament committee must involve volunteers from all teams. The tournament is co-hosted among all teams in the division.)
- Fundraising and 50/50 coordinator
- Sponsor thank you coordinator
- Crowd Monitor/Safety Liaison

Descriptions of each of these positions can be found in Section 2 of the LMHA Team Manager's Manual. These position descriptions should be given to the parents in these roles. It is the responsibility of the Team Manager to check with the volunteer parents to ensure tasks are being completed in a timely manner. Once the positions are filled, the Team Manager should circulate a volunteer position list to all parents, this will help direct information and ideas to the proper party.

## **1.3 Team Account and Budget**

When creating your team budget make a list of expected expenses, so everyone is aware of how much money will need to be raised to cover the costs. Here are some examples:

- Player/team apparel (max of \$150 per player)
- Coach gift
- Manager gift

- Away Tournament/End of Year Pizza night (\$200-\$300)
- Team Building Events (attending a hockey game) (\$200-\$300)
- Name Bars (\$40/per pair. Name Bars must be white)
- Additional away tournament fee (\$1000-\$1900)
- Home Tournament Expenses
  - Trophies/Medals (1st Place & 2nd Place – LMHA has medals and will charge the costs to the team fees)
  - Game Officials Refreshments (\$200)
  - Heart and Hustle Awards (2 per game are required, typically \$3-5/each)
  - Refreshments for Teams (should include water/gatorade, granola bar, fruit, etc.)
  - Printing costs (mini program, schedules, rules, etc.)
  - Coach Draw, Manager Draw, Player Draw (\$20-\$50/each)
  - Loonie Stick (\$100)

Submit team budget to Division Director at the start of the season.

## 1.4 Fundraising

After each team has a proposed budget they will be looking for ways to raise those funds. In order to help support each team in LMHA with their fundraising efforts, in order to stop duplication of similar fundraising efforts, each team will be required to submit a request to their Division Director for the type of fundraiser they would like to do.

- All raffle type fundraisers will require a special gaming license, please contact your Division Director for more information
- If you are raising money by providing “volunteer hours” to receive a donation you will need to apply for a special sanction for insurance purposes to do so. The Risk Management director can be contacted for further details.
- Other fundraising ideas: bottle drive, donut sales, popcorn sales, etc)

Soliciting monetary donations from local businesses is not preferred. LMHA understands many local businesses want to support our Teams, however there are so many teams in our Association the requests can be overwhelming for many businesses. Local businesses can be directed to our sponsorship packages on the website. If you have a connection with a local business who has indicated they would like to donate please contact our Fundraising Coordinator to discuss. Soliciting donations from non-profit organizations is not advised.

Teams are responsible for sending Thank You cards to all sponsors/those who donate. The LMHA Sponsorship/Fundraising coordinator has Association thank you cards, please reach out to them if needed.

## **1.5 Code of Conduct Policy**

The Lumby Minor Hockey Association takes its Code of Conduct very seriously. Our Association expects that players, coaches, officials, and parents conduct themselves in an ethical, appropriate manner at all times. As Team Officials/Bench Staff, you are not only responsible for upholding the Code of Conduct personally, but for being vigilant that the code is not being abused by your players, coaches, parents or other team personnel.

The Lumby Minor Hockey Association has a zero-tolerance policy with respect to the Code of Conduct. Please review the Code of Conduct and Zero-Tolerance sections within the LMHA Policy Manual.

The Code of Conduct must be signed by every player and that player's parents each year. These forms are to be completed during registration online.

Harassment and bullying in all its forms will not be tolerated during the course of any Lumby Minor Hockey activity or program. Accordingly, all those involved with Lumby Minor Hockey, including its volunteers, players, and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or provincial guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

## **1.6 Player Medical Information**

- Player medical information is collected via RAMP upon registration. Missing information must be collected by the manager. Registrar will provide the Manager with a list of players who have not submitted all the appropriate paperwork.
- A copy should be kept with the Safety Person and the Team Manager.
- Please ensure the Safety person and Team Manager review the medical sheets for any pertinent information you will need to know. It can be as simple as knowing a child is allergic to the adhesive in Band-Aids.

## **1.7 Respect in Sport**

- All parents (one per player) are required to complete the Respect in Sports - Parent (online course). See LMHA website under the Parent Information tab for more information and how to register.

- The LMHA Registrar will inform any teams if there are players whose parents have not completed the course and will help guide parents to complete it.

## 1.8 Team RAMP App

- Team RAMP App is provided to all LMHA teams for Free. LMHA will send you an invitation to your team on Team RAMP, authorizing you to have Manager Permissions and access.
- Player availability: Is it important coaches know how many players are available for games and practices. Emphasize to parents the importance of keeping their child's availability up to date in the app.

## 1.9 Communication

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Division Directors, other teams, referees, officials, etc.

- **Coaches:** You will probably be in daily contact with the coach. The clearer you are on your duties and the joint expectations, the more smoothly the season will run.
- **Parents:** Keep parents up to date through email, Team RAMP app or parent meetings as required:
  - New games
  - Tournament dates, locations, game times
  - Schedule changes
  - Information shared from LMHA

## 1.10 Start of Season Considerations

- **Vacations** ask parents for any expected vacation plans for the entire season, including potential playoffs. This information will help you prepare you for booking tournaments or connecting with affiliate players.
- **Booking Away Tournaments**
  - This task will be completed with the coaching staff. Tournaments need to be booked as soon as possible, as many tournaments fill up quickly.
  - Refer to Away Tournament Policy before booking any tournaments.
  - To find tournaments visit the BC Hockey website and view "Tournaments" page. This website is not mobile friendly.

# Section 2 – Volunteers and Delegation

## 2.1 Volunteer Positions



- **Team Treasurer:** While not mandatory, most representative teams have a designated Team Treasurer. At the recreational level, the Treasurer may be a designated volunteer, or the Team Manager may take on this role. The Treasurer is responsible for the collection and management of team funds and is responsible for filing a parent-approved team budget with the Division Director.
- **Scorekeepers, Timekeepers and Game Music:** Volunteer Scorekeepers and Timekeepers are needed for every home game. Timekeepers manage the clock, and Scorekeepers are responsible for the score sheet and the related Spordle game report. Bonus: volunteering for these positions is the best - and only - way to get an ice-level "box seat". It is also required that teams play music during each game. This can be an additional volunteer each game, or the scorekeeper or timekeeper can also run the music.
- **Jersey Care:** Each team is required to have a delegated person(s) who is responsible for the care of Team Jerseys. This job can be shared with more than one person. For example, one parent will be responsible from October to Winter break and the next parent from January to end of season. The responsibilities include:
  - Filling out the Jersey record sheet with jersey numbers assigned to each child.
  - Ensuring both colours of jerseys are brought to each game.
  - After each game collecting the jerseys and washing in cold water and hang to dry. No fabric softens/scent boosters to ensure those with allergies are not affected.
  - Returning clean jerseys with name bars and C's and A's are removed at the end of the season.
  - Ensuring name bars (white only) and C's and A's are **properly wide stitched** onto each jersey. Do not press on name bars or letters.
- **Home Tournament Committee:** the home tournament is a large task and having a group of people who can share the responsibilities makes it easier on everyone. A group of up to four is ideal for the planning and implementation of the tournament.
- **Fundraising and 50/50 Coordinator:** While not mandatory, a team can choose to have a designated person for this role. The Fundraising and 50/50 Coordinator may be a designated volunteer, or the Team Manager may take on this role. This person is responsible for understanding the gaming laws in BC and ensuring the following a) the proper forms are completed for each 50/50 draw including the winners full name and address, and stapling the winning ticket to the form b) that children cannot be involved in the 50/50 duty as per BC law (cannot take money or manage/hand out tickets).

- **Thank You Coordinator:** It is important to make sure we recognize anyone who has contributed either time or monetary items for the team and this position ensures each of them is recognized with a Thank you. This person will be responsible for having thank you cards filled out by Team Coaches, etc. and sent to the recipient.

## **Section 3 – Team RAMP & HiSports/Spordle Play**

### **3.1 Download the App - RAMP Team App**

### **3.2 Subscribe to your RAMP Team**

- Parents should have received an email once the team was set up on RAMP to be able to see the Team in their App.

### **3.3 Roster**

- The roster will be uploaded automatically.
- The manager and coaches will also be added to the roster.

### **3.4 Schedule**

- The game schedule will be uploaded to the app automatically when it is uploaded to the website.
- Manager and Coaches will have the ability to add other items to the calendar such as: Team Meeting, Team Event, End of Year Celebration, Away Tournaments, etc.

### **3.5 Assigning Jersey numbers**

- Tradition is that second year players choose their numbers first and then first years can choose after that.
- Sizing jerseys will also need to be taken into consideration as typically the lower the number the smaller the size and the larger the number the larger the size.

### **3.6 Player Availability**

- In order for the coaching staff to plan accordingly for practices and games it is essential players' availability is completed on the app. Remind parents this is an expectation.
- There is an option to add volunteer spaces to the app, parents can sign up as well.

### **3.7 Chat function**

- The chat function is used to update players/families on **hockey related information**. It is not to be used as a platform to share unrelated information, complaints, bullying or harassment. Should the platform not be used appropriately, the LMHA Board can remove the function.

### **3.8 Hi Sports/Spordle**

- Hi Sports/Spordle is the program used for game sheets, it is linked directly with OMAHA.
- There are two functions within Hi Sports/Spordle; one is for the actual game sheet and one is for Manager/Coach use.
- Hi Sports/Spordle E-Gamesheets will require the Game # and Team HCR # in order to open the pre-added game. The manager/coach will have access to these numbers.
- Managers/Coaches can access the Hi Sports web based site to update player numbers, player attendance for games, etc. It will require a log in for each user.
- The Head Coach for the game is the only individual can sign off the E-Gamesheet on Spordle before the game.

## **Section 4 – Scheduling and Ice Allocation**

### **4.1 North Okanagan Super League scheduling of games**

- LMHA games for Divisions U11 to U18 are scheduled by the North Okanagan Super League. Teams will receive the first couple weeks of the game schedule in early/mid October. There will be another schedule in late November and then in December you will receive the final schedule for the remainder of the year. No manager or coach should contact the North Okanagan Super League scheduler. If a coach or managers have questions, these should be directed to the Division Director.

### **4.2 LMHA Scheduling of U7 & U9 games**

- LMHA in conjunction with neighboring associations will schedule the games for the U7 and U9 divisions.

### **4.3 Practice Ice**

- You will receive a practice schedule from the ice ambassador.

### **4.4 Extra ice allocation**

- If extra ice becomes available, the Ice Ambassador will reach out to the teams and ask if anyone is interested. Every effort is made to equally share this time between the teams to the best of the Ambassadors ability, however due to availability of teams this might not always happen.

#### **4.5 No show and Return Ice Policy**

- LMHA must provide the Village of Lumby with the teams ice schedule ahead of time and if a team no shows or cancels with no notice, LMHA is still charged for the ice time. It is imperative ample notice is given if a team is scheduled for an ice slot and they need to cancel to give the Ice Ambassador as much lead time as possible.

#### **4.6 Player vs. Parent game**

- If a team would like to host a player vs parent game they must obtain additional insurance through the Village Office. The insurance through Hockey Canada is null and void if parents who are not registered to the team are on the bench or ice, putting all the players at risk. By obtaining separate insurance, this allows the parents and players to be on the ice at the same time. To obtain separate insurance, please contact the Risk Manager/Division Director.

## **Section 5 – Parent and Coach Certification**

### **5.1 Coach Certifications**

|                         | <b>Criminal Record Check (CRC)</b> | <b>Respect in Sport</b> | <b>CATT</b> | <b>Keeping Girls in Sport</b> | <b>Hockey Canada Required Coaching Courses</b> |              | <b>Checking (U11-U18 only)</b> |
|-------------------------|------------------------------------|-------------------------|-------------|-------------------------------|------------------------------------------------|--------------|--------------------------------|
| Rec Head Coach          | ✓                                  | ✓                       | ✓           | ✓                             | U7-U9: HC1                                     | U11-U18: HC2 | ✓                              |
| Assistant Coach         | ✓                                  | ✓                       | ✓           | ✓                             | U7-U9: HC1                                     | U11-U18: HC2 |                                |
| Manager                 | ✓                                  | ✓                       | ✓           | ✓                             |                                                |              |                                |
| Safety Person           | ✓                                  | ✓                       | ✓           | ✓                             | HC Safety Program                              |              |                                |
| On Ice Helper           | ✓                                  | ✓                       |             | ✓                             |                                                |              |                                |
| Dressing Room Attendant | ✓                                  |                         |             |                               |                                                |              |                                |

## 5.2 Youth On-Ice Helper Requirements

| On-Ice Helper - Required Certifications and Equipment    |                                                                                                                                                                                          |                                                                                                                                                                                                                              |                                                                                                                                                                                                                        |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age of Helper                                            | Registration                                                                                                                                                                             | Equipment                                                                                                                                                                                                                    | Certification                                                                                                                                                                                                          |
| 14 years and below                                       | <ul style="list-style-type: none"> <li>Must be a registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul> | <ul style="list-style-type: none"> <li>Full equipment</li> <li>Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                  |
| 15 years old                                             | <ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>   | <ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul> | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                  |
| 16 years old                                             | <ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>   | <ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul> | <ul style="list-style-type: none"> <li>Respect in Sport</li> </ul>                                                                                                                                                     |
| 17 years old                                             | <ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>   | <ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul> | <ul style="list-style-type: none"> <li>Respect in Sport</li> <li>All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check</li> </ul> |
| Adult (18 and older)                                     | <ul style="list-style-type: none"> <li>Must be registered member of BC Hockey or Hockey Canada</li> <li>If not registered they must be added as a "volunteer" on the roster</li> </ul>   | <ul style="list-style-type: none"> <li>CSA certified helmet, chin strap fastened, gloves</li> <li>Full tracksuit or pants and sweater are recommended to be worn on the ice</li> </ul>                                       | <ul style="list-style-type: none"> <li>Respect in Sport</li> <li>Criminal Record Check and Vulnerable Person Check</li> </ul>                                                                                          |
| Non-members (offering coaching or on ice help for a fee) | <ul style="list-style-type: none"> <li>Must become an Associate Member</li> <li>Not to be rostered with a Minor Hockey Association</li> </ul>                                            | <ul style="list-style-type: none"> <li>Must follow above outlines for ages for required equipment on ice</li> </ul>                                                                                                          | <ul style="list-style-type: none"> <li>Requirements on Associate Member application</li> </ul>                                                                                                                         |

The purpose of an on-ice helper is to provide assistance to the coach and is not to be used as an additional practice for the youth.

## 5.3 On-ice and Game bench staff eligibility

- On-ice helpers are NOT permitted to be on the bench during a game. Only those on the Hockey Canada Registered Team Roster are permitted. The Registrar will provide the Team Roster after teams have been solidified.

## Section 6 – Criminal Record Check

### 6.1 Expiration

- Although the RCMP criminal record checks say they are good for five years Hockey Canada requires criminal record checks every three years.
- They expire with Hockey Canada in July of the third year.

### 6.2 Where to obtain Criminal Record Check

- If you live in Lumby and Area, you can download the Volunteer CRC letter from [www.lumbyminorhockey.com](http://www.lumbyminorhockey.com) under the Forms Tab. This letter can be submitted

to the Lumby RCMP detachment with your Criminal Record request obtained from the Lumby RCMP office.

- If you live in Lavington, you will be required to go to the Vernon RCMP detachment to obtain a criminal record check. They do charge for that area.

### **6.3 Reimbursement of cost**

- LMHA will reimburse the cost of the criminal record check if receipt is submitted to the Treasurer.

## **Section 7 – Dressing Rooms and Arenas**

*Refer to LMHA Policy Manual for further details on the dressing room policy and arena etiquette.*

### **7.1 Team Talks**

- Hockey Canada stresses the importance that all participants are treated as valued members of a team. Therefore, coaches and team staff should only engage in pre- and post-game talks when all athletes are present in the dressing room.

### **7.2 Damage**

- Teams are responsible to ensure no damage is obtained while their team uses a dressing room, this includes making sure it is left in a clean state as well.

### **7.3 Co-Ed Dressing Room**

- Depending on the Division, the ratio of female to male players, with approval from the LMHA Board, Team and Parents, at times there can be given permission for a co-ed dressing room.

### **7.4 Away arena female dressing room**

- Expectation if there is a shared a female dressing room with the opposing team, a female representative from both teams will share supervision of the room.
- Managers need to ensure the arena they are visiting is aware if your team has female players

## **Section 8 – Team Equipment**

### **8.1 Team Jerseys**

- U7 teams will be provided with Tim Horton's Tim Bit jersey's & socks which they get to keep at the end of the season.
- U9 teams will be provided with 1 set of LMHA game jerseys which are required back at the end of the season. Suggestion to travel with LMHA pinnies if you think your teams have similar colours; example black jersey and green jersey are hard to tell the difference on the ice for the kids.
- All Recreation teams U11 and up will be provided with two set of jerseys (one home White set and one away Green set) which are to be returned to the Equipment Coordinator at the end of the season. The Head Coach and Manager are responsible for these items to be returned.
- The sizing of the jersey's coincides with the numbers, lower the number the smaller the size, larger the number bigger the size.
- Tradition for players choosing numbers is the second year players get to choose first and then the first years. Best way to achieve this is to ask for everyone's first and second choice numbers. From there you will see if there is any duplication. If you have two second years asking for the same number, reach out to both and see if there is another number either of them are willing to choose a different number. Generally a compromise is achieved, if not you pick a tie breaking way to make a decision.
- Jerseys are a significant investment for the LMHA and it is imperative that they are properly cared for. To ensure the maintenance and care of jerseys the following rules must be followed:
  - Under no circumstances are players permitted to carry their own jersey. Teams are expected to keep all LMHA jerseys in the Jersey Bags provided.
  - Teams are to appoint a Jersey Parent to launder and maintain the jerseys.
  - Jerseys are to be washed in cold water and hung to dry. Do not use fabric softener or scent boosters.
  - Letters for Captains and Assistants are to be sewn, using wide stitch, not glued or pressed to the jersey.
  - LMHA Game Jerseys are not to be worn for practice.
  - LMHA Game jerseys are only to be worn for sanctioned LMHA events (i.e. games, fundraising, public appearances, etc.).
  - At the close of each season ALL jerseys are to be returned to the appropriate locker in the bag provided, on hangars and freshly washed, with name bars and Captains/Assistants removed
  - Teams that do not return LMHA equipment and/or jerseys may have funds from their accounts held to cover the cost of replacing the item(s).



## 8.2 Name Bars

- LMHA has historically allowed for name bars to be placed on jerseys based on the following stipulations
  - Name bars must be properly attached by **gently sewing** them on by someone with experience.
  - Name bars must be white with black lettering.
  - Name bars must be gently removed at the end of the season as to not damage the jerseys
  - Parents/Teams are expected to purchase the name bars themselves.
  - Approval from Division Director.

## 8.3 Jersey Repairs

- If a jersey is damaged, please reach out to the Equipment Manager.

## 8.4 Socks

- Players are expected and required to have game socks in good condition.
- Socks can be ordered at the time of registration.
- If a player loses or damages socks during the season, reach out to the Equipment Manager for replacements.

## 8.5 Goalie Equipment

- Goalie equipment will be provided by LMHA for divisions U7, U9 and potentially U11. This gear is owned and shared by LMHA and must be returned at the end of the season

## 8.6 First Aid Kits/Safety Person folder

- Manager and Safety Person need to create a Safety Person folder it will include the following:
  - Medical sheet for each player
  - Medical sheet for each coach/bench staff
  - Incident Report log
  - Hockey Canada injury report form
  - Hockey Canada Return to Play form
  - Concussion awareness information
  - Map of all arenas in Super League area, safety item locations, physical address
- Each team will be provided with a first aid kit at the beginning of the season. If items are depleted, please let the Equipment Manager know.
- Ice packs will also be provided.

## **8.7 Puck bags**

- Each team will be provided with a puck bag

## **8.8 Return of Equipment at end of Season**

- The Equipment Coordinator will send a reminder near the end of the season to return all jerseys, puck bag, and first aid kit. All equipment must be returned by the end of the season.

## **8.9 Player & Goalie Equipment Check**

- At the beginning of the season the Head Coach and safety person should do an equipment check of each player to ensure all gear is properly fitted to avoid injury and be in compliance with Hockey Canada Insurance.
- At the beginning of each game and practice, another visual check should be made of players to ensure they are wearing proper equipment
- Chin straps and pad must be worn snug to the chin.

# **Section 9 - Record Keeping**

## **9.1 Official Team Roster**

- The LMHA Registrar is responsible for team registration and will provide an official roster to the Manager once the players have been assigned to the appropriate team.

## **9.2 Player Affiliation**

See LMHA Policy Manual

## **9.3 Game rules/regulations**

- See OMAHA website

## **9.4 Contact List**

- Registrar will provide the manager with a contact list for their team via Team RAMP.

## **9.5 Photo release**

- It should have been signed at the time of registration. If there is a player who cannot be photographed or videoed due to safety reasons, please ensure their privacy is respected.

## **9.6 Accident and Insurance Reports**

- Safety person will have reports and forms. They will keep records and report to the Division Director if needed.

## **9.7 Safety Information for Home and Away Arenas**

- The Safety person will have a list of arenas in the North Okanagan Super League game area with addresses and where safety equipment is located.
- If you are in an arena outside this area, you should be sure to obtain the address and share with the safety person in case of an emergency.

## **9.8 Incident Reports**

- The safety person will complete the incident reports

## **9.9 Scorekeeping and Tablet Instructions**

- See the manual and instructions in the scorekeeping box/office.

# **Section 10 - House League**

## **10.1 Music at home games**

- It is expected music played will be appropriate for all age groups with no swearing or inappropriate language.

## **10.2 Game Officials**

- On-ice officials will be assigned by the Referee-In-Charge.
- Off-ice officials
  - The Timekeeper and Scorekeeper are off-ice officials for any game played. Their name will be recorded on each game sheet. As an official of the game you are expected at all times to remain neutral. You are not permitted to cheer, yell or act in a biased manner towards either team.
  - The position responsibilities are part of the Hockey Canada Rule Book under Section 5 - Officials.

## **10.3 Game Management**

### **North Super League Stop Time Policy 2025/2026**

- All games are stop time
- No time outs permitted
- A 3-minute warm up will begin at the start of the permit time
- Floods between periods will occur as follows:

- 1 ½ hour permit – No flood
- 1 ¾ hour permit – First whistle following the 10-minute mark of 2nd period
- 2 hour permit – First whistle following the 10-minute mark of 2nd period
- 2 ¼ hour or greater permit – between 1st and second period, and between 2nd and third period.
- No game will exceed the permit time. If undue delays occur for any reason and the game cannot be completed within the permit time, the following procedure will be followed.
  - At the first stoppage of play after time reaches 5 minutes left on the permit, the timekeeper will notify the referee.
  - At this stoppage of play, the clock will be reset to 2 minutes, and the remainder of the game will be completed with stop time.

| Permit Length   | Period 1   | Period 2   | Period 3   |
|-----------------|------------|------------|------------|
| 1 ½ Hour Permit | 15 minutes | 20 minutes | 20 minutes |
| 1 ¾ Hour Permit | 20 minutes | 20 minutes | 15 minutes |
| 2 Hour Permit   | 20 minutes | 20 minutes | 20 minutes |

## 10.4 Suspensions

- Each coach is required to be familiar with the Minimum Suspension Guidelines each year.
- Suspensions will be issued by OMAHA and will be sent directly to the LMHA President to share with the head coach.

## 10.5 Christmas Holidays

- LMHA does not schedule any games through the Christmas Holidays. Depending on the dates, some practices could be scheduled the last week of the break.

## 10.6 Exhibition Games

- Home exhibition games must be approved by the Division Director, Ice Ambassador and Referee-In-Charge

## 10.7 Away Tournaments

- **LMHA Policy Manual**
  - Away Tournaments LMHA Rec and Rep teams are permitted to participate in a maximum of **3** tournaments per year, one being their home tournament/jamboree. Teams may request an additional tournament if the following criteria have been met:

- The tournament does not interfere with their league play
- The majority of parents support the tournament being applied for
- The specifics of the tournament are considered to be reasonable and appropriate to the age and development of the players
- LMHA will pay for one away tournament fee, up to the set fee of LMHA home tournaments, per team. All other tournament fees must be paid by the team. If the team requires LMHA to pay for the tournament before funds are secured a request may be placed to the Division Director for approval.

## **Section 11 – Away Tournaments**

### **11.1 Permits**

- See Forms Section on the [LMHA website](#).
- Interdistrict Travel Form - [Interdistrict Exhibition Form 2024-11-26 v02.pdf](#)

### **11.2 Accommodations**

- Accommodations are usually recommended on the tournament home page or by the tournament coordinator
- The coach and manager will decide together which hotel for the team to stay at.
- The manager or coach will ensure that a block of rooms is booked at the hotel and ask for a group booking rate.
- Send information out to the team early for families to book the tournament hotel.

## **Section 12 - Permits**

### **12.1 Travel Permits**

- To attend a tournament outside of the OMAHA district, the manager or coach must complete the interdistrict travel form. (add here)

### **12.2 Special Events**

- Some special events require a BC Hockey Special Event Sanction Permit. The types of events that require a permit include (but are not limited to):
  - Fundraising,
  - Dry land training
  - Floor Hockey
  - Intermission Mini Game
  - Other
- Refer to BC Hockey Special Event Policy

- Special Event Sanctions are used for events such as dry land training, exhibition games (outside of OMAHA), fundraising and tournaments. Requests must be sent into BC Hockey at least 7-10 business days by the Risk Management Coordinator prior to the start of the planned event.

## **12.3 Gaming License Permit**

- Refer to LMHA policy manual for required permits for raffles/draws/50/50 draws etc.

## **Section 13 - Fundraising**

### **13.1 LMHA Fundraising Guidelines**

- It is acknowledged by LMHA that team fundraising can be helpful in assisting with the costs incurred during the hockey season. It is important that fundraising is reasonable in scope and does not exceed the financial needs of the team. A parent approved budget must be submitted at the beginning of the season to the Division Director.
- All fundraising must be in accordance with BC Hockey's Special Event Sanctioning Guidelines (found on the BC Hockey website) and approval must be granted by the Board prior to the event. This requires the completion of an online Special Events Sanction Form which can be found on the BC Hockey website. See Permits.
- As per BC Hockey policy, the purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming.
- **Fundraising Guidelines for LMHA**
  - All fundraising activities need to be approved by the Board of LMHA.
  - End use/purpose of fundraising must be pre-approved by the Board of LMHA.
  - Special gaming licenses must be applied through the Board of Directors.
  - When fundraising directly involves player's, approval must include Special Event Sanctioning. Managers must submit all details to the Risk Manager at least a week prior to receiving Special Event Sanctioning, teams are NOT to apply for this on their own.
  - All team fundraising must be conducted in a responsible manner and project a positive image of the team and LMHA in the community.

- Any team that attempts fundraising outside of these guidelines and without prior approval of LMHA may lose their rights to all future fundraising in the current hockey season.

### **13.2 50/50 Regulations**

- Gaming licenses for 50/50 are provided through LMHA.
- Teams are permitted to host 50/50 draws at all home games during the season. Each team is expected to comply with the rules for this activity. Strict compliance is mandatory!
- Team Managers and 50/50 Coordinators must ensure compliance with the rules and BC laws regarding 50/50 draws. Please ensure you review the form that is required for each draw and ensure it is completed properly.
- Children cannot participate in 50/50 draws in anyway, including accepting money or handling tickets. This is against the law.

### **13.3 LMHA Team Request for Fundraising**

- Fundraising events must be approved by LMHA prior to the Sanctioning Form being completed. This is to ensure the appropriateness of the request and that it is in keeping with the team's financial plan for the year. This initial approval is also in place to ensure coordination and organization of all fundraising plans throughout the year (i.e. ensuring fundraising of similar types does not fall on the same day).
- Requests can be submitted to the Division Director.
- Once LMHA has approved the fundraising plan, the Risk Management Coordinator will submit a Special Events Sanction Request to BC Hockey.
- See the Special Events Sanctioning Guidelines on the BC Hockey website for additional information regarding possible coverage eligibility of specific events.
- Any questions regarding gaming and/or gaming licenses are directed to the LMHA Registrar.

### **13.4 LMHA Sponsorship Opportunities**

See LMHA website for sponsorship opportunities.

## **Section 14 - Other**

### **14.1 Team Pictures**

- LMHA will arrange for a photographer at the beginning of each year. Players will be given one picture free of charge. Photographers will give more purchase options if parents are wanting more than what association offers.

## 14.2 Apparel

- Refer to the LMHA policy manual for full details
- Team swag is up to the Coaches, Manager and parents if they are wanting to order items. Please stick to our Lumby Stars logo, and team colours of black, green, yellow. Please see Budget section for further information.

## 14.3 Media

- Team Facebook Pages can be set up and used for livestreaming games or keeping your near and far fans up to date on the team's season.
- Your division director must be added to this forum.

## 14.4 Complaints

Please review LMHA policy manual

- **24 Hour Rule** - LMHA endorses this "cooling off" policy. When an issue occurs and a party has a resulting complaint or issue to be resolved, they need to wait 24 hours before contacting the person involved. Please refer to the LMHA Policy and Procedures for the steps you need to take when wanting to express your concerns.
- For the full complaint process, please refer to the LMHA Policy Manual.

## 14.5 Team Brick

- Each team is allowed to paint and sign a brick at the player exit hallway at the end of each season. We ask that the teams use green or yellow as their main colours. (White, black, and red have been left for the Officials)
- These are to be completed by end of regular season so the Arena can clear coat and seal them.