



Lorette Minor Hockey (LMH) Coaches & Managers Guide 2023-2024 Season

Thank you for volunteering as a Coach or Manager. With your leadership, your players and parents will enjoy a successful hockey season. Over 210 children from age 4 through 17 will proudly wear a Comets jersey, develop their hockey skills, and grow in their love of the game. The keys of success will be good planning and communication with team staff, parents and the LMH board.

2023-2024 LMH Board

Daniel Gilbertson	LMHComets.President@gmail.com
Craig Bauer	LMHComets.VicePres@gmail.com
Kirsten Carson	LMHComets.Secretary@gmail.com
Kevin McKnight	LMHComets.Registrar@gmail.com
Leanne Slatcher	LMHComets.Treasurer@gmail.com
Graham Eason	LMHComets.Ice@gmail.com
Laird Laluk	LMHComets.Development@gmail.com
Terry Bruneau	LMHComets.Equipment@gmail.com
Lesa Chapman	LMHComets.FemaleDirector@gmail.com
Mylene Desautels-Cooke	LMHComets.Fundraising@gmail.com
Tara Reid	LoretteCometsHockey@gmail.com
Marty Saive	LMHComets.Referee@gmail.com
Mel Charles	LMHComets.Member1@gmail.com
Miguel Rondeau	LMHComets.Member2@gmail.com

2023-2024 Division Representatives

Each division has a LMH board representative with whom parents, coaches and managers may ask questions or raise concerns. Also see the Parent Representative section.

U7	Dan Gilbertson	LMHComets.President@gmail.com
U9	Mel Charles	LMHComets.Member1@gmail.com
U11	Kevin McKnight	LMHComets.Registrar@gmail.com
U13	Craig Bauer	LMHComets.VicePres@gmail.com
U15	Tara Reid	LoretteCometsHockey@gmail.com
U18	Terry Bruneau	LMHComets.Equipment@gmail.com
Female (All)	Lesa Chapman	LMHComets.FemaleDirector@gmail.com

Association Constitution

Lorette Minor Hockey is governed by a constitution of by-law's & policies and our mission is to provide a safe, enjoyable, and competitive hockey experience for all members of the community. The board of directors encourages all members to review and become familiar with their roles & responsibilities whether they are a coach, manager or parent which is located on our website.

[LMHA-Constitution-Bylaws-and-Policies-2023.pdf](http://www.lorettecometshockey.com/LMHA-Constitution-Bylaws-and-Policies-2023.pdf) ([lorettecometshockey.com](http://www.lorettecometshockey.com))

Respect in Sport (RIS) for Parents

Hockey Manitoba requires at least one parent/guardian to complete the 1-hour online RIS for Parents program by **November 1**. Should certification not be obtained by November 1, the player will be ineligible to participate until one parent/legal guardian is certified. The fee is \$12, paid by credit card. Once completed, you are certified. Currently Hockey Manitoba does not have plans for recertification. RIS for Parents is not the same as the RIS for Coaches and Activity Leaders (see below). Completion of RIS for Coaches and Activity Leaders is not sufficient for satisfying the requirement for one parent/guardian to complete RIS for Parents.

<http://www.hockeymanitoba.ca/members/respect-sport-parents/>

Coaches & Safeties

Respect in Sport (RIS) – Coaches and Activity Leaders:

All team staff (coaches, managers, safeties) must complete **Respect in Sport (RIS) – Coaches and Activity Leaders** by **December 1**. Beginning in the 2017-18 hockey season, Sport Manitoba initiated a 5-year re-certification policy which applied to all coaches, managers and safety people who take the Respect in Sport – Coaches and Activity leaders online course. This means that for the 2023-24 season any team staff that completed their Respect in Sport prior to 2018-19 are required to retake the Respect in Sport – Coaches and Activity Leaders online course. The policy has been put in place as a result of multiple changes that have been made to the Respect in Sport course designed to reflect the current climate. The course now includes more material regarding online harassment and cyber bullying as well as other needed updates

<http://www.hockeymanitoba.ca/coaches/respect-in-sport/>

Coach Requirements:

Coaches must achieve “Trained” status by **December 1**. This includes:

- i) RIS – Coaches and Activity Leaders;
- ii) Online modules through Hockey University (HU); and
- iii) Attending an in-person coach clinic. The course you require is specific to the division/category you coach and if you are head or assistant coach. See the chart at:

<http://www.hockeymanitoba.ca/coaches/requirements>

Hockey University (HU):

Hockey Manitoba’s website states these fees apply (Visa & Mastercard only):

- HU – Online Coach 1 or 2, approximately 4 hours in length, \$31.00 +GST
<http://www.hockeymanitoba.ca/coaches/hockey-university>
- HU – Safety, approximately 8 hours in length, \$25.00 +GST
<http://www.hockeymanitoba.ca/coaches/bench-staff/>

In-person Coaching Clinics:

Hockey Manitoba offers clinics from the middle of October to the end of November. Walk-ups will not be allowed. All participants must complete RIS and HU online, and register online through eHockey. There are no fees for in-person clinics (Coach 1 - Intro to Coach, Coach 2 – Coach Level) if you will be coaching and on the team roster. There is no in-person component for Safeties.

<http://www.hockeymanitoba.ca/coaches/clinics>

Specialty Coaching Clinics:

If interested, Hockey Manitoba also offers clinics on Teaching Body Checking, Developing Skilled Defenseemen, Puck Control, Shooting & Scoring, Skating, Competitive (Small Area) Games, Coaching Goaltenders, Starting a Breakfast Club.

<http://www.hockeymanitoba.ca/coaches/coach-specialty-clinics>

Coaches Resources:

Hockey Manitoba’s website offers a variety of tools, including manuals, DVDs, practice drill sheets, information specific to division (U7, U9, U11), plus goaltending, etc.: <http://www.hockeymanitoba.ca/coaches/coach-resources>

Eastman Minor Hockey’s website also has some practice plans at: http://emh.goalline.ca/page.php?page_id=75790

Dressing Rooms:

All managers & coaches are required to review and become familiar with Policy LMH003 Dressing Room Conduct located on page 37 of the Lorette Minor Hockey Association Constitution. This policy covers items such as change room rules with mixed gender team, music players & playlist, hazing, parent rules and supervision.

At no time shall an adult be alone with a child in a dressing room, LMH strictly prohibits this.

Social Media:

All LMH members will refrain from social media activities that will negatively affect the coaches, managers, players, other members, or the Board. Parents may only post pictures of their own child involving LMH events to social media. Team contact information is for the purposes of LMH activities only and should not be shared externally.

Player & Coach Development:

Throughout the season LMH will post information on the website, and send emails, about clinics and camps to further develop our coaches, players and goalies. We strongly recommend your participation.

Affiliated Players (APs):

When players are missing or injured, you can AP under the Eastman Minor Hockey guidelines in the box below. LMH requires that all AP plans must be agreed upon via head coach to head coach. Do not approach the AP's parents first. **All AP requests must first be discussed with LMH President before above actions taken.**

Affiliated Players - AP's:

AP's are used when your regular rostered players are missing or injured.

❖ Please ensure you abide by rules, or game(s) will be forfeited – no exceptions

EM Hockey League Constitution – Page 2 of 19, letter E)

E) Affiliated Players will be allowed to a maximum of (regardless of roster size):

11 players for U9 and U11

12 players for U13

15 players for U15

(BAA & U18t follow Hockey Manitoba guidelines)

Note: Definition of 'players' is a skater, dressed and within the team's bench/listed on game sheet.

Associations with more than one team in any division, ie. 2 "C" teams, may secure an AP from a lower division to only one of those teams.

Note: The only exceptions to the limit numbers noted above would be:

i) Goalies. Then a team could AP above their set limit by one, providing he is the only AP

ii) U15 AA teams, who can AP up to 19 players so long as they have been registered on an approved AP Lists. AP lists need to be filled out and sent to regional registrar for approval, then emailed to statisticians prior to league game(s).

iii) An all-female team playing in a male league can only AP female players.

Source: http://emh.goalline.ca/files/emha_coach_manager_handbook_updated_sept_2017.pdf (page 9)

Parent Representatives

Each team will select a "Parent Rep," who is not a spouse/partner of a coach/manager. The Parent Rep will mediate any issues that arise between parents and a coach/manager. All parents must be reminded of their commitment to LMH's 24 hour rule – waiting 24 hours before voicing a complaint. Should the Parent Rep not be able to resolve any issue between the parents and a coach/manager, the Parent Rep will contact the LMH board member representative for their division, as listed earlier in this guide. Should the board representative not be able to facilitate resolution, she/he may enlist the help of other LMH board members.

LMH recommends Parent Reps also complete the **Respect in Sport (RIS) – Coaches and Activity Leaders** online course. Deadline is December 1.

Important Dates

Lorette Minor Hockey:

- Picture Day(s) – November 18th & 25th
- Respect in Sport for Parents – November 1 deadline
- Respect in Sport for Coaches and Activity Leaders – December 1 deadline
- Coaches online training & in-person clinics – December 1 deadline
- Lorette Calendar Lottery – December 1 (Managers turn in ticket stubs); Draws held Jan 2nd and Feb 1st
- Equipment & Jersey return date - April 1st (subject to change)

Eastman Minor Hockey (EMH):

- League games – begin October 20th for U13/U15 while U9/U11/U18 will begin October 27th **Subject to change.**
- Provincials – Form Atom and higher divisions. Hockey Manitoba changed the format and classification process. EMH league play will be suspended for the relevant divisions during provincial play down tournaments – dates TBA. EMH states teams not participating in provincials can use these dates for rescheduling games. Details and updates available at: <http://www.hockeymanitoba.ca/provincials>
- All-Star Games – All-Star games TBD after League meetings October 4th.

Managers

Team managers are integral to a smooth, successful season. Some teams have one manager and some choose co-managers to share the responsibilities. Managers co-ordinate most off-ice activities, allowing the coaching staff to focus on team practices and games.

Once LMH sets the teams, coaches and managers should meet to determine expectations of the manager and coaches throughout the season. Some coaches may take on a larger role than others in planning exhibition games, tournaments and other team events.

It's also important to hold a parent meeting right away. Coaches, managers and all parents should discuss the season (ie. How many tournaments?) and identify other essential volunteer roles, etc.

Team Volunteers:

- **Parent Rep** – As noted earlier, your team's Parent Rep will be the liaison between parents and coaches. This person should not be a spouse/partner of any team coach and must remain neutral should issues arise. LMH recommends this parent complete the **Respect in Sport (RIS) – Coaches and Activity Leaders** by the December 1 deadline.
- **Equipment Manager** – This parent is responsible for both sets of game jerseys (home/away), handing them out before games and collecting them after games. If they don't want to wash the whole set themselves, allow parents to take theirs home periodically for washing.

Jerseys are to be kept clean and in good condition. It's best to hang dry rather than use a dryer. LMH recently implemented a 'no name bar' rule to help extend the life and condition of this LMH investment. The only exception for allowing name bars is the set of AtoMc jerseys those Atom players keep through the McDonalds sponsorship. The full set of jersey's is to be returned at the end of the season, on the date announced by LMH Equipment Manager.

- **Team Safety** – As explained in the "Coaches & Safeties" section, your Team Safety must complete HU and RIS – Coaches and Activity Leaders by Hockey Manitoba's December 1 deadline.

The Team Safety must ensure a complete First Aid kit is available at all practices/games. Kits can be obtained by contacting LMHComets.Equipment@gmail.com.

She/he must have each family complete a medical form for their child. Keep the forms confidential, but have them at all practices/games should any emergency arise. If medical attention is required, health care staff must be informed of the player's medication/prior issues/allergies/conditions. Here is a link to the 1-page Hockey Canada form:

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf

Rosters:

A team's roster includes the players, Head Coach, 3 Assistant Coaches, Safety and Manager. Managers work with LMHComets.Registrar@gmail.com to finalize your roster ASAP. LMH's Registrar must submit all LMH rosters by October 15. Here are details from Eastman Minor Hockey guidelines:

Rosters:

All rosters need to be entered into HCR (Hockey MB Database) by each Association Registrar

- ❖ This happens prior to season start. And needs to be approved by zone registrar before the 1st league game.
- ❖ Eastman asks that each player's jersey # be entered into the database system so that rosters view/print in player # order for comparisons to that of each teams' game sheets. Otherwise the rosters view in alphabetical order and game sheets are to be in listed in player # order. This is done by the Association registrars
- ❖ Each team is to be provided with a copy of their own 'approved' roster. This shows who is rostered and who isn't. Those that are NOT listed on the team's Approved Hockey MB roster cannot be on the bench or game sheet until approved! If a coach/or player is listed on a game sheet but not on approved roster, this is an illegal player and forfeit of the game will be assessed - no exceptions
- ❖ It is the team's responsibility to communicate with Association registrar when a player needs to be added or deleted from the team's approved roster. If this does not happen prior to the next game played and a player is not added or deleted accordingly, forfeit of game will be assessed which is very disappointing for all

Source: http://emh.goalline.ca/files/emha_coach_manager_handbook_updated_sept_2017.pdf (page 5)

Game Operations:

- **Time Keeper and Score Keeper** – Appoint 2 parents for each home game. At least one should be experienced. The parent with experience can train the other volunteer. You may want to set this schedule in advance, on a rotational basis, with the possible exception of coaches/managers. While working a game, the time keeper and score keeper must remain neutral. LMH has the Time Keepers Manual on our website, under Links. During warm-up of a game, the Referee will check the game sheet.
- **Game Sheets** – Managers will receive a supply of game sheets at this meeting. You must prepare game sheets for each home game, plus submit them to Eastman Minor Hockey within 24 hours (more specific details to follow below).

2”x4” stickers are a good way to save time, but game sheets can be handwritten. If using stickers, one copy must be on each of the 3 pages of a game sheet. Let the Board know if you need a template for the stickers. You must list all players (full first/last name), coaches and safety.

Here are details from Eastman Minor Hockey guidelines:

Game Sheets:

Info at the top of each game sheet – is to be properly filled out at all times

- ❖ Game #'s are found on Eastman goalline website, under Divisions, then level & then schedule
- ❖ The date played is most important. If it was a rescheduled game, the date prior isn't necessary
- ❖ Please make sure teams are written on the correct home & away sides of the sheet
- ❖ Please ensure your proper level is indicated, especially after any realignment if you changed levels
- ❖ The VERIFIED BY: section below each of the roster listings, is to be signed each team verifying the players/coaches
- ❖ Please verify the game sheet after the game as well, to ensure the score was detailed correctly
- ❖ Divide the triplicate copies accordingly: white copy stays with home association/coloured copies are for each team
- ❖ Even if a suspension happens, the game sheet is still required to be sent in by league deadline

Goals:

- P = Period when goal scored
- Time = Time when goal scored
- SC = is the “scorer”
- 1st Asst = is the 1st assist
- 2nd Asst = is the 2nd assist

SCORING					
NO.	P	TIME	SC	1st ASST	2nd ASST
1	1	10:27	8	7	19
2	1	7:20	18	8	7
3	1	2:56	4	-	-
4	2	9:32	4	10	-
5	2	8:47	19	8	-
6	2	6:51	H	-	-
7	2	1:37	5	4	11
8	3	4:27	11	4	-
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Penalties:

Per. = is period when penalty happened

No. = player No. Of player who got the penalty
 Serv = player No. Serving the penalty
 Offence = Penalty description/codes at bottom of sheet
 Min. = how many minutes the penalty was assessed at
 Off = When penalty was given
 Start = When penalty starts/usually same as OFF time
 On = When players goes back on ice after penalty

Per.	No.	Serv	OFFENCE	Min.	Off	Start	On
1	10	10	H	2	0:10	0:10	13:10
2	15	15	H	2	10:17	10:17	6:51
2	16	16	INT	2	8:23	8:23	6:23

When emailing game sheets to the statisticians, please follow the example below:

Subject line: Game sheet Level Game# Date Away team @ Home team
 Example: **Game sheet AA 123456 Oct 30 Lorette @ Steinbach**

- ❖ Please email a PDF or jpeg copy of game sheet. Please make sure copy is legible!!
- ❖ Game sheet team listings need to be SORTED by jersey # - not sorted alphabetically by name
- ❖ List by player # and then 1st/last name (as per example below)
- ❖ **Please put names as listed on your approved Roster**
- ❖ Do not put A. Smith or John D. as we don't know who that is
- ❖ **Every game sheet HAS to have a safety listed, as well as all coaches who are on the bench for that game**
- ❖ **Only those on your team's approved roster are allowed on the bench during a game.**
- ❖ **Stickers or Hand written, need to be like the below example & please write legibly**

Example:

U11 A - Association/team name

- 1 - George John (G)
- 3 - Fried Eggs
- 6 - Beef Medley
- 7 - Tom White
- 10 - Fig Nuton
- 12 - John Wayne
- 16 - Frank Hardy
- 17 - Tim Cook
- 18 - Jessie James
- 19 - Connor Tims
- 30 - Adam Grass (G)

- 8 - Brad Cake - AP (U9 A)
- 16 - Kirk Dunn - AP (U9 C)

Coach - Kyle Note
 AC - Nathan Sombody
 AC - William Smith
 Safety - Clint Acer
 Mgr - Greg John

- ❖ We ask that all registrars enter the jersey #'s per player into the HCR database, so that the rosters will be listed the same as what you are putting on the game sheets
- ❖ You should always be following your roster as that's what we refer to. So if something on your roster is different than your game sheet, you will get questioned

- ❖ Games may be forfeited if you have a player/coach listed that is not on your approved roster. Game sheets and rosters should match at all times
- ❖ The time keepers and Refs...need it sorted by jersey # order; then name (as per example above)
- ❖ When you submit an approved roster for a tournament, it should read the same as that of what you write on your game sheets. Easier for people who work with it afterwards
- ❖ There will be exceptions - like a jersey # change. That's fine - just cross off & write correct info beside. You don't have to rewrite the listing or start a new game sheet. Those exceptions will happen
- ❖ If you make stickers, they too should be listed like above example. Then just cross off players if not in attendance or change a jersey # last minute if the kid forgot theirs!
- ❖ Game Sheets must include GAME # at all times. Game #'s are found on goalline within your team's schedule
- ❖ Please make sure you have the correct game # at all times and include with all communication (ie: emails)

MOST IMPORTANT if a player is not playing....they NEED to be crossed off (best to keep your normal roster listing the same, and then just cross off the player that is sick or injured or missing). Then it shows clearly and the number count should match the players actually dressed & on the ice. Your game sheet is the proof of what the game was. If a player wasn't there, but wasn't crossed off - then you may have to forfeit if too many players are listed on game sheet especially when AP's are involved. Once game sheet is submitted that's the final record.

Source: http://emh.goalline.ca/files/emha_coach_manager_handbook_updated_sept_2017.pdf (page 7 & 8)

The opposing team's Coach/Manager will fill in their lineup and sign their side of the game sheet. The game sheet will be given to the referees after the game to sign and they will hand the yellow copy to the visiting team and return the pink & white copies for your records.

Within 24 hours after a game, the manager must send the game sheet to Eastman's Eastman statistician, or the team will be fined \$10 by Eastman.

Here is a copy of the instructions:

2023-24 STATS (game) info page - EM U7/U9/U11/U13/U15/U18

Rosters / Reporting Game Sheets / Game Changes

EMAIL: shannon_normandeau@hotmail.com

FAX: 1-866-526-8444

League & Playoff game sheets only - exhibition only if suspensions

Rosters – Reminder – All rosters have to be submitted on HCR & APPROVED prior to 1st league game.

- **Do NOT send rosters to us anymore.** We have access to them through HCR
- Association registrars will take care of this aspect for all teams; communication with teams is important
- Add/Release of player(s) or coach(s) need to be submitted & approved on HCR as well prior to games
- Players/coaches cannot play or be on bench without approved roster change in HCR or game forfeit
- REGISTRARS – please enter jersey #'s into HCR for each team roster & tell coaches to enter players on game sheets sorted by jersey #, not alphabetically. See Coach/Mgr handbook for more info.

Game Sheets - Scan/email/photo or fax to the contact info above (PDF format is best!)

- **Deadline for Game sheets is ***24 hrs after each game*** (League & playoff game sheets only)**
- ONE email per game # please. Easier for us to process 1 game sheet at a time. One per fax too.
- Home team submits ***10.00 fine per late game sheet*** Send ASAP - even if late - we need regardless
- NOTE – if you run into a problem & cannot scan or fax, please email us to communicate the problem. Deadline is still in effect so email us within 24hrs or fine will be applied; then game sheet is required within 24 hrs. We understand if fax machines/scanners suddenly don't work. Email us, so you don't get fined. Most have smart phones, so pictures, if clear, bright & close up will be accepted
- Faxing – please include cover page so we know who's sending it. You CANNOT fax the colored game sheet copy. Photocopy & then fax white photocopy
- **AP's HAVE to be clearly marked** on all game sheets – as AP or AP-G (for goalie) with level written beside

- Please follow this format to send details in SUBJECT line: (these details can be on fax cover sheet too)

Subject line: Game Sheet Level Game# Date Away team @ Home team
Example: Game Sheet NB 654321 Oct 15 Spring Blue @ Landmark

***Game Changes* – Are to be reported to us immediately via email (as soon as there is a change)**

- 10.00 fine per game when changes are not emailed to us. Games can be reported to us as TBA if new date is not confirmed yet. Let us know via email ASAP as it can be posted to website as new date, TBA, location/arena change, time change, etc. so people can see its being altered. As it could affect another team wanting to take that game slot. Plus refs are booked through goalline so we need changes ASAP!
- Any game changes, are to be agreed upon by both teams. 2 weeks notice is also to be given unless both teams agree on short notice. Must also be able to get refs if less than 2 weeks – so make sure
- The HOME team is required to email us on each change. When emailing changes, please include us, the other team mgr/or coach & your ref in chief in email (& your association ice convener if required)
- **Email format: subject line = what the current details are and body of email = the change(s) only**

Subject line: Game Change Level Game# Date Time Away team @ Home team
Example: Game Change BB 987654 Oct 15 6:30pm Ste. Anne @ La Broq White

Body of email: Date changed to.....Time changed to....location changed to..... etc.

Last minute game changes – like cancellations due to weather – requires immediate attention. 1st - CALL the opposing team. We only require an email afterwards but the opposing team, ice & refs need to be notified right away..... Don't rely on email as your only communication when cancelling last minute regardless of what the reason is! Home town will deal with ice & ref cancellations. Last minute cancellations may result in fines depending on the situation. All games need to be played so be prepared to reschedule ASAP – no exceptions. Less than 48 hrs notice will fall under league rules.

>>> U15 AA, less than 2wk notice for changes = 25.00 fine.

Please delegate a coach/mgr to follow our website emh.goalline.ca very closely with regards to your schedule. We make mistakes & want to avoid any & all that we can. If a game score was reversed, or sent in but we did not receive, then it can be dealt with quickly by watching scores/stats and notes we post for each game. Along with games not cancelled etc.

Thanks (Bob & Shannon Normandeau – Statisticians)

Source: http://emh.goalline.ca/files/stats_game_info_page_all_levels_2016-17.pdf

Remember to monitor the Eastman website (<http://emh.goalline.ca/index.php>) closely with regards to the schedule and game results. Mistakes can happen. If a game score is reversed, or sent in but the Eastman statistician did not receive it, then it can be dealt with quickly by watching the score, stats and notes posted for each game.

Tournaments & Game Changes:

Work with coaches/parents to determine which, if any, tournaments the team will enter. Discuss potential tournaments with coaches before telling parents. Coaches should decide if the tournament is a good fit based on the skill level of the team. Once tournaments are selected, managers are responsible to apply for entry, pay entry fees and make travel/lodging arrangements. Managers often reserve a block of rooms for the team and notify parents so they can claim their room from the list.

Lists of tournaments are posted at:

<http://www.hockeymanitoba.ca/teams/tournaments/minor-hockey-tournaments> and
http://emh.goalline.ca/page.php?page_id=44808

No tournaments are to be scheduled during playoffs.

If participating in an out-of-province tournament (eg. Kenora, Regina), you must apply for a Hockey Manitoba Travel Permit, and bring your permit with you to the tournament. There is a \$20 fee and processing generally takes 1-2 weeks. Don't leave this task to the last minute.

<http://www.hockeymanitoba.ca/teams/travel-permits>

Once your team is confirmed for a tournament (ie. Organizer accepted your application and processed your fees), you must notify LMHComets.Ice@gmail.com ASAP to (a) ensure LMH practice slots are not assigned to your team when you are away, and (b) start working on rescheduling any games that are set up for your team during the tournament dates.

If you are rescheduling a home game, you must work with the visiting team and LMH Ice Convenor to reschedule. If you are rescheduling an away game, you must work with the opposing team to reschedule.

Here is a copy about game changes instructions from Eastman:

Game Changes: shannon_normandeau@hotmail.com (Bob & Shannon = schedulers/statisticians)

Game changes require communication & proper details in a quick and timely fashion

❖ In the event of your team requiring a change, or the opposing team contacts you requiring a change - please follow the chart provided

Home team requires a change

1. Email the away team Mgr ASAP - 2 wks notice is required for regular changes

If due to weather, please email & then CALL the opposing team as well.

- Association RIC & ice to be notified right away of cancellation

- Statisticians only require email after RIC & home ice is aware

- so deal with the opposing team, your RIC & your ice 1st in all cases

2. Contact your home ice convenor for ice options for away team to choose from - or have ice options before hand to include in email to away team

3. Wait for away team response; follow up if necessary

4. Communicate with away Mgr to agree on a change

5. Confirm new date/time/location to ensure all is correct

6. When confirmed, HOME team includes statisticians in final email (follow game change - email format when emailing statisticians)

7. Watch Eastman Goalline website to ensure changes are updated correctly

Away team requires a change

1. Email the HOME team Mgr ASAP - 2 wks notice is required for regular changes

If due to weather, please email & then CALL the Home team as well.

- Association RIC & ice to be notified right away

- Statisticians only require email after Home team is contacted

- Please deal with contacting the opposing team 1st in all cases

2. Communicate with the other team, for ice slot options

3. Home team is to provide 3 slots to pick from

4. Agree between yourselves which slot works

5. Confirm new date/time/location to ensure all is correct

6. Home team will take care of home refs/ice changes/emailing statisticians

7. Watch Eastman Goalline website to ensure updated details are posted correctly

Emailed example:

❖ This example is required when sending to the statisticians. They receive a lot of emails, so proper details are required or they cannot locate easily within the website to edit games

❖ Failure to notify the statisticians of a game change will be a 10.00 fine

Subject line:	Game Change	Level	Game#	Date	Time	Away team @ Home team
ie:	Game Change	NA	456789	Oct 30	6:30pm	Steinbach @ La Broquerie

Body of email: ie: Date changed to....Time changed to....location changed to..... etc.

Source: http://emh.goalline.ca/files/emha_coach_manager_handbook_updated_sept_2017.pdf (page 5)

Eastman posts all associations' team contacts at: http://emh.goalline.ca/page.php?page_id=70073

Team's Finances:

The Manager must open a bank account in the team's name. The account is to require two signatures, generally the Manager and a Coach or a co-Manager.

Managers often collect monies from parents to fund tournament expenses or team events. We suggest you estimate the total anticipated costs at the beginning of the season and collect one cheque from the parents to cover these costs at that time. This can prevent having to collect funds multiple times throughout the season.

Managers **must** keep a detailed record of all incoming and outgoing monies. Record which parent(s) the funds came from and exactly where any monies have gone. A copy of this ledger must be shared with each family once per month. Keep a copy of all receipts. The LMH board can request your records. If this occurs, the ledger and receipts for all expenses are to be made available to the board within 24 hrs. Remember, misuse of funds entrusted to you is considered fraud. Keep all bookkeeping transparent and available to those whose money is involved!

Game Socks:

Game socks are supplied by LMH but paid by team members, managers will be provided a digital order form at the beginning of the season and responsible for collecting funds from the team. A **cheque** of total funds will be required upon pick-up of socks from LMH Equipment Manager.

Communications:

The Manager will receive admin privileges to TeamLinkt where you can email your team, post your team's events/news/photos, add tournament games/results. TeamLinkt is a great tool to help keep track of everything. Should you need any help, our website has a link to the TeamLinkt Toolkit here: <https://lorettecometshockey.com/resources/>. If there are further questions, Managers can reach out to our Communications Director at LoretteCometsHockey@gmail.com. Parents can also download the schedule from TeamLinkt to most smartphones.

Parents are to utilize TeamLinkt and update their players' availability in the app for all practices and games. Parents should give as much notice as possible when a player is going to miss a practice and especially a game, so that the coaches can plan their line up accordingly. If a last minute absence situation comes up, please ask the parents to update TeamLinkt but also send a separate email or chat through the app so that it is brought to the coaching staff's attention as soon as possible.

Fundraising:

Team managers co-ordinate your team's own fundraising. Managers also help LMHComets.Fundraising@gmail.com on LMH fundraising activities.

- **Calendar Lottery** – This is LMH's main fundraiser. For 2023-2024, tickets are \$10/each. A family with 1 player has 12 tickets; with 2 or more players, 24 tickets. Managers will receive a list of ticket numbers assigned to their players. Managers are to collect all ticket stubs by December 1 and return to the Fundraising Coordinator. Parents pre-paid for the calendars with their registration fees, so Managers do not collect money.
- **Team-specific fundraising** – LMH has restrictions on team-specific fundraising. Selling more Calendar Lottery tickets is an option. For each extra calendar sold, LMH will return half the price (ie., \$5/ticket) to help fund your team's expenses. Teams can decide if the funds will be divided equally among families or if the funds will go towards the family's contributions according to who sold extra calendars. 50/50 raffles at home games are popular. Managers can schedule volunteer parents to run the draws. Consider a rotational basis with the possible exception of coaches/managers. Ticket prices are at your discretion. Funds raised must be recorded in your team's financial ledger.

Playoff officials/mileage:

For U13/U15/U18 divisions, Eastman assigns neutral head referees to playoff games. LMH Managers are to pay the head referees while the ice is being flooding during the game. You will pay the referee fee plus mileage for travelling to Lorette. If you don't know where the referee is from, be sure to ask so you pay the correct mileage. Keep a record of the playoff date, the referee's name and the amount paid so you can submit the information to LMHComets.Treasurer@gmail.com for reimbursement.

You may want to double check if these are the most current rates, at: http://emh.goalline.ca/page.php?page_id=70012