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**Almonte Pakenham Minor Hockey Association**

**(APMHA)**

**Manager Manual**

**2023-2024 Season**

Welcome to all our managers. Thank you for taking on this role within the team management. Please familiarize yourself with the Rules and Regulations of the HEO, HEO Minor, and Lanark-Carleton Minor Hockey League (LCMHL).

Team Management is an important role for any team. The Team Manager is the coordinator and facilitator for all communication on the team, not only amongst the players, parent and coaches, but also with the APMHA. They are responsible for completing all office tasks that are required for the team. It is important that the Team Manager is an effective communicator with everyone, both verbally and written. Team Managers should be organized, have access to the internet/email in order to communicate well. The Team Manager must engage other parents to participate in performing tasks as much as possible, as there are too many responsibilities for one person. Delegation or co-managing is the key to a successful and semi un-stressful year. The activities and responsibilities of the Manager are broken down into the following sections.

Liaison for Parents (24 Hour Rule):

Team managers act as the liaison for the team and the coach and ensure that all parties use the 24-hour rule with issues they would like to discuss. Concerns and issues must be addressed in a mutual and respectful manner and with the utmost confidentiality. Firstly, parents are to contact the Team Manager or Head Coach with a concern or issue. If they feel that they are unable to do so due to a conflict, then they must go to the Convenor of their child’s respective division. If there is no satisfaction with the Convenor, then they may approach the Director of Risk & Discipline.

# Start of the Season

You and your coach will be invited to a Coach/ Manager meeting by the LCMHL just before the start of the season. It is strongly encouraged that you attend.

# Team Credentials

It is important that all team bench staff have the proper credentials. Rosters cannot be approved without this important information[.](https://metcalfejets.ca/wp-content/uploads/sites/2640/2021/10/REP-B-MDHA-Manual-21-22-August.pdf) Coaches should reach out to Director of Coaching to confirm what qualifications are required.

If you go to the Hockey Canada Registration website, there is an online store. This online store will help track everyone’s qualifications and make it easier when it comes time to making rosters.

Please follow the link below and choose the “Bench Staff” option. There is no fee for this but we will have an on-line record of all bench staff for insurance purposes as well as critical waivers. Everyone on the bench staff will need to complete this. Everyone should have an existing profile at this point but if not, searching for an existing profile is recommended before creating a new one. If you already have a profile under a different association or in another province, please notify the APMHA Registrar, who can request a transfer.

[Hockey Canada Registration 3.1](https://myaccount.spordle.com/login?c=hockey-canada&r=https%3A%2F%2Fhcr3.hockeycanada.ca%2Fdashboard)

## Certification Reimbursement

Clinic reimbursement for bench staff, who have completed their certification requirements as listed above will be reimbursed the clinic fee if they are listed on the Official roster for the season. Receipts are to be submitted by email to the APMHA Treasurer at treasurer@apmha.org. Reimbursements will be issued once the receipt is submitted and it is reflected on the volunteers HCR profile.

## Vulnerable Sector Check

All team staff including room monitors must have a current Vulnerable Sector check. A letter from the association is available on our website unde[r](http://mississippithunderkings.ca/page.php?page_id=2453) “Coaches” as well as “Managers” to be printed and attached to your form. The LE220 can be found at [www.opp.ca](http://www.opp.ca) and it can now be completed completely on-line. Rosters cannot be approved until this is complete and it must be started prior to the first league game.

## Player Medical Information Form

Th[e player medical information](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf) form must be completed for each player. These forms should be held by the Team Trainer(s) or Manager for use in case of emergency during a game or practice.

## Team Roster

The APMHA Registrar generates an Official Team Roster that must be verified by the Team Manager for accuracy of itemized information (ie. player’s names, date of birth, address, volunteer roles etc.). The Team Manager must inform the APMHA Registrar if there is any information that is inaccurate as soon as possible, as this document is vital for the Team. The APMHA Registrar will make any adjustments if required and provide to the District Registrar for approval, and in turn provide the Team Manager with a signed copy by the District Registrar. The Team Manager is to keep the original in their possession for the complete hockey season, (once the season is over the document is to be destroyed). The roster is required for any sanctioned tournament your team may attend.

APMHA is designated the "19 Player Affiliation" system

The link below is to a document that explains the process for house league affiliation using TTM.

NOTE: Affiliating using TTM is the process for Lanark Carleton League games only. If teams want to use affiliates for Tournaments or Ex. games, affiliates will need to be added to the team roster and these affiliation forms can be found on the LCMHL website.

<http://lanark.goalline.ca/files/d4_house_league_affiliation_eligibility_chart_-_2023-01.pdf>

19-Player Affiliation:

1. Prior to a team placing a player’s name on its team list as an affiliate, that team must receive permission from the team to which the player is a rostered member.
2. Permission to use an affiliated player must be obtained on a game-by-game basis from the player’s original team as per Hockey Canada Regulation F.
3. A player may only play 15 games with the higher category/division team detailed here in the entire season as per Hockey Canada. It is the responsibility of the player, coach and parent to keep track of the number of meaningful games played. Tournament and exhibition games are not included in the affiliation rule. For a goaltender, there is no limit to games affiliated.
4. No players may be affiliated after February 15th.
5. Prior to a player participating in a game as an affiliated player, the player’s name must appear on the affiliating team’s team list. Also, this form must be duly approved (by signature) first by the Association Registrar and second by the District Registrar.
6. Parents of players affiliated to teams competing in body checking divisions/leagues shall be so notified by the coach of the team requesting the player affiliation. The signatures below will confirm notification and/or discussion with regards to body checking.
7. All suspensions obtained in the higher category/division game must be served with the lower team. Note: The exception to this rule is an affiliate at an out of branch tournament who may serve all or part of his suspension at the tournament.

Using an affiliated player without permission is equivalent to the use of an ineligible player and the Head Coach must serve a 5-game suspension. The APMHA may apply further sanctions to the Team Officials. Coaches are responsible for keeping track of the number of games your player participates with a higher-level team.

[Affiliation Permission Form](http://www.hockeyeasternontario.ca/docs/Affiliation%20Permission%20Form.pdf)

## Practice Schedule

The practice schedule will be distributed by the APMHA Ice Scheduler. The APMHA Ice Scheduler will upload the practice schedule for each team to their website Schedule. Please be proactive and provide to the APMHA Ice Scheduler your Team’s list of team events as soon as possible so that practices are not scheduled on those dates.

## League Games

The game schedule is generated by the LCMHL and is posted on their website and linked to the APMHA website Schedule.

## Game Swap Request

If you need to swap a game, you must submit the request to your Statistician at LCMHL. You are responsible for informing the Home Team and you must fill out th[e](http://pointstreaksites.com/files/uploaded_documents/1737/2016_ottawa_b_league_swap_game_requestv2_2.pdf) game switch form

## Rescheduling a Game

Visiting Teams Must Attempt to switch a game prior to rescheduling. Approval from your League Statistician will be required before you approach the opposing team.

## Dressing Rooms

### Co Ed dressing rooms

There are two policies to be aware of. If you have a female player on the team please familiarize yourself with the [http://www.hockeyeasternontario.ca/docs/6.2 Co Ed Dressing Room Policy.pdf.](http://www.hockeyeasternontario.ca/docs/6.2%20Co%20Ed%20Dressing%20Room%20Policy.pdf) Please reach out to the visiting team to see if they require a dressing room for any female players, this is required for teams U13 and above. Also, if you have a player who requires a dressing room please reach out to the opposing team and see if they can notify the rink staff before arriving.

### Dressing room Supervision

HEO requires all Coaches/Bench staff and member Minor Hockey Associations (MHAs) to provide supervision for all Minor Hockey dressing rooms before, during and after all games and practices. HEO requires that Minor players should be always supervised, HEO requires MHAs and their coaches to follow the ‘‘Rule of Two” of supervision recommended by Hockey Canada. A lone personnel member should never be in the dressing room with players at any time, especially when players are showering or changing: two adults should be present together, this is called the “Two Deep Method” of supervision. Supervising personnel must be members of the team staff or adults who have completed either “Speak Out” or the “Respect In Sport” for activity leaders and have submitted their record checks [VSC or CRC] to their MHA. Parents of all players should be made aware of the “Two Deep Method” and avoid letting their children into unsupervised dressing rooms.

### Portable Digital Devices

Please note that Portable Digital Devices are not allowed in dressing rooms. Technology advancements have allowed users with cell phones, I-pads, tablets, etc., equipped with high-definition cameras to photograph or video people without their consent and knowledge. HEO believes this is an invasion of privacy and has adopted the following policy to address the concerns. For more information please see th[e http://www.hockeyeasternontario.ca/docs/6.1 Portable Digital Devices Policy.pdf](http://www.hockeyeasternontario.ca/docs/6.1%20Portable%20Digital%20Devices%20Policy.pdf)

## APMHA EQUIPMENT

All jerseys used by the APMHA, its teams and members are the property of APMHA.

Head coaches will receive a team set of jerseys from APMHA. These are to be handed out at each home and away game and will be kept by an equipment manager for each team.

Use of jerseys will be for the season only. All jerseys must be returned by March 31st, or as instructed by the Equipment Manager. If the jerseys are required beyond the return date approval must be obtained from the Equipment Manager.

CARE OF JERSEYS:

1. Name bars must be secured and removed by a professional seamstress.
2. Jerseys are to be worn during games only. Not for practices.
3. Jerseys MUST be hung up on plastic hangers and carried in a jersey bag between use.
4. Jerseys MUST be laundered bi-weekly
5. Wear and tear are normal, however rips, tears and cuts need to be addressed ASAP.

It is the responsibility of the player/parent to address these issues with the team manager in a timely manner for repair.

## Game sheets – How to complete

As per the LCMHL rules, the Team Manager is responsible for preparing the game sheet for all home games. Blank game sheets should have been provided to you during the start of the season. If you require additional copies check with the Registrar.

The Manger must fill out the top portion of the game sheet including:

* LCMHL Game Number – from the schedule on the LCMHL website
* Location – Arena name
* League – LCMHL
* Division – (ie. U11B, U15A etc)
* Date – fill in the date played
* Game Type – league or exhibition
* Visiting Team – team designate from LCMHL
* Home Team – Almonte Pakenham

Goalies need to be identified with the letter “G” by the name or separated out from the rest of the team) Ensure you have circled the starting goalie for the game on all 4 game sheets.

Absent Player - If a player is absent then you must strike off the player’s name.

### Game Sheet - Suspended Players

Their name should be struck off the game sheet and clearly identified on each of the four copies with suspended and the designation 1 of 1 beside their name. (Or whatever the length of the suspension is for 1 of 1, 1 of 2, etc.). This indicates that this is the first suspended game of a one game suspension. These numbers change depending on the number of suspended games the player must serve. The Referee must initial where a suspended player is indicated.

### Affiliated Players

Affiliated players must be marked on the game sheet by placing a “AP”. Game sheet labels: Instead of writing all player’s names at each game, it is more efficient to make and print off your team list with game sheet labels. These must be affixed to each of the four copies of the game sheet. Remember if you make a change on one label you must ensure the other three reflect the same change. (ie. strike through a missing player, etc.).

The lineup must be correct on all 4 labels. Game sheets must be properly completed, signed and ready before game time. It is the home team’s responsibility to provide the game sheet and have it completed properly and in the hands of the referee prior to the game. If it is not completed correctly and there is information that is missing, the home team will be penalized for delay of game.

After verifying that all the information is correct, the Coach signs in the verified spot, then gives it to the visiting team manager or coach to complete their areas. When they have completed it, they return it to you, and you will give it to the timekeeper. After the game, the referee will validate the game sheet and then the top sheet is for the home team, second sheet is for the visiting team, third sheet is for home team, fourth sheet is the Referees, if they so choose to take it. (Otherwise, the home team manager holds onto the extra copy). Game sheets must be kept until the end of the season.

Scorekeeper / Timekeeper:

District 4 provides our association with Score Keeper/Timekeepers. In the event a scorekeeper or timekeeper cannot make it, please have a parent volunteer certified as per the LCMHL rules. It is the home team’s responsibility to supply a scorekeeper/timekeeper for each home game (including exhibition games).

Instructions on how to operate the clock should be printed on a sheet and located by the clock, otherwise ask the arena staff. It is good to have 2 sets of parents who know how to run the clock / fill in the game sheet so there is a backup in case one cannot be there.

### Entering League Games

The home team is responsible for entering the game results on the Goal Line site after the conclusion of the game, all entries must match the game sheet in their entirety. (***Errors must be fixed before referee signs off and before the game sheet is separated.***) Game sheets must be entered and completed within 24 hours.

HOME TEAM’S RESPONSIBILITY: ENTERING MAJOR PENALTIES IN THE D4 DISTRICT DISCIPLINE DATABASE: TTM

Affiliated Players:

All affiliation requests may only begin after all association teams have completed their sort out process.

All initial affiliation requests will be Head Coach to Head Coach. After affiliation paperwork is complete and processed, Head Coach will work directly with Head Coach seeking permission each & every time.

## Tournaments Registration

Teams are allowed to participate in a maximum of 5 tournaments, with up to 3 being away. Any additional tournaments must be approved by the Board and have 100% approval from the parents. Tournaments must be approved by the LCMHL. If there is a game conflict (scheduled league game during a tournament), it is your responsibility to try and find an alternate team or date before requesting a game switch from LCHML.

Travel Permits:

Travel permits are required for all tournaments outside of our region (Hockey Eastern Ontario). All Travel Permits must be typed (not hand-written) and sent to the APMHA President for approval and signature. The president will then send the travel permit to the APMHA Registrar to submit to HCR for approval of the Chair of District 4. IF you know when your team is traveling, then please get the travel permits in early. Include all Affiliated players, just in case a rostered player can’t make it at the last minute. If traveling in Canada, complete the [HEO Team Travel Permit.](http://www.hockeyeasternontario.ca/docs/Team%20Travel%20Permit.pdf) Once signed by D4, and returned you can then send it to the tournament registration.

If traveling to the USA, complete th[e HEO Team Travel Permit](http://www.hockeyeasternontario.ca/docs/Team%20Travel%20Permit.pdf) AND th[e USA Hockey & Hockey Canada Travel Permit for US](http://www.hockeyeasternontario.ca/docs/USA_Can_Travel_Permit.pdf) and email it along with to the APMHA President.

Verification of tournament sanctioning will be performed before approval by the APMHA President and District 4 Chair.

Responsibilities

Whether it is the team manager or another parent who is taking on the tournament responsibilities, when registering for a tournament you will usually have:

* Cheque – the money for registering, (do not provide cash)
* Roster – a team list including affiliated players – must be signed by the District Registrar

When preparing for the tournament you should have:

* Hotel booking – if overnight travel is required
* Directions, Schedule and Rules – for the coaches and parents so they know the details
* Team meals – book a restaurant or a room in the hotel to have a team meal together if time permits.
* Hotel Rules – what is allowed and what is not allowed (ie. mini sticks). When arriving you will need to register (day of) at the tournament location and provide to the tournament organizers:
* Travel permit – if travelling outside the HEO
* Official Team List (Roster)
* Affiliation Forms – if you have affiliated players attending the tournament
* Labels – for game sheets

### Team Treasurer –

Team Fees

Maximum $250.00 per player.

### Team Bank Account

Each team needs to obtain a letter from the APMHA Treasurer. Bank accounts are to be in the name of the team, no personal bank accounts are to be used. When submitting the request to the APMHA Treasurer, please include the full (legal) name of the Team Treasurer and co-signor.

### Team Budgets

Team budgets are recommended to keep everything transparent including all sources of revenue and expenses.

### Sponsorship Money

All Sponsorship money obtained by the Team is to be made payable to the team bank account name, and not the Association.