

Thank you for volunteering to manage a LBMHA team this season. Your help is greatly appreciated!

At the first practice for each team, the Head Coach will call a meeting of parents to determine who will fill the required team management roles. Each team requires 5 separate volunteers:

1. Team Manager
2. Team Scheduler (optional for the manager to designate scheduling)
3. Team Treasurer
4. Team Parent-Coach-LBMHA Liaison
5. Safety Representative

Please see the list of suggested responsibilities for each role. Further details for each item follow.

## Team Manager Responsibilities

Verify Hockey Saskatchewan official team roster sent from the Registrar, including coaches

- Enter team information on <http://lbmha.goalline.ca/> AND Hockey Regina <http://www.hockeyregina.ca> or SFHL <http://www.saskfhl.ca>
- Login for Hockey Regina is forwarded to LBMHA, it will be distributed from the registrar once we receive from HRI
- SFHL login information is forwarded directly from the league to the Head Coach and Manager
- You **must** also enter team contact information on your league site.
- It is imperative that you confirm all players and coaches on the roster as correct. Team fines will be issued based on this roster.

## Coaching Certifications

Along with the head coach, the Manager is responsible for ensuring all coaches have completed their required certifications. All required certifications, for each division can be found here: [Lumsden Bethune Minor Hockey Association powered by GOALLINE.ca](#)

The LBMHA Registrar will send you an updated list in or around December. Ensure that you follow up with any coach/assistant coach listed if they need to update certifications. For any certifications that are not up to date, there is a fine that teams will be charged. The fines are to be paid out of your team top up fees.

## LBMHA Goalline

The team manager will be given a username and password to access the Goalline site by the registrar. Once you have logged in through the ADMIN LOGIN, you will have access to the following:

### COMMUNICATION

This is where you sent Team emails, post news, events and photos and manage webpages. Many teams will choose to also use TeamSnap or TeamLinkt as an additional communication tool. This does not replace Goalline. You are still responsible for scheduling all practices and games on Goalline.

### TEAM ADMIN

This is where you can add your coaching staff, monitor attendance, and Export your team list.

### STATISTICS

This is where you enter game stats on Goalline. Once entered, the stats are retained after the season and provide historical stats for each player. Penalty minutes per player can be viewed here as well. Discuss with your coach if your team will be keeping stats.

### SCHEDULE

This is where you Add-Edit-Delete Games and Practices.

Each team will be provided with a list of their scheduled games and practices via email from the LBMHA ice scheduler. You will need to enter both games and practices on LBMHA Goalline as soon as possible. If you discover any conflicts when entering, please contact the Ice Scheduler at [lbmhaice@gmail.com](mailto:lbmhaice@gmail.com)

**Team Top-Up-** this is a cost above and beyond your registration fees that are specific to your team.

- Once it is determined how many tournaments the team would like to attend, team clothing etc. arrangements should be made to collect funds from the parents as soon as possible. ***LBMHA allows a maximum top-up of \$500 per player per season. Team fundraising is strongly recommended. This does not apply to AA teams.***
- Start up costs should consider the following: tournament entry fees, team photos, group meals at tournaments, Christmas and/or Windup party, team clothing, year end thank you's.
- Everyone will not always agree on what the team should be doing, this is inevitable. When it comes to clothes, pictures, tournaments etc. it is usually a good game plan to discuss things between the coach and yourself first and then present the parents with some options and run it by majority rules.

### LBMHA Polices

All team should familiarize themselves with the LBMHA's Constitution and Bylaws and all of its policies, which can be access at: [LBMHA Constitution and Bylaws](#)

### CODE OF CONDUCT: Player, Parent & Guardians, Coaches

The Code of Conduct are the standards by which we as an organization hold ourselves to. It is expected that all players, parents & coaches abide by this code. As of 2023/2024 season, everyone signed off on their code of conducts as part of the registration process. Contact the registrar [lbmharegistrar@gmail.com](mailto:lbmharegistrar@gmail.com) for a copy of the Code's of Conduct.

### ZERO TOLERANCE

Will be strictly enforced. Any misconduct by players, parents or spectators will not be tolerated.

### *COMPLAINTS AND DISCIPLINE*

Should be dealt with on a team level first, via the Team Liaison and the Head Coach. If it cannot be handled at this level, then contact your Division Coordinator. Issues going beyond this level need to be submitted in writing to the LBMHA Board.

### *Hockey Canada's CO-ED DRESSING ROOM Policy*

States that at a U13 level and above, females and males will change in separate rooms. Both genders shall congregate in one dressing room fully dressed no more than 15 minutes prior to the scheduled ice time, unless otherwise indicated by coaching staff.

### *Respect in Sport*

Has to be completed by November 15<sup>th</sup> by new members or the player will not be allowed on the ice. You will be notified by the Division Coordinator of any players needing to do this. Respect in Sport can be accessed at <https://shaparent.respectgroupinc.com/>. This only needs to be completed by parents once, not annually.

### *Hockey Saskatchewan Official Team Roster: Players, AP's and Coaching Certification*

Through Goalline, you can ADD-EDIT-DELTE both players and coaches. If you are missing any players or coaches from your Hockey Canada roster please contact the registrar [lbmharegistrar@gmail.com](mailto:lbmharegistrar@gmail.com).

Please ensure that you have the contact information for your team staff on the LBMHA site.

### *Important Dates*

**DECEMBER 15** – final date for any TEAM OFFICIAL to be removed from a team roster – the appropriate certifications will be required after this date.

**JANUARY 10** - final date for all team officials to obtain appropriate certifications. Teams will be fined \$50 per infraction by SHA as per regulation 8.01.01.b

**JANUARY 10** – final date to submit AP form to Hockey Saskatchewan. \*

Ensure with your Head Coach to ensure your Coach and Assistants have the proper certification. Coaching Requirements by divisions can be found on the Goalline site under Coaches Corner – Coaching 101. [http://lbmha.goalline.ca/page.php?page\\_id=111302](http://lbmha.goalline.ca/page.php?page_id=111302)

AP guidelines be found on the Goalline site under Coaches Corner. Familiarize yourself with the AP guidelines found here.

[http://lbmha.goalline.ca/page.php?page\\_id=111303](http://lbmha.goalline.ca/page.php?page_id=111303)

The LBMHA Registrar will process all AP requests [lbmharegistrar@gmail.com](mailto:lbmharegistrar@gmail.com)

\*Any changes to the coaching staff MUST be communicated via email to the Registrar.

Coaches and managers will receive an email from the Registrar showing the registered coaches and the courses they currently have and showing any deficiencies. There will be a \$50 fine levied by SHA for every coaching course not completed by your team.

### Ensure Coaches have completed Criminal Record Checks

All coaches are required to submit a CRC, this is due by November 30. Contact the LBMHA registrar [lbmharegistrar@gmail.com](mailto:lbmharegistrar@gmail.com) and she will send you the forms needed. These forms will need to be taken to the RCMP detachment in your area to process the CRC. Please note that the detachments all have different hours that they will do CRC's, so call ahead to confirm a time.

LBMHA policy is these are valid for 2 years. If you require a Criminal Record Check Letter Request, please email the Registrar [lbmharegistrar@gmail.com](mailto:lbmharegistrar@gmail.com) and they will get you the appropriate form.

### Coordinate team jersey and sock pick up and distribution with the equipment coordinator

- [lbmhaequipment@gmail.com](mailto:lbmhaequipment@gmail.com) for coed teams
- [Lbmhafemalecoordinator@gmail.com](mailto:Lbmhafemalecoordinator@gmail.com) for Lynx teams
- Each team is required to give the LBMHA treasurer a \$400 jersey deposit to LBMHA via cheque post dated to March 31st.

### Coordinate team fundraising

Communicate news and information for and with the team.

### Sanctions

## Team Scheduler Responsibilities

Enter initial schedule and practices on the Goalline site

- Your team may also choose to use an app like TeamSnap or TeamLinkt for scheduling and communication, you MUST also have all games and practices entered in Goalline if this is the case.

Obtain score sheet for home games

- In the Lumsden rink, scoresheets are located in the office to the left of the main washrooms on the shelf
- In Bethune rink, scoresheets are located in the office filing cabinet
- Hockey Regina league games use Hockey Regina Scoresheets
- All other teams and exhibition games use Sask Hockey Scoresheets

Enter team scores (stats) after each game on Goalline.

Coordinate, enter and communicate practice and game changes,

Coordinate volunteer Time and Scorekeepers

## Team Parent-Coach-LBMHA Liaison Responsibilities

Be available to parent and coaches should issues arise.

Be aware of the LBMHA Complaint and Discipline Policy [Discipline Policy](#)  
Provide conflict resolution options within the team  
Liaise with the Division Coordinator for unresolved issues.

## Safety Representative Responsibilities

Each team will have a designated "Safety Person" that will be the person responsible for ensuring guidelines and protocols are followed. In addition, this person will be responsible for;

- Organizing a pre-season meeting with all parent/guardians to go over the following;
  - o Hockey Canada Safety Guidelines
  - o Hockey Saskatchewan Safety Guidelines
  - o Local facility Guideline(s)

## Information on Games, Game Sheets, Scheduling

### CHANGES to GAMES

1. Email [lbmhaice@gmail.com](mailto:lbmhaice@gmail.com) as soon as possible.
2. Notify the opposing team. Contact information can be found on your league website for each team.
3. Find another date/time that works for both teams at the SAME rink as the original game.
4. Confirm with the ice scheduler that the new ice time is available.
5. Enter the change on Goalline. This will send a notification to the Officials Coordinator. If this is less than 48 hours notice, also email the officials coordinator.  
U9-U13 [lbmhajofficials@gmail.com](mailto:lbmhajofficials@gmail.com)  
U15-U22 [lbmhaseniorofficials@gmail.com](mailto:lbmhaseniorofficials@gmail.com)
6. HRI-Complete a Game Change Form from the HRI website and email to your league. A signature from both teams is required.
7. SFHL- Email your division contact with the required information in the email (given at the beginning of the season) and cc the opposing team.

### CHANGES/CANCELLATIONS to PRACTICES

1. As per Policy and Procedure Manual

### Inclement Weather Procedure

1. As per Policy and Procedure Manual

### Exhibition Games

LBMHA teams hosting an exhibition game must complete an Exhibition Game Sanction Application, this can be found in the Hockey Saskatchewan MHA Portal. For access to this portal please email the registrar for a user name and password.

It is important to process the application form as early as possible.

It is important to note that ALL games played outside of a league game should be sanctioned through SaskHockey.

All exhibition game sheets must be returned to Hockey Saskatchewan within 72 hours of completion of the event. Game sheets are sent to [lisas@hockeysask.ca](mailto:lisas@hockeysask.ca)  
If the 72 hour rule is not observed Hockey Saskatchewan will charge LBMHA \$100.00 and then LBMHA will invoice the team.

Teams are responsible for arranging their own officials and timekeepers. Teams can either email our ref assignor and time keeper for assistance or book their own registered officials. The refs and timekeepers will need to be paid cash at the game, the teams will not be billed through LBMHA.

### U7/U9 Exhibition Games

Game Sheets/Sanctions are NOT required when we are playing WITHIN our association (Lumsden vs. Lumsden)

Exhibition Games & Tournaments must be sanctioned & Game Sheets ARE required when we are playing outside of our association (Lumsden vs. Pense, Holdfast, etc., etc.,). There is not a fee for a sanctioning, but the game does need to be entered/permited and then the Game Sheet must be submitted after to Hockey Sask

Exhibition Game Sanction Application, this can be found in the Hockey Saskatchewan MHA Portal. For access to this portal please email the registrar for a user name and password.  
Game Sheets are available at the rink.

### Game Sheets

*SFHL – U11, U13A, U13AA, U15A, U15AA, U18A*

Within 4 hours of game completion the HOME team is to email the game sheet to the corresponding stats email. At your season kick off meeting for your division you will be given your stats email contact.

A scanned PDF is preferred; however a CLEAR picture will also work. Please note that is the games sheet cannot be clearly read by our statisticians after it is enlarged then you will be asked to re-submit a different picture.

*HRI – U11, U13, U15 & U18 COED*

Within 4 hours of game completion the HOME team is to email the game sheet to the corresponding stats email.

A scanned PDF is preferred; however a CLEAR picture will also work. Please note that is the games sheet cannot be clearly read by our statisticians after it is enlarged then you will be asked to re-submit a different picture.

U11 – [statsu11@hockeyregina.ca](mailto:statsu11@hockeyregina.ca)

U13 – [statsu13@hockeyregina.ca](mailto:statsu13@hockeyregina.ca)

U15 – [statsu15@hockeyregina.ca](mailto:statsu15@hockeyregina.ca)

U18 – [statsu18@hockeyregina.ca](mailto:statsu18@hockeyregina.ca)

Teams will be notified by the director of suspensions within 24 hours.

A \$125 team fine will be given if the game sheet is not received within 24 hours.

Note: All Hockey Saskatchewan Minimum suspensions are applied to all league, tournament, provincial or exhibition games.

## Provincials

The deadline for applications is December 1 without penalty fee. Please consult with your team's Head Coach. All ice for provincials is the team's responsibility, it will be billed out to the team at the end of the season. Officials must be paid immediately following the game.

**\*PLEASE NOTE\*** ALL application paperwork must be filled out correctly. Simple mistakes, such as missing a player's name on one roster will result in that player being unable to play in any of the provincial games. Please consult the Hockey Saskatchewan website for full instructions:

<https://hockeysask.ca/members/provincials>

## Playoffs

SFHL- See the SFHL website for playoff procedures <https://www.saskfhl.ca/>

HRI- See HRI Bylaws and Regulations for playoff information [HRI Bylaws and Regulations](#)

Playoff ice costs and referee costs are included in your regular season fees.

Coed U13AA does not follow this procedure. They deal directly with their corresponding league.

## U7 and U9 information

U7 coed, U7 female and U9 female do not play in a league. The coach and manager will be responsible for sourcing home and away games for the season. Please talk to your division coordinator for more information on this process.

There is a variety of one day tournaments for U7 and 1 and 2 day tournament for U9 available through the season that you are encouraged to attend. See [Sask Hockey Tournament Page](#) for information.

## Score and Time Keeping

Each team is responsible for scheduling parent volunteers to Score and Time keep as follows:

**U11** – 1 parent/volunteer at each game

**U13** – 2 parents/volunteers at HOME games

**U15 & U18** - 2 parents/volunteers at HOME games

It is recommended that a schedule is developed and communicated with the Team as soon as possible. The schedule can be added to your Goalline calendar as an event or a new webpage. The Home team is also responsible for providing score sheets at each rink.

SFHL- See the [SFHL Website](#) for information on your league/division game length, period length. Ensure your timekeepers have this information before each game.

HRI- See the [HRI Bylaws and Regulations](#) for information on your league/division game length, period length. Ensure your timekeepers have this information before each game.

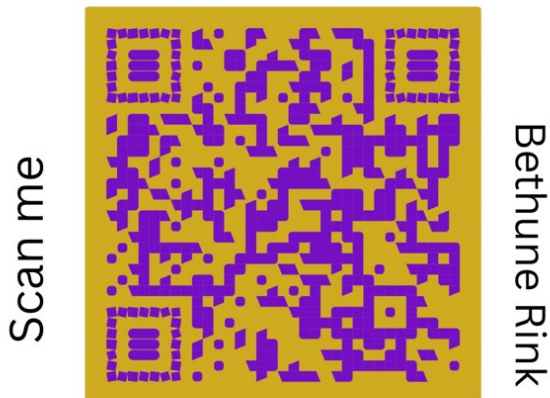
Score clock tutorials for each rink can be found below:

## Score Clock YouTube instructions



<https://youtu.be/TjDzraZUW0E>

## Score Clock YouTube instructions



<https://youtu.be/UF22ysBbkBY>





## Tips For Filling Out Games Sheets

- Labels with team lists are permitted.
- List your goaltenders first and circle the starting goalies number
- List your remaining players in numerical order.
- Do not use a suspended player's number for another player.
- Print player names clearly.
- Print coach's names clearly.
- Suspended players should be written as: SUSP 1 of 2 in the correct space.
- Cross players off of the game sheet labels if they are not in attendance.
- Cross off any coaches who will not physically be on the bench for that specific game.
- Do not list managers and treasurers on your game sheet labels unless they are going to physically be on the bench and are also listed on your team officials form.
- If using labels ensure that all changes are made on every page, the carbon copy will not work if there is a label in the way

## Jerseys

LBMHA requires a \$400 jersey deposit by November 15, post dated for March 31. This shall be submitted to the treasurer.

### DO's and DON'T's

- NO NAME BARS
- No not permanently alter any jerseys
- No jerseys can be cut.
- Any stitching to tack them up must be very loosely done and must be removed before they are returned without damaging the jersey.
- No letters (C & A's) can be permanently added. They must all be removed prior to jersey return. These letter CAN NOT be glued on.
- The team is responsible for any damage caused by removing letters. ex: ripped due to stitch removal or melted due to iron
- All jerseys must be washed, hung on wire hangers, and put in the jersey bags in numerical order before return
- Do not bleach the jerseys
- Do not dry them on a hot dryer setting

Teams must let the division coordinator know of any damaged or missing jerseys/equipment at the BEGINNING of the season

## Hockey Saskatchewan

ALL Team Management volunteers need to familiarize themselves with Hockey Saskatchewan website:

<https://hockeysask.ca/>

Where you will find:

Hockey Saskatchewan Handbook; all Required Forms or links to online sites for submission such as Respect in Sport program; Provincial Playoff Application: Insurance and Travel Permits; and you will have access to association policies, resources and other tools required to manage a minor hockey team.

## Tournaments

### ATTENDING A TOURNAMENT

Any tournaments that your team would like to attend should be booked as soon as possible because they fill up quickly. Registration costs can vary from \$300 (for a 1 day tournament), to up to \$2000+ for larger ones. You also need to reserve a block of hotel rooms as the preferred ones fill up quickly. Hotel choices are left to team and coach preference. Younger teams usually want a hotel with waterslides, whereas some coaches prefer a hotel without a pool when attending tournaments. Please discuss with your coach.

Most of the provincial tournaments can be found at:

<https://hockeysask.ca/events/tournaments>

Saskatoon tournaments:

<https://smha.sk.ca/smha/Tournaments>

Minot tournaments:

<http://www.minothockey.com/page/show/694630---tournaments>

Please note that travel to any out of province or out of country tournament requires completion of a travel permit. This can be found on the HRI website.

### HOSTING A TOURNAMENT

If you would like to host a tournament, connect with [Registrar@gmail.com](mailto:Registrar@gmail.com) to determine availability.

All tournaments have to be registered through Hockey Saskatchewan.

For tournaments you must book and pay the necessary Officials. Contact the officials coordinator for a list of local officials and rates.

## Respect Your Arena Facilities

All players, coaches, officials, parents, fans, etc. are to treat all arena facilities and equipment with the utmost respect. Failure to do so may jeopardize LBMHA's opportunity to utilize these facilities in the future.

The coach or designated team official is responsible for walking through the arena dressing room and shower facilities before and after games to check for any damage or unclean conditions. Any

damage is to be reported to arena personnel and the LBMHA Office immediately. Dressing rooms are to be left in a clean condition (tape, garbage, etc. is to be picked up).

LBMHA teams are accountable for payment of all clean up and repairs to arena equipment and facility damages that their players/team are responsible for. Damages are to be reported to the LBMHA Division coordinator immediately.

## Allotted Ice Time

As per Policy and Procedure Manual

## Goalie Clinics

LBMHA provides free goalie clinics throughout the season at Lumsden Rink. These goalie clinics are for all interested goalies, new and experienced, as well as those still deciding if they would like to be a goalie.

## LBMHA Fundraising

LBMHA participates in different community fund-raising initiatives that provide our players and their families with varied opportunities. An example of this is the Pats home game tickets, which provide families and team with the option of attending a home game of their choice (tickets available) at a reduced price.

## Lumsden Lions Fall Supper - POSTPONED SINCE COVID

LBMHA traditionally supports the Lions Club and Lumsden Lions Fall Supper through team donations of food items. Details will be provided to Team Mangers prior to the event. The Lumsden Lions provided several benefits to LBMHA such as the option of 50/50 ticket sales. Please see Team Fund-raising for more on this.

## Team Fundraising Options

Bottle Drives  
Raffles  
Steak Nights  
50/50's

