**ILE PERROT MINOR HOCKEY ASSOCIATION**



**2023-2024 Season**

**MANAGER’S GUIDE**

***Note:*** ***The masculine gender has been used as a neutral gender for the sole purpose of lightening the text****.*

We, the Governors of the Central Hockey League, salute you, the managers and everyone involved in helping our young players in their appreciation of hockey within the coming months. We want to assure you of our support and commitment in coordinating the activities of the League in a spirit of service to players, coaches, trainers and parents. We share a common goal, which is the healthy development of hockey skills among the young, based on respect for each other and respect for the rules of play. This manual outlines the philosophy of the League and explains the procedures. These procedures exist to ensure orderly functioning, foster healthy rivalry and good hockey. As the season begins, we wish to thank you for your commitment, and ask for your cooperation in adhering to the rules and policies of the League.

**Congratulations and thank you for your involvement with the HMIP team!** You have been mandated to be manager of a hockey team. Your experience will be more enjoyable if you share the work with an assistant manager.

Note that roles and responsibilities may vary depending on the coaching team and how you want to work together.

Many other documents can be found here: <https://hmip.org/en/documents-en/>

Have a great season!

**CENTRAL HOCKEY LEAGUE**

|  |  |  |  |
| --- | --- | --- | --- |
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# MANAGERS ROLE

The manager’s objective is the well-being of the team. He/she is the liaison between the players, parents, coaches and the association This consists of

* Manage TeamSnap
  + Ensure the team roaster is up to date
  + Ensure the games and practices are up to date
* Register the team in the different chosen tournaments
* Prepare the electronic game sheet
* Provide information about players and coaches to the relevant individuals (i.e., Registrar)
* Prepare and maintain the team's binder.
* Prepare and animate parent meetings with the coaching team
* Manage the team budget.
* Work on plans and ideas for financing the team.
* Inform parents about all activities within the team
* Prepare social activities such as the end-of-year party, etc.
* Ensure communication with parents, coaches and players.
* Ensure bilingualism at the communication level.
* Assist the coaching team with conflicts within the team

# Timeline:

## Week 1 – 2

## Establish guidelines and relationship with the coaches

## Familiarize yourself with Team Snap (the association will create your team account)

## Create the team’s roster in Team Snap

## Schedule and host the first team meeting

## Pick up the team jerseys and socks (a specific date and time will be sent by the equipment manager)

## Complete the registration forms (Team registration) – send to [registrar@hmip.org](mailto:registrar@hmip.org) once complete. This is also required to be able to manage your electronic scoresheets.

## Distribute and gather required documents from the parents

## Register the team for hockey tournaments [| Hockey Québec](https://www.hockey.qc.ca/fr/tournois.html)

## Collecte payments

## Parent contribution (Maximum $200 (SL) / $1000 (DL))

## Jersey Deposit ($200)

## Week 2-3

## Prepare team fundraisers

## Finalize tournament inscriptions and hotel reservation (if need be)

## Input all season games and tournaments in Team Snap

**TEAM REGISTRATION FORM (*formerly known as T112*)**

Once the teams are finalized, each manager must complete the registration form of the team (Team registration) within the first week the team is finalized. **This is also required to be able to manage your electronic scoresheets**

The following information is required for each player

* Name
* Jersey number
* Position (forward, defenseman or goalie – for Novice division, either identify as a player or goalie)
* Date of birth of the player (date format: DD/MM/YY);

The following information is required for each coach and manager

* Name
* Address
* Phone number
* Email address
* Date of birth.

Once the document is completed, send the document to the Registrar [registrar@hmip.org](mailto:registrar@hmip.org)

The Registrar will send you your Team Registration Form as soon as it is approved by the Lac St-Louis Region and you must have it signed by all the players and coaching staff.

It is important to keep the original document in the team binder.

IMPORTANT: If this form is not completed, the team registration cannot be done Registration is required to participate in tournaments and playoffs

If, during the season, any changes are made to your team’s registration, such as adding an affiliate player or changing a player’s jersey number, please contact the registrar immediately. The registrar will send you a new version that complies with your team. **NO CHANGES ARE ACCEPTED AFTER JANUARY 15th.**

# AFFILIATED PLAYERS

The rule is 1 for 1 even for single letters. After January 10th an affiliate player cannot play more than **5 games** with his affiliated team. For any questions, please contact [gouverneur.hmip.org@gmail.com](mailto:gouverneur.hmip.org@gmail.com).

**The deadline to register an Affiliate player is January 15th** of each year but should be done as soon as possible.

# PARENTS MEETING

The success of a team is strongly associated with the team spirit found within the team. This team spirit must be found not only in the players but also in the parents. This is probably the most important and arduous task related to a manager. It is important that all decisions be endorsed by the parents, especially regarding the financial aspects.

**To achieve this goal, we suggest**:

1. Reunite the parents early in the season and discuss the following
   * + Presentation of the coaching staff and explanation of their philosophy and team rules
     + Team budget and means of financing (Fundraising);
     + Choice of tournaments (away and local);
     + Possibility of purchasing extra ice time:
     + Possible social activities that could be planned
2. Ask the parents to familiarize themselves with TeamSnap and to frequently check the team schedule for upcoming games and practices and to confirm their **ABSENCE OR PRESENCE**.
3. Involve different parents in order to organize certain functions such as social activities (Christmas and end of season party); fundraising activities; hotel booking during outside tournaments, etc.

Although some committees may seem innocuous, they have the advantage of encouraging the participation of all parents and creating a team spirit.

# OTHER DOCUMENTS

There are several forms that the parents must complete for the team's binder.

* + The medical form: Is important for food allergies, respiratory problems, etc. of each child
  + The web authorization and the parent code of ethics were completed at the time of registration
  + In order to comply with the association's ethical requirements, the players, coaches and administrators code of Ethics forms must be completed. Keep them in your binder which will be verified by any tournament you play and at all playoff games.
    - Administrators code (for the managers);
    - Players code (for each player)
    - Head coaches and managers must also sign the confidentiality form
    - Medical forms are recommended as well

# COMMUNICATING WITH THE REGISTRAR

Always communicate by email at [registrar@hmip.org](mailto:registrar@hmip.org). The registrar is your point of contact to make sure all your coaches have the proper training, and she will advise of anything that is missing for your team registration as soon as possible. It is then up to you and the coaches to ensure you comply within the timeline provided. The deadline to have courses completed is November 15th 2023.

# COMMUNICATING WITH THE SCHEDULER

The scheduler must be kept informed of any dates and/or activities that may conflict with the schedule of games and practices. The full schedule of the HMIP is sent to all coaches and managers and are also posted on Spordle. It is important to communicate your tournament dates as soon as possible to the scheduler by email at [**cedule@hmip.org**](mailto:cedule@hmip.org)with the tournament name and dates. In addition, when a fundraising activity is organized for the team, you must notify the scheduler so that a practice is not assigned during the time dedicated to this activity. It is up to you to communicate this information quickly to the scheduler and this, before the publication of the schedule. A change for a team can result in a series of changes for multiple teams. **The email address of the Head Coach, First Assistant and Manager must be provided to the scheduler (PLEASE NO MORE THAN THAT). Sessions scheduled by AHMIP are mandatory, including sessions at the gymnasium and outdoor rinks. They cannot be canceled by teams.**

# SCORE SHEET

Lac St-Louis & CHL are changing to electronic game sheet system.

Once your team is registered, each coach in HCR, will receive an email similar to the one below (note: the email could be in their junk mail)

You have been registered as a coach for www.scoresheets.ca.

This is a new online scoresheet solution that Lac St. Louis hockey is testing this season.

Your default login is this email address and the year of your birth as registered with the Hockey Canada registry is the PIN

So, each coach will be already automatically linked to his team, his username is the main e-mail address of his HCR profile, and his password is the 4 digits of his year of birth. Please note only the head coach (and possible assistant) will have a login to Scoresheet so please share the details with you managers if you want them to be responsible for the game sheeets.

If a coach has connection problem, he can write to [info@scoresheets.ca](mailto:info@scoresheets.ca), please include the team’s name and category.

***INSTRUCTIONS FOR GAME SHEETS***

**While waiting for tablets and an internet connection in the arenas:**

* The coach/manager will prepare their alignment in the system (scoresheets.ca)
* The local team arrives at the arena with a printed game sheet showing the lineups (from spordle - [PoweringSports - Statistiques Hockey Québec (publicationsports.com)](https://www.publicationsports.com/stats/association/ahm-ile-perrot/index.html))
* If the alignments are not visible, you will need a sticker (label)
* If the basic information is not on the top of the game sheet, you will have to fill it in by hand (location, city, level, class, game #, date, etc.)
* The sheet is handed to the timekeeper 15 minutes before the game
* Timekeeper uses this paper game sheet to score the game
* At the end, he gets the referee to sign and he allows the 2 team managers/coaches to take a picture of the sheet
* Timekeeper keeps the sheet with him and as soon as possible, he enters the game in scoresheets.ca
* He keeps the physical sheet for at least 4 days

**When we are able to use the 'live' platform during matches**

* The coach/manager has up to 15 minutes before the game to validate their alignment in the system
* 15 minutes before the game, timekeeper starts setting up the game. This blocks possible changes by coach/manager.
* The referee can check the lineups using the timekeepers tablet for a few moments, if needed
* The game takes place and the is marked 'live'
* At the end, the referee checks the virtual game sheet and confirms it by putting his name in the match details
* Timekeeper can close out the game
* Timekeeper must keep their game notes for at least 4 days

# TOURNAMENT PARTICIPATION

U9 – U18 can only participate in 3 **tournaments** during the regular season

**Things to keep in mind:**

* **Teams must limit themselves to a maximum of one away tournament to avoid additional costs to parents**.
* Advice the Registrar([registrar@hmip.org)](mailto:registrar@hmip.org) and the [Scheduler(](mailto:Scheduler(cedule@hmip.org)**[cedule@hmip.org](mailto:Scheduler(cedule@hmip.org))** once you have registered in your tournaments. You must indicate the name of the tournament and the dates of the tournament as well as confirm whether it is in Quebec or outside (and where). The Registrar will obtain travel permits, if applicable.

Do not plan ANY TOURNAMENTS BEFORE November 15th) for Novice teams, no tournament allowed before December 1st). Team registrations are hard to obtain early and you risk not being able to participate.

Team registrations are mandatory for all tournaments. If you do not have it, you will not be able to participate in your tournament.

**Procedure for registering your team in a tournament:**

From the list of tournaments you will find on the Hockey Québec website: <http://www.hockey.qc.ca/en/tournois.html>, you call/email as soon as possible the tournament organizer in order to receive an application form.

If your team is accepted, you must follow the procedure requested by the tournament. You must complete and return as soon as possible the information requested by the tournament as well as your payment.

***Please advise the registrar & scheduler as soon as you have confirmation that you have been accepted in a tournament.***

Also, during your tournament, don’t forget to advise the scheduler of your progress (i.e. if you make it to the finals) in case you had a regular season game planned.

**Binder verification:** A binder verification is not usually required anymore however it is a good idea to check with the tournament organizers to ensure you have what you need. They often request you send them ahead of the tournament start date by email.

**You will need the following forms:**

* The original and copies of the team registration form with signatures;
* The schedule of your league games (the original without change); as well as an updated copy (with change);
* Score sheets (last 5 games including tournaments and end-of-season playoffs);
* The proof of certification of the coach and/or assistant coaches (if applicable) that you will find on your team registration;
* Your tournament travel permit if the tournament is in Ontario or the United States (or CanAm)

**TOURNAMENTS FILL UP VERY RAPIDLY, YOU MUST PUT A PRIORITY ON THIS TASK AS SOON AS THE SEASON STARTS.**

**BUDGET**

In order to avoid embarrassing situations and to be ready to answer parents’ questions at any time, it is essential to keep the budget up to date on a weekly basis. You have to keep all the bills and any documents that support an expense and an income. Team budget expenses must be expenses that benefit all players on the team or directly related to the team's hockey operations. To keep the spirit of transparency, you can send a copy of the revised budget as needed at least 3 times during the season (beginning of season, mid-season and end of season) to the parents.

It is important to keep in mind when you make your team budget that not all parents have the same income. When presenting your team's budget, you must take into account that parents have already paid for registration, new equipment, sticks, etc.

## At the end of the season, all teams must submit a detailed budget of their income and expenses to their members and must close their bank account and return the surplus equitably amongst members of the team. They will be required to submit a copy of their budget to the CA.

There is a budget template available on our site : <https://hmip.org/en/documents-en/>

*Allowed Team expenses*

Team budget expenses must be expenses that benefit all players on the team or directly relate to the hockey operation of the team. Here are some examples :

* + Tournament registration fees;
  + Equipment for the team (i.e. first aid kit, orange cone);
  + Additional ice time (as decided at the team parents meeting);
  + Team dinner (end of season, Christmas, etc.).

# PARENT CONTRIBUTIONS

# The maximum amount you can ask a single letter team parent for in the form of a parental contribution is $250 per child ($1,000 FOR Double Letters). The rest of the required funds should be obtained by sponsorship and/or fundraising.

# FUNDRAISERS and SPONSORSHIP REQUESTS

Parent cooperation is necessary for your fundraising to be successful, but some parents may prefer to donate an amount equivalent to the fundraising earned. You can ask parents for ideas, but here are some popular examples of fundraising:

* + Half and Half draws, hockey tickets;
  + Tim Hortons; SAQ; or other stores that allow collection of money;
  + Draw tickets with prizes picked up within the team (hockey tickets, gift certificate, purchase of a bottle of wine per parent ...)
  + Sale of chocolate, spaghetti evening, casino party etc .

Some parents have access to sponsorships, you can submit a sponsorship application letter to parents, who, in turn, can give it to their employers, etc. To avoid conflict, donations should always be given on behalf of the team.

# BANK ACCOUNT OPENING

HMIP will no longer require you to open a team account however If you wish to open you will require a letter with permission to open a bank account, please email [operations@hmip.org](mailto:operations@hmip.org) and request one.

The manager is responsible for maintaining a proper budget and to provide records as needed. A copy of the team budget must be sent to [treasury@hmip.org](mailto:treasury@hmip.org) at the end of the season showing all monies have been spent or reimbursed.

# COMMUNICATION TOOL : TEAMSNAP

The association will provide a TeamSnap account to all teams. Your head coach will have access as soon as the team is formed. You must keep the schedule of the games and practices up to date, as well as the relevant communications of the various activities of the team. It is highly recommended to send emails via TeamSnap and use the chat team. For any questions or help contact us at [operations@hmip.org](mailto:operations@hmip.org)

At the beginning of the season:

* Team rosters have been created for you
* Update the teams schedule as soon as possible;
* Create the list of known events (fundraisers, tournaments etc.)

# EQUIPMENT

In order to extend the life of the jerseys, we ask that they only be worn for games (not for practices)

DEPOSIT POLICY: Parents must submit a deposit of **$ 200 which must be postdated to March 31, 2024**. A jersey returned in poor condition or lost will result in the HMIP cashing these cheques.

The managers must collect these deposits as they hand out jerseys and it is their responsibility to give the post-dated checks to the equipment manager as soon as possible.

Jerseys should **NEVER** be put in the dryer. Also, the manager will be responsible for picking up all the jerseys after the last game of the season.

**IT IS STRICTLY FORBIDDEN TO MODIFY IN ANY WAYS THE JERSEYS. IT IS ALSO FORBITTEN TO MODIFY NUMBERS. NO SPONSOR'S ANNOUNCEMENT IS PERMITTED WITHOUT THE WRITTEN CONSENT OF THE HMIP. IT IS FORBITTEN TO PASTE NAMES OR LETTERS ON THE JERSEYS. THEY MUST BE SEWN (C for Captain and A for Assitants).**

# MERCHANDISE

# Play it Again Sports in Kirkland is our official partner. All registered members of HMIP will obtain free skate sharpening and a 15% discount on all regular priced items. They are also the place to go for any and all team merchandise in the form of Hoodies, Tshirts, tuques, Jackets etc…

# QUESTIONS?

If you have any questions, you can contact Amanda D’Souza - [adsouza@hmip.org](mailto:adsouza@hmip.org) or 514-606-8371