



1.1 Team Guidelines

Welcome to the Lethbridge Minor Hockey Association (LMHA)! We're excited to have you join our community and volunteer your time managing a team this year.

1.2 Leagues

LMHA teams participate in a number of different leagues, depending on the age division and caliber of teams. As team manager you must become familiar with the specific leagues important dates, governor contact information. You can find all this information on the specific league websites, links are located on the main tab of LMHA website.

1.3 Responsibilities of the Team Manager

The team manager is expected to be responsive, adhere to and promote the directives of the LMHA Board of Directors and administer the team within established policies and guidelines for LMHA and Hockey Alberta.

Team Managers must complete the [SHIFT FORWARD: FOR ALL BENCH STAFF](#) course.

The team manager is responsible for overseeing all administrative duties associated with the team, including:

- Team budget and financial statements as per request.
- Hockey Alberta Player Affiliation forms.
- Arranging for team buses and hotels for out of town travel.
- Requesting, submitting and retaining copies of all team travel permits.
- Requesting, submitting all Exhibition Game Sanctions
- Ensuring all e-Gamsheets have been submitted electronically
- Ensuring all game sheets from out of zone tournaments and exhibition games are submitted to the Zone Discipline Coordinator
- Ensuring all major penalties and suspensions are properly reported and served.
- Distributing team schedules to parents.
- Pickup, proper care and return of LMHA jerseys.
- Any other administrative duty that may arise from time to time.

2.1 Season Requirements

2.1 Parent Meeting

Teams are required to have a parent meeting as soon as possible following team formation. The meeting agenda should cover:

- Confirming everyone is set up for your team on RAMP Team APP
- Communicating with the team through RAMP Team APP
- The team budget
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assigning team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)

2.2 Team Budget

The team budget should be presented to the parents as soon as possible following the initial team meeting. Parents should have an opportunity to amend the budget. The team budget, once finalized must be approved by

the majority of parents, for review and approval. Parents should receive regular financial statements from the team manager. Team Budgets should follow Hockey Canada games and tournaments guidelines.

2.2 Fundraising

Fundraising is a great way to bring the team together and support your season. We encourage you to plan your budget carefully so that you only fundraise what's needed. Many local businesses and community partners generously support our teams every year, and we want to be mindful of the commitment we're asking from them.

2.2.1 How to Run a 50/50

Running a 50/50 raffle requires compliance with AGLC regulations. LMHA teams are responsible for obtaining their own license and cannot use the association's license.

Step 1: Create an AGLC Account

1. Go to the [AGLC website](#).
2. Click Login / Register.
3. Select New User – Create Account.
4. Complete the registration form with your team's information.
 - Use the team name (not LMHA) when creating the account.
 - Ensure accurate contact details (email, phone, mailing address) are provided.
5. Submit the form and confirm your account through the verification email.

Step 2: Apply for a 50/50 or Raffle License

1. Log in to your AGLC account.
2. Select Apply for a Raffle License.
3. Choose the license type:
 - 50/50 Draw (single event)
 - Raffle Table (multiple prize draws at an event)
4. Complete the application:
 - Event name and description (e.g., "Lethbridge U13 AAA Home Game 50/50")
 - Date(s) and location(s) of the draw
 - Estimated ticket sales and prize structure
 - Contact person for the license
5. Pay the applicable fee online.

Step 3: License Approval

- AGLC will review your application.
- Once approved, the license will be emailed to your team contact.
- Print and keep a copy of the license on hand at the event.

Step 4: Running the 50/50

- Sell tickets only during the approved event dates and locations.
- Follow AGLC rules for ticket handling, cash management, and prize payouts.
- After the event, complete any reporting requirements in your AGLC account.

Step 5: Closing the License

- After the draw, log in to your AGLC account.
- Select your license and complete the **Financial Report**.
- Enter:
 - Gross revenue (total ticket sales)
 - Expenses (ticket printing, supplies, etc.)
 - Prize amounts awarded
 - Net proceeds (profit for the team)
- Submit the report by the deadline stated on your license (usually within **60 days of the draw**).
- Keep a copy of the report for your team records.

⚠ Important:

- Teams cannot use LMHA's association account or license. Each team is responsible for their own AGLC account and raffle licenses.
- Failure to follow AGLC regulations may result in fines, revoked licenses, or ineligibility for future raffles.

3.1 Treasurer Rules & Responsibilities

Each LMHA team must appoint a Team Treasurer to oversee all team finances, this can also be the manager. The Treasurer is responsible for ensuring proper handling of funds, accurate record-keeping, and financial accountability to the team and LMHA.

1. Bank Account

- Every team must open a separate team bank account.
- Two signing authorities are required (Treasurer + Coach/Manager or approved executive).
- Personal accounts must never be used for team funds.

2. Deposits & Payments

- All team fees, sponsorship funds, and fundraising revenues must be deposited into the team account.
- Payments (ice rentals, tournaments, apparel, etc.) must be made by cheque, e-transfer, or debit from the team account – no cash withdrawals.
- All expenses must be supported by receipts or invoices.

3. Record-Keeping

- Treasurer must keep an up-to-date ledger (spreadsheet or accounting software) showing:
 - Income (fees, fundraising, sponsorships)
 - Expenses (tournaments, ice, travel, apparel, etc.)
 - Running balance
- Copies of all receipts, invoices, and bank statements must be kept for a minimum of 2 years.

4. Reporting to Parents

- Provide parents with a season budget at the beginning of the year.
- Give regular financial updates (minimum once mid-season).
- Final statement must be presented to all parents at the end of the season.

5. End-of-Season Reporting

- Treasurer must prepare a final financial statement showing all revenues and expenses.
- Any surplus funds must be used in accordance with LMHA policy (e.g., year-end team event, distributed back to families, or carried forward if permitted).
- The final statement must be signed by both the Treasurer and Manager before submission.

6. Accountability

- The Treasurer is accountable to the Team Manager, Head Coach, and LMHA.
- LMHA reserves the right to audit any team's financial records at any time.
- Transparency and honesty are expected at all times; misuse of funds may result in disciplinary action.

4.1 Team Equipment/Apparel

4.2 Team Jerseys

All teams in Novice and above are given a complete set up home and away jerseys, and one pair of matching socks complete with storage bins. Timbits and Jr. Hurricane teams are given one complete set of jerseys.

The team manager or parent volunteer are ultimately responsible for the care of the jerseys. Please ensure they understand the responsibility associated with caring for the jerseys, and that proper washing instructions are

followed.

The team manager is responsible for the return of the jerseys at the completion of the season. Before returning the jerseys, they should be washed and all name bars should be removed.

A penalty fee will be applied to the team if jerseys come back ruined, excluding normal wear and tear. Note: if jerseys are missing and we no longer have a complete set the team may be charged a full set fee for replacement.

Jerseys are not to be altered other than name bars added and must be removed before returned. If jerseys are returned with name bars the fee of a seamstress will be applied to the team.

4.3 Team Socks

Teams will be supplied with one pair of socks per player for Novice and above. Teams may purchase the second set of socks from a supplier.

4.4 Team Pucks

All teams will be provided with pucks at the beginning of the year. Any additional pucks must be purchased from outside suppliers with team funds. pucks must be returned at the end of the season with jerseys.

5.1 Travel & Special Event Permits

5.2 Travel Permit Procedures

Teams require travel permits for all ice sessions that are outside of our MHA boundary. Examples of ice sessions that require a travel permit include exhibition games and tournaments out of the city. The following ice times do NOT require travel permits:

- League games (regular season and playoff)
- LMHA assigned practice times
- Games in tournaments within the city

Travel outside of our city requires a travel permit approved by Hockey Alberta. In these instances, teams must submit a travel permit request via online form (link below or on our website under Coach/Manager Tab.

[Travel Permit Request FORM](#)

All travel permit requests should be submitted at least fourteen (14) days prior to event.

Once the travel permit is approved by Hockey Alberta, the team representative will receive a permit number via email. This must be carried with the team during travel.

Teams that are under disciplinary action from LMHA will be denied travel.

5.3 Special Event Permit Procedures

Special event permits are intended to cover team “special events” for which minor hockey insurance coverage is required or highly recommended, but that do not fall under the category of regularly allocated ice times or extra ice times covered by travel permits and exhibition sanctions. This can be team events on or off the ice. Examples of activities for which a permit should be obtained include:

- A guest coach coming on the ice for a team practice must have private insurance. If more than 1-2 times must be rostered to the team.
- Parents vs. players game during a team ice time ARE NOT ALLOWED
- Team fundraising activities (e.g., bottle drive)
- Team social events (e.g., team pizza dinner, bowling)
- Team attending a Hurricanes game

You can submit the request via link below or on our website under Coach/Manager Tab. Please submit your request at least two weeks (preferably three) in advance of the event.

[Special Event Permit Request FORM](#)

Please note: There are some activities for which Hockey Alberta will not approve a permit request. By “sanctioning” a team activity through approval of a Special Event Permit. However, , it does not necessarily mean that the team cannot hold the event. It simply means that team players and officials are not covered by minor hockey insurance.

6.1 Practice & Game Ice

6.2 Ice Scheduling

All teams are given 1 practice ice time during the week. Traveling teams are allowed to purchase a second ice time through LMHA ice scheduler.

City teams play their games on the weekend , 1-2 games.

6.3 Rescheduling League Games

League games are to be given priority over exhibition and tournament games. If a team wants to attend a tournament, and a league game needs to be rescheduled, then it is the responsibility of the manager to coordinate this with their governor and the LMHA ice scheduler. However, if the team cancels a league game in order to attend a tournament without securing a future ice slot to play the game, then it will be the team’s responsibility to purchase ice to make up the game, or forfeit the game.

Typically, LMHA does NOT have the flexibility to reschedule league games.

Please submit all tournaments to your LMHA governor at the beginning of the season

Traveling teams follow your league rules on deadlines of requesting tournaments

7.1 Referees

7.2 League/Playoff Games

LMHA takes responsibility for arranging referees for all league games. Managers must fill in the request for referee pay through the form online. You will require a bank account for these funds to be issues.

LMHA pays for 10 home games for the traveling teams. Any additional league games will be the responsibility of the team.

7.2 Exhibition Games

An Exhibition Sanction Request must be submitted by the HOME team to get a sanction number. That Sanction Number is then provided to the visiting team for them to acquire a Travel permit. Upon completion of the Exhibition Game the HOME team is responsible for the submission of the eGamesheet.

Teams are responsible for making arrangements to have referees for all exhibition games, and for paying the referees.

8.1 Team Pictures

Team pictures will be scheduled by the LMHA. Arrangements will be made for all LMHA teams to have team and individual player pictures taken on a specified day during the season. Once the dates and schedule for pictures

are set, teams should make every effort to be available for their scheduled time as retakes are difficult to coordinate and delay the process of receiving pictures.

9.1 Communication Protocol

9.2 Conflict Resolution

LMHA adheres to a strict conflict resolution protocol. If there are issues or perceived problems on a team then the parents, players, coach and manager will deal with the problem on a one-on-one basis and find a fair and equitable solution. If required, the Division Governor and/or LMHA General Manager will become involved in mediating a solution.

LMHA requires a 24 hour cool down period before anything will be done.

LMHA Conflict Resolution – Chain of Command

Step 1: 24-Hour Cool Down

- Any issue or concern requires a **minimum 24-hour waiting period** before it is raised.
- This ensures emotions settle and communication remains respectful.

Step 2: Direct Resolution Within the Team

- Concerned party (parent, player, coach, or manager) addresses the issue **one-on-one**.
- Goal: find a **fair and equitable solution** at the lowest possible level.

Step 3: Team-Level Escalation

- If the issue is not resolved one-on-one:
 - The **Coach and Team Manager** collaborate to help resolve the matter.

Step 4: Division Governor Involvement

- If the team cannot resolve the issue internally, the concern is brought to the **Division Governor**.
- The Governor will mediate and seek resolution.

Step 5: LMHA General Manager Involvement

- If the issue remains unresolved, the **LMHA General Manager** steps in.
- The GM may mediate directly or make a final decision.

10.1 Dressing Room Protocol

LMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team. Team jerseys are NOT to be left on the floor at any time. They must be treated with respect and hung up when not in use.

As a member of LMHA please ensure you, your team, your athlete and other individuals respects others privacy and their time needed in their dressing rooms and shared washrooms. Ensure the following when you enter the rink:

Check room assignment boards: Upon entering the rink confirm your team's assigned space by checking the posted room assignment boards. Take note of the teams that are on the ice before and after your own ice time. Pay close attention to assignment boards and the teams assigned. If an assigned room is marked with a F, Female, Cyclones, Southern Express or Future Olympian; the rooms will be occupied by female hockey teams.

Do not enter any changing room other than your own at any time. Under no circumstances, should a member of your team or coaching staff, enter a changing room that is not designated to your team. Search out a rink attendant or coaching/management staff of the team currently occupying the room rather than entering.

Respect shared spaces. When shared facilities are required, coordinate with the coaches of the other team to avoid overlap, allowing everyone the space and time they need.

Do not assume that the washroom you share, is available to your team. If the shared bathroom is locked and access to a washroom is needed, use the public facilities. If access is needed, search out a rink attendant or communicate with the coaching/management staff of the team sharing the washroom.

Ensure your team is ready 10 minutes prior to your ice time. Inform and instruct your athletes be prepared not to use the shared washrooms 10 minutes prior to your ice time. This will help avoid shared washroom conflicts with those teams just getting off the ice.

Ensure your team vacates the dressing room 30 min after your ice time. Teams are required vacate the dressing room within 30 minutes after their scheduled ice time is complete. When the team is finished with the dressing room, ensure the dressing room door is left open so that rink staff knows they can enter and clean the dressing room. We all need to exercise more caution and awareness to provide the athletes with a safe environment to play hockey. While it is an extremely busy time at the rinks, we all need to slow down, communicate and ensure that above all, we are respecting the athlete's privacy

11.1 Suspensions

All LMHA suspension infractions must be reported to the Division Governor, LMHA Vice President and General Manager. Copies of game sheets and game reports must be faxed to the LMHA Office within 48 hours of the suspension.

Please refer to your specific league regarding their rules of discipline and the chain of command in reporting suspensions

11.2 Regulations Regarding Suspensions

For U11 and younger age divisions, In the event that a suspension infraction occurs in a game, Hockey Alberta Minimum Suspensions will be enforced. For other divisions, league suspension guidelines will be used. Please refer to your specific league for their suspension chain of command.

A complete listing of all minimum suspensions is provided on the Hockey Alberta website (<http://www.hockey-alberta.ca> , Section 13).

11.3 Sitting out Suspensions

When a player has been given a suspension, they will be notified of the number of games they must sit out. They will also be notified regarding what type of game qualifies for serving the suspension.

When a player sits out due to suspension his name must still appear on the game sheet. Beside his name the manager must write, "Suspended". This is proof that the player sat out this game.

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the LMHA Board of Directors.

12.1 Injuries

12.2 Procedure

In the event that an injury occurs to a player, team official, spectator or any other person, as the result of a sanctioned hockey activity (i.e., a practice or a game), a Canadian Hockey Injury Report should be completed and filed with Hockey Alberta. This form is available on the LMHA website (LMHA Forms page) or from the LMHA office. It is recommended that printed copies be carried with the team should the need arise while travelling as the attending physician must complete a portion of the form.

While it is recommended that an Injury Report form be completed for any significant injury, it must be completed for injuries that required medical attention. Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form. The form must be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury.

12.3 Injury Insurance Coverage

By completing and submitting the Injury Report form, the player's family is potentially eligible for an insurance claim through the Hockey Alberta insurance program. Please note that this insurance program provides "supplementary insurance". Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims. If a parent does not have any health insurance coverage then the CHA will cover the expenses.

It is expected that the player's family will pay for all expenses first, and then Hockey Alberta will reimburse allowable charges. For example, if an ambulance is called for a player who has been injured and the player is transported to the hospital, the parent is expected to pay for the ambulance bill and submit it to the CHA for reimbursement if the cost is not covered by other insurance sources.

Please note that only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Alberta. The address is on the Injury Report form.

13.1 FOIP Considerations

Media Disclaimer, agreed when registered for LMHA

By registering with Lethbridge Minor Hockey Association, you acknowledge and consent that the organization may capture and use photographs and/or videos of players and participants during sanctioned events, practices, and games. These images may be used for promotional, marketing, or archival purposes in print, digital, and social media platforms.

Lethbridge Minor Hockey Contact Information is located on our website under the association tab. You will find the board members, office staff, and governor contact information



LETHBRIDGE MINOR HOCKEY ASSOCIATION

PROVIDING LETHBRIDGE A STRUCTURED HOCKEY PROGRAM FOR YOUTH SINCE 1954.

KINDNESS-RESPECT-TEAMWORK-SUPPORT