

LORD SELKIRK MINOR HOCKEY ASSOCIATION

(LSMHA)



MANAGER'S MANUAL

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Introduction

The purpose of this manual is to provide information and direction to managers to assist them in managing their minor hockey teams. The manager is responsible for most off-ice duties throughout the season. This may include:

- Collecting team fees, paying ice bills and tournament fees and paying any other costs that arise
- Being the communication liaison between the coach and the team including managing the team schedule and ensuring everyone receives the proper information in a timely manner
- Booking tournaments, team photos, team events and exhibition games

The manager is an important part of the team staff. They allow the coaches to focus on the on-ice duties throughout the year. The manager and coaches should work together and continuously communicated throughout the season.

This manual is broken out into different sections outlining different topics and the duties managers will be responsible for. Appendix F contains a checklist that may be helpful for managers to follow for the year.

Parent Meeting – Budget & Financial Report

At the start of the season, the coach or manager should hold a parent meeting to discuss how the season will run. Ideally, the coaches and manager will meet prior to the parent meeting so they can prepare the required information. Something that should be presented at every level is both the time and financial commitment for the players and parents. If the financial commitment is not yet known, the manager or coach can estimate using last year's financial information as a benchmark.

At the parent meeting, the coach or manager should inform the parents of any mandatory clothing that the team will be required to purchase. Parents should be reminded how they can order the apparel and ensure they know what the deadline for ordering is.

A budget (Appendix A) should be presented that includes the anticipated costs and how the team will cover these costs. The additional costs will be any ice costs not included in registration, extra ice costs, the cost of tournaments, and any other team costs that may arise (name bars, TeamSnap, team parties, etc.). It may be a good idea to collect some money from parents upfront to help cover the earlier costs (tournament registration, etc.) that will arise before you can do a fundraiser. The manager will be required to prepare a year-end financial report detailing how much money was collected and how it was spent. They can prepare this using the final column of the budget (Appendix A). They will then distribute to the parents and coaches.

Another purpose of the meeting is to find volunteers to fill the roles on the team. These can (but does not have to – will the exception of the safety) include a treasurer, assistant coaches, a safety representative (required – See Safety section), a fundraising coordinator and any other volunteer positions that are required.

Finally, you can answer any questions the parents may have. Especially in the early years, parents can have a lot of questions going into the season. If the manager or coach does not know the answer, they should table the question and follow up with the appropriate person once the answer is found.

Team Bank Account

Every team will be provided with a letter from LSMHA giving them approval for the team to open a team bank account. The letter will need to be signed by the manager, the head coach and the assistant coach. These will be the cheque signers on your account. Once you have the document signed, take the letter to the bank to open an account. All signers will need to go into the bank before an account will be opened. At the end of the season, the account must be cleared up and closed.

The manager will then be responsible for monitoring and maintaining a bank account for the remainder of the season. They should send out a mid-year and year end report reconciling the bank balance to what is on the budget and send it to the team. As stated, the bank account must be closed at the end of the season after all cheques have cleared and the balance is nil.

Scheduling Software

Prior to starting the season, the coach should decide which scheduling software the team will use. Team Snap is a popular app and has either an app or an online version of their software. You can access the online version at their website <https://www.teamsnap.com/> or you can download the app in the app store. There is a free version with limited functionality. Most coaches will want the paid version as it has the availability option which is an important function for coaches. If the paid version is used, the manager can then put the cost into the team budget and use team funds towards the cost.

It is then managers responsibility to update and maintain the app. All practices, games and tournaments will be put into Team Snap. They will also have to add all the player information, parents' emails, etc. The manager will also be responsible for following up with players if their availability is not updated. Coaches use this information to determine lines, ensuring they have enough players, etc. Once the manager finds out the availability they can go in and mark any players availability.

LSMHA will email you with your practice ice schedule as soon as it is determined. Your game schedules can be found on the Hockey Winnipeg Website <https://www.hockeywinnipeg.ca/> (excluding Novice B). Your coaches will determine if they want additional practices, exhibition games and tournaments which will then be added to Team Snap.

Rosters

Once the team is established, a roster must be submitted to the LSMHA registrar (registrar@lsmha.com) to ensure it is registered with Hockey Manitoba. It can be a basic typed out excel roster but must have first name, last name and birthdays for all players and coaching staff. The deadline to submit your roster is October 15th. See Appendix B for an example of the roster information that will be required.

Your roster will include a list of players, coaches, the manager and the safety. The players must have a valid Hockey Canada number as well as a parent who has completed the respect in sport for parents. The coaches, manager and safety must have already completed their certification or are enrolled and will be completed by November 30th.

Fundraising

Each team will decide whether they would like to fundraise or not. It's a great way to offset the cost of ice, tournaments, etc. Some ideas for fundraisers are:

- Raffle tickets
- 50/50 draws at home games
- Grey Cup tickets
- Bud, Spud and Steak Night
- Bottle drives

If your team designates a fundraising coordinator, they will take on the role of organizing fundraisers your team decides to participate in. You will be given a letter from LSMHA giving your team permission to get a lottery licence. The manager (or fundraising coordinator) can take the letter to the City of Selkirk (200 Eaton Avenue, Selkirk) to receive a lottery license. The lottery licence number must be printed on any tickets you sell.

Team Photos

The manager will be responsible for booking the team photos. The photos should be booked once the team has received and distributed their jerseys. It's best to book them as soon as possible as families like to receive them back before Christmas. There are lots of different photographers that take sports pictures. A couple of photographers that take hockey team photos are:

- Stafford Studios 204.452.8326 <https://www.staffordstudios.ca/>
- Douglas Portz Photography <http://winnipegsteamphotos.com/wp/>

Once you have the date booked, distribute the price list to your team so the parents can fill out the order forms prior to picture day. The day of the photos, the photographer will collect the order forms. The photos will generally take half of the practice depending on the age of the group.

Coaching Requirements

The coaching requirements can be found on the Hockey Manitoba website for each level of hockey. The first step for coaches is to complete the Hockey University portion which is a 4-hour online component of the coaching certification. Coaches must complete HU prior to registering for their in-person clinic. In addition to the coaching components, coaches must complete the respect in sport for activity leader's certification (different than the respect in sport for parents). Once the online portion is complete,

coaches can find and register for the appropriate in-person clinic. The certification that is required for each division is the following:

DIVISION/CATEGORY	HEAD COACH	ASSISTANT COACH
Initiation (6 & Under)	Coach 1 – Intro to Coach (IP)	Coach 1 – Intro to Coach (IP)
Novice	Coach 1 – Intro to Coach (IP) or Coach 2 – Coach Level	Coach 1 – Intro to Coach (IP) or Coach 2 – Coach Level
Atom	Coach 2 – Coach Level + Checking 1	Coach 2 – Coach Level
Peewee	Coach 2 – Coach Level + Checking 1	Coach 2 – Coach Level
Bantam	Coach 2 – Coach Level + Checking 1	Coach 2 – Coach Level
Midget	Coach 2 – Coach Level	Coach 2 – Coach Level

The clinics can be found once logged into their ehockey account <http://www.hockeymanitoba.ca/coaches/clinics>. All coaching certification is required to be completed by November 30th.

Along with the coaching certification, each coach is required to complete a criminal record check and a child abuse registry check. Details of how to complete their criminal record check and child abuse check will be provided to each coach by the coaching director.

Safety

Each team is required to have a safety person on their roster. The safety person is required to complete an online safety course. The course provides information on how to utilize a proactive, preventable approach while being prepared to react in the event of accidents, injuries and medical emergencies. The safety person should be someone who will be attending most of the games and practices. The course can be found and registered for on the Hockey Manitoba website.

<https://www.hockeymanitoba.ca/coaches/safety-level-1>

Tournaments

It is the managers responsibility to register the team for tournaments. One place to find tournaments is on the Hockey Manitoba website. <http://www.hockeymanitoba.ca/teams/tournaments/> There is a list of sanctioned tournaments taking place in Manitoba for each age category. Your coach will decide which tournaments your team should register for. This is one of the timelier decisions that will need to be made as tournaments fill up fast, generally the start of the season. Once the tournaments are decided, the manager will then contact the organization to get the team registered.

Managers are also responsible for blocking rooms for teams for out of town tournaments. They should ensure that mention they would like to book a block of rooms for a sports team. They generally will try

to keep the rooms together and will give the manager a booking code that can be distributed to the team.

Schedule Exemption (excluding Novice B)

If your team is entering a tournament, the manager will be required to fill out a schedule exemption form which will exempt your team from league play during the requested weekend. There are deadlines posted on the Hockey Winnipeg website (<https://www.hockeywinnipeg.ca/>) but are generally in September for the first half of the season and December for the second half. The form can be filled out online <https://www.hockeywinnipeg.ca/schedule-exemptiontravel-permit>

Travel Permit

Teams travelling outside the province of Manitoba will need to fill out a travel permit. There is a \$20 fee to apply for a travel permit. The permit can be filled out online on the Hockey Manitoba website. <http://www.hockeymanitoba.ca/teams/travel-permits/> The team should take the approved permit with them to the tournament along with their approved roster.

Games & Game Sheets (excluding Novice B)

Both the schedule and standings can be found on the Hockey Winnipeg website. <https://www.hockeywinnipeg.ca/>. It is the manager's responsibility to report the scores of each game. Both the home team and the away team must report the scores. To do this you can call the Hockey Winnipeg Scoreline at 204-222-5292 or email the appropriate Hockey Winnipeg Staff. You can find the current email on the Hockey Winnipeg Website under Game Center/Missing Scores. <https://www.hockeywinnipeg.ca/missing-scores>. This website is also where any missing games are listed. If calling, leave a voicemail with the division, date of game, teams played and the score. If sending an email provide the same information in the body of the email.

Managers are required to fill out the rosters on game sheets before each game and submitted to the timekeeper. The roster information required includes jersey number, player name and the coaching staff. The form is triplicate and each sheet needs the roster information on it. You can either hand write the roster each game or print off three labels that include the required roster information. You can cross off any missing players for that specific game.

Paying for Ice

The Manager will be responsible for collecting the fee for ice and paying the ice bill. 1st half ice bills will be due December 15th and 2nd half ice bills will be due February 15th. Please make cheques payable to Lord Selkirk Minor Hockey Association and contact your age director with payment.

Canceling Ice

If your team knows far enough in advance that they will not need an ice time, you may be able to give it back. It will require you to email the ice scheduler (icebooking@ismha.com) at least 6 weeks before the scheduled ice time. If it is after the 6-week mark, you can try to trade or sell the unneeded ice to a different team.

Injury/Concussion Protocol

Concussions can occur during any sport or recreational activities. It's important for all coaches, parents and players to be aware of the signs and symptoms of a concussion and what to do if a concussion occurs. Head impacts can be associated with serious and potentially fatal brain injuries. LSMHA follows Hockey Winnipeg's Concussion Protocol.

A summary of the protocol as on their website states that:

- 1.) All youth athletes (<18 years of age), parents, coaches, trainers and officials participating in Hockey Winnipeg activities are required to review the Canadian Guideline on Concussion in Sport Pre-season Concussion Education Sheet prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all sport stakeholders have a clear understanding of the HOCKEY WINNIPEG YOUTH CONCUSSION PROTOCOL.
- 2.) In the event that a Hockey Winnipeg athlete is suspected to have sustained a head injury or concussion the following procedures must be followed:
 - a) If any athlete is suspected of sustaining a severe head or spine injury during a hockey-related activity, an ambulance should be called immediately to transfer the patient to Children's Hospital Emergency Department or the nearest hospital for Medical Assessment. If follow-up care is needed, the patient should follow-up with their primary care provider or a referral can be made to the Pan Am Concussion Program.
 - b) If the athlete develops symptoms of a concussion during a hockey game or practice, they must be evaluated immediately at the Children's Hospital Emergency Department or the nearest emergency room. If follow-up care is needed, the patient should follow-up with their primary care provider or a referral can be made to the Pan Am Concussion Program.
 - c) If the athlete develops delayed concussion symptoms several hours later, the athlete should be evaluated by their primary care provider.

All athletes with suspected concussion must provide their coach/teacher with a Canadian Guideline on Concussion in Sport Medical Assessment or Medical Clearance Letter (Appendix C & D) before returning to any hockey-related activities.

For a detailed description of Hockey Winnipeg's Concussion Protocol visit their website <https://cdn.hockeywinnipeg.ca/wp-content/uploads/2019/01/2018-2019-Hockey-Winnipeg-Concussion-Protocol.pdf>.

With respect to insurance coverage related to concussions, on page 48 in the current "Hockey Canada Guide for Safety Requires Teamwork & Safety for All" (http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/safety_team_work_e.pdf) it states that "Hockey Canada will consider the following coverage related to a concussion which has been diagnosed by a physician:

1. Physiotherapy under the current maximum of \$750.00 per year (as of September 1, 2018)
2. Neuropsychology, which falls under the current physiotherapy maximum per year
3. Tutorial expenses as previously described (in the event that an accident confines the covered member to his or her residence or hospital for a period in excess of 40 consecutive school days, within 30 days of the accident, the cost of tutorial expenses of a qualified teacher will be paid to a maximum of \$10/hr, maximum of \$2,000.)

Note that Hockey Canada Insurance does not cover expenses for baseline testing.

In order to benefit from Hockey Canada's Insurance Program the member must fill out the Hockey Canada Injury Report as soon as the incident takes place. It can be downloaded at www.hockeycanada.ca/insurance (Appendix E has an example of the first page of two - go to the website to download both pages)

Coaches Supplies

Pucks, first aid kits, etc. will be given to the coaches at the first coaches meeting.

Jerseys

Please see the Lord Selkirk Minor Hockey Association Jersey Policy.

Team Apparel

There will be team apparel fittings scheduled by LSMHA. Some coaches will require some mandatory team apparel. This will be communicated at the beginning of the season and will have to be ordered after the teams have been formed.

LSMHA Policies

The current LSMHA policies can be found on the website at <https://www.lsmha.com/>. An important policy to make note of is the LSMHA Parent Code of Conduct (Appendix G). When parents register their child in hockey, they acknowledge and online sign this document.

Team Parties, Wind-ups, Team Bonding

Team bonding and getting together outside the rink is an important part of the hockey season. It allows the kids to get to know one another better off the ice. The number of team parties and bonding will depend on each team and coach. Depending if the coach wants assistance or not, the manager may be responsible for booking and organizing the team parties or bonding. The coaches and manager should communicate with one another and decide who will be responsible for what during the season.

APPENDIXES

APPENDIX A – SAMPLE BUDGET

Team ### 2019-2020 Budget						
			BUDGET		ACTUAL	DIFFERENCE
INCOME						
Parent Contributions			XXX		XXX	XXX
Fundraising						
	Raffle Tickets		XXX		XXX	XXX
	Silent Auction		XXX		XXX	XXX
	Grey cup Tickets		XXX		XXX	XXX
TOTAL INCOME			XXX		XXX	XXX
EXPENSES						
Ice			XXX		XXX	XXX
Tournaments			XXX		XXX	XXX
Team Snap			XXX		XXX	XXX
Windup			XXX		XXX	XXX
TOTAL EXPENSES			XXX		XXX	XXX
OVER(UNDER) BUDGET			XXX		XXX	XXX

APPENDIX C – MEDICAL ASSESSMENT LETTER

Medical Assessment Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who sustain a suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*. Accordingly, I have personally completed a Medical Assessment on this patient.

Results of Medical Assessment

- This patient has not been diagnosed with a concussion and can resume full participation in school, work, and sport activities without restriction.
- This patient has not been diagnosed with a concussion but the assessment led to the following diagnosis and recommendations:

- This patient has been diagnosed with a concussion.

The goal of concussion management is to allow complete recovery of the patient's concussion by promoting a safe and gradual return to school and sport activities. The patient has been instructed to avoid all recreational and organized sports or activities that could potentially place them at risk of another concussion or head injury. Starting on _____ (date), I would ask that the patient be allowed to participate in school and low-risk physical activities as tolerated and only at a level that does not bring on or worsen their concussion symptoms. The above patient should not return to any full contact practices or games until the coach has been provided with a *Medical Clearance Letter* provided by a medical doctor or nurse practitioner in accordance with the *Canadian Guideline on Concussion in Sport*.

Other comments:

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print _____ M.D. / N.P. (circle appropriate designation)*

**In rural or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.*

We recommend that this document be provided to the athlete without charge.

Canadian Guideline on Concussion in Sport | Medical Assessment Letter
www.parachutecanada.org/guideline

APPENDIX D – MEDICAL CLEARANCE LETTER

Medical Clearance Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who are diagnosed with a concussion should be managed according to the *Canadian Guideline on Concussion in Sport* including the *Return-to-School* and *Return-to-Sport Strategies* (see page 2 of this letter). Accordingly, the above athlete has been medically cleared to participate in the following activities as tolerated effective the date stated above (please check all that apply):

- Symptom-limiting activity (cognitive and physical activities that don't provoke symptoms)
- Light aerobic activity (Walking or stationary cycling at slow to medium pace. No resistance training)
- Sport-specific exercise (Running or skating drills. No head impact activities)
- Non-contact practice (Harder training drills, e.g. passing drills. May start progressive resistance training. Including gym class activities without a risk of contact, e.g. tennis, running, swimming)
- Full-contact practice (Including gym class activities with risk of contact and head impact, e.g. soccer, dodgeball, basketball)
- Full game play

What if symptoms recur? Any athlete who has been cleared for physical activities, gym class or non-contact practice, and who has a recurrence of symptoms, should immediately remove himself or herself from the activity and inform the teacher or coach. If the symptoms subside, the athlete may continue to participate in these activities as tolerated.

Athletes who have been cleared for full contact practice or game play must be able to participate in full-time school (or normal cognitive activity) as well as high intensity resistance and endurance exercise (including non-contact practice) without symptom recurrence. Any athlete who has been cleared for full-contact practice or full game play and has a recurrence of symptoms, should immediately remove himself or herself from play, inform their teacher or coach, and undergo medical assessment by a medical doctor or nurse practitioner before returning to full-contact practice or games.

Any athlete who returns to practices or games and sustains a new suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*.

Other comments:

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print _____ M.D. / N.P. (circle appropriate designation)*

**In rural or northern regions, the Medical Clearance Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.*

We recommend that this document be provided to the athlete without charge.

APPENDIX E – HOCKEY CANADA INJURY REPORT



HOCKEY CANADA INJURY REPORT



<p>See reverse for mailing address</p> <p>Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity</p>	<p>CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: ___/___/___ Mo. Day Yr.</p> <p>INJURED PARTICIPANT: <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Game Official <input type="checkbox"/> Spectator</p> <p>Name: _____ Birthdate: ___/___/___ Sex: <input type="checkbox"/> M <input type="checkbox"/> F Mo. Day Yr.</p> <p>Address: _____</p> <p>City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____</p> <p>Parent / Guardian: _____ Email Address: _____</p>						
<p>DIVISION</p> <p><input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> PeeWee <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> Junior</p>	<p>CATEGORY</p> <p><input type="checkbox"/> AAA <input type="checkbox"/> A <input type="checkbox"/> BB <input type="checkbox"/> CC <input type="checkbox"/> DD <input type="checkbox"/> House <input type="checkbox"/> Minor Junior <input type="checkbox"/> Adult Rec. <input type="checkbox"/> AA <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> Major Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other _____</p>						
<p>BODY PART INJURED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental </td> <td style="padding: 2px;"> Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper </td> <td style="padding: 2px;"> Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest </td> </tr> <tr> <td style="padding: 2px;"> Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist </td> <td style="padding: 2px;"> Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot </td> <td style="padding: 2px;"> Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin </td> </tr> </table>	Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest	Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin	<p>NATURE OF CONDITION</p> <p><input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Confusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury</p>
Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest					
Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin					
<p>INJURY CONDITIONS</p> <p>Name of arena / location: _____</p> <p><input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Period #2 <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Period #3 <input type="checkbox"/> Practice <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Try-outs <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Other <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Warm-up <input type="checkbox"/> Other Sport <input type="checkbox"/> Period #1 <input type="checkbox"/> Other: _____</p>	<p>CAUSE OF INJURY</p> <p><input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked from Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Blindsliding</p>	<p>Was the injured player in the correct league and level for their age group? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Was this a sanctioned Hockey Canada activity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
<p>WEARING WHEN INJURED</p> <p><input type="checkbox"/> Full Face Mask <input type="checkbox"/> Intra-Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves</p>	<p>ADDITIONAL INFORMATION</p> <p>Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes" how long ago _____</p> <p>Was a penalty called as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Estimated absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks</p>	<p>DESCRIBE HOW ACCIDENT HAPPENED (Attach page if necessary)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.</p> <p>Signed: _____ (Parent/Guardian if under 18 years of age)</p> <p>Date: _____</p>				
<p>TEAM INFORMATION (To be completed by a Team Official)</p> <p>Association: _____</p> <p>Team Name: _____</p> <p>Team Official (Print): _____</p> <p>Team Official Position: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>HEALTH INSURANCE INFORMATION THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED</p> <p>Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-Time Student</p> <p>Employer (if minor, list parent's employer): _____</p> <p>1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Province: _____</p> <p>2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)</p> <p>3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)</p> <p>Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____</p>	<p>Member APPROVAL</p>					

APPENDIX F – MANAGER’S CHECKLIST

- Discuss with coaches:
 - What your budget will be
 - How you will collect fees – parent contribution or fundraising
 - Which scheduling software you will use – TeamSnap, etc.
 - Which tournaments you will attend
 - Any mandatory clothing
- Sign up for tournaments
- Complete the schedule exemption for weekends you have tournaments
- If you are travelling out of Manitoba for a tournament, complete the travel permit
- Plan your parent meeting including an agenda
- Prepare a budget to present to parents
- Open a bank account and order cheques
- Start the scheduling software and maintain throughout the year
- Complete your roster and send to the Registrar
- If you are doing fundraising, obtain a lottery license
- Schedule the team photos (Ensure you will have your jerseys in time)
- Ensure your team has game sheets
- Print game sheet labels
- Pay for your ice bills after you receive
- At the end of the season clear up the bank balance
- Prepare a final financial report and sent to the team

APPENDIX G – LSMHA PARENT CODE OF CONDUCT



LORD SELKIRK MINOR HOCKEY ASSOCIATION PARENT CODE OF CONDUCT

We hereby pledge to provide positive support, care and encouragement for my / our child participating in any Lord Selkirk Minor Hockey Association Program by following this Code of Conduct:

1. I / We will respect the coaches, players, opponents, officials and program administrators.
2. I / We will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
3. I / We must respect and support the player/team selection by LSMHA
4. I / We must remember that my / our child plays for his or her own enjoyment.
5. I / We will remember that children learn best by example. I / We will applaud good play/performance both my / our child's team and their opponents.
6. I / We will show respect for the opposing team, because without them there would be no game or competition.
7. I / We should not have unrealistic expectations.
8. I / We need to remember that child athletes are not miniature professionals and cannot be judged by professional standards.
9. I / We will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game or practice.
10. I / We will place the emotional and physical well-being of my / our child ahead of any personal desire to win.
11. I / We will insist that my / our child play in a safe and healthy environment.
12. I / We will provide positive support for coaches and officials working with my / our child to provide a positive, enjoyable experience for all.
13. I / We understand that Coaches are volunteers and are out there for the kids.
14. I / We will support the team rules and regulations that will be set forth by the coaches at the beginning of LSMHA Team season.
15. I / We will insist that the team abide by the rules set forth by Hockey Canada, LSMHA Program and Tournament Organizing Committees.
16. I / We will do our very best to make LSMHA Hockey Program fun for each child.
17. I / We will ask my / our child to treat other players, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability.
18. I / We promise to help the players enjoy LSMHA Hockey experience; volunteering where needed, being a respectful fan, providing transportation, or whatever we can do.
19. I will complete the parent/player evaluation prior to playoffs.
 - This Code of Conduct includes the Hockey Winnipeg Social Media Policy and I as a member of Lord Selkirk Hockey Association will follow this Policy.

Failure to follow the LSMHA code of conduct could result in loss of privileges at LSMHA events up to an including full removal from all programs.

Signed at Time of Registration – On-line acknowledgement