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**Almonte  
Pakenham Minor  
Hockey  
Association  
(APMHA)**

**2025-2026 Season**

**[www.apmha.org](http://www.apmha.org)**

**House League  
Manager's  
Handbook**



Dear Team Manager,

On behalf of the Almonte Pakenham Minor Hockey Association (APMHA), we would like to welcome all our managers, both new and returning. Thank you for taking on this role within the team management. Please familiarize yourself with the Rules and Regulations of Hockey Eastern Ontario (HEO) and Lanark-Carleton Minor Hockey League (LCMHL).

Team Management is an important role for any team. The Team Manager is the coordinator and facilitator for all communication on the team, not only amongst the players, parents and coaches, but also with the APMHA. They are responsible for completing all office tasks that are required for the team. It is important that the Team Manager is an effective communicator with everyone, both verbally and written. Team Managers should be organized and have access to the internet/email in order to communicate well. We believe that often the difference between a good and great season for our players is determined by the effectiveness of the Team Manager. You are the off-ice communications link between the Coaching staff, the parents as well as the APMHA Board of Directors.

The Team Manager must engage other parents to participate in performing tasks as much as possible as there are too many responsibilities for one person. Delegation or co-managing is the key to a successful and semi un-stressful year. The activities and responsibilities of the Manager are broken down into the sections that follow in this document. Although these responsibilities may seem extensive, this is a list of all the potential activities that occur during the year.

Thank you for contributing to the success of our Association and for creating a great experience for our players.

Sincerely,

APMHA Board of Directors  
Almonte Pakenham Minor Hockey Association



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\*\*\*Please note that this is a document put together by volunteers. The source of truth will always come from either our website (<https://apmha.org/>), LCHML (<https://lcmhl.ca/>) or Hockey Eastern Ontario (HEO) (<https://www.hockeyeasternontario.ca/>).



## **INTRODUCTION**

Every year at the beginning of September there is excitement in the air with the start of another minor hockey season. From coaching to team selection there is a great deal of activity. The teams are now established and it's now down to the business of running a house league minor hockey team for the season.

The Team Manager is a key individual on the team staff, assisting the coach in running the off-ice activities of the team. From organizing name-bars and team jerseys to communicating with the parents, the Manager allows the coaching staff to focus on the hockey side of the team. This is true for all levels of hockey, U7 to U21.

The House League Manager's Handbook puts on paper what many Managers have learned through the years. With this in mind, you may find some of this material light or heavy on information depending on your background. If, after reading this material you have any input for revisions for next year's Handbook, by all means bring it forward to the APMHA Board of Directors.

## **COMMUNICATIONS**

- One of the Managers most important jobs is to keep all players and/or player's families current on all team activities, both on and off the ice.
- The Manager is also the primary parent contact if any issues arise between the players, the Head Coach, coaching staff, Officials, etc.
- Regular parent meetings before and after games and practices can be difficult due to noise and other information that the coaching staff is trying to get across to the players about the practice or game. Therefore, it is encouraged that a weekly email with reminders for the following week's activities be sent out to keep everyone informed and up to date.
- Compile e-mail addresses/telephone numbers and a process that ensures all critical and non-critical information reaches the parents in a timely manner.
- Establish and maintain contact with the APMHA Board of Directors or your Level Convenor for information.
- Notify teams of practices/games, and special events.
- With the Coaching staff, identify and discuss tournaments for your team. Make sure you enter your team early! Advise the Level Coordinator and Ice Scheduler of your intention to play within the tournament.
- Arrange logistics and any off-ice activities or events including hotels, directions, team dinners, and any "ground" rules for curfews etc.
- Initiate conversations and learn more about the players and families in a friendly and engaging way to help support season planning. Examples are:
  - May we post photos of your player on social media with no name attached?
  - Do you know of any businesses that would like to sponsor our team?
  - Are you interested in hosting any team events at your home?
  - How many tournaments would you like to have your player involved in?



- How many Away Tournaments would you like your player involved in?
- APMHA Website <https://apmha.org/>
  - All the features of the website are too numerous to mention here; however, sections of interest for your role include Forms, Bench Staff, and Games Centre. Plan on visiting our website often!
- Team Communications
  - Timely and accurate communication with the team is incredibly important. Remember if communicating by email, do not share email addresses unless the families are comfortable in you doing so. It is recommended to blind carbon copy (BCC) emails when sending emails.
  - Helpful Hint: SportsHeadz (<https://www.sportsheadz.com/>) is a great tool for managers to use as a method of communication and scheduling of games/practices/events. It is free to use and the schedule is automatically updated from our APMHA website.

### **LIAISON FOR PARENTS (24 HOUR RULE):**

- Team managers act as the liaison for the team and the coach and ensure that all parties use the 24-hour rule with issues they would like to discuss.
- Concerns and issues must be addressed in a mutual and respectful manner and with the utmost confidentiality.
- Firstly, parents are to contact the Team Manager or Head Coach with a concern or issue.
- If they feel that they are unable to do so due to a conflict, then they must go to the Level Convenor of their child's respective division.
- In your role, you may encounter a problem or issue either on or off the ice. It is important that you understand it is not your role to mediate in these matters. However, it is your role to encourage resolution within the established guidelines of APMHA.
- If you find yourself wanting to bring an issue forward, the first step is to abide by the 24-hour rule. Take a step back and don't do anything until you have exercised the 24-hour rule and any emotions have subsided.
- The following protocols is to be followed, in the specific order:
  1. The Head Coach/Manager: It is preferred that team matters are resolved within the team if possible.
  2. The Level Convenor: If the issue cannot be resolved or the parties are uncomfortable, then you should contact your respective Level Convenor.
  3. Director of Risk & Discipline.
  4. The President

**\*\*No one outside of the APMHA organization should be contacted before the above-mentioned steps have been completed.**
- Your role is to follow and communicate according to the protocol mentioned above. The level of escalation will depend on the nature of the issue and can be automatically



escalated to the President.

- If there is no satisfaction with the Level Convenor, then they may approach the Director of Risk & Discipline.

## **START OF THE SEASON**

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

## **TEAM MEETINGS**

- There are several times during the season that the team players, parents and staff may want to meet. The most critical of these meetings is the team start-up meeting. This first meeting sets the ground rules and tone for how the team will function. It is encouraged to invite your Level Convenor to attend this meeting as well to be available for additional information.
- It is recommended that the start-up meeting be a “parents only” meeting so that everyone can focus on the items at hand and ask any questions without worrying about the players.
- Items to discuss at the start-up meeting should include team budget, team fees, number of tournaments, the purchasing of extra ice, name bars, socks, etc. You will not have all the answers at this meeting. The meeting is an opportunity to gather information from the parents about their expectations for the season.
- The start-up meeting is a good time to gather player information that can be distributed to all families including player names, and contact information (parent names, addresses, telephone numbers and email addresses).
- You may want to print copies of the [Medical Information Sheet](#) and distribute them to your parents to be returned to you. Further information is provided below.
- Remember that all activities the Manager does should be coordinated with the Head Coach as a minimum.

## **TEAM CREDENTIALS**

- It is important that all team bench staff have the proper credentials. Rosters cannot be approved without this important information.
- Coaches should reach out to the Director of Coaching to confirm what qualifications are required.
- If you go to the Hockey Canada Registration website, there is an online store. This online store will help track everyone's qualifications and make it easier when it comes time to making rosters.
- Please follow the link below and choose the “Bench Staff” option. There is no fee for this, but we will have an on-line record of all bench staff for insurance purposes as well as critical waivers. Everyone on the bench staff will need to complete this. Everyone should have an existing profile at this point but if not, searching for an existing profile is



recommended before creating a new one. If you already have a profile under a different association or in another province, please notify the APMHA Registrar, who can request a transfer.

- [Hockey Canada Registration 3.1](#)

## **CERTIFICATION REIMBURSEMENT**

- It is essential to obtain approval from the Director of Coaching before registering for a course. This pre-approval process allows the organization to verify the courses' relevance and alignment with district level certification requirements and coaching development goals.
- All receipts for approved courses must be submitted to the Director of Coaching within the current hockey season in order to be eligible for a reimbursement.
- Clinic reimbursement for bench staff, who have completed their certification requirements as listed above, will be reimbursed the clinic fee if they are listed on the Official roster for the season. If there are any question regarding certifications, please reach out to the Director of Coaching at [coaching@apmha.org](mailto:coaching@apmha.org).
- Reimbursements will be issued once the receipt is submitted and approved and it is reflected on the volunteers HCR profile.
- Certifications must be completed within 30 days of being named to a team.
- LCMHL and Hockey Eastern Ontario require the official roster in order for your team to be considered officially registered.

## **STUDENT ON-ICE VOLUNTEERS**

- Hockey Canada mandates full gear if they are 16 or under. Volunteers are allowed to participate on the ice with a minimum age group that is one level below their own.
- Hockey Canada mandates any on-ice helper aged 16 or above have the Respect in Sport for Activity Leaders certificate.
- A maximum of 5 team staff are covered under the APMHA insurance policy.
- Insurance for any on-ice helpers (above the 5 spots covered by APMHA) will need to be covered by the team budget – approx. \$40.00 per person for the season.
- You will need to submit a list of any on-ice helpers to your Level Convenor and Director of House for approval prior to them being on the ice, as well for insurance purposes.

## **VULNERABLE SECTOR CHECK (VSC)**

- All team staff must have a current Vulnerable Sector Check.
- All VSC's must be logged on the team staff's personal HCR (Hockey Canada Record).
- Consent forms are to be completed by the member volunteer and submitted online or in person to the Ontario Provincial Police.



- A letter from the association is available on our website under “Coaches” as well as “Managers” to be completed and attached to your online form. The LE220 can be found at <https://www.opp.ca/index.php?id=147&lng=en> and it can now be completed completely online for free.
- VSC's are good for THREE seasons.
- Once the VSC is returned to you, it must be sent to Registrar ([registrar@apmha.org](mailto:registrar@apmha.org))
- Volunteers need to retain their original copy.
- Must be completed by November 1<sup>st</sup>!!
- This process can be slow, so action ASAP to avoid delay and backlog.
- Rosters cannot be approved until this is complete and it must be started prior to the first league game.
- In addition, individuals (regardless of their VSC date) all team staff are required to complete a declaration on an annual basis. To start the process or find more information, please click this link: [Vulnerable Sector Check | Hockey Eastern Ontario](#).

## **MEDICAL**

### **i) Player Medical Information Form**

- The player [Medical Information Form](#) must be completed for each player within the first two (2) weeks of the season start. This must be completed and in the possession of the team staff before the first game.
- It is important that the Coaching Staff is aware of any allergies, medical needs and/or past issues, etc.
- These forms must be held by the Team Trainer(s) and/or Manager for use in case of emergency during a game or practice.

### **ii) Injury Reports**

- Every trainer must have a copy of an injury report in their kit (please be sure they do!)
- In the event of an injury, injury reports must be completed within 24hrs by the team trainer. Injury reports must be filled out if a player required the trainer's assistance due to a hockey-related event, including:
  - A player is taken by ambulance to a hospital.
  - If a physician's diagnosis indicates that the injury prevents the player from returning to active play
  - If there is any chance of potential expenses directly related to the injury or if there is a possibility of a claim or lawsuit against the C.H.A insurance program stemming from the injury.
- It is the team management's responsibility to file claims and reports. A copy must also be forwarded to your Level Convenor and they will distribute as needed. Injury report forms are available for download via the HEO Website here:  
[https://www.hockeystearentario.ca/media/m5kht4jg/hc\\_injury\\_report\\_eng.pdf](https://www.hockeystearentario.ca/media/m5kht4jg/hc_injury_report_eng.pdf)



## **TEAM TRAINER**

The Team Trainer is required to be on the bench during games, including regular season, exhibition games, and tournaments.

- The trainer is required to retain a copy of each player's medical form.
- The trainer is required to maintain an appropriate first aid kit, provided to them by APMHA.
- Each trainer will have taken the qualifying courses and know their responsibilities to the team.
- Your team may have two Trainers in case one is not able to attend a game. A coach can have their trainer course as a secondary qualification.
- If your trainer is not available for a game, you may ask the other team's trainer if you can use them as your trainer. Make the appropriate change on the game sheet. The referee is required to initial to acknowledge that you are sharing another team's trainer.
  - You can also contact your Level Convenor (who will contact the APMHA Board of Directors) to see if another APMHA trainer is available for your practice or game.

## **TEAM ROSTER**

- The APMHA Registrar generates an Official Team Roster that must be verified by the Team Manager for accuracy of itemized information (i.e. player's names, jersey numbers, date of birth, address, volunteer roles etc.).
  - You will also need the names of the Head Coach, each Assistant Coach, Trainer and Manager. Please ensure all certifications are up to date and complete when providing the team list.
- The Team Manager must inform the APMHA Registrar if there is any information that is inaccurate as soon as possible, as this document is vital for the Team. The APMHA Registrar will make any adjustments if required and provide them to the District Registrar for approval, and in turn provide the Team Manager with a signed copy by the District Registrar.
- The Team Manager is to keep the original in their possession for the complete hockey season, (once the season is over the document is to be destroyed). The roster is required for any sanctioned tournament your team may attend.
- You can have up to five (5) team staff insured on your roster (including the manager). If a member of your bench staff is insured on another APMHA team – that counts! They do not need to be insured twice but still need to be included on your roster.
- You will need an official team roster in order to register and participate in tournaments. The official roster needs to be a priority as it may take a long time before you receive the roster. Delays can result from incomplete forms, transferring players from other Associations, etc.



## **APMHA IS DESIGNATED THE "CLUB AFFILIATION" SYSTEM**

- The link below is to a website that explains the process for house league affiliation using TTM.
- NOTE: Affiliating using TTM is the process for Lanark Carleton League games only. If teams want to use affiliates for Tournaments or Exhibition games, affiliates will need to be added to the team roster and these affiliation forms can be found on the LCMHL website.
- <https://lcmhl.ca/Pages/1196/Affiliation/>

### **i) Club System:**

- House League within D4 follows the club affiliation system. This means that players may be affiliated within an association without needing to add them to the affiliating team's official roster or complete an affiliation form. This affiliation must follow the HEO/D4 affiliation guidelines.
- [D4 House League Affiliation Chart](#)

### **ii) TTM for Affiliation Tracking**

- TTM must be used for house-league affiliation tracking. It provides centralized tracking and reporting across all associations and polices the 15-game affiliation maximum for players.
- After making arrangements to affiliate a player, the affiliating coach must register the affiliation/game within TTM. In TTM, this registration is referred to as "Entering a Player Call-up Notification". Upon completion, TTM will publish details of the callup via an email to relevant coaches and league representatives.
- The Call-up Notification must be completed before the relevant game. This is to ensure awareness and that the desired player has not yet achieved their 15-game maximum. Playing an affiliate that has reached their 15-game maximum constitutes playing an ineligible player and will result in disciplinary action against the offending coach.

### **iii) Accessing TTM**

- TTM accounts are created for each team at the onset of a new season. Both the team coach and manager are registered for TTM use.
- If you do not yet know your TTM credentials, please follow access the [For Teams / Obtaining a TTM Website Account](#) page within the LCMHL website.

### **iv) Registering a Call-up Within TTM**

- The following are abbreviated instructions for registering a player call-up within TTM here: <https://lcmhl.ca/Pages/1196/Affiliation/>
- NOTE: TTM has a variety of reporting features relating to affiliation that are not covered here. Its [team user guide](#) can be referred to for details.



## v) **Affiliated Players**

- Commitments to the team the player is registered to ALWAYS comes first.
- An affiliated player is a player who is eligible to play on their own registered team, plus other team(s) at a higher age division. This can be a great experience for the player as they have an opportunity to develop their skills and play at a higher level.
- Affiliated players must be marked on the game sheet by placing a "AP".
- Game sheet labels: Instead of writing all player's names at each game, it is more efficient to make and print off your team list with game sheet labels. These must be affixed to each of the four copies of the game sheet. Remember if you make a change on one label you must ensure the other three reflect the same change. (i.e. strike through a missing player, etc.).
- The lineup must be correct on all 4 labels. Game sheets must be properly completed, signed and ready before game time. It is the home team's responsibility to provide the game sheet and have it completed properly and in the hands of the referee prior to the game. If it is not completed correctly and there is information that is missing, the home team will be penalized for delay of game.
- After verifying that all the information is correct, the Coach signs in the verified spot, then gives it to the visiting team manager or coach to complete their areas. When they have completed it, they return it to you, and you will give it to the timekeeper. After the game, the referee will validate the game sheet and then the top sheet is for the home team, second sheet is for the visiting team, third sheet is for home team, fourth sheet is the Referees, if they so choose to take it. (Otherwise, the home team manager holds onto the extra copy). Game sheets must be kept until the end of the season.
- All affiliation requests may only begin after all association teams have completed their sort out process.
- All initial affiliation requests will be Head Coach to Head Coach. After affiliation paperwork is complete and processed, Head Coach will work directly with Head Coach seeking permission each & every time.
- To have them added correctly to your roster, the affiliation form must be completed and sent to your Registrar for approval. You will receive an updated roster once finalized.
- \*\*\*\*The player cannot be assumed an affiliate with the requested team until such time as the player is approved by the Registrar.
- The affiliating Head Coach must still ask permission from the home Head Coach each time a player is requested to affiliate.
- Suspensions must always be served with the registered team, regardless of the team where the player received the suspension. During their suspension, a player cannot play with the affiliated team.
- Teams should affiliate players from more than one team so game conflicts can be avoided.
- Only players that will be used should be affiliated.
- Players do not need to be affiliated to practice with a higher division or category team, provided they are duly rostered at the lower division or category.
- If you're unsure about whether a player can be affiliated with the team, please reach out



to the Registrar for clarification.

## **PRACTICE SCHEDULE**

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

## **SCHEDULE**

### **i) League Games**

- The game schedule is generated by the LCMHL and is posted on their website (<https://lcmhl.ca/Schedule/>) and linked to the APMHA website Schedule.
- The team tracking application SportsHeadz (<https://www.sportsheadz.com/>) automatically updates with the LCMHL schedule. There are other team tracking software and applications available to use with caution such as Team Snap and Bench App.
- You need to keep the LCMHL and APMHA websites up to date with tournaments and events other than games and practices by informing the Ice Scheduler.

### **ii) Blackout Dates**

- There are blackout dates when no league games are scheduled. The dates are typically over the Christmas break, Family Day, Reading Week and March Break and can be found on the LCMHL website under Important Dates [https://lcmhl.ca/Pages/1114/Important\\_Dates/](https://lcmhl.ca/Pages/1114/Important_Dates/)
- Blackout dates cover the period of playoffs, after regularly scheduled games, to avoid tournament bookings. These apply to all levels, U9 to U21.

### **iii) Game Swap Request**

- If you need to swap a game, you must submit the request to your Level Statistician at LCMHL.
- You are responsible for informing the Home Team and you must fill out the game switch form.
- If you need to reschedule a game for any reason (refer to Tournaments below) you should try to trade with other APMHA teams first. If you are the home team this will avoid rescheduling the visiting team.
- If you are the visiting team, again, attempt to switch games with another team. This will leave the home team's schedule unchanged.
- \*\*\*\*ALL GAME CHANGES AND SWITCHES MUST BE APPROVED, IN ADVANCE, BY THE LEAGUE STATISTICIAN
- At no time may a team postpone a game on its own. If this is done the team will be subject to a fine or suspension.



#### iv) **Rescheduling a Game**

- Visiting Teams Must Attempt to switch a game prior to rescheduling.
- Approval from your League Statistician will be required before you approach the opposing team.
- You need approval to reschedule a game from the LCMHL Statistician for your Division prior to approaching another team. You also need to notify your Statistician at least 72 hours in advance of a change. The Statistician's email can be found under Contacts on the LCMHL webpage [https://lcmhl.ca/Pages/1171/LCMHL\\_Executive\\_and\\_Staff/](https://lcmhl.ca/Pages/1171/LCMHL_Executive_and_Staff/).
- If you are the home team and switching is not an option, then you will need to contact your APMHA Ice Scheduler (via your Convenor) for a new ice time.
- Remember to notify the APMHA Ice Scheduler (via your Convenor) of any changes (home or away) to ensure your online schedule is kept up to date with LCMHL.
- Game changes are permitted prior to December 1<sup>st</sup>, after this time, they are approved on a case-by-case basis.
- It is the League's intention that once the league enters the new calendar year, all games have been scheduled.
- No team will be allowed to reschedule any league or playoff game for team activities, player/Coaches' absence, game starting time, playing games on successive nights etc. Any requests to have a game re-scheduled; must be sent in writing and receive the approval of the Statistician.

#### v) **Inclement Weather Re-scheduling:**

- Canceling a game due to inclement weather must be approved by the league. It is not up to the team to decide. If this is the case, affected teams will receive an email 3 hours before their game.
- Team Manager/Head Coach must contact their Statistician who has the authority to postpone games due to weather conditions.
- If the Statistician cannot be reached, Team Manager/Head Coach must contact the League President who also has the authority to postpone games.
- The opposing team must be notified by the team official requesting cancellation due to inclement weather.

## **DRESSING ROOMS**

### i) **Co-Ed dressing rooms**

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



## ii) Dressing room Supervision

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

## iii) Portable Digital Devices

Please note that Portable Digital Devices are not allowed in dressing rooms. Technology advancements have allowed users with cell phones, I-pads, tablets, etc., equipped with high-definition cameras to photograph or video people without their consent and knowledge. HEO believes this is an invasion of privacy and has adopted the following policy to address the concerns. For more information please see: <https://www.hockeysteamontario.ca/media/0lkf0p1p/61-portable-digital-devices-policy.pdf>.

# EQUIPMENT

## i) Mandatory Equipment

Players must wear the following listed equipment, failure to do so is an insurance liability to the APMHA and the player should not be permitted on the ice or bench:

- A CSA approved helmet
- A CSA approved face protector
- A BNQ certified neck protector
- NOTE: Chin straps must be securely fastened

## ii) APMHA Jerseys

- All jerseys used by the APMHA, its teams and members are the property of APMHA.
- Head coaches will receive a set of team jerseys from APMHA.
- These are to be handed out at each home and away game and will be kept by an equipment manager for each team.
- Use of jerseys will be for the season only.
- All jerseys must be returned by March 31<sup>st</sup>, or as instructed by the Equipment Manager.
- If the jerseys are required beyond the return date, approval must be obtained from the Equipment Manager.



### iii) **Care of Jerseys**

- Name bars must be secured by hand sewing only.
  - No glue or personal sewing machines are allowed.
  - It is recommended that the Equipment Manager inspect the name bars after they have been secured by the player to ensure that a sewing machine hasn't been used. If it has, return the jersey to the player and have them redo the sewing by hand.
  - Ensure that the name bars are placed in the top middle of the player jersey (both Home and Away).
- Jerseys are to be worn during games only. Not for practices.
- Jerseys **MUST** be hung up on plastic hangers and carried in a jersey bag between use.
- Jerseys **MUST** be laundered bi-weekly
- Wear and tear are normal; however, rips, tears and cuts need to be addressed ASAP.
- It is the responsibility of the player/parent to address these issues with the team manager in a timely manner for repair.

### iv) **Name Bars**

- Name bars are completely optional.
- You will need to create a list of all players that require name bars for their jerseys. Each player will need name bars for both their home and away jerseys.
- The name bars are available through our Director of Clubwear from [Gilks](#).
  - It is most efficient if the manager compiles a list for the entire team and places one large order, rather than parents ordering their own. Then the order can be picked up as one order and handed out to the players at practice. Please do this as soon as possible at the start of the season.
- If you have two players with the same last name, it is recommended that they add the first letter of their first name to the name bars (i.e. R Smith and B Smith).

### v) **APMHA Socks**

- Thunder socks are available for purchase at a cost of \$30.00 per set (Home and Away). These can be obtained from the Director of Clubwear and Community Engagement at [clubwear@apmha.org](mailto:clubwear@apmha.org).
- It is most efficient if the manager compiles a list for the entire team and places one large order, rather than parents ordering their own. Then the order can be picked up as one order and handed out to the players at practice. Please do this as soon as possible at the start of the season.



## **GAME SHEETS**

### **i) How to complete**

- As per the LCMHL rules, the Team Manager is responsible for preparing the game sheet for all home games (including exhibition games). Blank game sheets should have been provided to you during the start of the season. If you require additional copies check with the Registrar.
- The Manager must fill out the top portion of the game sheet including:
  - LCMHL Game Number – from the schedule on the LCMHL/APMHA website
  - Location – Arena name
  - League – LCMHL
  - Division – (i.e. U11B, U15A etc.)
  - Date – fill in the date played
  - Game Type – league or exhibition
  - Visiting Team – team designate from LCMHL
  - Home Team – Almonte Pakenham
- **Goalies** need to be identified with the letter “G” by the name or separated out from the rest of the team). Ensure you have circled the starting goalie for the game on all 4 game sheets.
- **Absent Player** – If a player is absent then you must strike off the player’s name.
- You will need to include any affiliated players on the player list if they are playing that game.
- Creating team labels will save time from manually filling in the game sheet each time. (You will need 4 labels for each copy in the game sheet). Labels should have the following information:
  - Official team name (i.e. APMHA U11 B1), players first and last name, players jersey numbers. You will also need the first and last names of the Head Coach, Assistant Coaches, Manager and Trainer.
  - Template is available on the APMHA website:  
[https://apmha.org/Pages/1322/Manager Information/](https://apmha.org/Pages/1322/Manager%20Information/)
- Instructions for filling out a game sheet can be found here  
[https://lcmhl.ca/Pages/1199/How to Fill Out a Gamesheet/](https://lcmhl.ca/Pages/1199/How%20to%20Fill%20Out%20a%20Gamesheet/)
- Ensure that both the home and visitor Head Coaches or Managers sign the game sheet to verify that the player and coaching staff information is correct.
- After the game, the Scorekeeper will give the game sheet to the Referee. The Referee will sign it and take a copy (required for the Referee to be paid). It is your responsibility to ensure the visiting team gets their time sheet. If you are the visiting team, you will also need to get a copy of the game sheet.
- It is recommended to review the game sheet at the end of the game, prior to the sheets being separated, to ensure all inputted information is accurate.
- The paper copy should be kept for the season in case there is a dispute.



## ii) Entering League Games

- The home team is responsible for entering the game results on the LCMHL site (<https://lcmhl.ca/>) after the conclusion of the game, all entries must match the game sheet in their entirety. (Errors must be fixed before referee signs off and before the game sheet is separated.)
- Game sheets must be entered and completed within 24 hours.
- HOME TEAM'S RESPONSIBILITY: ENTERING MAJOR PENALTIES IN THE D4 DISTRICT DISCIPLINE DATABASE: TTM
- \*\*U9 games and exhibition games do not need to be submitted to LCMHL.\*\*

## iii) Suspended Players

- Their name should be struck off the game sheet and clearly identified on each of the four copies with suspended and the designation 1 of 1 beside their name. (Or whatever the length of the suspension is for 1 of 1, 1 of 2, etc.). This indicates that this is the first suspended game of a one game suspension.
- These numbers change depending on the number of suspended games the player must serve.
- The Referee must initial where a suspended player is indicated.
- All Major Penalties, Misconducts and Suspensions must be reported through the online reporting tool, for regular league, tournament play and exhibition games. The current online reporting tool is TTM.
- Suspensions fall under the responsibility of the District – in our case its District 4 (Rideau Carleton).
- All game suspensions must be entered in TTM. TTM must also be updated after each game in which a suspension is served. Suspension reports are reviewed monthly by the district.

## EXHIBITION GAMES

- An exhibition game is an unofficial, friendly game played under regular season conditions and has no impact on the player's or the team's rankings.
- There are any number of hockey Associations within an hour's drive of Almonte/Pakenham that have played exhibition games with our APMHA teams. Teams enjoy the camaraderie and even participate in additional, non-hockey activities together.
- The ice time that you use for an exhibition game comes from your already scheduled times.
- All exhibition games must be approved by the President, and referees will be booked accordingly.
- All exhibition games follow the same guidelines outlined in the APMHA Parent and Player Codes of Conduct.
- You will require Referees for your exhibition game. Referees can be booked through the APMHA President for games at the Almonte or Pakenham arenas.



- Each team is permitted two exhibition games per year which are coordinated and paid for by APMHA.

## **SCOREKEEPER / TIMEKEEPER:**

District 4 provides our association with Scorekeeper/Timekeepers. In the event a scorekeeper or timekeeper cannot make it, please have a parent volunteer certified as per the LCMHL rules.

It is the home team's responsibility to supply a scorekeeper/timekeeper for each home game (including exhibition games).

\*U9 requires volunteers at home games to be a scorekeeper/timekeeper – one is not provided by District 4. It is recommended to set up a schedule at the start of the season with parent volunteers.

Instructions on how to operate the clock should be printed on a sheet and located by the clock. It is good to have 2 sets of parents who know how to run the clock / fill in the game sheet so there is a backup in case one cannot be there. Please familiarize yourself before the need arises.

## **TOURNAMENTS**

### **i) Registration**

- Teams are allowed to participate in a maximum of 4 tournaments, with up to 2 being away (this is at the sole discretion of each individual team). Any additional tournaments must be approved by the APMHA Board of Directors and have 100% approval from the parents.
- You may want a parent volunteer to focus only on team tournaments.
- Tournaments must be approved by the LCMHL.
- Tournaments are priced anywhere from \$600-\$1200 or more to register.
- Tournaments are listed on the Hockey Eastern Ontario website <https://www.hockeysteasternontario.ca/tournaments/tournament-directory/>. This website is continually updated at the beginning, and throughout the season so keep checking back for new additions.
- For out-of-town tournaments located in Ontario, you can use the OMHA search tool found here <https://www.omha.net/findatournament>
- Confirm that you are registering for House League (HL) tournaments, not competitive.
- The earlier that you apply to a tournament the better chance you have of getting in the tournament as they are typically "first come, first served."
- To register for a tournament, you will require the following:
  - Official Team Roster,
  - Completed tournament application,
  - Tournament fee.
- Don't assume that you are in a tournament until you have confirmation from the tournament organizers.



- Stay in touch with tournament organizers.
- Don't forget to book accommodations for out of town tournaments as early as possible. Even if you are not assured entry in the tournament, you can reserve your hotel rooms ahead of time. Make sure you understand the cancellation policies in case you do not get accepted into the tournament.
- You may be sent a registration link by the hotel which the rest of the players can use to book – a hotel with a pool is usually a win! A team breakfast, lunch or dinner helps fill the time as well – so book reservations in advance.
- You may also want to reserve seating at restaurants, and at other team activities, to avoid disappointment. You will find other teams have similar ideas in mind.
- If there is a game conflict (scheduled league game during a tournament), it is your responsibility to try and find an alternate team or date before requesting a game switch from LCHML and APMHA.
- Remember to notify the APMHA Ice Scheduler (via your Convenor) of any changes (home or away) and update your online schedule with LCMHL. This must be done by December 1<sup>st</sup>.
- All tournaments generally require a copy of the signed Team Roster. This is provided to you by the AMPHA Registrar once you have submitted your Team Roster and it has been verified and signed off by District.

## ii) **Travel Permits:**

- Travel permits are required for all tournaments outside of our region (Hockey Eastern Ontario).
- All Travel Permits must be typed (not hand-written) and sent to the APMHA Registrar for approval and signature. The Registrar will then send the travel permit to the LCMHL Registrar to submit to HCR for approval of the Chair of District 4.
- If you know when your team is traveling, then please get the travel permits submitted early.
- Include all Affiliated players, just in case a rostered player can't make it at the last minute.
- Official rosters must match travel permits. Any affiliates on your travel permit must be on your roster, and vice versa.
- If traveling in Canada, complete the [HEO Team Travel Permit](#). Once signed by D4 and returned, you can then send it to the tournament registration.
- If traveling to the USA, please contact the President prior to booking for information.
- Verification of tournament sanctioning will be performed before approval by the APMHA President and District 4 Chair.
- Not sure if you need a Travel Permit? Please contact the [Registrar](#).

## iii) **Responsibilities**

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



- Cheque or e-transfer – the money for registering (do not provide cash)
- Official Roster – a team list including affiliated players – must be signed by the District Registrar

**iv) When preparing for the tournament you should have:**

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

## **BUDGET AND TEAM BANK ACCOUNT / TEAM TREASURER**

**i) Team Treasurer**

- Each team is required to have a treasurer to manage the finances for the season. The Team Manager or a parent volunteer can hold this position. We recommend having a parent volunteer take on this role as you will already have plenty of other tasks to fulfill.
- It is imperative the Treasurer handles all the team funds in a transparent manner and maintains an accurate record of all transactions (monies received and disbursements).

**ii) Team Budgets**

Team budgets are recommended to keep everything transparent including all sources of revenue and expenses. The budget will vary depending on the activities you plan for the season and how much income you generate to cover the expenses.

**iii) Team Bank Account**

- You will require a team bank account to manage your team funds. Each team needs to obtain a letter from the APMHA Treasurer to do so.
- Bank accounts are to be in the name of the team, no personal bank accounts are to be used.
  - For example, account name = APMHA U11-T2 2025
- When submitting the request to the APMHA Treasurer, please include the full (legal) name of the Team Treasurer and co-signor. Two people are required.
- It is important that accounts are opened at the beginning of the season and closed at the end of the season with a balance of zero.



- Should any money be leftover, the funds must be returned to the parents or donated to a local charity agreed upon by the parents.

## **TEAM FEES**

Team fees are a source of income which can be collected from each player to cover some of the team expenses such as tournaments, team parties, swag, etc. The Head Coach and Manager should decide at the beginning of the season whether there will be a team fee, and how much it will be.

A normal team fee ranges from \$50 to a maximum of \$250, per player. Once you determine the fee you are comfortable with, communicate the amount to the parents for collection.

## **FUNDRAISING / SPONSORSHIP MONEY**

- If you would like to keep your team fees low, you may want to fundraise. Fundraising is a great way to raise additional funds for purchasing trophies, t-shirts and hats, tournament fees, and extra ice. Fundraising is a great way for your team to bond and help your community.
- APMHA does not receive any of the funds raised by your team. All Sponsorship money obtained by the Team is to be made payable to the team bank account name, and not the Association.
- Confirm with your parents if this will be something your team would be interested in doing as it may have an impact on your team fees.
- The Team Manager or a parent volunteer is relied upon to coordinate fundraising efforts on behalf of the team.
- A suggested sponsorship letter can be found [here](#).
  - Provide background about the team (level, league etc.), when they play and practice and welcome the sponsor to visit any time.
- All sponsors should receive a Thanks. A Sponsor Plaque is a very economical way to do this and can be ordered by the Manager on APMHA Photo Day.
- If sponsorship money is left at the end of the season, it cannot be returned to the parents. It must be used towards team activities, returned to the sponsor, or donated to a local charity upon agreement with the Level Convenor and Registrar.

### **i) Optional Sponsor Recognition**

- Banner
- Dressing room sign
- Pant shell logo (if applicable)



## **ATTENDANCE**

- Parents are to contact both the Team Manager and the Head Coach if their child will not be attending a game or a practice. It is important that the Head Coach knows who will be present at games and practices as it allows for adjustments to be made accordingly.
- This notice also gives the Head Coach the opportunity to call up an affiliated player to fill in for any absent player if need be. Refer to Player Affiliation above.
- If a child's parent cannot stay in the arena during a practice or game, the parent must notify Bench Staff in advance of leaving the arena. It is the parent's responsibility to ensure their child is cared for during the allotted ice time.
- The SportsHeadz app mentioned earlier can be used to track practice and game attendance.

## **TROPHIES**

- APMHA does not supply trophies for teams playing in the Lanark Carleton Minor Hockey League (LCMHL).
- If your team would like end of year trophies for the players, your team will need to purchase them.
- Gilks Sports & Promos supplies APMHA clubwear. They are a great place to start. You can contact them through their website <https://gilks.ca/>.
- Check with your vendor on delivery time and plan for a 2 to 3 week turnaround. More time may be required if you order at the end of the season as they will be busy.

## **END OF SEASON**

- All jerseys will need to be returned to the Equipment Director at the end of the season.
- Name bar will need to be removed and returned to parents, then jerseys must be washed (cold water and hung to dry) and returned on plastic hangers in the large jersey garment bags provided to the Head Coach at the beginning of the season.
- First Aid Kit / Trainer Bag and the puck bag with 20 pucks will need to be returned to the Equipment Director.
- All these items will need to be returned at the end of the season to the Storage Locker during the time frames that will be provided by your Equipment Director.

## **TEAM EVENTS**

### **i) APMHA Picture Day**

Each season, we have a yearly team/player picture day. Details for picture day will be provided to you at minimum, one week in advance by the picture day coordinator.

- You will be provided with instructions for the day including time.
- Photos will be taken upstairs at the Almonte arena on APMHA Day. Players will be wearing BLACK jerseys for photos AND their games that day.



- Insurance requirements with the Town of Almonte do not allow individual and team photos to be taken on the ice surface.
- It is the responsibility of each team to reach out to their visiting team's manager to ask them to wear their light coloured jersey that day.
- Players will wear their full gear for photos (except helmets and neck guards).
- U18 teams can dress in just jerseys if they wish.

## ii) **Team Get-Togethers:**

- Some teams choose to organize several social events throughout the year. Team Managers can organize these events, or you can have parent volunteers provide assistance.
- These may include:
  - Team Meet & Greet at the beginning of the season.
  - Christmas Parties
  - Parents Wine & Cheese
  - Team Potlucks
  - Team party at the end of season

## iii) **Year-end Recognition / Get Together Event**

- At the end of the season each team usually gets together to acknowledge all the hard work and dedication of the Coaches, players, parents, and of course, the Team Manager. This gives everyone an opportunity to celebrate the season.
- \*\*\*\*Be sure you have budgeted for player year end gifts, if providing, and thank you's to the Coaching Staff
- \*\*\*\* If funds are required for these events be sure that you have budgeted and approved team funds to host them with your families.
- Special event permits may be required. Please contact your Level Convenor to determine if one is required.

## **ADDITIONAL RESOURCES**

The Internet can be a tremendous resource of information about youth hockey and the sport in general. In general, league information on rules, directions to rinks, and just about anything you would want to know about our program is found at our own site <https://apmha.org/>.

- The contact list for the APMHA Board of Directors <https://apmha.org/Staff/1113/>
- <http://www.hockeycanada.ca>
- Hockey Canada have a Managers Handbook accessed through their website <https://www.hockeycanada.ca/en-ca/news/2007-gn-075-en>
- <https://www.hockeyeasternontario.ca/>
- <https://lcmhl.ca/> for the teams playing within the LCMHL, the rules, regulations and standings are available.



**Good luck during the season  
and remember HAVE FUN!!**

