

# Manager's Handbook



2023 - 2024

Welcome to another season of Lynx Hockey!

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# Team Budget and Financial Statements

## Team Budget

- The team budget is one of the most important items, so it is critical to make sure it is accurate. If you budget too low, you will need to ask for more money from families. If you budget too high, you will end up with a balance that needs to be dealt with at the end of season.
- To determine the amount of money needed from each team member through - out the season, it is imperative to set a team budget that captures all expenses that will be incurred by the team throughout the season.
- This budget should include both anticipated revenue and expenses **AND come to a zero balance.**
- Once you have determined how much money the team anticipates bringing in and how much money the team will spend, you can calculate how much each player needs to contribute to the team.
- A Team Budget is required to be prepared and forwarded to the LGHA Executive by the 31st day of October. SEE EXAMPLE in [APPENDIX A](#)
- This Budget does not need to be complicated. Please outline your plans for funds brought in, and plans for what your team plans to spend funds on during the season.

## Team Financial Statements

- Team financial statements **MUST** be forwarded to the LGHA Executive by the 31st Day of December, and the 31st day of March.
- Team financials must be completed using the attached spreadsheet. Please follow this link and “create a copy” for your own use.

[Team Budget and Financials Editable Spreadsheet \(MAKE A COPY\)](#)

[Printable Budget and Team Financial Statements](#)

- Please send to or share with the Treasurer Jolene Phillips and Vice President Pippa Stephenson.
- You **must** also send a copy of these statements to parents.
- Financial statements do not need to be complicated. The document simply needs to capture the amount of money that was brought in for revenue and the items that are paid for.
- Any funds left over at the end of the season should be donated to a charity of your team’s choice.

# Team Bank Account

## Bank Accounts

- Bank accounts are not mandatory at this point.
- The LGHA does recommend that your team opens a bank account and accounts for any fees on that account in your team budget.
- A letter to financial institutions from the LGHA is attached in [APPENDIX C](#) that can be used when setting up an account. Some banks require this letter.

## Team Income

### Player Fees

- Determining fees for players will be based on the team budget.
- These fees will be higher or lower depending on how many players are rostered to your team .
- This will also be dependent on the level of hockey (eg: U18 A needs a higher budget than U11 B, due to 1.5 hour ice slots and higher referee fees).
- Player fees generally range from \$200 - \$600, depending on the budget set.
- Fees can be collected at any time **AFTER LGHA registration fees have been paid in full.**

### Sponsorships

- Sponsorship is a way for teams to increase their revenue and lower the cost to parents. ***It is not to be used as a rebate program for parents. This means that parents cannot use sponsorship as a means to pay their players registration fees.***
- Each team has 2 association sponsors: One for their home and another for their away jerseys and will be provided with sponsor bars.
- Additional Sponsorship comes from local businesses that members of your team can secure sponsorship from.
- The more money raised from sponsorships, the less team fees families will have to pay for the season.
- All money raised from sponsorships must be reported to families and the Lynx organization via Team Budget and Financial reports in Dec and April.
- Please be sure to treat your sponsors well.
- Please get creative in the way you recognize sponsors.
  - Sponsors can be recognized in many ways, through printing on team t- shirts, helmet stickers, patches for hockey bags, window stickers, etc.

- Sponsor banners for the arena lobby are also another way to recognize sponsors if your team secures enough in sponsorship to warrant the cost of the banner .
- Additional Sponsors can be added to your team website homepage.
- An LGHA sponsorship letter is available on the LGHA website.
- Sponsors wishing to assist you team financially will need to e-transfer their sponsorship to our [treasurer@lgha.net](mailto:treasurer@lgha.net) and **make note of which team they are sponsoring.**
- Funds will then be dispersed to your team.

## Fundraising

- Fundraising is meant to be used to enhance and supplement the program that is paid for by the parents.  
***It is not to be used as a rebate program for parents. This means that parents cannot use fundraising as a means to pay their players LGHA registration fees.***
- It is a means to allow an extra team party, player awards, extra practice ice, a team bus, etc.
- LGHA **does not** have a current Lottery License, **so teams must not conduct any raffle, lottery, 50/50 or other chance-based game for fundraising at this time (we are in the process of working with the city to obtain a license for the start of the hockey season)**
- Fundraising should be done with a whole team approach, where everyone on the team benefits from the fundraising.
- All teams are encouraged to fundraise for their team during the season. There are many non-raffle type fundraising activities that teams can do to generate team funds.
- All money raised from fundraising activities must be reported to families and the Lynx organization via Team Budget and Financial reports in Dec and April.
- **Any fundraising initiatives must first be communicated to the Fundraising Chairperson - Denise Marsh who will obtain Executive/Board approval.**

## Team Expenses

### Ice Fees

- City of Kawartha Lakes Ice = \$160 per hour (approximately)
- Ice is requested and paid for by the LGHA executive.
- Please contact our ice scheduler Kellie Hayman for ice related inquiries.

### Referees and Timekeepers

- Referee costs vary by division and level

- Teams will be provided with a float for the year for referee fees for regular season and playoff games.
- The float MUST be included in your budget and financial reports
- Each team is responsible for scheduling their own Timekeepers.
- Referees and Timekeepers are paid in cash at the game, so be sure to have the correct cash on hand to pay the referees before/after the game.

## Tournament Fees

- Fees vary - expect each tournament to be between \$1,200 and \$2,000.
- Check the OWHA website regularly for a list of tournaments or check other team websites to gauge costs.

## Lynx Jerseys/Socks

- Rep teams will be provided with 2 sets of Jerseys for the season (Home and Away)
- House League teams will be provided with one set of Jerseys for the season.
- Teams are responsible for attaching name bars and sponsor bars in such a way that addition and removal do not damage the jerseys.
- If players are to keep their own jerseys, they must be kept in a garment bag when traveling to and from games.
- All teams will be provided with one team set of socks.

## Practice Jerseys/Socks

- Teams can order practice jerseys and socks if they choose to.
- Game jerseys are NOT to be used in a practice setting.

## Team Photos

- Lynx Photos will take place on November 24th at Lindsay Rec Centre 4:30 - 9pm.

## Water Bottles

- It is an OWHA rule that each player have their own water bottle, clearly marked with their name.
- Either the team must supply them or the team must ensure each player has their own.

## Other Expenses to Consider

- Team events
- First Aid Kits
- Extra Bench Staff insurance?
- Sponsor Banners

- Team Supplies (pucks, pylons, equipment repair items, tape, etc.)

## Team Apparel

- Ordered through Ontario Graphics.
- Please contact Josh Polmans - [josh@ontariographics.ca](mailto:josh@ontariographics.ca)

## OWHA League Championships

- You will also be responsible for fees that are associated with the OWHA League Championships.
- Information on that will be shared as soon as associations are made aware.
- You only attend both OWHA Championships if your team qualifies, which is determined after playoffs.

## OWHA Provincials

- You will be partially responsible for fees that are associated with the OWHA Provincials.
- The fee for Provincials in the 2022/2023 season was: \$1200.00 per team
- The Lynx association traditionally covers a portion of this cost of our teams that qualify.
- You only pay for OWHA Provincials, if your team qualifies.

## Ice Allocation

- Ice is booked and allocated by our Ice Scheduler Kellie Hayman
- Rep teams (5 ice slots over 2 weeks)
- House League (3 ice slots over 2 weeks)

## Tournaments

- A listing of all 2023-2024 OWHA sanctioned tournaments can be located at: <https://www.owha.on.ca/content/competitive-listing>
- Most early season tournaments book quickly, it is not unreasonable to be booking September tournaments in June.
- Tournaments can be paid for using personal funds, or use our LGHA website to request for us to pay your tournament fees for your team.
- Tournament fees paid by LGHA must be paid back 2 weeks prior to your tournament.

## Hotel Accommodations

- For away tournaments, make sure you book hotel rooms as early as possible.
- Several tournament organizers use a central booking agency called HTG SPORTS. This takes away the need for the manager to do all the administrative work.
- How it works:

- You will be directed to the appropriate HTG hotel booking site through the tournament website.
- The site will list all the hotel options available and provide details about the hotel and hotel room styles available.
- You then select your hotel of choice.
- You will be emailed a link to send out to parents, which will allow parents to individually go online and book their hotel room.
- There will be a cutoff date that they must have their room booked by.
- You will then go onto the website and click the button that says “Submit Completed List”.
- Be sure to do this step by the specified date.
- This will send notification to HTG Sports that your teams has booked all their rooms.
- HTG Sports will communicate all the details to the hotel.
- HTG Sports will send all parents their hotel confirmation numbers.
- You then proceed as normal and check-in to the hotel as per hotel policies.

## Police Checks / Insurance / Respect in Sport

- All staff must obtain a criminal records check (CRC) every year. This MUST include Vulnerable sector screening (VSS)
- All staff MUST submit a copy of their police check online via RAMP.
- All police checks are due by October 1, or sooner, if your team is on the ice before this date.
- As you add staff, please ensure checks are provided prior to staff being involved with your team.
- Anyone who does not have the above documents will be removed from your staff until these are submitted.
- The LGHA will cover insurance for 5 bench staff for each team.
- Additional staff insurance is to be paid by the individual team.
- Please ensure that each of your registered staff members are certified for the position they are registered as.

## Team Registration

- Every single player on your team must go onto the LGHA website and register and pay the registration fee. Once every player on your team has registered and paid, you will receive an OWHHA official roster. It is a good idea to have the copy of your OWHHA Roster laminated for safe keeping. You are required to have the OWHHA roster available for examination if requested at all games. You will require a copy of your roster when you register at a tournament. It is suggested you have a copy in your trainer’s kit and a copy with the manager.



- Please complete the [LGHA Team Roster Information Sheet](#) and submit it to our treasurer, registrar and vice president as soon as possible. Please **MAKE A COPY** of the form before attempting to edit.
- Be sure to double and triple check names and birthdates on the waiver, prior to signing. It would be advisable to have player number selections completed as well before sending.

## Important Dates

- Please refer back to this section, as dates will be updated once details become available.
- TBD - Final date for associations to identify to League any changes to team(s) category to match OWHA category. Any request to change your teams OWHA category (to go from U11 BB to U11 B) must be submitted and approved by the LGHA executive.
- TBD – First Day of Regular Season
- January XX, 2024 - Player & Team Playoff Exemption Requests Due (Form on Website) - LLFHL Rule 2b. (permission for a player who does not have the required number of games played to be eligible for playoffs)
- \*\* Dates as per previous seasons, subject to change with introduction of OWHA Southern League\*\* January 2024 – March 2024 – Provincial Playdowns Occur (exact date TBD) January 2024 - Regular Season Ends (exact date TBD) January 2024 - Round 1 of Playoffs Begins (exact date TBD)
- February 2024 - Round 2 of Playoffs Begins (exact date TBD) March 2024 - Round 3 of Playoffs Begins (exact date TBD)
- End of March – OWHA Southern Championships (Location: GTA)
- Beginning of April – OWHA Provincials

## Communication

- Keep parents and players informed. Use our LGHA website, email and good old-fashioned talking. Your LGHA team web page can be tailored to your use. Schedule information is up-to-date and provides parents with the most current and best information for your team and the association. There are several good communication app's available which will send information to cell phones for short notice communication. REMIND is one such app.
- Weekly ice time reminders are a good idea. Generally, on Saturday or Sunday a reminder can be sent out to each family with the weeks plan

## RAMP

- All games are recorded through a system called RAMP. We will be providing more information about RAMP as the season gets closer. RAMP is an online APP.

## Game Results

- All game results will populate from RAMP to the OWHA Southern Stats page.

## Regular Season Games

- Usually 20-24 games
- This is solely determined and communicated by the OWHA

## Exhibition and Tournament Games

- All exhibition or tournament games must be logged into RAMP.
- **NO exhibition games OR any other type of game** to be played *between June 1st and August 14, 2023.*

## Suspensions

- If there is a suspension assessed to a player or member of the team staff during any game, the a copy of the suspension in RAMP (screen shot) must be submitted within 24 hours to the OWHA (or prior to your next game, if your next game is sooner such as in a tournament).
- It is each team's responsibility to submit the details to the OWHA and the LGHA contacts.
- When sending in a copy of the suspension in RAMP, you **MUST** copy both the VP, Pippa Stephenson, OWHA Rep, Josh Polmans and the President, Grant Dafoe at lynxpresident@lgha.net. The OWHA will assess the suspension and reply with the number of games the player or staff member is expected to serve before returning. If the suspension does not get submitted to the OWHA within 24 hours, the risk is that more games will be added to the suspension, so please ensure the OWHA and above LGHA contacts are sent the details.
- **REMINDER:** When a player or team staff member is serving a suspension, the suspension **MUST** be submitted to the OWHA within 24 hours.
- We will communicate further the process for RAMP and indicating suspensions, as this was not overly clear last year.

# APPENDIX A

## Team Budget Example

Revenue		Budget Amount	Actual Amount
Initial Player Payments			
16 players x \$100		\$ 1,600.00	
Fundraising - bottle drive		600.00	
Sponsorships		4,500.00	
<b>Total Revenue</b>		<b>\$ 6,700.00</b>	
Expenditures		Budget Amount	Actual Amount
Tournaments x 3		\$ 4,500.00	
Timekeepers 12 games x \$20		240.00	
Provincials		500.00	
Coaching supplies		200.00	
Helmet Stickers		200.00	
Team extras		560.00	
Goalie Training		500.00	
<b>Total Expenditures</b>		<b>\$ 6,700.00</b>	
<b>Expected excess revenue</b>		<b>MUST BE \$ 0</b>	

# APPENDIX B

## Team Financial Reports Example

Financial Report: Beginning of Season - December 31, 2022

<b>Starting Balance:</b>	<b>Beginning of Season 2022</b>	<b>\$ 0.00</b>
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### REVENUE

<b>Received From</b>	<b>Description/Justification</b>	<b>Amount</b>
LGHA	Float for referees	\$ 700.00
Local Business	Sponsorship for practice jerseys	\$ 1,000.00

<b>TOTAL REVENUE</b>		<b>\$ 1,700.00</b>
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### EXPENSES

<b>Paid to</b>	<b>Description/Justification</b>	<b>Amount</b>
Lindsay Sportsline	Practice Jerseys for team	\$ 850.00
Referees - oct 12	Ref fees	65.00
Joey Timekeeper	Timekeeper - oct 12	10.00

<b>TOTAL EXPENSES</b>		<b>\$ 925.00</b>
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<b>Ending Balance:</b>	<b>December 31, 2022</b>	<b>\$ 775.00</b>
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# APPENDIX C

## Team Bank Account - Letter to Financial Institutions



# LINDSAY GIRLS HOCKEY ASSOCIATION

June 10, 2023

To whom it may concern:

The Lindsay Girls Hockey Association (LGHA) encourages all individual teams to open a bank account for the purposes of conducting business for their team throughout the season. This account will be used primarily to collect transfers from the LGHA association and to pay for team expenses. This account is meant to remain open for the current season and be closed no later than April 30, 2024. We recommend that the team manager retains signing authority on this account where possible. If you require 2 team officials to have signing authority, the team may choose who the 2nd signer is. Usually, this would be a coach.

Considering our association is a not-for-profit organization dedicated to the children and families we serve in this community, we would ask that fees on this account be on par with your most economical plan or discounted if at all possible.

Thank you for your consideration.

If you require more information, please don't hesitate to contact me.



Grant Dafoe

President

Lindsay Girls Hockey Association

[lynxpresident@lgha.net](mailto:lynxpresident@lgha.net)

