

# Manager's Handbook



**2023 - 2024**

Please note this Handbook is continually updated - Please check our website for the most up-to-date information

**UPDATED:** September 9, 2023

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.
- Instructions for use of these statements are included in [APPENDIX A](#)
- You **must** also send a copy of these statements to parents.

# 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 are not permitted to exceed \$600 per player. (passed at recent meeting)
- 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)**
- 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 - Mona Lisa Routh 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
- These must only be used for referees and timekeepers during regular season and playoff games. Any funds left over must be returned to the LGHA.
- 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

- Please visit our website for information about team photos this season.

## 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

- May be ordered from any vendor at this time.

## 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 (approximately 5 ice slots over 2 weeks)
- House League (approximately 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 (approximately \$150 per staff member)
- Please ensure that each of your registered staff members are certified for the position they are registered in.

## 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 OWHA official roster. It is a good idea to have the copy of your OWHA Roster laminated for safe keeping. You are required to have the OWHA 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 conversation. 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, Melissa Murray 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 Financials Instructions and Examples

### Team Financials Breakdown

- 1- Make a copy using your team eg.U18A as the name, it will be a view only mode until you do!
- 2- Three tabs at the bottom are your 3 files Budget, Financials and your Ref/timekeeper cashfloat

#### Budget

Shows your families and our board how you plan to raise money and how you plan to spend it. Remember you should not have an excess balance. Families can be asked to pay a MAXIMUM of \$600 in player fees, but ideally the team will fundraise and get sponsorships to cover the budget before asking families.

	A	B	C	D	E	F
1	Team Budget- Team name/coachs name/managers name					
2	Team Budget- Team name/coachs name/managers name					
3	Revenue		Budget Amount	Actual Amount		
4	Refs and Time Keepers (LGHA)					
5	Player Fees					
6	Fundraising					
7	Sponsorship					
8						
9	Total Revenue		\$0.00	\$0.00		
10						
11	Expenditures		Budget Amount	Actual Amount		
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

#### Financials

This is where you will track every penny coming in and going out of your account, everything on your budget will show here from tournaments, sponsorships, fundraising money, expenses etc.

	A	B	C	D
	Actual Bank Account Balance when closed			
	REVENUE			
	Received From	Description/Justification	Amount	
0				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				\$0.00
17	EXPENSES			
18	Paid To	Description/Justification	Amount	
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Ref/Timekeeper Cashfloat-

The Lynx organization provides the team with a float of \$1500 for rep and \$1000 for houseleague. This money is strictly used to cover some training supplies (\$50) and all league game expenses(refs and a timekeeper @ \$15/hr) throughout your season. Any exhibition games are not to be included or paid using this float. At the end of the season the team will return any unused balances to [treasurer@lgha.net](mailto:treasurer@lgha.net)

1	LGHA TEAM #		Coach:		Manager:			
2	date							
3		STARTING BALANCE						
4								
5		INCIDENTALS- (trainers kit allowance of \$50)						
6								
7								
8								
9		Total Incidentals						\$0.00
10		REFEREES			TIME KEEPER			
11	Date	Names	Mileage	Game Fee	Name	Fee	Total	
12								
13								
14								
15								
16								
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26								
27								

ALL Teams will submit a copy to the treasurer @ [treasurer@lgha.net](mailto:treasurer@lgha.net) , the VP @ [vicepresident@lgha.net](mailto:vicepresident@lgha.net) and families on or before Dec 31 and March 31(or if heading to provincials after the team has finished)

Please feel free to contact Jolene at anytime for any and all questions.

# APPENDIX B: LGHA Expense Reimbursement Form



For Office Use Only	
Approved by:	
Amount:	
Cheque/Transaction #:	
Date:	

## LGHA Expense Report

(Please submit to [treasurer@lgha.net](mailto:treasurer@lgha.net) or in person)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Date:</b> (mm/dd/yyyy)	<b>Description:</b> (ie. name of meeting, committee, activity, or task)	<b>Amount:</b> (attach receipts)
<b>Totals:</b>		<b>\$</b>

LESS advance (if applicable)	\$
<b>Expense Claim:</b> (reimbursements will be made by <u>e-transfer</u> unless a cheque is requested)	<b>\$</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All claimed expenses **MUST** be accompanied by receipts.

# 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.

A handwritten signature in black ink, appearing to read "G. Dafoe". The signature is stylized and fluid.

Grant Dafoe

President

Lindsay Girls Hockey Association

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

