# Lorette Minor Hockey (LMHA)
# Coaches & Managers Guide
# 2026-2027 Season

Thank you for volunteering as a Coach or Manager. With your leadership, your players and parents will enjoy a successful hockey season. Over 210 children from age 4 through 17 will proudly wear a Comets jersey, develop their hockey skills, and grow in their love of the game. The keys of success will be good planning and communication with team staff, parents and the LMH board.

## 2026-2027 LMHA Board

| | |
|---|---|
| Ryan Kristalovich | **LMHComets.President**@gmail.com |
| Miguel Rondeau | **LMHComets.VP.U7.U11**@gmail.com |
| Kurt Carter | **LMHComets.VP.U13.U18**@gmail.com |
| Jacquie Manaigre | **LMHComets.SecretaryU7.U11**@gmail.com |
| Laura Tremblay | **LMHComets.SecretaryU13.U18**@gmail.com |
| TJ Ehmann | **LMHComets.Registrar**@gmail.com |
| Leanne Slatcher | **LMHComets.Treasurer**@gmail.com |
| Michelle McMurray (Games) | **LMHComets.Ice**@gmail.com |
| Autumn Patton (Practices) | **LMHComets.Ice2**@gmail.com |
| Jaret Pelda | **LMHComets.Development**@gmail.com |
| Barrett McDonnell | **LMHComets.Equipment**@gmail.com |
| Melanie Charles | **LMHComets.FemaleDirector**@gmail.com |
| *Vacant* | **LMHComets.Fundraising**@gmail.com |
| Marty Saive | **LMHComets.Referee**@gmail.com |
| Lucy Ritchot | **LMHComets.Member1**@gmail.com |
| David Sarrasin | **LMHComets.Member2**@gmail.com |

## 2026-2027 Division Representatives

Each division has a LMH board representative with whom parents, coaches and managers may ask questions or raise concerns. Also see the Parent Representative section.

| | | |
|---|---|---|
| U7 | Lucy Ritchot | **LMHComets.Fundraising**@gmail.com |
| U9 | Barrett McDonnell | **LMHComets.Equipment**@gmail.com |
| U11 | Melanie Charles | **LMHComets.FemaleDirector**@gmail.com |
| U13 | Autumn Patton | **LMHComets.Ice2**@gmail.com |
| U15 | Marty Saive | **lmhcomets.referee**@gmail.com |
| U18 | Laura Tremblay | **LMHComets.SecretaryU13.U18@**gmail.com |
| Female (All) | Melanie Charles | **LMHComets.FemaleDirector**@gmail.com |

## Association Constitution

Lorette Minor Hockey is governed by a constitution of by-law's & policies and our mission is to provide a safe, enjoyable, and competitive hockey experience for all members of the community. The board of directors encourages all members to review and become familiar with their roles & responsibilities whether they are a coach, manager or parent which is located on our website. LMHA Constitution

## Respect in Sport (RIS) for Parents

Hockey Manitoba requires at least one parent/guardian to complete the 1-hour online RIS for Parents program by **November 1**. Should certification not be obtained by November 1, the player will be ineligible to participate until one parent/legal guardian is certified. The fee is $12, paid by credit card. Once completed, you are certified. Currently Hockey Manitoba does not have plans for recertification. RIS for Parents is not the same as the RIS for Coaches and Activity Leaders (see below). Completion of RIS for Coaches and Activity Leaders is not sufficient for satisfying the requirement for one parent/guardian to complete RIS for Parents.

http://www.hockeymanitoba.ca/members/respect-sport-parents/

## Coaches & Safeties

**Respect in Sport (RIS) – Coaches and Activity Leaders:**

All team staff (coaches, managers, safeties) must complete **Respect in Sport (RIS) – Coaches and Activity Leaders** by **December 1**. Beginning in the 2017-18 hockey season, Sport Manitoba initiated a 5-year re-certification policy which applied to all coaches, managers and safety people who take the Respect in Sport – Coaches and Activity leaders online course. This means that for the 2026-27 season any team staff that completed their Respect in Sport prior to 2021-22 are required to retake the Respect in Sport – Coaches and Activity Leaders online course. The policy has been put in place as a result of multiple changes that have been made to the Respect in Sport course designed to reflect the current climate. The course now includes more material regarding online harassment and cyber bullying as well as other needed updates
http://www.hockeymanitoba.ca/coaches/respect-in-sport/

**Vulnerable Sector Check (VSC) & Criminal Record Check (CRC):** A Vulnerable Sector Check with the Criminal Record Check is required once you have been selected as a coach, manager or safety representative (see below for the application process).

All required checks must be completed by November 1, 2026 — no exceptions.

***New*** CRC's are required every three years. If you have a copy of your CRC with the VSC from 2025 this would be accepted for the 2026/27 season.

**Coach Requirements:**

Coaches must achieve "Trained" status by **December 1**. This includes:

i) RIS – Coaches and Activity Leaders;
ii) Vulnerable Sector Check (VSC)
iii) Online modules through Hockey University (HU); and
iv) Attending an in-person coach clinic. The course you require is specific to the division/category you coach and if you are head or assistant coach. See the chart at:
http://www.hockeymanitoba.ca/coaches/requirements
v) U7 Requirements Coach 1 & Skating 1: https://www.hockeymanitoba.ca/coaches/clinics/coach-1-intro-to-coach/

vi) U9 Requirements Coach 2 & Goaltending 1: https://www.hockeymanitoba.ca/coaches/clinics/coach-2-coach-level/

vii) U11 Small Area Games: https://www.hockeymanitoba.ca/coaches/clinics/coach-2-coach-level/

viii) U13 Checking 1: https://www.hockeymanitoba.ca/coaches/clinics/checking-skills-1/

***Note: U11 originally required Puck Control however that course is not available at this time so it has been replaced with Small Area Games*

**Hockey University (HU):**

Hockey Manitoba's website states these fees apply (Visa & Mastercard only):

- HU – Online Coach 1 or 2, approximately 4 hours in length, $31.00 +GST
  Training & Clinics
- HU – Safety, approximately 8 hours in length, $25.00 +GST
  http://www.hockeymanitoba.ca/coaches/bench-staff/

**Coaching Clinics:**

Hockey Manitoba offers clinics from the middle of October to the end of November. All participants must complete RIS and HU online, and register online through eHockey. Training & Clinics

**Specialty Coaching Clinics:**

If interested, Hockey Manitoba also offers clinics on Teaching Body Checking, Developing Skilled Defensemen, Puck Control, Shooting & Scoring, Skating, Competitive (Small Area) Games, Coaching Goaltenders, Starting a Breakfast Club.
Instructional Stream

**Coaches Resources:**
Hockey Manitoba's website offers a variety of tools, including manuals, DVDs, practice drill sheets, information specific to division (U7, U9, U11), plus goaltending, etc.: http://www.hockeymanitoba.ca/coaches/coach-resources or http://www.hockeymanitoba.ca/players

At Eastman Minor Hockey, we are dedicated to supporting our coaches in their ongoing development and growth. We believe that investing in our coaches' skills and coaching philosophies is essential to providing a positive and enriching experience for our players. We encourage all of our coaches to take advantage of coaching clinics, workshops, and other resources to enhance their knowledge and expertise. Together, we can create a supportive and empowering environment for our coaches to thrive and succeed. Thank you to all of our dedicated coaches for your commitment to our players and the sport of hockey.

**Dressing Rooms:**
All managers & coaches are required to review and become familiar with Policy LMH003 Dressing Room Conduct located on page 39 of the LMHA_Constitution_Bylaws_Policies_April_2026.docx . This policy covers items such as change room rules with mixed gender team, music players & playlist, hazing, parent rules and supervision.

At no time shall an adult be alone with a child in a dressing room, LMH strictly prohibits this.

**Social Media:**
All LMH members will refrain from social media activities that will negatively affect the coaches, managers, players, other members, or the Board. Parents may only post pictures of their own child involving LMH events to social media. Team contact information is for the purposes of LMH activities only and should not be shared externally.

**Player & Coach Development:**
Throughout the season LMH will post information on the website, and send emails, about clinics and camps to further develop our coaches, players and goalies. We strongly recommend your participation.

**Goalie Equipment**
Goalie equipment will be provided, free of charge, by LMH to all levels U9-U18 when required. Please communicate this information to your team. To inquire about this equipment, please contact: LMHComets.Equipment@gmail.com

**Affiliated Players (APs):**

LMHA has a thorough policy on affiliated players which all coaches are expected to familiarize themselves with in order to ensure compliance with both the LMHA policy and Eastman Minor Hockey guidelines. It is available on the Resources page of the Lorette Comets website (https://lorettecometshockey.com/loretteminorhockey/Resources). For further clarifications on the policy, please contact your age group's board division rep.

When players are missing or injured, you can AP under the Eastman Minor Hockey guidelines in the box below. LMH requires that all AP plans must be agreed upon via head coach to head coach. Do not approach the AP's parents first. **All AP requests must first be discussed with your age group's board division rep, as per the AP policy, before above actions taken.**

Affiliated Players - AP's:
AP's are used when your regular rostered players are missing or injured.
- Please ensure you abide by rules, or game(s) will be forfeited – no exceptions

21. AFFILIATION POLICY
A) Affiliated Players will be allowed to a maximum of (regardless of roster size):
13 Skaters (no designated goalies)
13 Skaters and 2 Goalies for U11 and U13
15 Skaters and 2 Goalies for U15

B) Goalie positions are defined and may not be substituted for an additional skater.
Regional AAA, Regional AA, or League AA rostered players may not AP to a league team.
Page 10 of 18C) D) Authorization must be granted from the head coach of the AP's registered player or permission granted by the Association President.
An all female team in the EMHA League may only AP female players.
E) A player may only AP to a rostered team up to a maximum of 10 league games which includes playoffs.
F) Teams may only affiliate from teams of equal or lower levels as per the chart below.
****Any AP must be capable of competing at the level they are advancing to****

| TEAM | ELIGIBLE TEAMS TO AP FROM |
|---|---|
| U9A | U9B, U9C, U7 |
| U9B | U9C, U7 |
| U9C | U7 |
| U11A | U11B, U11C, U9A, U9B, U9C |
| U11B | U11C, U9B, U9C |
| U11C | U9C |
| U13A | U13B, U13C, U11A, U11B, U11C |
| U13B | U13C, U11B, U11C |
| U13C | U11C |

| TEAM | ELIGIBLE TEAMS TO AP FROM |
|---|---|
| U15AA | *See U15AA Operations Policy |
| U15A | U15B, U15C, U13A, U13B, U13C |
| U15B | U15C, U13B, U13C |
| U15C | U13C |
| U18A | U18B, U18C, U15A, U15B, U15C |
| U18B | U18C, U15A, U15B, U15C |
| U18C | U15A, U15B, U15C |
| | |
| | |

G) Associations without an eligible team to ap from can request an exception to the chart above or ap from the next closest association with approval from the Eastman Director or the League Director.

## Parent Representatives

Each team will select a "Parent Rep," who is **not** a spouse/partner of a coach/manager. The Parent Rep will mediate any issues that arise between parents and a coach/manager. All parents must be reminded of their commitment to LMH's 24 hour rule – waiting 24 hours before voicing a complaint. Issues must be communicated via the LMH Formal Complaint Form. No issue will be discussed until the form is fully completed and issued to the appropriate representative. Should the Parent Rep not be able to resolve any issue between the parents and a coach/manager, the Parent Rep will contact the LMH board member representative for their division, as listed earlier in this guide. Should the board representative not be able to facilitate resolution, she/he may enlist the help of other LMH board members.

LMH recommends Parent Reps also complete the **Respect in Sport (RIS) – Coaches and Activity Leaders** online course. Deadline is December 1.

## Important Dates

**Lorette Minor Hockey:**

- Picture Day(s) – TBD
- Respect in Sport for Parents – November 1 deadline
- Respect in Sport for Coaches and Activity Leaders – December 1 deadline
- Coaches online training & in-person clinics – December 1 deadline
- Vulnerable Sector Check for Head Coaches, Assistant Coaches, Managers, and Safety Reps - November 1 deadline
- Lorette Calendar Lottery – December 1 (Managers turn in ticket stubs); Draws held Jan 4th and Feb 1st
- Equipment & AP Jersey return date - April 1st (subject to change)

**Eastman Minor Hockey (EMH):**

- League games - See chart below
- Provincials – For U11 and higher divisions. Hockey Manitoba changed the format and classification process. EMH league play will be suspended for the relevant divisions during provincial play down tournaments – dates TBA. EMH states teams not participating in provincials can use these dates for rescheduling games. Details and updates available at: http://www.hockeymanitoba.ca/provincials

## ***2026-2027 Dates & Black outs:***

| | | |
|---|---|---|
| Oct 16, 2026 | U13 | League Start Date |
| Oct 23, 2026 | U9 / U11 / U15 | League Start Date |
| Oct 30, 2026 | U18 | League Start Date |
| Dec 1, 2026 | U7 | League Start Date |

Start dates are all above.
Black outs noted below:

| | |
|---|---|
| Sun Nov 15, 2026 | Grey Cup (no game slots to be used at 3pm or after; refs unavailable) |
| Dec 21 to Jan 1 | Christmas break (starts & ends), league resumes Jan 2th |
| Feb 26- Feb 28 | U11 Coed, U13 Female Provincials (Black out wknd for all teams – teams in these divisions; can only use this wknd for rescheduling games if not partaking) |
| Mar 5 – Mar 7 | U13 Coed, U15 Female, U18 Coed Provincials (Black out wknd for all teams in these division– teams can only use this wknd for rescheduling games if not partaking) |
| Mar 12 – Mar 14 | U11 Female, U15 Coed, U18 Female Provincials (Black out wknd for all teams – teams in these divisions; can only use this wknd for rescheduling games if not partaking) |
| Feb 28 | U9 League Ends - do not have playoffs. Transition season starts Mar 1. |
| Sun Feb 14 | Super Bowl (no game slots to be used at 3pm or after; refs unavailable) |
| Feb 21 | League play ends. Mandatory that ALL games be played, otherwise fined. **Note** – No playoffs for U9 |
| Mar 1 | Playoffs start |
| Mar 24 | End of all Eastman leagues / playoffs, and season end. |

https://www.eastmanhockey.ca/eastmanminorhockeyassociation/FORMS

## Managers

Team managers are integral to a smooth, successful season. Some teams have one manager and some choose co-managers to share the responsibilities. Managers coordinate most off-ice activities, allowing the coaching staff to focus on team practices and games.

Once LMH sets the teams, coaches and managers should meet to determine expectations of the manager and coaches throughout the season. Some coaches may take on a larger role than others in planning exhibition games, tournaments and other team events.

It's also important to hold a parent meeting right away. Coaches, managers and all parents should discuss the season (ie. How many tournaments?) and identify other essential volunteer roles, etc.

**Team Volunteers:**

- **Parent Rep** – As noted earlier, your team's Parent Rep will be the liaison between parents and coaches. This person should not be a spouse/partner of any team coach and must remain neutral should issues arise. LMH recommends this parent complete the **Respect in Sport (RIS) – Coaches and Activity Leaders** by the December 1 deadline.

- **Equipment Manager** – This parent is responsible for both sets of AP game jerseys (home/away), handing them out before any games utilizing AP's, and collecting them after games.

- **Team Safety** – As explained in the "Coaches & Safeties" section, your Team Safety must complete HU and RIS – Coaches and Activity Leaders by Hockey Manitoba's December 1 deadline, as well as a VSC by November 1.

The Team Safety must ensure a complete First Aid kit is available at all practices/games. Kits can be obtained by contacting **LMHComets.Equipment@gmail.com**.

The Team Safety must have each family complete a medical form for their child. Keep the forms confidential, but have them at all practices/games should any emergency arise. If medical attention is required, health care staff must be informed of the player's medication/prior issues/allergies/conditions. Here is a link to the 1-page Hockey Canada form: https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf

**Rosters:**

A team's roster includes the players, Head Coach, up to 3 Assistant Coaches, Safety and Manager. Managers work with **LMHComets.Registrar@gmail.com** to finalize your roster ASAP. LMH's Registrar must submit all LMH rosters by October 15. Here are details from Eastman Minor Hockey guidelines:

Rosters:
All rosters need to be entered into HCR (Hockey MB Database) by each Association Registrar

- This happens prior to season start and needs to be approved by zone registrar before the 1st league game.
- Eastman asks that each player's jersey # be entered into the database system so that rosters view/print in player # order for comparisons to that of each teams' game sheets. Otherwise the rosters view in alphabetical order and game sheets are to be in listed in player # order. This is done by the Association registrars
- Each team is to be provided with a copy of their own 'approved' roster. This shows who is rostered and who isn't. Those that are NOT listed on the team's Approved Hockey MB roster cannot be on the bench or game sheet until approved! If a coach/or player is listed on a game sheet but not on approved roster, this is an illegal player and forfeit of the game will be assessed - no exceptions
- It is the team's responsibility to communicate with Association registrar when a player needs to be added or deleted from the team's approved roster. If this does not happen prior to the next game played and a player is not added or deleted accordingly, forfeit of game will be assessed which is very disappointing for all

**Game Operations:**

- **Time Keeper and Score Keeper** – Appoint 2 parents for each home game. At least one should be experienced. The parent with experience can train the other volunteer. You may want to set this schedule in advance, on a rotational basis, with the possible exception of coaches/managers. While working a game, the time keeper and score keeper must remain neutral. During warm-up of a game, the Referee will check the game sheet.

- **Game Sheets** – Managers must prepare game sheets for each home game, plus submit them to Eastman Minor Hockey within 24 hours (more specific details to follow below). Game sheet template can be found here.

  2"x4" stickers are a good way to save time, but game sheets can be handwritten. If using stickers, one copy must be on each of the 3 pages of a game sheet. You must list all players (full first/last name), coaches and safety.

Here are details from Eastman Minor Hockey guidelines:

Game Sheets:
Info at the top of each game sheet – is to be properly filled out at all times

- Game #'s are found on Eastman goalline website, under Divisions, then level & then schedule
- The date played is most important. If it was a rescheduled game, the date prior isn't necessary
- Please make sure teams are written on the correct home & away sides of the sheet
- Please ensure your proper level is indicated, especially after any realignment if you changed levels
- The VERIFIED BY: section below each of the roster listings, is to be signed each team verifying the players/coaches
- Please verify the game sheet after the game as well, to ensure the score was detailed correctly
- Even if a suspension happens, the game sheet is still required to be sent in by league deadline

Goals:
P = Period when goal scored
Time = Time when goal scored

SC = is the "scorer"
1st Asst = is the 1st assist
2nd Asst = is the 2nd assist

| SCORING | | | | | |
|---|---|---|---|---|---|
| NO. | P | TIME | SC | 1st ASST | 2nd ASST |
| 1 | 1 | 10:27 | 8 | 7 | 19 |
| 2 | 1 | 7:20 | 18 | 8 | 7 |
| 3 | 1 | 2:56 | 4 | – | – |
| 4 | 2 | 9:32 | 4 | 10 | – |
| 5 | 2 | 8:47 | 19 | 8 | – |
| 6 | 2 | 6:51 | 11 | – | – |
| 7 | 2 | 1:37 | 5 | 4 | 11 |
| 8 | 3 | 4:27 | 11 | 4 | – |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |

Penalties:
Per. = is period when penalty happened
No. = player No. Of player who got the penalty
Serv = player No. Serving the penalty
Offence = Penalty description/codes at bottom of sheet
Min. = how many minutes the penalty was assessed at
Off = When penalty was given
Start = When penalty starts/usually same as OFF time
On = When players goes back on ice after penalty

| Per. | No. | Serv | OFFENCE | Min. | Off | Start | On |
|---|---|---|---|---|---|---|---|
| 1 | 10 | 10 | H | 2 | 0:10 | 0:10 | 13:10 |
| 2 | 15 | 15 | H | 2 | 10:17 | 10:17 | 6:51 |
| 2 | 16 | 16 | INT | 2 | 8:23 | 8:23 | 6:23 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

When emailing game sheets to the statisticians, please follow the example below:

| | | | | | |
|---|---|---|---|---|---|
| Subject line: | Game sheet | Level | Game# | Date | Away team @ Home team |
| Example: | **Game sheet** | **AA** | **123456** | **Oct 30** | **Lorette @ Steinbach** |

- Please email a PDF or jpeg copy of game sheet. Please make sure copy is legible!!
- Game sheet team listings need to be SORTED by jersey # - not sorted alphabetically by name
- List by player # and then 1st/last name (as per example below)
- **Please put names as listed on your approved Roster**
- Do not put A. Smith or John D. as we don't know who that is
- **Every game sheet HAS to have a safety listed, as well as all coaches who are on the bench for that game**

- **Only those on your team's approved roster are allowed on the bench during a game.**
- **Stickers or Hand written, need to be like the below example & please write legibly**

Example:
U11 A - Association/team name
1 - George John (G)
3 - Fried Eggs
6 - Beef Medley
7 - Tom White
10 - Fig Nuton
12 - John Wayne
16 - Frank Hardy
17 - Tim Cook
18 - Jessie James
19 - Connor Tims
30 - Adam Grass (G)

8 - Brad Cake - AP (U9 A)
16 - Kirk Dunn - AP (U9 C)

Coach - Kyle Note
AC - Nathan Sombody
AC - William Smith
Safety - Clint Acer
Mgr - Greg John

- We ask that all registrars enter the jersey #'s per player into the HCR database, so that the rosters will be listed the same as what you are putting on the game sheets
- You should always be following your roster as that's what we refer to. So if something on your roster is different than your game sheet, you will get questioned
- Games may be forfeited if you have a player/coach listed that is not on your approved roster. Game sheets and rosters should match at all times
- The time keepers and Refs...need it sorted by jersey # order; then name (as per example above)
- When you submit an approved roster for a tournament, it should read the same as that of what you write on your game sheets. Easier for people who work with it afterwards
- There will be exceptions - like a jersey # change. That's fine - just cross off & write correct info beside. You don't have to rewrite the listing or start a new game sheet. Those exceptions will happen
- If you make stickers, they too should be listed like above example. Then just cross off players if not in attendance or change a jersey # last minute if the kid forgot theirs!
- Game Sheets must include GAME # at all times. Game #'s are found on goalline within your team's schedule
- Please make sure you have the correct game # at all times and include with all communication (ie: emails)

**MOST IMPORTANT if a player is not playing**....they NEED to be crossed off (best to keep your normal roster listing the same, and then just cross off the player that is sick or injured or missing). Then it shows clearly and the number count should match the players actually dressed & on the ice. Your game sheet is the proof of what the game was. If a player wasn't there, but wasn't crossed off - then you may have to forfeit if too many players are listed on game sheet especially when AP's are involved. Once game sheet is submitted that's the final record.

The opposing team's Coach/Manager will fill in their lineup and sign their side of the game sheet. The game sheet will be given to the referees after the game to sign

**Within 24 hours after a game, the manager must send the game sheet to Eastman's Eastman statistician, or the team will be fined $10 by Eastman.**

Here is a copy of the instructions:

**STATS (game) info page** **EMHA U9 - U11 - U13 - U15 - U18**

Rosters / Reporting Game Sheets / Game Changes

**EMAIL:** **emhastats@gmail.com** Rosters / Reporting Game Sheets / Game Changes

**League & Playoff game sheets only (unless suspension on sheet)**

***Exhibition Games*** – **Exhibition game info is to be emailed to emhastats@gmail.com & your assoc RIC. Your association RIC must enter the game in Horizon for referee assigning. EMHA will enter the game in teamlinkt as a courtesy for the calendar schedule.**

- Exhibition games do not count towards served suspensions.
- Game sheets do NOT need to be sent to us afterwards, UNLESS there is a suspension handed out during the game

***Rosters*** – **All rosters must be submitted on HCR & APPROVED prior to 1st league game.**

- Out of Region teams must send in approved HCR rosters to info@eastmanminorhockey.ca
- REGISTRARS – please enter jersey #'s into HCR for each team roster & tell coaches to enter players on game sheets sorted by jersey #, not alphabetically.

***Game Sheets*** - **Scan/email/photo - to the contact info above (PDF format is best!)**

- **Deadline for Game sheets is ***24 hrs after each game*** (League & playoff game sheets only)**
- ONE email per game please. Easier for us to process 1 game sheet at a time.
- Home team submits game sheet ***10.00 fine per late game sheet*** Send ASAP - even if late - we need regardless.
- Smart phones – pictures are best – but ensure they are clear, under bright lighting & close up. Ensure the whole game sheet is included in the picture! Nothing should be cut off. Try to avoid dark shadows while taking photos if possible.
- **AP's are to be clearly marked** on all game sheets – as AP or AP-G (for goalie) with level written beside each name.
- Email subject line:

**Subject line:** **Game Sheet Level Date Away team @ Home team**
**Example:** **Game Sheet U11A Oct 15 Spring Blue @ Landmark**

**IF THERE IS A SUSPENSION SERVED – Please note this on the subject line as SUSPENSION**
**If a suspension is not identified on the game sheet as being served, it will not count as a game served.**

***Game Changes*** – **Are to be reported to us immediately via email (as soon as there is a change)**

- **$10.00 fine per game when changes are not reported.**
  - **Cancellations and rescheduled games must be emailed to emhastats@gmail.com AND your local RIC.** Local RICs will be assigning all games except for U18B which uses EMHA assignor Kevin Boone boonebros2019@gmail.com.
- Games can be reported as TBA if new date is not confirmed yet. Report via email ASAP as it can be posted to website as new date, TBA, location/arena change, time change, etc. so people can see its being altered.
- The HOME team is required to email us on each change. When emailing changes, please include, the other team Mgr/or coach & your ref in chief within the email (& your association ice convener, if required)
- Game changes are to be agreed upon by both teams. 2 weeks' notice is also to be given unless both teams agree on short notice. PLEASE ensure local referees are available.
- Game cancellations must follow the EMHA League Constitution and the Cancellation due to weather policy which can be found on the website under Constitutions Tab.

- Email subject line = what the current details are
  Body of email = the change details

**Subject line:** **Game Change Level Date Time Away team @ Home team**
**(current details)** **Game Change U15B Oct 15 6:30pm Ste. Anne @ La Broq White**
**Body of email:** **Game Date changed to... Time changed to... location changed to... etc.**
**(change details)**

Source: https://www.eastmanhockey.ca/eastmanminorhockeyassociation/FORMS
Remember to monitor the Eastman website (http://eastmanhockey.ca) closely with regards to the schedule and game results. Mistakes can happen. If a game score is reversed, or sent in but the Eastman statistician did not receive it, then it can be dealt with quickly by watching the score, stats and notes posted for each game.

**Tournaments & Game Changes:**
Work with coaches/parents to determine which, if any, tournaments the team will enter. Discuss potential tournaments with coaches before telling parents. Coaches should decide if the tournament is a good fit based on the skill level of the team. Once tournaments are selected, managers are responsible to apply for entry, pay entry fees and make travel/lodging arrangements. Managers often reserve a block of rooms for the team and notify parents so they can claim their room from the list.

Lists of tournaments are posted at:
http://www.hockeymanitoba.ca/teams/tournaments/minor-hockey-tournaments and
https://www.eastmanhockey.ca/eastmanminorhockeyassociation/Tourneys
No tournaments are to be scheduled during playoffs.

If participating in an out-of-province tournament (eg. Kenora, Regina), you must apply for a Hockey Manitoba Travel Permit, and bring your permit with you to the tournament. There is a $20 fee and processing generally takes 1-2 weeks. Don't leave this task to the last minute.
http://www.hockeymanitoba.ca/teams/travel-permits

When researching out-of-town tournaments, be aware that age divisions may be labeled differently depending on the host organization:

| WINNIPEG | SASKATCHEWAN | ONTARIO | ALBERTA | NORTH DAKOTA |
|---|---|---|---|---|
| **U11 A1**<br>U11A1 | **U11 A1**<br>U11 A | **U11 A1**<br>U11 A | **U11 A1**<br>U11- 2 | **U11 A1**<br>Squirt B1 |
| **U13 A**<br>U13 A1 | **U13 A**<br>U13 A | **U13 A**<br>U13 A | **U13 A**<br>U13- 2 | **U13 A**<br>U13 B1 |
| **U13 AA**<br>U13 AA | **U13 AA**<br>U13 AA | **U13 AA**<br>U13 AA | **U13 AA**<br>U13- 1 | **U13 AA**<br>U13 A |

| | | | | |
|---|---|---|---|---|
| **U13 AA**<br>U13 AA | **U13 AA**<br>U13 AA | **U13 AA**<br>U13 AA | **U13**<br>U13- 1 | **U13 AA**<br>U13 A |
| **Female U13 AA**<br>Female U13 AA | **Female U13 AA**<br>Female U13 AA | **Female U13 AA**<br>Female U13AA | **Female U13 AA**<br>Female U13 AA | **Female U13 AA**<br>Female U12 B |
| **U15 A**<br>U15 A1 | **U15 A**<br>U15 B | **U15 A**<br>U15 A | **U15 A**<br>U15- 1 | **U15 A**<br>U15 B1 |
| **U15 AA**<br>U15 AA | **U15 AA**<br>U15 A | **U15 AA**<br>U15 AA | **U15 AA**<br>U15 AA | **U15 AA**<br>U15 A |

Once your team is confirmed for a tournament (ie. Organizer accepted your application and processed your fees), you must notify **LMHComets.Ice@gmail.com** ASAP to (a) ensure LMH practice slots are not assigned to your team when you are away, and (b) start working on rescheduling any games that are set up for your team during the tournament dates.

If you are rescheduling a home game, you must work with the visiting team and LMH Ice Convenor to reschedule. If you are rescheduling an away game, you must work with the opposing team to reschedule.

Here is a copy about game changes instructions from Eastman:

Game Changes: **EMHAStats@gmail.com**

Game changes require communication & proper details in a quick and timely fashion

❖ In the event of your team requiring a change, or the opposing team contacts you requiring a change - please follow the chart provided

**Home team requires a change**

1. Email the away team Mgr ASAP - 2 wks notice is required for regular changes
**If due to weather**, please email & then CALL the opposing team as well.
- Association RIC & ice to be notified right away of cancellation
- Statisticians only require email after RIC & home ice is aware
- so deal with the opposing team, your RIC & your ice 1st in all cases
2. Contact your home ice convener for ice options for away team to choose from - or have ice options before hand to include in email to away team
3. Wait for away team response; follow up if necessary
4. Communicate with away Mgr to agree on a change
5. Confirm new date/time/location to ensure all is correct
6. When confirmed, HOME team includes statisticians in final email (follow game change - email format when emailing statisticians)
7. Watch Eastman Goalline website to ensure changes are updated correctly

**Away team requires a change**

1. Email the HOME team Mgr ASAP - 2 wks notice is required for regular changes
**If due to weather,** please email & then CALL the Home team as well.
- Association RIC & ice to be notified right away
- Statisticians only require email after Home team is contacted
- Please deal with contacting the opposing team 1st in all cases
2. Communicate with the other team, for ice slot options
3. Home team is to provide 3 slots to pick from
4. Agree between yourselves which slot works
5. Confirm new date/time/location to ensure all is correct
6. Home team will take care of home refs/ice changes/emailing statisticians
7. Watch Eastman Goalline website to ensure updated details are posted correctly

Emailed example:

❖ This example is required when sending it to the statisticians. They receive a lot of emails, so proper details are required or they cannot locate easily within the website to edit games

❖ Failure to notify the statisticians of a game change will be a 10.00 fine

| | | | | | | |
|---|---|---|---|---|---|---|
| **Subject line:** | Game Change | Level | Game# | Date | Time | Away team @ Home team |
| **ie:** | **Game Change** | **NA** | **456789** | **Oct 30** | **6:30pm** | **Steinbach @ La Broquerie** |

**Body of email: ie: Date changed to.....Time changed to....location changed to..... etc.**

Eastman posts all associations' team contacts at: https://www.eastmanhockey.ca/eastmanminorhockeyassociation/TEAMCONTACTS

**Team's Finances:**

The Manager must open a bank account in the team's name. The account is to require two signatures, generally the Manager and a Coach or a co-Manager.

Managers often collect money from parents to fund tournament expenses or team events. We suggest you estimate the total anticipated costs at the beginning of the season and collect from the parents to cover these costs at that time. This can prevent having to collect funds multiple times throughout the season.

Managers **must** keep a detailed record of all incoming and outgoing monies. Record which parent(s) the funds came from and exactly where any monies have gone. A copy of this ledger must be shared with each family once per month. Keep a copy of all receipts. The LMH board can request your records. If this occurs, the ledge and receipts for all expenses are to be made available to the board within 24 hrs. Remember, misuse of funds entrusted to you is considered fraud. Keep all bookkeeping transparent and available to those whose money is involved!

**Game Socks:**

Game socks for U9 and Female Teams: supplied by LMH but paid by team members. Managers will be required to collect the order from each family at the beginning of the season and responsible for collecting funds from the team. A **cheque** of total funds will be required upon pick-up of socks from LMH Equipment Manager.

Game socks for U11-U18 co-ed Teams: supplied through your initial Jersey and Sock order, paid upon registration. To purchase additional socks, please contact the LMH Equipment Manager (LMHComets.Equipment@gmail.com).

**Communications:**

The Manager will receive admin privileges to TeamLinkt where you can email your team, post your team's events/news/photos, add tournament games/results. TeamLinkt is a great tool to help keep track of everything. Should you need any help, our website has a link to the TeamLinkt Toolkit here: https://lorettecometshockey.com/resources/. If there are further questions, Managers can reach out to their age group's division board rep. Parents can also download the schedule from TeamLinkt to most smartphones.

Parents are to utilize TeamLinkt and update their players' availability in the app for all practices and games. Parents should give as much notice as possible when a player is going to miss a practice and especially a game, so that the coaches can plan their line up accordingly. This allows the coaches to utilize the AP Policy, to maximize development for everyone, and ensure that there are enough players available for every game If a last minute absence situation comes up, please ask the parents to update TeamLinkt but also send a separate email or chat through the app so that it is brought to the coaching staff's attention as soon as possible.

**Fundraising**:

Team managers co-ordinate your team's own fundraising. Managers also help **LMHComets.Fundraising**@gmail.com on LMH fundraising activities.

- **Calendar Lottery** – This is LMH's main fundraiser. For 2026-2027, tickets are $10/each. A family with 1 player has 12 tickets; with 2 or more players, 24 tickets. Managers will receive a list of ticket numbers assigned to their players. Managers are to collect all ticket stubs by December 1 and return to the Fundraising Coordinator. Parents pre-paid for the calendars with their registration fees, so Managers do not collect money.
- **50/50 Raffle -**LMH introduced an online 50/50 raffle. The funds raised will help each family indirectly in a number of ways with the hopes to keep registration costs down, assist with purchasing additional development equipment and fund programs.Tickets can be purchased online at Lorettecometshockey.com. Further details to be released.
- **Team-specific fundraising** – LMH has restrictions on team-specific fundraising. Selling more Calendar Lottery tickets is an option. For each extra calendar sold, LMH will return half the price (ie., $5/ticket) to help fund your team's expenses. Teams can decide if the funds will be divided equally among families or if the funds will go towards the family's contributions according to who sold extra calendars. 50/50 raffles at home games are popular. Managers can schedule volunteer parents to run the draws. Consider a rotational basis with the possible exception of coaches/managers. Ticket prices are at your discretion. Funds raised must be recorded in your team's financial ledger. Requests for any other team fundraising must be submitted in writing for approval by the LMHA board. Teams needing funds for travel costs for Provincials will require approval from the LMHA Board prior to raising funds.

**Playoff officials/mileage:**

For U13/U15/U18 divisions, Eastman assigns neutral head referees to playoff games. LMH Managers are to pay the head referees while the ice is being flooded during the game. You will pay the referee fee plus mileage for travelling to Lorette. If you don't know where the referee is from, be sure to ask so you pay the correct mileage. Keep a record of the playoff date, the referee's name and the amount paid so you can submit the information to **LMHComets.Treasurer@gmail.com** for reimbursement.

You may want to double check if these are the most current rates, at:

https://www.eastmanhockey.ca/eastmanminorhockeyassociation/Officials

| | 2026-2027 EASTMAN MINOR HOCKEY ASSOCIATION - RATES & FEES | | | | |
|---|---|---|---|---|---|
| | REFEREE 1 | REFEREE 2 | LINESPERSON 1 | LINESPERSON 2 | TOTAL |
| U9 | $ 30.00 | $ 30.00 | | | $ 60.00 |
| U11 | $ 35.00 | $ 35.00 | | | $ 70.00 |
| U13 | $ 50.00 | | $ 40.00 | $ 40.00 | $ 130.00 |
| U13AA | $ 55.00 | | $ 45.00 | $ 45.00 | $ 145.00 |
| U15B | $ 60.00 | | $ 50.00 | $ 50.00 | $ 160.00 |
| U15AA | $ 65.00 | | $ 55.00 | $ 55.00 | $ 175.00 |
| U15AAA | $ 70.00 | $ 70.00 | $ 55.00 | $ 55.00 | $ 250.00 |
| U17AAA | $ 75.00 | $ 75.00 | $ 60.00 | $ 60.00 | $ 270.00 |
| U18B | $ 90.00 | | $ 75.00 | $ 75.00 | $ 240.00 |
| U18AA | $ 90.00 | | $ 75.00 | $ 75.00 | $ 240.00 |
| U18AAA | $ 95.00 | $ 95.00 | $ 75.00 | $ 75.00 | $ 340.00 |

**https://www.eastmanhockey.ca/eastmanminorhockeyassociation/FORMS**

**Provincials:**

Lorette Minor Hockey Association (LMHA) will provide practices to newly formed teams such as a female team where a female team does not already exist.
LMHA will pay up to 50% of the cost of any playdown games required by LMHA teams.
Playdown games are games required to determine which teams represent Eastman in the Provincials Games cost includes ice rental and referee costs.
Game costs do not include transportation costs for players or teams. The cost of Provincials will be covered by the Team.

Sponsorship and team fundraising need to be approved by the Board.