



Coaches Handbook  
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## **MISSION STATEMENT**

The Lakeland Hockey Association (LHA) believes in creating an environment that fosters the skill development of all LHA players with an emphasis on fair play and the pure enjoyment of the game by its players. It will, to the best of its ability, be fair in team selections, ensure the quality of its coaching staff, and foster a balance between playing and winning. This program is created to stress sportsmanship, friendship, goodwill, strong values, and cooperation within its membership.

## **COACHES GUIDELINES**

LHA serves various levels of interest – ranging from competitive, to an "open to anyone who wants to play hockey" development focused experience. Tryouts and player evaluations are used to place players based on their level of skill, commitment, work ethic, team play, and positive attitude. Teams range from the most competitive to the least competitive within an age group.

LHA commits the same level of commitment, enthusiasm, and investment of resources to all teams. LHA recognizes that kids have the same desire to win, to develop their individual and team skills, personal values, and to have fun, regardless of the level of competition. LHA also recognizes that individual player needs and coaching requirements are different for each team. LHA encourages coaches to assess each player's individual needs to determine the best approach towards coaching the team.

LHA provides the following advice to coaches to establish the range of accepted behaviors regardless of the level of competition.

1. Coaches will conduct themselves consistent with these guidelines, the bylaws of LHA, the rules and regulations of the leagues and tournaments where we play, of MAHA, and of USA Hockey. The LHA CEP Director will make all of this information readily available.
2. Coaches will strive to develop the skills and game knowledge expected of their age group. The LHA CEP Director will provide skills progression information.
3. Teamwork is essential. Player attendance at practices and games is mandatory. Parents and players must place a priority on practices and games and do their best to juggle other obligations and manage their time around team commitments. Players and parents will be informed that poor attendance may impact playing time. Obviously there will be occasions where there are valid reasons for an absence, and this will be accommodated. Coaches are to be notified in advance of all absences.
4. All players are encouraged to pursue additional opportunities outside of LHA to develop skills and conditioning, both through additional hockey activities and other sports. LHA also encourages players to be involved in other activities in school, their community, and other areas of interest. This will make stronger athletes, better-rounded kids, healthier competitors and better hockey players.
5. It is inevitable that points 3 and 4 will lead to conflicts. Examples include the player missing a hockey practice to play in a football, soccer, or baseball game. Coaches need to accept that LHA encourages kids pursue activities outside of hockey. At the same time, players must acknowledge that absence from

- practices and games hurt both individual and team performance and accept that it may affect their playing time if conflicts cannot be managed effectively.
6. Coaches shall conduct high intensity, purposeful practices. Conditioning shall be improved and maintained. "Stand around" time shall be minimized for players. Practices shall be kept fun and fresh for kids. A balance shall be maintained between drills that reinforce skills through repetition, and repetitive drills that bore kids and discourage them from attending practice.
  7. Any coach can decide to sit a player down for poor attitude, disrupting the team, a lack of commitment, or for sufficiently poor attendance that impacts the effectiveness of his/her teammates. This step should not be taken unless the coach has first discussed the player's shortcomings with the player and his parents. This can be done without notice if the player has committed an egregious act during a game or practice.
  8. If there are problems with players or parents that a coach is not able to resolve to his/her satisfaction, the coach shall initiate the grievance procedure.
  9. The desire to win does not lessen the importance of the coach serving as a good role model to 100% of the players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for ref's regardless of a call, respect for the competition, and respect for each player in front of fans, teammates, and opposing players. Coaches will teach kids to be a class act, win or lose. Coaches will promote a strong work ethic to help LHA players develop a high level of determination and competitiveness.
  10. Coaches of teams with players of widely varying skills need to be adept at organizing practices to find a way to focus on kids with specific needs (e.g. basic skating skills) without holding back those kids that are developing more quickly. This way all kids can move forward vs. falling victim to the lowest common denominator.
  11. Head coaches are expected to have command of basic hockey skills – more the better, combined with a proven ability to motivate players and to teach all aspects of the game. Coaches on more competitive teams will have demonstrated past success coaching at a competitive level measured not by wins/losses, but in terms of player and team development and accelerating accomplishment throughout the season.
  12. Coaches shall hold a mandatory team meeting with players, parents, an LHA board member, and a Lakeland arena rep within the first 2 weeks of the season. This meeting shall clearly set expectations of all involved and is the basis for addressing individual issues with players or parents through out the year. If the coach decides to alter his approach as the season progresses, there shall be a follow-up meeting to reset expectations.
  13. Coaches shall recruit a Manager to act as point of contact between LHA, Players, Parents and Lakeland Arena.
  14. Coaches shall create a budget outlining the costs for the season (**See Appendix A**). This budget shall focus 80% of funds allocated towards hockey related expenses i.e. Tournaments, Extra Practice Ice, Clinics ect, the remaining 20% may be allocated towards non-ice related items i.e. Parties, Spirit Wear, Team Functions. This Budget shall be presented to team parents at the mandatory team meeting.
  15. Coaches shall create a list of team rules and disciplinary action. (**See Appendix B**). Disciplinary action for the most part, shall be of a progressive nature. These rules shall be enforced on a consistent basis. These rules shall be presented to

- the players and parents at the mandatory team meeting. Copies of these rules shall be given to the players/parents and VP of Travel or VP of House.
16. Coaches shall keep a record of attendance
  17. Coaches shall Document and keep record of any disciplinary action in accordance to the teams established rules.
  18. Coaches shall be required to enforce blatant infractions missed by referees during the course of a game. These infractions shall be of the types that are detrimental to the spirit of the game. It shall be at the discretion of the coach what disciplinary action shall be taken at the time of the infraction.
  19. These Guidelines are in effect at all times.

## **COACH'S CODE OF CONDUCT**

- I am responsible for the conduct of the players on my team. I will maintain order and control among all team members before, during, and after all games/practices.
- I am accountable for my team's "cheering section". If the "parent" code of conduct is breached, disciplinary action will be taken, up to and including forfeiture of the game (if the guilty party refused to vacate the premises).
- I will stress participation of all players, not just the more gifted ones. I will try to give each player an equal opportunity to learn the sport, by equalizing practice/game time as much as possible.
- I will exhibit good sportsmanship at all times.
- I will be a good role model for the behaviors I want my players to emulate. I will set positive examples at practices and games.
- I will treat each player as an important human being. Each player will have a different personality requiring different needs. I will be sensitive to those differences and show interest and concern for each team member.
- I will follow the rules of the game at all times.
- I will remember that the game is for the players, not the coaches.
- I will not criticize my players by belittling them.
- I will control my temper, and not use foul or inappropriate language while participating in related activities.
- I will start and end practices and games on time. I will notify parents and other impacted parties of any deviations.
- I will respect the opposing team and demand that my players do the same.
- I will respect the referees and not openly criticize them or tolerate my team criticizing them. I will remember that they are in control of the game and that they are humans and will make mistakes. Open confrontations with the Referees are a poor behavioral model for the players and parents. The Referees will have the last word; even if it results in me being asked to leave the game.
- I will not encourage any behaviors that would endanger the health and well being of any player.
- I will value skill development, fair competition and effort.
- I will follow all LHA, MAHA and USA rules and policies at all times and ensure that my players do the same.
- I will show respect to all equipment supplies and facilities (home & away) and demand my players do the same.
- I will place the emotional and physical development of the players ahead of my personal desire to win.
- I will demand an environment for the players that are free of alcohol, tobacco, and illegal drugs, and will refrain from their use at youth sports events.

- I will strive to make this hockey experience fun for all players.
- I understand that our teams will be playing under MAHA and USA Hockey Coaches Education Program which promotes sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

### **PLAYERS CODE OF CONDUCT**

- I will exhibit good sportsmanship at all times.
- I will follow the rules of the game at all times.
- I will respect and not criticize my teammates.
- I will control my temper.
- I will not use foul or inappropriate language.
- I will make every attempt to attend practices and games on time.
- I will respect my coaches and make every attempt to learn from them.
- I will work hard to improve my hockey skills.
- I will respect the opposing team and shake hands at the conclusion of the game.
- I will never taunt or yell at opposing players and or teams.
- I will respect the referees and not openly criticize them. I will remember that they are in control of the game, and that they are human and will make mistakes. The referees will have the last word, even if it results in me being asked to leave the game.
- I will follow all LHA, MAHA and USA Hockey rules and policies at all times.
- I will show respect to all equipment, supplies, and facilities (home and away)
- I will strive to have fun and help ensure that my teammates have a fun hockey experience as well.
- I will play hard and fair at all times.
- I understand that our teams will be playing under MAHA and USA Hockey Coaches Education Program which promotes sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

### **PARENTS CODE OF CONDUCT**

- I will not allow my children to “roam” the facility unsupervised
- I will exhibit good sportsmanship at all times, and demand that my child does the same
- I am accountable for good sportsmanship as part of the “cheering section”. If the parent code of conduct is breached, disciplinary action will be taken, up to and including the forfeiture of the game (if the guilty party refused to vacate the premises)
- I will be a good role model for the behaviors I want my children to emulate. I will set positive examples at the practices and games I attend.
- I will remember that the game is for the players, not the adults.
- I will allow the coach-to-coach and not yell directions to, or criticize my child by belittling him/her.
- I will only use words of encouragement from the stands and cheer for all players
- I will place the emotional and physical well being of my child ahead of my desire to win.
- I will make every attempt to make sure my child attends all practices and games in a timely manner.
- I will respect the coaches and demand that my child does the same. If there is a disagreement, I will speak to the coach in private. If there is still disagreement, I will contact the Division Representative and follow the grievance procedure.

- I will respect the opposing team and demand that my child does the same.
- I will respect the opposing team's coaches and parents and not engage in any confrontations with them.
- I will respect the referees and not openly criticize them or tolerate my child criticizing them. I will remember that they control the game. I will also remember that they are humans and will make mistakes. If there is a disagreement, I will allow the coach to speak to the referee and refrain from getting involved. The referees will have the last word, even if it results in me being asked to leave the game.
- I will not encourage any behaviors that would endanger the health and well being of any player
- I will show respect to all equipment, supplies, and facilities and insure my child does the same.
- I will control my temper and not used foul or inappropriate language while participating in hockey-related activities.
- I will demand an environment for my child that is free of alcohol, tobacco, and illegal drugs, and will refrain from their use at youth sports events.
- I will strive to make this hockey experience fun for all players and parents.
- I understand that our teams will be playing under Michigan Amateur Hockey Association and USA Hockey Coaches Education Program which promotes sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

#### **PLAYER, COACH AND SPECTATOR BEHAVIOR ZERO TOLERANCE POLICY:**

The Lakeland Hockey Association is governed by the policies, rules and regulations of LHA, MAHA and USA Hockey. We expect our players, coaches, parents and other LHA spectators to follow the words and the spirit of the ZERO TOLERANCE POLICY of USA Hockey, which is described below.

**The LHA Rules & Conduct Committee will investigate and take appropriate action on any Zero Tolerance Policy issue brought to our attention, whether or not a penalty or suspension is imposed for the conduct in question.**

If you witness an incident that you believe may violate the Zero Tolerance Policy, we urge you to contact us at [rulesandconduct@lakelandhockey.org](mailto:rulesandconduct@lakelandhockey.org) with the following information: date/time of incident, location, teams involved, LHA coach's name (if known), names of people involved, description of incident and your contact information. Your contact information will not be shared, but is necessary for any follow-up questions we may have.

Our reputation is our greatest asset. LHA thanks you for your support in complying with the Zero Tolerance Policy and for encouraging the spirit of fair play and sportsmanship for all of our players, coaches and families.

#### **USA ZERO TOLERANCE POLICY**

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, league officials and administrators to maintain a sportsmanlike and educational atmosphere before, during

and after all USA Hockey sanctioned events. Thus, the following points of emphasis must be implemented by all on-ice referees and linesman:

### **Players**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- 3) Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues with such action.

### **Coaches**

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- 3) Visually displays any signs of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

### **Officials**

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited.

On-ice officials are ambassadors of the game and must always conduct themselves with responsibility in mind.

### **Parents/Spectators**

Game officials shall stop the game when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators' viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.



## **GAME SCORESHEET POLICY**

(As Taken From MAHA Website)

Definition of a Game: An ice hockey game is a match played against another team, which is registered with USA Hockey... (USAH Annual Guide R&R X.A. pg. 150). All of these games are to be listed on your game log.

- All games played in the State of Michigan must utilize a score sheet... (MAHA AG VIII. D.)
- Prior to the beginning of a game, the head coach and assistant coaches must sign, print his/her name and write their CEP Level and CEP card number and year CEP Level was obtained on the score sheet. (USAH AG R&R C. (3). & MAHA AG VIII. D.)
- Each team shall appoint and designate on the score sheet a Head Coach prior to the start of the game. (USAH OR of IH rule 201(b)).
- At the beginning of each game the Manager or Coach of each team shall list the players and goalkeepers who shall be eligible to play in the game. (USAH OR of IH Rule 203(a)). With the players jersey number that they are wearing.
- Use the following symbols on the score sheet to indicate any rostered team players that are not on the bench for the game.
  - Abs = Absent
  - Inj = Injured
  - NIU = Not in Uniform
  - GM = Sitting Game Misconduct
  - MP = Sitting for Match Penalty
- Both Head Coaches should sign the score sheet that they approve if any of the following occur prior to the start of the game.
  - Only one referee is going to ref the game.
  - A change in the length of the scheduled periods, (shorter or longer) or a change in the curfew.
  - A team official or team family member has to ref the game.
- At the end of the game make sure you obtain your copy of the score sheet for your records, unless the referee retains the score sheet to document a match penalty. In this case, you will need to wait for the Referee to give you the score sheet.
  
- All score sheets are to be kept in order of date in your binder.

The following are penalties to be aware of. All of the following can be found in the MAHA AG XVII. Suspensions and USAH OR of IH, Penalties.

When a player, coach or manager receives a game misconduct(s) he/she shall not be eligible to participate in the next game(s) that were already on the schedule of that team before the incident occurred. Refer to MAHA District Playoff Rules for additional penalties under certain conditions, i.e., multiple games if the next game scheduled is not a MAHA District Playoff game.

When a player is ejected for receiving a second major penalty in a game, he/whe shall be suspended for the next two games. \*

The head coach accumulating 15 or more penalties during the same game will automatically be suspended for the next game his/her team plays. \*

Any player who receives 5 penalties during the same game shall receive a game misconduct penalty. \*

\*It is **NOT** a requirement for the referee to indicate these GM's on your score sheet. It is the head coach's sole responsibility.

### **Match Penalties**

The Head Coach must report a match penalty, within 24 hours following the incident by phone to the District Council Chairperson where the player or team official is registered. Contact MAHA District 4 Chairperson Larry Marshall phone/fax (248) 449-4025. He will need a copy of your roster and score sheet.

A player or team official receiving a match penalty is automatically suspended from all amateur hockey activities, including games, practices and all other team sanctioned events, until a hearing is held by the District Council.

### **TEAM PRACTICES AND GAMES POLICY**

- No player or team is allowed on the arena ice surface:
  - Until the ice cleaning machine has left the ice and the rink attendant has closed the gates; and
  - A Coach is present on the ice or at the team bench area.
  - The arena ice attendant has the ultimate authority over start and stop time on ice slots.
  - It is the policy of LHA to cooperate fully with the ice maintainers at all times
- It is the responsibility of the Coach or Coaches to ensure that all rink gates are securely closed when not being used.
- All teams including players and coaches will, following the conclusion of a game; shake hands with opposing coaches and players as a gesture of goodwill and sportsmanship. An exception to this rule is any LCAHL or Tournament game that mandates hand shakes prior to games.
- As a courtesy and as a means of preventing unnecessary altercations and incidents, LHA teams, when playing as the home team, shall remain on the ice away from the visiting team until the visiting team leaves the ice surface

### **EQUAL ICE TIME POLICY**

It is the intent of this policy that every player on a team (B or C Level) be given equal ice time for every exhibition, regularly scheduled and play-off game wherever practical.

For example, the practice of playing 'two centers' or 'two left wingers' when a team only has eight forwards in a game is fine as long as every player is allowed to fill that role during the season. We should not see the same two players rotating at center game in and game out.

LHA would like to encourage coaches to develop all their players to their full potential. Individual development is crucial to team success. The team collectively will function at a higher level when each player is contributing to the success of the team as a whole.

## **GRIEVANCE PROCEDURES**

The LHA provides orderly procedures for the discussion and resolution of all problems, concerns, and formal grievances. The objective is to resolve issues at the most immediate level. The key criteria and any resolution of an issue is what are best for the respective player, his/her team, and the LHA.

### **Step 1**

Problems or concerns that have to do with the coaching of the team (i.e. playing time, positions, practices, etc) should be taken to the coach or team manager of the respective team and attempt to resolve the problem.

### **Step 2**

If the player/parent does not consider the coach's answer adequate or if the nature of the problem is such that the player/parent prefers not to discuss it with his/her coach or team manager, the matter can be taken directly to the appropriate Division Representative. The Division Representative will attempt to resolve the grievance in the best interest of all parties. The Division Representative shall submit a report to the VP of Travel or VP of House on the outcome of grievance.

### **Step 3**

If satisfaction is not obtained in Step 2, a written grievance should be completed and forwarded to the Association VP of Travel or VP of House, who will discuss the situation with the Board. When a decision is reached, the player/parent will be informed of the reasons for the decision and any future action, if appropriate. Decisions by the Board are final. There are no appeals. This written grievance must include:

1. Description of the incident including names of parties involved and names of witnesses.
2. Summary of action taken by person filing the grievance to date and result of that action.

Once received, the VP of Travel or VP of House will review and share the grievance with a Board Committee and/or the full Board.

**Decisions by the Board are final. There are no appeals.**

## **PARENT CONDUCT POLICIES**

In addition to the provisions stated in the Parent Code of Conduct, LHA has memorialized these long-standing practices. While this list is not exhaustive, we believe this common sense approach to good behavior is in the best interest of the players,

parents and coaches of Lakeland Hockey Association.

### **24-HOUR RULE POLICY**

A parent should not approach a coach or discuss with a coach a game, game incident or a situation that occurred during a game that has provoked an adverse emotional response or created a potentially hostile situation until at least 24 hours after the fact. The intent of this “24-hour Rule” is to move a potential emotional and confrontational discussion away from the presence of the players and other parents and to allow all parties the chance to “cool off” before discussing the situation.

### **LOCKER ROOM POLICY**

Parents should treat locker rooms as private places for players and coaches. Unless necessary to dress younger players or to attend to an injured child, a parent should not enter a locker room unless invited to do so by a coach who is present with the parent at all times. Each coach will communicate his own locker room pre- and post-game/practice schedule with the players and parents. It is the policy of LHA that only “screened” adults (those who have been had background check) should be allowed in the locker room when players are present.

### **GAME DAY POLICY**

A parent should never enter the ice, player benches, penalty box or scoring box at any time before, during or after a game without express permission of the home team manager, a coach or an on-ice official.

### **PART TIME GOALIE POLICY**

During evaluations a player who would like to split time between playing goalie and skating out, will need to choose one position or the other. This should be the position they would prefer to play if they had to play it 100% of the time. They will be evaluated and placed on a team based on this position. During the regular season, players need to be prepared to play at the position for which they tried out. After team selections are complete it will be at the coach’s discretion how often the player gets to skate at their alternate position, if at all.

### **MULTIPLE GOALIE POLICY**

From time to time LHA shall find itself with a surplus of goalies within a division. This will result in some teams within that division having two goalies. In such cases where these players were evaluated as goalies, making this is their primary position. These players shall be played equally, except where disciplinary action is required. The following are acceptable methods to achieve equal play for multiple goalies:

- Play every other game
- Substitute on a whistle near halfway point of Second Period
- Play every other period

The method to equalize play shall be at the discretion of the coach. Regardless of the method(s) utilized, the start rotation shall alternate from one game to the next.

Teams with multiple goalies, shall have the option to allow the goalie not being utilized in a game to skate out.

### **CO-ED LOCKER ROOMS POLICY**

(As taken from USA Hockey's Annual Guide)

The issue of co-ed dressing arrangements in locker rooms continues to come up, and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to deal with when managing a coed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made. USA Hockey's member organizations should consider the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girls'/ women's participation in USA Hockey continues to grow; and
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Our recommendations, made in conjunction with the Girls'/Women's Section, the Coaching Education Program and the Officiating Program are as follows:

**NOTE:** Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pregame meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting, where separate facilities are not available; the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

**NOTE:** Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure, or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits. By

Being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising. Lastly, reinforce to all players, coaches, officials, volunteers and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey’s By-Laws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey’s policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

**COACHES EDUCATION PROGRAM REQUIREMENTS**

All coaches/team personnel are required, to maintain the appropriate CEP Level Certification for their age classification. All coaches/team personnel have until Dec 31<sup>st</sup> of each season to attain the appropriate CEP Level Certification. If the appropriate CEP Certification has not been attained by the Dec 31<sup>st</sup> deadline, these coaches/team personnel will be removed from the team roster, and no longer eligible to participate with the on ice or bench activities of the team.

According to MAHA rules: (Prior to each game) The Scorekeeper shall be responsible to make sure both teams have filled in the CEP information and signed the score sheet prior to the game. Failure of any of the bench personnel to cooperate can lead to a suspension by the appropriate District Council of not longer than 90 days.

Below is a chart showing the required CEP Certification Levels by age classification:

<b>COACHING EDUCATION REQUIREMENTS</b>	
<b>Level Of Play</b>	<b>CEP Level</b>
8 & Under (Mite)	Level 1
10 & Under (Squirt)	Level 2 <i>(Prerequisite Level 1)</i>
12 & Under (Pee Wee)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
14 & Under (Bantam)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
16 & Under (Midget)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
18 & Under (Midget)	Level 3 <i>(Prerequisite Level 1 and 2)</i>
Midget (Tier I & Tier II)	Level 4 <i>(Prerequisite Level 1, 2 and 3)</i>

Use this chart to determine if the coaches/team personnel have the correct CEP Certification for the Age group they are coaching.

CEP Level 1, 2 & 3 Certifications are valid for three years. Below is a list to verify the status of coaches/team personnel CEP Level Expiration dates:

2003-04 / Dec. 31, 2006  
2004-05 / Dec. 31, 2007  
2005-06 / Dec. 31, 2008  
2006-07 / Dec. 31, 2009  
2007-08 / Dec. 31, 2010

Coaches/team personnel are allowed to attend all clinics required to meet the Coaches Education Requirements for the Age Classification they are coaching. Instructions on how to register for CEP Classes can be found on our website under the Coaches Section.

In some instances, coaches/team personnel may find that they have the appropriate CEP Certification Level, but it has expired. The coach/team personnel should proceed to the next CEP Level (Level 1 to Level 2, Level 2 to Level 3). CEP Level 3 coaches have several options, should they find their Level is or will expire. They can attend a Level 4 clinic, repeat a Level 3 clinic, renew on-line through [www.USAHockey.com](http://www.USAHockey.com) or attend a Level 3 Re-certification/Renewal Workshop/Clinic.

## **HOUSE PLAYER EVALUATIONS**

Every House coach is expected to fully participate in all House player evaluation efforts. While evaluations are often tedious exercises, proper player ratings are critical to ensure fair and balanced House teams. The amount of effort coaches put into this process is one factor that is weighed during House coach selection.

LHA House Player Evaluations consist of four general tasks:

- End of season team evaluations.
- End of season player evaluation skates.
- Preseason evaluation of players without a prior year's evaluation (new to LHA House or returning players).
- Rating players who join the association after teams have been formed.

### **End of Season Team Evaluations**

Near the end of the fall/winter season the LHA House Director will distribute individual player rating worksheets to all House coaches. The coaches will complete a worksheet for every player on their team using the guidelines set forth in the ratings worksheet instructions and participate in a final divisional rating meeting to reconcile any contested player ratings.

### **End of Season Player Evaluation Skates**

After the end of the fall/winter season all coaches will participate in the post-season inter-division rating sessions. The evaluations will be similar to the former summer evaluation skates. Working in concert with Lakeland Arena the LHA House director will organize the evaluation skates and assign on-ice help and off-ice evaluators.

## **New Player Preseason Evaluation Skates**

House players who did not participate in the house prior season at LHA will be evaluated in August. Coaches should expect to participate in a significantly smaller yet important series of evaluation rating sessions for the new players. The LHA House director will organize these supplemental skates.

## **Evaluation Skates After Fall Teams Have Been Formed**

Coaches are expected to participate in ratings sessions for players who join LHA after the Fall season begins. The LHA House director will schedule the sessions and assign on and off ice evaluators.

## **DRAFT**

LHA B Level teams shall be formed through a draft. The type of draft to be used shall be presented and voted on by the coaches at the annual coaches dinner. The coaches shall be presented with two options from which to choose, per LHA League Rules.

Coaches shall be allowed to protect one player during the draft. This protected player shall be his/her own child. A Non-Parent Coach may protect any available player, as long as that player agrees.

Coaches shall be made aware of any rules regarding the draft prior to entering the draft room. LHA Drafts shall conform to USA Hockey and MAHA rules, and shall be overseen by a MAHA D4 official.

The LHA Registrar shall notify coaches of the date and time of each division's Draft. These will also be posted on the LHA website [www.lakelandhockey.org](http://www.lakelandhockey.org)

## **LEAGUES**

LHA Travel teams shall play in the Little Caesars Amateur Hockey League (LCAHL). It shall be up to the Head Coach which division within LCAHL to play.

LHA B Mini-Mite teams shall play a Cross-Ice format "In House League". The emphasis of this division shall be on skill development and fun.

LHA B Level Mite teams shall play in an "In House League". This league will consist of approx. 20+ games. These teams shall also play in and end of the season tournament, known as the "Shamrock Days".

LHA B Level teams Squirt-Midget with 6 or more teams within a division, shall play in an "In House League". This league will consist of approx. 20+ games. These teams shall also play in and end of the season tournament, known as the "Shamrock Days".

LHA B Level teams Squirt-Midget with 5 or less teams shall play in the LCAHL, with the option to stay and play in an "In House League". Please note that these teams will not be involved with the end of the year "Shamrock Days" "In House Tournament".



The VP of Travel or House shall notify teams playing in LCAHL, about dates, times and location of scheduling meetings. LHA shall arrange payment of all fees to LCAHL. It shall be the responsibility of the Head Coach/Manager to attend scheduling meetings for their team.

LHA teams shall observe all USA Hockey, MAHA, LHA, Lakeland Arena and Tournament Bylaws, Rules and Regulations at all times.

## **SCHEDULING GAMES**

All teams playing "In House" shall have their games scheduled by Lakeland Arena. These will be posted on their website [www.lakelandarena.com](http://www.lakelandarena.com) and can be obtained under the Master Schedule. If conflicts should arise through out the season with Tournament Scheduling, please notify Lakeland Arena immediately so they may be addressed.

All teams playing in LCAHL and in MAHA Districts will be required to attend Scheduling Meetings. LCAHL scheduling will take place in early Sept of each year for Travel and Late Sept for B Level teams. MAHA District Scheduling will take place in early January of each year for all teams. It is recommended that the Head Coach and Manager attend these meetings. It is advised that you have your current Ice Schedule with you to complete this task.

All teams are required to notify Lakeland Arena of their game schedule, so they can update the Master Schedule accordingly.

## **SCHEDULING REFEREES**

All B Level teams playing "In House" shall have referees scheduled through Lakeland Arena.

All Travel Teams shall be responsible for scheduling referees for their home games. Please see **Appendix C** for instructions. Please note that there is a **\$4.00 charge for the scheduling of referees**. This is a charge by the referee group, not LHA/Lakeland Arena. Travel Teams are required to pay this fee to LHA, please submit a payment to "LAKELAND HOCKEY ASSOCIATION" in the amount of \$4.00 x (No. of Games Scheduled). This may be done on a monthly basis.

All B Level Teams playing in LCAHL, MAHA Districts or scheduling Scrimmage Games shall have referees scheduled through Lakeland Arena upon providing their LCAHL, MAHA District Home Game or Scrimmage Game Schedule.

All B Level Teams playing in LCAHL, MAHA Districts or playing Scrimmage Games shall be responsible for referee fees. These fees are to be paid prior to the start of the game.

Please see **Appendix D** for the cost of Referee's

## **DISTRICTS**

All LHA Travel teams (A and AA), with the exception of the Mite Classification, shall automatically represent LHA in MAHA District Play. The MAHA Fees to cover Rounds 1 and 2 are covered by LHA. Rounds 3 and 4 are at the team's expense.

Teams that advance to the 2<sup>nd</sup> Round are to pay the expense (\$600.00 - \$900.00) and request reimbursement from the LHA Treasurer.

B Level (House) teams shall have 2 eligible teams per division, with the exception of the Mite Classification, to represent LHA in MAHA District Play. These 2 teams shall be the teams with the highest win/loss record as of December 31<sup>st</sup> of each season. Should there be a tie, LHA League Rules for tiebreakers shall be enforced. The MAHA Fees to cover Rounds 1-4 shall be at the team's expense. The cost for the First Round is approx. \$85.00 and the cost for the Second Round is approx. \$600.00-\$900.00. There are not any funds collected by LHA/Lakeland Arena to provide for this opportunity. It shall be up to each individual team if they would like to participate in MAHA District Play. Should a team decline; the next team in succession shall be awarded the opportunity.

It shall be the duty of the VP of Travel and House to fill out the appropriate paperwork with MAHA for our teams to participate in District Play.

In early January of each year, a credentials/scheduling meeting will take place. The Head Coach and Manager of each team being represented are required to attend. This is a mandatory meeting, where MAHA officials will review your game sheets, game log, and required paperwork. See **Appendix E** to familiarize yourself with the process.

To ensure you make it through the credential portion of meeting, make sure the following have been addressed, as these are the items that are failed the most:

- Proper Credentialing of Coaches (CEP Levels achieved)
- Game Misconducts of Coaches and Players have been served and are well documented.
- Game Log has been kept up to date
- Game Sheets are in order of games played

## **TEAM ORGANIZATION**

All LHA B Level Teams (House) shall consist of a Minimum of 13 players up to a Maximum of 16 players. These numbers can change upon Executive Board approval.

All LHA A and AA Teams (Travel) shall consist of a Minimum of 14 players and a Maximum of 20 players (18 Skaters and 2 Goalies) per USA Hockey Rules.

All teams shall have a Manager who will be the liaison between LHA, Lakeland Arena, Players and Parents. This individual should be dependable and demonstrate good organizational abilities. The manager does not have to be on the official roster, but does need to complete an official Background Check through MAHA.

Duties:

- Maintain required documents that must go to all games
- Forward all announcements on to parents/players
- Book hotel rooms for out of town tournaments/games
- Organize schedules for parents to work home games
- Confirm away games

Skills:

- Able to use email and other basic computer programs
- Responsible
- Organized
- Willingness to provide a fun atmosphere for the players

All teams shall roster a Minimum of 3 coaches (1 Head Coach and 2 Assistant coaches). This is not to say that more than 3 coaches may be placed on the team roster. Please bear in mind that only 4 coaches are allowed in the immediate bench area during games. All coaches are to meet the minimum CEP requirements for their age classification. Failure to comply with these requirements will result in removal from the team roster.

All coaches to be placed on the roster must register with USA Hockey and complete and official Background Check through MAHA.

To register as a coach with USA Hockey, please go to the following website address and follow the online instructions. Payment is due at the end of the process, so please have a valid credit card available. At the end of the Registration Process, please make sure to print the confirmation page.

<http://www.usahockeyregistration.com/>

To complete the required background check, please go to the following website address and follow the online instructions. There is not a fee associated with this process. A valid email address is required to complete this process. Upon completion, an email will be sent to you, verifying that you completed the background check. Please be sure to print this confirmation page.

<https://maha.org/coachingbackgroundcheck.aspx>

The coach's registration confirmation and the background check confirmation pages shall be turned in to the LHA Registrar.

All LHA teams shall submit a team contact form to LHA and Lakeland Arena. This form is located in the back of this handbook and shall be available electronically on the website.

## **TEAM MEETING**

Coaches shall hold a mandatory team meeting with players, parents, an LHA board member, and a Lakeland arena rep within the first 2 weeks of the season. This meeting shall clearly set expectations of all involved and is the basis for addressing individual

issues with players or parents through out the year. If the coach decides to alter his approach as the season progresses, there shall be a follow-up meeting to reset expectations.

All coaches are required to hold a mandatory team meeting within the first 2 weeks of the season. Arrangements shall be made for an LHA board member and a Lakeland Arena Representative to attend. The agenda for this meeting should include introductions of coaching staff and manager, an introduction by the Parents and Players, presentation of a team budget, presentation of team rules, presentation of coaching philosophy, set player and team expectations, recruit of volunteers.

## **FINANCIAL**

All LHA teams are required to prepare and present a formal budget at the mandatory team meeting and a copy provided to the LHA Treasurer. This budget should take into account any additional expenses that the team may incur of the course of the 7-month season. Items for consideration are Tournaments, Additional Ice, Specialty Coaches, Team Parties, Spirit Wear to name a few. **See Appendix A** as a guide to creating a budget.

When preparing your budget for LHA B Level (House) Teams, please keep in mind that there is a \$250/player cap for additional funds to operate the team that may be requested.

A monthly financial statement is required to be submitted to the LHA Treasurer and the members of your team by the 20<sup>th</sup> of each month. The Financial Statement must be submitted on the required form (**See Appendix F**). Preferably, the statements should be submitted electronically.

### **Team Checkbooks:**

- **Team Checking Accounts:** Will be used for collecting money from members of your team for Tournaments, Additional Ice, Specialty coaches, team parties, spirit wear etc.
  - Travel – You shall be responsible for the collection of your team’s monthly ice fees. These fees must be paid to Lakeland Arena by the 1<sup>st</sup> of each month.
  - House – You shall be responsible to pay for additional ice to Lakeland Arena at the time it is booked.
- **Endorsement of Checks:** Checks must be endorsed as follows:
  - For Deposit Only
  - Team Name/Number (as written on checks) and Bank Account Number
- **Check Refills:** Before depleting your supply of checks, please contact the LHA Treasurer or LHA Secretary – DO NOT CONTACT THE BANK. Please supply your name, team # and mailbox #. A new book of checks will be placed in your team’s mailbox.
- **To Receive Check Book:** Before LHA will issue a team’s checkbook, both the Head Coach and Manager of the team must complete the required bank forms (all pages). Once all paperwork is completed and turned over to the bank, it will take 15 days before your checkbook becomes active.

- **Balance Account:** You will receive a statement of your account on a monthly basis. You are responsible to balance this account and provide a monthly Financial Report to the LHA Treasurer and the members of your team.
- **Deposits:** The accounts that LHA has established for the teams, requires deposits to take place through inside banking or night deposit only. No ATM or Drive Thru Window service is allowed.
- **Bank Accounts:** start with \$5.00 in the saving account portion and \$10.00 in the checking account portion. At the end of the season the accounts must have the same amounts in them as they did at the start, **Do Not** deplete the balances below the required minimum.
- **End of Season: do not clear out your account until all checks written have cleared the bank.** Coaches will be held responsible for any checks that are not honored by the bank because funds have been removed prematurely.

## SPONSORSHIP

Each team is responsible for a \$400.00 Main Sponsor Fee, which will be used to pay the expenses of LHA. If your team is unable to secure a Main Sponsor, the team will be responsible for the Main Sponsor Fee. Any Sponsor (Main and/or Associate) wishing to receive an income tax receipt must make their checks payable to “**LAKELAND HOCKEY ASSOCIATION**”. Each check must be for \$100.00 or more to get a receipt. LHA will re-issue a check and a receipt to the team to be deposited in their team account. Please allow 14 days turn around time for these checks. If you have any questions, please feel free to e-mail the LHA Treasurer or call the LHA Office (248) 666-2090 and leave a message.

You will find a form included at the back of this manual to track and manage your team’s sponsors.

### LHA SPONSOR PROSPECTUS:

Head Coaches are responsible for securing a Main Sponsor. Your team’s Main Sponsor money should be in by October 15<sup>th</sup> of each year. If LHA has not received your Main Sponsor money by this date, your bank account will be debited for the amount.

**Main Sponsor:** Cost: \$400.00

Benefits Received: The Sponsor will receive a Team Plaque, Name placed on the Sponsor Recognition Banner to be hung in Rink, Shall be recognized Sponsor section of LHA Website, Shall be recognized on individual team pages of website, Shall be listed in all LHA Tournament Programs, Yearbook and some LHA Newsletters and will receive tax exempt letter from LHA.

**Associate Sponsor:** Cost: \$100 and Above

Benefits Received: Name placed on Sponsor Recognition Banner to be hung in Rink, Shall be recognized on individual team pages of website, Shall be listed in LHA yearbook and will receive a tax-exempt letter from LHA.

Please note that Associate Sponsor Team plaques can be purchased for \$35.00

## **ALL SPONSORSHIP CHECKS NEED TO BE MADE PAYABLE TO:**

**LAKELAND HOCKEY ASSOCIATION** (Not your Team)

## **COMMUNICATIONS**

Several communication methods will help our teams and association run more efficiently. Please get you information directly from and official source. “Rumor Mills” are common in youth sports but often serve to misinform and lower the quality of LHA as a whole.

- Schedules – Posted on Lakeland Arena Website under Master Schedule
  - [www.lakelandarena.com](http://www.lakelandarena.com)
  - Changes to your teams schedule will be communicated through the team manager and communicated to Lakeland Arena where necessary.
    - Lakeland Arena will update Master Schedule to reflect changes to your ice times.
- Team meetings/Parent meetings - Will be held at the beginning of the year and periodically throughout the season as needed.
- Email/Handouts – Team managers will communicate through email or handouts at practices
- Suggestions – Thoughts, comments, suggestions and questions should be directed to the team manager, or to a member of the board.
- Board of Governors Meetings – Normally held 3<sup>rd</sup> Sunday of the month at 6:00pm and are open to all members. Meetings to be held at Lakeland Arena in the Riley’s Room. Please check the website for actual date, time, and agenda.
- Web Site – [www.lakelandhockey.org](http://www.lakelandhockey.org)

## **COACHES LOCKERS**

The Head Coach of each team will be assigned a locker for the season. You will need to supply your own lock, preferably a combination lock. You will need to provide the LHA Secretary with the combination or a key for emergency purposes.

Each locker is tall enough and wide enough that you may store your pucks, sticks, gloves and helmet.

Please **DO NOT** place any personal identification signage (i.e. stickers, plaques ect.) on these lockers, as they are the property of Lakeland Hockey Association.

Any lockers abandoned without locks will remain locked the remainder of the season.

Please keep you locker in order and do not use your locker to store food items or anything that may attract unwanted visitors.

A date will be set for the end of the season when all lockers must be cleared out.

LHA **WILL NOT** be held responsible for any items lost, stolen or otherwise misplaced out of these lockers.

## **LOCKER ROOMS**

- To secure a locker room, you will need to provide a set of car keys.
- Locker room keys will be given to the coach/manager only, NO Children
- Locker rooms will be checked before keys will be returned
- Locker rooms are available ½ hour before the start of your game/practice
  - Locker room keys will be handed out earlier if available
  - Do not harass Lakeland Personnel over obtaining a key
  - If Locker Room has not been vacated within the ½ hour after rule, contact Lakeland Arena Monitor for assistance
- The locker rooms must be clean and vacated ½ hour after the completion of your game/practice
- Be sure to observe the ½ before and ½ hour after rule
- Locker rooms are NOT SECURE – be sure your players are not leaving ipods, game boys, phones, ect in them.
- If you follow figure skating ice you are to keep your players away from the boards and quiet. You will need to warm up in the locker rooms or find someplace in another arena. Players cannot taunt or create a disturbance for the figure skaters. Players must not taunt or create a disturbance for the figure skaters. Rather, they should be respectful of the skaters and their instructors.

## **ARENA RULES**

- All ice times are curfew
- The arena is not responsible for the referees. The arena is a go between in the scheduling in an effort to eliminate scheduling problems
- As coaches you need to be enforcing the Lakeland Arena rules with your players and their siblings/friends. Coaches have more influence than the arena staff.
- The rules of the arena are for the safety of everyone
- Absolutely no sticks, no pucks, no tape balls, no golf balls, and no shooting of any type allowed. No roller shoes and no roller blades are allowed inside the building.
- If everyone enforces these rules, they soon will not have to be enforced

## **FIRST AID**

- A first aid kit is located in the janitor's room – rink monitor has key
- AED (Automated External Defibrillator) is located between the Red and Gray arenas to the left of the glass door entering the girls locker room area
- If a team calls 911, please get the arena monitor or staff person so an incident report can be filled out, and so they are not called twice

## **FORMS**

The following is a list of forms that you may find useful and are included at the back of this handbook. These will also be available electronically on the LHA Website.

- MAHA Game Log
- Coaches Practice Planner Form
- Lakeland Arena Referee Submission Form (to be used by House Teams)
- Referee Scheduling Form (to be used by Travel Teams)
- Referee Evaluation File
- Team Contact Form (Fill out and return to LHA Secretary and Lakeland Arena)
- Student Coach Form
- LHA Waiver of Liability Form
- Sponsor Record Form



MEMORANDUM

TO: All Coaches and Mangers

FROM: Urban Rice

DATE: August 13, 2008

REGARDING: Lakeland Arena

Please remind your staff, players and families of the following information:

1. Locker Rooms – all teams need to check in with the snack bar to get a key if the snack bar is closed, check in with the zamboni driver), the lockers rooms will be checked after each teams uses them. IF the locker rooms (including shower area) are dirty (tape balls, etc.) you will be assessed a cleaning fee, if there is any damage to the locker rooms (writing on the walls, items broken, etc.) you will be responsible for the cost of the repair.
2. If anyone (player, sibling, parent) is caught defacing the property here at Lakeland, their family will no longer be allowed into the arena. This includes but is not limited to writing on the walls, clogging up and flooding the sinks in the restrooms and shower areas, etc.
3. When you would like to purchase extra ice, it will be necessary to pay for the ice when booking it. You can pay by cash, check or credit card. You will need to book the ice between 9:00 a.m. – 5:00 p.m., Monday through Friday by calling Julie at the arena at 248-666-1911.

Good Luck to all of your teams during this upcoming hockey season!

MEMORANDUM

TO: All Coaches and Managers

FROM: Urban Rice  
Lakeland Arena

DATE: August 13, 2008

REGARDING: Selling of scheduled ice

When you are selling hours of ice that have been assigned to you, it will be necessary to fill out the form below and return it with the following information.

1. If it is one of our teams, fill this out so we can update the master schedule.
2. If the team is another USA registered hockey team, we will need a copy of their certified roster. They can fax it to us at 248-666-1903.
3. If it is not a team registered with USA hockey we will need a wavier signed by the responsible person.

It will be necessary to let us know the date and time of the ice you have sold and the name and contact information of the person you sold it to. Please make copies of the form below and turn it into mail box #77 every time you sell your ice. If you have any questions, please contact Julie at 248-666-1911, between 9:00 a.m. and 5:00 p.m. Thank you.

---

Your Team # \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact person's phone #: \_\_\_\_\_

Date and Time of your ice: \_\_\_\_\_

Contact Name of Team/Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Lakeland Hockey Association Example of Team Budget

### EXPENSE

Item Description	Quantity	Cost/Item	Amount
Main Sponsor	1	(400.00)	(400.00)
Spirit Wear	15	(35.00)	(525.00)
Tournaments	3	(700.00)	(2,100.00)
Extra Ice	4	(240.00)	(960.00)
Parties	3	(100.00)	(300.00)
Misc Expense	1	(165.00)	(165.00)
		Total	(4,450.00)

### INCOME

Source	Quantity	Cost/Child	Amount
Sponsor A			400.00
Sponsor B			250.00
Sponsor C			100.00
Fund Raiser			1000.00
Team Startup Fund Sept	15	80.00	1200.00
Team Fee Oct	15	25.00	375.00
Team Fee Nov	15	25.00	375.00
Team Fee Dec	15	25.00	375.00
Team Fee Jan	15	25.00	375.00
		Total	4,450.00
		Net Total	0.00

## Lakeland Hockey Association

### Example of Team Rules

1. All Players to be at the Arena (30) minutes before all practices and games.
2. All Players must be fully dressed and ready to go on the ice (10) minutes before the start of all practices and games. (This is the Coaches Time)
3. All Players will respect the Game Officials and Any Player receiving a penalty must go directly to the penalty box. (No Yelling, Swearing, Whining, Pouting, Disruptive Behavior ect)
4. All Players will be properly dressed at all games, tournaments and any designated team function.
5. All Players must attend all practices, games and team functions, unless the Head Coach has been notified and has approved the Players Absence.
6. All Players will respect the Coaches, League Officials, and any other persons who are directly or indirectly involved with the league. (This applies to the Coaches as well)
7. No Alcohol, Drugs, Swearing, or Abusive Language will be tolerated at any time.
8. No Player is allowed to leave the ice during practice without permission and All Players will obey curfew if and when a curfew is imposed.

### **NOTE! VIOLATION OF ANY OF THE ABOVE RULES WILL RESULT IN LOSS OF GAME PLAY!**

- A. Unexcused absences will result in the loss of the players First 2 shifts in next scheduled game.
- B. Fighting, Swearing, Abusive Language, Disrespect of Officials, Teammates or Coaches will be treated progressively as follows:
  - i. First Offense – Warning
  - ii. Second Offense – Sit 2 Shifts
  - iii. Third Offense – Sit 1 Period
  - iv. Fourth Offense – 1 Game Suspension
- C. Display of poor sportsmanship: ie throwing equipment, kicking boards, slamming sticks against bench or ice, tantrums ect will result in dismissal from remainder of game.

## Lakeland Hockey Association Scheduling of Officials

Attached are examples and blank forms for submitting initial home game schedules. There is an initial example showing requested information, a sample house league team submission and sample travel team submission. We hope this is helpful in submitting your initial games schedule and easing your workload.

Also, there is a BLANK formatted form should you wish to cut and paste so that you do not need to re-create a form.

Please submit your team's season schedule as soon as reasonable. Changes, additions and deletions (individual requests) can be made throughout the season as changes occur simply with an email to us.

Norman Kawaelde ==> [referee\\_kawaelde@din-associates.com](mailto:referee_kawaelde@din-associates.com)

All requests during the regular season will have a hard confirmation response returned typically within 24 hours! We request 3-4 days notice if possible for any add on games or changes. Shorter notice addition of a game typically is not a problem - we ask please do not abuse the policy. Officials are generally assigned 7 - 30 days prior to games. Short notice game additions during peak weekends while rare sometimes incur weaker officials simply due to the late requests as most officials have been already assigned.

All official crews are rated by age and level to work the game. We do not use underage officials for the level of play and all officials are USA HOCKEY certified as required by regulations. While some officials may "look young" they are of proper age to work the assigned game. We take the time to match crews and ability to ensure that capable officials are assigned. We never arbitrarily assign officials randomly to any game.

At the MM, Mite & Squirt house levels we do use new and inexperienced officials. They typically will be paired with more experienced officials or a mentor either on or off the ice. They are learning just like the players. They make mistakes... please have patients with them just like your son or daughter. If ANY team at any level has an important game they feel requires more experienced officials - PLEASE make the request. We have no problem accommodating the request. We know that sometimes more experienced officials are required on some contests. We may also place officials in games to advance their experience and offer more challenges. They will be assigned with an experienced official to compensate. If you have a specific request for an official(s) please make the request. Please do not call that official on your own to work the game. Such practices disrupt the scheduling process, may jeopardize our ability to assign that official to another game or create confusion of an assigned crew that may already be on location. We generally will honor a request for an official to work your game unless there is any hint regarding conflict of interest.

Please Note - Using non current registered USA HOCKEY officials for any game contest under USA HOCKEY jurisdiction jeopardizes insurance coverage for all parties (players, coaches and officials) should a catastrophic incident occur. This can result in suspension of any team, coaches, players or legitimate working official partner should an incident occur within USA HOCKEY and MAHA jurisdiction.

## Lakeland Hockey Association

### Scheduling of Officials

Game cancellations should be at least 24 hours (requested). This allows us to contact the assigned crew and notify them of the cancellation. Most often with later notice we can still catch the crew and notify them - but sometimes this is not always the case. For such instances where we have a very late notice cancellation and we are unable to notify the crew - we request the officials be paid when they show and making the trip.

Should there be a really short request, addition, change or cancellation. You may reach me direct on my cell/text 248.672.6235 - please remember that I may also be on the ice and it may take a few hours to respond. It is asked to use the phone discreetly as this is my personal working phone.

NOTE - that when you make a request for your team's schedule, additions, changes or deletions. YOU WILL receive back (typically within 24 hours) a hard confirmation back from us with your request. This is verification that it has been entered into our system and an opportunity for you to review that the information is correct. We all make typo mistakes at times and we've found this to be a very effective cross check between your team and us. If you made a request and after a couple of days have not received a personal hard confirmation back from us... please resubmit or contact us to ensure we have received it. Rarely but sometimes a message can be misdirected or an email address mistyped and never delivered.

Conversely, we will offer officials on any makeup game free of charge should a crew miss an original assignment due to our error. *We had only one such incident all of last season.* Should there be a no show of one official - you have the option of playing the game with one official upon agreement of both teams. GAME RATE is 1.5 the normal rate. In other words, the single official receives his/her game fee plus half the other fee. It is YOUR option to pay the official both game fees but not required.

If you have a no show of an official - PLEASE notify us. We take assignments very seriously and will immediately investigate why an official did not make an assignment. Emergencies do occur but we will suspend or terminate officials from our roster for failures to make their assignments in cases of non-emergency situations. We NEVER assign one official to any game during the regular season per the USA HOCKEY guidelines.

We welcome FEEDBACK on all our officials from your team. The more the feedback the greater the ability for us to make constructive adjustments with our officials and assignments. We welcome both positive and negative feedback. We have evaluation forms for your use to simplify the process (attached). We also have our own evaluation program within our group and a state evaluation program with USA HOCKEY. We do monitor our officials! With your feedback we can correct techniques and procedures of our officials that simply they may not have known needs work.

We send via email throughout the year updates, points of emphasis and discussions on how the season is going from feedback and evaluations. Stress the things we all need to work on and be aware of. We also get together a few times through out the season on ice to go over how things are going and run over items that we are experiencing with the current season.

Lakeland Hockey Association  
Scheduling of Officials

**SCRIMMAGE GAME POLICY NOTE:** There is a times a question regarding scrimmage games and period lengths. Again, under USA HOCKEY sanctioned guidelines scrimmage games must also adhere to pre-determined period lengths. It has happened where after the conclusion of the third period curfew time remained and teams wanted to "ADD TIME" to time clock. A catastrophic incident occurred and the parents sued the association, team, coaches, officials and arena. Their claim was that the game was allowed to continue in spite of the official conclusion where players were exhausted causing the environment for injury.

THE WORK AROUND for this (and *we officials don't care since we are there to work your time slot*) is to determine PRIOR to the start of the game to agreed period lengths. Once agreed the officials are instructed by USA HOCKEY not to alter period lengths once the game begins. Therefore, if you wish to use **ALL** of your curfew time assuming you have 1.5 hours of ice... play 3 - 18 or 3 - 19 or 3 - 20 minute periods. You are sure to be curfewed thus using all of your time. Use the same logic for hour ice. Please note the agreed upon period lengths on the score sheet. Unfortunately, we need to protect ourselves these days.

**Complaints** - we ask that any complaints invoke a 24-hour rule. After any game... we welcome the feedback on your game after 24 hours. Once received our internal policy is to request *individual* game reports by me from the assigned working officials. We will respond back to you with our review of the game. We will **ONLY ACCEPT** complaints from the team coaches or managers. Complaints from parents will be ignored unless they are sent through you. This allows you the opportunity to know that a parent is making such a complaint.

Other info... USA HOCKEY Local District 4 supervisors - We are fortunate that we carry on staff - three local D4 supervisors! Should any incident or question occur we could immediately take it up with our District Referee in Chief or our State Referee in Chief and provide answers or resolution. They include myself, Doug Flees and Marv Cressey.

I am a USA HOCKEY certified officials seminar instructor having taken the classes at the Olympic Training Center in Colorado. Again, we can handle and address issues related to officials, interpretations and procedures.

Please contact us any time should you have any questions, rule interpretations or need more information. We look forward working with you as a partner for your sons and daughters' this coming season.

Thank you and look forward to a successful season... see you at the rink.

Norman Kawaelde

**As Supplied to  
Lakeland Hockey Association  
2008-2009 Referee Rates**

**Game rates are shown below...**

***We have held the rates for this season (no increase)***

**2008-2009 Referee Fees**

<b>Division</b>	<b>Type</b>	<b># of Refs</b>	<b>Game Minutes</b>	<b>Price/Ref</b>	<b>Total Game Cost</b>
Mini-Mite	House	2	60	\$18	\$36
Mite	House	2	60	\$18	\$36
Squirt	House	2	60	\$21	\$42
Pee Wee	House	2	60	\$24	\$48
Bantam (60 Min)	House	2	60	\$29	\$58
Bantam (90 Min)	House	2	90	\$42	\$84
Midget	House	2	90	\$50	\$100
Mite	Travel	2	60	\$18	\$36
Squirt	Travel	2	60	\$21	\$42
Squirt	Travel	2	90	\$30	\$60
Pee Wee	Travel	2	90	\$37	\$74
Bantam	Travel	2	90	\$42	\$84
Midget	Travel	2	90	\$55	\$110
Midget	Travel	3	90	\$55 - \$45 - \$45	\$145
Prep/JV	Travel	2	90	\$50	\$100

**NOTE!** There is a \$4.00 per game charge for the scheduling of Officials. This fee will be billed to LHA or Lakeland Arena. **DO NOT** pay this fee to the Officials doing your game. Travel Teams are responsible to pay LHA for this Fee. House Teams are responsible to pay Lakeland Arena for this Fee.



## 2007 - 2008 MAHA CREDENTIALS REVIEW REQUIREMENTS

### EACH TEAM IS REQUIRED TO PRESENT THE ITEMS LISTED BELOW AT THE CREDENTIALS REVIEW:

NOTE: Complete both sides of the MAHA Team Credentials form in advance of the review.

NOTE: If the words "**(BRING A COPY)**" are shown, you must bring a copy with you and give it to the District Council. We do not need to keep an entire booklet. We will keep only the items marked "BRING A COPY".

- 1. **MAHA DISTRICT / STATE PLAYOFFS: TEAM CREDENTIALS Form** (Included in this package.)
  - Complete the top portion of the front side of the form and the complete back side of the form in advance of review.
- 2. **U.S.A. HOCKEY TEAM PLAYER ROSTER FORM (1-T) - generated in Cybersport (BRING A COPY)**
  - This form must be signed & stamped by the Associate Registrar. Only players on this form as of Dec. 31, 2007 and who have played the required number of games are eligible for District/State play.
  - If you have only one goalie, you may borrow a back-up. This goalie can only be used in case of injury to your rostered goalie. A team may pick up a substitute goalie from within its own association or District if it does not already have a spare goalie registered. For non-national bound divisions, the substitute goalie must be registered in the current season on a team of equal or lower age classification and equal or lower team classification. For national bound divisions, the substitute goalie must be registered in the current season on a lower classification team. If a team elects this method for a substitute goalie, the team may have only 19 players registered at any time so as not to exceed the maximum number of players allowed. This goalie must already be signed to an approved U.S.A. Hockey roster and cannot be playing for any other team in any division in the M.A.H.A. Playoffs. All of the same paperwork must also be submitted for the back-up goalie plus a note of permission from the coach or manager of this goalies' regular team. (Use MAHA Form #7 or equivalent.)
- 3. **BIRTH CERTIFICATES**
  - Each player's government issued Birth Certificate copy is to be reviewed. (Not Baptismal records, etc.)
  - Non-US citizens must provide proof of legal residency and proof of release and transfer from home country ice hockey federation.
- 4. **USA HOCKEY CONSENT TO TREAT FORMS**
  - The USA Hockey Consent to Treat form for each player, coach and manager is required for review.
- 5. **WAIVER OF LIABILITY RELEASE, ASSUMPTION OF RISK & INDEMNIFYING AGREEMENT (not required if the Cybersport team roster form shows the person registered on line)**
  - A signed copy of this USA Hockey form for each player, coach and manager is required for review.
- 6. **USA HOCKEY CODE OF CONDUCT FORM**
  - The USA Hockey Code of Conduct form for each player, coach and manager is required for review.
- 7. **S.T.A.R. FORM**
  - A signed copy of the Parents S.T.A.R. FORM for each player.
- 8. **TEAM GAME LOG (BRING A COPY)**
  - This is a list of all games played by your team this season. List the game date, arena, opponent and score.
  - NOTE: Game logs will be monitored for both team and individual player game count. (See MAHA Annual Guide for game count rules.) You also must bring an updated copy of the log to your first MAHA Playoff game.
- 9. **SCORE SHEETS FOR ALL GAMES PLAYED.**
  - Please put your scoresheets in chronological order to expedite this review. Sheets will be reviewed for game counts and suspensions served for the entire season.
- 10. **COACHING CERTIFICATION CARDS (bring the original cards and a **BRING A COPY** for the District Council)**
  - Proof that coaches on the bench have attained the required certification level for this playing season. (This is not the annual USA registration card that you get in the mail; this is the card from the coaching clinic.)
  - You must show the original card for each person that will be on the bench during the State Playoffs.
  - You must also provide a copy of both sides of each of these cards and a copy of any waiver letters.

# M.A.H.A. DISTRICT / STATE PLAYOFFS: TEAM CREDENTIALS

COMPLETE TOP PORTION OF THIS PAGE & GRID ON BACK OF FORM. BRING TO CREDENTIALS REVIEW.

DIVISION: .....

ASSOCIATION: .....

**PLEASE PRINT**

TEAM NAME: .....

COLORS: HOME: ..... AWAY: .....

TEAM CONTACT: NAME: .....

COACH: ..... ADDRESS: .....

MANAGER: ..... CITY: ..... ZIP: .....

PH: H: ( ) ..... PH: W: ( ) ..... PH: C: ( ) .....

E-MAIL ADDRESS: .....

ALT. CONTACT: NAME: .....

COACH: ..... ADDRESS: .....

MANAGER: ..... CITY: ..... ZIP: .....

PH: H: ( ) ..... PH: W: ( ) ..... PH: C: ( ) .....

E-MAIL ADDRESS: .....

HOTEL: ..... PHONE NO: ..... ROOM #: .....

For M.A.H.A. Use Only: CREDENTIALS CHECK:

CERTIFIED TEAM (1-T) ROSTER

GAME LOG

Total Games:	<input type="text"/>	As of:	<input type="text"/>
--------------	----------------------	--------	----------------------

\*\*\* Complete all information on back of this form for each player, coach and manager \*\*\*

CREDENTIALS VERIFIED BY: \_\_\_\_\_ DATE VERIFIED: \_\_\_\_\_

NOTES: .....

PAYMENT to MAHA: AMOUNT: ..... CHECK #: .....

PAYMENT to ASSOCIATION: AMOUNT: ..... CHECK #: .....

Received By: .....

<b>For MAHA / USAH use only</b>	Sliding Scale (House Teams)	
	Out Of District Players	
	S.T.A.R. Form	
	Code of Conduct	
	Consent to Treat	
	Waiver of Liability	
	IMR (non-electronic reg.)	
	Transfer form	
	Non-US Citizen Certif.	
	Birth Certificate	

Total O.O.D.	1st Yr																		
<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>																			
2nd Yr																			

**DIVISION:**

**TEAM NAME:**

List all team players in the left column. List any 20 game dates (Youth) or 14 game dates (Girl's) across the top row. Place an "X" in the corresponding box for that game date for each player that participated in the game. If a player did not play, do not put an "X" in the box. Youth/Girl's players must have played in 10 games with their team prior to the first scheduled game of District play. Exception: Players on Tier I teams must have played in 10 games with their team by February 1.

PLAYER NAME	GAME DATES: →															WAGER LETTER:											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14		15	16	17	18	19	20	21	22	23	24	
	ROSTER DATE →																										

T	ASSOC.	INT.	ADV.	MSTR.	CARD DATE:	CARD NUMBER:
1	2	3	4	5	COACHING LEVEL:	_____
1	2	3	4	5	COACHING LEVEL:	_____
1	2	3	4	5	COACHING LEVEL:	_____
1	2	3	4	5	COACHING LEVEL:	_____
1	2	3	4	5	COACHING LEVEL:	_____

HEAD COACH NAME: \_\_\_\_\_  
 ASST. COACH NAME: \_\_\_\_\_  
 ASST. COACH NAME: \_\_\_\_\_  
 ASST. COACH NAME: \_\_\_\_\_  
 ASST. COACH NAME: \_\_\_\_\_  
 (Non Coach) MANAGER NAME: \_\_\_\_\_

CREDENTIALS VERIFIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Lakeland Hockey Association  
Monthly Team Financial Report

Team Number: \_\_\_\_\_ Date \_\_\_\_\_

Coach: \_\_\_\_\_

Manager: \_\_\_\_\_ e-mail address \_\_\_\_\_

Check Book Opening Balance/Prior Month Ending Balance (a)

**Income**

Fundraiser	
Goal Can	
Ice Fees	
Parents	
Sponsors	
_____	
_____	
_____	
_____	
_____	

**Total Income**

**Expenses**

Ice Fees	
Referee Fees	
Spirit Wear	
Team Party	
Tournament Fees	
_____	
_____	
_____	
_____	

**Total Expenses**

**Check Book Register Balance** (b)

**Reconciled Bank Balance at End of Month** (c)

- (a) Check Book Register Balance from previous month
- (b) Beginning Balance + Income - Expenses = Check Book Balance
- (c) From end of month bank reconciliation

# Michigan Amateur Hockey Association Game Log

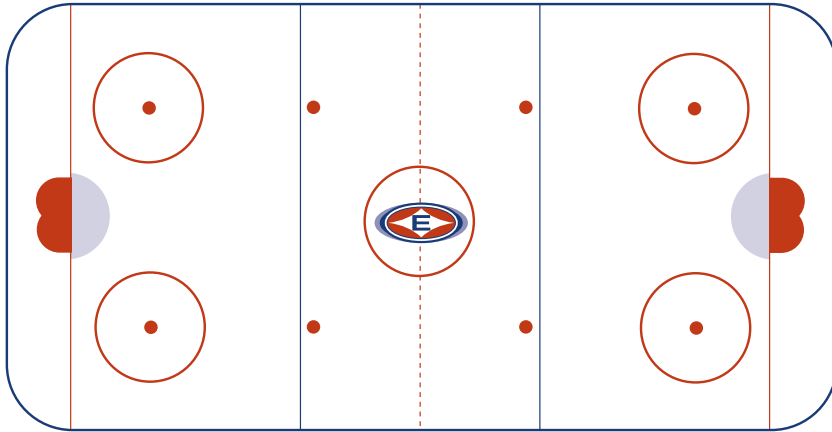
Page \_\_\_\_ of \_\_\_\_

**Team Name:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Association:** \_\_\_\_\_  
**Season:** \_\_\_\_\_

No.	Date	Name of Team Played	Game Played at: City, State	Your Score	Their Score



SYSTEM/DRILL \_\_\_\_\_



Description \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

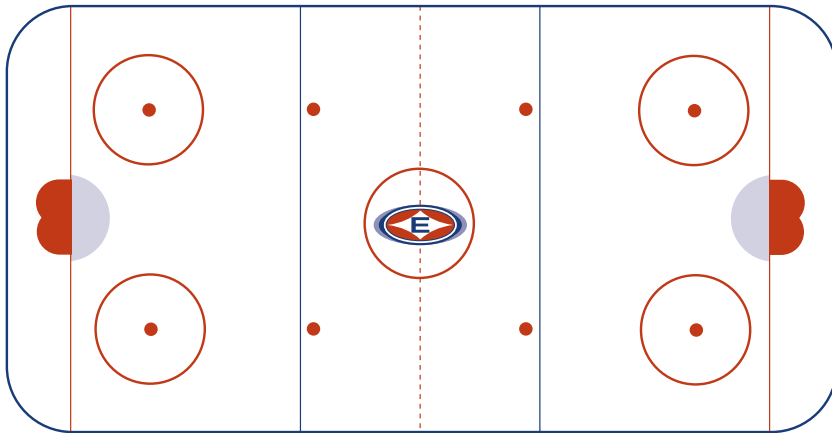
\_\_\_\_\_

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Notes/Systems \_\_\_\_\_



Description \_\_\_\_\_

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\_\_\_\_\_

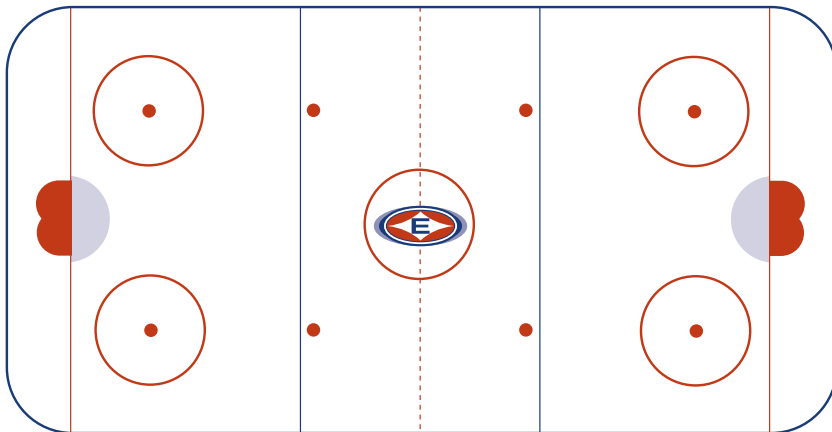
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Notes/Systems \_\_\_\_\_



Description \_\_\_\_\_

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\_\_\_\_\_

Notes/Systems \_\_\_\_\_

The USA Hockey Coaching Education Program Is Presented By



## LAKELAND ARENA REFEREE SCHEDULING FORM

Fax to (248) 666-1903

Email to: [www.lakelandarena@sbcglobal.net](mailto:www.lakelandarena@sbcglobal.net)

**All House teams must complete this form and return it to Lakeland Arena in order to schedule Officials for your LCAHL, MAHA Districts or Scrimmage Home Games**

**Below is an example of how to fill out this form (electronic version will be available on the website under forms)**

League	Date	Level	Home	Location	Time	Length	Visitor	Type
HS	7/20/2006	High School - 2 man - Non League	Lakeland	Lakeland Arena Red	7:00 PM	90	Walled Lake Northern High School	League game
HS	7/20/2006	High School - 2 man - Non League	Waterford Kettering High School	Lakeland Arena Red	8:30 PM	90	Waterford Mott High School	League game
LHA	7/23/2006	PW	Lake Orion	Lakeland Arena	4:00 PM	90	Clarkston	League game
Independent	7/25/2006	PW	Lake Orion	Lakeland Arena	9:00 PM	90	Lake Orion	Scrimmage
HS	7/25/2006	High School - 2 man - Non League	Walled Lake Northern High School	Lakeland Arena Red	7:15 PM	90	Waterford Kettering High School	Scrimmage
LHA	7/25/2006	MITE	Flyers	Lakeland Arena Blue	8:45 PM	90	Team 4	League game
LHA	7/29/2006	MITE	Team 25	Lakeland Arena	2:00 PM	90	Team 1	League game
LHA	7/30/2006	Squirt	Lake Orion	Lakeland Arena	4:00 PM	90	Clarkston	Scrimmage
LHA	8/1/2006	Bantam	Lake Orion	Lakeland Arena	9:00 PM	90	Lake Orion	League game





## OFFICIALS SCHEDULING FORM

This Form to be Submitted by all LHA Travel Teams

### 2008-2009 Referee HOME GAMES Scheduling Form (with Format)

Example with Required Values								
League	Day	Date	Time	Len	Loc'n	Level	Home	Vistr
Value	Values	Format	Format	Values	Values	Values	(See Below)	(See Below)
		(Example)	(Example)					
	Mon	10/10/2008	1:00 PM	60	Red	MD60	For House Teams: Use the Value 01 - 08 (Team Number)	
	Tue	11/11/2006	2:15 PM	90	Blue	BT90	For non Home Teams: Use the City / Name	
	Tue	11/20/2008	4:00pm	90	KVE	PWAA	For TRAVEL TEAMS : Use Team Name	
	Wed	1/22/2009	10:30 AM	90	G.Oaks	BT90	(Example)	(Example)
	Thu						01	02
	Fri						01	08
	Sat						01	Farmington Flames
	Sun						01	Novi Wild

**Note:** (Example tags) Stadium = Hartland Stadium / KVE = Kensington East Rink / G.Oaks = Grand Oaks / Blue = Lakeland Blue / Red = Lakeland Red... etc.

**Note:** You may use YOUR OWN tags as longs as it is keyed (letting us know) - then we can match to our assignment system.

HOUSE (Bantam #1) TEAM Home Schedule Sample with Required Values								
League	Day	Date	Time	Len	Loc'n	Level	Home	Vistr
Value	Values	Format	Format	Values	Values	Values	(See Below)	(See Below)
Assoc.	Wed	9/1/2008	10:30 AM	90	G.Oaks	BT	(Example)	(Example)
Assoc.	Fri	9/15/2008	12:00pm	90	Stadium	BT	01	08
Assoc.	Sat	11/22/2008	6:00pm	60	Pond	BT	01	Farmington Flames
Assoc.	Sun	1/10/2009	8:00pm	90	RED	BT	01	Novi Wild

**Note:** Assoc. = YOUR league or Association designation (Example tags) KVHA = Kensington Valley / LHA = Lakeland / LH = Livingston Hockey

**Note:** You may use YOUR OWN tags as longs as it is keyed (letting us know) - then we can match to our assignment system.

TRAVEL (PWAA) TEAM RED WINGS Home Schedule Sample with Required Values								
League	Day	Date	Time	Len	Loc'n	Level	Home	Vistr
Value	Values	Format	Format	Values	Values	Values	(See Below)	(See Below)
Assoc.	Wed	9/1/2008	10:30 AM	90	G.Oaks	PWAA	(Example)	(Example)
Assoc.	Fri	9/15/2008	12:00pm	90	Stadium	PWAA	Red Wings	ST. Louis
Assoc.	Sat	11/22/2008	6:00pm	60	Pond	PWAA	Red Wings	Montreal
Assoc.	Sun	1/10/2009	8:00pm	90	RED	PWAA	Red Wings	Chicago

Use the formatted form below to submit initial league schedules. Additions, Deletions and Changes can then be made via emails for the season.

Email address: Norman Kawaelde === > referee\_kawaelde@din-associates.com 248-672-6235

# OFFICIALS SCHEDULING FORM

This Form to be Submitted by all LHA Travel Teams

League	Day	Date	Time	Len	Loc'n	Level	Home Team #	Vistr Name or In League Team #

Use the formatted form above to submit initial league schedules. Additions, Deletions and Changes can then be made via emails for the season.

Email address: Norman Kawaelde == > referee\_kawaelde@din-associates.com 248-672-6235

## REFEREE EVALUATION FORM

<i>Date of the Game</i>		<i>(2) Teams that played in the game</i>				<b>Referee EVALUATION</b>	
<i>Evaluated by</i>		<i>Name of the Official being evaluated (please print)</i>					
<b>Rating Scale</b>	10 – 9 Excellent	8 -7 Above Average	6 - 5 Average	3 – 4 Below Average	1- 0 Poor		
<b>Overall Score</b>							
<b>Appearance</b>	<b>Hustle</b>	<b>Mechanics</b>	<b>Rules</b>	<b>Presence</b>			
<b>Points of Emphasis – WAS THE OFFICIAL ON TIME? (CIRCLE)      YES      NO</b>							
<i>Sized uniform clean</i>	<i>Skating, FW/BW X-overs</i>	<i>Penalty calls, Positioning, signals</i>	<i>Accurate penalty admin / rules</i>	<i>Interacts players / coach</i>			
<i>Skates / toes white laces</i>	<i>Blue Line</i>	<i>Signals to scorers table</i>	<i>Protects the goaltender</i>	<i>Displays confidence</i>			
<i>Pants tailored length</i>	<i>Goal Line</i>	<i>Face-offs</i>	<i>Offside / delayed Offside</i>	<i>Handles adversity</i>			
<i>Helmet / clean &amp; polished</i>	<i>Periods, keeps game on time</i>	<i>Anticipation of play / goal line – blue line coverage</i>	<i>Judgment</i>	<i>In position and sells the call</i>			
<i>Crest(s) Whistle, Pad/Pen, Tape, etc.</i>	<i>In position to make call</i>	<i>Communication Coverage w/partner</i>	<i>Accurate clock admin</i>	<i>Stops confrontations</i>			
<i>Athletic appearance</i>	<i>Icings</i>	<i>Consistent ready for play</i>	<i>Consistency</i>	<i>Excellent communicator</i>			
<b>Positive Aspects Observed</b>							
<b>Observations – Aspects That Need Improvement</b>							

Email back to: [referee\\_kawaelde@din-associates.com](mailto:referee_kawaelde@din-associates.com) or Fax 248.380.9671

**Official/Coach/Manager Name (please print):**

\_\_\_\_\_ **Dated:** \_\_\_\_\_

**Lakeland Hockey Association and Lakeland Arena  
Coaching Contact Sheets  
2008-2009 Season**

**Team:** \_\_\_\_\_ **Team #** \_\_\_\_\_

**Coach:** \_\_\_\_\_

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

City: \_\_\_\_\_, MI Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Manager:** \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Assistant Coach:** \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_



# USA HOCKEY STUDENT COACH INFORMATION FORM



This form is designed to comply with requirements of USA Hockey governing the use of minors under the age of 18 as student coaches on a registered hockey team. See USA Hockey Annual Guide for complete information regarding Student Coaches (Rules & Regulations, VII. Coach Registration, B. Under-Age Coaches).

**STUDENT COACH INFORMATION:**

Hockey Season: 20\_\_\_\_\_ through 20 \_\_\_\_\_

Association Name: \_\_\_\_\_ USA Hockey District: \_\_\_\_\_

Team Student Coach Coaches: \_\_\_\_\_

Team's Level Of Play: \_\_\_\_\_  Boys  Girls

Student Coach Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail Address: \_\_\_\_\_

Team Student Coach Is Registered On As A Player: \_\_\_\_\_

Level Of Play or Classification Of Team Student Coach Plays On: \_\_\_\_\_

**AUTHORIZATIONS:**

The above named Student Coach is authorized to participate with the above named team, under adult supervision by the regular coaching staff, for the season indicated. We certify that we have granted our permission for this participation, that the student is properly registered with USA Hockey, and that the team and association will comply with other provisions of the Student Coach rule.

<b>PARENT/ GUARDIAN</b>	<b>HEAD COACH</b> <i>(team on which student is a player)</i>	<b>ASSOCIATION REPRESENTATIVE</b>
_____ <i>Signature</i>	_____ <i>Signature</i>	_____ <i>Signature</i>
_____ <i>Printed Name</i>	_____ <i>Printed Name</i>	_____ <i>Printed Name</i>



Lakeland Hockey Association  
Release Form

I/We appreciate that hockey/ice skating can pose risk to me/us of injury including serious injuries such as permanent paralysis or death. The risk of injury include but are not limited to being struck, run into, or hit by pucks, sticks, other equipment, others on the ice, or falling or slipping on the ice and other surfaces at the arena. I/We freely, voluntarily, and knowingly recognize, accept, and assume these risks and release Lakeland Hockey Association/Lakeland Arena, its Sponsor(s), Organizers, Officials, Directors, and any and all others from any liability and/or claim for personal injury and/or property damage arising out of hockey/ice skating.

\_\_\_\_\_  
SIGNATURE OF PARTICPANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT OF GUARDIAN  
IF PARTICIPANT IS A MINOR

\_\_\_\_\_  
DATE

Note: This form is used for anyone who is NOT listed on your Team Roster that plans on participating on the ice.

**Please Keep for Team Files**

8/06

# Lakeland Hockey Association Team Sponsor Information

This is for your records to assist in keeping track of donations.

Main Sponsor:

Address:

City: State: Michigan Zip:

Contact Person: Phone:

Amount Received \$: Solicited By:

Checklist: Thank You Note  Banner  Plaque  Website

\* \* \* \* \*

Associate Sponsor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Received \$: \_\_\_\_\_ Solicited By: \_\_\_\_\_

Checklist: Thank You Note  Banner  Plaque  Website

\* \* \* \* \*

Associate Sponsor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Received \$: \_\_\_\_\_ Solicited By: \_\_\_\_\_

Checklist: Thank You Note  Banner  Plaque  Website

\* \* \* \* \*

Associate Sponsor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Received \$: \_\_\_\_\_ Solicited By: \_\_\_\_\_

Checklist: Thank You Note  Banner  Plaque  Website