



# Storm du Sud-Ouest Manager Outlined

## Team Certification

- Each staff member must have a HRC account and be approved by the Category Coordinator
- Each staff member must complete the Respect et Sport online training and Police Check background (valid for 3 years)
- To be behind the bench staff members must complete mandatory training courses. The registrar can guide you.
  - [https://www.hockey.qc.ca/fr/page/entraîneur\\_et\\_personnel\\_de\\_banc/formations\\_obligatoires.html](https://www.hockey.qc.ca/fr/page/entraîneur_et_personnel_de_banc/formations_obligatoires.html)

## Equipment:

- Each parent shall provide a cheque post-dated to April 1, 2025 in the amount of 150\$ to the order of AHMVD in order to ensure the jerseys are returned in good condition.
- The jersey should not be washed like regular laundry but dry cleaned. At the end of the season Storm du Sud-Ouest has a contact person who will clean the jerseys. Please take note that there are fees related to the cleaning (\$7.00 per jerseys) please add to your budget. *If during the season, the jerseys need to be washed, wash at delicate and no dryer.*
- For the name tags information to follow - Please see the manager guide.
- **IMPORTANT:** Advise parents that it is strongly recommended that the jerseys be kept in a compartment separate from the rest of the equipment in the hockey bag in order to keep them from being damaged. Suggestion: Dollar Store has garment bags.
- Sock: the team will be charged 25\$ per player to cover the extra cost.

## Scheduler:

- At registration each team is budgeted a certain number of hours which include:
  - Evaluation camps
  - Development Program : M9 and M12
  - Practices
  - Gyms (optional)
  - Home games
- You will be advised of the average cost of the ice time by the Treasurer/ Scheduler.
- It is advisable that each team maintain an up-to-date spreadsheet with the ice time that is provided as the ice time used over and above the budgeted ice time will be invoiced to the team (for example: you have a budget of 30 hours and you use 32 hours; you will be invoiced for the 2 extra hours at the average rate).
- You should include a budget line for supplementary ice time in your team budget.
- We recommend for the end of the season to keep 500\$ for ice time

## **Team Binder:**

- Team binder should include
  - T112: team registration signed by all players and staff
    - T112 is the Team registration form to be completed and given to the Registrar as soon as possible
  - Parents must complete the following documents which will remain in the binder:
    - Medical Information Form
    - Copy of Medical Card
    - A photo of the player (Optional).
  - Game schedule
  - Score sheets and stickers (if not electronic)
  - Tournament Travel permits (Out of Province and Private tournament)
- Tournament form
  - Complete the Tournaments form of the tournaments you have chosen: place, dates and name of the tournament, traveling permit
  - Email the form to the Registrar and Scheduler.

## **Game Result (If not electronic)**

- Regular season game results must be sent right away latest the Sunday night to Monique Blanchette LQHF Game result coordinator [lslhockeyfeminin@gmail.com](mailto:lslhockeyfeminin@gmail.com)
- Tournament game results must be sent right away or latest Sunday night to Monique Blanchette LQHF Game result coordinator: [lslhockeyfeminin@gmail.com](mailto:lslhockeyfeminin@gmail.com)

## **Tresorier:**

- Letter to open a bank account: name and address of the financial institution, 2 signatories ( no family members/ spouses). The registrar can guide you.

## **Parent Meeting:**

- Must take place as soon as possible. Here are some points to discuss:
  - Team rules
  - Budget (must have a draft budget ready)
  - Fundraising (Optional)
  - Sponsorships (Optional)
  - Tournaments
  - Ice time
  - Distribution of documents mentioned above
  - Other

“Hockey is a game, we must never forget that” - Guylain Dupuis

Have a great season!