



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

Equipment:

- Each parent shall provide a cheque post-dated to April 1, 2026 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 (\$8.00 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
 - 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
 - T112 is the team roster approved by Hockey Quebec.
 - Contains the names of all players, certified coaches, including affiliated players.
 - 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
- Tournament game results must be sent right away or latest Sunday night to Monique Blanchette LQHF Game result coordinator: lslhockeyfeminin@gmail.com

Tresorier:

- Letter to open a bank account: name and address of the financial institution, 2 signatories (no family members/ spouses). Send your request to tresorier@ahmvd.ca .

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!