



Hockey Saint-Laurent (HSL) Manager's Guide

Revised Oct 2022

(M9, M11, M13, M15, M18)

Table of Contents

Table of Contents.....	2
Responsibilities.....	3
Team Budget.....	3
Admin Rights on TeamSnap.....	4
Using the TeamSnap app.....	4
Season Games.....	7
Materials Needed.....	7
Entering and Reporting scores (Single Letters only).....	8
Entering and reporting scores only for Double Letters.....	8
Scoresheets.....	8
Franc Jeu.....	9
Tournaments.....	9
Important Information.....	9
Required Materials and Documents.....	10
Playoffs.....	11
Materials and Documents Needed.....	11
Location.....	12
Call-ups and Roster Management.....	12
Call-up List.....	12
Managing Call-ups.....	13
Call-Up Rules.....	13
Important Information.....	14
Scheduling.....	14
Important Contacts and Roles.....	15
Convenors.....	15
Registrar.....	15
Scheduler.....	15
Finance.....	15

Responsibilities

A team manager's responsibility is to ensure all paperwork is ready prior to every game, forms and paperwork ready for the start of a tournament and all subsequent games, ensure that there are enough available players prior to game time and manager player call ups.

The team manager must send out reminder emails 24-48 hours before each game and practice, directions to the rink if you will be the visiting team. The manager must also establish guidelines for arrival times before games and practices to ensure that games can start on time. Guidelines must also be set for known absences for games and practices. Typically these guidelines are discussed with the parents/guardians at the start of the season.

The attached document contains the administrative rules and regulations from Hockey Quebec for the 2021-2022 season.

French Version: [Regles Administratif](#)

English Version: N/A

Team Budget

At the start of the season a team budget needs to be agreed upon. The total amount collected from each player needs to cover:

- Tournament costs (average \$750/tournament) - Mandatory
- Trainers – Optional (Average between \$75 - \$100/hour)
- Trophies - Optional
- Events (Christmas party, end of year party) – Optional
- Materials such as labels, binders, first aid kit etc
- Bank fees - Mandatory

An example team budget can be seen here:

<https://www.hockeystl.com/wp-content/uploads/sites/2120/2021/11/Example-Budget.xlsx>

Hockey Saint-Laurent will open an account for each team. The head coach and manager are required to sign each cheque written to every payee. The treasurer will inform you with the necessary steps to follow.

Once the team budget has been finalized, it must be reviewed and approved by the treasurer:
tresorier@hockeystl.com

The team budget can be shared with the parents in order to encourage transparency for all expenditures.

Admin Rights on TeamSnap

Once you have been assigned as manager of your team, you will have access to additional controls on TeamSnap which can be used to post messages, upload pictures, add team events and update scores on the team page.

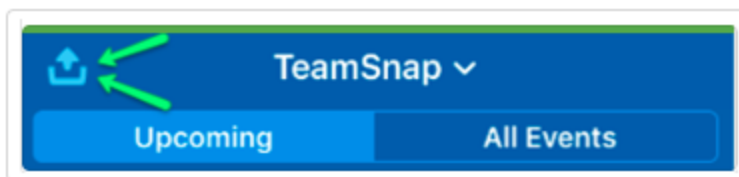
Using the TeamSnap app

It is encouraged to use the TeamSnap app as all game times and practices are updated through the app. Here is a quick guide on setting up access to the team calendar.

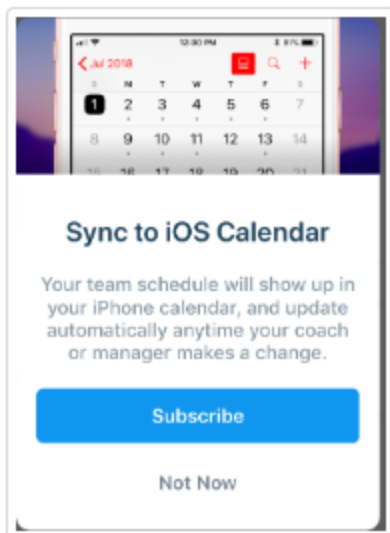
Subscribe to the TeamSnap team calendar

iOS Mobile App (Native Calendar App)

1. Open the TeamSnap app
2. Tap your team name in the team list
3. Tap the **Schedule** tab
4. Tap the share icon at the top-left of the screen



5. Tap **Subscribe**



6. Tap **Done**

Android Mobile App

Subscribing to a calendar on your Android phone is a two-part process. Android phones are tightly integrated with Google, so to access a subscribed calendar on an Android phone, you must first subscribe through Google Calendar. Google does not provide a way to do this through the mobile app, so it must be done through the Google Calendar web interface by following the steps outlined in the [Google Calendar section](#) above. The second step is to go to the Calendar app that is synced to your Google account, to verify that Sync Calendars is selected in Settings by following the steps below:

You'll want to be sure that you use the same Google account that you have set up on your phone.

1. On your Android device, open Google Calendar app or the native Android Calendar app on your phone
 2. Tap **Menu** icon in top left
 3. Scroll to bottom and tap **Settings**
 4. Tap TeamSnap calendar in the list
 - Hint: If you do not see the TeamSnap calendar in the list, tap **Show More** to expand to see your full list view
 5. Tap **Sync** to switch on
-

Season Games

Materials Needed

1. Scoresheets
 - a. Each manager will be given a pack of scoresheets at the beginning of the season from HSL. Each scoresheet consists of 5 colored sheets.
2. Scoresheet Roster Labels (info on how to fill out a scoresheet [here](#))
 - a. Peel and stick labels of the type avery_8163 or 5163-1 can be used
 - b. These labels can be purchased at Bureau en Gros or Walmart for about \$20
 - c. Use the mailing label function in MS Word to use the correct formatting, more info can be found [here](#)
 - d. An example of the labels can be found here:
<https://www.hockeystl.com/wp-content/uploads/sites/2120/2021/10/Scoresheet-Roster-Labels-HSL-Example-Avery-8163-or-51632.doc>
3. Binder or Folder
 - a. A binder or folder is mandatory as it will be requested for each tournament and should be brought to all games and practices as it contains important information.
 - b. Your binder/folder should contain the following: contact information for each player and call-ups, labels, T112, tournament permits, budget, medical forms for each player, blank score sheets and at least your last 5 game score sheets (they are returned to you after each game).
4. Lock (optional)
 - a. Most teams prefer to lock the dressing room door during games to ensure that valuables are secure
5. Medical forms and injury report
 - a. The injury log form from hockey Quebec can be downloaded [here](#)
 - b. The medical form can be downloaded [here](#)

Entering and Reporting scores (Single Letters only)

<http://www.poweringsports.net/stats/ligue/ehl/index.html>

It is the responsibility of the team manager to enter the game score for each home game only. When visiting another arena for a game, it is the responsibility of the opposing team's manager to enter the final score. For more detailed instructions, double-click on the link below:

https://www.hockeystl.com/wp-content/uploads/sites/2120/2021/10/Comment_entrer_un_resultat.pdf

The username and password needed to login into the site will be given to you in a personal email.

Entering and reporting scores only for Double Letters

<http://www.poweringsports.net/stats/ligue/ehl/index.html>

It is the responsibility of the team manager to enter the game score for each home game only. When visiting another arena for a game, it is the responsibility of the opposing team's manager to enter the final score. For more detailed instructions, double-click on the attachment below:

For more detailed instructions, double-click on the link below:

https://www.hockeystl.com/wp-content/uploads/sites/2120/2020/03/Entree-des-resultats-des-matches-2019-2020_Double-Lettres.pdf

Scoresheets

It is the home team's responsibility to prepare the score sheet by filling in the required data at the top of the sheet which includes the city where the game is being played, the names of both teams, the dates and the game number (which is included in the season schedule).

You must attach a roster label to each of the scoresheet pages and then give it to the opposing team manager so they can attach their labels. Once it has been returned to you, it must be given to the scorekeeper or referee for the game.

- If a player is absent for a game, it is best to cross them out

- If you are using a call-up for that game, you can manually enter their name and jersey number onto each label on the scoresheet.
- The scoresheet **must** be signed by one of the coaches prior to the start of the game

Franc Jeu / Fair Play point

A Franc Jeu point is awarded to each team at the end of the game and is awarded by the scorekeeper, it will be indicated at the bottom left and right for each team. Following is a grid outlining how they will be awarded.

Division	Class	Win	Tie	Loss	Penalty Minutes	Franc Jeu Points
Atom	Single and double letters	2	1	0	10 minutes and -	1
					11 minutes and +	0
Pee-wee	Single and double letters	2	1	0	12 minutes and -	1
					13 minutes and +	0
Bantam	Single and double letters	2	1	0	16 minutes and -	1
					17 minutes and +	0
Midget	Single and double letters	2	1	0	20 minutes and -	1
					21 minutes and +	0
Junior	Single and double letters	2	1	0	22 minutes and -	1
					23 minutes and +	0

*Scores for novice games are not kept, so no points are awarded

Tournaments

Important Information

All HSL Hockey Teams are automatically registered for the HSL tournament in January. In most cases teams are pre-registered and fees are pre-paid by the convenors for that level but each team is responsible to make sure that their team gets the tournament information and reimburse HSL for any pre-payments. If your team decides to register for additional tournaments, you will be solely responsible for the registration and payments of the tournament using the team budget.

It is extremely important to communicate with the registrar AND the scheduler whenever a tournament is booked. They will need:

- Your age level and team name
- Tournament name
- Potential dates of the tournament

The registrar will ensure that all of your team information is in order and the scheduler can plan ahead for any game conflicts.

New for 2022: If your tournament conflicts with the EHL playoff schedule, the EHL will **NO LONGER** reschedule games to accommodate tournament conflicts. If there is a conflict, your team will forfeit its playoff game.

Required Materials and Documents

Hockey Quebec is abolishing team binders for the 2022-2023 season.

Here is the new procedure for teams when participating in a tournament:

- The registrar must provide each of his teams with their team book (T-112);
- The team manager must check on receipt of his T-112, the list of his players, affiliated players and bench staff;
- If the T-112 is compliant, they must sign all players, affiliated players and bench staff;
- When all signatures are on the T-112, he must email the Tournament Registrar his T-112 with all signatures. The T-112 must be received by the Tournament Registrar prior to the start date of the tournament, and ideally 15 calendar days before the arrival of the team at the tournament;

The team manager must also email the tournament registrar the day before their first match: - The schedule (schedule) of the team's season matches game sheets for the team's last five (5) games (regular season, tournaments and playoffs).

To find the schedule and game sheets, the team must go to the website of its league and click on the

tab "schedule", he will see his season schedule and for the matches he has already played, the match sheet will be available.

Here are tools for scanning documents at the cell phone level available on the Apple store:

CamScanner – PDF Scanner App

Scanner – PDF Converter

Adobe Scan: mobile PDF scanner

1. Roster Labels (optional)
 - a. Most tournaments do not require roster labels but it is best to have them on hand should there be a discrepancy with the roster, player names etc.
2. Tournaments Outside of Quebec
 - a. If your team will be participating in a tournament outside of Quebec, a travel permit must be filled out prior to registering for the tournament, the travel permit is available here:
https://www.hockeystl.com/wp-content/uploads/sites/2120/2021/11/Travel_Permit.pdf

Playoffs

Playoff formats can change from year to year but usually requires 2 losses in order to be completely eliminated from the playoffs.

Materials and Documents Needed

1. Binder
 - a. The binder must contain the documents below. Failure to provide the necessary documents can result in a game forfeit or tournament disqualification. No refunds will be given due to missing paperwork
2. T-112 (Official Team Roster)

- a. A T-112 document contains the complete roster and staff (coach, assistant coaches and manager name) that must be submitted to the tournament organizer. If a roster change has occurred between tournaments, you must request a new T-112 for the HSL Registrar, email address: registraire@hockeystl.com
- b. The T-112 requires that all players on the roster and staff sign their names on the sheet prior to submission to the host organizer before the first game
3. Last 5 scoresheets
 - a. The playoff host arena will require the manager to provide the scoresheets from their previous 5 games in order
4. Roster Labels
 - a. Labels must be affixed to the scoresheet prior to each game. The host arena will provide the scoresheets.

Location

Each level of hockey and each letter for a given level will be in a different location for the duration of the playoffs. Depending on the number of teams, one city may use more than one arena to host the games. This information will be shared once the locations have been determined.

Call-ups and Roster Management

Call-up List

A list of call-ups must be set at the beginning of the season. Each manager can let the convenor for their level know which players they would like to have on their call-up list or else the convenors will decide for each team. A number of call-ups can be added to each team, additions or subtractions to the call up list must be made through the registrar.

Below is an example of how call-ups work:

→	M11 (At.) AA	M11 (At.) BB	M11 (At.) A	M11 (At.) B	M11 (At.) C	Niveau 1	Niveau 2	Niveau 3	Niveau 4
M11 (Atome) AA	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	→	→
M11 (Atome) BB	→	→	J.A.	J.A.	J.A.	J.A.	J.A.	→	→
M11 (Atome) A	→	→	→	J.A.	J.A.	→	J.A.	J.A.	→
M11 (Atome) B	→	→	→	→	J.A.	→	→	J.A.	J.A.
M11 (Atome) C	→	→	→	→	→	→	→	J.A.	J.A.

→	M13 (P-w) AA	M13 (P-w) BB	M13 (P-w) A	M13 (P-w) B	M13 (P-w) C	M11 (At.) AA	M11 (At.) BB	M11 (At.) A	M11 (At.) B	M11 (At.) C
M13 (Pee-wee) AA	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M13 (Pee-wee) BB	→	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M13 (Pee-wee) A	→	→	→	J.A.	J.A.	→	J.A.	J.A.	J.A.	J.A.
M13 (Pee-wee) B	→	→	→	→	J.A.	→	→	J.A.	J.A.	J.A.
M13 (Pee-wee) C	→	→	→	→	→	→	→	→	J.A.	J.A.

→	M15 (Bt) AA	M15 (Bt) BB	M15 (Bt) A	M15 (Bt) B	M13 (P-w) AA	M13 (P-w) BB	M13 (P-w) A	M13 P-w B	M13 P-w C
M15 (Bantam) AA	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M15 (Bantam) BB	→	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M15 (Bantam) A	→	→	→	J.A.	→	J.A.	J.A.	J.A.	J.A.
M15 (Bantam) B	→	→	→	→	→	→	J.A.	J.A.	J.A.

→	M18 (Md) AA	M17 (M.E.)	M18 (Md) BB	M18 (Md) A	M18 (Md) B	M15 (Bt) AA	M15 (Bt) BB	M15 (Bt) A	M15 (Bt) B
M18 (Midget) AA	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M18 (Midget) BB	→	→	→	J.A.	J.A.	J.A.	J.A.	J.A.	J.A.
M18 (Midget) A	→	→	→	→	J.A.	→	J.A.	J.A.	J.A.
M18 (Midget) B	→	→	→	→	→	→	→	J.A.	J.A.

→	Jr Maj.	Jr AAA	Jr AA	Jr A	Jr B	M18 (Md) AAA	M17 (M.E.)	M18 (Md) AA	M18 (Md) BB	M18 (Md) A	M18 (Md) B
Junior Maj.	→	J.A.	J.A.	J.A.	J.A.	J.A.	→	J.A.	J.A.	J.A.	J.A.
Junior AAA	→	→	J.A.	J.A.	J.A.	J.A.	→	J.A.	J.A.	J.A.	J.A.
Junior AA	→	→	→	J.A.	J.A.	→	→	J.A.	J.A.	J.A.	J.A.
Junior A	→	→	→	→	J.A.	→	→	J.A.	J.A.	J.A.	J.A.
Junior B	→	→	→	→	→	→	→	→	J.A.	J.A.	J.A.

*J-A = Joueurs Affiliés

Managing Call-ups

A call-up can only be used 5 times (same player) by the same team throughout the season. Playoffs reset the call-up counter but maintain the same limit of 5 call-ups of the same player.

Call-Up Rules

(Single Letters)

A team with less than 8 players and a goalie will not be able to play the game and will automatically forfeit the game. 9 players are required for a game to be played.

All EHL teams can use call-up on a 1 for 1 basis meaning that if 1 player is not available to play, 1 call-up can be used to replace that players.

The maximum number of call-ups a team can use in one game is 6 call up players.

Important Information

Call-up lists must be final by January 10th. No changes can be made to the call-up list after that date.

The list of call-ups will remain for the rest of the season, tournaments and playoffs.

If a player is called up to a game but does not appear on your official call up list, your team will forfeit the game and lose the franc jeu point.

Scheduling

It is important to monitor the game and practice schedule at all times. A good practice to follow is to download the Spordle app and register to follow your team, this way you will be alerted to any schedule changes that occur from the league level. You can also register to receive emails for changes through the EHL website, for instructions on how to do that, follow this guide.

<https://www.hockeystl.com/wp-content/uploads/sites/2120/2021/11/Register-for-game-changes.pdf>

As soon as your team receives the tournament schedules, it is important to let the scheduler know if there are any conflicts as soon as possible. If a regular season game needs to be rescheduled, you must contact the scheduler with the game number and date so that the scheduler may have the game rescheduled.

If a practice time and a tournament game are in conflict, let the scheduler know as soon as possible so that another team may use the ice for a practice and your practice can be rescheduled at a later date.

It is important to note that the minimum time between games is 3 hours between start times. This means that you can have a regular season game at 9am and then have a tournament game at 12pm.

Hockey Saint-Laurent pays for each hour of ice time that has been scheduled, so if you know in advance that your team cannot make use of a scheduled practice time, out of courtesy to other teams, inform the scheduler that your team will not use the ice time and it will be rescheduled for another team. The scheduler will try to find another time slot to replace the ice time given up.

Important Contacts and Roles

Convenors

coordinateur.m9@hockeystl.com

coordinateur.m11@hockeystl.com

coordinateur.m13@hockeystl.com

coordinateur.m15@hockeystl.com

coordinateur.m18@hockeystl.com

coordinateur.m21@hockeystl.com

There are usually 2-3 convenors for each level. Convenors will help answer questions with day-to-day activities prior to contacting the registrar.

Registrar

registraire@hockeystl.com

The registrar handles important documents such as issuing permits, T-112's and out of town tournaments. The registrar also handles the call up list and can answer any roster management questions.

Scheduler

schedule@hockeystl.com

The scheduler handles the schedule for practice times, the HSL tournament and is your main contact if there are ice-time conflicts for regular season games and practices

Finance

tresorier@hockeystl.com

The treasurer assists with financial questions and issues. You must contact the treasurer for any outstanding balances such as tournament payments or any other payment that HSL paid for upfront for your team.

Any other questions or issues can be sent to info@hockeystl.com