

Equipment Director:

- \$100 cash deposit for the loan of the equipment: pucks, jerseys
- Each parent shall provide a cheque post-dated to April 1, 2015 in the amount of \$125 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 and AHMVD has a contact person who will clean the jerseys at the end of the season: Diane Ciarlo (dianeciarlo@hotmail.com).
 - ✓ \$3 per player per jersey to sew on and remove the name tag and wash the jersey
- For the name tags please contact Diane Ciarlo
 - ✓ Please see the manager guide.
- **IMPORTANT:** Advise parents that it is preferable 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 and damaged. Here's a suggestion: you can buy a garment bag with AHMVD's logo. Please contact Action Multisports.

Scheduler:

- At registration each team is budgeted a certain number of hours which include:
 - ✓ Evaluation camps
 - ✓ Development Program : Atom & Pee-Wee
 - ✓ Practices
 - ✓ Gyms
 - ✓ Home games
- You will be advised of the average cost of the ice time by the Treasurer. We have contracts with the following arenas:
 - ✓ Vaudreuil-Dorion
 - ✓ Cité des Jeunes
 - ✓ Valleyfield (Centre civique or St-Timothé)
- 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 28 hours and you use 30 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.

Registrar:

- Team binder
 - ✓ T112: team registration to be completed and given to the Registrar as soon as possible (Team Registration Form)
 - ✓ Parents must complete the following documents which will remain in the binder:
 - Medical Information Form
 - Web Site Authorization
 - Web Site Information Sheet
 - A photo of the player as well as a copy of the Medicare card.
 - ✓ The coaches and assistant-coaches must provide a copy of their certification and a copy of their Medicare card to be included in the binder.
 - ✓ Game schedule
 - ✓ Score sheets and stickers
 - ✓ Tournament permits
- Advise the Registrar which tournaments you have chosen: place, dates and name of the tournament
- Advise the Scheduler of the dates of the tournaments
- Manager's Guide (available on the AHMVD web site)

Secretary:

- Letter to open a bank account: name and address of the financial institution, 2 signatories
- Room booking

Parent Meeting:

- Must take place as soon as possible. Here are some points to discuss:
 - ✓ Team rules
 - ✓ Budget
 - ✓ Fundraising
 - ✓ Tournaments
 - ✓ Ice time
 - ✓ Distribution of documents mentioned above
 - ✓ Other