



September 2011

Memo to: LLFHL Association Registrars

From: LLFHL Executive

Subject: Registering and Setting up of Managers and Team Statistician Role

Dear Association Registrar:

This memo will outline the procedures you should use when assigning team executive roles within the ITSportsnet system – specifically the Manager and/or Team Statistician role.

Last year there was some confusion on what constituted a team statistician, what constituted a manager and which of these roles needed to be insured under OWHA guidelines. In an effort to clarify this confusion for the upcoming season we have put the following procedure in place.

First – a couple of definitions:

Manager – any team official that at ANY time during the season will have an on-ice or on-bench role with the team – even one time. This role **MUST** carry OWHA insurance. Keep in mind many managers don't typically have on-ice or on-bench roles, but can, from time to time, be pressed into service. Because of this, if there is any chance that this will happen, the person holding this position **MUST** be insured.

Team Statistician – any team official whose sole duties with the team will be the input of stats into the ITSportsnet system. This person must **NEVER** be on the ice or behind the bench and does not need to carry OWHA insurance. **Additionally this person is the ONLY person that can have ITSportsnet access.**

Obviously, on many teams, the manager and team statistician is the same person. Also, on some teams a coach or assistant coach can take the role of team statistician. Both of these instances are perfectly acceptable. However, in this case, the person holding dual roles **MUST be set-up in the ITSportsnet system in both roles** – i.e. there must be a record for their name as manager **and also** a record for their name as team statistician.

***Additionally, it is only the team statistician role that is given ITSportsnet access.**

To set-up a user into the team statistician role, use this procedure: (Note, if the person you are designating as Team Statistician is not already in the ITS system you must add them before continuing)

- Access the specific team's roster – i.e. Midget A – from the Main ITSportsnet page, click “Register”, then “Team Roster” from Processes menu on left of page – then Click “Show Roster”
- Click “Add New Official” from the Team Roster Official list
- Search for the person's name you will be designating as team statistician using the Search box
- Once you find the Team Statistician's name, click the “Sel” check box to the left of their record and choose “Team Statistician” from the Role Name drop-down box
- Click “Assign Selected Officials” box – this will add them to the roster **but WILL NOT add them to the list of players/team officials that will be on the Insurance invoice.**

Once this is set-up, use the usual procedure to email the team statistician their access password. To repeat, it is only the team statistician's role that will have ITSportsnet access to input game stats.

We trust that this will clarify the scope of each of the roles and also clarify the procedure to set them up. If you need further information, please contact the LLFHL head convenor at convenor@llfhl.ca

Yours in hockey:

LLFHL Executive