

# LLFHL 2017/18- Off-Season "To Do" List

## Register Teams for 2017/18 Season – by June 15 2017

Use the link [https://www.surveymonkey.com/r/LLFHL\\_TEAM\\_Registration\\_2017\\_18](https://www.surveymonkey.com/r/LLFHL_TEAM_Registration_2017_18) to register teams for the LLFHL upcoming season. List ALL teams you hope to ice. You can always change categories, remove teams by Wednesday September 27 2017.

- Registration through the above link, also updates contact information for your Association (League Liaisons and Presidents). This info is used for communication to the LLFHL Associations
- The above link registers your teams for the LLFHL, you will also need to have your teams registered with the OWHA through Ivnet. Your Association Registrar will submit these registrations to the OWHA.
- **\*\*Note** the team categories registered with the LLFHL have to match what your Association has registered with the OWHA. Final loops will reflect registration category with the OWHA.

## Assign Statisticians & League Liaisons

**Statistician Access:** One Statistician needs to be assigned to each team. Registrars assign this role in Ivnet.

Note: If you have the role of "manager" assigned to your teams only, this role will NOT have access to Ivnet to upload team schedule or to submit game scores/stats. It is imperative each team has an **assigned statistician**.

- One person can be both manager and statistician. There is no insurance fee required for the role of statistician. Any help required to assign statisticians should be directed to [info@owha.on.ca](mailto:info@owha.on.ca) through your Registrar. (Best to remind your Association Registrars to insure a statistician is assigned.)
- The League also uses this information to create team contact lists for each division to hand out at scheduling.

## Submit League Fees

League Fees can be submitted at any time starting now until **September 22, 2017**. Registration closes June 15 2017, and invoices will be sent to all League Liaisons for the teams that are registered for your Association (\$250/team)

- You can submit Association's payment by cheque (payable to LLFHL) and mail to LLFHL, 225 Watline Avenue, Mississauga, ON, L4Z 1P3. Be sure to state which Association is sending the fees.

- If League Fees aren't received by September 22, 2017 teams will not be permitted to schedule their season. Any overpayments made by your Association will be refunded, in full, on Scheduling Day, October 1 2017

## US Opt-In Forms – due September 8 2017

If any of your Associations' teams elect to travel to the US for games (Opt-In), forms must be submitted by September 8, 2017. The Opt-In Form will be available on the [www.llfhl.ca](http://www.llfhl.ca) website under FORMS. If not submitted by this date, the LLFHL will assume you will NOT be travelling to the US for games.

## Confirm Association Teams (September 27 2017)

**Final confirmation of division and category of your Association teams must be confirmed by Wednesday September 27 2017, 4pm EST.**

- Changes to a team(s) category/division must be done both with the LLFHL and the OWHA Registrar. In the case that an LLFHL team's division/category isn't the same as the OWHA Registrar, on September 27 2017 (after 4pm) the OWHA registered team category and division will be the final reflected in the loops.
- Removal of teams from the loops must be confirmed by September 27, 2017 as well.

## Playing Loops & Registration Confirmation Distribution Dates

- **Friday September 1 2017. Preliminary Loops Registration:** Feedback will be accepted, **one** email on behalf of whole Association. Purpose of this set of Loop Registration is to confirm that ALL teams registered in June 2017 are reflected.
- **Friday September 22, 2017.** Feedback will be accepted, one email on behalf of whole Association. This will be an updated Registration list, to confirm all Association teams will be accounted for. Feedback due by Wednesday September 27, 2017
- **Saturday September 30, 2017 (after 9pm) – Final Loops – NO** feedback will be accepted nor acknowledged

## Scheduling Day – Sunday October 1 2017

**Sheraton Parkway Toronto North Hotel, 600 Highway 7 East, Richmond Hill, ON, L4B 1B2**

- **Timetable for Scheduling Day** (to be determined)
- **Ice Schedulers** are permitted, and encouraged, in the Scheduling Room all day. Please inform the LLFHL if your Ice Scheduler will be attending by September 23, 2017. Final numbers are required by the hotel one week previous to Scheduling Day.
- **ONE** team rep will be permitted in the Scheduling Room. No exceptions as space is limited.
- **HOME** schedules have to be uploaded by Wednesday October 4, 2017 11:59pm to avoid a fine. Team statisticians will have the ability to do this for their teams.

**Be sure to review all communication sent by the LLFHL to insure you have the most up-to-date information. If there is any conflicting information, the calendar on the LLFHL website will reflect the important dates and should be considered the most recent. Any questions contact Sonya Schram [convenor@llfhl.ca](mailto:convenor@llfhl.ca)**