



TEAM MANAGEMENT HANDBOOK

AXEMEN LACROSSE CLUB
2017

AXEMEN LACROSSE CLUB

Mission Statement

As Axemen, we will provide organized lacrosse programs that will develop, support and enrich all of our members.

Purpose of this Manual

The purpose of this manual is to provide coaches and team managers with guidelines to assist them in creating an enjoyable sporting experience for everyone involved in Axemen Lacrosse, including themselves. This is simply a guide line which may be followed to help your year be a success.

Any information in this manual is subservient to the Constitution and Operating Policies of Axemen Lacrosse Club as well as policies laid down by its governing Lacrosse bodies, including the Calgary District Lacrosse Association (CDLA) and the Alberta Lacrosse Association (ALA) and its directorates.

Code of Conduct

As a club, the Axemen consider the following as important elements a minor league coach can provide for his/her players:

- Respect for the game, its rules, officials, opponents, teammates and oneself.
- Personal safety, fun, positive reinforcement.
- Organized, patient, player centered teaching in all aspects of lacrosse.
- A fair amount of playing time, based on the specific level and circumstances, with the best interests of each individual and the team as a whole.

As a player, some specific conduct is required for everyone involved to get as much as possible out of the lacrosse experience:

- A respect for officials and a realization that they are there to protect the game and the players themselves.
- A positive and constructive relationship with their teammates.
- A certain level of commitment, recognizing that lacrosse is a team game, and as a player, they will only get as much from the game as they are willing to put in.

As parents we must remember why our children play minor league sports and appreciate the responsibility we have as examples and teachers. Both parents and other spectators should encourage the players and foster an environment conducive to athletic and personal growth:

- Establish healthy communication with the coaches.

- Be a positive role model when relating to coaches, officials, other players or others involved in the game.
- Exhibit a respect for the rules of the game.
- Emphasize athletic and personal growth that results from full commitment to the sport.

The Axemen Association has a tremendous respect for the game of lacrosse. As such, the Board of Directors is working to improve the experience for everyone in our community. The Code of Conduct is an initial expression of the expectations for all Axemen members.

We trust that all involved will do everything they can to make this a reality.

Respect, responsibility, sportsmanship, fairness, commitment, and the spirit of friendly competition are foundational lacrosse.

Those involved at all levels should strive to uphold these principals. For Axemen players, we believe these qualities are essential for success, enjoyment and athletic growth. When we look back on the time we were part of the Axemen community, whether as a player or in a supporting role, we want to remember an environment of enjoyment and encouragement, conducive to growth both as an athlete and as a person.

PLEASE REFER TO APPENDIX A for AXEMEN CODES OF CONDUCT

Discipline

It is necessary to maintain order on your team. It is important to establish rules at the beginning of the season and make sure all players and parents are aware of the rules as well as the consequences of breaking the rules.

PLEASE REFER TO APPENDIX A FOR AXEMEN DISCIPLINARY POLICY AND PROCESS

Complaints

Complaints which you receive about any aspect of our association should be referred to the Axemen Lacrosse Executive. The Executive Contact List is contained in the Axemen Lacrosse web site at <http://www.axemenlacrosse.com/default.aspx?p=executives>. The complaints must be submitted in writing or via email to any Executive member.

Organizing Your Team

First Things First

Once you are assigned as coach of a team, it will be important to your team that you do the following as soon as possible:

- Notify players
- Appoint a Team Manager
- Your team's equipment and jerseys will be distributed at the Coaches/Managers meeting
- Plan a parents meeting to discuss: coaching philosophy, tournaments and volunteer positions.

Tournaments

The tournament coordinator has pre-reserved tournaments spots and will provide the tournament options to the coaches.

**** DO NOT apply to Alberta or out-of province tournaments without first contacting the tournament coordinator.**

Axemen Lacrosse Club Tournament Coordinator is:

Bill Davis

tournaments@axemenlacrosse.com

Team Financials

An effective team business plan outlines expected costs (over and above registration fees) the team will encounter during the season which may include the following:

Tournament fees

Officiating fees and floor time for exhibition games

Provincial playoff fees

TeamSnap fees

Optional team wear (matching polo shirts, T-shirts, equipment bags, etc.)

Season wrap-up party

It is the Team Manager's responsibility to oversee team financials. You do have the option of assigning a Treasurer. Should you require a bank letter, please contact Nicole Tait at secretary@axemenlacrosse.com. We would encourage the team manager to handle funds as they see fit in a transparent manner reflecting the financial requirements of the team.

Should you be having a fundraiser involving a 50/50, raffle, silent auction – we ask that you obtain our gaming license for the day of the event. Please contact our Executive Director for further details: executivedirector@axemenlacrosse.com

The Axemen Lacrosse Club **does require** an accounting of team expenditures at the end of the season. This will be signed off by the team treasurer and another parent and submitted to the Axemen Lacrosse Club Treasurer – treasurer@axemenlacrosse.com as well as the parents on the team. See **Appendix B** for the form. It can also be found on the Axemen Website under ‘forms’

Communication

Communication is essential to the smooth operation of your team. At the parent information meeting:

- Explain the goals you have for the team;
- Explain the rules that you have established and what actions will be taken if the rules are broken;
- Explain how ongoing communication will be conducted (e-mail, telephone, TeamSnap);
- Describe the team emergency plan and hand-out **Participant Medical History Forms** (attached as **Appendix C** for parents to complete and return before the next event (practice or game)
- Explain what volunteer positions need to be filled and why; (attached as **Appendix D**.)
- Discuss financials – how many tournaments would the team like to participate in? Cash call vs fundraising?

Getting these issues out of the way should avoid any confusion during the season. Have all parents fill out a contact information sheet, complete with names of parents, home address(es), home phone number(s), cell phone number(s) and e-mail address(es), as the information contained in the registration form may not contain all necessary contacts.

TEAM ROLES AND RESPONSIBILITIES

Volunteering

Volunteers are the core of every minor sporting association. The Axemen rely on our dedicated and hard-working volunteers to be successful. All Axemen families are required to fulfill a volunteer bond of 200 points per child, to a maximum of 400 points per family. There is also the option of paying your volunteer bond in lieu of volunteer work. While this may be the preferred choice of some families, we encourage everyone to instead get involved and do their part to make the Axemen the finest minor sporting association in our city. Please see Appendix D for a full description of volunteer roles and points.

At the end of the season, please submit a list of families that DID NOT fulfill their volunteer bonds and please advise them that their volunteer bond cheque will be cashed before August 31, 2017.

Any questions about the Volunteer Bond please contact:

Ashley Bamford-Dobbyn: executivedirector@axemenlacrosse.com

Nicole Tait: secretary@axemenlacrosse.com

Bench Personnel

Bench personnel include the coaches, door persons and trainer.

The *Head Coach* (and *Assistant Coach* if assigned) runs all practices and manages the bench during games.

All coaches must have the necessary certification for the age and level of team assigned.

Door persons are those people who assist the Head Coach by controlling the bench doors and counting the players on and off the floor. If you have one coach, you will need two door persons. If you have more than one coach you will need as many door persons as required to make sure that there is always someone on each door. Note that the maximum number of bench personnel permitted on the player's bench is four (4), excluding the trainer. As these people need to be registered and **trained** with ALA for insurance purposes, you should try to make sure you have the same bench volunteers for each game.

Team Manager

The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.

Duties which may be allocated to the Team Manager include, but are not limited to:

- Distributing information – provide a team roster and schedule
- Organizing team volunteers
- Fundraising and tracking expenditures
- Scheduling for timekeepers, scorekeepers and shot clock
- Submitting Significant Incident Reports and tracking discipline – please see attached **Appendix E**
- Entering scoresheets into the online reporting system – refer to the CDLA website: <http://calgarylacrosse.com/Team/teamWeb.dll/PageContent?ContentId=4378&SessionId=11009431552238&co=1>

First Aid Trainer

The Axemen, given the nature of the game of lacrosse, feel that having a trainer on each team's bench, not part of the coaching staff, is vital for the safety of our athletes. This has been seen in the recent rise in injuries seen through incident reporting in 2016.

Under ALA rules, a trainer has to be certified in First Aid. In order to better achieve this, we will be offering our trainers 2 courses instead of one, Standard First Aid from the Canadian Red Cross and Athletic Injury Management (AIM) from the Alberta Sports Medicine Council of Alberta.

We would like to make it mandatory for all teams to have a trainer on your bench for all games

in 2017. These are people that will not act as a coach but are specifically there for player safety.

As this is a new requirement, we are looking to implement this as soon as possible across the Club but realize some games may be played early in the season without a trainer on the bench until those individuals have attended the training.

The Axemen will be offering several free courses to those interested in fulfilling this role.

Responsibilities for the Charge Person include:

Prior to the game

- Being familiar with players past medical history
- Assuring the First-Aid kit is complete and available at the game site
- Providing a cellular phone or knowing the location of the nearest phone
- Designating a call person to call 911

In the event of an injury to any player, official or spectator:

- Assess the situation - seriousness of injury, need for assistance, etc.
- Provide First-Aid care to injured party
- Instruct Call Person to call 911 for emergency medical assistance, if required
- Stay with injured person until injury is treated or ambulance arrives

First Aid Call Person

This person is to be designated by the First Aid person before the game begins.

Responsibilities for the Call Person include:

- Call **911** when instructed to do so
- Specify that this is a medical emergency and you require an ambulance.
- Give the number of the phone you are calling from.
- Give the location of the arena or practice box.
- Give the dispatcher details of the injury, be prepared to answer the following questions about the injured person:

1. Is the person breathing normally on his/her own
 2. Bleeding - from where and how much
 3. Level of consciousness
 4. First-Aid being provided - CPR, direct pressure, ice pack
 5. Approximate age
 6. Gender (Male or Female)
 7. Designate a person to go to the building entrance and direct the ambulance to the floor
- Return to the Charge Person and relay any instructions from the 911 dispatcher.

Timekeepers/Scorekeepers

A rotation schedule should be set up for timekeeping, scorekeeping and shot clock. When scheduling, do not schedule the team manager or team coaches. Rotation should be done alphabetically and just rotate through the team until all dates are full. If a family is unable to fulfill their position at a specific game, it is their responsibility to trade with someone else on the team to ensure that all positions are covered for all home games.

The home team is responsible for providing two adults for the timing bench during games, one to run the electronic scoreboard and one to complete the score sheet. Training can be provided

by an Axemen executive member if necessary. A third official may be provided by your team to run the 30-second clock.

Home Games

The following are the home team's responsibility for all home games:

- Supply the score sheet (make sure you complete it and hand it to the visiting team no less than 15 minutes prior to game start)
- Supply the game balls (minimum of 3)
- Arrange for volunteers to be the scorekeeper and timekeeper

Equipment

Equipment provided by Axemen:

- **First Aid Kit** – it is the Coach's responsibility to check the kit for completeness upon assignment by the Equipment Manager. Axemen will replace items which your team uses during the season – these should be identified by the team for replacement.
- **Balls for Games and Practices** – Axemen will supply sufficient balls for use during the season. Should your team require additional balls, they should be purchased with team funds.
- **Team Jerseys** – are very expensive and should be well cared for. Please impress upon the jersey parents the importance of washing (inside out) and drying (hang dry) the jersey and making repairs as necessary (mend tears, stain removal, affixing "Stop Signs", etc.). **Team jerseys are not to be worn to practice under any circumstances.** Please return jerseys cleaned and repaired and in numerical order. If a jersey is missing, stained or damaged, please let us know.
- **Team Shorts** – although not provided by the club, players are required to purchase as part of the uniform and owned by the player. It is imperative that the player wear the team shorts for all games and other Axemen events to present a professional image of Axemen Lacrosse and the team.
- **Goalie Equipment** – Typically consists of leg guards, body armour, pants, protective cup, gloves, throat guard and stick. Please air the equipment out after every game and either repair or report minor repairs which may be required to the Equipment Manager before they become major problems. The Club will clean the equipment at the end of the season.

Failure to return the equipment in a timely manner will result in deposit cheques being cashed.

The Equipment Coordinator is: Crystal Kleutsch, equipment@axemenlacrosse.com

Equipment provided by Team:

- It is recommended that the team obtain a small cooler for ice packs (could be borrowed from a parent or purchased out of team funds).
- Each player should bring his or her own water bottle to practices and games. Please remind the players and their parents of the importance of drinking water, the dangers of dehydration and the importance of washing the water bottles regularly.

- The team should have a small toolkit containing the necessary screws, nuts, screwdrivers, tape, leather strips, cords, etc. to perform minor equipment repairs
- For more information on equipment, go to <http://www.lacrosse.ca>

Box/Arena Times

Outdoor Practice Times

Practice times for the outdoor boxes will be determined at the Coaches/Managers meeting.

It is your responsibility to cancel any practice times which you will not be using. We will be using an online program to manage the bookings this year – please use the login information that will be provided to you.

Game Times

All games and indoor practice times are scheduled and posted by the CDLA. The Axemen Lacrosse club submits the tournaments each team is offered to the CDLA and they will do their best as not to schedule league games on the same days. If you book a tournament on your own, it is the team's responsibility to notify the CDLA of any games you will be missing.

Exhibition Games

If you would like to arrange an exhibition game for your team, you should contact the Facility who will advise you of any available floor time. Your team will cover the cost of the floor time. Your team is responsible for covering the official's fees for exhibition games. Please contact exhibition@calgarylacrosse.com to schedule a ref.

Player Movement and Affiliation

New Players

Only registered players may participate in Axemen team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Axemen Registrar. Coaches and other team officials cannot accept registrations.

Affiliating Players

The coach of a player must be contacted for permission prior to contacting the player to play for another team.

With the permission of their coach or manager, players are allowed to **play up** in their own division as per affiliation policy.

You will find the Player Affiliation Form under 'forms' on the Website and in Appendix F.

2017 BOARD OF DIRECTORS

President	Ty Pilson	president@axemenlacrosse.com
Vice President of Operations	Steve Harlow	vpoperations@axemenlacrosse.com
Vice President of Programs	Gary Playsted	vpprograms@axemenlacrosse.com
Secretary	Nicole Tait	secretary@axemenlacrosse.com
Treasurer	Jeremy Cheyne	treasurer@axemenlacrosse.com
<u>Axemen Paid Positions:</u>		
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Executive Director	Ashley Bamford-Dobbyn	executivedirector@axemenlacrosse.com
<u>Axemen Operational Positions:</u>		
Discipline Director	Alan Miller	discipline@axemenlacrosse.com
Equipment Manager	Crystal Kleutsch	equipment@axemenlacrosse.com
Evaluation Director	Chris Webber	
Evaluation Auditor	Jason Pocherewny	
Goalie Coordinator	Kelly Gardiner	goalies@axemenlacrosse.com
Tournament Coordinator	Bill Davis	tournaments@axemenlacrosse.com
<u>Axemen Age Group Coordinators:</u>		
Junior Coordinator	Charlene Brennan	juniors@axemenlacrosse.com
Girls Coordinator	Jason Isaacs	girls_ladies@axemenlacrosse.com
Midget Coordinator	Brent Jones	midget@axemenlacrosse.com
Bantam Coordinator	Jennifer Aldous	bantam@axemenlacrosse.com
Pee Wee Coordinator	Darrel Knight	peewee@axemenlacrosse.com
Novice Coordinator	Colin Podrasky	novice@axemenlacrosse.com
Tyke Coordinator	Wes Ferris	tyke@axemenlacrosse.com
Mini Tyke Coordinator	Tim Janzen	minityke@axemenlacrosse.com

PLEASE KEEP IN TOUCH via WEBSITE and SOCIAL MEDIA

WEBSITE: www.axemenlacrosse.com

FACEBOOK: Axemen Lacrosse

TWITTER: @AxemenLacrosse