



# TEAM MANAGEMENT HANDBOOK

AXEMEN LACROSSE CLUB  
2018

# **AXEMEN LACROSSE CLUB**

## **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 AXEMEN POLICY AND PROCEDURES 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.

## **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/content/contact-board-of-directors>.

The complaints must be submitted via email to any Executive member.

## **Organizing Your Team**

### **First Things First**

Once you are assigned as coach/manager 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 Melissa Nadeau 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 can request 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](mailto:treasurer@axemenlacrosse.com) as well as the parents on the team. A Sample team financial spreadsheet can be found on the Axemen Website under resources – manager resources.

## 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, or TeamSnap);
- Describe the team emergency plan and hand-out **Participant Medical History Forms** (found under resources on the website)
- Explain what volunteer positions need to be filled and why
- 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 the manager resource page for a full description of volunteer roles and points.

At the end of the season, please submit a list of families who DID NOT fulfill their volunteer bonds to the volunteer coordinator, Nicole Lyseng ([nicolelyseng@live.ca](mailto:nicolelyseng@live.ca)) and please advise those families that their volunteer bond fee (\$200) will be applied to their credit card on August 31, 2018.

## **Team Volunteer Positions:**

**Team Managers\*** (Min 200 will clear the Family total of 400 points)

**First Aid Volunteer\* - on the bench** (Min 200 will clear the Family total of 400 points)

**Treasurer** (200 points)

**Jersey Parent** (200 points)

**Photo Liaison** (200 points)

**Score Keeper/Time - Min 8 Games x 2** (200 points)

**Social Media Volunteer** (200 points)

**Shot Clock - Min 8 Games x 2** (200 points)

**Social Coordinator** (200 points)

**Tournament Liaison** (200 Points)

**Volunteer Coordinator** (200 Points)

**Miscellaneous/On-Demand roles**

\*these positions (as well as points) can be shared between two volunteers

Any questions about the Volunteer Bond please contact:

Ashley Bamford-Dobbyn: [executivedirector@axemenlacrosse.com](mailto:executivedirector@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 our website
- Enter scoresheets into the online reporting system – refer to the manager resource page for the link

## **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 and 2017.

Ideally the trainer should be certified in First Aid. In addition to your own first aid training the Axemen will be offering our trainers the Athletic Injury Management (AIM) from the Albert Sports Medicine Council of Alberta, as well the athletic advanced taping course will be available for the Peewee and above division trainers (AIM is a pre-requisite to the taping). Please check out course dates, locations, etc. on the Trainers Resource page of the website.

It is mandatory for all teams to have a trainer on your bench for all games in 2018. These are people that will not act as a coach but are specifically there for player safety.

Responsibilities of the trainer include:

- Being familiar with players past medical history
- Assuring the First-Aid kit is complete and available at the game site
- Follow First Aid Protocols as trained

### **Timekeepers/Scorekeepers**

The team can decide if they would like to have a rotating schedule should or have designated timekeepers and scorekeepers (a minimum of 8 shifts would fill a volunteer bond). When scheduling, do not schedule the team manager, trainers or team coaches.

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. 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](mailto: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

## **Box/Arena Times**

### **Outdoor Practice Times**

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

**It is your responsibility to cancel any outdoor practice times which you will not be using.**

Dusten Evans ([dusten\\_evans@ymail.com](mailto:dusten_evans@ymail.com)) will be your point of contact for the outdoor practice schedule - please notify him of any changes to your calendar. He will also keep teams apprised of open floor times or closed venues.

### **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](mailto: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. As of 2018, please note that teams cannot affiliate players for any tournaments within Alberta.

### **Team Photos**

Team photos will take place this year on May 6 & 7 at Indus. There will be an online system for teams to sign up for a 15-minute time slot. Managers will be contacted with details by April 20, 2018.

### **Social Media**

Axemen social media is coordinated at a club level, with one volunteer who posts Facebook and Twitter pages. Please stay connected!

Teams will be encouraged to send game results, scores, interesting news and photos to the club volunteer. (contact information to follow) Before you send anything or post anything on your team, please ensure every player signs the [Photo and Video Consent Form](#) on the managers resource page.

## 2018 BOARD OF DIRECTORS

<b>President</b>	Darrel Knight	<a href="mailto:president@axemenlacrosse.com">president@axemenlacrosse.com</a>
<b>Vice President of Operations</b>	Chris Webber	<a href="mailto:voperations@axemenlacrosse.com">voperations@axemenlacrosse.com</a>
<b>Vice President of Programs</b>	Steve Harlow	<a href="mailto:vprograms@axemenlacrosse.com">vprograms@axemenlacrosse.com</a>
<b>Secretary</b>	Melissa Nadeau	<a href="mailto:secretary@axemenlacrosse.com">secretary@axemenlacrosse.com</a>
<b>Treasurer</b>	Shawna Feradi	<a href="mailto:treasurer@axemenlacrosse.com">treasurer@axemenlacrosse.com</a>
<b>Coaching Director</b>	Colin Risi	<a href="mailto:coaching@axemenlacrosse.com">coaching@axemenlacrosse.com</a>
<b>Executive Director/Registrar</b>	Ashley Bamford-Dobbyn	<a href="mailto:executivedirector@axemenlacrosse.com">executivedirector@axemenlacrosse.com</a>
<b><u>Axemen Operational Positions:</u></b>		
Discipline Director	Alan Miller	<a href="mailto:disciplinedirector@axemenlacrosse.com">disciplinedirector@axemenlacrosse.com</a>
Equipment Manager	Crystal Kleutsch	<a href="mailto:equipment@axemenlacrosse.com">equipment@axemenlacrosse.com</a>
Evaluation Director	Sean Burnand	<a href="mailto:evaluations@axemenlacrosse.com">evaluations@axemenlacrosse.com</a>
Evaluation Auditor	Jason Pocherewny	
Goalie Coordinator		-
Marketing & Apparel Coordinator	Michelle Turner	<a href="mailto:apparel@axemenlacrosse.com">apparel@axemenlacrosse.com</a>
Timberfest Coordinator	Nicole Hippe	<a href="mailto:timberfest@axemenlacrosse.com">timberfest@axemenlacrosse.com</a>
Tournament Coordinator	Bill Davis	<a href="mailto:tournaments@axemenlacrosse.com">tournaments@axemenlacrosse.com</a>
<b><u>Axemen Age Group Coordinators:</u></b>		
Junior Coordinator	Charlene Brennan	<a href="mailto:juniors@axemenlacrosse.com">juniors@axemenlacrosse.com</a>
Girls - Novice & PeeWee - Coordinator	Marie-Eve McDonough	<a href="mailto:girls1_ladies@axemenlacrosse.com">girls1_ladies@axemenlacrosse.com</a>
Girls - Bantam & Midget - Coordinator	Malcolm Stachan	<a href="mailto:girls_ladies@axemenlacrosse.com">girls_ladies@axemenlacrosse.com</a>
Midget	Brent Jones	<a href="mailto:midget@axemenlacrosse.com">midget@axemenlacrosse.com</a>
Bantam	Jennifer Aldous	<a href="mailto:bantam@axemenlacrosse.com">bantam@axemenlacrosse.com</a>
PeeWee	Sherry Smith	<a href="mailto:peewee@axemenlacrosse.com">peewee@axemenlacrosse.com</a>
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Tyke	David McMillan	<a href="mailto:tyke@axemenlacrosse.com">tyke@axemenlacrosse.com</a>
Mini-Tyke	Ty Pilson	<a href="mailto:minityke@axemenlacrosse.com">minityke@axemenlacrosse.com</a>

WEBSITE: [www.axemenlacrosse.com](http://www.axemenlacrosse.com)