

LAKELAND LACROSSE MANAGER HAND BOOK

2018 Edition

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Mission Statement

Lakeland Lacrosse Association is dedicated to providing a positive athletic experience for boy and girl lacrosse players in the Lakeland region. Our coaches, parents and volunteers are committed to developing each player's character while teaching leadership, teamwork, and sportsmanship. Our goal is never to lose sight of the importance of character in building a team that is strong, healthy and with well-rounded athletes.

Vision

Our hope would be that these players, in the future, will become coaches or volunteers with our or another Association because of fond memories of a program that was the foundation and inspiration to their lacrosse experience.

Introduction

Lakeland Lacrosse started when a few men with a vision sought to bring lacrosse to Northern Alberta; these men were instrumental in starting the Lakeland Lacrosse Association. In the spring Of 2005, with the guidance of the (ALA) Alberta Lacrosse Association, Greg Foliott and Darcy Niedermaier created the Lakeland Lacrosse Association.

Lacrosse started in Bonnyville in 2011 when Daryl Hodinsky set up a table at a Community Registration night. Daryl continues to be an active member on the Board of Directors. Over the years, Bonnyville and Cold Lake have worked together to promote the game of Lacrosse in the Lakeland and share the "Heat" name.

For other information visit the website to get updates on what is new and valuable information about Lacrosse, you can also visit our Facebook page.

The Box Lacrosse season is short and starts with drop in sessions starting in January held at the Centennial Centre in Bonnyville using the Field House and at the Energy Centre Reid Field House in Cold Lake. The season runs from April to mid-July usually starting the first week of April and ending the second week of July with Provincials. Once ice has been removed from the Cenovus arena and the R.J. Lalonde arenas in Bonnyville and Imperial Oil Place at The Energy Center arenas those surfaces will be used for games and practices. The Cold Lake North Arena, JJ Par Arena are also used for games. Players are evaluated and teams are selected in early April, by Coaches and Division Directors who try to match up experienced players with new players to the sport. When selecting players Coaches do not take into consideration who is friends with whom because lacrosse is a team sport and a good way to add to your friend circle. Travel arrangements may be taken into consideration when there are player's from smaller communities in the area who need to travel together. Teams will meet twice a week with a practice on one night and a game on the other night. While some games will require traveling to one of the other communities in the Wheatland league; it is one night out of the week and there are usually parents who are more than happy to carpool or take your child to the game if you have other commitments. The games that are scheduled are determined by the Wheatland league and not the Lakeland Lacrosse Association so we have little control on where teams go; that being said coaches in the league are more than happy to reschedule a long distant game for a weekend rather than a week night if the team so chooses. Everyone here is a volunteer and has a passion for the game and that is exactly what the Association wants the kids to experience.

To be a Manager with the Lakeland Lacrosse Association you will need to complete the following:

- Application (Found on line and in this package).
- Respect in Sports (Found on line and there is a fee unless you have a number already).
- Sports conduct document (acknowledged online)
- Criminal background check (accompanied by a request letter from the Association. (Valid for 2 years as stated in the Lakeland Lacrosse Policies and Bylaws).
- Criminal background check request letter will be supplied by the Division Director.

Pay Online

1. ALA requires all Head Coaches, Assistant Coaches, Managers, Trainers and Association Executives to register via your Association Registration System. Please ask these people to login to your Registration System and select "Coach/Staff Registration" on the left menu. From there they can register for their specific Positions.

2. Depending on the Position that someone is registering for, the system is set up to collect the required information that both the Association and the ALA require. Head Coaches, Assistant Coaches, Managers and Trainers can all register for specific divisions and the Registration Platform also allows individuals to check off Certifications they have acquired along with the date and location of completion.

3. All Coach / Staff Positions have the option to complete an online Criminal Record Checks (CRC). RAMP is the 1st company to do a complete Coach Registration that is integrated with an Online Background Check. Currently the system is set up for Coaches to pay the \$25 for the Background Checks.

At Detachments

Background check – is free to Bonnyville and Cold Lake Residents. You will need two pieces of government issued ID and a letter from the Lakeland Lacrosse Association stating what position you are volunteering for and that a vulnerable sector check is required as you will be working with youth. Background checks can be done at either the Bonnyville RCMP detachment at 4515 54th Avenue Bonnyville, A.B. T9N 0C2 (780)826-3358 or the Cold Lake detachment at 4710 55th Street (780)594-3302. The cut off boundary is Fort Kent to go to the Bonnyville Detachment on the east side of Fort Kent; residence will need to go to the Cold Lake RCMP Detachment. Rural resident will need their rural land location (blue rural address sign) plus the two piece of government issued ID and should call each of the detachments to find out which boundary they fall under before making a trip.

NOTE: IF YOU ARE CONVICTED OF A CRIMINAL OFFENCE IT IS YOUR RESPONSIBILITY TO INFORM THE LAKELAND LACROSSE EXECUTIVE BOARD IMMEDIATELY! A list of the executive board and there contact information can be found at www.lakelandlacrosse.ca.

You will be provided with the following:

- Name and contact information of your division director
- Name and contact information of your head coach/assistant coaches
- A roster of the team from the Head coach
- Ramp website log in and Password (To enter game sheets)Find tournaments, festivals and contact information for other managers/coaches in the Wheatland league
- Game sheets will be supplied by the head coach or division director
- Jerseys can be obtained from the director of equipment a waiver will need to be signed by the individual /jersey coordinator who will look after the jerseys for the season.
- Goalie equipment can be obtained by the director of equipment a waiver will need to be signed by the parent/guardian taking responsibility for the equipment.
- Spectator Liaison Responsibilities, log sheet and lanyard.
- Dates for the Annual Ice Melter Tournament (2nd weekend in May Fri, Sat, Sun), M.D. of Bonnyville Family Road Side clean-up Day, Wheatland Year End Tournament dates, Year-End Party/Folliott - Niedermaier Awards and Provincials date for your division (July)

Get Organized!

The first thing you will need to do as a team manager is have a meeting with your coaching staff. You will need a binder and a few good pens. The most important responsibilities are listed below, a complete list of responsibilities can be found in the following pages. A Spread sheet with contact information of all the players/parents is a must. A list of all the players/parents on your team will be provided to you from the Head coach; it will be up to you to meet with the parents and add any missing information or newly registered players will need to be added to your list. Ask if there are any players with Allergies on the team and what the allergies are so that you may inform the team (Email example provided in the following pages).

As a team manager you will be responsible for looking after funds that are collected from parents for tournaments for now a cheque will be provided by the coaching staff and it will be up to the manager and coach to make sure all payments have been collected by the players and promptly delivered to the treasurer. Unfortunately, if moneys are not collected from a player he/she will not be permitted to play in the tournament.

At games you will be responsible for making sure the game sheets have been filled out and one of the three sheets Pink, yellow and white have been collected. (Game sheet will be provided to you by the division director or head coach). One for the home team, one given to the opposing team and one sent to the Wheatland League within 24 hours. (This is your responsibility when your team is the home team). A sample of a game sheet and instructions on how to fill it out are listed in the following pages. To send game sheets to the Wheatland Lacrosse Association you can take a photo of the white copy and email it. Contact person is Aleska Johnson flaglacrosse@hotmail.ca or by fax (780)386-2344. Game sheet information will also need to be entered on the Wheatland website a login and password will be sent to you by email along with instructions on what will be expected. It is your responsibility to add your team information.

Roster labels for game sheets a template can be found on the Wheatland website you may also handwrite on the game sheets. A list of the game schedule for your team from the Wheatland can be found on the Lakeland Lacrosse website. You may print it out and use a highlighter to mark your team's games. Take note of the information at the bottom of the page informing you when your games should be completed by.

At this time you can coordinate a volunteer schedule of parents/guardians (example provided) who can work as time keeper, score keeper 30 second shot clock and penalty box for your home and away games. More time and penalty box volunteers will be needed for home team tournaments later in the season.

In Mini tyke and tyke it is the responsibility of the manager to call and book a change room for your opposing teams' players. A sample of how to do this is listed in this hand book. To book games you will call other Mini Tyke and tyke managers in Bonnyville and Cold Lake (A list of managers will be sent to you during the first week of practice via e-mail by your division director once all manager positions have been filled and in turn they will contact you to book games with your team. Managers can find contact information for all teams in the Wheatland league by visiting www.wheatlandlacrosseassociation.com.

A ref is not required at the Mini tyke level. A score sheet must be completed prior to each game; however no actual score is kept on the sheet or on the board Tyke level games will have one ref. Game sheets need to be filled out, but are not sent to the league and there is no need to post a score. In Novice, Peewee, Bantam, Midget the games are all scheduled by the Wheatland league, so there is no scheduling responsibilities for the manager.

Lakeland Lacrosse Association

Team Manager Application

Name: _____ Birth Date: ____/____/____ (yy/mm/dd)

Home and Mailing address:

Telephone #: Home: _____ Cell: _____ Office: _____

Email Address _____

I would like to be a Team Manager: _____

Location: Bonnyville: _____ Cold Lake: _____

Team Divisions:

Mini Tyke: ____ Tyke: ____ Novice: ____ Pee Wee: ____ Bantam: ____ Midget: ____ Girls: ____

First Aid Yes ____ No ____ Level _____

Player parent contract Signed yes ____ No ____

Have you ever been involved with a disciplinary review? Please give details.

NOTE: A Criminal background check is required before any Coach, Assistant Coach or Team Manager will be authorized to conduct any activities involving any Lakeland Lacrosse Association players under the age of 18. A Female Assistant must be present as per ALA regulations; if there are Co Ed teams due to any issues that may arise. RCMP Criminal Checks must be submitted with this application.

Witnessed submission of the RCMP Criminal Background Check Form: Yes _____ Expiry Date:

Witness: _____ Signature:

_____ Date: _____

*Send application via email to the appropriate Division Director.

TEAM MANAGER - Responsibilities and Duties:

Team managers act on the direction of the Head Coach and Division Directors to facilitate communications between coaching staff and parents/guardians in coordinating events. The team manager relieves the head coach of the administrative tasks and allows them to focus on player development.

1. Ensure you have all the correct contact information from your players/parents/guardians to Communicating pertinent information to players and parents regarding game schedules and social events. Lakeland lacrosse volunteers will use the Ramp app to communicate with their team.
2. To delegate the necessary Volunteer jobs such as Jersey coordinator, First aid person, including off floor officials(timekeepers, score keepers, 30 second shot clock and penalty box) and ensure all are trained in proper completion of score sheets and the operation of the equipment) Assignments using an alphabetical rotation sheet work best. Tournaments and festivals will require (50/50, raffle table, Time keeper, score keeper and Penalty box volunteers).
3. Ensure you have a team roster with 3 sets of player labels per game sheets. (If you choose to go this way, a template can be found on the Wheatland Lacrosse Association website). You may also choose to handwrite on the game sheet.
4. **Ensure game sheets have been sent and entered onto the Wheatland League website in a timely manner within 24 hours of the game being played. Teams will be fined \$25 per missing field by the Wheatland Lacrosse Association (This task is required by the Home Team).**
5. Collect all picture forms and money from parents/guardians either cash or cheque and have them ready in a large envelope with a roster taped to the front to check off payment and give the envelope to the photographer.
6. Call Hotels/Motels/Campgrounds to block Rooms/Campsites for Tournaments/Provincials.
7. **Serve as a representative on the Annual Ice Melter Tournament Committee. Tyke to Midget teams not sending a representative to be a member of the Tournament committee will be fined \$100 by the Lakeland Lacrosse Association).**
8. **Provide a team raffle item worth approximately \$100 or more for Ice Melter Tournament. Mini tyke/tyke teams must provide a prize worth \$50**
9. Contact the Tournament host. Collect money/ Register teams for Tournaments/Festivals using contact information found on the Wheatland website; check with the parents for the desire to enter tournaments.
10. To coordinate with the Head Coach, Jersey coordinators and goalie equipment parent/guardian to ensure all equipment associated with the lacrosse programme is correctly maintained stored and returned on completion of the lacrosse season to the Director of Equipment.
11. Ensure you have a Certified First Responder on the bench for any teams participating in the Alberta Provincials this is a Provincial Requirement.
12. Ensure that players are supervised by a coach or designated adult (with a criminal background check) and never allowed to be left unattended at a game, practice or in a change room. (No cell phones with cameras are permitted in any change room, at any time). (Coed teams shall have one male and one female parent with a valid criminal background check them at all times as stated above). Ensure all female players have a suitable separate change room.
13. **All teams that do not attend the Wheatland year End Tournament will be given a fine of \$1000.00 to be paid to the Wheatland Lacrosse Association by the Lakeland Lacrosse Association.**
Note: tyke teams will have an exemption as long as they give 1 months' notice. Tournament cost is covered by the Wheatland Lacrosse Association. IT IS STRONGLY RECOMENDESD ALL TEAMS ATTEND!
14. M.D of Bonnyville Road side clean up (family Day) and BBQ, Year- End party/ Folliott/Niedermaier Awards, Bonnyville Wagon Races Dance (18+), Bonnyville Rodeo Dance (18+) volunteers can sign up on the Lakeland web site.

Team Volunteering

Jersey Coordinators are responsible for bringing team jersey to each game and making sure they are kept clean). Some teams only have one color and it is best to always bring both jerseys to each game and check with the other team's team manager to see what they are wearing and in turn wear the opposite color. **JERSEY BAGS are \$1,500 each (15 jerseys +garment bag) if misplaced or lost**

AFTER GAMES AND PRATICES, Open garment bags and hang in a warm dry area.

CLEANING THE JERSEYS (READ THE CARE LABEL), Pre-treat stains like mustard and Gatorade with stain remover and wash in cold water. After removing from the washer tumble dry on low, dry flat or hang dry **DO NOT IRON**

store in jersey garment bags provide in a dry area. Players are not able to take the jerseys home with them as they belong to the Lakeland Lacrosse Association and any jersey that is lost or damaged will incur a charge of \$100.00. There may be times when player will be able to wear jerseys for a sporting event, in this case the jersey coordinators will hand out the jerseys at the beginning of the event and then collect them at the end of the event. Jerseys are to be turned in to the Director of Equipment at the end of the season. An email will be sent out to give location and time to drop equipment off.

First aid Personnel There will be a first aid kit provided by the Lakeland Lacrosse Association, make sure it is stocked and up to date. Make sure you have all supplies if there are items missing contact the Division Director. Know the location of the DIFIBULATOR in the arena

Team Volunteering Each parent will be asked to time keeper, score keeper or run the 30 second shot clock or penalty box. Home teams will Time keep for Home team games. The manager of the team will have an alphabetical list as to who volunteers. After games are finished the Home team manager is responsible for sending the game sheet to the Wheatland Lacrosse Association within 24 hours and entering the game sheet information to the Ramp site.

Team volunteering definitions

Penalty Box There will be two people assigned to this task per game, one in each penalty box. The primary job is to open and close the penalty box door for the penalized players, and to ensure the penalized player(s) keeps under control. Attention to the expiration of a penalty so the players can quickly get back in the game. If a player becomes out of line inform the player’s coach or referee.

Timekeeper and Scorekeeper TIME KEEPER will be provided by the HOME team; SCOREKEEPER will be provided by the VISITOR in tournament situations. There will be a designated timekeeper and a designated scorekeeper. Both individuals will be in the timekeeper’s box 5 minutes prior to the start of the game to set everything up. The individuals will remain there for the remainder of the game.

The timekeeper will be in charge of the score clock. The information that the timekeeper must put up on the score clocks the period the game is in, the time for each period, goals and penalties. The timekeeper must also start and stop the clock according to the stops and starts between periods.

The score keeper will be in charge of the game sheet. This means that they must record all of the scoring and penalty information in the correct spots on the game sheet. All of this information will be provided to the scorekeeper by the referees.

30 Second Shot Clock Operator The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow the play. The referees must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall put the remote by the score clock. The shot clock shall be set to 30 seconds at the beginning of each period. The shot clock shall count down only when the game clock counts down. The shot clock shall be started when play is started and when play has stopped. The referees will signal and shout re-set when the clock need re set. The Lakeland Lacrosse Association will not run effectively without the help of its membership.

Team Volunteer Signup Sheet

Head Coach_____

Assistant Coach_____

Assistant Coach_____

Manager _____

Jersey Coordinator#1 _____

Jersey Coordinator#2 _____

Social Committee #1 _____

Social committee #2 _____

Social Committee #3 _____

First aid Person_____

Lakeland Lacrosse Spectator Liaison duties

Thank you for volunteering to be a Spectator liaison for today's lacrosse game. This is an important initiative by the WLA. Today Parents are forceful advocates for their kids and a fast paced lacrosse game can get very emotional fast. By volunteering as a spectator liaison you are listening closely for the difference between an accidental blunder and harmful behavior. We want spectators to cheer for their team not against the opponents, referees, coaches or each other.

RESPONSIBILITIES

- 1. Please introduce yourself to the opposing teams Spectator Liaison, referees and arena security prior to the start of the lacrosse game.**
- 2. Be sure to fill out the log sheet provided by the LLA prior to the game with date, time, arena, game, team, opposing team.**
- 3. Please wear the identifying Lanyard provided by the LLA.**
- 4. Reside in the stands halfway between your teams sitting area.**
- 5. Monitor behavior of your team.**
- 6. Be visible between any period breaks and be the last person to leave the stands at the end of the game.**
- 7. Diffuse potential problems before they escalate by simply being visible or calmly speaking to the individual(s) involved.**
- 8. Deal with any inappropriate comments/gestures directed toward another spectator, player, coach or referee by simply acting on the situation. If you feel a confrontation is imminent simply walk away from the situation and contact arena security or RCMP if needed. (Be sure to log date, time, arena, game, team, opposing team, situation and who was involved).**
- 9. Submit a brief report in writing to the Director of Discipline within 24 hours of any incidents that you feel the LLA should be aware of involving inappropriate behavior by ANY individual. Based on any submitted report the LLA Discipline Committee will conduct an investigation into the incidents and act accordingly.**
- 10. Return the Lanyard to your team manager or head coach at the end of your shift.**

LLA Spectator Liaison log report

Date:	Time:	Arena:
Game#/Tournament	Home team:	Away Team:
Security Name: Arena Ph. :(780)	Local RCMP# Ph.: (780)	Director of Discipline Name: Email:

Your Name:	E-mail:
Address:	Contact number(s):

Name(s) of the individual(s) or Organisation (Club, Association etc.) to whom the complaint is being made. Was anyone under the age of 18 involved in the incident? Yes/No

Please provide details of the alleged incident, giving as much information as possible including venue, time names of other people involved, provide witness statements etc. continue on separate sheets of paper if necessary and submit it all to the Director of Discipline within 24 hours .

Please record any action you have already taken as a result of this incident, including names, dates and times. Please continue on a separate sheet if necessary. Was arena security alerted to the incident did the RCMP need to be contacted?

DECLARATION: The contents of this form are correct to the best of my knowledge and belief and I understand that a copy of this form will be sent and or available to the individual(s) Organisation(s) against whom the complaint is being made.

Signature (of complaint): _____ Date: _____

Please submit this form to the Director of Discipline within 24 hours of the incident(s).

LAKELAND LACROSSE

Zero Tolerance Standards

Issues of inappropriate behavior in minor lacrosse are a growing concern. These guidelines are designed to remind all players, coaches, officials, league officials, parents and spectators to maintain a sportsmanlike and respectful atmosphere before, during and after all lacrosse related events.

Working together we can minimize these negative behaviors. Coaches, team managers, parents and spectators can be positive role models by setting an example for others.

Violators may be subject to disciplinary action by the LLA Discipline Committee. Inappropriate or disruptive behavior shall include

- 1) Use of obscene or vulgar language in a boisterous manner to anyone at any time;
- 2) Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing or threat of physical violence;
- 3) Any actions that inhibits the viewing pleasure of other spectators;
- 4) Throwing of any object in the spectators' viewing area, player's bench, penalty box or on the playing surface, directed in any manner as to create a safety hazard; or
- 5) Unwarranted or unwanted physical contact.

Sanctions may be placed on any offending individual that could include game or seasonal suspensions, educational or referee training courses.

You, and only you, are responsible for your actions. If you feel yourself crossing the line take action by removing yourself from the situation.

LLA Bylaw 9 and Policies and Procedures Directive 13
ALA Rule and Regulation 25
CDLA Rule and Regulation Section 2 – Disciplinary Guidelines
ALA Bylaw 11.01.2
CLA Situational Handbook – situation 28

Arena Etiquette:

1. Prior to the team entering the dressing room a coach or manager must get the key from the attendant.
2. Always check the dressing room for any damages or mess prior to your team entering the dressing room. (Report damage or mess to the attendant do not let the team enter the room).
3. Upon the completion of the game the dressing room must be vacated and left as it was found, the dressing room must be locked and the key must be returned to the attendant.
4. Any damages done by your team or individual will be charges to the team or individual not the Lakeland Lacrosse Association. Disciplinary action will be taken and charges involving the RCMP may be involved.
5. The head coach will ensure the players benches are left in a clean and left in a tidy manner.
6. Complaints about the arena need to be addressed by the Lakeland Lacrosse Association Executive Board to the facility involved.
7. Any spills or stuff on the playing surface are a safety issue and become the responsibility of the home team to clean up; make sure you have a towel available for such instances.
8. Be respectful of all facilities as it is a privilege to be able to play in theses arenas.
9. Remember how you conduct yourself is a reflection of your whole team.

Sedgewick Recreation Centre	5011-51 Avenue Sedgwick, A.B.	(780)334-3751
Killam Agri Plex	5175-51 Street (HWY 13) Killam, A.B.	(780)385-3080
Hardisty Memorial Arena	48 Avenue49 Street, Hardisty A.B.	(780)888-9906
Servus Sport Center	AB -16 5202 12 th Street Lloydminster, A.B. Fieldhouses (Synergy Credit Union) and (Mike`s Oilfield Services).	(780)875-4529
Vermillion Stadium Arena	47Avenue 55street 5510 College drive Vermillion, A.B.	(780)853-5546
Wainwright Arena – Peace Memorial Multiplex	650, 2nd (Blue arena) and (Green Arena) Avenue Wainwright, A.B.	(780)842-4542
Cold Lake Energy Centre	7825, 51st Cold Lake, A.B. Arenas (Imperial Oil Place) and (Reid Field House)	(780)639-6400
Cold Lake North Arena	1703, 6th Street Cold Lake, A.B.	(780)639-2936
Bonnyville Centennial Centre	4313 50 Avenue 1003 Bonnyville, A.B. Arenas (R.J. Lalonde arena) and Cenovus Arena)	(780)812-3400
JJ PAR	Kingsway Road Cold Lake Alberta	(780)840-8000

Tournaments/ Festivals/ Annual Ice Melter Tournament /Year-End

Team Expectations

Each team must provide a prize worth \$100 or more for the raffle table of the Annual Ice Melter home tournament. Tyke teams must provide a prize worth \$50. If the team is not sure what to get they can give the committee cash and they will go buy an item. Items need to be delivered to the host rink and collected by the Tournament Coordinator a week before the tournament. Teams will also need to provide volunteers for timekeeper/score keeper/30 second shot clock and penalty-box including raffle table and 50/50 time slots.

Tournament registration cost is not covered by the Association.

(Note: Team managers will serve as a representative on the Annual Ice Melter Tournament Committee. Tyke to Midget teams not sending a representative to be a member of the Tournament committee will be fined \$100).

Annual Ice Melter Tournament Committee (Registration is not covered by the Lakeland Lacrosse Association)

The Team manager from each team must join the tournament committee and attend the meetings to help things run smoothly and keep everyone in the loop

Volunteers who join the Tournament committee will be responsible for the following:

Medals, banners, candy cups, Heart & Hustle awards, raffle table items from the community,
Gatorade and candy or carnival arrangements, 50/50 boards for all facilities
Welcome bags and bag stuffers or Carnival arrangements

A Raffle table schedule for team Volunteers, 50/50, draw and website announcements will need to be done.

All will be provided with an updated schedule regarding the amount of kids and teams so that proper amounts of items can be acquired.

A tentative worker schedule will go out by email (so ensure the Association has an up to date email) to give people ample notice to volunteer. We will also need volunteers for raffle table and 50/50 Friday night and all day Saturday. (Only 50/50 Sunday).

50/50 Tournament board volunteer duties

- Wear an identification Lanyard (Provided by the Rink Boss)
- Have a pen(Provided by the Rink Boss)
- Cash sack(Provided by the Rink Boss)
- 50/50 board(Provided by the rink Boss)

50/50 squares on the board are sold for\$2.00 per square.

The buyer prints their name and phone number on each square that is purchased.

Draw date for the 50/50 draw will take place at the Energy Centre Saturday night at 6 pm.

Do I need to be there to win? No you will be called and if need be a cheque will be mailed to you

Proceeds from the 50/50 draw go back to the Association to pay for tournament expenses.

If the winnings of the 50/50 draw are not claimed within24 hours, the winnings will go back to the Association to be used at the discretion of the Executive board

What to say: Excuse me would you like to buy a 50/50 square? The squares are \$2.00 per square. Please write your name and phone number on the square number you have chosen and if your number is drawn you will receive a phone call. The draw will take place at the Energy centre, 6pm on Saturday night.

At the end of your shift, bring back the 50/50 board, cash sack, pen and lanyard to the rink boss.

Raffle table

- Wear an identification Lanyard(Provided by the Rink Boss)
- Have a pen(Provided by the Rink Boss)
- Cash sack/box(Provided by the Rink Boss)
- Sell tickets(Provided by the Rink Boss)

Raffle ticket booklets are sold for \$5 or \$10 per booklet.

The buyer prints their name and phone number in a booklet of tickets provided.

Draw date for the Raffle items will be at the Energy Centre 6pm, Saturday night

The winners will be called by the Raffle table coordinator to come and claim their item. The winners will need to sign the board before their item is given to them.

Proceeds from the raffle items go back to the Association to pay for tournament expenses. If items are not claimed within 24 hours the item will go back to the Association to be used at another event.

What to say: Excuse me would you like to buy a raffle booklet. The tickets are \$5 or \$10 per booklet. Please write your name and phone number in the booklet beside the ticket number I have provided you. If your number is drawn you will receive a phone call and your name will be written beside the item's you have won on our display board by the Information table. You will need to sign that board in order to claim your item. The draw will take place at 6pm on Saturday night.

Rink bosses:

Once the schedule is finalized a rink boss will be appointed to each facility.

Job includes updating the draw and phoning the scheduler with score updates. Ensuring all team needs is met. Handing out welcome packs, game sheets collecting and distributing, making calls in emergency situations and disciplinary situations to chair.

All teams must send a couple volunteers to make signs, welcome bags and getting rooms and rinks ready. Every team will be sent an email as to what their time slot is for volunteering at the raffle table and 50/50. Each team will be responsible for filling those times.

The committee is going to try to accommodate to make sure teams are not booked for volunteering while their child is playing.

No one under the age of 18 can work the raffle and 50/50 assignments due to the changes in the gaming rules. Teenage volunteers are welcome to do face painting and coloring and child care.

Festivals

According to WLA rules and regulations Mini Tyke and Tyke teams are required to attend a minimum of one festival and the yearend tournament within the WLA season (with the season dates specified by WLA). The LLA will pay the Registration fee for one required festival.

Year End Tournament – June Registration fee is covered by the Wheatland Lacrosse Association.

All teams that do not attend the Wheatland year End Tournament will be given a fine of \$1000.00 to be paid to the Wheatland Lacrosse Association by the Lakeland Lacrosse Association. Note: tyke teams will have an exemption as long as they give 1 months' notice. Tournament cost is covered by the Wheatland Lacrosse Association. IT IS STRONGLY RECOMMENDED ALL TEAMS ATTEND!

The Lakeland Lacrosse Association will not run effectively without the help of its membership.

Lakeland Lacrosse Year - End Party and Folliot-Niedermaier Awards

Folliot-Niedermaier Awards

As our Association continues to grow, we want to recognize Association Members that go above and beyond what has been asked of them for the advancement of lacrosse in the Lakeland area. In 2017 the Association introduced the Folliot-Niedermaier award in recognition of Greg Folliot and Darcy Niedermaier, two of the men who were instrumental for bringing lacrosse to Cold Lake in 2005 and establishing the Lakeland Lacrosse Association (LLA).

The recipient of this award can be any member, Player, Coach or Parent in good standing, past or present, of the LLA who exhibits fair play, good sportsmanship, integrity, passion and dedication to the game of lacrosse.

Submissions can be made by anyone in the community and can be emailed to the President of the LLA.

Deadlines for Submissions will be June 1st of each season. The Executive Board of LLA will review the submissions. Selections will be based on the number of submissions and whether the person meets the above criteria. The recipient will be announced publicly at the year-end event. The award/plaque will be displayed at the member's home arena.

Note: Please have Attendance collected and emailed to the Year - End party Committee by May 15th of each season.

Lakeland Lacrosse Association

Year - End Party and Folliot- Niedermaier Awards

Team Name	Adults	Kids	Total Attending
Annual Year –End Party and Folliot-Niedermaier Awards - June			

Information Items

The game

Box Lacrosse is for almost any age and an exciting team sport for boys or girls; starting with Mini Tyke ages 4-6, Tyke 7-8, Novice 9-10, Peewee 11-12, Bantam 13-14, Midget 15-16 and Junior 17-21. In 2016, a girl's Peewee team was introduced to the Lakeland. Teams consist of five players and one goalkeeper with a maximum of 18 players and two goal keepers. Divisions are set by the Wheatland league and the teams in our league are from Bonnyville, Cold Lake (which the (HEAT) name is shared) Vermillion (ROAR), Lloydminster, (BRUTES) Wainwright (WOLFPACK) and the Flagstaff (FUSION).

In Mini Tyke and Tyke it is the responsibility of the manager to call and book locker rooms for your games. Samples of how to do this are listed in this hand book. To book games, call other managers in Bonnyville, Cold Lake and in the Wheatland and in turn they will contact you to book games with your team. Managers can find contact information for all teams in the Wheatland league by visiting www.wheatlandlacrosseassociation.com

In Novice, Peewee, Bantam, Midget the games are all scheduled by the Wheatland league, so there is no scheduling responsibilities for the manager.

Practice times

Tyke, Novice, Bantam: **Mondays and Wednesdays**

Novice Girls, Bantam Girls (to be determined each season)

- Mini-Tyke: 6-7 pm (typically practice Mon & Wed. Occasional scrimmage games)
- Tyke: 6-7 pm (typically practice on Mon, game on Wed)
- Novice: 7-8 pm (typically practice on Mon, game on Wed)
- Bantam: 8-9 pm (typically practice on Mon, game on Wed)

Pee Wee, Midget, Junior: **Tuesdays and Thursdays**

Pee Wee Girls / Midget Girls (to be determined each season)

- Pee Wee: 6:30-7:30 pm (typically practice on Tues, game on Thurs)
- Midget: 7:30-8:30 pm (typically practice on Tues, game on Thurs)
- Junior: 8:30-10:00 pm (typically practice Tues and Thurs, games on Sat/Sun)

Early Registration begins in January, seasonal Registration begins in March. We may also be at the community registration nights in Bonnyville, Cold Lake and St Paul in the fall.

Affiliation

None as per Alberta Lacrosse Association

Required Equipment

Mouth guard, Helmet with a CSA Approved cage, kidney pads, shoulder pads, elbow pads, gloves, shorts with a jock/Jill strap, socks, a pair of runner's, a lacrosse stick, practice jersey or pinnie, and a water bottle. (Knee pads are optional, but encouraged).

Goalie Equipment A full goalie equipment bag (\$1500) and stick (\$300) will be provided to Tyke, Novice and Pee Wee Teams in the Lakeland during the season this is to allow individuals to try the goalie position. The gear is issued by the director of equipment to the head coach of each team and is rotated as players try the position.

Note: each player trying the position will be responsible for the goalie bag and contents including a goalie stick. Goalies must have a parent/guardian sign a waiver to take the equipment home with them.

Places to get this equipment

Sylvester's in Bonnyville (also sells old style HEAT team shorts); Sport Chek and Canadian Tire in Cold Lake, Totem Outfitters, United Cycle and Lacrosse Donkey all in Edmonton.

Jerseys

Game jerseys are provided to each player by the Lakeland Lacrosse Association. It is the responsibility of the manager to keep a list of the jersey numbers of each player and to have the list available for the game sheets either to free write or to make up sticker labels (three sets per game are required for each game sheet). A jersey log sheet is also required to liaise with the Director of Equipment in the event of lost or stolen jerseys.

Goalie Equipment

Goalies using LLA equipment are able to take the equipment home with them knowing the equipment belongs to the Lakeland Lacrosse Association and any part of the equipment that is lost or damaged (more than normal wear and tear) will incur a charge, at the discretion of the Executive board and the Director of Equipment. Equipment is to be returned at the end of the season to the director of equipment.

Apparel

New Heat Apparel order forms can be found on our website, so that our players' parents and fans can proudly wear our gear from the beginning of the season and all year long. Our merchandising coordinator will organise pick up times for apparel in Cold Lake and Bonnyville when orders arrive.

Fundraising

Unlike other organized sports there are no obligated fundraising quotas like Bingos, cleaning, or selling cookie dough etc. However, our Association does such events as the M.D. of Bonnyville Road side clean-up program as a way to give back to both Bonnyville and Cold Lake and to make some money for our Association (Family event). We also participate at the Rodeo dance at Bonnyville in July (Age 18+ volunteers only). Throughout the season there are tournaments and to raise money as a team you may want to organize a bottle drive or something to that effect to cut down cost on fees or to raise money for Team track suits, HEAT apparel, hotel rooms, or social events.

Picture night

Picture night takes place in April. Picture forms with cost and package information can be found on our web site and will be sent out by your team manager ahead of time along with the date, time and location. Also picture costs are not covered by the Lakeland Lacrosse Association. Cheques and total cash are accepted as there is no debit machine or cash boxes on site. Team managers will need to supply an envelope with a copy of the teams' roster including player numbers to the photographer and money collected. Teams may choose which jersey color to wear. Players do not need full gear for pictures unless a practices or game scheduled that evening. Players can wear shoulder pads, gloves, team jersey, socks, shoes and shoes. (Bring a lacrosse stick). Pictures will be handed out by your team manager when they have been printed.

Tournaments

Each year there will be opportunities for all players to compete in tournaments including our Annual Home Ice Melter Tournament which usually takes place the second week of May. Mini Tyke/Tyke teams will also be required to compete in one festival and the year-end tournament. The LLA will pay the Registration fee for one required festival. Managers will be responsible for writing a cheque for the full amount of the tournament cost to the hosting team and then collecting the money owed by each player attending the tournament/ festival. Players who are not able to attend can inform the manager so adjustments can be made to the costs owed by the remaining team members. Managers may enforce a payment deadline to be determined as per tournament requirements. E-transfers are the easiest way to collect payments and are also a great way to track who has or has not paid. Sadly if players do not pay they may not participate in the event; Year- end tournament cost is covered by the Wheatland league and takes place the second weekend in June.

Dressing rooms

No phones or recording devices will be allowed in the change rooms. Playing with balls and sticks is left for on the playing surface for obvious reasons. A player will be respectful and change in a timely manner. The Girls Dressing Rooms at the Centennial Center in Bonnyville is in the Cenouvs arena. Other arenas may assign girls' dressing rooms as needed check with the front desk.

Respect in Sports (Parent Program)

The Respect in Sports parent program is one of a kind in Canada and is an on line training and certificate program; which is transferable between sports. Registration will not be completed unless this program is completed and a number is submitted with registration. Sadly the most common reason for managers, coaches and young or new referees not to return to the sport is unacceptable parent behavior. This program outlines a model for all parents to follow and is a mandatory to get players registered into our program. With this tool we hope to have a safe and respectful environment for everyone involved in Lakeland lacrosse.

Board Members

Board members are volunteers. The Board of Directors is a legal authority for Lakeland Lacrosse. As a member of the Board, a Directors acts in a position of trust for the communities in the Lakeland and is responsible for the governance of the Association. Members of the Executive Board shall be elected from the general membership, with exception to the President, at the Annual General Meeting or at a special meeting called for that purpose. Members of the Executive, Board of Directors or appointed officials are eligible and encouraged to coach or manage Association teams while holding office. Notwithstanding, no one on the Executive or Board of Directors may serve more than two consecutive terms **(4 years in total)**. Members are encouraged to change Executive and

Board of Directors positions at the end of their terms to better familiarize themselves with the operation of the LLA. The Lakeland Lacrosse Association is governed by a Board of Directors all of whom volunteer their time to make this sport possible in the Lakeland.

Coaches

Coaches/ assistant coaches are the heart and soul of this game and these gracious volunteers give so much to the kids. Coaches instill Integrity, respect, compassion and team responsibility in players. Coaches are to be treated with respect at all times. (See player/parent contract) Coaches are always willing to hear feedback good or bad; however there is a time and place for such feedback an email or a hand written letter 24 hours after you have had time to reflect on your concerns is a good place to start. Keep in mind while watching the games/practices these are kid's not mini adults. Always cheer for your team! Not against the opposing team! RESPECT THE COACH.

Referees

Referees are to be treated with respect at all times (See player /parent contract). If there are problems with a ref you are able to go on to the ALRA web site and file a report; on the flip side if you are happy with the referee please feel free to do the same. Remember, some of these people are still kids and others are new to refereeing, they are doing their best and are human and will make mistakes like everybody else. If you feel a better job can be done by all means go get your referee certification and try your hand at being referee. RESPECT THE REF. If you need to rebook a game you will need to ensure that referees are given 48 hours' notice or the Association will be charged for the referees.

Sponsors

The Association needs sponsors to reach our goals and objectives and help support tournaments, equipment and team jerseys. The Association wants to build a respectful long term relationship with our sponsors by creating a mutually beneficial relationship and a sense of belonging between our Association and our valued community sponsors.

Kid Sport (780)826-3972

Kid Sport is a confidential organization that provides support to kids, by removing financial barriers and thereby allowing them access into organized sports. Kids need to be 5- 18 years old with a maximum of \$300.00 per calendar year per athlete. Funds cannot be used for tournaments and are only for registration fees.

Website - RAMP Interactive

Game Time

What needs to be done?

- Coaches or managers collect the key for the change room from the attendant and open the door. Check the change room for damage before the players go into the room. If there is damage or problems report it to the attendant at the desk.
- Arrive at least 30 minutes before game give enough time to change and give the coach a chance to have a talk with the team.
- The home team provides volunteers to run the time clock (Time keep), (Score keep) fill out the game sheet, run the 30 second shot clock and the penalty boxes. These individuals will be working for the referees and therefore may not cheer for either team or speak to the players in the penalty box.
- Jersey colors always bring both sets and check with the other team manager to see what they are wearing.
- Any spills or stuff on the playing surface are a safety issue and become the responsibility of the home team to clean up; make sure you have an old towel for cleaning up messes.

After the game

- Congratulate your goalie.
- Give your team cheer.
- Line up to shake hands with the opposing team, their coaches and the referees.
- If you are on a home arena form a quick circle around the faceoff circle tap your sticks 3 times on the playing surface and hold them high in the air for 5 seconds to say thank you to all the fans and volunteers who make the game possible (Lakeland Heat Lacrosse Stick Salute).
- Walk off the surface in an orderly fashion and head to your change room.
- Always leave the change room the way you found it. (See Arena Etiquette).

Discipline

Any Coach, player and their parent(s)/guardian have the right to lodge a complaint about an Association member to do so please contact the Director of Discipline for an **Incident Form** and send it by email to the Director of Discipline. If further information or a witness a statement is available please include them with the incident form.

Once the incident form has been received by the Director of Discipline; the offending party will be contacted to give their side of the story. The discipline committee will then meet with the individual and give them a chance to explain their rendition of the event(s). The discipline committee will then make a decision on the best course of action and then notify the offending individual.

Penalties cannot be set out for every possible scenario. The judgment of the Disciplinary committee will be based on the severity of the incident and also take into account mitigating circumstances and any other penalties applied previously

Any Coach, player and their parent(s)/guardian have the right to appeal a decision of the Discipline Committee. If you wish to do so you may write to the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving a letter, detailing the grounds for your appeal. Any appeal will not halt your infraction or complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

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Safety

Lakeland Lacrosse Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance will help coaches respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

An EAP can be simple or elaborate, but should cover the following items:

1. Designate in Advance a charge person charge in the event of an emergency (This may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged.
3. Have emergency phone numbers with you (facility manager, fire police, ambulance) as well as contact numbers (Lakeland Lacrosse Emergency Action Plan (EAP))

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An EAP can be simple or elaborate, but should cover the following items:

1. Designate in Advance a charge person charge in the event of an emergency (This may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged.
3. Have emergency phone numbers with you (facility manager, fire police, ambulance) as well as contact numbers (parents/guardians, next of kin, family doctor) for all the participants.
4. Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent form of the parent/guardians authorize medical treatment in an emergency.
5. Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, or major land marks.
6. Have a first aid kit accessible and properly stocked at all times with a laminated card listing contents of the kit. (All coaches are strongly encouraged to pursue first aid training).
7. Designate in advance a "call person" (the person who makes contact with the medical authorities and otherwise assist the person in charge). Be sure that your call can give emergency vehicles precise instructions to reach your facility or site.

When an injury occurs, an EAP should be activated immediately if the injured person

- Is bleeding
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, head or neck
- Has visible major trauma to a limb

Roles and responsibilities

Charge person

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- Designate who is in charge of the participants
- Protect yourself (wear gloves if he/she is in contact with body fluids such as blood)
- Assess ABCs (check that airway is clear, breathing is present, a pulse present and there is no major bleeding)
- Wait by the injured person until EMS arrives and the injured person is transported
- Fill in an accident report form

Call person

- Call for emergency help
- Provide all necessary information to dispatch (e.g. facility location, nature of injury what and if any first aid has been done)
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- Call the Emergency contact person listed on the injured persons medical profile parents/guardians, next of kin, family doctor) for all the participants.

4. Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent form of the parent/guardians authorize medical treatment in an emergency.

5. Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, or major land marks.

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7. Designate in advance a “call person” (the person who makes contact with the medical authorities and otherwise assist the person in charge). Be sure that your call can give emergency vehicles precise instructions to reach your facility or site.

Lakeland HEAT Lacrosse Accident Report Form

Date of report: _____

Patient information:

Last name: _____ first name: _____

Street address: _____ City: _____

Postal code: _____ Phone: () _____

E mail: _____ Phone: () _____

Sex: __M __F Height: _____ Weight: _____ DOB: dd___/ mm___/ yy yy _____

Known medical conditions/allergies:

Incident information

Date and time of incident: _____

Time of first intervention: _____ Time of medical support arrival: _____

Charge person, describe the incident: (What took place, where it took place, where were the signs and symptoms of the patient):

Patient describe the incident: (see above):

Event and conditions: (What was the event during which the incident took place, location of the incident, surface quality, light, weather etc.):

Action taken:

After treatment, the patient was:

_____ Sent home _____ Sent to the hospital _____ Returned to activity

Charge person information

Last name: _____ First name: _____

Street address: _____ City: _____

Postal code: _____ Phone: () _____

E-mail: _____ Age: _____

Role (coach, assistant, parent, official, bystander,): _____

Witness Information

(Someone who observed the incident and the response, not the charge person)

Last name: _____ First name: _____

Street address: _____ City: _____

Postal code: _____ Phone: () _____

E-mail: _____ Age: _____

LAKELAND HEAT LACROSSE MEDICAL HISTORY CARD

Name: _____ Birthdate: _____

Sex: ___ M ___ F Height: _____ Weight: _____ Age: _____

Address: _____

E – mail _____ Phone: _____

Personal Health number: _____

Parent/Guardian Name: _____

Address (if different from above): _____

Phone (home): _____ Work: _____ Cell: _____

Contact person
(if parent is unavailable): _____ Phone: _____

Family Physician : _____ Phone: _____

Record of illness. State illness or conditions, past or present, which may affect or be affected by Performance.

Asthma _____ Diabetes _____ Heart Disease _____ Seizures _____ Allergies _____

Other : _____

(Specify) Other problems, previous injuries or surgery

Headaches _____ Blackouts _____ Chest pain _____ Fractures _____ # of concussions _____

Other: _____

Are corrective lenses required No _____ Yes _____ Is an Epipen required No _____ Yes _____

Immunization : Year of last tetanus shot _____

List allergies and/or medications taken regularly:

Date card completed: _____

Signature of parent or guardian

LAKELAND LACROSSE TEAM BUDGET

REVENUE

DONATIONS	AMOUNT	TOTALS
FUNDRAISING		
BOTTLE DRIVE		
TOTAL REVENUE		
TOTAL EXPENSES		
TOURNAMENT ENTRIES		
TOURNAMENT #1		
TOURNAMENT #2		
TOURNAMENT #3		
FESTIVAL #1		
OTHER EXPENSES		
YEAR END PARTY		
COACHES GIFTS		
SPONSORSHIP APPRECIATION		
TOTAL OTHER EXPENSES		

Potluck – Date- Time

Location –

Directions –

Items

Family Name

Main Dish @ least 15 servings	
Main Dish @ least 15 servings	
Main Dish @ least 15 servings	
Main Dish @ least 15 servings	
Fruit Tray & 12 bottles of water	
Fruit Tray & 12 bottles of water	
Veggie Tray & 10 Juice boxes	
Veggie Tray & 10 juice boxes	
Meat/Cheese/Cracker/Pickle Tray	
Meat/Cheese/Cracker/Pickle Tray	
Salad/Side Dish & 12 bottles of water	
Salad/Side Dish & 12 bottles of water	
Desert & 10 juice boxes	
Desert & 10 juice boxes	
Desert & 10 juice boxes	
Cups/Plates(dinner & desert)forks, spoons, Knives and Napkins	

Potluck sign up: Adults _____ Kids _____ attending

ALLERGY ALERT! Please make sure all the items you bring are peanut free.

Hello Everyone, **ALLERGY ALERT**

Please be aware that NAME/ LAST NAME on our (TEAM NAME) has a severe nut allergy and can react when people are eating nuts around him. PLEASE avoid bringing anything containing nuts to practices and games and if you are eating nuts prior, please wash thoroughly.

Thank you

Lacrosse Team

Tyke Home Teams booking dressing rooms at the Centennial Centre for the RJ Lalonde and Cenovus arenas. Dressing rooms are booked by emailing the C2; an example of an email is provided below.

Hello Name,

We will be hosting a lacrosse game Bonnyville Tyke #1 vs Cold Lake Tyke #2 game on Wednesday May 13th at 6pm in the RJ Lalonde arena. Could we please get two dressing rooms booked and displayed on the board?

Thank you

Manager Bonnyville Tyke#1

Lakeland Lacrosse Player/Parent Contact Sheet

Team: _____

Head Coach: _____ (PH) _____ (E) _____

Assistant Coach: _____ (PH) _____ (E) _____

Assistant Coach: _____ (PH) _____ (E) _____

Assistant Coach: _____ (PH) _____ (E) _____

Manager: _____ (PH) _____ (E) _____

Jersey Coordinators: _____

Contact	First Name	Last Name	Phone #	Email
Player				
Father				
Mother				
Player				
Father				
Mother				
Player				
Father				
Mother				
Player				
Father				
Mother				
Player				
Father				
Mother				
Player				
Father				
Mother				
Player				
Father				
Mother				

Game Sheets

1. Game numbers can be found on the Wheatland website. If you look at your teams schedule the number will be displayed on the left hand side. Please make sure you use this number on your game sheet.
2. Game sheets must have both the team name and color filled in under the home and away slot. If you have several teams you must fill it complete with your team number and town for example: Home team: Lakeland Heat Cold Lake 1 I will not accept game sheets that just say Lakeland or Cold Lake. They will be sent back to you. If you are an association with multiple teams you must fill in the team number for example: Lloydminster Peewee 2
3. All game sheets must be signed by the score clock person, time keeper person, coaches and the two referees. This sheet is a legal document.
4. It is the responsibility of the HOME team to update the information on the Wheatland Website. You have 24 hours to do this.
5. Once the game sheet has been uploaded to the website you scan and email it to gamesheets@wheatlandlacrosse.com so it can be verified.

If you are still unsure about how to fill out the game sheet there is a power point presentation under the manager tab on the website.

MANAGERS

Please use the login information that was sent out to either you or your coach to update your team information on the website www.wheatlandlacrosse.com this needs to be completed ASAP. If you played a game this past week it is your responsibility if you were the home team to get that game sheet uploaded. If you require help with the site please ask me. I can be reached at aleska@flagstafflacrosse.com

Welcome to the Lacrosse season. Your team website is now ready for you to enter in new information.

We are mandating that 100% of our teams utilize this system, as it will be the main means of communication across our Association.

Team Login - To Login, visit: <http://www.rampinteractive.com/msa>

Login: Will be sent to you via email

Password: Will be sent to you via email

Team Website

<http://www.wheatlandlacrosse.com/team/415/0/3067/15084>

we need everyone's contact information entered into your team site as per below. Please login and follow these simple steps: Login to your team administration area using the above Login and Password Once logged in, you will be able to enter all the content which will appear on your team website.

It is the home team's responsibility to update the website with the game sheets. After the game sheet has been uploaded to your website please SCAN and EMAIL the game sheet to gamesheets@wheatlandlacrosse.com so they can be verified.

Should you have any questions or require assistance with the site please contact admin@wheatlandlacrosse.com

GAME SHEET INSTRUCTIONS for the Home team's manager to fill out

1. Game sheets are the responsibility of the Home team's manager to fill out,

2. Record the following information on the game sheet

- Date
- Location
- Level
- Game #
- Name of visiting team: Game sheets must have both the team name and color filled in under the home and away slot. Example: Lakeland Heat Cold Lake 1/ Yellow
- Record the players' names starting with the goalie first and the rest of the team in numerical order. You can request the visiting team manager do this.
- Have visiting coaches and assistant coach's print and sign their names. You can request the visiting team manager do this.
- Record the name of home team. Game sheets must have both the team name and color filled in under the home and away slot. Example: Bonnyville 2/ Blue
- Record the Players names with the starting goalie first, alternate goalie second and the rest of the team in numerical order. (Note you can make up labels(avery05163)and stick them to the game sheets, just remember you will need 3 per game
- Have coaches and assistant coach's print and sign their names.
- Record start time and end time/penalties/goals/assists
- Have Timekeeper and Scorekeeper record their names
- Have Referee #1 and #2 print and sign their names.
- Distribute game sheets to teams and submit the game sheet

Game sheets: White copy-**League** Yellow copy- **Winning Team** Pink- **Losing Team**

If there is a tie the yellow sheet goes to the Home team and the pink sheet goes to the Visitor team.

How to submit the game sheet:

Take a photo of the white copy of the game sheet

Email the photo of the document to Aleska Johnson within 24 hours of the game being played to the (Wheatland League) *SCAN and EMAIL the game sheet to gamesheets@wheatlandlacrosse.com so they can be verified.*

In the body of the email include a quick note repeating the teams and the score Example: Bonnyville Tyke#1 vs ColdLakeTyke#2 Score: 6/6

Game sheet example:

Alberta Lacrosse Association

Location: Bill Hunter Arena
 Level: Bantam "A" Game # 2176582

Date: April 25, 2005

Visitors/Color: <u>Warriors / Black-Red</u>				GOALS				PENALTIES								
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Min	Reason	Off	Start	On
G	01 Adam				1	15:46	08	13		1	13	2	SL	16:13	16:13	14:13
G	06 Jason				1	7:11	87			1	47	2	CHG	3:27	3:27	1:27
	08 Casey				2	10:10	13	40	87	2	15	2	RO	14:26	14:26	13:10
	11 Cameca				2	9:40	13	28		3	11	5	FI	3:00	3:00	
	13 Kelly				2	5:07	29	16		3	25	2	HS	2:00	2:00	1:15
C	16 Simo				3	11:19	16	11								
	16 Lee				3	04:10	25									
	22 Pat															
	25 Dennis															
A	28 Curtis															
	29 Kelvin															
	40 Jesse															
	47 Rick															
	81 Seth															
	87 Parker															
Bench Penalties																
Game Totals																
22 Pat Dragon				Susp 2 of 3												
				Susp												
Coach: <u>Rusty Gray</u>				signature:				Goalie Saves								
Coach: <u>Berry Chet</u>				signature:				# 1 2 3 OT								
Coach: <u>Leister Townsend</u>				signature:												
Coach/Trainer: <u>Robbin Scott</u>				cert number: <u>817-26451</u>				Time Outs								
Home/Color: <u>Titans / White-Green</u>				GOALS				PENALTIES								
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Min	Reason	Off	Start	On
G	30 Tucker				1	12:45	18	40		1	2	2	HS	12:16	12:16	10:16
G	8 Troy				1	10:20	10	27	41	1	27	2	ICC	6:00	6:00	4:00
	10 Mike				1	5:06	89			1	20	2	RO	2:27	2:27	1:27
	11 Phillip				2	13:10	23	13		2	23	2	USC	13:10	13:10	11:10
	13 Andy				2	12:44	13	20		2	40	2	SL	5:32	5:32	6:07
C	17 Neal				2	2:30	27			3	17	4	CFB	10:30	10:30	6:50
	18 Baxx				3	8:08	88	89		3	15	5	FI	3:00	3:00	
	20 Reece				3	1:15	11	21								
A	21 Matt															
	23 Alex															
	27 Nick															
MF	46 Lonnie															
	41 Connor															
	86 Brian															
	88 John															
	89 Lane															
Bench Penalties																
Game Totals																
				Susp												
				Susp												
Coach: <u>Richard Redford</u>				signature:				Goalie Saves								
Coach: <u>Junie McCarthy</u>				signature:				# 1 2 3 OT								
Coach: <u>JP Shepard</u>				signature:												
Coach/Trainer: <u>Ben McKenzie</u>				cert number:				Time Outs								
Start Time: <u>2:00pm</u> End Time: <u>3:26pm</u>				Referee 1: <u>Level 3</u>				Signature								
Timekeeper: <u>Sim Smith</u>				Print name: <u>Larry REED</u>												
Scorekeeper: <u>Mary Sheppard</u>				Referee 2: <u>Level 3</u>				Signature								
Phone #				Print name: <u>Will GATES</u>												

Enter the starting goalie 1st, alternate goalie 2nd, the rest of the team in NUMERICAL order

White - League Yellow - Winning Team Pink - Losing Team

More instructions on how to fill out a game sheet can be found by visiting the coach's corner tab on the Lakeland lacrosse web site.

Instructions for the Time Keeper for Mini Tyke (Ages 4-6)

OPTION L

Game is played ‘Cross-Floor’ to a max of 2 games per floor (ALA Rule)

One coach from each team may be on the floor to instruct players

No shot clock (ALA rule)

A score sheet must be completed prior to each game

No score is kept or displayed on the scoreboard

Game: 1 hour

Warm - up: 15 minutes

3 periods, 15 min each

Straight time

Intermission of three minutes between periods; each period starts with a face off

Instructions for the Time Keeper Tyke Lacrosse (Ages 7-8)

OPTION L

A score sheet must be completed prior to each game

All goals, assists and penalties are recorded and the score is displayed on the score board

A differential of more than five goals is not displayed

Game: 1 hour

Warm- up: 15 minutes

3 periods, 15 min each

Straight time

No shot clock (ALA Rule)

Intermission of three minutes between periods; each period starts with a face off

Beep the horn every three minutes for players to change

One ref is required for season game and a ref will be present at tournaments and festivals

Instructions for Novice (Ages 9 - 10) Time Keeper and 30 Second Shot Clock

OPTION L

A score sheet must be completed prior to each game

All goals, assists and penalties are recorded and the score is displayed on the score board

A differential of more than five goals is not displayed

Game: 1 hour

Warm - up: 5 minutes

3 periods 15 minutes each

3 minute breaks between periods

Intermission of three minutes between periods; each period starts with a face off

Straight Time

2 referees are required

Instructions for Novice Ages (9-10) Pee Wee (Ages 11- 12) Time Keeper and 30 Second Shot Clock Novice/Peewee Women’s Rules

Game: Novice 1 hour/ Pee Wee 1 hour 15 minutes

Warm - up: 5 minutes

Shot clock applies

3 periods 15-minutes each, straight time, with 3- minute intermissions.

Each period starts with a face off

A score sheet must be completed prior to each game

All goals, assists and penalties are recorded on the game sheet, and displayed on the score board

A differential of more than 5 goals shall not be displayed

Instructions for Pee Wee (Ages 11- 12) Time Keeper and 30 Second Shot Clock

Game: 1 hour 15 minutes
Warm - up: 5 minutes
3 periods two 15 minutes each and one 20 minute
2 minute breaks between periods
Stop Time
2 referees are required
Stop the clock for goals, penalties, time outs and whistles

Instructions for Bantam (Ages 13 - 14) Time Keeper and 30 Second Shot Clock

Game: 1 hour 30 Minutes
Warm - up: 5 minutes
3 periods 20 minutes each
2 minute breaks between periods
Stop Time
2 referees are required
Stop the clock for goals, penalties, time outs and whistles

Instructions for Midget (Ages15 -16) Time Keeper and 30 Second Shot Clock

Game: 1 hour 30 minutes
Warm - up: 5 minutes
3 periods 20 minutes each
2 minute breaks between periods
Stop Time
2 referees are required
Stop the clock for goals, penalties, time outs and whistles

30 SECOND SHOT CLOCK

The Ref is in charge of the game and will signal a re- set to the shot clock by waving his/her arms above their head and yelling reset.

Lakeland Lacrosse Association

Manager feedback form

Division Managed: _____

Name: _____

How would you rate the Lacrosse Season overall?

Poor		Good		Very Good
1	2	3	4	5

How would you rate the following: Poor Good Very Good

Organization of LLA 1 2 3 4 5

Communication with LLA 1 2 3 4 5

Quality of Officiating with in the LLA 1 2 3 4 5

Support / Assistance from the LLA 1 2 3 4 5

Team Coach 1 2 3 4 5

Parents Behavior 1 2 3 4 5

Players Behavior 1 2 3 4 5

Personal Enjoyment 1 2 3 4 5

Manager Handbook 1 2 3 4 5

Resources on LLA website 1 2 3 4 5

What were the Highlights of the season?

What are some areas of improvement?

Are you interested in Managing next season? Yes _____ No _____

If yes, which level? (Mark all which apply) Mini Tyke _____ Tyke _____ Novice _____
Pee Wee _____ Bantam _____ Midget _____

Are you interested in becoming a Board Member with the Lakeland Lacrosse Association? Yes/No

Can one of our Executive members contact you? Yes/No

Contact information:

Any other comments:

The Lakeland Lacrosse Association Thanks you for volunteering your time this season and appreciates your feedback as it is an important part in making our next season and the ones following enjoyable for all involved.