

Manager info sheet

1. **Attain parent contact info from your coach.**
2. **Set your team up communication** system (Our website has a communication app as well...look under information tab to find out how to set it up) You can use teamsnap or other communication if you prefer...just note that all out games and practices are on the website
3. **Go to the ALA site to view the upcoming tournaments,** inform your coach and register accordingly (Blues Icebreaker at the end of April fills fast). Typically WLA will register all teams into the Icebreaker for you. Inform the WLA scheduler so they can let our league know in order for your team to not be scheduled league games that weekend. Also, inform scheduler, times in the season when a large group of players may be away so they can have games booked off for that time (grads, school field trip..etc) Coach, goalie or “key” player away are NOT an excuse. Must be a school or town function in which your team will not have enough players to field a team.
4. Work with your coach to set up **parent meeting** and communicate that with your team. Inform the President when your meeting time is so a board member can attend.
5. **Attend GELC manager/coach meeting if coach cannot attend.** You will be given a manager manual (this manual will show you how to fill out a gamesheet, what you are required to do with it immediately following the games, insurance forms if a player is injured, incident forms etc) **Make sure to read through this manual as it contains important info that will pertain specifically to your level of play.**
6. **Parent Meeting** make sure you have all the **forms** you need filled out (no one will be allowed to play without these forms done)
Medical Forms (managers must have these must be at every game/event) (WLA site under forms)
Code of conduct (Peewee & above players must sign as well) (WLA site under forms)
Edmonton Soccer center waivers – Mini tyke/tyke only (adult forms for the coaches must be signed as well) (GELC manager book)

Have parents sign up to:

1. make box schedule
2. jersey washing (1 parent can do each set)
3. make roster card
4. windup party
5. It is recommended to set up a team fee for the season so you are not collecting all season long

Communicate

1. Your season timeline depending on the division.. Playoffs (if applicable to your division) will consist of weekday games going into the first 2 weeks of July.
 2. Provincials are July 12-15· 2018 in Calgary. New this year, it is a tournament format that your team **can choose** to attend. Intent for this must be filled out by June 1st. Intent form and hotel information can be found at albertalacrosse.com under provincials, Minor Box.
 3. Expectations of parent/coach communication (24 hour cool down rule...etc)
 4. Dryland training, team special events, etc.
7. Resource sites:
Your club Westlock Lacrosse Association (WLA) - Westlocklacrosse.ca
Your league Greater Edmonotn Lacrosse Council (GELC) – gelc.ab.ca
Your Provincial governing body Alberta Lacrosse Association (ALA)
<http://www.cla-alberta.pointstreaksites.com/view/cla-alberta>