



SEASON 2023
**MANAGERS
MEETING**



MEETING AGENDA

- All things **Team Management Handbook**:
 - Where to find it for future reference
 - Review its content



MANAGER INFORMATION & FORMS

POLICE CHECKS

PLAYER RELEASES & EXEMPTIONS

BENCH STAFF REGISTRATION

SOCIAL MEDIA

TOURNAMENTS



U7 ~ LIL' ROUGHNECKS ▾ U9 ▾ U11 ▾ U13 ▾ U15 ▾ U17 ▾ JUNIOR ▾

Manager Resources

Manager Resources

[Team Photos 2023 - May 16 & May 17th](#)

[Booking Links will follow](#)

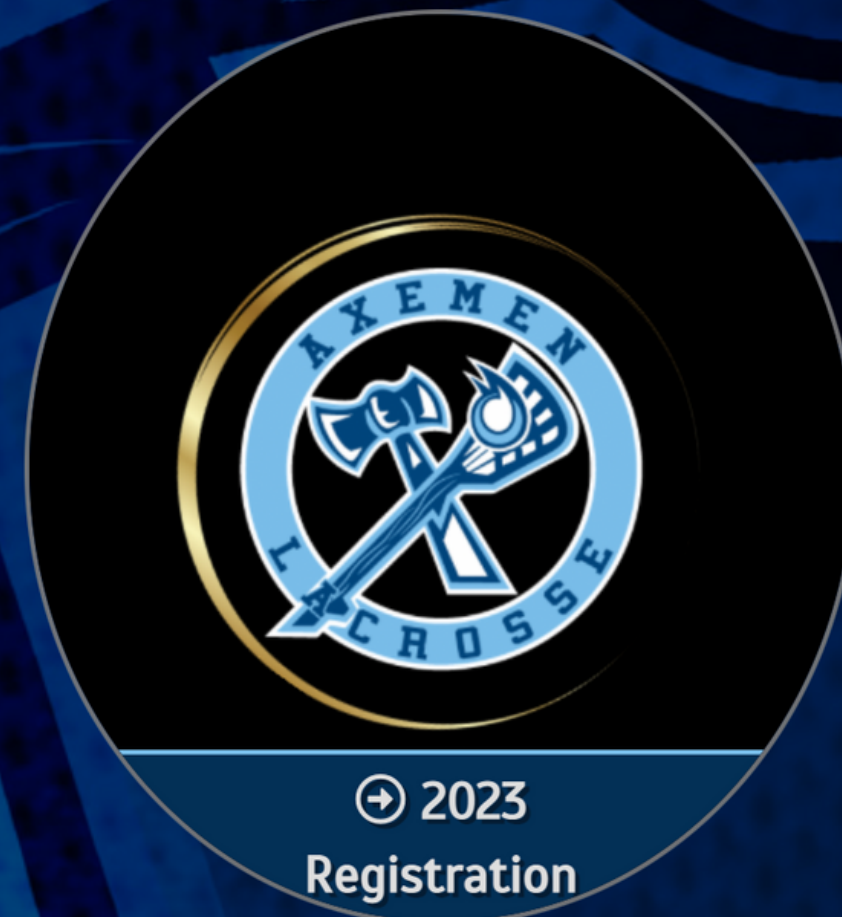
[Picture day Brochure](#)

Resources for Team Managers:

Please see the link below to the Updated Management Manual:

[Team Management Handbook](#)

Updated March 2023





CODE OF CONDUCT

The Axemen Association has a tremendous respect for the game of lacrosse. As such, the Board of Directors is continuously 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.

**PLEASE REFER TO AXEMEN POLICY AND PROCEDURES
FOR AXEMEN CODES OF CONDUCT ON OUR WEBSITE**



RULE OF TWO

The Rule of Two states that there should be at least two adults and two children present at all times, in every situation, including:

- Closed doors meetings
- Watching tape with teams or athletes
- Travel
- Training environments (on the field, locker room, etc)
- Emails and text messages (social media)

**PLEASE REFER TO AXEMEN POLICY AND PROCEDURES
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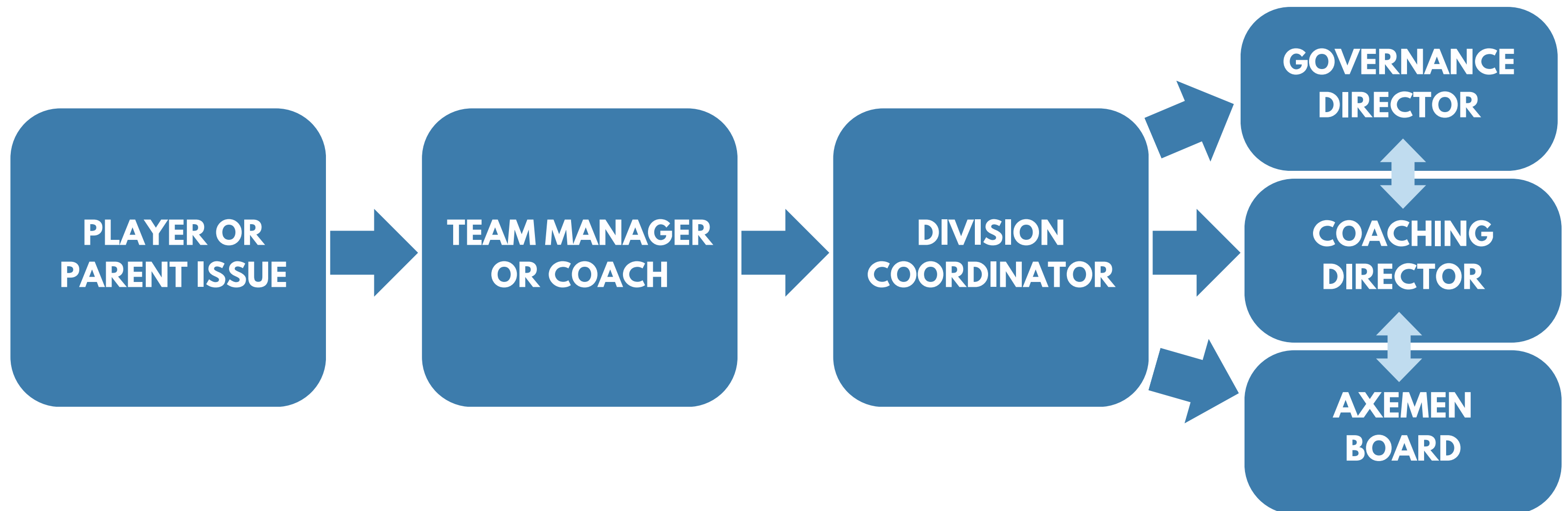


24 HOUR RULE

Parents and/or guardians should not confront a coach, a team or a league official to discuss any "negative" game or practice situation until at least 24 hours has passed from the completion of the game or practice.

COMMUNICATION FLOWCHART

GENERAL COMMUNICATION / ISSUES PROCESS



An icon on the left side of the slide, set against a dark blue background. It features a light blue rounded rectangle containing a checklist with three items: the first two are marked with checkmarks and the third with an 'X'. To the right of the rectangle is a light blue pencil icon pointing towards the bottom right.

INCIDENT REPORTING

Axemen Team Managers are required to fill out and submit the “Significant Incident Report” when an action or situation occurs during an Axemen game that could be perceived as detrimental to the sport and/or the organization.

In most cases it will be obvious to the Team Manager that the form must be submitted but others will not be so obvious. To bring complete transparency to our organization, the Team Manager is asked to submit the report when any situation occurs that they are unsure of.

[Significant Incident Form](#)



INJURY REPORTING

Injuries are to be reported through to the Axemen in a timely fashion. Please complete the Injury Reporting form located on our website.

[Injury Reporting Form](#)

AGE GROUP COORDINATORS

CONTACT DETAILS

U17	Tunde Olaosun	U17@axemenlacrosse.com
U15	Crystal Kleutsch	U15@axemenlacrosse.com
U13	Tiffany Schuchardt	U13@axemenlacrosse.com
U11	Tasha Leontowicz	U11@axemenlacrosse.com
U9	Brie-Anne Risi	U9@axemenlacrosse.com
U7 / Lil' Roughnecks	Chris Jensen	U7@axemenlacrosse.com





RAMP REGISTRATION

- All bench staff (coaches), trainers and managers must register within the RAMP registration system. Once registered, you will be given access to the RAMP APP.
- DO NOT add people to your RAMP APP or team

ORGANIZING YOUR TEAM



- **First thing first**, introduce yourself to your team.
- Coordinate with your coach to pick up your team's equipment; jerseys, balls, goalie gear (if applicable), first aid kit, etc.
- Plan a parent meeting to discuss:
 - Coaching philosophy
 - Tournaments
 - Volunteer positions
 - Cash call / fundraising opportunities



TOURNAMENTS

Axemen is looking for a Tournament Coordinator

For a list of all Alberta-based tournaments, visit the Alberta Lacrosse Associate website www.albertalacrosse.com/content/tournaments

Don't wait too long to register, it is a short season - tournaments fill up fast!

TEAM FINANCIALS

It is the Team Manager's responsibility to oversee team financials.

Budget may include items like:

- Tournament fees
- Exhibition games
- Provincial Playoff Fees
- Team Apparel
- Team Building Activities

Max Cash Call for U7 & U9 divisions: \$100

Max Cash Call for U11 & up divisions: \$200

Fundraisers like 50/50, silent auction, rafflebox will require a gaming license. You must obtain this prior to the event. Licenses are under your name not Axemen Lacrosse as this can affect our AGLC Licenses.





TEAM FINANCIALS

If you have a family who needs financial assistance, reach out to the Executive Director for support on next steps.

Note that any money leftover from team fundraising activities should be divided and returned to families only if there was a cash call collected and the money does NOT exceed the cash call value. NO EXTRA FUNDS can be returned.



TEAM COMMUNICATION

Communication is essential to the smooth operation of your team.

Parent meeting explain:

- Goals for the team
- Rules for the team
- Team Communication (RAMP App, phone or email)
- Hand-out [Medical Forms](#)
- Team Level Volunteer Positions Required
- Financials: number of tournaments the team wants to participate in? Cash call vs fundraising.
- Make sure you have everyone's correct contact details



TEAM VOLUNTEERS

All hours volunteered can be added together over the season and can be spread over various volunteer opportunities.

--> 10 hours of volunteering equals 200 points.

--> More than one player – Family Bond maximum is 400 points.

- 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)
- Score Keeper/Time – Min 8 Games (200 points)
- Shot Clock - Min 8 Games (200 points)
- Social Coordinator (200 points)
- Tournament Liaison (200 points)
- Volunteer Coordinator (200 points)
- Miscellaneous/On-Demand roles (Calculated on an hourly basis)

EQUIPMENT

Equipment provided by Axemen:

- First Aid Kit
- Balls for Games and Practices
- Team Jerseys
- Goalie Equipment
- **Team Shorts:** Although not provided by the club, players are required to purchase Axemen shorts as part of their uniform and expected to wear them during all season games.

*Failure to return the equipment in a timely manner will result in deposit fee being charged to credit card on file.



BOX & ARENA TIMES

GAME TIMES

All games and indoor practice times are scheduled and posted by the CDLA starting:

- 17 April 2023 for U13 to U17
- 24 April 2023 for U7 to U11

EXHIBITION GAMES

All Exhibition games need to be input as 'exhibition' games by the CDLA Office before you can enter stats for these games. Only games that are setup by the CDLA office are 'sanctioned'.

If your opponent is a non-league team, you will only need to input penalties for your team. The game sheet and any Game Incident Reports must be uploaded, NO EXCEPTIONS.


Teams will be invoiced for the referee fees for these games, either from their club or from the CDLA

Please complete the following [Exhibition Game online request form](#).

REFEREE COSTS 2023



- U9 - \$22/ref - \$44 + \$6 assigning fee = \$50
- U11 - \$24/ref - \$48 + \$6 assigning fee = \$54
- U13 - \$31/ref - \$62 + \$6 assigning fee = \$68
- U15 - \$36/ref - \$72 + \$6 assigning fee = \$78
- U17 - \$43/ref - \$86 + \$6 assigning fee = \$92



HOME & AWAY

Home team is responsible for:

- Clock
- Home Penalty Box
- 30 second - shot clock

Away team is responsible for:

- scoresheet
- Visitor Penalty Box

SCHEDULE



U13-U17

Practice schedules are now posted on your RAMP APP

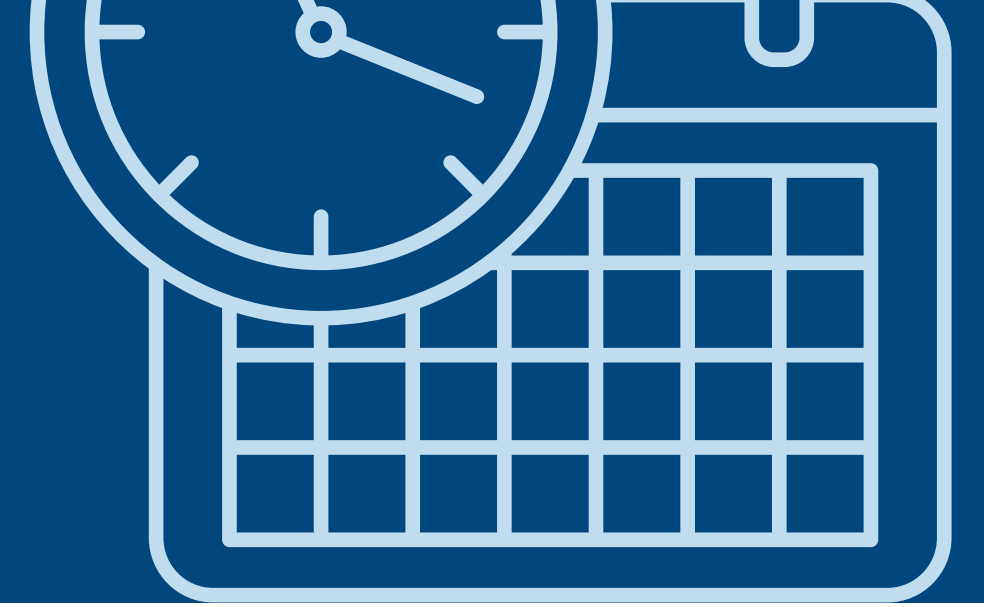
U11-U9-U7

Practice schedules are now posted on your RAMP APP

GAME SCHEDULES AND PRACTICES

- Allocated by CDLA - These will automatically connect to your RAMP APP
- Additional Practices (outdoor) and Tournaments - you will load

SCHEDULE



OUTDOOR SCHEDULE

- Outdoor Box schedule now posted
 - New Brighton Box - **Added 2023**
 - Deer Ridge Box
 - Queensland Box
- Schedule will be sent via email - your selected day will be your day for the season - this is not a rotating schedule

PLAYER MOVEMENT & 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, 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 Axemen website.

PLAYER / GOALIE AFFILIATION



TOURNAMENTS

Max 15 players/runners & 2 goalies

*exception for Canada Day - see Calgary Lacrosse Website for more details

LEAGUE PLAY

Max Roster - 18 runners - 2 goalies

PLAYERS

May affiliate MAX 4 times

GOALIES

Unlimited Affiliations

**NO SUSPENDED
PLAYERS CAN BE
REPLACED**

GAME REPORTING PROCEDURES

The “HOME” team, as shown on the website schedule, is responsible for inputting the gamesheet information into the website within 24 Hours of completion of that game.

The “VISITING” team verifies the accuracy of the gamesheet once it has been inputted into the website by the HOME team. This will include reporting any errors in the note section of the game to advise HOME team.

The image displays two examples of the Alberta Lacrosse Association game sheet form. The top form is for a visiting team, with the home team's information filled in. The bottom form is for a home team, with the visiting team's information filled in. Both forms include sections for player statistics, goals, penalties, and game notes. The forms are annotated with circled numbers 2, 23, and 50, likely indicating specific areas of interest or common errors.

Visitors/Color: Club name / Team / jersey color
Home/Color: Club name / Team / jersey color

GOALS
P1 Time Goal Asst Asst P2 Time Goal Asst Asst

PENALTIES
P1 # Offense Off Start On P2 # Offense Off Start On

Game Totals
Time: 2:00
Goals: 2-1-0
Penalties: 2-1-0

Coach/Trainer: Super Coach 1 Super Coach 2 Super Coach 3 Super Coach 4

Game Notes:
Enter the starting goalie 1st, alternate goalie 2nd, the rest of the team in NUMERICAL order
White - League Yellow - Winning Team Pink - Losing Team

GAME REPORTING PROCEDURES

Game sheet Information - All that is required on game sheets is:

- game information (game number / date / time / location / teams / age group / division)
- team rosters for each team
- coach and manager information
- major penalties and game incidents
 - game stats (goals and minor penalties) is optional
- referee information (and signatures)

The image shows two examples of game sheets from the Alberta Lacrosse Association. The top sheet is for a game between 'Visitors/Color' and 'Home/Color' with a score of 2-23. The bottom sheet is for a game between 'Home/Color' and 'Visitors/Color' with a score of 2-50. Both sheets include sections for Goals, Penalties, Bench Penalties, and Signatures.

GAME REPORTING PROCEDURES

Print off Instructions from
Axemen Website - Keep in
your managers binder

GAME REPORTING

EXHIBITION GAMES

All Exhibition games are to be input as 'exhibition' games by the CDLA Office before you can enter stats for these games.

Please send your exhibition game details to results@calgarylacrosse.com.

If your opponent is a non-league team, you will only need to input penalties for your team.

The game sheet and any Game Incident Reports must be uploaded, **NO EXCEPTIONS**.

GAME SHEET ENTERING

TUTORIAL



<https://www.youtube.com/watch?v=8ZfDVK1mKxo&t=8s>

TEAM PHOTOS



This season, Team photos will take place on **May 16 & 17, 2023** at Indus Recreation Centre.

There will be an online system for teams to sign up for their 15-minute time slot. Booking link will be added to the Manager Resources page and an email notification with the link and more details will be sent to everyone soon.

SOCIAL MEDIA

Axemen's social media channels are coordinated at club level, with a volunteer posting to Facebook, Instagram, and Twitter.

Teams are encouraged to send game results, scores, interesting news, photos, videos, any updates about their team to the club social media coordinator via DM (Direct Message) through their Social Media platform of choice (Instagram, Twitter and/or Facebook). The coordinator will then post approved and relevant news to the club's social media channels.



SOCIAL MEDIA...CONTINUED

IMPORTANT:

- Before you send anything or post anything about your team, please ensure every player signs the [Photo and Video Consent Form](#). DO NOT share any pictures or videos of players whose parents/guardians have not signed the form.
- We encourage all Team Managers and Team Social Media Coordinators to familiarize themselves with the **Axemen Social Media Guidelines** prior to exploring and engaging in social media activities and communities related to the Axemen Lacrosse Club.



POLICE CHECKS

All bench personnel (head coaches, assistant coaches, trainers) and managers must now have a current Calgary Police check through the Axemen. If you have completed a police check - with the Calgary Police or with mybackcheck.com - for another agency, including the CDLA, within the last three years, please submit your completed Police Check documentation via email to executivedirector@axemenlacrosse.com.

New applications will not be accepted without a letter from the Axemen. Please download the letter [here](#). You will need to print, sign and scan the letter (along with 2 pieces of government-issued ID) to go with your application.

*If you completed an online Calgary Police Check within the last 3 years, log into your account to review your results and share them with the Axemen Lacrosse Club.

COACH SHIRTS



Please complete [this form](#) to order up to 3 coach shirts (at no charge).

If you would like additional shirts for the coaches, extras may be purchased at the cost of \$30 each. Make sure to add the extra onto your order form.



THANK YOU

