



SEASON 2025  
**MANAGERS  
MEETING**



# MEETING AGENDA

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





2 MANAGER INFORMATION & FORMS

POLICE CHECKS

PLAYER RELEASES & EXEMPTIONS

BENCH STAFF REGISTRATION

SOCIAL MEDIA

TOURNAMENTS



AXEMEN  
LACROSSE

U7 ~ LIL' ROUGHNECKS ▾

U9 ▾

U11 ▾

U13 ▾

U15 ▾

U17 ▾

JUNIOR ▾

## Manager Resources

### Manager Resources

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

[Booking Links will follow](#)

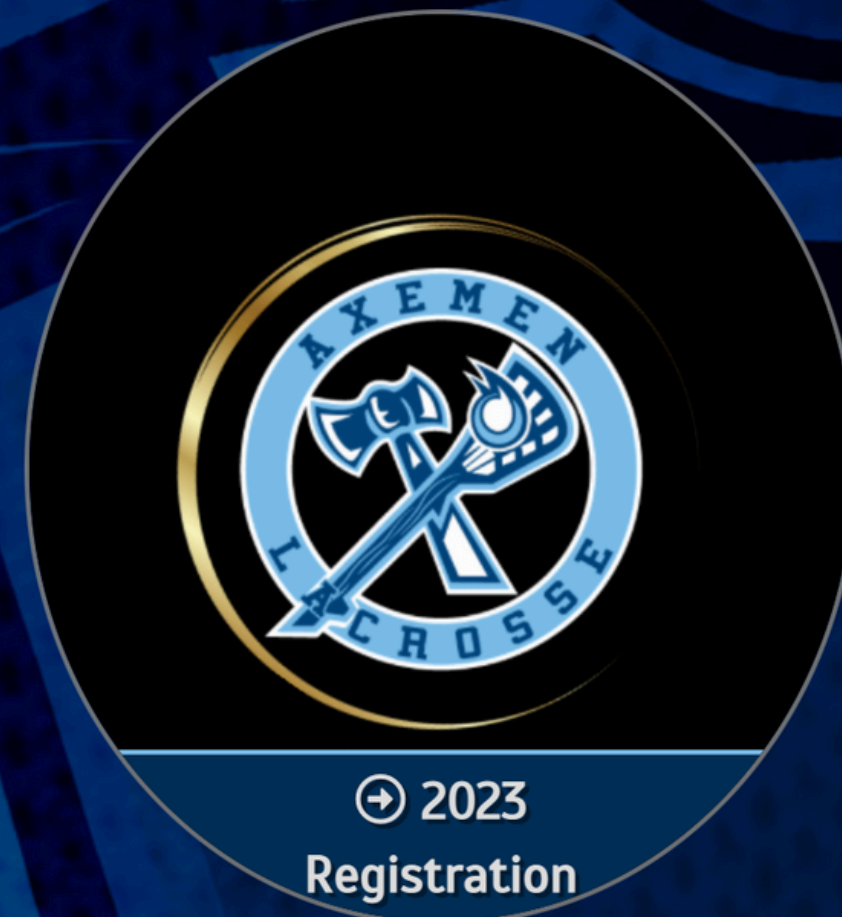
[Picture day Brochure](#)

Resources for Team Managers:

Please see the link below to the Updated Management Manual:

3 [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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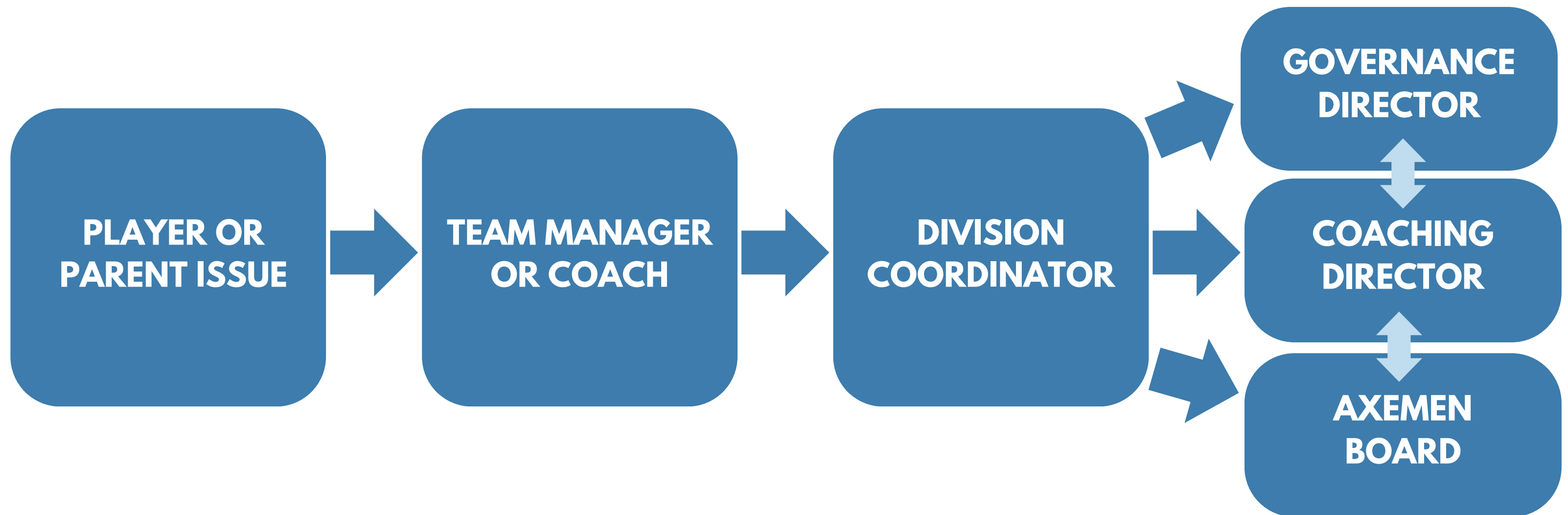
# 24 HOUR RULE

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



# 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](#)





A white icon on a dark blue background. It depicts a rectangular checklist with three rows. The first two rows have a checkmark to the left of three horizontal lines. The third row has an 'X' to the left of three horizontal lines. A pencil is drawn diagonally across the bottom right of the checklist.

# 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	Tiffany Schuchardt	U15@axemenlacrosse.com
U13	Tasha Leontowicz	U13@axemenlacrosse.com
U11	Brie-Anne Risi	U11@axemenlacrosse.com
U9	Andrea Buchan	U9@axemenlacrosse.com
U7 / Lil' Roughnecks	Tyson Serwatkewich	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 Team RAMP APP, make sure they follow the process.
- Any coaches above 4 will be charged to the team at the ALA insurance rate of \$47 each.
- Additional trainers and managers at a rate of \$39

# 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



A white line-art diagram on a dark blue background. It features a trophy at the top, connected by a vertical line to a horizontal line. From this horizontal line, two vertical lines descend to two separate rounded rectangular boxes. Each of these boxes is then connected by a vertical line to another horizontal line, which in turn connects to four more rounded rectangular boxes at the bottom, representing a tournament bracket structure.

# TOURNAMENTS

Our Tournament Coordinator is Lisa Ritz  
([tournaments@axemenlacrosse.com](mailto:tournaments@axemenlacrosse.com)).

For a list of all Alberta-based tournaments, visit the Alberta Lacrosse Associate website [www.albertalacrosse.com/content/tournaments](http://www.albertalacrosse.com/content/tournaments)

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

\*Travel permits: ALA updating this process, stay tuned!

# TEAM FINANCIALS

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

Budget may include items like:

- Tournament fees
  - **Non-parent** coaches expenses (hotel, meals, travel)
- Exhibition games
- Provincial Fees
- Team Apparel
- Goalie Equipment Cleaning Fee
- Team Building Activities

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

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





# BANK ACCOUNTS

**Axemen does not require the setup of team-specific accounts.**

It is recommended to set up a linked account with a zero balance. Statements can be retrieved and shared with the team for auditing.





# 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 FUNDRAISING

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 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)
- Trainer 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)

An illustration on a dark blue background showing three hands of different sizes (two small, one large) holding a light blue heart. The hands are white with blue outlines.

# TEAM VOLUNTEERS

Participation in the volunteer bond program is a **required** part of the registration with Axemen Lacrosse and **does NOT exempt** families from volunteering with their player's team.



# EQUIPMENT



## Equipment provided by Axemen:

- Basic First Aid Kit
- Balls for Games and Practices
- Team Jerseys
- Goalie Equipment (when required)
- **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:

- 15 April 2025 for U13 to U17
- 22 April 2025 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 2025



- U9 - \$25/ref - \$50 + \$6 assigning fee = \$56
- U11 - \$27.50/ref - \$55 + \$6 assigning fee = \$61
- U13 - \$35/ref - \$70 + \$6 assigning fee = \$76
- U15 - \$41.50/ref - \$83 + \$6 assigning fee = \$89
- U17 - \$49/ref - \$98 + \$6 assigning fee = \$104





# **HOME & AWAY**

**BOX RESPONSIBILITIES FOR  
CDLA-ASSIGNED GAMES:**

**HOME TEAM:**

**GAME SHEET, SHOT CLOCK,  
HOME PENALTY BOX**

**VISITING TEAM:**

**TIME CLOCK, VISITOR PENALTY  
BOX**

# SCHEDULE



## **U11-U17**

Practice schedules are now posted on your RAMP APP

## **U7-U9**

Practice schedules will be posted once teams are formed (April 2025).

## **GAME SCHEDULES AND PRACTICES - AFTER 14 APRIL**

- Allocated by CDLA - These will automatically connect to your RAMP APP
- Additional Practices (outdoor) and Tournaments - Team Managers are to load on the app



# SCHEDULE U9 REQUESTS



U9 GAME ATTENDANCE & RESCHEDULING POLICY

GAME SCHEDULE REQUEST

**NO-SHOW RESPONSIBILITIES**

IF A TEAM FAILS TO ATTEND A SCHEDULED GAME, THEY WILL BE RESPONSIBLE FOR COVERING THE REFEREE AND FACILITY COSTS.

**TOURNAMENT CONFLICTS**

TEAMS MUST PROVIDE A MINIMUM OF TWO WEEKS' NOTICE FOR ANY TOURNAMENT CONFLICTS.

CALGARY DISTRICT LACROSSE WILL MAKE EVERY EFFORT TO RESCHEDULE AFFECTED GAMES.

IF RESCHEDULING IS NOT POSSIBLE, THE TEAM WILL BE RESPONSIBLE FOR ANY REFEREE AND FLOOR COSTS.

**GAME REPLACEMENT**

CALGARY DISTRICT LACROSSE CANNOT GUARANTEE REPLACEMENT GAMES.

LEAGUE GAMES MISSED DUE TO TOURNAMENT PARTICIPATION MAY NOT BE RESCHEDULED.

# SCHEDULE



## OUTDOOR SCHEDULE

- Outdoor Box schedule
  - New Brighton Box
  - Deer Ridge Box
  - Queensland Box
- Schedule Sign up will be sent via email
- Your selected day will be your day for the season
- This is not a rotating schedule
- Team Managers are responsible for adding to the team's RAMP APP





# 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 18 players/runners & 2 goalies

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

## LEAGUE PLAY

Max Roster - 18 runners - 2 goalies

## PLAYERS & GOALIES

Unlimited Affiliations Except U11 - MAX 4

## U17 AFFILIATING UP TO JUNIOR TEAMS

Unlimited Affiliations

**NO SUSPENDED  
PLAYERS CAN BE  
REPLACED**

# GAME REPORTING PROCEDURES

## RAMPS GAMESHEET APP LINKS



[\[RAMP GAME SHEET CLICK HERE\].](#)

[CDLA INSTRUCTIONS](#)

[\[VIDEO RAMP GAME SHEETS CLICK HERE\].](#)

# 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](mailto: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**.



# TEAM PHOTOS



This season, Team photos will take place on April **15 & 16, 2025** 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 (**no team accounts**), with a volunteer posting to Facebook, Instagram, and Twitter.

Axemen is looking for a social media coordinator!

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 VSS police check - with the Calgary Police - for another agency, including the CDLA, within the last three years, please submit your completed Police Check documentation via your RAMP registration.

If you require a new VSS - please email [executivedirector@axemenlacrosse.com](mailto:executivedirector@axemenlacrosse.com)

You must be registered in RAMP to receive a code.

# COACH SHIRTS

Please complete [this form](#) to order up to 3 coach shirt (at no charge). Please also fill out the form only one time. If you need to make changes please email [vpoperations@axemenlacrosse.com](mailto:vpoperations@axemenlacrosse.com).

If you would like additional shirts for the coaches, extras may be purchased at the cost of \$25 each. Make sure to add the extra onto your order form.

**Note** that this is the same grey polo as last year's one. If your coach already has it, no need to re-order.





# TRAINERS CERTIFICATION

**Requirement:** Each team must have a certified Trainer on the bench who meets the certification requirements outlined in the Alberta Lacrosse Association (ALA) Trainer Regulation:

“Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:

- Canadian Red Cross Standard First Aid & First Responder;
- Canadian Red Cross Sport First Responder and Sport Aid Course;
- Hockey Canada Safety Program (HCSP);
- An appropriate designation (examples: MD; RN; Physiotherapist; Police Officer; Firefighter; Chiropractor; Registered Massage Therapist).

\*Please note that CPR (as a stand-alone certification) does not qualify as an equivalency.”

**Financial Assistance for Certification:** For teams that do not have a Trainer meeting the above certification requirements, Axemen Lacrosse reimbursement will be provided under the following conditions:

- The team may seek reimbursement for up to two (2) individuals per team to obtain the necessary certification.
- Reimbursement will be granted upon submission of both:
  - A valid receipt for the training course.
  - Proof of successful completion of the course (including passing any required examinations).



# GOALIE DEVELOPMENT PROGRAM



Goalie coaching is available for all teams. Managers and/or coaches are invited to reach out to Matthew Johnstone at [goalies@axemenlacrosse.com](mailto:goalies@axemenlacrosse.com) to discuss integrating goalie coaching into their practice plans.





**THANK YOU**

