



TEAM MANAGEMENT HANDBOOK

AXEMEN LACROSSE CLUB

Purpose of this Manual

The purpose of this manual is to provide coaches and team managers with guidelines to assist them in creating an enjoyable sporting experience for everyone involved in Axemen Lacrosse, including themselves. This is simply a guide line which may be followed to help your year be a success.

Any information in this manual is subservient to the Constitution and Operating Policies of Axemen Lacrosse Club as well as policies laid down by its governing Lacrosse bodies, including the Calgary District Lacrosse Association (CDLA) and the Alberta Lacrosse Association (ALA) and its directorates.

Code of Conduct

As a club, the Axemen consider the following as important elements a minor league coach can provide for his/her players:

- Respect for the game, its rules, officials, opponents, teammates and oneself.
- Personal safety, fun, positive reinforcement.
- Organized, patient, player centered teaching in all aspects of lacrosse.
- A fair amount of playing time, based on the specific level and circumstances, with the best interests of each individual and the team as a whole.

As a player, some specific conduct is required for everyone involved to get as much as possible out of the lacrosse experience:

- A respect for officials and a realization that they are there to protect the game and the players themselves.
- A positive and constructive relationship with their teammates.
- A certain level of commitment, recognizing that lacrosse is a team game, and as a player, they will only get as much from the game as they are willing to put in.

As parents we must remember why our children play minor league sports and appreciate the responsibility we have as examples and teachers. Both parents and other spectators should encourage the players and foster an environment conducive to athletic and personal growth:

- Establish healthy communication with the coaches.
- Be a positive role model when relating to coaches, officials, other players or others involved in the game.
- Exhibit a respect for the rules of the game.

- Emphasize athletic and personal growth that results from full commitment to the sport.

The Axemen Association has a tremendous respect for the game of lacrosse. As such, the Board of Directors is working to improve the experience for everyone in our community. The Code of Conduct is an initial expression of the expectations for all Axemen members.

We trust that all involved will do everything they can to make this a reality.

Respect, responsibility, sportsmanship, fairness, commitment, and the spirit of friendly competition are foundational lacrosse.

Those involved at all levels should strive to uphold these principals. For Axemen players, we believe these qualities are essential for success, enjoyment and athletic growth.

PLEASE REFER TO AXEMEN POLICY AND PROCEDURES for AXEMEN CODES OF CONDUCT

Discipline

It is necessary to maintain order on your team. It is important to establish rules at the beginning of the season and make sure all players and parents are aware of the rules as well as the consequences of breaking the rules. Please familiarize yourself with the Axemen Policies on the Policies and Procedures page of our website.

- Axemen Code of Conduct & Disciplinary Policy
- Policies on the Prevention of Harassment, Bullying and Abuse
- Issue Resolution Guidelines
- Suspension Guidelines
- Privacy Policy

Complaints

Any complaints you receive about any aspect of our association should be referred to the Axemen Lacrosse Executive. The Executive Contact List is contained in the Axemen Lacrosse web site at About the Axemen – Board of Directors.

The complaints must be submitted via email to any Executive member, as well as to your Division Coordinator.

Organizing Your Team

First Things First

Once you are assigned as coach/manager of a team, it will be important to your team that you do the following as soon as possible:

- Notify players
- Appoint a Team Manager
- Your team's equipment and jerseys will be distributed at the Coaches/Managers meeting
- Plan a parents meeting to discuss: coaching philosophy, tournaments and volunteer positions.

Tournaments

The tournament coordinator has pre-reserved tournaments spots and will provide the tournament options to the coaches.

**** DO NOT apply to Alberta or out-of-province tournaments without first contacting the tournament coordinator.**

Axemen Lacrosse Club Tournament Coordinator is:

Robin Latajka at tournaments@axemenlacrosse.com

Team Financials

An effective team business plan outlines expected costs (over and above registration fees) the team will encounter during the season which may include the following:

- Tournament fees
- Officiating fees and floor time for exhibition games
- Provincial playoff fees
- TeamSnap fees
- Optional team wear (matching polo shirts, T-shirts, equipment bags, etc.)
- Season wrap-up party

It is the Team Manager's responsibility to oversee team financials. You also have the option of assigning a Treasurer. Should you require a bank letter to open a team account, please contact Malcolm Strachan at treasurer@axemenlacrosse.com. We would encourage the team manager to handle funds as they see fit in a completely transparent (to all parents on the team) manner reflecting the financial requirements of the team.

If your team decides to have a cash call, please recognize that many families have multiple players on multiple teams. Also be aware that only the amount of the original cash call can be returned to families at the end of the season. The remainder must be used to purchase team clothing, a team party or be handed over to the club. All families (regardless of tournament participation or volunteer roles on the team) must be awarded the same amount of money.

Should you be having a fundraiser involving a 50/50, raffle, silent auction – we ask that you obtain our gaming license for the day of the event. It is up to you to be aware of the AGLC rules and what the proceeds from a raffle can cover. Please contact our Executive Director for further details: executivedirector@axemenlacrosse.com.

- The Axemen Lacrosse Club can request an accounting of team expenditures at the end of the season. This will be signed off by the team treasurer and another parent and – if asked - submitted to the Axemen Lacrosse Club Treasurer at treasurer@axemenlacrosse.com as well as to the parents on the team. A Sample team financial spreadsheet can be found on the Axemen Website under resources – manager resources.

Communication

Communication is essential to the smooth operation of your team. At the parent information meeting:

- Explain the goals you have for the team;
- Explain the rules that you have established and what actions will be taken if the rules are broken;
- Explain how ongoing communication will be conducted (e-mail, telephone, or TeamSnap);
- Describe the team emergency plan and hand-out **Participant Medical History Forms** (found under Manager resources on the website)
- Explain what volunteer positions need to be filled and why
- Discuss financials – how many tournaments would the team like to participate in? Cash call vs fundraising?

Getting these issues out of the way should avoid any confusion during the season. Have all parents fill out a contact information sheet, complete with names of parents, home address(es), home phone number(s), cell phone number(s) and e-mail address(es), as the information contained in the registration form may not contain all necessary contacts.

TEAM ROLES AND RESPONSIBILITIES

Volunteering

Volunteers are the core of every minor sporting association. The Axemen rely on our dedicated and hard-working volunteers to be successful. All Axemen families are required to fulfill a volunteer bond of 200 points per child, to a maximum of 400 points per family. There is also the option of paying your volunteer bond in lieu of volunteer work. While this may be the preferred choice of some families, we encourage everyone to instead get involved and do their part to make the Axemen the finest minor sporting association in our city. Please see the manager resource page for a full description of volunteer roles and points.

At the end of the season, please submit a list of families who DID NOT fulfill their volunteer bonds to the Executive Director and please advise those families that their volunteer bond fee (\$200) will be applied to their credit card on August 31.

Team Volunteer Positions:

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

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

Treasurer (200 points)

Jersey Parent (200 points)

Photo Liaison (200 points)

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

Social Media Volunteer (200 points)

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

Social Coordinator (200 points)

Tournament Liaison (200 Points)

Volunteer Coordinator (200 Points)

Miscellaneous/On-Demand roles

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

Any questions about the Volunteer Bond please contact:

Ashley Bamford-Dobbyn: executivedirector@axemenlacrosse.com

Bench Personnel

Bench personnel include the coaches, door persons and trainer.

All coaches must have the necessary certification for the age and level of team assigned. (The responsibility of certification falls on the coaches.)

Note that the maximum number of bench personnel permitted on the player's bench is four (4), excluding the trainer.

Registration in RAMP:

To be allowed on the bench and on game sheets, all bench staff, including coaches, assistant coaches, trainers and managers must register in RAMP every season.

- Please go to the "Bench Staff Registration" tab under "Coaches" or "Managers", click on the link to register.
- Log in, click on "Coach/Staff Registration".
- Choose the season, the registrant and the age division.
- Sign the waivers and (in the case of coaches) choose the level of certification you currently hold.
- Answer the remaining questions and submit.
- The administrator will then assign you to the correct team.

Police checks

Please go to the "Police Checks" tab under "Managers" on the website.

There you will find the Calgary Police Checks Link as well as the letter you will need to print, sign and upload to your application.

You will also need 2 pieces of ID.

Check with Ashley at executivedirector@axemenlacrosse.com to find out if we have a current police check on file for you.

Team Manager

The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' guardians. This allows the coach(es) to devote their volunteer time to the functions of coaching.

Duties which may be allocated to the Team Manager include, but are not limited to:

- Distributing information – provide a team roster and schedule (Ideally on TeamSnap)
- Organizing team volunteers
- Fundraising and tracking expenditures
- Scheduling for timekeepers, scorekeepers and shot clock
- Submitting Significant Incident Reports and tracking discipline – please see our website
- Enter scoresheets into the online reporting system – refer to the manager resource page - "Game Sheets & Schedules".

On this page you will also find:

- Ramp Log-in (Not active yet - You will be sent log-in info as soon as it is set up for the season - stay tuned!)
- CDLA Game Reporting Procedures
- Exhibition / Tournament Game Reporting Procedures
- Game Sheet 101
- End of Game, Score Sheets, Overtime Regular Season
- Showing Game Suspensions on Game Sheet
- Standard Penalty Abbreviations
- Coaches Game Report Form
- Game Sheet Stickers Avery 05395 template
- City Playoffs

First Aid Trainer

Given the nature of the game of lacrosse, the Axemen feel that having a trainer on each team's bench, not part of the coaching staff, is vital for the safety of our athletes. This is evident in the recent rise in injuries reported in 2016 – 2018.

The trainer on your bench must have the appropriate certification as per the ALA Trainer Regulations:

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

- a) Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent*
- b) Canadian Red Cross Standard First Aid & First Responder*
- c) Canadian Red Cross Sport First Responder and Sport Aid course*
- d) Hockey Canada Safety Program (HCSP)*
- e) An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist).*

From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.

Timekeepers/Scorekeepers

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

The home team is responsible for providing two adults for the timing bench during games, one to run the electronic scoreboard and one to complete the score sheet. A third official may be provided by your team to run the 30-second clock.

Home Games

The following are the home team's responsibility for all home games:

- Supply the score sheet (make sure you complete it and hand it to the visiting team no less than 15 minutes prior to game start)
- Supply the game balls (minimum of 3)
- Arrange for volunteers to be the scorekeeper and timekeeper

Equipment

Equipment provided by Axemen:

- **First Aid Kit** – it is the Coach's responsibility to check the kit for completeness upon assignment by the Equipment Manager. Axemen will replace items which your team uses during the season – these should be identified by the team for replacement.
- **Balls for Games and Practices** – Axemen will supply sufficient balls for use during the season. Should your team require additional balls, they should be purchased with team funds.
- **Team Jerseys** – are very expensive and should be well cared for. Please impress upon the jersey parents the importance of washing (inside out) and drying (hang dry) the jersey and making repairs as necessary (mend tears, stain removal, affixing "Stop Signs", etc.). **Team jerseys are not to be worn to practice under any circumstances.** Please return jerseys cleaned and repaired and in numerical order. If a jersey is missing, stained or damaged, please let us know.
- **Team Shorts** – although not provided by the club, players are required to purchase as part of the uniform and owned by the player. It is imperative that the player wear the team shorts for all games and other Axemen events to present a professional image of Axemen Lacrosse and the team.
- **Goalie Equipment** – Typically consists of leg guards, body armour, pants, protective cup, gloves, throat guard and stick. Please air the equipment out after every game and either repair or report minor repairs which may be required to the Equipment Manager before they become major problems. The Club will clean the equipment at the end of the season.

Failure to return the equipment in a timely manner will result in deposit cheques being cashed.

The Equipment Coordinator is: AnnaMarie Arcuri, equipment@axemenlacrosse.com

Equipment provided by Team:

- It is recommended that the team obtain a small cooler for ice packs (could be borrowed from a parent or purchased out of team funds).
- Each player should bring his or her own water bottle to practices and games. Please remind the players and their parents of the importance of drinking water, the dangers of dehydration and the importance of washing the water bottles regularly.
- The team should have a small toolkit containing the necessary screws, nuts, screwdrivers, tape, leather strips, cords, etc. to perform minor equipment repairs

Box/Arena Times

Outdoor Practice Times

Outdoor practices have been assigned this year. You will find the full schedule on the website (along with the pre-season practice schedule) in the “Practice” tab under coaches.

Our outdoor practice coordinator is Dusten Evans. dusten.evans@shaw.ca

Please email him to trade/pick-up/give away any of your scheduled outdoor practices. Please give at least 1 week notice and expect a reply/confirmation within 24 hours.

Game Times

All games and indoor practice times are scheduled and posted by the CDLA. The Axemen Lacrosse club submits the tournaments each team is offered to the CDLA and they will do their best as not to schedule league games on the same days. If you book a tournament on your own, it is the team’s responsibility to notify the CDLA of any games you will be missing.

Exhibition Games

To book an exhibition game, please arrange floor time with the opposing team and referees through the ALRA. To book a ref, go to the “Booking an Exhibition Game” tab under “Coaches” on our website.

Please fill out the spreadsheet (link on that page) and email it to Carmen at cmassel.cdla@gmail.com

Referees will initially be paid for by the Axemen and teams will be invoiced for those costs by the end of the season.

Player Movement and Affiliation

New Players

Only registered players may participate in Axemen team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Axemen Registrar. Coaches and other team officials cannot accept registrations.

Affiliating Players

The coach of a player must be contacted for permission prior to contacting the player to play for another team.

With the permission of their coach or manager, players are allowed to **play up** in their own division as per affiliation policy. Each player can only affiliate a maximum of 4 games. It is up to your coach to know the number of games a player has played “up” for. (Defiance of this rule will mean suspension of the offending coach)

You will find the Player Affiliation Form under ‘forms’ on the Website.

Team Photos

Team photos will take place this year on May 12 & 13 at Indus. There will be an online system for teams to sign up for a 15-minute time slot. Managers will be contacted with details by April 20.

Social Media

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

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

More information can be found under the Social Media tab under managers.

