



**Beaumont Raiders Lacrosse Association  
Manager and Bench Staff Guide**

## Table of Contents

Welcome Managers & Bench Staff.....	3
Purpose of this Guide .....	4
Manager & Bench Staff Registration.....	4
Beaumont Raider’s Executive Contact List.....	5
Team Roles & Responsibilities.....	6
Coaching Requirements .....	9
RAMP Interactive .....	9
Games .....	9
Equipment/Apparel .....	10
Team Meeting.....	11
Team Financials .....	11
Association Fundraising Cash Raffle .....	12
Volunteer Requirements .....	12
Transferred Players .....	12
Affiliations.....	13
Team Photo Day.....	13
Social Media .....	13
Injuries / Concussion Protocols .....	13
Additional Resources.....	13

## Welcome Managers & Bench Staff

On behalf of the Beaumont Raiders Lacrosse Association, I would like to extend a warm welcome to each of you as we begin an exciting new lacrosse season.

Your willingness to volunteer your time, energy, and leadership is the foundation of our association's success. Quite simply, our players would not have the opportunity to learn, compete, and grow without you.

As leaders within our association, you play a vital role in shaping not only athletes but young people of character. The example you set – through sportsmanship, preparation, communication, and respect – will have a lasting impact on our players both on and off the floor. Every practice, every game, and every interaction is an opportunity to build confidence, resilience, teamwork and a love for the game.

This season, we ask you:

- Foster a positive and inclusive team culture
- Emphasize skill development, effort, and sportsmanship
- Communicate openly with families and fellow volunteers
- Always model respect for game officials
- Represent our association positively in your words and actions
- Most importantly, help our athletes enjoy the game and their experience

Please know that you have the full support of the Board throughout the season. We are here to assist you, answer questions, and provide the resources you need to succeed in your role.

I look forward to seeing our teams take the floor and to celebrating the growth and accomplishments that this season will bring. Thank you for your commitment and leadership – together, we will make this a memorable and rewarding year for all involved.

Wishing you a fantastic season ahead.

Sincerely,

Brad Halfyard  
President  
Beaumont Raiders Lacrosse Association

## Purpose of this Guide

The purpose of this guide is to provide a resource for managers and bench staff in creating a positive and enjoyable experience for everyone involved with the Beaumont Raiders Lacrosse Association (BRLA).

The information in this guide is subject to the [Bylaws and Policies](#) of the BRLA, as well as the regulations and bylaws of our governing bodies

- [Greater Edmonton Lacrosse Association \(GELC\)](#)
- [Alberta Lacrosse Association \(ALA\)](#)
- [Canadian Lacrosse Association \(CLA\)](#)

In addition to this guide, please review the *Coaches and Manager Resources* on the [GELC website](#) for season specific information.

## Manager & Bench Staff Registration

To be assigned a team and to comply with governing body policies Managers, Coaches, Treasurers and Trainers (if applicable) must register through [RAMP](#). This registration **must** be completed annually.

Trainers are not required, but given the nature of the game of lacrosse, the association recommends having a trainer as part of your bench staff.

All Female-only teams must have one registered female bench staff registered to the team in RAMP and they must be on the bench.

Registration will include agreeing to the Alberta Lacrosse Association waiver and uploading a current Vulnerable Sector Check.

If you require a Vulnerable Sector Check (valid for 3 seasons):

- Bring a printed version of this [letter](#) to your local RCMP so the fee will be waved
- Provide 2 pieces of Government Issued ID (including at least one with a photo)

Note, screenshots of any of the above documents will **not** be accepted.

## Beaumont Raider's Executive Contact List

President	<a href="mailto:president@beaumont RAIDERS.com">president@beaumont RAIDERS.com</a>
Vice President	<a href="mailto:vicepresident@beaumont RAIDERS.com">vicepresident@beaumont RAIDERS.com</a>
Treasurer	<a href="mailto:treasurer@beaumont RAIDERS.com">treasurer@beaumont RAIDERS.com</a>
Registrar	<a href="mailto:registrar@beaumont RAIDERS.com">registrar@beaumont RAIDERS.com</a>
Secretary	<a href="mailto:secretary@beaumont RAIDERS.com">secretary@beaumont RAIDERS.com</a>
Floor Scheduler	<a href="mailto:scheduler@beaumont RAIDERS.com">scheduler@beaumont RAIDERS.com</a>
Coaching Director	<a href="mailto:coaching@beaumont RAIDERS.com">coaching@beaumont RAIDERS.com</a>
Women's Director	<a href="mailto:womensdirector@beaumont RAIDERS.com">womensdirector@beaumont RAIDERS.com</a>
U7/U9 Director	<a href="mailto:U7U9@beaumont RAIDERS.com">U7U9@beaumont RAIDERS.com</a>
U11/U13 Director	<a href="mailto:U11U13@beaumont RAIDERS.com">U11U13@beaumont RAIDERS.com</a>
U15/U17 Director	<a href="mailto:U15U17@beaumont RAIDERS.com">U15U17@beaumont RAIDERS.com</a>
Discipline Director	<a href="mailto:discipline@beaumont RAIDERS.com">discipline@beaumont RAIDERS.com</a>
Volunteer Coordinator	<a href="mailto:volunteer@beaumont RAIDERS.com">volunteer@beaumont RAIDERS.com</a>
Fundraising Director	<a href="mailto:fundraising@beaumont RAIDERS.com">fundraising@beaumont RAIDERS.com</a>
Equipment Director	<a href="mailto:equipment@beaumont RAIDERS.com">equipment@beaumont RAIDERS.com</a>
Apparel Director	<a href="mailto:apparel@beaumont RAIDERS.com">apparel@beaumont RAIDERS.com</a>
Tournament Director	<a href="mailto:tournament@beaumont RAIDERS.com">tournament@beaumont RAIDERS.com</a>
Webmaster/Social Media	<a href="mailto:webmaster@beaumont RAIDERS.com">webmaster@beaumont RAIDERS.com</a>

### **Raider's Storage Locker Location:**

Ken Nichol (exterior entrance south side of the building – Door has Raider's logo)

## Team Roles & Responsibilities

<b>Head Coach</b>
<ul style="list-style-type: none"> <li>• Register in RAMP</li> </ul>
<ul style="list-style-type: none"> <li>• Obtains required coaching certification specific to the division</li> </ul>
<ul style="list-style-type: none"> <li>• Attends mandatory coaches meeting at beginning of season</li> </ul>
<ul style="list-style-type: none"> <li>• Complete <a href="#">Coaches Pledge</a></li> </ul>
<ul style="list-style-type: none"> <li>• Upholds the BRLA <a href="#">Code of Conduct</a> and ensures athletes, staff and parents exhibit the same conduct</li> </ul>
<ul style="list-style-type: none"> <li>• With support from the BRLA's Coaching Director, select appropriate bench staff (assistant coaches, trainers, etc.). Ensure someone on bench has first aid certification.</li> </ul>
<ul style="list-style-type: none"> <li>• Leads planning skill/athletic development throughout the season</li> </ul>
<ul style="list-style-type: none"> <li>• Develop practice plans and shares with bench staff prior to practice</li> </ul>
<ul style="list-style-type: none"> <li>• Host an initial Team Meeting with Parents</li> </ul>
<ul style="list-style-type: none"> <li>• Develop a <a href="#">Team Emergency Action Plan</a> and ensure Bench Staff and Manager are aware of plan</li> </ul>
<ul style="list-style-type: none"> <li>• Pick up Coaching equipment (balls, first aid kit, pylons, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Keep inventory of coaching equipment throughout the season</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures bench staff are registered in RAMP</li> </ul>

<b>Assistant Coach</b>
<ul style="list-style-type: none"> <li>• Register in RAMP</li> </ul>
<ul style="list-style-type: none"> <li>• Obtains required coaching certification specific to the division</li> </ul>
<ul style="list-style-type: none"> <li>• Attends mandatory coaches meeting at beginning of season</li> </ul>
<ul style="list-style-type: none"> <li>• Complete <a href="#">Coaches Pledge</a></li> </ul>
<ul style="list-style-type: none"> <li>• Upholds the BRLA <a href="#">Code of Conduct</a> and ensures athletes, staff and parents exhibit the same conduct</li> </ul>
<ul style="list-style-type: none"> <li>• Assists the Head Coach with planning skill/athletic development throughout the season</li> </ul>
<ul style="list-style-type: none"> <li>• Assists the Head Coach to develop practice plans</li> </ul>
<ul style="list-style-type: none"> <li>• Attends the initial Team Meeting with Parents</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of the Team Emergency Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Be familiar with safe bench gate "swinging" during line changes</li> </ul>
<ul style="list-style-type: none"> <li>• Support player needs or injuries</li> </ul>
<ul style="list-style-type: none"> <li>• Keep inventory of coaching equipment throughout the season</li> </ul>

<b>Trainer</b>
<ul style="list-style-type: none"> <li>• Register in RAMP</li> </ul>
<ul style="list-style-type: none"> <li>• Must have the appropriate certification. Appropriate certification is defined as one of the following: <ul style="list-style-type: none"> <li>○ Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent</li> <li>○ Canadian Red Cross Standard First Aid &amp; First Responder</li> <li>○ Canadian Red Cross Sport First Responder &amp; Sport Aid Course</li> <li>○ Hockey Canada Safety Program (HCSP)</li> <li>○ As appropriate designation (examples: Doctor of Medicine (MD), Registered Nurse, Physiotherapist, Police Officer, Firefighter, Chiropractor, Registered Massage Therapist)</li> </ul> </li> </ul> <p>Note: From the above, please be clear CPR (as a stand-alone certification) is not an equivalency</p>
<ul style="list-style-type: none"> <li>• Addresses players needs and/or injuries</li> </ul>
<ul style="list-style-type: none"> <li>• Attends the initial Team Meeting with Parents</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of the Team Emergency Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain inventory of first aid supplies, communicating needs with Equipment Director</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure Athlete Medical History Forms are held securely on bench in case of emergencies</li> </ul>

<b>Manager</b>
<ul style="list-style-type: none"> <li>• Register in RAMP</li> </ul>
<ul style="list-style-type: none"> <li>• Attends mandatory managers meeting at beginning of season</li> </ul>
<ul style="list-style-type: none"> <li>• Host with the Head Coach the initial Team Meeting with Parents</li> </ul>
<ul style="list-style-type: none"> <li>• Assigns additional Team Volunteer Positions <ul style="list-style-type: none"> <li>▪ If Assistant Coaches do not have First Aid certification, seek a Trainer</li> <li>▪ Treasurer</li> <li>▪ Jersey Parent</li> <li>▪ Team Spectator/Parent Liaison</li> <li>▪ Social Coordinator/Fundraising Coordinator (optional)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Set up a team bank account at a local bank with the Team Treasurer <ul style="list-style-type: none"> <li>○ It is the responsibility of the Team manager to oversee team finances, which can be assigned to a Team Treasurer.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the following Pledges are completed <ul style="list-style-type: none"> <li>○ Coaches Pledge</li> <li>○ Parent Pledge</li> <li>○ Player Pledge</li> </ul> </li> </ul> <p>Note: These are to be safely discarded at the end of season, unless they have been requested by the board to be retained.</p>
<ul style="list-style-type: none"> <li>• Ensure Athlete Medical History forms are completed</li> </ul> <p>Note: These are to be safely discarded at the end of season.</p>

<ul style="list-style-type: none"> <li>• Pick up Team Jerseys</li> </ul>
<ul style="list-style-type: none"> <li>• Assist the coach with the administrative responsibilities of the team</li> </ul>
<ul style="list-style-type: none"> <li>• Create schedule for timekeepers, scorekeepers and shot clock</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure all bench staff must register in RAMP which includes CRC/VSC submission</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare, complete and submit game sheets</li> </ul>
<ul style="list-style-type: none"> <li>• Check with the team for desire to enter tournaments based on availability and league schedule – Apply for tournaments</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of the Team Emergency Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate Team Picture time slots and equipment requirements</li> </ul>

<b>Treasurer</b>
<ul style="list-style-type: none"> <li>• Register in RAMP</li> </ul>
<ul style="list-style-type: none"> <li>• Set up a team bank account at a local bank with the Team Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Create a Team Budget, share with team and receive approval from team</li> </ul>
<ul style="list-style-type: none"> <li>• Manage the in/out of team’s funds throughout the season – must be documented</li> </ul>
<ul style="list-style-type: none"> <li>• Close account at the end of season</li> </ul>

<b>Team Spectator/Parent Liaison</b>
<ul style="list-style-type: none"> <li>• Uphold the BRLA <a href="#">Code of Conduct</a></li> </ul>
<ul style="list-style-type: none"> <li>• Monitor the actions of the spectators from your own team who have come to watch the game</li> </ul>
<ul style="list-style-type: none"> <li>• Speak with spectators regarding inappropriate behaviours <ul style="list-style-type: none"> <li>○ Inappropriate behaviours of fans include, but not limited to: <ul style="list-style-type: none"> <li>▪ Banging on the glass or boards</li> <li>▪ Making abusive comments to the officials</li> <li>▪ Verbally abusing players on either team</li> <li>▪ Getting into verbal sparring matches with opposing spectators</li> <li>▪ Using profanity or making inappropriate gestures</li> <li>▪ Engaging coaching staff and distracting them; from their role</li> <li>▪ Going to areas of the area that are not spectator seating</li> <li>▪ Throwing objects</li> <li>▪ Not leaving when asked to leave the facility</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Parents can bring concerns to the parent liaison or team manager will work with the coach and parents to resolve the issues. <ul style="list-style-type: none"> <li>○ It is essential to enforce the “24-hour rule” before approaching the parent liaison or manager in person, phone or email.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• When a team is requested to supply offending individual’s names be the person responsible for providing to the head coach and referee</li> </ul>
<ul style="list-style-type: none"> <li>• If matters escalate, please walk away and call the police</li> </ul>
<ul style="list-style-type: none"> <li>• If spectators continue to not follow the Code of Conduct, the liaison should notify the Division Director who will decide if further action is required.</li> </ul>

## Coaching Requirements

GELC will set a deadline for all requirements to be completed. BRLA coaches must finish all courses before the deadline to be eligible to be on the bench for games.

Requirement	U7-U13 Coaches	U15-U17 Coaches
Minimum Age	16 years	16 years
Registration in RAMP	Required (with BRLA)	Required (with BRLA)
Community Development	Required	Required (Prerequisite)
Competition Introduction	-	Required
Making Ethical Decisions (MED)	Required	Required
Making Headway in Sport	Required	Required (if not already completed)
Respect in Sport – Activity Leader	Required (valid 4 seasons)	Replaced with Safe Sport Training
Vulnerable Sector Check	Required (valid 3 seasons)	Required (valid 3 seasons)
Understanding the Rule of Two	Required	Required (if not already completed)
NCCP Emergency Action Plan	Required	Required (if not already completed)
Safe Sport Training	-	Required
Mental Health in Sport	-	Required

## RAMP Interactive

- BRLA uses RAMP for our website and mobile app
- Team’s practices and games will be automatically uploaded to the website and app
- GELC will send team codes at beginning of season. Level Directors will email the team login codes to the assigned Head Coach and Team Manager
  - This gives access to the administrative side for the RAMP website and app.
  - Click this link to log in: [RAMP InterActive Content Management System](#)
- Game Sheets are done through RAMP.
- Contact [support@rampinteractive.com](mailto:support@rampinteractive.com) for troubleshooting if required

## Games

### Home Game Requirements

- 3 volunteers: Game Sheet, Shot Clock and Home Penalty Box (these individuals are considered off-floor officials and therefore may not cheer for either team to speak to the players in the penalty box)
- The visiting team will provide one minor official for the Time Clock and Penalty Box.
- Ensure game sheet is completed through RAMP
- Resources:

- [Ken Nichol Score Clock Instructions](#)
- [Ken Nichol Shot Clock Instructions](#)

**Game Day Resources:**

- [RAMP Game Sheet Instructions](#)
- [RAMP Game Sheet Electronic Game Sheet App Guide](#)
- [RAMP Game Sheet Video Tutorial](#)
- [Printable Game Sheet Scratch Pad](#)
- [Game Sheet Penalty Codes](#)

Jersey colours: Home team jerseys are dark, visiting team jerseys are light. The officials may request the home team to change their jersey if teams’ conflict with colours.

**Game Information per Division:**

Division	Allotted Time	Warm-up	Period Length	Period Break	Clock Rules
U7	60	5	12	2	Run Time*
U9	60	5	12	2	Run Time*
U11	60	5	15	2	Run Time*
U13	60	5	15	2	Run Time*
U15	90	5	15	2	Stop Time**
U17	90	5	15	2	Stop Time**

\*Run time – all time penalties shall run at their normal designated time (minor – 2 minutes, major – 5 minutes, misconduct – 10 minutes, etc.)

\*\*Stop time – the clock only stops for goals, penalties, or time outs. If there is a goal differential of 6, the clock will run at straight time. If the goal differential is brought within four goals, the clock shall return to stop time.

## Equipment/Apparel

Deposit cheques will be required for coaching equipment and jerseys. The team is responsible for ensuring all items are returned at the end of the season. If not, the deposit cheques will be deposited at the discretion of the Equipment Director. For replacement needs contact the Equipment Director throughout the season.

First Aid Kit – BRLA will replace items that you team uses during the season.

Balls for Games and Practices – Raider’s will supply 25 balls at the start of the season. At the discretion of the Equipment Director replacement balls may be provided. You may be required to purchase additional balls with team funds.

Team Jerseys are only to be worn for games. Jersey parents should be instructed to wash (inside out), hung to dry and to make repairs as necessary (mend tears, stain removal, etc.). Team jerseys are only to be worn for games. Jerseys are to be returned washed and in numerical order.

Goalie Equipment – consists of leg guard, chest protectors, pants, gloves, neck guard and stick.

The Equipment Director/Division Director will communicate the amount required for deposits. Deposit cheques are required for Coaching Equipment, Goalie Equipment and Team Jerseys – postdated for July 1, of that current year.

Black shorts are a uniform requirement for game play. Beaumont Raider's shorts are recommended and can be purchased individually or as a team through the Apparel Director or through the [Online Apparel Order Form](#).

## Team Meeting

At the beginning of the season the manager/head coach will organize a team meeting with parents. This is an opportunity to introduce team staff and appoint additional positions (e.g. jersey parents). Invite your Level Director to the meetings to support any questions that parents may have.

## Team Financials

### [Sample Budget Template](#)

It is the Team Manager's responsibility to oversee team finances, which can be assigned to a volunteer Treasurer. Should you require a bank letter to open a team account please visit our website link [Bank Letter Template \(Editable Google Doc\)](#). Please clear the template after downloading your edited content.

Keep finances transparent and available to all parents. 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 etc. 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.

Team Sponsorship can be sought out, and it is important to recognize the contribution of the sponsor. Our website has a [Printable Team Sponsorship Letter](#) and an [Editable Google Doc](#)

(Please clear template after downloading). Be sure to thank the sponsor. Reach out to our social media director for support on thanking the sponsor publicly.

BRLA 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 and then submitted to the Raiders Lacrosse Association Treasurer at [treasurer@beaumont Raiders.com](mailto:treasurer@beaumont Raiders.com)

## Association Fundraising Cash Raffle

BRLA holds an annual cash raffle to offset season costs for equipment, ALA and GELC fees, floor time and help us support lower registration fees for our players. This raffle is a requirement of all teams to sell their tickets based on the number of registered players.

Raffle booklets will be distributed to team managers at the beginning of the season. Each player will receive one booklet to a maximum of two booklets per family. Booklets and funds must be returned to team managers 1-2 weeks before draw date. Parent and player participation is essential as teams are responsible for unsold raffle tickets.

## Volunteer Requirements

Parents must fulfill one volunteer duty/shift as agreed upon at time of registration.

If parents choose to buy out' of the association's volunteer commitment, this does not exempt them from participating in team-specific volunteering duties such as clock, penalty box, shot clock, scoresheet, team fundraising, etc.

Completed volunteer commitments will be monitored throughout the season by the Raider's Volunteer Coordinator.

The following positions within the organization constitute fulfillment of the required volunteer commitment: Head Coach, Assistant Coach, Manager, Jersey Parents, Tournament Coordinator (required position from team's who are participating in the BRLA's Mother's Day Mayhem Tournament) and any Executive Board Position within the BRLA.

There are many different opportunities to fulfill volunteer commitments throughout the season. These will be posted on the BRLA website for sign-up.

## Transferred Players

Association-wide raffle obligations and general volunteering requirements stay with the player's home club, even after a transfer. This does not apply to team-specific volunteering duties or team-based fundraising activities.

## Affiliations

Only registered players may participate in team games and practices.

Head Coaches must submit an [Affiliation Request Form](#) to request players from another team.

All affiliates must be drawn from the same club and in a lower division or lower tiered team in the applicable division competing. Only first year U9 players can affiliate in the same division.

## Team Photo Day

Team pictures are covered by the association. Each athlete will receive a player mount. Additional items are available to purchase at the cost of parents.

Team photos are organized by our Volunteer Coordinator. Any players unable to attend the scheduled day or make up day will not be included in the team photo.

Athletes are to wear Black Jerseys with shoulder pads, black shorts (preferably Raiders), gloves and stick.

## Social Media

Teams are encouraged to keep our webmaster/social media volunteer updated with team events and progress throughout the season to share with our lacrosse community on our public Facebook and Instagram pages.

## Injuries / Concussion Protocols

[GELC Injury Report Form](#) – must be submitted if a player is injured in a game and unable to return to play in that game. The form must be submitted within 48 hours of the incident.

[Concussion Management Guidelines](#)

## Additional Resources

Locate the Coaches / Managers Tabs on the BRLA website for more information.