



Beaumont Raiders Lacrosse Association
Bench Staff and Manager Guide

The purpose of this manual is to provide coaches and team managers with a guide to assist them in creating an enjoyable sporting experience for everyone involved in Beaumont Raiders Lacrosse. Any information in this manual is subservient to the regulations and operating policies of Beaumont Raiders Lacrosse Association (BLRA), including policies, regulations, and bylaws outlined by our governing bodies the Greater Edmonton Lacrosse Council (GELC), the Alberta Lacrosse Association (ALA), and the Canadian Lacrosse Association (CLA).

In addition to the contents of this document, it is important to also follow and review, the [GELC Coach and Manager Handbook](#) which is updated annually by the GELC.

Please reference our [Bylaws and Policies](#) website page for our local policies; which are subservient to our governing bodies governance.

TEAM ROLES AND RESPONSIBILITIES

Head Coach

- Upholds the highest standard of ALA Code of Conduct and ensures athletes, staff, and parents exhibit the same conduct.
- Obtains required Alberta Lacrosse coaching certification for level coaching. Visit our [Coaching Information](#) webpage for details on division requirements.
- [Vulnerable Sector Check](#) completed and entered in RAMP registration. Valid for 3 years unless requested sooner by our screening officer. **Required** documentation when requesting from local RCMP includes: a **PAPER** copy of our [CRC/VSC request form](#), two (2) forms of government issued ID including a photo ID. Screenshots of any of the above are not appropriate and will not be accepted but the RCMP.
- With the approval of our coaching director, the Head coach chooses assistant coaches and bench staff (assistant coaches, manager(s), trainer).
- Assumes the role of planning the skill/athletic development of the players throughout the season Organized practice planning ahead of practice dates and sharing the plan with the rest of the bench staff is highly recommended.
- Plan a team introduction meeting with parents to discuss: coaching philosophy, parent/spectator expectation, tournaments, team volunteer positions, cash calls/budget, etc (manager to help). Any special medical needs of the players should also be discussed during the Introduction Meeting. Consequences of Code of Conduct misconduct should be relayed. It is recommended to perform this before/after the first practice of the season.
- Ensure a Team Emergency Action Plan is created, shared and discussed with bench staff and manager.

- Deposit cheque required to pick up coaching equipment. Balls, First Aid kit, pylons, etc. Keep inventory of the balls, consumables, and equipment provided to the team.
- Attends mandatory coaches meeting at season start up
- Holds a current Respect in Sport for Activity Leaders Certification

Assistant Coach

- Obtains required Alberta Lacrosse coaching certification for level coaching. Visit our [Coaching Information](#) webpage for details on division requirements.
- [Vulnerable Sector Check](#) completed and entered in RAMP registration. Valid for 3 years unless requested sooner by our screening officer. **Required** documentation when requesting from local RCMP includes: a **PAPER** copy of our [CRC/VSC request form](#), two (2) forms of government issued ID including a photo ID. Screenshots of any of the above are not appropriate and will not be accepted but the RCMP.
- Attends mandatory coaches meeting at season start up
- Assists in practice planning
- Fill in as Head Coach for games and practices as required.
- Become familiar with safe bench gate “swinging” during line changes.
- Support player needs or injuries during floor time or off floor time and follow up accordingly.
- Familiarize self and role with Team Emergency Action Plan or assume planning role if a trainer is not apart of the bench staff

Trainer

- Obtains required Alberta Lacrosse coaching certification for level coaching. Visit our [Coaching Information](#) webpage for details on division requirements.
- [Vulnerable Sector Check](#) completed and entered in RAMP registration. Valid for 3 years unless requested sooner by our screening officer. **Required** documentation when requesting from local RCMP includes: a **PAPER** copy of our [CRC/VSC request form](#), two (2) forms of government issued ID including a photo ID. Screenshots of any of the above are not appropriate and will not be accepted but the RCMP.
- Attends mandatory coaches meeting at season start.
- Keep inventory of first aid and coaching equipment supplies, communicating needs with our equipment director.
- Create Team Emergency Response Plan and collaborate with bench staff to discuss and review the plan of action. Find arena AED locations, have parent emergency contact info on the bench including paper records of [Athlete Medical History](#) forms. This confidential information must be secured during the season in a team binder.

Trainers are not required on the bench, but given the nature of the game of lacrosse, the Raiders feel that having a trainer on each team's bench staff is vital for the safety of our athletes. Trainers must have the appropriate certification as outlined by

[Alberta Lacrosse Association Regulation 13.05](#)

- Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
- Canadian Red Cross Standard First Aid & First Responder
- Canadian Red Cross Sport First Responder and Sport Aid course
- 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.

Team Manager

- Attends mandatory Managers meeting at season start up.
- Criminal Records Check (CRC) completed and entered in RAMP registration. Valid for 3 years unless requested sooner by our screening officer. **Required** documentation when requesting from local RCMP includes: a **PAPER** copy of our [CRC/VSC request form](#), two (2) forms of government issued ID including a photo ID. Screenshots of any of the above are not appropriate and will not be accepted but the RCMP.
- A CRC is also **required** for a Team Treasurer: Visit our [Team Treasurer](#) info page.
- The Head coach will host a team introduction meeting with all the parents and staff. [Suggested topics for Team Meeting](#) Agenda to be reviewed with staff prior to the meeting.
- Once your team is formed a roster report or [RAMP](#) Team log in administration codes will be emailed with instructions to the head coach and/or manager. So you can access roster information.
- Jersey Day Pick-Up **TBD** at Raiders Storage Locker located at the Ken Nichol, exterior entrance south side of the building - Green door with Raider's Logo.
- Each team requires a jersey deposit in the amount of a \$500.00 cheque made to Beaumont Raiders Lacrosse Association, Post dated July 1, of the current year.
- Jerseys are the property of BRLA. It is the responsibility of the Head Coach to ensure the jerseys have been returned to the Raiders Association at the completion of the season play.
- Teams will be charged \$100 / jersey that is damaged or missing at the discretion of the Equipment Director.
- Consider a preseason survey sent to parents prior to the team introductory meeting.
- The team survey can include: player jersey # requests, parent email/phone numbers, team cash call, plans for team apparel, seeking volunteers; treasurer, tournament coordinator, jersey parent, parent liaison, fundraising coordinator, social planner, specific timebox volunteers (or entire team takes a turn) etc. and interest/availability in upcoming tournaments

- [Coaches Pledge](#): print copies for your coaches and please have all coaches review, sign and return for your records.
- [Parent](#) and [Player](#) pledges: print copies for parents AND players to review, sign and return for your records.
 - Pledges are discarded at end of season by the team manager, unless the board requests for them to be retained?

STAFF RAMP REGISTRATION

To be assigned as part of the team staff, and to comply with governing body policies, you must register via the [Beaumont Raiders Lacrosse RAMP Registration](#) link. The process is very similar to registering a player and you will use the same RAMP log-in credentials that you used when registering your player. Instead of registering a participant, select Coach/Staff registration and follow the work-flow to complete registration. This process must be completed every year but your credentials will be stored in the RAMP registration database. Team staff will be assigned to teams by the respected Level/Age Director post evaluations (if evaluations are applicable). Team Treasurer does not get entered as staff in RAMP.

RAMP INTERACTIVE

- Our association uses RAMP for the team webpage and the RAMP mobile app
- All of your team's practices and games will be automatically synced to the website & app
- The GELC sends team codes to us at season start up. We will email the team login codes to the assigned team head coach and team manager. This gives access to the [admin site](#) for the TEAM RAMP app and team website. This is directly connected to the front side webpage. You and the head coach can both be owners of the webpage(site).
- As webpage owners you can add staff roles and update information such as phone numbers and emails etc.
- Please note: adding a bench staff to the mobile app does not complete their required REGISTRATION as staff on the RAMP registration site. ALL BENCH STAFF (including manager) must [register](#) themselves, in the same format a player is registered. This is a requirement to be covered by insurance, as staff, and listed on the roster for sanctioned events
- Encourage all players and parents to upload the free mobile TEAM RAMP app
- All players and parents can login to the mobile app and see the most up to date information. All players and parents can message each other and send group messages etc.
- Contact support@rampinteractive.com for troubleshooting if required.

Website link to: [RAMP interactive information](#)

PARENT MEETING suggested topics to cover

Coach expectations for the season

- Attendance expectations, arrival times/post game routine
- Locker room rules (adults – rule of 2 with minors - never in the room alone with a minor)
- No co-ed dressing rooms for U11 and up
- Playing philosophy
- [Respect in Sport - Parent](#): Remind families of this requirement for all players in the GELC.
- Player and Parents to review code of conduct, copies will be provided by managers
- [Team Budget \(Example Link\)](#) - needs approval by majority of parents at the meeting/email
- Consider using a team cash call, fundraising or team sponsorship.
- Team [Sponsorship Letter \(Downloadable PDF\)](#) [Sponsorship Letter \(Google Editable Doc\)](#)
- Families must be given a choice for apparel, team wear etc., this can not be mandatory
- Share a copy of the approved budget with the team ([Sample Team Budget](#))
- End of season share a final copy with the team (transparency for the spent funds)

Emergency Action Plan (for accidents or incidents) [Team Emergency Action Plan](#)

- Plan and prepare for unpredictable situations such as an injury, medical emergency, or safety situation on and off the floor.
- Athlete medical information should be kept confidential in a secure folder or binder, and be easily available for reference if required.
- All staff should have a clear plan of action and response of team staff roles. Who is the Charge person? Who is the Call person to call 911? Who will meet the ambulance?
- Be aware of facility AEDs as well as their integrity (notify facilities if service is needed) , fire alarms / extinguishers, exits and ensure your First Aid kit is intact, available at all times and restocked as needed.
- ALL injuries need to be documented and reported, including concussions.
- All bench staff are required to review the protocol for concussions and create a plan of action at season start. [Concussion Protocol](#)
- If a player is injured during a game a form you must complete the [GELC Injury Report Form](#)

Team Communication (using the RAMP app, checking your attendance etc)

- Beaumont Raiders Lacrosse Association covers team costs for the RAMP mobile app.
- RAMP is used nationally by Lacrosse Canada, provincially by the Alberta Lacrosse Association, regionally by the Greater Edmonton Lacrosse Council and locally by the Beaumont Raiders Lacrosse Association. RAMP is used as a registration system, website, game sheet submission.
- Every player can download the mobile app for free and use it for the season.
- RAMP Mobile app will auto-load all practices and games. You can use the chat or email features. It allows players to RSVP for every floor time. It allows the head coach and manager to add events etc.

- If your team chooses to use another app (like Teamsnap), that becomes an additional cost for the team if not using a free version. All practices, games, tournaments, team events, etc. will need to be manually input (by a manager/coach).

Team Volunteer positions (introduce the volunteers and request support for vacancies)

- Assistant coaches (chosen by the Head Coach)
- Trainer-First aid person (required if no assistant coach has the required certifications)
- Manager, Treasurer
- Jersey parent
- Minor Officials (Time keeper/scorekeeper/shot clock/penalty box) This can alternatively be made into a rotating volunteer role for every family on the team to take a turn. Visit our Beaumont Raiders Lacrosse [Box Volunteer - Minor Officials Guide](#) for position guidance.
- Social coordinator, Fundraising coordinator (optional)
- Team Spectator Liaison (required). See page 7 for position details.

GELC Policy 4	Team Spectator Liaison
Reason	<p>All GELC teams are required to have an adult volunteer be the Team Spectator Liaison.</p> <p>To improve the player experience and to assist the officials and coaches at games with spectator management.</p>
	<p>4.1 Duties of the Liaison</p> <ul style="list-style-type: none"> • Uphold the code of conduct of the GELC. • Introduce yourself to the officials and other teams • Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison. • At all games monitor the actions of the spectators who have come to the game to watch. • Speak with spectators as to appropriate behaviors. • Assist the coaching staff with crowd/and or remove offensive individuals. • When a team is requested to supply offending individuals names be the person responsible to provide to the head coach and referee. • If matters escalate please walk away and call the police.
Inappropriate Behaviors	<p>4.2 Inappropriate Behaviors of fans</p> <ul style="list-style-type: none"> • Banging on the glass, or boards. • Making abusive comments to the officials. • Verbally abusing players on either team. • Getting into verbal sparring matches with opposing spectators. • Using profanity or making inappropriate gestures. • Engaging coaching staff and distracting them from their role. • Going to areas of the arena that are not spectator seating. • Throwing objects. • Not leaving when asked to leave the facility.

In a situation, where the Team Spectator Liaison is concerned that a parent is not following the Code of Conduct they should approach the parent to discuss the situation and fully express their concern. This should be done in a reasonable and calm manner with the parent. Any anger or frustration should be dealt with by action of the 24 hour rule where a cooling off period of 24 hours is used.

If the behavior continues at future games, the liaison should alert the appropriate Division director who will decide if further action is required. If the Liaison and Division director cannot come up with a solution, then the Division director will contact the VP and/or Discipline Chair for further guidance. Note, the Raiders Parent Liaison is NOT responsible for any behavior of the opposing team's families.

Please review the following Policies and Regulations:

[GELC Team Spectator Liaison and Harassment Policy](#)

[GELC Regulation 13 Abusive Conduct by Spectators](#) [GELC Discipline Policy](#)

ADDITIONAL MANAGER RESPONSIBILITIES

- Coordinate with the treasurer for the team bank account [Bank Account Letter Template](#)
- Completed [Athlete Medical Forms](#) for each athlete must be kept available to the bench (in a binder or folder) but secured for confidentiality throughout the season and then destroyed.
- Ensure all the bench staff (coaches, managers, trainers) have their Criminal Record Check (CRC). These are valid for 2 years and can be scanned and uploaded to their personal staff registration on RAMP. If a bench staff has already registered and needs help uploading their CRC/VSC, please have them contact registrar@beaumont RAIDERS.com directly for assistance.
- All bench staff (coaches, managers, trainers) must [register in RAMP](#). Please note, all women's teams must have one registered woman on their bench staff as per ALA regulations.
- No bench staff allowed on the bench (even to swing a gate) without proper certification - GELC rule.
- All Head Coaches must have Respect in Sport - Activity Leader Certification (this is different from the Parent course). Once assigned to a team, Head Coaches will receive an email from the GELC with a link and instructions. *Tournament approval from the GELC is contingent on this certification.
- Create scheduling for timekeepers, scorekeepers and shot clocks (unless you have a few parents willing to do this all season). Every family should take a turn. Ensure they have a copy of or link to our Beaumont Raiders Lacrosse [Box Volunteer - Minor Officials Guide](#) When scheduling, do not schedule the team manager, trainers or team coaches.
- Submission of incident reports and tracking discipline – GELC has moved the incident reporting online (under [Manager Resources](#) on their website)
- Preparation, completion, and submission of [game sheets](#)

- Team apparel orders: plan early at season start. Contact our apparel director for group team orders. apparel@beaumont RAIDERS.com. [Online Apparel Order form](#)
- Black shorts are a uniform requirement for game play in our association divisions U9-U17. Beaumont Raiders shorts are recommended and can be purchased individually or as a team from our apparel director.
- GAME CHANGE requests due by deadline as indicated by the GELC. The GELC requires a [Game Change Request Form](#) to be completed. The only acceptable requests are tournaments, ALA sanctioned events, and or school functions for example graduations. ([Game Change Request Form - LATE SUBMISSION](#))
- Affiliation Request - complete the [Raiders Affiliation Form](#) online and make sure you follow the [GELC Affiliation Regulation 8](#)
- [Exhibition Game Requests](#) is through the GELC
- Work with a social planner/treasurer to arrange the end of season team get together and collect funds for coaches gifts/player treat bags. Add events into RAMP schedule.
- Establish the Chain of Communication with your team (Parent - Manager - Coach) and request the 24 hr rule be utilized.
- Assign Jersey #'s to players. You can do based on size or jersey # requests
- Consider printing roster cards to families to promote team engagement - use a volunteer for this if needed.
- Ensure that medical forms are filled out, and keep a copy with you at all times and ensure it is kept confidential. Utilize a team binder for the bench. Review medical sheets and watch for players with allergies or other medical conditions and make Coaches aware. [Athlete Medical Information](#) forms.

GAME SHEETS

Game sheets will be distributed to team managers/coaches at team equipment/jersey pick up. U7 teams are to upload the white copy of their game sheets with a 0-0 score. All teams from U9 to U17 are required to follow this process. All Home teams retain the White copy of the Game sheet that indicates the league copy. Winning team unless they are the home team does not take the White copy with them please.

Supporting documents to help with Game Sheets:

[Game Night and Game Sheets](#)

[How to Fill in a Game Sheet Powerpoint](#)

[RAMP Game Sheet Management Process](#)

Home games

- 1) Supply 3 volunteers for the clock/scoresheet/shot clock
- 2) Fill in the game sheet
- 3) Give to the other team 15-20 mins before the game to enter their roster
- 4) After the game, enter and upload the completed game sheet on RAMP (your team website, not the App) within 48 hours of game on RAMP (you should have a login for your team from your head coach)

Away games

- 1) Supply 1 volunteer for the penalty boxes
- 2) Get the sheet from the home team
- 3) Enter the roster before the game
- 4) Verify the uploaded sheet is accurate within 48 hours of game on RAMP

All games

1. Get referees to sign the game sheet
2. After the game check if any write-ups for players and get information from the referees
3. As manager you are responsible to correctly record any game misconducts on the game sheet and submit any paperwork for discipline or incidents etc.
4. Provide volunteers running the clock/shot clock/penalty boxes (minor box officials) the following information sheet for games appropriate for the division:
 - [Age Divisions and Playing Information](#)
 - Length of periods and if run time or stop time, half floor etc
 - Beaumont Raiders Lacrosse Minor Official Guide
(Copies will be available in the Ken Nichol Regional Recreation Centre Boxes)
 - Sample of game sheet
 - Access to Lacrosse Canada Game Rules:
[CLA Rules and Situations Handbook](#) (160 page document)
 - [Ken Nichol Score Clock Instructions](#)
 - [Shot Clock Instructions Ken Nichol](#)

TOURNAMENTS

- As soon as possible, look up tournaments for your age level on the [ALA Tournament Calendar](#). Tournaments are limited in availability so it is important to register ASAP as spots fill up quickly.
- Raiders U11B teams have spots being held for our annual Mother's Day Mayhem Tournament. Ensure your team reaches out to our Tournament Coordinator to arrange payment and get details on requirements for your team (tournament donations, volunteering, etc.): tournament@beaumont Raiders.com

- You must complete the GELC [Tournament Request Form](#) for ALL tournaments, this includes local tournaments.
- Confirm attendance with the team and work with the treasurer to collect funds.
- Complete team registration on the tournament site

Out-of-Town Tournaments

- For out-of-province tournaments you must also submit an [ALA Travel Authorization Request](#) (\$150 fee + \$250 bond cheque to ALA)
- Make sure you have rooms blocked off for the team at a local hotel.
- Communicate to parents how/where they can book hotels and deadlines for doing so.
- Pre-book/pre-order any team meals if agreed upon by the team.

MINOR BOX PROVINCIALS - DIVISIONS U13 - U17

- 2025 Minor Box Provincials are in Calgary, AB July 11-13th, 2025
- Playing in Provincials is limited to the top teams in the divisions. Winning team of the city championship for the division **must** go to provincials, this is an ALA rule.
- ALA Minor Box Provincial Championship Form can be found on the [ALA Minor Box Provincials Website Page](#). This form must be filled out with a \$650.00 fee.
- Minor Box Provincials follow [REGULATION 6A - ALA MINOR BOX PROVINCIALS](#)
- Teams who fail to attend will forfeit their intent fee and the club will be given a fine of \$2000

IMPORTANT ASSOCIATION CONTACTS

Current List of all [Executive Contacts](#)

2025 Division Directors

Women's Director: Errick Small womensdirector@beaumont RAIDERS.com

U7/U9 Director: Carla Halfyard u7u9@beaumont RAIDERS.com

U11/13 Director: Sonia Nadon u11u13@beaumont RAIDERS.com

U15/U17 Director: Andy McCalla u15u17@beaumont RAIDERS.com

Equipment Director: Allison Chrunk equipment@beaumont RAIDERS.com

Treasurer: Kori Farrell treasurer@beaumont RAIDERS.com

Registrar: Erin Marsh registrar@beaumont RAIDERS.com

Apparel Director: Maxine Sloan apparel@beaumont RAIDERS.com

Fundraiser Director: Tanya Kearsey fundraising@beaumont RAIDERS.com

Discipline Director: Matt Young discipline@beaumont RAIDERS.com

Volunteer Director/Photo Day: Michelle Humney volunteer@beaumont RAIDERS.com

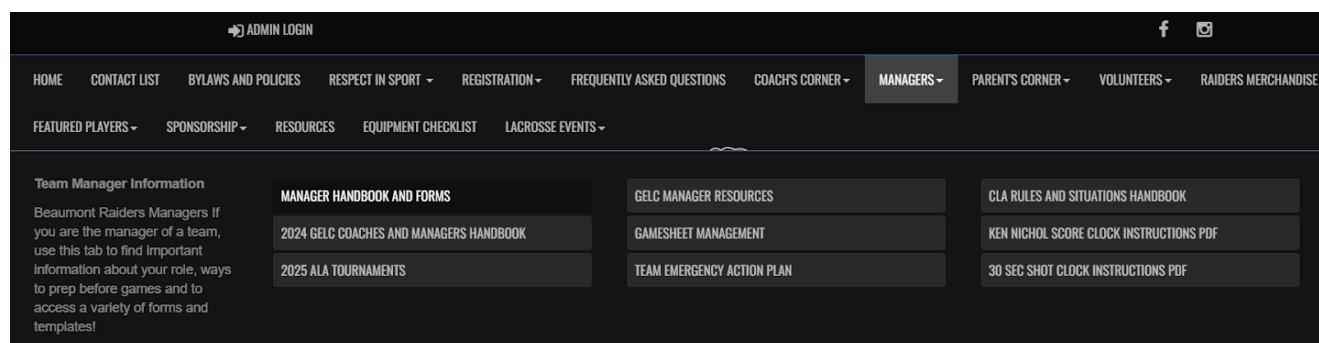
Coaching Director: Craig Carr coaching@beaumont RAIDERS.com

Webmaster/Social Media: Emma Smith webmaster2@beaumont RAIDERS.com

Casandra Anderson webmaster@beaumont RAIDERS.com

IMPORTANT MANAGER INFO/FORMS/TEMPLATES

Use the Managers Menu on the [Raider's Website](#)



- [Manager Handbook and Forms](#) and [GELC Manager Resources](#)

EQUIPMENT

Equipment provided by Beaumont Raiders Lacrosse:

Coaching Equipment sign out deposit cheques required for pick up.

First Aid Kit – it is the Coach's/Trainer's responsibility to check the kit for completeness upon assignment by the Equipment Manager. Raiders will replace items which your team uses during the season – these should be identified by the team for replacement.

Balls for Games and Practices – Raiders will supply 25 balls at the start of the season. Should your team require additional balls, contact the equipment director. You may be required to purchase additional balls with team funds. Cones are also supplied with balls for practice.

Team Jerseys (Home and Away) – \$500 Team Jersey deposit cheque written out to Beaumont Raiders Lacrosse Association post dated July 15th of the calendar year is required for pick up. Jerseys must be well cared for. Please impress upon the jersey holders the importance of washing (inside out), drying (hang dry) and making repairs as necessary (mend tears, stain removal, etc.). **Team jerseys are not to be worn to practice under any circumstances.** **Please return jerseys cleaned and in numerical order.** Teams will be charged \$100 / jersey that is damaged or missing at the discretion of the Equipment Director. If jerseys are damaged please contact equipment@beaumont Raiders.com

Goalie Equipment – Consists of leg guards, body Armour, pants, gloves, throat guard, stick and protective cup (personal item provided by athlete/parent). Please air the equipment out after every game and monitor the equipment for wear. Report wear to the Equipment Manager promptly. Failure to return the equipment in a timely manner will result in deposit cheques being cashed. If your team progresses to Provincials, it is essential that you reach out to our Equipment Director to arrange off-season return. Email: equipment@beaumont Raiders.com

Equipment to be provided by the Team:

A & C magnets: If your team would like to identify team captains and assistant captains this is sourced and purchased by your team.

Small cooler: 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).

Player water bottles: Each player should bring their 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.

Tool kit: The team should have a small toolkit containing the necessary screws, nuts, screwdrivers, tape, leather strips, cords, etc. to perform minor equipment repair.

Team Shorts – Black shorts are required for games. Raiders shorts are recommended.

PLAYER MOVEMENT, AFFILIATIONS, AND EXEMPTION REQUESTS

Only registered players may participate in Raider's team games and practices. Athletes not yet registered are not allowed on the floor until officially registered in RAMP by the Raider's Registrar. Questions about registration? Contact registrar@beaumont RAIDERS.COM

Affiliating Players must follow [GELC Regulation 8.01 Affiliation Rules](#) **AND** [ALA Regulation 5A-Affiliation](#). The requesting Head Coach must fill out our [Raiders Affiliation Request Form](#). 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 and parent, players are allowed to play up from their own division as per ALA Regulation 5A Affiliation policy.

VOLUNTEER REQUIREMENTS

Reminder to parents about BRLA's volunteer requirements. In proceeding with player registration, parents agreed to fulfill ONE volunteer duty/shift or chose to buy out their commitment for \$200, which counts as their duty. If choosing to buy out their duty they must email our volunteer director at volunteer@beaumont RAIDERS.COM and send a \$200 EMT to treasurer@beaumont RAIDERS.COM indicating their player's name, division, and parent name.

Managers are responsible for collecting volunteer deposit cheques for each athlete. Cheques are \$200 made out to Beaumont Raiders Lacrosse Association, and post dated for July 1st of the calendar year. If the parent/guardian's volunteer commitment is not completed during the season, and they have not reached out to the volunteer coordinator before the middle of June, then their deposit cheque will be cashed. If choosing to 'buy out' their association volunteer commitment, the 'buy out' does NOT exempt them from essential team responsibilities such as box duties, team fundraising, team spectator liaison, etc.

Confirmation of registered players and completed volunteer commitments will be monitored throughout the season. The lacrosse season is relatively short but requires volunteers to assist with season planning and tournament planning up until the end of the season equipment return.

The following positions within the organization constitute fulfillment of the required volunteer commitment: Head Coach, Assistant Coach, Manager and any Executive Board Position with the Beaumont Raiders.

There are many different opportunities for members to fulfill their commitment throughout the season. Some examples are: Evaluations/Tryouts, Casinos, Bingos, Apparel Sales, Come Try Lacrosse Events, Beaumont Days Parade, and lots of opportunities during our Mother's Day Mayhem Tournament. Duties will be updated on the sign-up link throughout the season. Visit our volunteer information page. [Volunteer Information Page](#)

TEAM PHOTO DAY

Team pictures are covered by our association. Each athlete will receive a player mount which is an individual photo and a team photo plaque. Additional items are available for order at the cost of parents.

Team photos are organized by our volunteer coordinator with scheduling communicated to teams within the first month of team formation. As a manager, you need to check for your team's allocated time slot for photo day. A make-up day will be scheduled and communicated to you by email and social media. Managers are required to reach out to our photo day coordinator with any team game conflicts. Notify volunteer@beaumont Raiders.com AND your division director. Any players unable to attend either the scheduled day or make up day will not be included in the team photo, but can arrange for an independent photo session at their expense. Please instruct athletes to wear BLACK jerseys with shoulder pads, black shorts/Raiders shorts, gloves and stick.

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 cost 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 max 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. Cash raffle draw date is typically held Father's Day weekend, but the date will fluctuate season to season. Ticket pickup/drop off and draw dates will be announced through social media and by email. Please email our fundraising director with any questions fundraising@beaumont Raiders.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, apparel (team shorts, polo shirts, T-shirts, equipment bags, etc.) Season wrap-up party. Utilize this [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 on the team and in a 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 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 for their contribution and provide a team photo and thank you card signed by your team. Reach out to our social media director for support on thanking the sponsor publicly.

Beaumont Raiders Lacrosse Association 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

SOCIAL MEDIA

Players, parents, and staff must uphold the [Alberta Lacrosse Association Social Media Policy](#) when sharing or posting team events, team communications including all player to player online, social media interactions on all platforms: Snapchat, Instagram, Facebook, WhatsApp, etc.

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.

Email: webmaster@beaumont Raiders.com AND webmaster2@beaumont Raiders.com

Thank you for your review, your time, and your commitment to our athletes.

You are valued, appreciated and an integral part of Beaumont Raiders Lacrosse.

Please reach out to your Division Directors throughout the season for guidance.

If you have any questions, comments or concerns about content in this document, please email admin@beaumont RAIDERS.com or vicepresident@beaumont RAIDERS.com