



MANAGER MEETING

2024 SEASON



MEETING AGENDA

- ▶ Review roles & responsibilities
- ▶ Learn where to find documents for future reference
- ▶ Game sheets and reporting
- ▶ Q & A



MANAGER ROLE & RESPONSIBILITIES



- ▶ Work with coaches and other parents to oversee the administration of the team
- ▶ Enter game sheets
- ▶ Submit team financials
- ▶ Assign volunteers and track volunteer hours
- ▶ One Manager per team but you don't have to do it alone
 - ▶ Manager can assign duties to other volunteers such as Treasurer, Tournament Coordinator, Fundraising Coordinator, Jersey Parent

MANAGER RESOURCES ONLINE



www.calgaryknightslacrosse.com

www.calgarylacrosse.com

The screenshot shows the 'TEAM MANAGER RESOURCES' page. The navigation bar includes 'HOME', 'SEASON INFORMATION', 'REGISTRATIONS', 'EVALUATIONS', 'RESOURCES', and 'ADMINISTRATION'. Below the navigation is a banner with the 'CALGARY KNIGHTS LACROSSE' logo. A secondary navigation bar lists age groups: 'U7 - LIL ROUGHNECKS', 'U9', 'U11', 'U13 A 2024', 'U13 B 2024', 'U15 A 2024', 'U15 B 2024', 'U17 A 2024', and 'U17 B 2024'. The main content area is titled 'Team Manager Resources' and contains a sub-section 'Team Managers Resources' with a list of links: 'Player Information Form', 'Accident and Medical Claim Form', 'Dental Claim Form', 'Game Sheet 101', 'Abuse, harassment & bullying', and 'Truth, Harmony, Honesty'.

The screenshot shows the 'MANAGERS' page of the Calgary District Lacrosse Association website. The navigation bar includes 'HOME', '2024 SEASON', 'PARENTS', 'MANAGERS', 'COACHES', 'OFFICIALS', 'CANADA DAY', and 'ABOUT US'. Below the navigation is a grid of menu items: 'GAME REPORTING', 'GAME OFFICIALS', 'MANAGERS RESOURCES PAGE', 'TOURNAMENTS', 'PLAYOFFS', 'GAME PREPARATION', and '2024 EXHIBITION GAME REQUEST'. A banner for 'CALGARY DISTRICT LACROSSE ASSOCIATION' is visible. A secondary navigation bar lists age groups: 'U7 - LIL ROUGHNECKS', 'U9', 'U11', 'U13', 'U15', 'U17', 'U17A (WRLL)', and 'FEMALE LACROSSE'. The main content area features two sections: '2024 Game Reporting Procedures' and 'Upcoming Events'. The '2024 Game Reporting Procedures' section includes the heading 'Game Results Reporting Process for 2024' and text stating that managers/coaches must submit game sheets and incident reports to results@calgarylacrosse.com within 24 hours. The 'Upcoming Events' section lists 'Apr. 15, 2024 U13-U15-U17 League Start' and 'Apr. 20, 2024'.

DIVISION COORDINATORS



	Name	Email
▶ U7	Shawna McJunkin	U7@calgaryknightslacrosse.com
▶ U9	Beth Reinhart	divisioncoordinator@calgaryknightslacrosse.com
▶ U11	Fae MacKay	U11@calgaryknightslacrosse.com
▶ U13	Courtney Clark	U13@calgaryknightslacrosse.com
▶ U15	Brian Campbell	U15@calgaryknightslacrosse.com
▶ U17	Beth Reinhart	divisioncoordinator@calgaryknightslacrosse.com
▶	Division Coordinator Lead – Beth Reinhart	

ORGANIZING YOUR TEAM



- ▶ First thing first, introduce yourself to your team
- ▶ Plan a parent meeting to discuss:
 - ▶ Coaching philosophy and goals for the team
 - ▶ Team-level volunteer positions
 - ▶ Tournaments
 - ▶ Cash call/fundraising opportunities
 - ▶ Hand out medical forms/participant information forms
 - ▶ Survey your team
 - ▶ Number of tournaments the team wants to participate in? Cash call vs fundraising?

TEAM COMMUNICATION



- ▶ Communication is essential to the smooth operation of your team
- ▶ Team communication is done via TeamSnap
 - ▶ Make sure everyone's contact information is correct in TeamSnap
 - ▶ Remind families to update player availability in TeamSnap for all practices and games
 - ▶ Games and practice schedules will be uploaded by the Knights' Registrar
 - ▶ Team events (tournaments, social activities) can be added by the Manager

24 HOUR RULE

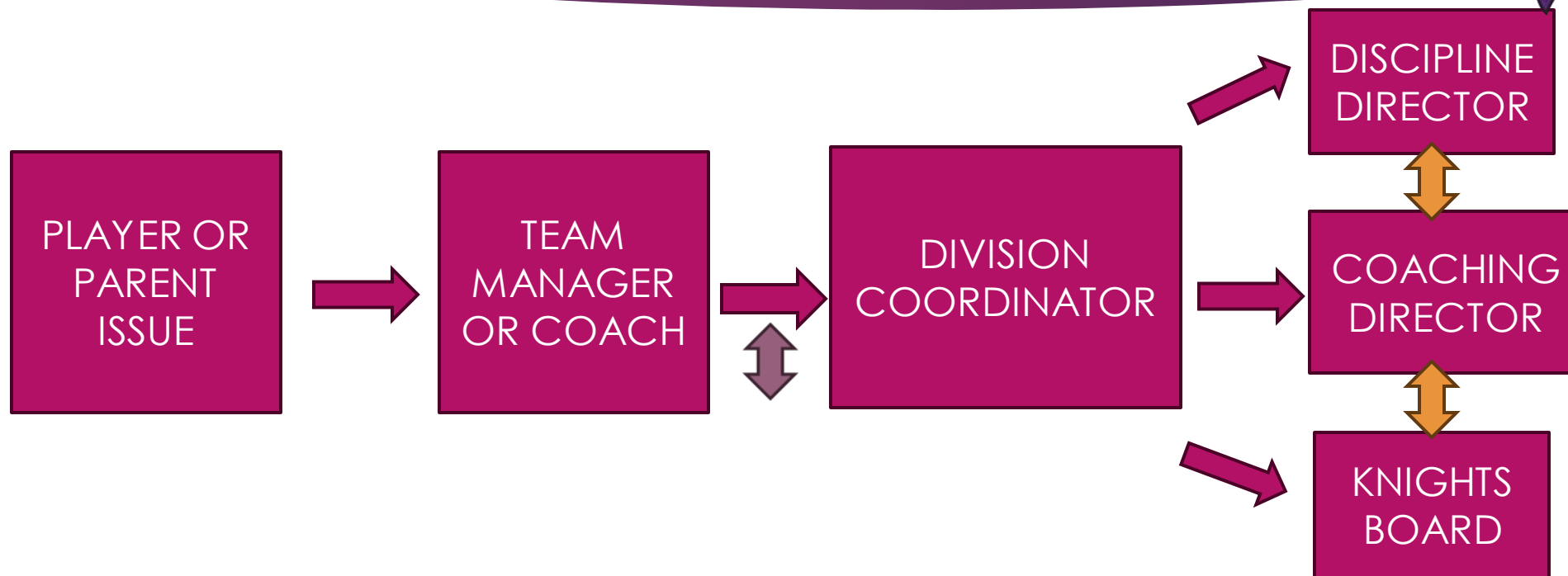


Parents and/or guardians should not confront a coach, a team or a league official to discuss any "negative" game or practice situation until at least 24 hours have passed from the completion of the game or practice.

Please remind all families of this rule at your Parent Meeting

COMMUNICATION FLOWCHART

GENERAL COMMUNICATION/ISSUE PROCESS



CODE OF CONDUCT



The Calgary Knights have 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 Knights members.



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



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

DISCIPLINE / CONDUCT



- ▶ Please refer to the Manager Resources tab on the Knights website for the following documents:
 - ▶ [Complaint / Significant Incident Form](#)
 - ▶ [ALA Code of Conduct and Ethics Policy](#)

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 KNIGHTS' POLICY AND PROCEDURES FOR KNIGHTS' CODES OF CONDUCT ON OUR WEBSITE

INCIDENT REPORTING



- ▶ Knights Team Managers must fill out and submit the 'Complaint/Significant Incident Form' when an action or situation occurs during a Knights 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 within 24 hours when any situation occurs that they are unsure of.
- ▶ [Complaint/Significant Incident Form](#)

INJURY REPORTING



- ▶ Injuries are to be reported to the Knights Division Coordinator and cc'd to the Discipline Director in a timely fashion. Please complete the Injury Reporting form located on our website.
- ▶ [Accident and Medical Claim Form](#)
- ▶ [Dental Claim Form](#)

TEAM FINANCIALS



- ▶ The Team Manager is responsible for overseeing the team financials with the support of a Team Treasurer
- ▶ [Knights Team Budget Tracking form](#) is available online
- ▶ A team budget MUST be submitted to the Knights Treasurer at both the beginning and end of the season
 - ▶ April 30th for first submission
 - ▶ July 15th for final submission
- ▶ Budget may include items like:

Tournament Fees	Exhibition Games
Apparel	Provincial Playoff Fees
Team Building Activities	Year End Party

TEAM FINANCIALS



- ▶ For those teams with NON-parent coaches
 - ▶ The Knights will cover up to \$1000 per team for non-parent coach expenses for tournaments (hotel, travel, meals).
 - ▶ Receipts must be submitted to the Treasurer for reimbursement. Any additional expenses over \$1000 must be covered by the team.
- ▶ Note that any money left over 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
- ▶ If you have a family who needs financial assistance, please reach out to the Registrar for support on the next steps.

TEAM FUNDRAISING



- ▶ Fundraisers like 50/50, silent auction, Rafflebox will require a gaming license
 - ▶ You must obtain a license before the event
 - ▶ Licenses should be obtained under your Team name
 - ▶ Knights will NOT approve any team applications under the Knights license
 - ▶ Teams are required to complete the necessary reporting. If reporting is not completed, we will not allow these fundraisers in the future as it can affect our AGLC License and fundraising potential for the entire association.
- ▶ We encourage fundraisers that do not require licenses such as bottle drives or selling products.

TEAM FUNDRAISING



- ▶ UR Fundraiser
 - ▶ The Knights have e partnered with UR Fundraising again this year to offer an online Fill-Your-Freezer fundraiser for each team.
 - ▶ It is not mandatory but is an easy way for your team to generate funds.
 - ▶ Simply send out a link to family and friends.
 - ▶ Products are ordered from your unique store and are delivered directly to the customers for a low fee of \$6.99. There are no pick-up dates, so no hassle for teams.
 - ▶ Teams that raise \$750 (equivalent to \$4200 in sales) – will receive one free case (60 wieners) of Nathans Famous Hotdogs for a team BBQ. $\$4,200 \div 15 \text{ players} = \280 per player sell or buy.

The team that raises the most money will also receive 10 Coco Brooks Frozen Pizzas for another team party.

VOLUNTEER REQUIREMENTS



Calgary Knights Lacrosse Association is a club which is operated solely by volunteers.

- ▶ To ensure that all aspects of the organization are managed efficiently, every member is asked to contribute to the club via volunteering.
- ▶ Each Knights family is required to complete 300 points per player to a max of 600 points per family.
- ▶ 50 points is equivalent to 1 hour of volunteering. 6 hours of volunteer time (300 points) is mandatory for each player to a max of 12 hours (600 points) per family.
- ▶ Managers are required to track volunteer hours and submit them to the Knights' Secretary

TEAM VOLUNTEERS



- ▶ All volunteer hours can be added together over the season and can be spread over various volunteer opportunities
 - ▶ Trainer/First Aid Volunteer (300 points)
 - ▶ Treasurer (300 points)
 - ▶ Jersey Parent (300 points)
 - ▶ Scorekeeper/Timekeeper/Penalty Box (50 points per game)
 - ▶ Tournament Coordinator (200 points)
 - ▶ Other Team Positions (points calculated per hour)
 - ▶ Club Level Volunteers - Roughnecks 50/50, Season Opener Day (points calculated per hour)

TOURNAMENTS



- ▶ For a list of all Alberta-based tournaments visit the Alberta Lacrosse Associate website www.albertalacrosse.com/content/tournaments
- ▶ Don't wait too long to register, it is a short season - tournaments fill up fast!

TEAM SCHEDULE



- ▶ Game and Practice Schedules are allocated by CDLA
 - ▶ You can find your team schedules on the [RAMP website](#), [Knights website](#) and [CDLA website](#) under your division and team name.
 - ▶ The Knights Registrar will upload your schedule into TeamSnap
 - ▶ **You must continue to check that your TeamSnap schedule matches the information in RAMP.** Changes may occur in RAMP and you are responsible to update your team.
 - ▶ If your team misses (and therefore forfeits) a league game your Head Coach will be suspended from the league for one year.
 - ▶ Managers will load additional practices (outdoor) and tournaments in TeamSnap

EXHIBITION GAMES



▶ EXHIBITION GAMES

- ▶ Complete an [Exhibition Game online request form](#)
- ▶ 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 set up 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

REFEREE COSTS 2024



- ▶ 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



▶ **Home Team Responsibilities:**

- ▶ Have the game sheet ready 15 minutes before the start of the game.
- ▶ Provides three volunteers for the clock, 30-second shot clock, and home penalty box.
- ▶ Supplies game balls.
- ▶ Ensure jersey colours do not conflict. (CLA rule 9: The Uniform section b)
- ▶ Home team is required to wear Dark jerseys. When the colours of opposing team jerseys conflict, the home team shall change to jerseys of a distinctive colour.

▶ **Visiting Team Responsibilities:**

- ▶ Have game sheets ready before the game start time.
- ▶ Provide two volunteers for the scoresheet and visitor penalty box
- ▶ Visiting team is required to wear Light jerseys. The visiting team must notify the home team if they do not have light jerseys for the game.

RAMP REGISTRATION



- ▶ All bench staff (coaches), trainers and managers must register within the RAMP registration system by April 15.
- ▶ Once registered, you will be given access to the RAMP website.
- ▶ Demo RAMP website.
- ▶ DO NOT add people to your RAMP website or team.
- ▶ Managers must add jersey numbers under 'League Players' by April 15.

GAME REPORTING PROCEDURES



- ▶ The “HOME” team, as shown on the website schedule, is responsible for inputting the game sheet information into the website within 24 Hours of completion of that game.
- ▶ The “VISITING” team verifies the accuracy of the game sheet once it has been inputted into the website by the HOME team. This will include reporting any errors
- ▶ CDLA requests that you upload the game sheet in a PDF format.

GAME REPORTING PROCEDURES



- ▶ The following is required on a game sheet:
 - ▶ Game information (game number / date /time / location / teams / age group / division)
 - ▶ Team rosters for each team
 - ▶ Coach and manager information
 - ▶ Goals, assists and penalties (U9 – U17)
 - ▶ Major penalties and game incidents (U9 – U17)
 - ▶ Referee information (U9 – U17)

GAME SHEET ENTERING TUTORIAL



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

GAME REPORTING PROCEDURES

EXHIBITION GAMES



- ▶ All Exhibition games are to be input as 'exhibition' games by the CDLA Office before you can enter stats for these games.
- ▶ Please send your exhibition game details to results@calgarylacrosse.com.
- ▶ If your opponent is a non-league team, you will only need to input penalties for your team.
- ▶ The game sheet and any Game Incident Reports must be uploaded
- ▶ NO EXCEPTIONS

PLAYER MOVEMENT & AFFILIATION



- ▶ Players
 - ▶ Only registered players may participate in Knights team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Knights Registrar. Coaches and other team officials cannot accept registrations.
- ▶ Affiliating Players
 - ▶ The coach of a player must be contacted for permission before contacting the player to play for another team. With the permission of their coach and parents, players are allowed to play-up in their own division as per affiliation policy.

PLAYER MOVEMENT & AFFILIATION



▶ Knights Affiliation Details

▶ U9

- ▶ Can affiliate a first-year U9 player (first year refers to birth year, not years of experience so for this season it would be a player born in 2017) from the other U9 Knights team.

▶ U11 - U17

- ▶ Can affiliate a player from the same age category, lower division or from a lower age category either A or B division. (Division C teams are not permitted to affiliate an A player from a lower age group but this doesn't apply to Knights because we don't have C teams)
- ▶ Example 1 - U13A could affiliate a player from U13 B or U11 A or B.
- ▶ Example 2 - U15B could affiliate a player from U13 A or B. (not from U15A)

- ▶ Coaches must first ask for permission from the other coach before approaching a player to affiliate with a team.

PLAYER MOVEMENT & AFFILIATION



▶ HOKS

- ▶ Knights declares the U13 North, U15 North and the U17 A HOKS teams.
- ▶ Affiliating Players
 - ▶ The coach of a player must be contacted for permission before contacting the player to play for another team. With the permission of their coach and parents, players are allowed to play-up in their own division as per affiliation policy.
 - ▶ HOKS teams have a slightly different process
 - ▶ U13 & U15 - please reach out to Registrar for clarification
 - ▶ U17 A HOKS – WRLL affiliations require a specific form which will be forwarded to you by the Registrar or President

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
 - ▶ May affiliate MAX 4 times
- ▶ Goalies
 - ▶ Unlimited Affiliations
- ▶ Over Age Players

NO SUSPENDED
PLAYERS CAN BE
REPLACED BY AN
AFFILIATE

TEAM PHOTOS



- ▶ Team Photos will be done by RxRpix Photography
- ▶ Coral will be in touch with all Managers to book a time for her to come to a game and take "live" shots as well as team photos
 - ▶ Before the game - individual and team photos will be taken outside
 - ▶ All players are to be dressed for the game and will need their helmets
 - ▶ For individual photos, all players will have a traditional photo and the option to have a fun/silly photo
 - ▶ Pictures of coaches with their player(s) and extra photos of those in their last year of minor lacrosse will be taken
 - ▶ During the game - action photos will be taken
 - ▶ Afterwards, you will receive a link to the digital images
- ▶ **Next steps for you!**
 - Connect with Coral
 - Talk with your coach and determine how far in advance you would like to meet for the individual and team photos. Photos will take 30 minutes
 - Email her your phone number, confirm the game and tell her when you'll meet for individual and team photos.
 - Share the details (date, time, what to wear, etc.) with your teams.

SOCIAL MEDIA



- ▶ Knights social media channels are coordinated at club level (no team accounts), with the Knights Registrar posting to Facebook & Instagram
- ▶ Teams are encouraged to send game results, scores, interesting news, photos, videos, any updates about their team to the Registrar via a DM (Direct Message) through their Social Media platform of choice (Instagram and/or Facebook)
- ▶ The Registrar 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 is aware that they signed a Photo and Video Consent Form during registration. DO NOT share any pictures or videos of players whose parents/guardians no longer consent
 - ▶ If this is the case, please inform the Registrar, so that the information can be changed and updated at the Club level
- ▶ We encourage all Team Managers and Team Social Media Coordinators to familiarize themselves with the Knights Social Media Guidelines prior to exploring and engaging in social media activities and communities related to the Calgary Knights

VULNERABLE SECTOR CHECK



- ▶ All bench personnel (head coaches, assistant coaches, trainers) must now have a current Calgary Police check through the Knights. If you have completed a VSC - 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 your coaches or trainers require a VSC - please email registrar@calgaryknightslacrosse.com for a LINK.
 - ▶ You must use the link provided.

COACH SHIRTS



- ▶ Coaches will receive a free Coach shirt
 - ▶ Coach shirts are to be worn for all games

APPAREL



- ▶ Team apparel must be ordered through Tuxedo Source for Sports

TRAINERS/FIRST AID VOLUNTEER



- ▶ Team Trainers must have a valid first aid certification and VSC.
- ▶ Please have trainers send their first aid certification to the Knights Registrar.

THANK YOU



- ▶ Thank you for stepping up to be Manager
 - ▶ We appreciate you taking on this role and ask that if you have any questions, to please reach out to the following people

Name	Position	Email
Tanya Leukefeld	President	president@calgaryknightslacrosse.com
Wade Bowley	Vice-President	vp@calgaryknightslacrosse.com
Heather Giorgi	Registrar	registrar@calgaryknightslacrosse.com
Heather Eeles	Director of Discipline/Conduct	discipline@calgaryknightslacrosse.com
Gary Dormer	Director of Coaching	coaching@calgaryknightslacrosse.com
Shelley Kirk	Director of Equipment	equipment@calgaryknightslacrosse.com