



MANAGER MEETING

2025 SEASON



MEETING AGENDA

- ▶ Review roles & responsibilities
- ▶ Process and Procedures
- ▶ 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 within 24 hours of the game ended
- ▶ Assign volunteers and track volunteer hours
- ▶ Ensure team financials are submitted 2x during the season
- ▶ 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 website's navigation menu with options: HOME, SEASON INFORMATION, REGISTRATIONS, EVALUATIONS, RESOURCES, and ADMINISTRATION. Below the menu are three tabs: COACHING RESOURCE PAGE, TEAM MANAGER RESOURCES (selected), and PARENT RESOURCE PAGE. The main header features 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 website's navigation menu with options: HOME, 2024 SEASON, PARENTS, MANAGERS (selected), COACHES, OFFICIALS, CANADA DAY, and ABOUT US. Below the menu are three tabs: GAME REPORTING (selected), TOURNAMENTS, and 2024 EXHIBITION GAME REQUEST. The main header features the 'CALGARY DISTRICT LACROSSE ASSOCIATION' logo. A secondary navigation bar lists age groups: U7 - LIL ROUGHNECKS, U9, U11, U13, U15, U17, U17A (WRL), and FEMALE LACROSSE. The main content area is titled '2024 Game Reporting Procedures' and contains a sub-section 'Game Results Reporting Process for 2024' with the text: 'Managers/Coaches are responsible to see that all game sheets and referee incident reports, if any, are completed correctly and scanned and emailed to results@calgarylacrosse.com within 24 hours of a game.' Below this text is a 'read more' button. To the right, there is a section titled 'Upcoming Events' with two entries: 'Apr. 15, 2024 U13-U15-U17 League Start' and 'Apr. 20, 2024'.

DIVISION COORDINATORS



- ▶ U7 & U9
 - Aimee Perreault
 - u7u9@calgaryknightslacrosse.com
- ▶ U11 & U13
 - Christy Giberson
 - u11u13@calgaryknightslacrosse.com
- ▶ U15 & U17
 - Brian Campbell
 - u15u17@calgaryknightslacross.com

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 from Knights is done via RAMP
 - ▶ Make sure everyone's contact information is correct in RAMP
 - ▶ Remind families to update player availability 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
 - Access to RAMP can be assigned by Registrar

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



▶ Codes of Conduct

- Coaches
- Parents
- Players

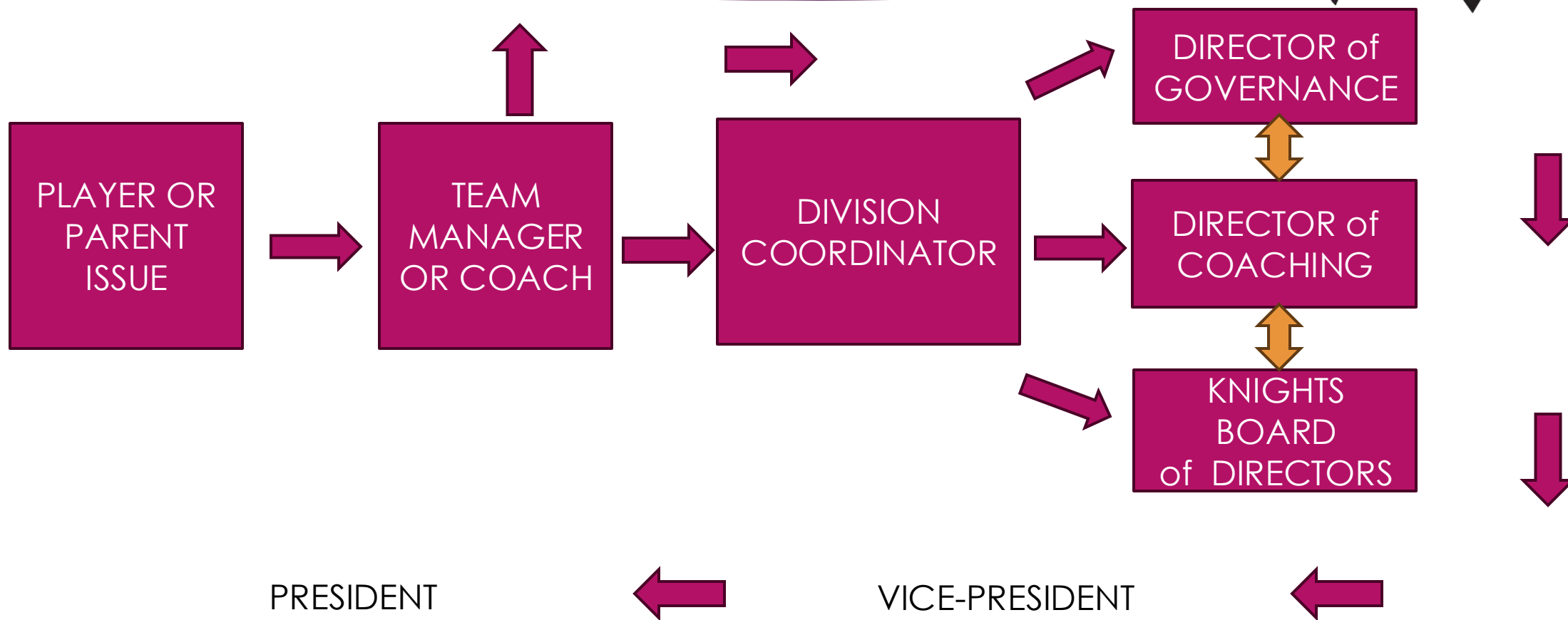
- Will be signed by all parties and submitted to Director of Governance PRIOR to first game

▶ Association Level Code of Conduct

- Adopted by CDLA
 - Will be governing document across ALL clubs
 - Will be uploaded to website

COMMUNICATION FLOWCHART

GENERAL COMMUNICATION/ISSUE PROCESS



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 “Significant Incident Report” 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 when any situation occurs that they are unsure of.

Significant Incident Form – will be available on Knights website

INJURY REPORTING



- ▶ Injuries are to be reported to the Knights Division Coordinator and cc'd to the Director of Governance within 24 hours
- ▶ Please complete the Injury Reporting form located on our website and follow instructions on who to send information to and timeframes.
 - [Accident and Medical Claim Form](#)
 - [Dental Claim Form](#)

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 and if you have any questions or concerns, please contact the Knights Director of Governance

TEAM FINANCIALS



- ▶ The Team Manager is responsible for overseeing the team financials with the support of a Team Treasurer
- ▶ [Knights 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
- ▶ Budgets should include items like the following:

Tournament Fees

Apparel

Team Building Activities

Exhibition Games

Provincial Playoff Fees

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 Knights Treasurer for reimbursement
 - Any additional expenses over \$1000 must be covered by the team
- ▶ If you have a family who needs financial assistance, please reach out to the Registrar for support on the next steps

TEAM FUNDRAISING



- ▶ We encourage fundraisers that do not require licenses such as bottle drives, selling products or a cash call
 - ▶ Fundraisers like 50/50, silent auction, and Rafflebox will require a gaming license
 - ▶ You must obtain a license before the event
 - ▶ Licenses should be obtained under your Team name, and the completion of all necessary reporting is required - the Calgary Knights will NOT approve any team applications under the Club license

TEAM FUNDRAISING



▶ Cash Calls

- ▶ In an effort to have sport be affordable for all, there is a \$250 cash call limit
- ▶ If you are wanting to issue an amount higher than this, a written request must be made to the Knights President for Executive review
- ▶ Cash Call - Note that any money left over from team fundraising activities should be divided and returned to families
 - HOWEVER, funds collected through AGLC cannot be allocated in the cash call return

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 Director of Volunteers

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)

VOLUNTEER REQUIREMENTS - HOKS



HOKS Volunteer Requirements have been agreed upon by ALL 4 Clubs

- ▶ To ensure that all aspects of the organization are managed efficiently, every member is asked to contribute to the club via volunteering.
- ▶ Each HOKS family is required to complete the volunteer requirement they signed up for during registration with their HOME club
 - ie: if the family signed up for jersey parent or penalty box, then those roles should be offered to them first
 - Registrars have a list of those families who have either already completed their hours due to volunteering prior to the season starting, holding a Board position with a Club or have paid the volunteer fee
- ▶ Families who do not have a volunteer role within their home club, would then help support the roles required at the team level
 - If there are team roles remaining to be covered, the TEAM must send a request and these roles be covered. If there are issues with this, the Head Coach or HOKS Committee can intervene if needed
- ▶ Managers are required to track volunteer hours and submit them to the Knights President at the end of the season

VOLUNTEER REQUIREMENTS - HOKS



HOKS Volunteer Requirements have been agreed upon by ALL 4 Clubs

▶ Canada Day Tournament

- All HOST HOKS teams receive a placement to the Canada Day Tournament
- This year, U13 A HOKS, U15 A HOKS-North and U17 A HOKS have received a spot
- Volunteer requirements for this Tournament are in ADDITION to your season requirements as the HOST Club pays your entrance fee
 - Each HOKS family will be expected to volunteer for a 2-hour shift to be completed during the weekend
 - Each HOKS team will be expected to donate a raffle item (minimum of \$200 value)
 - ▶ This can be one large item, or several small items packaged into baskets with an item list and approximate value page attached

VULNERABLE SECTOR CHECK



- ▶ All bench personnel (head coaches, assistant coaches, managers & trainers) must now have a current Calgary Police check through the Knights. If you have completed a VSS - with the Calgary Police - for another agency, including the CDLA, within the last three years, please submit your completed Police Check documentation via your RAMP registration.
- ▶ If you require a VSS - please email registrar@calgaryknightslacrosse.com for a CODE
 - ▶ You must use the code provided.

COACH SHIRTS



- ▶ Coaches will receive a free Coach shirt
 - ▶ Coaches are to wear Club shirts for all games

TEAM APPAREL



- ▶ Team Apparel must be ordered through
 - ▶ Tuxedo Source for Sports
 - ▶ Soon to have Source for Sports in Okotoks also offering HOKS apparel for families to purchase through an online store

- ▶ Any special orders or sponsor requests must be submitted in writing and approved PRIOR to order being submitted
 - Contact Club President for additional information

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!
- ▶ Canada Day Tournament
 - The following Knights Teams have been offered a spot
 - U11 B1
 - U13 C
 - U17 B

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 RAMP
 - ▶ **If you choose to also use 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

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

CANCELLED PRACTICES



- ▶ CANCELLED PRACTICES
 - ▶ Practices cannot be cancelled!
 - ▶ Teams will be responsible for the cost of the floor. It is your team responsibility to find a trade or give the floor away to another team.

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
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- ▶ Section 1.09, CDLA policies. Any complaint about a referee or minor official from coaches, managers, players or parents should be sent to the Director of Governane who may forward it on for review and/or action.

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, Trainer and Manager must be registered in the RAMP system by April 15
 - Limits of 5 Coaches, 1 Trainer, 1 Manager
 - If Certifications are not completed by 15 May 25, bench staff will be REMOVED from RAMP and no longer eligible to be on the floor or bench
- ▶ 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 gamesheet information into the website within 24 Hours of completion of that game.
- ▶ The “VISITING” team verifies the accuracy of the gamesheet once it has been inputted into the website by the HOME team. This will include reporting any errors
- ▶ CDLA requests that you upload the gamesheet in a PDF format.

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

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>

PLAYER MOVEMENT & AFFILIATION



▶ New 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

- ▶ There is a specific process for U17 players to be affiliated to Junior
 - Information will be uploaded to website
- ▶ 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, players are allowed to play-up in their own division as per affiliation policy.
 - New Rule for U17A - U17A can ONLY affiliate from U17B

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

NO SUSPENDED
PLAYERS CAN BE
REPLACED

TEAM PHOTOS



- ▶ Season Photos
 - Action shots will be taken during a game for each team
 - Will be set up and organized by communicating with Coral directly
- ▶ Season Opener
 - Prime Photography

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
- ▶ HOKS teams – will receive log in information for pre-made accounts

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

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
Roseanne Penner	Director of Governance	governance@calgaryknightslacrosse.com
Trevor Piper	Director of Coaching	coaching@calgaryknightslacrosse.com
Shelley Kirk	Director of Equipment	equipment@calgaryknightslacrosse.com