

# **MANAGER'S HANDBOOK**



*Please use this as reference material for your lacrosse season.*

*For any questions, please contact your division manager*

**UPDATED: February 2023**

**Congratulations on your new role as TEAM MANAGER! Your role is very important and allows coaches the freedom to spend their time teaching the game of LACROSSE and focus on the players. There are several duties under the Team Manager role, so it is recommended that you have parent volunteers to help you.**

## **MANAGER DUTIES:**

### **Communication with families and Delta Lacrosse**

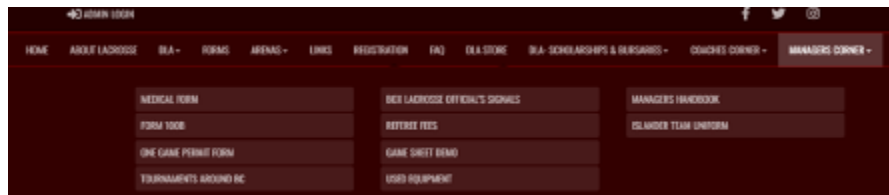
As the team manager, you will be in constant communication with the coach(s), parents and the commissioner of your league. You are the main point of contact for your team. Stay in touch with your division manager to make sure you are up to date on everything happening with DLA.

### **TeamSnap**

You will need to keep TeamSnap updated and add all schedules for your team. Make sure your roster is correct and that all emails are up to date. Ensure players understand how to set their availability for events and that they do so.

### **Website**

The DLA website is full of all sorts of great information for you and your team. Of particular interest is our managers corner where we store links and forms for all key items listed in this document. *Something missing?* Send an email to [vpminor@deltalacrosse.ca](mailto:vpminor@deltalacrosse.ca) and we'll add it!



### **Where to find your Game Schedules**

Schedules can be found at [www.lmmlc.ca](http://www.lmmlc.ca) Select your age group:



## Team Roster

Once your team is finalized, you will need to send your team roster to registrar@deltalacrosse.ca. The roster form can be found at [HERE](#) DLA Website >Manager's Corner > Roster Form.

Your **commissioner will request a roster list as well**, they will send you the form to complete along with when that is due.

## Team Uniform

### JERSEYS

- Each team will be given 2 sets of Islanders jerseys.
- The team manager will give a deposit cheque of \$350 to the jersey manager for the bins of jerseys.
- Jerseys are not to be altered in any way. Team managers will collect a \$50 deposit from every player at the beginning of the season and hold until the end of the season. \$50 cheques will be cashed for any jersey that is not returned.
- At the end of the season, you will receive your \$350 deposit back, given the entire bin of jerseys are returned. Jerseys **MUST** be returned in the way they were received, washed and folded. If you return a bin that is stinky, you will be asked to return them after they are clean. Cheques will be cashed if jerseys are not returned.
- The HOME team is responsible for alternative jerseys, should there be a conflict.

### SHORTS

- All players are asked to wear matching Islanders shorts for games as part of their uniform. Exception to this is for mini tyke and tyke, who can make a team decision on shorts.

### SOCKS

- We encourage all teams to suggest players wear similar socks but this is not required and are to be purchased at the discretion of the teams.

## Medical Forms

- Team Manager is responsible to collect a completed Medical Form for each player on the team.
- Forms should be kept in a dou-tang or folder and **MUST** be present at every practice and game. Give a copy to the Coach & have them keep in the ball bag.
- This form is needed in the case that a player is sent to hospital via ambulance and the parents are not present.
- The Medical Form can be found at [HERE](#) on our site >**Manager's Corner** >**Medical Form**.

## Form 100B

- All form 100B must be submitted to [vpminor@deltalacrosse.ca](mailto:vpminor@deltalacrosse.ca) no later than April 24, 2023
- The form 100B can be found on BCLA site [HERE](#) or thru our site **>Manager's Corner >Form100B.**

## Game Sheets

The manager is responsible for completing all home game sheets on the game sheet or the RAMP scorekeeping app. This includes:

- Roster – accurate with any players not playing crossed off.
- Coaches NCCP numbers beside their names.
- Refs sign off on the game on the score sheet or in the app.

For paper game sheets:

The winning team keeps the top 2 copies of the game sheets.

- The top white copy is scanned and emailed to the commissioner.
- The top white copy is then mailed to the commissioner.

The home team in the case of a tie, submits the game sheet to the commissioner.

RAMP app Score sheets located [HERE](#) > Manager's Corner > GameSheets App Instructions

## Player Movement

Player movement from a lower tier/division up to a higher caliber team will play a key role in player development in addition to the traditional "call-up" to help field a team for a game.

- We will have defined **Player Development Pools** from lower tiers & divisions. These pools will be flexible and determined by VP Minor & Technical Director with Division Coaches.
- To ensure optimal communication these development pools will be managed by Division Manager.
- **Call ups will be requested by the coach/team manager to Divisions Manager who will contact the parent/player.** Team manager & head coach of the player will be informed by the DM..
- We will work to **spread call up opportunities** out to drive broad player development
- Best practice would include **practicing with call-up team before they play a game**
- Primary teams practices/games are always prioritized & **scheduling is stacked** (back to backs in age groups) & **staggered** (ex. U11/U13 games and practice on different days)
- Key **Governance rules** to be monitored by team & division managers:
  - **Players - 4 games**, athlete moves up permanently on 5th (Tournaments count)
  - **Goalies - 5 games**, athlete is moved up permanently 6th (Tournaments count)
- **Player Call-up form** must be **completed, signed, & attached** to the game sheet **sent to the commissioner.** Call up form found [HERE](#) at Delta Lacrosse Website > Manager's Corner > One Game Permit Form

## Tournaments

As team manager, you are responsible for entering your team in a tournament(s). Tournaments can be found [HERE](#) on the BCLA website. This site opens for **viewing on March 17th** and opens for **application on March 31st**.

- You will need to **collect tournament fees** from each parent to cover the cost.
- Once confirmed, **email the commissioner** to notify them of your tournaments.
- **Accommodations**
  - You or a designate should look into accommodations for out of town tournament(s). Quite often the host of the tournament will make arrangements with hotels/motels in their area to provide a reasonable rate.
- At the tournament, it is the managers duty to **check the team in with the tournament coordinator**.

## Team Fees

The team manager (with input from the head coach) will create a **team budget** that includes a variety of things. Some things to consider are:

- Tournament fees
- Ref fees for exhibition games
- Apparel (shorts, warm up shirts, socks and/or sweatshirts/jackets)\*
- Wrap up party
- Player gifts
- Team bonding activities
- Coaches' gifts

Teams can do fundraising to offset the cost of the expenses, should they choose. Team Gear is encouraged for our A & B teams as we looked to strengthen our DLA identity & community.

## Criminal Record checks

**All adult volunteers working with players, must have a valid Criminal Record Check** done with the DLA link and code, provided to you by secretary@deltalacrosse.ca. Contact the secretary and then forward the information to volunteers on your team that require it. **CRC's are valid for 5 yrs.**

## Referee

Ref scheduler is contacted at ([refscheduler@deltalacrosse.ca](mailto:refscheduler@deltalacrosse.ca))

- box lacrosse, the home teams are responsible for paying all referees and shot clock fees. In addition, if there is an out-of-town ref, we pay an additional \$15.
- Referee expenses for exhibition games are the responsibility of the team and are not covered under DLA. Each team will be given a cheque for fees for officials. Make sure you have the exact amount to pay each official.
- Forms can be found [HERE](#) DLA website > Managers Corner > Referee Fees
- Referees will be paid by on an ongoing basis by DLA via e-transfers

## **ANY HARASSMENT OF OFFICIALS BY PARENTS WILL ABSOLUTELY NOT BE TOLERATED.**

### **Games**

For home games you are going to need a few volunteers, so things run smoothly. It is best to add an assignment(s) in team snap so that families can sign up for the positions. These are some of the positions needed:

- **Volunteers for games**
  - Time keeping
  - Score keeping
  - Refreshments (for younger teams)
  - Game sheet

The HOME team is responsible for alternative jerseys, should there be a conflict.

### **Rescheduled Games**

The team manager is responsible for reviewing the schedule for any conflicts with games and practices. Should you need to reschedule a game (TBR) here are the steps to take:

- Notify the **opposing team**
- Email the scheduler for 3 choices** of floor time & notify what game you are rescheduling
- Give the opposing team the options, cc commissioner**
- Once new time is agreed to by both teams, **email your commissioner to update** them.
- Cancel/book refs with Ref Allocator** ([refscheduler@deltalacrosse.ca](mailto:refscheduler@deltalacrosse.ca))
- Update **TeamSnap**

### **Equipment**

There is specific equipment provided by DLA for each team. It is the responsibility of the team volunteers to acquire this equipment and make sure it is at each game and practice.

- **Jerseys** | By Deposit
- **First Aid Kit** - If you use anything from the kit that needs to be replaced (other than Ice), please contact the DLA Equipment Manager. *Tape found in the first aid kit is not to be used for equipment repair.* Please keep the kit clean and dispose of any used contents appropriately.
- **Ice Packs** – small instant packs are included in your first aid kit, but small Ziploc sandwich bags of ice cubes work well for this, or foam cups partially filled with water and frozen.

Once this supply is depleted it is the team's responsibility to acquire more (hint\* Real ice still works best).

- **Game & Practice Balls** – The DLA will issue practice balls and game balls to each team. You should return equipment within two weeks of your season's conclusion and if you are not able to do so should contact the Equipment Manager immediately.
- **Goalie Gear**

**NO PLAYER CAN BE ON THE FLOOR OR BENCH WITHOUT A HELMET.**

### **Who to contact?**

Your Division Manager will be your main point of contact for the season. Please send general questions to them and they will direct you further. Contact information for the Board of Directors, VP officials, Ref Scheduler, Division Manager and other key contacts can be found [HERE](#)

**Thank you and have a great season!**

