

***DELTA ISLANDERS LACROSSE  
TEAM MANAGER GUIDE***



*Please use this as reference material for your lacrosse season. For any questions, please contact your division manager*

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. You should also touch base 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. Should you have trouble with TeamSnap, please email [vpminor@deltalacrosse.ca](mailto:vpminor@deltalacrosse.ca).

### **Team Roster**

Once your team is finalized, you will need to send your team roster to: [registrar@deltalacrosse.ca](mailto:registrar@deltalacrosse.ca). The roster template is at the end of this document.

### **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.

## **Form 100B**

All form 100B must be submitted to [vpminor@deltalacrosse.ca](mailto:vpminor@deltalacrosse.ca) no later than April 24, 2022.

## **Game Sheets**

The manager is responsible for completing all home game sheets, and when you are the away team, you will need to complete the roster for your team. Coaches NCCP numbers need to be included beside their name. Be sure to keep copies of games sheets on file. The winning team or home team in the case of a tie, submits the game sheet to the commissioner. You can find a demo on game sheets on our website.

## **Call ups**

Teams can call up for a lower tier/division if they need players. Teams must receive permission from the player's Head Coach to call-up players. The player's commitment is to their original team first. A player call-up form must be completed, signed, and attached to the game sheet sent to the commissioner. The call up player must be listed on the game sheet on the roster as well as in the game notes section.

## **Tournaments**

As team manager, you are responsible for entering your team in a tournament(s). You will need to collect tournament fees from each parent to cover the cost.

- 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 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, shirts and or socks)
- Wrap up party
- Player gifts
- Team bonding activities
- Coaches' gifts

Teams can do fundraising to offset the cost of the expenses, should they choose.

## **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](mailto:secretary@deltalacrosse.ca). CRC's are valid for 5 years.

## Referee

Our ref scheduler is Arjan Sign [refscheduler@deltalacrosse.ca](mailto:refscheduler@deltalacrosse.ca)

In 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, you are to 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 exact amount to pay each official. **ANY HARASSMENT OF OFFICIALS BY PARENTS WILL ABSOLUTELY NOT BE TOLERATED.**

### Minor Box SHOT CLOCK Officials Payment/Game

Shot Clock Officials

Mini-Tyke/Tyke \$0- NO SHOT CLOCK

Shot Clock Officials – Novice/PeeWee \$15

Shot Clock Officials – Bantam/Midget \$20

Shot Clock Officials – Female Novice/PeeWee \$15

Shot Clock Officials – Female Bantam/Midget/Junior \$20

### Minor Box Officials Payment/Game Officials Payment

Mini-Tyke/Tyke \$20

Novice (Minor/Female) \$30

PeeWee (Minor/Female) \$35

Bantam (Minor/Female) \$40

Midget (Minor/Female) \$45

## Games

Volunteers for games

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

## 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 here are the steps to take:**
  - **Notify the opposing team**
  - **Email the scheduler for 3 choices of floor time and let her know what game you are rescheduling**
  - **Give the opposing team the options, cc commissioner**
  - **Cancel/book refs**
  - **Update TeamSnap**

## Equipment

There is specific equipment required by the team at all games and practices. It is the responsibility of the team volunteers to acquire this equipment from DLA and make sure it is at each game and practice.

- First Aid Kit
- Balls
- Goalie Gear
- By Deposit: Jerseys
- First Aid Kit - will be supplied by DLA. 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.

**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.

- Equipment [equipment@deltalacrosse.ca](mailto:equipment@deltalacrosse.ca)
- Floor scheduler [scheduler@deltalacrosse.ca](mailto:scheduler@deltalacrosse.ca)
- Ref scheduler [refscheduler@deltalacrosse.ca](mailto:refscheduler@deltalacrosse.ca)
- Mini tyke Division Manager [minitykedm@deltalacrosse.ca](mailto:minitykedm@deltalacrosse.ca)
- Tyke Division Manager [tykedm@deltalacrosse.ca](mailto:tykedm@deltalacrosse.ca)
- Novice Division Manager [novicedm@deltalacrosse.ca](mailto:novicedm@deltalacrosse.ca)
- PW Division Manger [peeweedm@deltalacrosse.ca](mailto:peeweedm@deltalacrosse.ca)
- Bantam Division Manger vacant
- 16U Division Manager [midgetdm@deltalacrosse.ca](mailto:midgetdm@deltalacrosse.ca)
- Female [femalepd@deltalacrosse.ca](mailto:femalepd@deltalacrosse.ca)

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



## DELTA ISLANDERS LACROSSE TEAM ROSTER



Please email to [registrar@deltalacrosse.ca](mailto:registrar@deltalacrosse.ca)

<b>Team:</b>	Delta Islanders			
<b>Division/Tier:</b>				
<b>Year:</b>				
<b>Head Coach:</b>				
<b>Assistant Coach:</b>				
<b>Assistant Coach:</b>				
<b>Assistant Coach:</b>				
	<b>NAME OF PLAYERS, ALPHABECTIALLY ORDER, BY SURNAME</b>			
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