Introduction:

The Didsbury Lacrosse association would like to thank you for becoming a Team Manager. We truly appreciate what you will be doing to ensure an enjoyable and successful season for your team.

"Volunteers don't get paid, not because they're worthless, but because they're priceless". Sherry Anderson

Manager-Duties and Responsibilities:
- Will be the liaison between Coach and parents and between parents to Coach (unless specified otherwise)
- Will be the liaison between Didsbury Lacrosse Executive and team
- Will be responsible to schedule exhibition games and tournaments for the team and reschedule cancelled or postponed league games.
- Work directly with the Association's floor scheduler with regard to any and all floor times, new, cancelled, postponed etc.
- Will work directly with the League scheduler (found on the CALL website) and provide home game sheets and rescheduled game dates and times
- Keep players and parents informed on all team schedule, activities, events etc. for the entire season
- Will schedule timekeeper and score keeper volunteers for every game. Home & away games both require two volunteers.

Getting Started:
Once appointed Team Manager, your first job will be to gather all team information including: coaches & players names, parents' names, e-mail, and phone contact. Choose a way to gather team information and submit it to team. E.g. Team snap or regular e-mail.

You will need to submit a team roster complete with Jersey Numbers to the club Registrar. They will then submit this to the League to enter into Sport Soft. If you are able to do so, please sign-in to SportzSoft and complete jersey numbers for all players

Equipment:
The club Equipment Coordinator will arrange a time to deliver all balls, jerseys, game sheets, first aid kits and goalie equipment with locker code to each team. Please make yourselves available for this transaction.
- Each team level has it's own bag of jerseys
- Please fit and number your players as soon as possible; if more sizes are required, please contact the managers from the other teams to see if extras are available.
- Do not take jerseys from other teams without first contacting the team manager.
- Hang all extra jerseys not in use for the season in the locker.
- Team Coaches are responsible to have at least 3 same colour CLA approved balls for each game, whether home or away.
- Teams are responsible to return the equipment in the same condition they received it, this includes the number of balls in ball bags.

Preparing for the Game:
- CALL requires box volunteers, 2 from the home team and 2 from the away team, for each game.

- Away- Clock, Home- score sheet, Away- shot clock, and Home- door man. In some cases (as in our arena) you may require 5 volunteers. The shot clock person will be unable to run the shot clock and the door at the same time.
- Please assign two parents for each game, whether home or away. It is good to make a schedule early and parents can switch and or replace themselves if their scheduled day doesn't work for them.
- Home team is responsible to train clock personnel prior to the game. To set up a team instruction time for those new to our clock, please contact a board member. This should be covered in the initial team meeting in the arena.
- Make up score sheet labels. It is easier to place a label on a game sheet instead of writing them out each game. League requires team to be listed (goalies first, then listed in order of number) see below Fig. 1
- The winning team is required to enter the score & upload the gamesheet into Sportzsoft.
- CALL will NOT be using Live Score this season, only the score is required to be entered.
- The gamesheet needs to be scanned with a phone app, or scanner, and sent to schedular@centralalbertalacross.ca AND Discipline@centralalbertalacrosse.com

Didsbury Chargers

G 99	John Smith
22	Player 1
23	Player 2
30	Player 3
31	Player 4
32	Player 5
33	Player 6
34	Player 7
37	Player 8
38	Player 9
40	Player 10

C:	Head Coach
AC:	Assistant Coach 1
AC:	Assistant Coach 2
AC:	
M:	Manager

Fig. 1
Example Game Sheet:

Using Peewee A game PWA001 as example.
game data is fictitious

Alberta Lacrosse Association

Date: April 29, 2011

Location: ARENA NAME ON SCHEDULE - PETER KNIGHT — Game # as listed on COLA schedule

Level: DIVISION AS ON SCHEDULE — PEEWEE A

Game # PWA001

Visitors/Color: Club name, team #, jersey color (Red Dash or NOT Red)

	#	Players Names	G	A	PIM
G	31	Goalie Start		1	
G	1	Goalie Backup			
	4	VPlayer One			
	5	VPlayer Two			2
C	6	VPlayer Three			
	7	VPlayer Four			
	8	VPlayer Five			
AC	9	VPlayer Six			
	10	VPlayer Seven	1	1	5
AP	11	VPlayer Eight	1		
	12	VPlayer Nine		1	4
	13	VPlayer Ten			
	14	VPlayer Eleven			
	15	VPlayer Twelve			
AC	16	VPlayer Thirteen			
	17	VPlayer Fourteen			
AP	18	VPlayer Fifteen			2

Bench Penalties
Game Totals

| | 8 | VPlayer Five | serving | Susp 1 of 3 |
| | | | | Susp |

GOALS (Visitors)

Pr	Time	Goal	Asst	Asst
1	5:05	10	31	12
2	12:10	11	10	

PENALTIES (Visitors)

Pr	#	Min	Reason	Off	Start	On
1	12	2	CFB	10:30	10:30	8:30
1	12	2	CFB	8:30	8:30	6:30
1	5	2	CC	2:24	2:24	:24
2	18	2	HO	1:32	1:32	19:32
3	10	5	FI	6:35	6:35	----------
3	10		GM	6:35	----------	

Checking from Behind is a double minor and must be written as 2 - 2 minute penalties.

Fighting in Minor lacrosse is an automatic game misconduct.
Fighting in the last 10 minutes, player is out the remainder of this game + his next game.

Coach: Awesome Coach 1   signature: *Awesome Coach1*
Coach: Awesome Coach2   signature: *Awesome Coach2*
Coach: Awesome Coach3   signature: *Awesome Coach3*
Coach/Trainer: ____ cert number: ____

Goalie Saves

| | # | 1 | 2 | 3 | OT |

Time Outs

Home/Color: Club name, team #, jersey color   Hornets2 or HN2 orange

	#	Players Names	G	A	PIM
G	1	Goalie Start			
G	31	Goalie Backup			
	21	HPlayer One			
	22	HPlayer Two		2	
	23	HPlayer Three			
	24	HPlayer Four	1	1	
	25	HPlayer Five			5
	26	HPlayer Six			
	27	HPlayer Seven			
	28	HPlayer Eight			
	29	HPlayer Nine			
	30	HPlayer Ten			
	40	HPlayer Eleven	1	1	
	46	HPlayer Twelve			
	47	HPlayer Thirteen			

If you use game sheet stickers, please ensure
1) includes Club name, team # and jersey color
2) players are listed numerically with goalies at top
does not cover up coach information below OR coach info is included on sticker.

Bench Penalties — 2
Game Totals

| | | | Susp |
| | | | Susp |

GOALS (Home)

Pr	Time	Goal	Asst	Asst
2	12:15	40	24	22
2	2:22	24	22	40

PENALTIES (Home)

Pr	#	Min	Reason	Off	Start	On
3	25	5	FI	6:35	6:35	----
3	25		GM	6:35	----------	
3	26	2	BM	4:35	4:35	2:35

As the game ends in a tie, the home team (HN2) will submit the game results.

Major Penalties: as there are major penalties, game results including fax or scan of game sheet must be sent to COLA immediately following the game. No exceptions.
A major penalty is anything over two minutes. Hit from behind is a double minor as noted above and not a "d" minute penalty. Minimum suspension guidelines are included in the Rules and Regulations on the COLA web under Administration.

See the COLA website www.calgarylacrosse.com for information regarding game results submission.

Novice through Midget including all girls divisions, white copies of game sheets must also be mailed according to Game Results instructions.

Minityke and Tyke, as no statistics are kept your game sheets may be mailed weekly.

Coach: Super Coach1   signature: *Super Coach1*
Coach: Super Coach2   signature: *Super Coach2*
Coach: Super Coach3   signature: *Super Coach3*
Coach/Trainer: ____ cert number: ____

Goalie Saves

| | # | 1 | 2 | 3 | OT |

Time Outs

Start Time: 7:00 pm End Time: 8:12 pm	Referee 1: Level 2	Signature
Timekeeper: Super Timekeeper	Print name Mr. Referee	*Mr Referee*
Scorekeeper: Super Scorekeeper	Referee 2: Level 3	Signature
Phone # Super Manager 403-666-1234	Print name Miss Referee	*Miss Referee*

Enter the starting goalie 1st, alternate goalie 2nd, the rest of the team in NUMERICAL order

White - League   Yellow - Winning Team   Pink - Losing Team

Game Reporting Procedures

The WINNING team reports game results. (In the event of a tie, the HOME team reports the results.)
Within 24 hours of game, **game results must be sent by email** to
results@centralalbertalacrosse.com as well as discipline@centralalbertalacrosse.com and reported into the Live Score system on the website

This year Central Alberta Lacrosse League has implemented the flowing regulation -

17.02 Any winning team that does not report their game score, penalties and submit their game sheet in the desired manner for the current season within 24 hours of the game time will be fined $25.00 per game sheet

Live Score instructions can be found on the CALL web site. Please follow the link below to the most current instructions:
http://www.centralalbertalacrosse.com/Team/teamWeb.dll/PageContent?ContentId=23060&SessionId=15938161423964&co=1

* We suggest purchasing turboscan or camscanner on your phone and create a link to the livescore entry site so that game sheets can be entries before you leave the arena.

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**FOR 2017 ONLY THE GAME SCORE NEEDS TO BE
ENTERED INTO THE LIVE SCORE SYSTEM**

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- **Email message 'subject' must be game number.**
- Include the following information in your email message.
    - Game Number (on website schedule and should be marked on game sheet)
    - Game Date
    - Game Time and Location
    - The division and team you represent (ie: Bantam B - HN1)
    - The game score reflecting both the home team and visiting team total score.

Game sheets are required immediately if there were major penalties in the game.
Your contact information – phone and email.

Mailing Address:
Game Sheets c/o CALL Scheduler
148 Kemp Avenue
Red Deer, Alberta T4P 3P5
Central Alberta Lacrosse League contact information:

Critical Dates:

Game Change Regulations

REGULATION 16 – LEAGUE GAME RESCHEDULING PROCESS

- After the league schedule is established, teams will have **until May 4th at noon to** make any changes to scheduled games at least 72 hours prior to the game to the League Scheduler. The Referee Scheduler will then be updated once the floor time has been secured. After the deadline for game changes has passed, the only reason a game will be changed will be due to severe weather conditions, no referees at the arena, arena facility problems or a death on the team. Other game change requests after the deadline will result in the following fines:

  $250.00 Fine – to be paid to CALL for rescheduled games OR
  $250.00 Fine – to be paid to CALL for defaulted games.
  Cost of floor time and referee fees – to be paid to home team Association

- If fines are not paid within one week of the request, that team will be suspended from further play, games will be forfeited and subsequent floor time and referee costs will be paid for all games lost. The Association will be put on notice and if the fines remain unpaid, the ALA will be notified that the Association is not in good standing with CALL and teams from that Association will not be allowed to participate in sanctioned tournaments or Provincials.

Tournaments:

- As a manager it is up to you to find and book a tournament if your team would like. Lacrosse is a very short season and if you plan on entering a tournament you need to start looking and applying for tournaments right away.

- Tournaments can be found on the Central Alberta Lacrosse website, or on the ALA website (Alberta lacrosse association) or the CLA (Canadian lacrosse association.

Information:

- www.centrallacrosseassociation.com whatever you are looking for can be found here or on a link on this website. This should be your go to source for information.

Board Info

Your Lacrosse Board:
President –
VP –
Secretary –
Coaching Coordinator –
Registrar -
Schedular –
Fundraising Coordinator –
Discipline Chair –
Media Rep –
Equipment Coordinator –

Central Alberta Lacrosse League Contacts

President Evelyn Hamilton
president@centralalbertalacrosse.com
Vice President: Mike Wood
vicepresident@centralalbertalacrosse.com

treasurer@centralalbertalacrosse.com
Scheduler:
scheduler@centralalbertalacrosse.com
Ref Assignor:
minorassignor@centralalbertalacrosse.com
League Discipline   Kim Smyth
discipline@centralalbertalacrosse.com
Referee-In-Chief: Cole Smith
ric@centralalbertalacrosse.com