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:

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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.

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

• 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:

• <u>www.centrallacrosseassociation.com</u> 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