



GELC Coaches and Managers Handbook 2023

10.01.2 CODE OF CONDUCT

All Persons, Members, Players, Coaches, Managers, Trainers, officials and members of Members shall:

1. Attempt at all times to work toward the goals and objectives of the GELC and the game of Lacrosse, and towards the betterment of its members;
2. Strive to heighten the image and dignity of the GELC and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the GELC or the Game;
3. Always be courteous and objective in dealings with other members;
4. Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the GELC;
5. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and a Drug-Free sport;
6. Show respect for the cultural, social and political values of all participants in the sport;
7. As a guest in a foreign country, other province or other Association, abide by the laws of the host and adhere to any social customs concerning conduct.

Greater Edmonton Lacrosse Council

Telephone: 780-466-098 **Fax:** 780-463-0591

Office Address: #202 303- 69 Avenue NW, T6P 0C2

The office is located on the second floor of the Power Express Building.

Email: edmlax@telus.net **Website:** www.gelc.ab.ca

Executive 2023 - 2024

President	Tim Stewart
Vice President of Administration	Danielle Lewis
Vice President of Finance	Rene Couturier
Vice President of Organizational Development	Vacant

Standing Committee Chairpersons

Discipline and Appeals	Matt Martel
Bingo and Gaming	Lisa Mitchell
Referee-In-Chief	Pierre Ouimet

Staff

Executive Director	Anna-Lise Hobday
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GELC/ALA Bylaws, Rules and Regulation, and Policies

Please visit the GELC Website for updated Governance

Arenas

Arena Etiquette:

1. Please Park in designated parking arenas provided at the arenas.
2. Prior to the team entering the dressing rooms of an arena, **a coach or manager MUST** get the dressing room key from the Attendant.
3. Check the dressing room for any damages or mess prior to your team entering the room.
4. Upon Completion of the game the dressing room must be vacated and left as it was found, the key returned to the attendant.
5. Each year we have reported to us vandalism in washroom and dressing rooms any damages done by your team will be charged back to the team via the club.
6. Please designate an adult to ensure the players' benches are left in a clean and tidy manner after you game as well.
7. Remind your spectators about keeping the Arenas clean, and using the garbage cans.
8. Complaints about the arenas need to be addressed immediately with the GELC office staff.
9. In Spruce Grove you are required to bring your own lock with you.
10. Players and coaches who go on the floor are required to change foot wear to inside runners for play. If the team is sent running outside pre game please wear outside shoes and change.

Arena Locations are included on the GELC website

Facilities and Scheduling Policies

Practice Cancellations: (City of Edmonton Facilities)

All floor time booked for practice will not be refunded. Make sure you club knows you are not using it so they can put another team in your place.

Game Rescheduling Policy: Deadline date of: TBD

There will be a one-week opportunity after the release of the schedules to accommodate any game changes due to the reasons below:

1. Games will be rescheduled for teams entering tournaments.

2. Game will be rescheduled for teams missing players due to school functions whereby more than half of the team will be missing. (e.g. Graduation, or field trips)
3. **COACH and/or GOALIE** absence will not be considered a reason for rescheduling games.
4. **Please note if you have not requested a game change in the first week of the schedule your request at a later date may not be honored, and it will cost the team making the request a \$100.00 rebooking fee, charged to the club.**
5. No scheduled games in the first two weeks of the schedule will be rescheduled due to the necessity of obtaining officials for those games and not being able to cancel within the required notice.

Procedure to reschedule games will be as followed:

-See Website: About Us – Key Forms

Rescheduling of Games Related to Referee Non-Attendance

When there is only one or no officials at the game.

1. Email the Referee in Chief at gelc.ric@albertalacrosserefs.ca, it goes to his phone, and he can find out where the officials are.
2. Game shall not be played (as per ALRA rules).
3. Coaches and parents who are not ALRA members cannot officiate games.
4. Coaches and parents, or players who may be ALRA officials may officiate with permission of both teams' coaches. Documentation of this must occur on the game sheet and sent to the GELC office.
5. Games during the last scheduled week of play where officials do not appear to referee the game will not be rescheduled but will be awarded a tie in the standings. Prior to the last scheduled week, we (GELC) will reschedule the game to the final weekend prior to the start of playoffs.

Booking of Extra Floor time

If you would like to book additional floor time for an exhibition game or practice, please check with your clubs schedulers for available times.

Opening of Arenas

The City of Edmonton policy on arena opening and closing is as follows:

The arenas shall be opened 45 minutes before the first scheduled event of the day.

The arena shall be vacated and closed by the attendant one-half hour after the last scheduled game or practice.

This is common in all facilities that the GELC uses.

Dressing Rooms – ALL Facilities

All unnecessary mess left in any dressing room used by the GELC will result in the offending team being levied a **minimum** \$100.00 clean up charge. This fee may be larger depending on the facility and charges incurred in that facility.

As a coach it is your responsibility to address any untidy or messy conditions with the Arena attendant before you accept the keys to the dressing room.

Alcohol, chewing tobacco, and sunflower seeds are not allowed in any areas of the arenas. If any of these items are found in any dressing rooms clean up fees may be charged.

Coaches it is your responsibility to ensure that sticks and balls are not used inside dressing rooms.

Arena Damage - All Facilities

Any damage to the facilities that results in a charge being sent to the GELC or one of its member organizations will be charged to the responsible parties. It will be invoiced to the Club and dispersed from the club to the appropriate team or individual.

Playing Surface:

Anyone shooting the ball around on the floor of an arena must have a helmet on, or they will be asked to leave the floor.

If at any time the Arena attendant is on the playing surface, no balls, and sticks, will be allowed on the surface until the attendant has finished his responsibilities. You will be allowed on to the floor at the start of your scheduled floor time, if requested to leave the surface prior to that time please do.

Anyone under the age of 18 must have a helmet on while on the floor. Coaches under the age of 18 must have helmets on while on the floor.

Concerns about Referees

Please send all referee issues to the GELC Referee-In-Chief, Pierre Quimet, at gelcric@albertalacrosserefs.ca

The following guidelines will be followed by the GELC Referee-In-Chief and the Alberta Lacrosse Referees Association.

1. Compliments are always welcome.
2. Concerns should be **directed to the GELC Referee-In-Chief and not to the referees on the floor** or any other referee in conversation or otherwise.
3. Referees will be disciplined, when necessary, by the Alberta Lacrosse Referee's Association.
4. All concerns must be:
 - a. In writing.

- b. Must be sent within a minimum of 24 hours after the conclusion of the game, and no more than 72 hours after its conclusion. This will allow coaches the opportunity to process and reflect on the incident.
 - c. We will not investigate incidents that happened months earlier.
 - d. Must be a significant incident and/or pattern of unprofessional behavior. Missed calls do not qualify for review.
 - e. You must include your full name, what team you are with, your position with the team, as well as the date, time and location of the game and the referee (s) name/description if possible.
 - f. Include witness statements or contact information if possible.
 - g. Provide this information to your club President, the GELC office, in addition to the RIC.
5. Inappropriate Referee Conduct (swearing, yelling at spectators etc.) will be taken seriously. Such behavior by a referee may result in verbal, written warnings, or suspension of the referee at the discretion of the Alberta Lacrosse Referee's Association.
 6. If you have a concern as to the overall competence of a referee at a certain level of play, please let the GELC Referee-In-Chief know. Evaluations and mentorships are organized throughout the season, but input regarding certain officials may result in directed mentoring.
 7. Any general questions about the rules of play can be asked of the ALA Manager of Officiating, using the "ask the ref" feature on the ALRA website, or by emailing raymond@albertalacrosse.com.

Discipline Section

Please visit the GELC Website for updated Governance and Discipline Policy

A SPECIAL NOTE WITH RESPECT TO OFFICIALS ABUSE

Discipline dispensed with respect to official's abuse verbal or otherwise after hearing from the relevant parties will be severe in the event the facts of the incident warrant same. There is no room in our game for official's abuse by players, coaches and/or fans of the game. They will be dealt with severely. Do not be the precedent setting example.

The GELC Discipline Committee for 2023

Please visit your Association Website to contact your Discipline Director. If one is not listed, please contact your club president. This information can also be found in the Discipline Policy on our Website; About Us – Governance.

Discipline and Suspensions

The primary purpose of the Discipline Committee is to enforce the decisions made by our officials pursuant to the LC rules of play.

The following is the Discipline and Suspensions criteria that all teams must follow when dealing with their players and coaches.

It is the **team's responsibility** to track and record suspensions appropriately.

It's the **club responsibility** to ensure the suspensions are being served. If not recorded on the game sheet they are not counted towards time served. Team management is required to make sure player's suspensions are recorded.

*The Players Name and game(s) associated to that suspension i.e.: 1 of 3
Suspensions for coaches and fans shall be recorded in the same manner as for players.*

All suspensions are required to be written on the lines left for suspensions on the game sheets.

This includes all suspended players, coaches, and fans.

Please ensure all game sheets with suspensions are uploaded to the game in Ramp immediately following the game

In addition, all game sheets with suspensions must be sent to your club discipline chair, for additional tracking and confirmation that the suspension has been served.

Any team who uses a player who is suspended will forfeit all team points gained in the games played with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative listed previously. If a coach allows a suspended player to play the coach will be suspended for the next day.

If the coach has not documented on the game sheet a suspended player correctly, and that player is verified as having sat out the game, the coach who signed off the game sheet as the head coach shall be suspended for the next game rather than the player sitting an additional game.

A suspension status report will be sent to Club Discipline Representatives on a biweekly basis. It is the responsibility of the club discipline representative to inform coaches, players, and fans of their suspensions and of any hearings requiring their presence.

Please refer to them for your players / coach status suspensions.

All suspensions not served at the end of the season must be then served in the following season at whatever level / league you play that season. Check with your club discipline chair if you have players who need to sit a game from a previous year suspension which has not served.

Our jurisdiction to dispense discipline is derived from the by-laws and regulations of the GELC noted below along with the process for how hearings should they arise be necessary.

Meetings will take place at the discretion of the Chair.

Coaches Communication with Officials

Please note at U9, U11 and U13, a head coach may question a referee.

At all levels the only coach on a bench who may direct verbal comments, to the officials will be the head coach as determined prior to the first face off.

Team Organization and Getting the Assistance you need as a Coach

Please remember successful teams are based on a broad range of people helping the team fulfill their goals. Ask for the help you need to have a successful season.

- **You want to have a parent meeting before or probably even better after your first or second practice.**
- **You want to find or explain the following:**
 - **Assistant coach(s) if they have not be provided by your club**
 - **Trainer**
 - **A team Manager**
 - **Score Keepers –timers (instructions included in the manual)**
 - **Team policies**
 - **Expectations**
 - **Tournaments**
 - **Fundraising**
- **At the first meeting your Agenda may look something like this:**
 - **Introductions – Introduce yourself and any other coaching staff you may have**
 - **Tell the team and parents something about yourself**
 - **Lacrosse Experience, coaching experience**
 - **Have everyone else introduce himself or herself and identify who their player is.**
 - **Talk about your philosophy**
 - **Establish team expectations and policies**
 - **Ask for the assistance you need from the list above**
 - **After the meeting meet with the new team manager and pass what information you have to them, so they are comfortable filling team expectations.**

- **You may want to discuss with the team manager who will look after getting game sheets to the GELC office and other similar duties.**

Duties of a Team Manager

- 1. Help the coach with the administrative responsibilities of a team.**
2. Create the following items for the team
 - a. Phone lists that include parent's names, emails and cell phones and the players name and number/email (RAMP App, or TeamSnap are good tools for this)
 - b. If you want, you can make a card sized laminated copy to pass out to the team.
 - c. Make a list of volunteer requirements for the team
Ensuring all parents are asked to help
 1. Scorekeepers and timers
 2. Uniform keepers – Washers
 - d. Tournament Entries
 - a) Establish if the team can attend a tournament, check with parents for desire to enter tournaments, availability, your league schedule
 - b) Contact the tournament, to see if they have room for you.
 - c) If you have a league game, make sure you request a game change in the required time or if it is after the request for changes deadline you have collected any rescheduling fees as well.
 - d) Collect the entry fee. (Your club may pay for a tournament)
Parents may have to pay the entry fee, or you can fundraise.
 - e) If your tournament is out of the province ensure you have a travel permit, and if for some reason your tournament is unsanctioned you have ALA permission to participate in it.
3. Create a Team Budget (sample provided)
 - a. **All Team budgets are required to be provided to at the start of the season to club Treasurers and at the end of the season an accounting of funds collected need to be submitted to the Club treasurer as well.**
4. Team pictures arrange for either with your club or as an individual team pictures.
5. End of Season

- a. Make sure the team has a season ending social event
- b. Make sure you have thanked on behalf of the team any individuals who require thanking. Coaches, trainers, sponsor

Team Sample Budget

Heat Bantam “A” 2022 Final Budget

Revenue

Donations-

Home Hardware	\$ 500.00	
Randy’s Reno’s	\$ 500.00	
		\$1,000.00

Fundraising

Bottle Drive May 5	\$ 300.00	
Silent Auction May 12	\$ 2,000.00	
		\$2,300.00

Total Revenue **\$3,300.00**

Total Expenses:

Tournament Entries

Blues Ice – Breaker	\$400.00	
Axeman Tournament	\$400.00	
		\$800.00

Other Expenses

Meals for Axemen Tournament	\$ 775.00	
Accommodations in Calgary for Axeman Tourney	\$1,225.00	
Year-end party and thank for coaches	\$ 250.00	
Team pictures & sponsor appreciation	\$ 250.00	

Total Other Expenses **\$2500.00**

Total Expenses **\$3,300.00**

You are at the Arena – Its Game Night - What needs to Be Done

1. The home team will provide minor officials to run the time clock, 30 sec clock and fill out the game sheet. These individuals will be working for the referees and therefore may not cheer for either team or speak to the players in the penalty box.
2. Visiting team should provide one minor official for in the box to assist the two from the home team.
3. **Jersey colours: Home team jersey is dark visiting team jersey is light. The officials may request the home to change their jersey if teams are in a conflict with colours.**
4. Coaches are responsible for the behavior of staff and players on the bench as well as for fans in the stands.
5. It is required that each team have a team spectator liaison identified at each game, to deal with fans in the stands.
6. A team will receive 2 points for a win, 1 for a tie, and 0 for a loss.

Tips for Completing the Game Sheets

Before the game the following must be filled out on the game sheet:

Provide a copy of the Abbreviations to use on the game sheet. It is located in this manual.

- Game number
- Level
- Arena
- Date
- Start Time
- Referee
- Official Scorer
- Game Timer
- 30 Second Timer
- Home team name, colour and roster*
- Visiting Team name, colour and roster*
- First name, last name. In numerical order*
- Coaches' names and signatures must be on the game sheet in the appropriate spot
- Note on the game sheet it indicates color this means the jersey color for that game but you also need to make sure you're the team name is included

Use of Stickers on Game Sheets:

- If you are going to use stickers, you must do the following
 - ✓ Make sure the sticker conforms to the lines on the roster section of the game sheet, three stickers must be provided one for each copy, Clear work the best.
 - ✓ The sticker must line up with the lines on the game sheet.
 - ✓ **You may not add your club logos to the stickers**
 - ✓ **Coaches' names cannot be on the stickers.**

During the game:

- Cross out Home and Visitor Time outs as they occur
- Fill in penalties
- Fill in goals
- Fill in assists (#1 and #2)

After the game:

- Tally home and visitor penalty minutes in total PM box.
- Tally home and visitor scoring in final score circle
- Write goals, assists, and penalty next to the appropriate player under Player Information
- Home team – to score online the game and upload the game sheet in a manager that can be read by the GELC administration.

Incidents and Injuries

- All coaches and/or managers are required to fill in the Incident Report if there are injuries that occur at a game resulting in a player not being able to continue the game for that time period.
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- The form can be found on line on the GELC website under Key Forms and on the Manager Resource Page:
- The form needs to be submitted to the GELC office within 48 hours of the occurrence.

PLAYOFF TIE BREAKER

Overtime for playoffs will be handled as follows:

For all preliminary games leading up to the Final and if necessary, games:

First a two-minute break will occur.

- Teams will stay on the same side of the floor.
- A 5-minute sudden death period will occur.
- If after the 5-minute sudden death period there is still a tie, a shot out will occur.
- Visiting team will shoot first then the home team with all runners participating until such time as a team scores one more goal than its opposition on equal shots on goal.

For final and if games (last two games only)

- A two minute break will occur.
- Teams will stay on the same side of the floor.
- A Regulation period will start, either 15 minutes, or 20 minutes as per division of play
- Sudden death will occur the first goals cored wins the game.
- Stop Time will be used.
- If at the end of the overtime period the game is still tied, the game will result in a shootout.
- All runners to participate; visitor shooting then home shooting until a goal is scored on equal shots on goal.

Junior and Adult Lacrosse in the Greater Edmonton Area (RMLL)

Did you know there are numerous junior and senior Clubs in Edmonton and area?

Junior B Tier two teams are hosted by the Edmonton Warriors, Sherwood Park Titans Major Lacrosse Club, Parkland Posse and Crude Lacrosse Club.

Junior B Tier One clubs are hosted by the Edmonton Warriors, The Crude, Fort Saskatchewan Rebels and the Beaumont Outlaws Junior B Tier One.

Junior A Lacrosse is hosted by St. Edmonton Miners.

Senior C Lacrosse is hosted by the Warriors and Miners.

Senior B lacrosse in Fort Saskatchewan by the Fort Saskatchewan Rebels, in Edmonton as the Edmonton Miners, and in Beaumont by the Outlaws.

Junior Ladies Lacrosse is hosted by the Greater Edmonton Area Saints, the Titans Majors sponsor the Lady Titans and the Drillers out of St. Albert.

Senior ladies take to the floor as Senior Lady Titans in Sherwood Park

You are welcome to go visit www.rockymountainlax.com to find a schedule for each division. The teams would enjoy seeing you attend their games. Please note entrance fees are charged at most Junior A, B and Senior games.

Interested in Playing Edmonton Masters Lacrosse - Wants You

www.edmontonmasterslacrosse.ca

For information on Masters Men's and Ladies lacrosse please visit their website. Both men's and women's games are played on Sunday evenings at Bill Hunter and they practice (shinny lacrosse) on Wednesday evenings at Coronation.