



Juan De Fuca Lacrosse

Managers Handbook

Field & Box Lacrosse

Version: 4

WELCOME

Welcome to the 2022-23 JDF Lacrosse season. My name is Jill Denis and I will be your Head Manager for this year. If you have any questions or concerns throughout the season, please email me:

Email: headmanager@jdf lacrosse.com

My role is to provide support to both new and returning managers for our field and box lacrosse teams. I will be sending out information to team managers throughout the season so please ensure you create and provide me with a team emailing list early in the season. This will guarantee that communication between the association, team management and the members are provided in a timely fashion.

As a team manager, your position is to communicate clearly between your coach and your parents/players consistently throughout the season. This handbook is full of information to guide you in team management so please read and become familiar with it's contents, as it will likely answer many questions you may have throughout the season.

This package and all the forms will be on the JDF website www.jdf lacrosse.com for you to access under the Manager tab. If you can't find what you are looking for please do not hesitate to contact me. Having said that, if you notice anything in this handbook that needs updating or correcting please advise.

I look forward to a very successful, exciting season for all.

Thank you,

Jill Denis
JDF Head Manager

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1.0 PURPOSE

Next to the coaches, the Team manager is the driving force to ensure the team's administration runs smoothly so the coaches can concentrate on coaching the players.

Team managers must instill to the parents that if they have concerns they should approach the manager first - before approaching the coach. Only if the matter cannot be resolved with the manager first then a meeting should be arranged at the coach's first opportunity. Communication is very important and team meetings and newsletters are excellent ways to pass on information.

The purpose of this guide is an aid to Team Managers in running the team's administration and to answer many of the questions you may have. If still in doubt, call the Head Manager.

2.0 TEAM POSITIONS

The Coach, Manager, or the Team Treasurer **MUST NOT** share the same household during the course of the season.

2.1 COACH

Coaches volunteer to coach a specific team, and are approved by your Juan De Fuca executive. They are responsible for planning and executing practices, running the bench during games, selecting tournaments and dry-land training as appropriate. Coaches will primarily deal with the players, where managers deal with the parents. A good manager will ensure the coach is not distracted by other issues so that they can spend their time developing the players.

2.2 MANAGER

The Team Manager is usually selected by the coach or the team parents. The manager will manage communication between the parents, association (floor allocator, referees, executive) and other teams. They will ensure all team details are taken care of so that the coach can concentrate on coaching. Their duties are outlined in detail in the next section.

2.3 TEAM TREASURER

The team must have a separate Team Treasurer. The treasurer will account for all team monies, create a budget, work with the head manager to be assigned to a bank account, if applicable, and be a co-signatory on the account.

2.4 TEAM FUNDRAISER

Most teams will require funds to pay for exhibition games (floor time, referees), tournament registration, and possibly mementos or social events for the players. There are several methods of raising money. Some examples are: bottle drives, private sponsors, flower sales, donuts sales and parent contributions. Usually another parent takes on this responsibility. This is decided during a team meeting. Keep in mind there are tight gaming restrictions on 50/50 draws, and selling raffle tickets and it is important the team obtain an individual license prior to conducting any draws. Association policy is we do not allow teams to apply for gaming licenses using our Association's organization number. This is due to many teams not completing and submitting Event Summary reports by the required due dates. If any team is interested in applying for a class D license for any team fundraising events, **THEY MUST** use their personal information.

The following positions are optional and may be carried out by the team manager or parent volunteer.

2.5 PINNIES/JERSEYS

A jersey deposit must be collected per player. The preferred method of payment is a **postdated cheque dated for BOX - September 1, FIELD - March 31st and made payable to JDF Lacrosse**. The cheque is only cashed in the event that a jersey is lost, stolen or damaged. It is best to collect this within the first few practices, as there will always be people you will need to chase down to get a jersey deposit from.

Fill out the requested size and player name on the jersey sign-out sheet and email it to our jersey manager. Once you have received your jerseys, you can use this form to keep track of what size and number each player is assigned and who has given you their deposit cheques. Once you have received all deposit cheques, please send this form filled out, back to the jersey manager for her records. You or your treasurer will hold onto the cheques and will return to parents when jerseys are given back in good condition at the end of the season.

Managers will collect jerseys at the end of each game until deposits are received then players can keep them.

At the end of the season it is the Managers responsibility to collect the team's jerseys, wash them and return them back to the Jersey Manager in the original container. In the event that there is a lost, or damaged jersey, you will provide the deposit cheque to the jersey manager for processing.

There will be a **\$20 deposit for the jersey bin and the first aid kit**. (Cheque will only be cashed if the original items are not returned)

Deposit Amounts:

BOX - \$200.00

FIELD - \$100.00

BIN/FIRST AID KIT - \$20.00

*Special arrangements can be made for those needing to pay by cash.

2.6 SAFETY PERSON/TRAINER

It is recommended to have someone designated as a safety person. This volunteer will log all injuries and ensure proper injury reports are filled out, carry first aid equipment to all games and practices, and be aware of emergency exits, nearest clinic/hospital when playing away from home. If this is not done by a volunteer, the manager must ensure this is carried out.

2.7 SCORE/TIME KEEPER ORGANIZER

The home team is responsible for keeping score and time. The Score/Time Keeper organizer will ensure that someone is assigned to these tasks for every home game. It is recommended that a schedule is created at the beginning of the season to ensure that all parents have participated throughout the season.

2.8 SOCIAL ORGANIZER

The social organizer plans social events for the players and parents throughout the season. This may include start and end-of-year parties, pizza nights after practices, or any other team-building activities that are selected.

2.9 SNACK PERSON

Typically with the younger teams it is nice to have a healthy snack provided after the games. A schedule can be created for each family to take turns providing a drink and something healthy. I.e.: cut up fruit and juice boxes.

This is not mandatory, but is suggested and can be decided on at your first team meeting.

2.10 DOOR PERSON – BOX ONLY

In all divisions at the Minor Box level, no one but players in uniform and suitably registered and trained/certified bench personnel shall be permitted to occupy the player's bench. A maximum of four (4) non-playing personnel are allowed on the bench. Certified trainers or other qualified personnel shall only be allowed on the bench temporarily to attend to player injuries. Where facilities do not permit access to the bench without entry to the playing surface, a certified trainer will be allowed on the bench.

All bench personnel must, at minimum, be "In Training", or "Trained" at the Community Development level and in the U12, U14, and U16 divisions all bench personnel must, at a minimum, appropriately be "In Training", "Trained", or "Certified" at the Competitive Introduction level.

Please reference BCLA website to confirm most up-to-date bench personnel training requirements.

3.0 SUPPORTING THE GAME

Lacrosse is a team sport that requires many hands for a successful season. Players, parents, coaches, managers, officials and volunteers work together with a positive attitude and respect for one another. Volunteers who step up to assist in the running of a team must abide by the parent code of conduct and will not be trusted with a position on a team if they are proving to act otherwise. Teams do not have to tolerate abusive behaviors that add no value to a player's experience in sport.

3.1 PARENTS SUPPORT TO THE COACHING STAFF

There is nothing more confusing to the player on the field/floor when the coach is directing one thing and a parent is yelling another. Try and instill into your parents, "Let the coaches, coach".

If the parents are not happy with the coach's strategies, hold a parent meeting and have them address these concerns with the coach away from the players.

It is important to make sure all parents are aware of and abide by the **24-hour rule**: If they are upset about a coaching, managing or team issue, have them wait 24 hours before they approach the coach or manager, to allow them time to calm down and gather their thoughts. Any contentious issues should be raised to the manager after 24 hours, who will then advise the coach.

3.2 MINOR BENCH OFFICIALS

Home teams are responsible to provide a Timekeeper, Score Keeper.

BOX - A third person is useful to keep track of shots and work the Penalty Box doors.

Minor Bench Officials names must be listed on the Game sheet. Players must show the same respect and courtesy to these individuals as given to the referees.

Minor Bench Officials witnessing players showing rude and abusive behavior are to signal the floor referees to stop the game. The Minor Bench Official will explain the matter to the floor referee and the referee may or may not assess a further penalty. It is suggested that the Minor Bench Officials discuss this procedure with the floor referees prior to the game commencement.

3.3 PARENTS AND THE REFEREES

There is a **zero tolerance** on ABUSE with regards to interaction with referees and Minor Bench Officials. One method to prevent negative parent interaction is to ensure they understand the rules. A copy can be downloaded from the BCLA web site.

During play, the team Captain or Assistant(s) are the only members that address the referees. The coach should use these members to question a play.

Inform the parents of the team that the referees have been instructed to remove abusive fans from the stands, and if that person refuses to leave, the game will be stopped and the time clock will run until that individual leaves. In these situations it is the kids that will suffer as their playing time will be lost.

3.4 TEAM BOOSTER ITEMS

The JDF Booster person can offer your team a variety of JDF Lacrosse monogrammed items. Please check with this volunteer prior to making your own arrangements.

Booster items will generally be available at tournaments, or by contacting the Booster volunteer.

4.0 DUTIES OF THE TEAM MANAGER

This section describes all the manager duties in detail. Many of these tasks can be delegated to other volunteers on the team, and managers are encouraged to do so. Delegating tasks to other parents will:

- Make families feel they are involved and informed,
- Reduce complaints, as parents will feel ownership of the team,
- Free up the manager to deal with ongoing communication.

4.1 CRIMINAL RECORD CHECK

This task may be delegated to a team Safety Person.

Criminal Record Checks

Coaches, assistant coaches, managers, door personnel, treasurers or anyone actively helping with a team must get a Criminal Record Check.

If your current Criminal Record Check (CRC) has expired or if you require your very first one to volunteer with Juan de Fuca Lacrosse Association please click on the following link and submit the required form via Criminal Record Check BC.

- Online Link: <https://justice.gov.bc.ca/eCRC/>
- Access Code: FN26RDXUST

If you have any questions regarding the CRC process please feel free to contact Matt Towle at Matt.Towle@jdf lacrosse.com

4.2 SAFETY

Injuries

1. Be aware of emergency procedures at the home and away boxes.
2. Obtain a list of all player's medical numbers, allergy information and medical histories, and carry this list to all games in case of a medical emergency.
3. Ensure you have contact information for parents and other emergency contacts for players with you at all times.
4. Ensure, in the event that an injured player is transported to the hospital without the presence of their parent, that a responsible adult with the necessary medical/contact information accompanies the player.
5. All injuries are to be reported on the accident report found on this web site: <http://www.bclacrosse.com/administration/forms.cfm#minor>. The completed accident report is to be passed to the Risk Manager for coping and transmission to the BCLA. You have 30 days from the time of the injury to get the report to BCLA.

RULE OF TWO

Please ensure that a single player is not left alone with any one coach/manager/team volunteer; more than one adult must be present to protect both the child and the adult.

4.3 ROSTER

1. Ensure that each player/family and team official receives a team list, game and practice schedule. Be sure you date or identify each changed sheet to prevent confusion on which schedule is current. Ensure you have the member's permission to publish personal information.
2. Ensure that all players and officials are properly registered for insurance and provincial competition through the association registrar.
3. It is recommended to distribute player contact information among the entire team, subject to their permission, to allow for ridesharing when necessary.
4. Highly recommended to create laminated cards with team members and their jersey numbers to hand out to family and coaches.
5. Using TeamSnap is also an effective way of communicating this information.

4.4 COMMUNICATION

1. Act as information liaison between the Association Executive and the team parents: Let parents know about special camps, tournaments, executive meetings.
2. Weekly communication with the team throughout the season, around league schedules, playoffs, tournaments, social events, and other goings on.
3. JDF Social media posts can be requested through the JDF Marketing Manager. For team updates, lost equipment, or other exciting lacrosse moments you or your parents would like to share, please reach out to the marketing manager through our Facebook page for a chance to have your post shared on our social media platforms!

4.5 JDF WEBSITE

The JDF Lacrosse website is a valuable source of information regarding tryouts, executive meetings, player camps, rule changes and social events. Managers are encouraged to take the time to become familiar with the information available on this site. www.jdflacrosse.com

4.6 GAMES & GAME SHEETS

Please be advised that we are moving to a digital format for game sheets. This information will be updated soon, for now the information below pertains to paper game sheets.

1. Once the game schedule has been released, please confirm any conflicts with tournaments. If there are any to be changed this is the responsibility of the two teams that are scheduled. They **must have** the commissioner's approval for the final change.
2. Blank game sheets are available from the head manager of the association and they are usually given out at the Managers meeting. The **home team** needs to supply the game sheet for all league and exhibition games. Tournament game sheets will be supplied by the tournament coordinator. Full instructions can be found under the Manager tab on the JDF Website.
3. Fill in the game sheet:
 - a. Ensure the proper date and game number is printed on each sheet.
 - b. List all players **in numeric order**, ensuring all numbers are correct, and missing players are crossed out or left off. (Box Lacrosse only - *labels can be created as long as they are updated prior to the game starting*) List Goalies and Captains.

- c. Ensure **EVERYONE** that will be on the bench is on the game sheet (must include Coaches NCCP # and the coaches signature), including a parent helping with the doors (box only), or safety person. As the manager, if you plan to go on and off the team bench during the game, your name must also be on the sheet. If a person's name is not on the sheet, they are to be asked to leave - and the referee may do so.
 - d. Ensure the game report is completed by both teams and delivered to the game referee at least 5 minutes before the game.
4. After the game, check the game sheet:
 - a. Check that the officials have signed the game sheet.
 - b. Ensure the time remaining, score, penalties are correct, and zero-out the score and penalty areas so that no changes can be made.
 - c. Ensure major penalties, suspensions, or other major issues are noted on the game sheet.
 - d. Give the appropriate copy of the game sheet to the manager of the opposing team.
5. The **home team** is responsible for emailing the score and any major penalties (5 minute or longer) to the appropriate commissioner and for mailing the hard copy of the game sheets **within 24 hours** of the game to prevent the loss of a playoff position.
6. All call up forms must be attached to the hard copy of the game sheet when submitted

For info on how to fill out the game sheets please check the JDF Website or BCLA website. As you will have various volunteers working the score and time keeper's position, it is handy to have a copy of these sample game sheets on hand at every home game.

For Box lacrosse only - Instead of writing out each game sheet with the roster you are permitted to use labels. Also located on the JDF website under the Manager's tab. Please ensure these are updated prior to each game.

BOX – Player Movement - VIMLC Operating Policy

F-10 (a) Players are allowed, with the permission of their coach or manager and association, to play up one division or tier for a maximum of four (4) games which includes league play, tournaments and playoff games.

(b) As per BCLA operating policy 4.07 (c) any player who has played up a total of 5 or more league, playoff, sanctioned tournament or combination thereof in any division or caliber higher than the one in which registered, must for the remainder of the year play for the division or caliber higher in which they played their 5th game. The home association will determine which team in that division that the player will play on if there is more than one team in the higher division or if the player has played across multiple levels in a tiered division.

(c) For a goalie who has played a total of seven (7) or more league, playoff or sanctioned tournament game or combination of, in any division or caliber higher than the one in which he/she is registered, must for the remainder of that year play for a higher division or caliber in which he/she played his/her seventh (7th game). The home association will determine which team in that division that the player will play on if

there is more than one team in the higher division or if the player has played across multiple levels in a tiered division.

F-11 A player registered to an "A" team shall be allowed to play on a "B" level team of the division higher. (Example a pee wee A player may play on a bantam B team) Teams will not be allowed more than two of these call up players. Teams who continue to play A players on a B team will be noted by the commissioners.

F-12 A player registered to a "B" team will be allowed to play on a C team in the division higher. (Example a bantam B player may play up on a midget C team) Teams will not be allowed more than two of these call up players. . In extreme circumstances where an association may not have a C or B team to call from the team may ask permission from the TWO league commissioners for an A player from a division below to be called up prior to the game. Both commissioners must discuss and be in agreement.

BOX - Eligibility for Provincials - BCLA Minor Directorate Operating Policy

12.05 Eligibility.

- (a) To be eligible to play in a Provincial Championship tournament, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with the team they are registered with. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.

In the case of Female Junior-age players, the four (4) game requirement may be waived under the following circumstances:

- (a) A written request must be sent by the player to the Female Box Lacrosse Chair and the Provincial Playoff Director no later than fourteen (14) days prior to the start of Female Box Lacrosse Provincials.
- (b) A copy of the player's school records must be submitted for review.
- (c) The player must have been registered with the team prior to May 7 of the current playing season.
- (d) If approved, the written notification (CoP or E-mail) must be submitted with the team's verification roster at the time of the Provincials Coaches meeting.

In addition, for call-ups to be eligible, they must have

- (i) Played 4 games in total at a higher division and/or calibre than the team they are registered with, of which one game must have been with the team that they are participating in provincials with. In the case of Female Junior-age players, the four (4) game requirement may be waived under the following circumstances:
 - (a) A written request must be sent by the player to the Female Box Lacrosse Chair and the Provincial Playoff Director no later than fourteen (14) days prior to the start of Female Box Lacrosse Provincials.
 - (b) A copy of the player's school records must be submitted for review.
 - (c) The player must have been registered with the team prior to May 7 of the current playing season.
 - (d) If approved, the written notification (CoP or E-mail) must be submitted with the team's verification roster at the time of the Provincials Coaches meeting.
- (ii) Proof of game sheets must be provided to the Playoff Director.
- (iii) A maximum of two (2) "A" players may be added to a "B" or "C" roster after June 1st to play in their provincials. This includes call-ups for provincial play.
- (iv) For all circumstances – a maximum of four (4) players may be added to a roster for provincial play.

FIELD Regulation 16: Youth Playing Up - VIFLL Operating Policy

- 16.01 A player may play up one division or calibre higher than that in which the player is registered, with the written permission of lower level coach.
- 16.02 A team may participate in a higher calibre sanctioned tournament without impacting team or player eligibility.

FIELD Regulation 22: Youth Championships and U11 Provincial Tournament**22.09 Eligibility**

To be eligible to play in a provincial championship tournament, a team must have played a minimum of eight league, sanctioned tournament games, or playoff games, or combination of, during the current year as a team. Exceptions will be reviewed by the Field Directorate.

PLEASE NOTE: In the case of the development areas in BC (i.e., Zones 1,7,8), the exception to this rule will apply to facilitate growth in underdeveloped field lacrosse areas of the province.

To be eligible to play in a Provincial Championship tournament, a player playing up a division or calibre must have played a minimum of three league, sanctioned tournament games, or playoff games, or combination of, during the current year with that team. Proof of game sheets must be presented to the playoff director, upon checking in at the provincials. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.

Youth players can only participate in one Youth Provincial Championship. Youth Players must have played in a minimum of fifty percent (50%) of all scheduled league games with that team, excluding players playing up one age group or calibre. Exceptions can be made for the position of goaltender. All exceptions must be approved by the Field Directorate.

A league must operate successfully for three (3) consecutive years to be considered viable and eligible for national championships.

4.7 FACILITIES & ADDITIONAL FLOOR TIME

The floor allocator will arrange for practice times for each team.

Teams needing extra field/floor time to practice or play extra games, must book through the Floor Allocator. Failure to do so may have your team removed during a practice by a team who has the authority to be there.

In contrast, if you no longer require the field/floor space, email the Floor Allocator as soon as you are aware you will not need that scheduled time. It may be re-assigned or canceled (Please remember the association has to pay for the arena and box floors, whether you show up or not).

To make best use of your practices, consider weekly dryland training on other fields or in tennis courts. These can also be booked via your floor allocator.

Please consider that there is limited field/floor time and it must be shared equally between all teams.

4.8 REFEREES

The referee allocator will arrange for referees for all league games. If you plan exhibition games or scrimmages, you will need to contact the referee allocator and request referees.

In addition, **if you need or no longer need referees**, email the Referee Allocator, Immediately, with the date, time, game number and the team level. Teams failing to advise the referee Allocator will be billed the referee charges.

BOX - Referee funds for all home games will be provided by the association and deposited in the assigned team bank account. If the funds are not enough or if there are any issues please contact the association Treasurer.

FIELD - Referee fees for field will be provided by the association and given to each team at the beginning of the season to distribute at each game. For each game, the Home team pays for one ref while the away team pays the other ref. In some instances where there is a double header and it has been agreed upon prior, one team may pay for one game, while the other team pays for the other.

Please ensure that the refs are paid for **prior** to each game. They must print and sign (clearly) on the ref payment form before each game. This **form MUST be returned** with all signatures to the Head Manager at the end of the season.

4.9 TOURNAMENTS

Teams are responsible for making their own arrangements for Tournaments. In BOX, a complete listing of tournaments can be found on the BCLA website, including a link to apply. FIELD tournaments are listed on the hosting associations website.

Don't forget to:

1. Register for tournaments early. Many will fill up quickly. Most tournaments will not confirm your team until they receive payment.
2. Once registered, alert your team of the dates and confirm if anyone cannot attend. Arrange for alternate players if necessary.
3. Tell your floor allocator about your tournament so that they do not assign you practices during this time.
4. If the tournament coincides with league games, arrange to reschedule those league games: coordinate with the opposing team, the Floor allocator, the Referee allocator and ensure the Commissioner is up to date on any changes.
5. Obtain a group rate at hotels if necessary.
6. Plan social nights/team dinners / Team activities during the tournament if desired.
7. Provide the team with maps to the fields/arena and hotel
8. Provide the team with curfews / rules/ team dinner information, as well as the tournament schedule.
9. At the tournament, sign in with the tournament organizer:
 - a. Obtain a copy of the tournament rules and pass them to your coaches.
 - b. Obtain an up to date schedule.
 - c. Collect programs/t-shirts/goody bags if applicable and distribute them to your team.
10. For each game,
 - a. Fill out your game sheets, and/or double-check the game sheets if they are filled out for you and adjust accordingly.
 - b. Obtain a copy of each game sheet after the game.
 - c. If major penalties or suspensions occur, ensure you know the Island rules around how many games the players need to sit out. **These will need to**

be enforced by the manager, even if they are not enforced by the tournament coordinator.

11. When returned home, submit your game results (and/or game sheets) to your commissioners, ensuring to report any major penalties or suspensions.

Score sheets will be provided at tournaments by the tournament staff.

4.10 EQUIPMENT

Equipment Manager

The association will provide goalie gear if needed. This will include the following:

BOX - Chest pads, pants, shin pads, neck guard and goalie sticks.

FIELD – Chest pads, neck guard and goalie sticks

The player will need to provide their own helmet, gloves and goalie jock. There will be a deposit required depending on the value of the equipment. This deposit will be returned at the end of the season once the Equipment Manager has inspected and cleared them for return. If the gear is in need of repair while on the road, please contact the Equipment Manager for details.

Team balls and cones will be provided at the beginning of each season to all coaches.

Jersey Manager

Both home and away pinnies/jerseys will be provided to each team at the beginning of the box season. The manager must collect a jersey deposit from each player. Pinnie/Jersey numbers are not guaranteed. The jersey request form must be filled out and sent to the jersey manager with players requested sized. Players will not receive their jerseys until the deposit is collected.

Jersey Deposit Amounts:

BOX - \$200.00

FIELD - \$100.00

Each team is required to have a First-Aid Kit at every game. The association will provide this at the beginning of the season. It must be returned at the end with the team jerseys, and requires a \$20.00 deposit.

See section 2.5 for detailed information.

4.11 TEAM PHOTOS

Team and individual photos will be taken each season, dates will be announced and posted on the website. Any team unable to make their allotted time slot must contact the Head Manager for an alternate date. Generally, all players will receive a team photo and an individual photo as part of their registration fees. Additional copies may be ordered by the player. Team photos will be provided to the coaches.

4.12 FINANCES

Each team will require funds if they intend to enter any tournaments, arrange exhibition games, or organize social events. Each team will need to assign a Team Treasurer and a co-signer to manage the funds.

Funds can be obtained by asking for parent contributions, fundraising, or obtaining sponsors to support the team.

4.13 FUNDRAISING

- It is imperative when fundraising that all the BC Gaming rules are followed, or you will risk the association losing their annual gaming contribution. Association policy is we do not allow teams to apply for gaming licenses using our Association's organization number. This is due to many teams not completing and submitting Event Summary reports by the required due dates. If any team is interested in applying for a class D license for any team fundraising events, THEY MUST use their personal information
- Contact your Gaming Coordinator on the executive if you are not sure of the rules
- Do not fundraise for more money than the team has identified they will require.

4.14 TEAM BUDGET

- Generate a preliminary team budget at the start of the season, itemizing expected expenses and a plan for obtaining the funds. Submit the teams forecasted budget with parent signatures at the beginning of the season to the head manager.
- At the end of the season teams need to provide a final budget showing actual revenue and expenses and final totals. Submit the teams final budget with parent signatures at the end of the season to the head manager.
- Proposed budget at the beginning of the season, and final budget at the end of the season must have approval of at least 70% of the parents. (One vote per player).
- Please have parents sign the back of a printed copy of the budget sheet. This can be done at practices or games. Parent names need to be legible so we know who has and hasn't agreed to the budget.
- Keep accurate track of all team funds, and be able to account for it in detail. Receipts need to be submitted along with the budget at the end of the season.
- See the website for a sample Team Budget

4.15 BANK ACCOUNTS

Team bank accounts have already been set up through Coast Capital Savings and will be assigned to each team. A treasurer and co-signer will be required by each team.

4.16 RULES

Be familiar with the BCLA rules book, available on the BCLA website.

4.17 NON-PARENT COACH

It is suggested that reasonable travel expenses for non-parent coaches are covered by the team. This is to be agreed upon by the parents of the team in advance.

5.0 EXECUTIVE CONTACTS

JDF Lacrosse is entirely run by volunteers, from the president to the coaches and managers. These volunteers put in their time for the love of the game and to be involved in their kids' activities. Most of them have jobs, other family members, and other activities that they are involved in. Therefore it is imperative that all volunteers are treated with consideration and respect.

The Executive consists of elected positions as well as committee heads who are assigned by the elected executive. The following lists each executive member and how they can be of assistance to you. Contact information is available on the website. Please consider stepping up and filling one of these positions as your child progresses through the divisions.

President / Vice Presidents

Your contact for issue resolution, if you have not managed to resolve it by discussing with the parties involved and/or the head manager. Generally each division will be assigned a Vice President as their first contact.

Treasurer

Your contact for requesting tournament advances, and for submitting expense receipts for JDF equipment repairs, assuming these have been verbally pre-approved.

Head Referee

Your contact in the event of referee issues. Only the manager should contact the head referee, and contact this person regardless of whether the issue is with a JDF referee or otherwise.

Head Manager

Your main contact for any questions regarding managing your team.

Referee Allocator

Your contact for referee requests, and notification when games are canceled or rescheduled so that they can cancel or rearrange the referees.

Floor Allocator

Your contact for requesting floor time for games and practices, including school fields, gyms or other non-box locations.

Gaming Coordinator

Your contact for questions around gaming: what fundraising activities are allowed and clarification on the rules.

Jersey Coordinator

Your contact for obtaining Pinnies/jerseys at the start of the season, and returning them at the end. May also provide first aid kits.

Equipment Manager

Your contact for obtaining goalie gear, practice balls, and other equipment as required.

Booster

Your first contact for ordering team shirts, shorts or other JDF-imprinted clothing and articles.

Website Coordinator

Your contact for obtaining a website id so that you can maintain your team's website pages, and support for any website questions you may have.

6.0 IMPORTANT WEBSITES & SOCIAL MEDIA

- JDF Lacrosse: <http://www.jdf lacrosse.com>
 - JDF Executive Contact List
 - Registration and Tryout information
 - Master Schedule (meetings, picture day, tournaments, etc)
 - Team Website pages
 - Managers Pages
 - Special Events
 - And much more!
- Vancouver Island Minor Lacrosse Association: <http://vimlclacrosse.ca>
 - Other Island Lacrosse Associations
 - Island Commissioners Contact Info
- British Columbia Lacrosse Association: <http://www.bclacrosse.com>
 - Medical Forms
 - Rules
 - Tournament Lists

Social Media

Facebook - Juan De Fuca Lacrosse

Instagram - juandefucalacrosse

TikTok - @jdf lacrosse

7.0 TEAM MEETING AGENDA

Here is a sample agenda for your first team meeting:

- Introductions – manager and coaching staff
- Introductions – all parents and players
- Volunteers
 - Introduction and/or selection of volunteers
- Coaching:
 - Goals for the season
 - Approach for lines, shifts, positions
 - Coaching style
 - Discipline, expectations, how early to be at games, etc.
 - Dress code if applicable
- Expectations:
 - Spectator Behavior
 - How to handle issues with coaching/managing staff
- Schedule:
 - Known tournament dates, playoffs, provincials
 - Practice times, games
 - Picture Day - if known and applicable
- Finances:
 - Discussion on expenditures: Tournaments, social events, mementos, equipment
 - Discussion on obtaining funds: Fundraising, sponsorships, all parents contributing a set amount.
- Communication:
 - How parents will be notified of games, practices
- Plan the first social event to get to know each other.

8.0 TEAM MANAGER CHECKLIST

Start of Season

- ☐ Fill the volunteer positions on the team. List on Page 6
- ☐ Ensure coaches/managers/door personal have criminal record checks completed. CRC link on JDF website
- ☐ Hold Team Meeting. See Page 23
- ☐ Collect contact information from all players.
- ☐ Select and register for tournaments. BCLA Website
- ☐ Collect jersey deposit payments, obtain game jerseys from jersey allocator distribute to players (jersey parent)
- ☐ Set and communicate team conduct/rules
- ☐ Arrange "Get to know each other" event (social organizer)
- ☐ Create RAMP Account
- ☐ Create name-cards with player names and emergency contact info
- ☐ Box Only - Create game-sheet labels to facilitate filling out game-sheets (Note we are changing to a digital game sheet format so may not need this)
- ☐ Set up regular weekly communications with the team
- ☐ Create snack schedule (U7/U9/U11)
- ☐ Create schedule for time & score keepers for all home games
- ☐ Work with treasurer for team budget and go sign for bank account

Before Games

- ☐ Ensure score and time keepers have been assigned
- ☐ Fill out game sheet
- ☐ Confirm referees
- ☐ Confirm other team, and their jersey color

After Games

- ☐ Home team sends game sheet to commissioner

Tournament Planning

- ☐ Select Tournaments (BCLA Website)
- ☐ Register and pay for tournaments
- ☐ Arrange for accommodation (if out of town)
- ☐ Arrange for travel (if out of town)
- ☐ Obtain game schedule from organizer
- ☐ Provide team with maps, schedule, curfews and other rules
- ☐ Cancel or reschedule practices/games that will be missed as a result of the tournament: alert floor and referee allocators

End of Season

- ☐ Arrange end of season party/event
- ☐ Acquire trophies or mementos for the players
- ☐ Acquire tokens of appreciation for the volunteers
- ☐ Collect all pinnies/jerseys and return to Jersey Manager
- ☐ Ensure team bank account is finalized and final budget is signed off by parents
- ☐ Hand in end of season package to head manager (game sheets, budget, receipts, keys, ref payment sheet)