

Lacoka Lacrosse Association

Coach's Manual

Updated March 2021

COACH'S MANUAL

MISSION STATEMENT: To make lacrosse a fun and rewarding experience for all participants through a program that provides an organized and disciplines approach to developing lacrosse skills

OBJECTIVES OF LACOKA LACROSSE ASSOCIATION: To encourage, promote, coordinate, improve and provide the means to enhance the experience of all those who wish to play, coach or otherwise become involved in the sport of lacrosse. To also provide a safe, fun, and fair environment to promote the improvement of the participant's basic lacrosse skills, coaching skills, and referee development.

INTRODUCTION

Within the following pages, you will find an outline of the expectations and responsibilities of a Lacoka coach.

This manual will provide you with a clear objective as a coach. Success will be determined on the development of technical skills, individual tactics, team tactics, team play systems and strategy at different age levels within our association.

Success will continue to be based on the development of players from one season to the next and not on wins and losses alone. Lacoka Lacrosse is committed to providing players an opportunity to enjoy playing the sport they love, in a safe and fun learning environment. The development of individual skills, physical fitness, sportsmanship, team play and social interaction are all common goals shared within the association. The Board of Directors are dedicated to making your experience as a coach this season a positive one and welcome any input on improving the overall program.

POLICE INFORMATION CHECK (PIC)

Process to Complete the Police Information Check

Please be advised that all bench personnel (Head Coaches, Assistant Coaches, and Trainers) must have completed a Vulnerable Sector Check along with their Police Information Check. If you are planning to coach for Lacoka in the 2020 season you will need to provide verification of the completed VSC and/or PIC

TEAM PARENT MEETING

Agenda Topics to discuss:

Introductions

- Coaching Credentials
- Coaching Philosophy
- Objectives and Goals for the season
- Ensure contact information is collected from all families

- Team Rules and Player Expectations
- Behavior/Respect
- Arrival time prior to games/practices.
- Attendance (how much notice is expected)
- Parents in dressing room.
- Game dress code (if applicable).
- Water bottles (the importance of each having their own)
- Discipline/Team Rules
- Volunteer Positions

The most important thing a Team Manager can do is DELEGATE. A strong parent base will make for a strong team. Head Coach, Assistant Coaches, Manager, are “Association Approved” roles at a team level. These positions go towards fulfilling the Volunteer Bond.

Each family is responsible for ensuring their Volunteer Bond has been fulfilled AND their Forms are submitted; according to the approved roles by the Association.

Forms that are to be filled out and collected from EVERY family:

- Medical Form
- Code of Conduct
- Submit all forms to Team Manager

Tournaments

- How many “in town” and “out of town” tournaments?
- Need someone to cover tournaments and take care of sanctions, hotel bookings etc; and this person would be the Team Tournament Coordinator

Budget – outlining anticipated/estimated costs. A few things to consider are:

- Cash Call
- Tournaments (on average cost about \$800-\$1100 each)
- Team Apparel
- Team Bonding activities

Fundraising

- Cash call as needed
- Bottle Drives etc. to be approved by Lacoka fundraising co-ordinator

Scorekeeping & Timekeeping

- Explain that CALL expects the ‘Home’ team and the ‘Visiting’ team to each provide 2 volunteers for games. There should be one (1) Timekeeper, one (1) Shot Clock, and one (1) Scorekeeper for each game, as well as one (1) volunteer for each penalty box.
- The Team Manager, or designate, should set up a schedule and ensure all Off-Floor Officials are aware of the dates they have been assigned. It’s suggested that once the

games have been posted, do up a schedule and if a parent is unavailable for that shift – that parent needs to find someone to cover their shift

- All Off-Floor Officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As NEUTRAL Off-Floor Officials assisting the referee in proper conduct of the game they are significant contributors to the management of the game. If their behaviour warrants disciplinary action, they may be relieved of the duties by the Referee or other CALL official.
- Please note that All volunteers in timebox must be 18 years of age or older. Children are not permitted to be in the time box during any Lacoka events, games or practices. This includes both home and away games that Lacoka teams are participating in.

Q & A

TEAM RULES

It is at the discretion of the team Coaching Staff to determine what constitutes inappropriate behaviour and the consequences for the behaviour. These Team Rules should be clearly communicated to the Parents/Legal Guardians and Players, at the beginning of the season.

Some examples of inappropriate behaviour would be things such as, but not limited to:

- Unexcused absences.
- Disruption of team practice(s) or game(s).
- Repeated refusal to follow coaching instructions.
- Inappropriate language.
- Disrespect for Coaches, team members and Officials.

The Head Coach is also responsible for the allocation of playing time to players in any particular game, but should ensure that over two or three games, the playing time per player is relatively equal.

PARENT/PLAYER/COACH CODE OF CONDUCT

Code of Conduct Forms must be collected from all Coaches, Parents and Players. The manager will be responsible to ensure that these signed forms are on the bench for all games and practices (keep it in a folder in the coach's bag) by the first game of the regular season. It is essential that Coaches, Parents and Players read and sign the forms and adhere to this code of conduct throughout the season. The forms can be found on our website under the Forms tab. It is recommended that the Head Coach review the Player Code of Conduct with their players as well as with the parent group.

Players at the 6U and 8U do not need to sign but the Code of Conduct, but should be reviewed with them by the head coach.

BULLYING AND HARRASSMENT POLICY

Lacoka Lacrosse has a zero-tolerance policy regarding Bullying and Harassment. Bullying is a common denominator of harassment, in that bullying tends to be a number of small incidents over a period of time. Harassment is a form of discrimination. Discrimination is treating someone differently based on age, race, national or ethnic origin, colour, religion, sex, sexual orientation, family status, marital status, physical or mental disability.

The following types of harassment will not be tolerated whether or not individuals complain:

- **Sexual Harassment:** Includes inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in authority against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.
- **Racial Harassment:** includes racial slurs, jokes or name calling based on race, ancestry, place of origin, colour, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes or derogatory nicknames.
- **Abuse of Authority:** improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail, or coercion.

Bullying is defined as a conscious, willful, deliberate and hostile activity marked by a real or perceived imbalance of power, intent to harm, and/or threat of aggression. The behaviour is repeated or has the potential to be repeated over time.

- Bullying can occur in many different forms including:
 - Verbal Bullying - name-calling, sarcasm, teasing, spreading rumors, threatening, and sexual comments.
 - Social Bullying - mobbing, scapegoating, spreading rumors, embarrassing someone in public, excluding others from a group, ganging up and group teasing.
 - Physical Bullying - hitting, poking, pinching, chasing, shoving, rude hand gestures, kicking coercing, destroying or stealing belongings and hazing.
 - Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.
- Harassment and bullying cause injury to health such as; stress, anxiety, and depression. Over time, bullying and harassment can result in psychiatric injury and trauma. The impact of bullying and harassment can leave lifelong scars, trauma and/or pain. Our intention is to provide a respectful and a safe environment for all members within

Any reported incident of bullying towards players, coaches, officials or parents will automatically be reviewed by members of the Lacoka Executive and Disciplinary Committee on a case by case basis.

At a minimum, the following zero-tolerance policy will be in effect:

Player bullying a Player;

- Offence 1 – Miss 1 period of play during a sanctioned game
- Offence 2 - Suspension from a Sanctioned game. An Exhibition game will not count.
- Offense 3 - Suspension from all sanctioned games and team activities; pending a disciplinary hearing with the Lacoka Executive, player and Parents/Guardians.

Adult bullying a Player

- Zero Tolerance – immediate suspension from attending all team related activities including games etc., pending a hearing with the Disciplinary Committee.
- The Committee’s decision is final and may include disciplinary action up to and including the removal of the family from the Lacoka Association.

Adult bullying an Adult

- Zero Tolerance – immediate suspension from attending all team related activities including games etc. pending a hearing with the Disciplinary Committee.
- The Committee’s decision is final and may include disciplinary action up to and including the removal of the family from the Lacoka Association.

TEAM FINANCIALS

Lacoka urges teams to use careful discretion with cash calls and would remind the teams to be respectful of the individual situations of team members/ families.

Team Budgets / Fund Raising

Teams are permitted to raise funds.

The team budget must be discussed and agreed upon by at least 75% of the parents/guardians at the team’s first team meeting.

Team funds are to be held and distributed from a Team Bank Account.

Teams must spend the publicly raised funds in the current season; as per the team’s approved budget.

Any publicly raised funds which remain unspent at the end of the season are to be donated to Lacoka.

Unspent publicly raised funds CANNOT be re-distributed to the parents/guardians of the team.

Cash contributions (“cash call”), which the parent/guardian has made to the team that have not been spent, are to be reimbursed to the parent/guardian who made the contribution; up to the amount of the original “cash call” amount.

Teams are to remain reasonable and sensitive to financial and social challenges; with regards to the amount of financial burdens placed on their players’ families.

At the end of the season, an accounting of all cash collections and expenditures is to be provided to the parents/guardians and the Lacoka Treasurer if requested.

Team Bank Account

You may open a team account at any financial institution. In order to protect all those involved please adhere to the following:

Teams must establish a bank account for the team. Team money must not be managed through a personal account.

A copy of a team bank account statement or on-line version of the team bank statement must be provided by the Team Manager, along with the team budget, on May 1st to the Lacoka Treasurer.

The team bank account must be set up with a minimum of two (2) signing authorities required on all debit transactions.

Signing authorities on team bank accounts are not to be immediate family members (i.e. husband, wife, partner, brother, sister, etc.).

The name of the team account must clearly state that it is from the perspective of the team, under the auspices of the Lacoka Lacrosse Association, and not “Lacoka Lacrosse Association” or “Lacoka” or “Lacoka Lacrosse” names, as these names belong to the overall Association. The name of the team account must also include the year of the current season (i.e. 2019). For example “**Lacoka Pee wee B 2019**” would be acceptable.

All team bank accounts must be closed, and funds disbursed no later than August 31st of each calendar year.

RESOLUTION OF TEAM DISPUTES

Occasionally disputes arise within a team over issues such as behavior, discipline, equal floor time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve the issues. If you are angry about anything a coach has done, it is ESSENTIAL to use “the 24-hour rule” before approaching the manager in person, phone, or email. Please familiarize yourself with the Flow of Communication within the Lacoka Association.

COACHES, PLAYERS & USE OF AFFILIATES

Each team may formally register a maximum of five adults including coaches and manager on their official roster. Although up to five registered adults may be on the bench during games, generally the benches don't have room for more than three. The additional adults can then substitute when one is absent.

It is mandatory for coaches in Lacoka to attain some degree of coaching certification according to the age group of their team. Please contact the Director of Coaching at vpcoachdevelopment@lacokalacrosse.com for questions with regards to the requirements for coaching certification.

Only officially rostered players may be on the bench during a game. If a player is injured, he/she may sit on the bench provided they wear a helmet.

You may use an approved affiliate player if one of your players is injured, ill or away but not if you have a suspended player. The procedure for calling up an affiliate is that the Coach or Manager will contact the Coach of the affiliate player's team and discuss the situation with them. If all agree, the player may play in the designated game. The player should be handwritten on the game sheet with AP next to their name. Please note that there are restrictions as to how many games an affiliate may play.

****Please familiarize yourself with the CALL and ALA rules and regulations surrounding use of affiliates**

TOURNAMENTS

You will find a list of ALA sanctioned tournament listings can be found on the ALA website
<http://www.albertalacrosse.com/content/tournaments>

If you are attending a tournament outside of Alberta (or not sanctioned by the ALA), you need to ensure that you obtain a travel permit and send a copy to the Lacoka President at president@lacokalacrosse.com If you are attending an out of town tournament, please notify the Discipline Director, so the association is made aware if we have teams heading out-of-town.

******* Reminder that for all tournaments entered (including out of province and out of town) – game sheets must be submitted as per ALA tournament rules listed above

PROVINCIALS

All ALA registered teams are eligible to participate in Provincials. Teams that decide to participate will be tiered based on team results during league play as well as ALA sanctioned tournaments.

If teams wish to participate they need to complete a Provincial Championship Intent Form by June 1st. Located on ALA website. <http://www.albertalacrosse.com/content/minor-box-provincials>

DAVID FEHR TYKE AND NOVICE FESTIVAL

Teams that wish to participate need to complete the Tyke and Novice Festival Intent Form by June 1st. Located on ALA website.
<http://www.albertalacrosse.com/content/minor-box-provincials>

FACILITIES

Please RESPECT the Arenas & Public Buildings that you attend for games, practices, tournaments, dry land etc. Team Management is responsible for their own behavior as are parents and guests. The Head Coach is responsible for the behavior of their players and all coaching staff.

The following list of behaviors should be adhered to:

Cleanliness – dressing rooms should be left in a similar state to where it was upon arrival, the last person leaving should ensure it is tidy.

Teams must not linger in dressing rooms; all players should be out of the room no longer than 30 minutes after their scheduled time.

Arrival times – Teams will not be granted access to dressing rooms more than 60 minutes prior to games (Note: this may be amended as required by the Arena facility). Coaches that want their teams there earlier must advise players to keep equipment outside the arena.

Equipment in hallways blocking access to emergency exits is a safety violation and will not be tolerated by the facilities.

No use of lobbies, stairs, and/or hallways as warm up areas. This is an insurance risk, and disrupts other users. Please have teams warm up outside, or in some cases arenas may have designated areas to utilize.

Respect the arena staff – these people are paid to do a job; disrespect or verbal abuse will not be tolerated.

No use of chewing tobacco and/or alcohol in and around dressing rooms. Upon arrival:

Coaches **MUST** report any damages observed in the dressing room or if the room was left a mess from the previous team; to the Arena Attendant immediately.

If this is not done, and the Arena Attendant finds damage unreported, then the last team noted as being in the dressing room may be charged. If Lacoka is liable for any damages/charges, then Lacoka may forward these charges to the team involved.