



# **Lacoka Lacrosse Association**

## **2021 Manager's Manual**

# TEAM MANAGERS MANUAL

Thank you for stepping up for this very important role that is integral to the Association, the teams and the players! This guide has been developed to assist you. On the Lacoka website there is also a Manager tab under info with some quick links. If you require assistance, please ask!

\*\*\*Please read the entire details of this document before you have your first parent meeting\*\*\*

## **INTRODUCTION**

The Team Manager is the central figure in facilitating the flow of communication within the team (players, parents and coaches), between the team, the Association, other teams, referees, etc.

The Manager is responsible for ensuring all off-field tasks are completed. By taking on the operational aspects of the team, the Manager enables the Coach to focus on player development and on-field instruction.

Each Manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each Coach and each level. It is very important for the Manager and Coach to work collaboratively. Ultimately, the Head Coach is responsible for the overall operation of your team and will have the final say on matters that require a decision. As part of your job you will be the liaison between the Executive and your team. Any questions that you may have can be forwarded to the Lacoka secretary via e-mail at [secretary@lacokalacrose.com](mailto:secretary@lacokalacrose.com)

Lacoka Lacrosse encourages the team manager to be responsible for the behind the scenes responsibilities and activities including but not limited to:

- Liaison between the coach and parents
- Administering team monies and organizing team fundraising (can be done by Treasurer as well)
- Organizing exhibition games, tournaments, extra floor time (if desired)
- Game sheet reporting
- Relaying floor times to the parents
- Ensure Medical Information form for each player has been completed and readily available
- Distribute and collect Code of Conduct Forms for team, coaches and parents (to be kept on bench)
- Familiarize yourself with the Lacoka Policies locate on the website
- Collecting and returning of team jerseys (home and away)
  - Organizing box duties (home games – 3 required, penalty box, game clock, shot clock; away games – 2 required, penalty box and game sheet)

At the beginning of the lacrosse season the team coach and manager should agree on a division of duties, following the guidelines above. The manager should not try to do take on all the duties. DELEGATE!!! It is best to delegate as much as you can but remain in close contact to ensure delegated duties are completed in a timely manner.

## **LIAISON BETWEEN COACH AND PARENTS**

The manager should arrange a coach/parents meeting shortly after the team is formed. Items to be discussed and agreed upon should include (among others):

## Introductions

Coaching Overview: Have the coach provide information on the goals and objectives for the season and his credentials and philosophy

## Outline Team Rules/Expectations

Expected time to arrive prior to games/practices

Expected behavior of players

Parent access to the dressing room before and after games

Dress code if decided by team/coach

Code of Conduct for the players, parents, and coaches

Budget: To operate for the season the team will require funds for numerous items including: tournaments, extra field time, exhibition games, team social activities – team/parents to sign off?

Fundraising: This is a decision to be made at the team level. Possible fundraising ideas: cash call, corporate sponsorship, bottle drive, raffle etc. All team fundraiser will require approval from the Lacoka Lacrosse

Fundraising director. Please email requests to <mailto:fundraiser@lacokalacrosse.com>

Tournaments: The team needs to decide on the number of tournaments it will attend in total.

Team Positions: There are a variety of team level positions that will help to ensure the successful running of the team

Draft Agenda is included in Appendix 1.

## **CODE OF CONDUCT FORMS**

Code of Conduct Forms (located on website) 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 **first league game**. 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.

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

## **MEDICAL INFORMATION**

Each manager will be responsible for ensuring that each member of their team have completed and shared their medical information with the coaching staff. The medical information for each player will be accessible by the coaching staff and manager for that team ONLY

## **VOLUNTEER DUTIES (TEAM VS ASSOCIATION)**

All families are expected to volunteer at the team level – no exceptions.

There are, however, positions on the team that do require a tremendous amount of time – so we do allow those positions to count towards family's association volunteer commitment – Head Coach, Assistant Coach, Manager, and Board members. These individuals are not required to fill out a volunteer form or provide the \$200 volunteer deposit fee.

## **TEAM CONTACT LIST**

A team list needs to be developed and distributed to parents as early in the season as possible. This list should include: player's name and jersey number; home phone number; parent's names and cell numbers; email address; and volunteer positions. It is essential that all personal information is confirmed before being distributed.

*Privacy regulations require that you get agreement from all team members before sharing contact information.*

This also applies if any third-party requests contact information.

It is also recommended to have a parent create laminated wallet size "cheer card" with player names/jersey numbers/parent's names.

## **CENTRAL ALBERTA LACROSSE ASSOCIATION (CALL)**

CALL has a website at [www.centralalbertalacrosse.com](http://www.centralalbertalacrosse.com) which you are encouraged to access frequently to get up to date information on key dates, schedules, current standings, tournament information, etc. The Rulebook and many relevant forms are also available from the website.

## **TEAM JERSEYS AND TEAM EQUIPMENT**

The team manager is responsible for issuing the jerseys and gathering them at the end of the season and returning them to Lacoka Lacrosse.

It is **MANDATORY** that each team assign a jersey person to distribute and collect jerseys before and after each game. The purpose is to try and cut down on loss and damage to jerseys.

New players to the Lacoka, will receive one pair of game shorts. Additional shorts will be available for purchase – through Equipment Director contact at <mailto:equipmentdirector@lacokalacrosse.com>.

Please note that team jerseys are not to be worn for practices and name bars may not be affixed to them (no alterations or addition of names/logos are allowed). Jerseys should be hung to dry – not put into dryers.

## **TEAM FUNDS**

The team manager or team Treasurer is responsible for collecting, banking and disbursement of team funds. This is done by establishing a team bank account, collecting funds needed from parents (usually through a cash call) and paying from this account for additional floor time, tournaments, social functions, etc.

In your initial team meeting your parent group may choose to do a cash call to cover any additional costs incurred by the team. If so, it should be made clear that the cash call is voluntary and is for extras that go over and above what the Lacoka and CALL provide.

Lacoka Lacrosse urges teams to use careful discretion with cash calls and would remind 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. Families must sign off on the budget.

- Team funds are to be held and distributed from a Team Bank Account.
- Teams must spend the **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 Lacrosse.

**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 1<sup>st</sup> 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 Peewee B 2019**” would be acceptable.

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

## **GAME AND PRACTICE SCHEDULES**

The manager is responsible for keeping the team informed of game and practice schedules along with additional team events throughout the season. The easiest method of communication is via e-mail. Many teams are also using Team Snap or RAMP for internal team communication. Practice and game schedules will be available on the Lacoka and CALL website. To keep your team organized and well informed, please consider using a scheduling system that has the ability for families to download schedules into their calendar (such as TeamSnap or RAMP).

Lacoka Lacrosse sets the practice schedule and Central Alberta Lacrosse sets the game schedule for the regular season. This, plus any team events, should be put together and emailed to the team. Once floor times have been assigned, teams are responsible for that floor time.

## Unused Floor Times:

It is the responsibility of each Coach or Team Manager to notify the Lacoka scheduler as soon as possible if they are unable to use a scheduled floor time.

The following is the Return Floor Policy for Lacoka teams for allotted practice time. If a team cannot use a scheduled practice time, **it is the teams' responsibility to find a replacement team.**

### Steps for finding a replacement team:

1. If you may know of a team who would reciprocate practices with you, contact them first. If that team is unable to reciprocate a practice, but can take the practice you are offering, your team may need to just give up the time, to that team to avoid any penalty.
2. If you do not know of any team to contact, then contact the Lacoka scheduler; for the purpose of proactively looking for a replacement team.

If all attempts to finding a replacement team are unsuccessful, the team may still have the following penalty applied; as approved by the Executive:

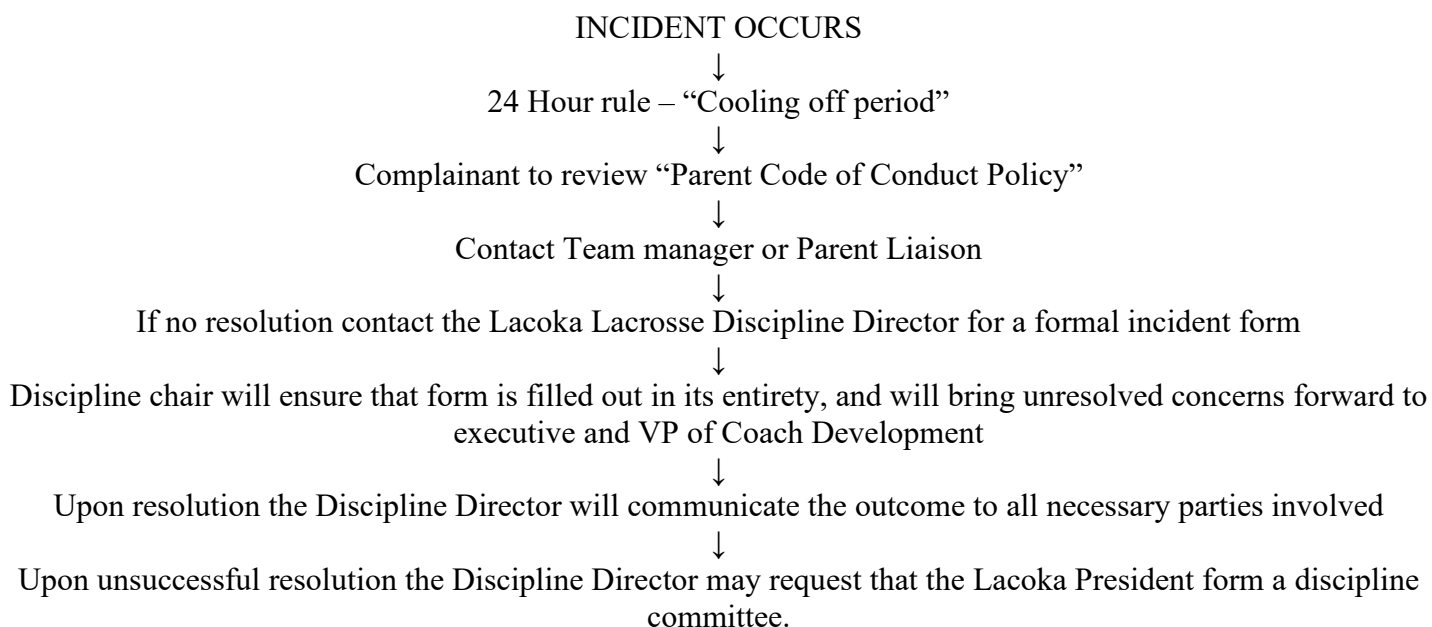
Pay the cost of the floor time; on the contract.

If a team fails to notify the Scheduler of a time that went unused, prior to the date of the time; for example; the team had no intention of using the floor time, the team will be penalized; as approved by the Executive:

Pay the cost of the floor time on the contract.

## **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 parent liaison or 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 parent liaison or manager in person, phone, or email. Please familiarize yourself with the Flow of Communication within the Lacoka Association.



## **GAME PROCEDURES**

It is the Manager's Responsibility to ensure that box duties are carried out by families on the team. Create a schedule for all home and away games, if a parent cannot fulfill their slotted duty it is their responsibility to find a replacement. For home games, you will need three parents (penalty box, score clock and 30 second shot clock). For away games, you will need two parents (penalty box and scoresheet).

The home team is responsible for filling out and providing the game sheet. Rather than filling out your roster for each game by hand, it is much easier to create a team list on stickers to save time in your pre-game preparations.

Following the game, the home team keeps both the white and yellow copies of the game sheet. The away team gets the pink copy. The home team is required to scan the game sheet **immediately following the game** and send via email to the CALL scheduler at <mailto:callscheduler@centralalbertalacrosse.com> and CALL discipline at <mailto:calldiscipline@centralalbertalacrosse.com>. Please note any major penalties and/or suspensions in email. The home team is required to enter game stats on the CALL website within 24 hours of the game ending. Each manager will be given a Username and Password to login to the website to update their teams statistics.

### **Game Results Reporting Procedures**

Detailed information as to how to report game sheets can be found on the CALL website.

## **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 CALL to attain some degree of coaching certification according to the age group of their team. Please contact the Director of Coaching – <mailto: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, as long as, they wear a helmet. Please note injured players on the bench will count towards your max roster of 18 runners and 2 goalies.

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 ALA rules and regulations surrounding use of affiliates\***

## **TRAVEL PERMITS**

A team only requires a travel permit if they are travelling outside of Alberta . The form can be found on the ALA website <http://www.albertalacrosse.com/> under Administration: Request Forms.

## **TOURNAMENTS**

You will find a list of Tournaments on the Alberta Lacrosse Association website <http://www.albertalacrosse.com/> under Events: Tournaments.

If you are attending a tournament outside of Alberta, you need to ensure that you obtain a travel permit and send a copy to the Lacoka Secretary at [secretary@lacokalacrosse.com](mailto:secretary@lacokalacrosse.com), so the association is made aware if we have teams heading out-of-town.

## **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.

## **CONCLUSION**

The team manager and coach should work in partnership to provide the players and parents with the best possible lacrosse experience. Have an enjoyable season and remember to encourage the parents to cheer hard and be kind to the players, coaches and officials.

Thank you for volunteering your time!!



## **APPENDIX 1: Team Parent Meeting Draft Agenda**

- **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, Assistant Team Manager, , Jersey Parents, are “Association Approved” roles at a team level. These positions go towards fulfilling the Volunteer Bond.
  - Other roles including Team Treasurer, Team Tournament Coordinator, Social coordinator etc. although important are not approved functions for fulfilling your volunteer bond commitment.
  - Other “Approved Association” roles can be found on the Lacoka website.
  - Each family is responsible for ensuring their Volunteer Bond has been fulfilled AND their volunteering has been logged; according to the approved roles by the Association.
- **Forms** that are to be filled out and collected from EVERY family:
  - **Fair Play** (Coaches/Parents/Players – this is supported by the ALA/CDLA.
  - **Code of Conduct** (24 hr “cooling off period”) – To be reviewed
  - **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 building activities
  - Extra floor (if available)
- **Fundraising**
  - Cash call as needed
  - Bottle Drives
  - Silent Auction
- **Scorekeeping & Timekeeping**
  - Explain that the 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 behavior warrants disciplinary action, they may be relieved of the duties by the Referee or other CDLA official.

- **Q & A**





