



**Lacrosse New Brunswick
Provincial Team Coach & Athletic Selection Process
&
Team Operating Policy**

November 9, 2025

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Introduction

This document was initially constructed in 2012 and is intended to provide guidelines for teams representing Lacrosse New Brunswick (LNB). The purpose was to have a structure which describes the roles and responsibilities of the various parties connected to the program. It is also intended to maximize the positive image of provincial representatives and minimize problems arising from misunderstandings between the various parties.

The document is intended to be a living document that will continually be improved upon. The document was initially approved by the LNB Board of Directors and any changes to the document will be approved by the LNB Board. Any LNB member, or local LNB association member, in good standing, may submit recommended changes, additions, or deletions, to the document. The Board will review these at their earliest convenience and determine whether to alter this document and when those changes, if any, will take effect.

Purpose of the document

Provide direction for the conduct and operation of provincial teams to ensure they operate in the best interest of the athletes, Team Staff involved in the program and LNB.

Objectives

- Identify athletes and coaches who are eligible for Provincial Teams and provide opportunities for their development in a program of excellence.
- Establish a talent identification system to provide equal opportunity for all age-eligible athletes across New Brunswick.
- Design and implement training and competition programs to prepare selected team members to perform their best at a high level of competition at National Championships.
- Woman's Program Goal: A 5th place finish or higher
- Co-ed's Program Goal: A 5th place finish or higher

(Please note: Provincial Teams are any team representing Lacrosse New Brunswick and will be referred to as Provincial Teams or Teams in this document).

Conflict of Interest Statement

The LNB Board of Directors will have overall jurisdiction over Teams representing LNB. The Vice President (VP) of Provincial Teams will manage the Provincial Teams by following the direction of LNB as set out in this document and any other formal communication from the Board. In cases where disputes or issues

cannot be resolved by the VP of Provincial Teams, there shall be an appeal process by which individuals or groups can appeal to the Board of Directors.

Program Management General Structure



Team Management Strategy

The VP of Provincial Teams & the Provincial Teams Committee will oversee all aspects of LNB Provincial Teams. These will include, but are not limited to, the following:

- Monitoring-reporting functions, communication of selection criteria
- Finances (Budgets, supervision of monies spent (i.e. coaches spending), fundraising, etc.)
- Selection of Head Coach and Assistant Coaches
- Development and implementation of policies and procedures
- Support for the coaching staff as necessary
- In consultation with Team Managers, selection of Team Apparel including game jerseys, game shorts, helmets, gloves, and helmet cages
- Ensure coaches meet Lacrosse Canada NCCP certification requirements
- Dispute resolution in the form of a meeting (for disputes that have followed the correct procedure at the team level and cannot be resolved at that level)
- Committee shall consist of the LNB Technical Director plus three active members of LNB, one of which will be a member of the LNB Board of Directors. Members will be selected by the LNB Board of Directors.

Provincial Teams and LNB Logos and Trademarks

Lacrosse New Brunswick logos and the LNB logo are the sole property of LNB and will not be used by any party in any way in whole or in part without the written consent of LNB. Any improper or unauthorized use of LNB or Provincial Teams logos will result in disciplinary action, as well as possible legal action, in accordance with the discipline policy of LNB.

LNB shall have the sole right to enter into Official Supplier and Licensing Agreements in connection with certain products and services utilized by Provincial Teams.

Provincial Team Jerseys

Uniforms will be selected by LNB.

If a Provincial Team has a sponsor for the jersey, the logo and placement of the logo will need to be approved by LNB before being placed on the jersey.

Calendar

Call for Coaches	January 2 nd	VP of Provincial Teams (VPPT)
Deadline for Coach Application	January 15 th	VP of Provincial Teams
Head Coaches Selected	February 15 th	VP of Provincial Teams & Provincial Team Committee
Assistant Coaches Selected	March 1 st	VP of Provincial Teams, Head Coach & PTC
Player Tryout Schedule Announced	March 15 th	LNB social media
Submit Vulnerable Sector Check	March 15 th	VP of Provincial Teams
Coaches Sign Agreement	March 15 th	VP of Provincial Teams
Tryout Schedule Set	March 15 th	VPPT & PT Committee & Head Coach
Independent Evaluators Chosen	March 15 th	VPPT & PT Committee & Head Coach
Coach & Team Managers Meeting	April 19 th	Location & times TBA
Minimum of 3 Tryouts Starts	April 25 th , 26 th , May 1 st , May 2 nd	Team should be selected by May 2 nd
Training Schedule Finalized	Mid-May	Head Coach
Team Manager Identified	Mid-May	Head Coach
Team Apparel Determined	3rd week in May	VP of Provincial Teams & Team Managers
Team Apparel Ordered	End of May	VP of Provincial Teams
Coaches Meet Certification Needs	June 1 st	LNB Technical Director

Role of the Head Coach

- Must be active members of LNB and in good standing.
- Must be actively coaching lacrosse in New Brunswick (exception would be for an indigenous coach should none be available in New Brunswick).
- Meet required NCCP certification.
- Head Coach's will work with the VP of Provincial Teams and the Provincial Teams Committee to select Assistant Coaches. The VP of Provincial Teams and the Provincial Teams Committee have final say over who the Assistant Coaches will be with ratification of the Board of Directors of LNB.
- Follow the Team NB Player Evaluation Guide and Team NB Evaluator Guide for Provincial Teams their team tryout sessions. Lead the selection process of athletes with support from LNB and selected, qualified, and independent evaluators.
- Work with the VP of Provincial Teams and the Provincial Team Committee to set tryout schedule.
- Coaches will hold open identification practices and/or camps which will be used for coaches to observe a player's skill level, commitment, and ability to make the necessary commitment to the program.
- Coaches will have final decision on player selection, rosters and player evaluations.

- Coaches are responsible for providing a fair and systematic formal evaluation system to be used to evaluate players upon initial team selection, and to use the evaluation to advise those players that did not make the team as to why and where they can improve on their weaknesses.
- Coordinate and strategize all initiatives to provide athletes with optimal competition opportunities, ensuring their readiness for elite-level competition
- All coaches are required to take a Vulnerable Sector check and submit their clearance letter to the VP of Provincial Teams.
- Serve as a positive role model for athletics; demonstrating integrity; honesty; fair play and leadership in honouring sport in their personal behaviour and appearance.
- If the Head Coach wishes to replace a player, based on the player(s) not adhering to Team NB Code of Behaviour, he must bring the matter before the Provincial Teams Committee who will have the final say. The replacement player must come from the team's alternate list.
- Communicate to the VP of Provincial Teams their practice schedule & locations.
- Responsible for a participants' preparation and performance prior to, during and after the Games.
- Coaching/managing in a fair and sportsmanlike manner.
- Familiarizing themselves with and adhering to Team NB's Code of Behaviour and rules.
- Ensuring that the athletes have read and understand Team NB's Code of Behaviour.
- Residing with their Provincial Team throughout the National Championships.
- Attending all Team NB official functions and ceremonies as required.
- Be the conduit of information between LNB and their respective team.
- Set the expectation of behaviour of the players and manage it.
- Determine what competitions the teams will attend.
- For budget purposes, coaching staff will work with the team manager and will set minimum number of practices.

As coaches are needed for competitions, the VP of Provincial Teams will issue a request for coaches. To publicise this "call for coaches" the VP of Provincial Teams will post it on LNB's website and work with all LNB's Member Associations (Tantramar Lacrosse, Miramichi Lacrosse, Codiac Storm Lacrosse, Fundy Lacrosse, Capital Area Lacrosse, Harvey Highlanders Lacrosse) to ensure it is communicated as well as possible to the Lacrosse coaches within New Brunswick. Interested coaches and Assistant Coaches will apply to the VP of Provincial Teams for review by the Provincial Teams Committee. This application should include: the coach's resume of their lacrosse history, respective qualifications, team philosophy, NCCP Certification, and plan for the one-year program. After reviewing the applicants, the VP of Provincial Teams along with the Provincial Teams Committee will interview selected applicants to identify who the Head Coach will be as well as the Assistant Coach's. Applicants should be aware that in the case of a single applicant it is possible that applicant may not be approved.

Either the Head Coach, Assistant Coach, or Trainer must be the same gender as the team they are Coaching and/or the Trainer for.

Applications must be received by January 15th and selections will be made by February 15th.

Upon selection as a LNB Head Coach or an Assistant Coach, the coach(s) will be required to sign an agreement outlining his/her roles and responsibilities as a LNB Head Coach or an Assistant Coach.

Coaches for the LNB teams will adhere to the NCCP coaching certification standards as set out by Lacrosse Canada. It will be the responsibility of the VP of Provincial Teams and the Technical Director to ensure all coaches representing Lacrosse New Brunswick meet the necessary requirements.

Coaches may optionally carry more players as part of their team than would normally be required for a team so long as they advise the players that some of them will not necessarily have full participation in all team events.

If a team would like to borrow LNB equipment, an Equipment Sign Out form must be completed by the Head Coach. This document will outline the conditions surrounding the use of said equipment and the condition it must be returned in. It will also outline the fees/penalties involved should equipment not be returned or returned in poor condition.

Coaches are responsible for completing an annual post-event report regarding the past season, to be forwarded to the LNB VP of Provincial Teams no later than four (4) weeks following the end of the final competition. Report should include teams' goals and objectives, player selection process, player/team development, Nationals Championships, a summary, recommendations and comments, and a financial summary.

LNB reserves the right to terminate the term of a Coach based on the Code of Conduct and/or other issue that warranted a review of the coach's conduct/performance.

Assistant Coaches duties and responsibilities

The VP of Provincial Teams and the Provincial Team Committee, along with the Head Coach, will select individuals for the position(s) of Assistant Coach, for the respective provincial team. However, the LNB Board reserves the right to designate Assistant Coaches to the team.

Provide input to Head Coach on player selections, on field decisions, assist in running practices and any other duties assigned by the Head Coach.

LNB reserves the right to change the length of or terminate the term based on an evaluation of performance, disciplinary action, misconduct, breach of the Code of Conduct and/or other issue that warranted a review of the coaches' conduct/performance.

Coaching Staff and Team Manager's Expenses and Reimbursement

As an acknowledgement of the considerable time effort and expense that coaches and managers put into developing a team, the team may pay for certain expenses these individuals incur. Please bear in mind that many of these costs to the coaching staff and management are not obvious to those that have never been in these positions. A Head Coach, Assistant Coach and Team Manager who has no children on the team shall have 100% of the cost of their team clothing, hotel and tournament gas expenses covered through the team fundraising. No other expenses will be covered, including meals. If a Head Coach, Assistant Coach, or Team Manager has a child on the team, they shall have 100% of their team clothing expenses paid for and 50% of the tournament gas and hotel expenses paid for through the team fundraising. These expenses will be submitted by invoice or by submitting receipts to the Team Manager who will reconcile these with the team budget.

Provincial Team Managers

If the position of Manager is not filled in the Team Staff application, the Manager will be selected by the Coaching Staff and approved by the LNB Board of Directors no later than one week after team selection.

Establish base budget for team. Any increase to a team's budget is subject to VP of Provincial Teams & the Provincial Teams Committee's approval.

Responsible for all off field activities related to the administration of the team, including finances, travel arrangements, fund raising, etc.

Oversee the distribution of team jerseys and shorts.

Ensuring all team members are fully registered for the National Championships including submitting waiver form.

Taking care of all administrative requirements and adhering to deadlines for information forms and participant agreements.

Is not responsible for any on field decisions regarding players, playing time, player selections, player discipline, and evaluations.

Responsible for ensuring all forms required by LNB or Host Committee are completed and submitted.

Responsible for insuring that the travel agreement(s), rosters and registrations for all players have been completed and submitted as per timeline indicated.

LNB reserves the right to terminate the Manager based on an evaluation of performance, disciplinary action, misconduct, breach of the Code of Conduct and/or other issue that warranted a review of the manager's conduct/performance.

Medical Trainer

The position of Medical Trainer will be selected by the Head Coach and/or Manager of the respective Provincial Team and approved by the LNB Board of Directors.

The medical trainer must be certified as per Lacrosse Canada's guidelines for trainers - accepted accreditations include MD; RN; Paramedic; EMT; Police Officer; & Firefighter.

Medical trainer is primarily responsible for the prevention, immediate care, and rehabilitation of injuries and illnesses in athletes. Key duties include injury assessment, first aid, implementing rehabilitation programs, developing injury prevention strategies, and applying preventative measures like taping and bracing. They also act as crucial communication links between athletes, coaches, physicians, and other medical professionals, coordinating care and helping determine return-to-sport readiness.

The LNB Board of Directors reserves the right to terminate the trainer based on an evaluation of performance, disciplinary action, misconduct, breach of the Code of Conduct and/or other issue that warranted a review of the manager's conduct/performance.

Financial

The Manager of each Provincial Team Program, in consultation with LNB Board of Directors and staff, is required to complete an annual budget to be submitted to the LNB Board prior to each season.

The budget submission will be included in the overall LNB budgeting submissions and must include the expected revenues/expenditures for the upcoming program year.

The Manager of each Provincial Team Program is required to provide an annual statement of the respective program activities for the past season and supporting financial records to LNB by December 31st of each year.

All funding provided by LNB, Lacrosse Canada (LC), or any government agency, must be accounted for and used solely by the respective Provincial team.

All non-LNB, LC or government funding, including but not limited to fundraising, donations, players contributions, etc., must be accounted for and used solely by the respective Provincial Team Program.

Upon change over of management of the Provincial Team, due to end of term or decision made by the Board of Directors, the following is required and must be turned over to LNB within four (4) weeks of the change:

- a complete financial statement of the Provincial Team Program including all payments made by athletes, any donations and sponsorship money received.
- Any manager not complying with this request will be considered a member in bad standing and they could be subject to disciplinary action.

Funds can only be raised to cover LNB team expenses, and no fundraising will take place to cover expenses not considered a team expense. It is the responsibility of team management to comply with lottery and gaming regulations for related fundraising initiatives.

Acceptable uses of funds raised are the following, or other as approved by the LNB Board.

- Tournament entry fees
- Team Equipment
- Team Apparel
- Facility rental for team practice, team games, or team fundraising
- Team meals
- Accommodations
- Team Building
- Team travel
- Photography/Video

Unacceptable uses of funds are the following but not limited to:

- Expenses for parents, siblings, or anyone one else, not on the team.
- Expenses not directly related to lacrosse.

Detailed records and accounting must be kept for all fundraising. Deposits, receipts, plus documentation of their source should be well documented and kept as a record for inspection by the VP of Provincial Teams, LNB Board, or parents as requested. It is recommended accounting for individual team players be kept indicating any differences between those that participate in fundraising, and those that do not. Any shortfall differences should then be made up by the individual players/parents.

In most instances, the Team will operate and manage its budget, including receipts and expenditures, as provided for in this document. In the event it is deemed necessary by the Board of LNB, LNB may assume financial control of the Team funds. All funds raised through fundraising activities, i.e. ticket sales, raffle, are the property of LNB. In the event of a surplus of Team funds whereby the amount remaining at the end of the season is greater than all individual player contributions combined, the maximum refund to each individual player is the amount each player contributed to the Team funds and all remaining surplus funds are the property of and must be paid to LNB.

Team Apparel

Where possible (allowing for availability, sizing across age groups, etc.) all teams representing LNB shall wear the same team apparel. There are multiple purposes for this including cost savings through volume purchasing, and increased brand awareness.

Team Apparel includes but not limited to:

- Competitive Jersey & shorts
- Warm-up t-shirts (maroon & green)
- Opening/closing ceremonies apparel
- Hooded sweatshirt

The responsibility of selecting team apparel lies with the VP of Provincial Teams and the Provincial Teams Committee and is approved by LNB.

Best efforts will be made to source All Team Apparel from New Brunswick vendors, assuming cost and quality is acceptable. Vendors past teams have used include Doiron Sports Excellence, Lesters Trophies, Eleget Sports, Rinkside Sports Shop.

Any team representing LNB will adhere to all branding standards established by the LNB Board. The team will use an approved version of the Team NB logo.

Selection Criteria

Eligibility for Box & Women's and Men's Field

U13 Box (ages 11 & 12)
U15 Box (ages 13 & 14)
U17 Box & Field (ages 15 & 16)
U19 Field (ages 17 & 18)
Junior (ages 17 – 21)
Senior (ages 22 & older)

Note: Age as of December 31st of the playing year

Tryouts are open to athletes who are members in good standing with LNB and/or Lacrosse Canada.

The maximum number of team tryouts will be five.

Athletes must be on a registered roster with LNB after being identified as a member of a Provincial Team Training Roster.

Athlete Identification Process

If an athlete is unable to attend a tryout, they may request an exemption in writing to the teams Head Coach due to exceptional circumstances prior to or within 48 hours of a missed event. If the circumstances are deemed to be 'exceptional,' the athlete can be evaluated using information from other events or will be granted the opportunity to attend the next tryout. An exceptional circumstance could include but not limited to sudden illness or injury, family emergency or an accident.

The coaching staff reserves the right to add or remove any athlete from the tryout pool at any time.

Tryout Fees

Athletes wishing to participate in the program will pay the following registration fees to LNB:

Open and Final Invitation Only Tryouts - One Time \$75.00

New Athlete Scouted and invited to attend a tryout - \$75.00

Player Selection Committee

The selection committee will consist of the Coaching Staff, and additional qualified, independent talent evaluators as chosen by the Head coach and VP of Provincial Teams as well as the Provincial Teams Committee.

Assessment of athletes will be based on all information available including performance at tryouts, league games, tournaments, Provincial, and National championships and information from club coaches.

Final Team Selection

The Head Coach shall determine the final team roster.

All Provincial Teams are required to hold at least three and a maximum of five Open Talent Identification sessions.

These shall be held in three different Member Associations as deemed acceptable by the V.P. Provincial Teams.

Following the Open Talent Identification sessions, Provincial Teams may also hold one or two Invitation Only Tryout sessions.

Lacrosse New Brunswick office will communicate all Provincial Team try-out sessions at least four weeks before the session to all eligible players, as deemed eligible by the V.P. Provincial Teams.

Team Size shall be determined by the Head Coach. All provincial team roster sizes will be based on the ruling of Lacrosse Canada depending on the individual discipline.

The final team will be selected in the spring of the year of the Nationals.

The Head Coach will have final discretion to build the best possible team.

A maximum of 4 athletes can be selected as alternates (practice players) for the final team

Communication to athletes not selected

During the open tryout phase and the invitational tryout process an email, phone call or in-person conversation shall be made by the Head Coach.

Post Selection

Once selected for the final team, players will receive a training and competition schedule for the season leading up to the games. Players can expect to practice and or play exhibition games weekly. Players can expect to take part in fundraising events to help reduce their cost. Athletes are required to participate actively within their home association throughout the season and failure to do so will result in removal from the process.

Coaches will provide athletes with appropriate training and development opportunities and regularly discuss with each athlete their role on the team to outline areas of strength and areas for improvement.

Athletes who are selected to the Provincial Team may be removed at any time leading up to and during competition on the following grounds:

Voluntary Withdrawal from the Program - The athlete must inform the coaching staff in writing of their intentions to be removed from the training team.

Code of Conduct Violation - An athlete may be removed from the training team should there be a breach of conditions outlined in the LNB Code of Conduct or the Provincial Team Code of Behaviour.

Injury/Illness - If an athlete selected to the Training Team suffers from an injury or illness which, in the opinion of a physician selected by the athlete, renders the athlete unable to participate in the events fully, the athlete can be recommended for removal from the training or final team. Recommendation may be on a permanent or temporary basis; coaching staff will heed the advice of the acting physician.

Inability or unwillingness to meet the program requirements and expectations - The issue will be addressed by the coaching staff with the athlete. The coaches will have a meeting with the athlete and their parents/guardians to discuss the best course of action.

The athlete will be asked to leave the program; fees will not be refunded.

LNB Policies and Procedures

All individuals wishing to participate on a Provincial Team must be an active registered member with Lacrosse New Brunswick. A registered member for this purpose shall be defined as an individual, or member of a team or club, who has paid the annual fee to be a member of Lacrosse New Brunswick. Registered member connotes that the individual, or member of a team or club, has purchased membership with intent to actively participate in the activities of Lacrosse New Brunswick. A member is responsible to initiate and pursue the timely out of province transfer registration if necessary.

The V.P. Provincial Teams shall determine the eligibility of individual players for all provincial teams.

Team NB Code of Behaviour

- Athletes chosen to compete out of province are representatives of Lacrosse New Brunswick and should conduct themselves in a responsible manner.
- The drinking of alcohol by minors is illegal and will not be permitted on any Lacrosse New Brunswick sponsored tours.
- The athletes are responsible for being on time for all departures, meetings, curfews, etc. and to notify the coaches in advance, in the event of a change of plans.
- Team members travel out of province for the express purpose of competition, and nothing should interfere with the athlete's performance.
- The use of illicit drugs is not permitted.
- Team members shall adhere to all rules set out by the Provincial Team coaches or Lacrosse New Brunswick.
- Out of province travel is a privilege not a right and Lacrosse New Brunswick may ban from future competition any person who the Executive feels has violated this code of behaviour.
- If a player commits an act in serious offence of this code of conduct, the coaching staff may immediately expel the player from the team.
- Furthermore, if this behaviour warrants them being sent home from the competition then it will be at the player's expense, not at the expense of Lacrosse New Brunswick.

Responsibilities of New Brunswick Representatives on Trips

Professional Staff

- a) Should act as advisors to the coaching staff except when named to the staff.

Head Coach

- a) Should act as a resource for the team.
- b) Is responsible for curfew and team rules, infractions, appeals and protests.
- c) Oversees training sessions and technical aspects of the competition.
- d) Is to pass out technical information to the rest of the staff.
- e) Should discuss strategy and performance with fellow coaches.
- f) Submit a written report on individual and team results.

Assistant Coach & Manager

Should assist the Head Coach in any way possible.

Help as a liaison between Head Coach and players.

Medical Trainer

Is responsible for obtaining a Medical Kit which could include, but not limited to; bandage, ice pack, elastic therapeutic tape, triangular bandage, 11x antiseptic wipe sachet, adhesive bandage, clinical waste bags, medical gloves, wound dressing, tweezers, antibiotic ointment, crepe bandage, foil blanket, saline solution, CPR mask, gauze, wipes, safety pins, scissors, dressing pads, microporous tape, antiseptic cleanser, and glucose chews.

Is to assist the Manager in any way possible, re: equipment and medical supplies.

Vacant Provincial Team Coaching

If there are no applications for coaching staff, and/or the sector committees are unable to select coaching staff for a provincial team then the Executive may select coaching staff.

Provincial Team that does not have any coaching staff in place two months prior to the sanctioned tournament will not be sanctioned for that year.