



# Provincial Team Handbook

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## WELCOME

Welcome to our Lacrosse Nova Scotia Society (LNSS) Provincial Team Program. LNSS is committed to providing a challenging and safe environment for Nova Scotia lacrosse players to develop their skills and abilities as well as to test these skills and abilities against players, in their age group, from across Canada through National Tournaments. In return, parents/guardians and athletes have a responsibility and commitment to the team's athletes and coaching staff.

## PROVINCIAL TEAMS

LNSS will field Box and Field Lacrosse Teams based on player interest and coaching staff availability:

<b>Box Teams</b>	<b>Field Teams</b>
U13 (Co-Ed/Female)	U17 (Male)
U15 (Co-Ed/Female)	U19 (Male)
U17 (Co-Ed/Female)	U19 (Female)
Junior (Male/Female)	
Senior (Male)	

## GOAL OF THE LNSS PROVINCIAL PROGRAM

- To develop the competition skills of athletes required to compete at a national level.
- Athletes are selected for provincial teams based on current skills and development potential.
- Practices and games are planned to offer the athletes an opportunity to challenge and test their ability to play at advanced levels of competition.

## PROVINCIAL TRYOUTS

### Box: Co-ed and female

- A minimum of three tryouts will be held to select each team.
- Coaches may use first month of league play to finalize their selection of players.

### U17 and U19 Field

- 3-4 tryouts sessions or program submitted and passed by Technical Director and LNSS.

### Anti-Doping

- All provincial players U15 and older must have completed CCES online awareness module before they can be added to provincial final rosters.

## **ACCOUNTABILITY**

- All coaching staff is accountable to the LNSS Board of Directors.
- All coaching staff must be Certified Competitive Introduction for their discipline or on the three-year pathway. It is the responsibility of the LNS TD to ensure that their coaching staff meets the above standard. Prior to LNSS's deadline to submit each provincial team's coaching staff to Lacrosse Canada, the Technical Director will submit the list of coaches that meet the above minimum coaching standards.
- All athletes, parents, guardians and volunteers are accountable to the LNSS Board of Directors through the Head Coach, Assistant Coach(es) and Team Manager.

## **CODE OF CONDUCT**

This code of conduct identifies the standard of behaviour, which is expected of all Lacrosse Canada members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in Lacrosse Canada activities and events.

Lacrosse Canada is committed to providing an environment in which all individuals are treated with respect. Members and participants of the LC shall conduct themselves at all times in a manner consistent with the values of the LC, which include fairness, integrity and mutual respect.

During the course of all LC activities and events, members shall avoid behaviour, which brings LC or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

LC members and participants shall at all times adhere to the LC's operational policies, to rules and regulations governing LC events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of LC.

Members and participants of LC shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of LC shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which

constitutes harassment or abuse, will not be tolerated, and will be dealt with under the LC's Harassment policy.

Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of LC. Such action may result in the member losing the privileges, which come with membership in the LC, including the opportunity to participate in LC activities and events, both present and future.

### **Athletes**

- As above

### **Coaching Staff**

- As above

### **Parents/Guardians**

- As above

LNSS is committed to providing a supportive environment for our Provincial Teams so that everyone can have a positive experience.

### **In the Stands**

- LNSS encourages spectators to enjoy the game and applaud good plays.
- "Coaching" from the stands can interfere/conflict with direction provided by the Provincial Team Coaching Staff.
- Players can feel the frustration of their loved ones and will often mirror their actions/emotions on the floor that can lead to loss of focus and increased fouls.

### **In the Car and at Home**

LNSS and our Provincial Team Coaching Staff are committed to creating a positive learning environment for all players. Critique of a player's skills or actions is provided through positive reinforcement of desired behaviour and demonstration of skills required. Post-game instruction in the car or at home can conflict with the coaching staff's instructions to the player resulting in the player experiencing internal conflict/stress and a lack of enjoyment for the game. Please celebrate your player's successes and allow the coaching staff to work with them to build their skills in a supportive team environment. Players develop in positively reinforced environments. Regardless of what happens during practice or on the floor we all need to strive to be supportive.

## **Practice**

Practice allows for individual improvement, builds endurance, agility and skill. This does not happen by just playing games. When a player attends practice they learn about teamwork, establishing performance goals, controlling their emotions, and discipline; these are important life skills that can be transferred into any environment. In addition, players learn to sacrifice for the good of the team, how to win with grace and handle defeat with dignity. They also learn important lessons about physical fitness, performance and conditioning, personal nutrition and health.

The degree to which your lacrosse player benefits from their Provincial Team experience is all our responsibility. It is important that we demonstrate support and encouragement to them as individual players while maintaining a genuine interest in the team.

## **DRESS CODE**

Provincial Teams are ambassadors for LNSS, the lacrosse program in Nova Scotia. We ask that all players and coaching staff dress in an appropriate manner when representing LNSS and our Provincial Team Program when attending Provincial Team Events including, but not limited to meetings, travel, competitions, etc. T-shirts, shorts (except Team NS issue), track pants (except Team NS issue) torn and tattered jeans are not acceptable.

The 'Team NS' logo should be used on all promotional material, core & non-core clothing items. If teams wish to have a copy of this logo for their use, they should contact the LNS office for one.

For more information on Provincial Team clothing policies and procedures, please refer to [Appendix D](#).

- This directive does not apply to athlete leisure time or practices.
- Coaching staff are encouraged to avoid inappropriate dress at all times.

## **FUNDRAISING**

### **Purpose**

LNSS is committed to working with all provincial teams to ease the financial burden.

- Fundraising must be conducted in such a manner and at such a time as to cover actual expenses, or anticipated expenses associated and agreed upon by the Provincial Team Staff.

- UNDER NO CIRCUMSTANCES shall any player or team be permitted to engage in fundraising where the funds raised will not be used to cover Provincial Team expenses.
- It is the responsibility of the Provincial Team Coaching Staff to comply with all lottery and gaming licensing requirements of the Nova Scotia Gaming Authority. **Ticket transactions may not be done online.**
- All Provincial Jerseys will include the LNSS logo.
- Sponsor name bars are permitted on the player owned jersey (See Appendix B for guidelines)
- Participation in fundraising is NOT OPTIONAL and is a condition of being on the team.
- Team Budgets must be submitted in writing to the LNSS Provincial Team Liaison for approval by May 31st. They must be realistic and attainable.
- All fundraising activities must be discussed and approved by the majority at a team parent meeting.
- All monetary transactions related to fundraising must be documented in accordance with basic accounting principles and are subject to review by team parents and/or the LNSS Board of Directors.
- Fundraising activities may be subject to insurance approvals, which will be handled by the LNSS Board of Directors.

### **Use of LNSS Logo**

- The LNSS logo remains the sole property of LNSS.
- Teams are not permitted to use the LNSS Logo without advance permission of the LNSS Board of Directors.
- LNSS tenders the team jersey clothing contract and the company that has been awarded the contract is the only company permitted to apply the logo to all the authorized mandatory “core” clothing items-team jerseys, playing shorts, walk on shirt, and any other desired team clothing.
- Any proceeds gained from the sale of items containing the LNSS logo shall be retained by the Provincial Team.
- No coaching staff member/player or parent shall stand to gain financially from the purchase or sale of any items containing the LNSS Brand.



## Use of Money Raised through Fundraising

All monies raised through fundraising must be properly accounted for and can only be spent to support team expenses including:

- Accommodation for players and coaching staff
- Travel for players and coaching staff (for nationals and additional tournaments the team attends)
- Facility rental
- Team clothing-teams are responsible to cover the cost game day clothing for bench staff
- Team Equipment and Supplies
- Team and coaching staff Meals Team and coaching staff Travel (bus/van rental/train/airfare)
- Coach Per Diem - \$60/day (\$15/breakfast, lunch, \$30/supper). **Note:** If a meal is offered by hotel/team to coach, then the daily Per Diem may be reduced for the applicable meal. i.e. if a hotel/team offers a breakfast as part of the rate, then the coaches' Per Diem offered may be reduced by \$15 for that day. **Per diem funds must be paid in cash to each coach before leaving for nationals.**
- The rate is the general LNS per diem rate. The inclusion of this just allows for the team to fund raise to cover this expense.
- Tournament Entry Fees
- Training
- Team Bonding
- Timekeepers and Referees
- End of the season closing function

LNS will pay for coaches' necessary certification and screening programs.

Any expenditure not on the list is to be considered Not Approved until written approval is received by the Provincial Team Coordinator and reviewed by LNNS Board of Directors.

**Gift cards donated to the team do not count as monies raised by parents. Thus, cannot count towards any individual player's funds raised towards the cost of the trip.**

### **Corporate Sponsorship**

- All teams are subjected to limitations to the LNSS Corporate Sponsorship Guidelines
- Individual Teams are not permitted to approach corporate partners that have a relationship with LNSS as a whole.
- Breweries, wineries, Drinking Establishments, distilleries, or tobacco companies shall not be permitted to sponsor minor teams.
- Establishments that have adult entertainment as their primary business are not permitted to sponsor a team.
- Pharmaceutical companies are not permitted to sponsor a team.

### **Liability and Penalty**

- The LNSS Board of Directors shall not be held liable for any violation of these fundraising guidelines.
- All fundraising activities are subject to review by the LNSS Board of Directors.
- The LNSS Board of Directors can review fundraising activities at the request of team parents and/or LNSS Board members.
- Any team member who violates these guidelines may be subject to penalties at the discretion of the LNSS Board of Directors.
- Fundraising activities may be suspended or revoked at any time at the discretion of the LNSS Board of Directors.

## **LINEs OF COMMUNICATION**

Initial contact for most questions relating to LNss Provincial Teams is the Provincial Team Manager. Please make your first call to this person, if they are not the person you need to direct your question or concern to they will direct you to the appropriate individual.

## **SUPPORTING LNss POLICIES AND PROCEDURES**

**All athletes and coaching staff will at all times publicly support the policies and procedures of Lacrosse Nova Scotia Society.**

### **Athlete Contract**

- Athletes and parents will be required to sign a letter of agreement indicating that they have had the policies and procedures of LNss explained to them and that they agree to support them.

### **Attendance and Participation**

- Athletes are expected to attend all team **practices, games and scheduled activities** (~~With priority given to attend league play~~). Absence from any Provincial Team activity must be approved in advance by the coaching staff. Repeat absences, will at the discretion of the coaching staff or LNss, result in termination of membership on the team.
- Athletes will be excused from team activities due to religious Holidays consistent with their personal faith.

### **Discipline**

- Athletes are bound by the Lacrosse Canada and Lacrosse NS SafeSport Policy and National Championships Policy-and at all times will conduct themselves in accordance with these policies. All team members and coaching staff are to be treated with respect and dignity. Athletes will respect and comply with the decisions and requests of the coaching staff and LNss Liaison Officer accompanying the team.

### **Playing Time**

- **Individual playing time for athletes will be at the sole discretion of the coaching team staff.**

### **Respecting Team Equipment**

- Athletes will respect all facilities (transportation, accommodations, practice, competition) and playing equipment.

- Athletes WILL BE financially responsible for the full amount of any damage done to facilities or equipment.
- An athlete doing wilful damage will be subject to penalties under the Discipline Policy.

## **Team Travel**

When travelling athletes will:

- Adhere to all curfews.
- Adhere to all LNSS policies and procedures.
- Adhere to the team travel agendas and schedules as determined by the coaching staff.
- Attend all team events and activities.
- Ensure coaching staff and team managers know where they are at all times.
- Ensure they are travelling with appropriate identification and travel documents. Copies of all documents should be given to the team manager to be put in the team travel binder.
- Ensure they are travelling with enough money to pay for personal expenses.
- Maintain our standing as a well-respected member of the national lacrosse community.
- Provide emergency contact information (including NS Health Card Number) to coaching staff.
- Serve as ambassadors of LNSS, its board and membership.

## **Application Process**

- A team Travel Binder must be completed including a full roster with players name, birth date, MSI#, address, completed and signed travel permit, medical forms and waivers for all players and team staff, along with a final budget that must be passed in to the provincial team coordinator or to the LNS Executive Director a minimum of **2 weeks** before the departure date.
- With the completion of each of the component sheets the team's or contingent's primary contact must sign and date the sheet.

LNS ED  
Lacrosse Nova Scotia Office  
5516 Spring Garden Road, 4th Floor  
Halifax, NS B3J 1G6  
[lacrosse@sportnovascotia.ca](mailto:lacrosse@sportnovascotia.ca)

Patti Brown  
Provincial Team Coordinator  
Lacrosse Nova Scotia  
[patbrown96@yahoo.com](mailto:patbrown96@yahoo.com)

## APPENDIX

### APPENDIX A – COACHING STAFF POSITION DESCRIPTIONS

#### *Head Coach*

Responsibilities are, but not limited to, as follows:

- The Head Coach is responsible for every aspect of the team, including conduct of the bench staff during all team functions.
- LNSS wants every player to have a positive experience while participating on a representative team and the Head Coach is the lead position to facilitate, and implement this expectation.
- All Head Coaches must meet the minimum coaching certification level set out by LC for the level in which they are coaching and have completed the CCES doping module and NCCP eLearning Making Head Way in Sport, plus SafeSport.
- Conduct impartial tryouts.
- Select Team Staff who are qualified and if they have children trying out, ensure they have the skill to play at the selected level.
- Oversee the proper conduct of Team staff on and off the floor during practices and games, and while representing the team at meetings and tournaments.
- Promote equitable floor time and development for all players.
- Demonstrate positive interactions with game officials.
- Effective communication with players and parents.
- Ensure compliance with LNSS and LC rules and expectations.
- Ensure all members of the team follow the LNSS Provincial Team Dress Code.
- Ensure all teams follow the LNSS Team Code of Conduct.
- Promote positive self-esteem for players.
- Ensure all Team Staff has completed a criminal reference check and a child abuse registry check.

- Ensure proper equipment is worn during practice and games.
- Ensure non-team members are not on the floor during down time during games and practices.
- Must complete a Criminal Records Check and Child Abuse Registry check and submit both to the LNSS Office and such checks must be from within the last three (3) years.

### ***Assistant Coach***

Responsibilities are, but not limited to, as follows:

- It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach responsibilities in their absence.
- The Assistant Coach will work with the Head Coach to enable the players to achieve their full potential in a positive environment.
- All Assistant Coaches must meet the minimum coaching certification level set out by LC for the level in which they are coaching and have completed the CCES doping module and NCCP eLearning Making Head Way in Sport plus SafeSport.
- Must complete a Criminal Records Check and Child Abuse Registry check and submit both to the LNSS Office and such checks must be from within the last three (3) years.

### ***Trainer***

Responsibilities are, but not limited to, as follows:

- Monitor the dressing room and report any behaviour issues to the Head Coach.
- Ensure the proper care and safety of the players.
- Ensure that all players are appropriately warmed up prior to any physical activities, to reduce potential for injuries.
- Inform parents of any injury that has been sustained.

- Complete injury reports when required.
- Perform equipment checks and inform parents of any observed concerns.
- Maintain a properly stocked trainer's kit and have it available at all times.
- **MUST** be present for all on floor activities, practices, and games during National Tournament as injuries could occur.
- Ensure all players have appropriate post practice/game hydration and nutrition.
- Must complete a Criminal Records Check and Child Abuse Registry check and submit both to the LNSS Office and such checks must be from within the last three (3) years. Must complete SafeSport.

### ***Team Manager***

Responsibilities are, but not limited to, as follows:

- Make sure that the projected team budget to LNSS Office no later than June 15 in the same playing year as the team is operating. **(from team treasurer)**
  - Make sure that a final (actual) budget and final (closing) bank statement to LNSS no later than October 1<sup>st</sup> in the same playing year as the team is operating. **(from team treasurer)**
- Overall responsibility for team administration.
- Liaison between LNSS Provincial Team Coordinator and team parents.
- Liaison between Coach and team parents.
- Attend and lead team parent meetings as directed/required by the LNSS Provincial Team Coordinator and/or the Coaches.
- Communicate with coaches, parents, as needed to keep everyone informed of team matters (must be comfortable using email).
- Construct and distribute a team roster, practice schedule and game schedule for all team families.
- Be an official team contact to communicate with tournament organizers prior to/upon arriving and for the duration of the national tournament.
- Monitor and control the distribution of Team Jerseys.



- Recruit and assign additional volunteers as required by the team to meet all operating goals including but not limited to: equipment (helmets & gloves); clothing (polo shirts & shorts); jerseys, shorts & warm up shirts; gear bags; fundraising; tournament friendship gifts; accommodations; transportation; laundry at tournament; arrangement for appropriate hydration, snacks and meals at events and tournaments; entertainment/sight-seeing during of time at tournament.
- Arrange for tournament photographer's full disc of team game photos, make certain photographer takes extra pictures of team. Take daily disc and make sure all players are well represented in photos. Provide copies to team after tournament.
- Must complete a Criminal Records Check and Child Abuse Registry check and submit both to the LNSS Office and such checks must be from within the last three (3) years and complete SafeSport.

### ***Team Treasurer***

Responsibilities are, but not limited to, as follows:

- Submit projected team budget to LNSS Office no later than **June 1** in the same playing year as the team is operating.
- Submit a final (actual) budget and final (closing) bank statement to LNSS no later than October 1<sup>st</sup> in the same playing year as the team is operating. **(from team treasurer)**
- Collect \$250 seed money from each player when the final roster is complete
- Create individual player banks and collect fundraise money from players.
- Collect at least half of player money budget by no later than July 31st.
- Collect all outstanding player bank funds **no later than 1 week prior to departure for nationals.**
- **Ensure that individual players have enough money in their bank before giving out gear, clothing, etc.**
- Ensure that refunds of parent monies including player travel, accommodations, seed money that is fundraised is given back to parents. **Seed money may be held until return from nationals to ensure all outstanding expenses are covered.**

## **APPENDIX B – EQUIPMENT/JERSEYS**

The following is a list of equipment required by all players. All equipment must be in the proper state of repair, meet LC Guidelines and provide the protection that the equipment was manufactured for.

### ***Female Players Equipment List***

- Equipment is to be worn in the proper manner, at all times when participating in on floor activities.
- Failure for a player to wear the equipment properly will result in the player being asked to leave the floor until such time as the equipment is being worn in the proper manner.

### ***Male Player Equipment List***

- Equipment is to be worn in the proper manner, at all times when participating in on floor activities.
- Failure for a player to wear the equipment properly will result in the player being asked to leave the floor until such time as the equipment is being worn in the proper manner.

### ***Jerseys***

- All LNSS Provincial Jerseys are to be kept in good repair.
- All players on the team will wear the same uniform.
- All Provincial Team jerseys will contain the same artwork and colours.
- Only LNSS issued jerseys will be worn by teams/players during all games.
- No patches or crests other than the LNSS logo are permitted on the Jersey unless otherwise approved by the LNSS Board of Directors.
- Game Jerseys are to be worn during games only and not during practices or any other event unless approved by the LNSS Board of Directors.
- Game Jerseys may be worn during fundraising events to identify players.
- Game jerseys will not be worn at any event where they may incur damage.
- Jerseys are not to be placed in equipment bags where they can be damaged.

- Sponsor Banners are permitted, they shall be of the same design and colour approved by the LNSS Board of Directors. They shall be sewn on the rear of the jersey below the number. They are not to be affixed to the jersey in any other manner than sewing, i.e. glue.

### ***Helmets***

- Helmet colours allowed are White, Black, or Blue
- Teams must wear a uniform helmet colour, as decided upon by the Team Staff, in consultation with the parent/player group at each respective age division team.

### ***Clothing***

- Any ‘team clothing’ for on/off floor wear must be purchased from Nova Trophy (refer to [Appendix D](#)).

## **APPENDIX C – ADDITIONAL INFORMATION**

- All Team Captains will always lead the team handshake at the conclusion of each game. It is their responsibility once at the end of the line to turn and face the remainder of the line of our provincial team in preparation to lead them from the floor and to avoid any problems that might arise.

## **APPENDIX D – LNS PROVINCIAL TEAM MERCHANDISE POLICY & PROCEDURE**

1. All Provincial teams will wear the same key clothing or “core” items while representing Nova Scotia at Nationals.
2. The Clothing will be selected with input from Team NS Provincial Coaches and LNS BOD, using 2019 items as a benchmark for quality and cost factors.
3. The best possible pricing for the benefit of all Provincial players & families will be negotiated with Nova Trophy, based on a collective commitment from the Provincial Teams for these “core” items.
4. Core or “required” will include game jersey\*, game shorts and a walk-on (opening/closing ceremony) shirt. Any other clothing items, must also be purchased from Nova Trophy. Only team gear (including helmets, gloves, arm guards, etc. will be sourced and purchased at the “discretion” of each team, their management and parent group.
5. From 2022 onwards, players may utilize their jersey and walk on shirts (collard) from the year before, as the intent of LNS is to maintain the same design that was used in 2022 for these items. In this instance, select players

staying with their 2022 Provincial Team in 2023, or conceivably being selected for the next age group, could re-use their 2022 jersey.

6. For the game shorts, all teams will wear the matching Kobe white shorts to their jerseys, where sizing permits. If there is a sizing problem the Provincial Team Coordinator must be contacted to discuss an acceptable alternative.
7. Nova Trophy will prepare a list of additional “optional” items for Teams to consider and we will provide each Team with that list for their consideration. Nova Trophy is also able to source other competitively priced items not on the list, upon request.
8. Nova Trophy has also committed to providing a series of other benefits and added value opportunities to the LNS community and we encourage you to support them where possible with your business.

### ***Ordering Procedure***

1. Patti Brown-will provide each team with the list of items & pricing, including core and optional items.
2. Team Managers are responsible to submit all clothing orders to Nova Trophy with necessary details.  
**Jersey and playing short orders must be submitted no later than May 16th.**
3. Teams must arrange to secure “sample kit”, have their team sized at a Team function, and return the kits in a timely fashion. Teams are responsible for any lost or missing items from the Team kit. Return them in a timely fashion so other teams are not delayed.
4. Team Managers will submit their own team’s orders, deposits, and pay for their team’s orders. It is the Team Manager’s responsibility to be aware of timelines necessary for Nova Trophy to have each item ready.

### ***Deadlines***

1. Orders cannot be considered “placed” until completed information is supplied to Nova Trophy. This information, for example, could include size, player name, player number, additional embroidery or screening.
2. Deposit of 50% must also be received before items can be “placed”.
3. Once the complete order has been “placed”, estimated delivery time will be:
  - a. Jerseys and shorts(sublimated) – 8 weeks

- b. Shorts and shirts – 5 weeks
- c. Other - TBD based on item and supplier

We encourage all Provincial Teams to place their orders as soon as possible to provide extra lead time. Late changes or additions will potentially affect the delivery time of the whole order however Nova Trophy will work hard to accommodate our needs.

***Nova Trophy contact for Team Orders:***

[kendall@novatrophy.com](mailto:kendall@novatrophy.com)

**Kendall MacInnis | Nova Trophy Ltd.**

**Tel** [902-455-0056](tel:902-455-0056)

114 Chain Lake Dr - Unit 3

Halifax, Nova Scotia. B3S 1B1