

Here is a list of items that can help you get your season started:

Print off the managers handbook or have the link handy at all times, there is important information in here to help you throughout the season. Get in contact with your division director if you haven't already, their information can be found on our website. If you have any problems or questions throughout the season you should be in contact with them. You should also have a team roster from the head coach or the division director. Every player on the court must be on this roster for insurance purposes. If a new child has joined your team, you should be provided a new roster or notified of the new addition by the registrar, division director, or head coach. The division director will also be giving you your RAMP login and password. Keep this password safe and handy as you will need to login to enter your game sheets for. If you are having trouble signing in, haven't gotten your login information, or are having troubles using the site, contact the webmaster for help.

**Lakelandlacrosse.ca > Resources > Manager's Handbook**

- Hold a welcome meeting with the parents to get some of the following information out. Other items will be taken care of in the next couple weeks. You may want to get a welcome note/package made up for all the parents with some of this information to them easier.
- Introduce yourself and give parents your contact information (name, phone, email)
- Let everyone know who the division director is and how to contact them. (name, email)  
**( yourdivision @lakelandlacrosse.ca ie. peewee@lakelandlacrosse.ca )**
- Collect Bond Cheques. As our Volunteer Policy state, a \$200 bond cheque is to be collected by the manager and submitted to the division director after the first team meeting.  
**( lakelandlacrosse.ca > Resources > Volunteer Policy )**
- Hand out and have the parents sign the parent player contract  
**( lakelandlacrosse.ca > Resources > Parent Player Contract )**
- Hand out medical forms to every parent to fill out for their child. They must have this back for their child to play. Hold onto these forms for the season and have them accessible in case of emergency.  
**( lakelandlacrosse.ca > Resources > Medical Form )**
- Ask for a jersey coordinator volunteer and get their information. Give them the Director of Equipment's contact information ( [equipment@lakelandlacrosse.ca](mailto:equipment@lakelandlacrosse.ca) ) to arrange pick up of the teams jerseys. They will be required to sign a waiver to pick the jerseys up. If the parent has never taken care of on our webpage on how to properly clean and store. They will also be given the spectator liaison badges which they can return to you.  
**( lakelandlacrosse.ca > Resources > Equipment cleaning and storage )**
- Have a list of tournaments ready for parents to sign agree to. Once you know which tournaments you'll be entering you can collect the fees for each player to attend and block off hotel rooms in the area. Once the hotels are blocked off, let the parents know which hotel and the cut off date for booking in that block.  
**( albertalacrosse.com/content/tournaments )**
- Let all the parents know that they will be required to help with the \$100 minimum prize donation for the ice melter tournament. (divide this cost by the number of players, or assign \$5-10 per player.)
- You will need to collect \$200 bond cheque from each players parent for the season to ensure they will be volunteering for the association. Have a list of players and check off if they've given you the cheque or not. Once you have them all, give them to your division director.
- Collect criminal record checks from all parents that will be in the dressing room or the bench.
- You will also be responsible to collect RSVPs for the year end tournament once the dates get announced. You will be emailed and notified once that date is chosen. RSVPs will be due by March 15