



# LAKELAND LACROSSE

## BENCH STAFF APPLICATION

Full name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Birthdate (yyyy/mm/dd): \_\_\_\_\_

☐ **Check those that apply to this application**

Community Preference: ☐ Bonnyville ☐ Cold Lake

Division: ☐ U7 ☐ U9 ☐ U11 ☐ U13 ☐ U15 ☐ U17 ☐ U19 ☐ Junior

Position: ☐ Head Coach ☐ Assistant Coach ☐ Trainer ☐ Manager

**NOTE: A Criminal background check is required before any coach, assistant coach or manager will be authorized to conduct any activities involving any Lakeland Lacrosse player and a female assistant must be present on the girl's team and on coed teams due to any issues that may arise. RCMP Criminal Checks must be submitted with this application.**

Managers please provide the following with application form:

Respect in sports number: \_\_\_\_\_

- ☐ Criminal record check  
☐ Signed Roles and Responsibilities sheet

Trainers please provide the following with application form:

Respect in sports number: \_\_\_\_\_

- ☐ Criminal record check

Do you have any coaching certificates? ☐ Yes ☐ No

If yes: ☐ Community Development Or ☐ Competitive Intro

NCCP#: \_\_\_\_\_

- ☐ Copy of First Aid Certificate  
☐ Signed Roles and Responsibilities sheet

Coaches please provide the following with application form:

Respect in sports for coaches number: \_\_\_\_\_

- ☐ Criminal record check

Level of training: ☐ Community Development Or ☐ Competitive Intro

NCCP#: \_\_\_\_\_

- ☐ Signed Roles and Responsibilities sheet

Community Development is needed for U7 - U11

Competitive Intro is needed U13 and above

**A Coach without the proper certifications will not be allowed on the bench.**



# LAKELAND LACROSSE MANAGERS ROLES AND RESPONSIBILITIES

Team managers act on the direction of the Head Coach and Division Directors to facilitate communications between coaching staff and parents/guardians in coordinating events. The team manager relieves the head coach of the administrative tasks and allows them to focus on player development.

1. Ensure you have all the correct contact information from your players/parents/guardians to communicate pertinent information to players and parents regarding game schedules and social events. Lakeland lacrosse volunteers will use the Ramp app to communicate with their team.
2. To delegate the necessary Volunteer jobs such as Jersey coordinator, off floor officials( timekeepers, score keepers, 30 second shot clock and penalty box) and ensure all are trained in proper completion of score sheets and the operation of the equipment. Tournaments and festivals will require (50/50, raffle table, Time keeper, score keeper and Penalty box volunteers).
3. Ensure you have a team roster with 3 sets of player labels per game sheets. (If you choose to go this way, a template can be found on the Wheatland Lacrosse Association website). You may also choose to handwrite on the game sheet.
4. Ensure game sheets have been sent and entered onto the Wheatland League website in a timely manner within 24 hours of the game being played. Teams will be fined \$25 per missing field by the Wheatland Lacrosse Association (This task is required by the Home Team).
5. Collect all picture forms and money from parents/guardians either cash or cheque and have them ready in a large envelope with a roster taped to the front to check off payment and give the envelope to the photographer.
6. Call Hotels/Motels/Campgrounds to block Rooms/Campsites for Tournaments/Provincials.
7. Serve as a representative on the Annual Ice Melter Tournament Committee. U7 to U17 teams not sending a representative to be a member of the Tournament committee will be fined \$100 by the Lakeland Lacrosse Association).
8. Provide a team raffle item worth approximately \$100 or more for Ice Melter Tournament. U7/Ug teams must provide a prize worth \$50
9. Contact the Tournament host. Collect money/ Register teams for Tournaments/Festivals using contact information found on the Wheatland website; check with the parents for the desire to enter tournaments.
10. To coordinate with the Head Coach, Jersey coordinators and goalie equipment parent/guardian to ensure all equipment associated with the lacrosse programme is correctly maintained stored and returned on completion of the lacrosse season to the Director of Equipment.
11. Ensure you have a Certified First Responder on the bench for any teams participating in the Alberta Provincials this is a Provincial Requirement.
12. Ensure that players are supervised by a coach or designated adult (with a criminal background check) and never allowed to be left unattended at a game, practice or in a change room. (Coed teams shall have one male and one female parent with a valid criminal background check them at all times as stated above). Ensure all female players have a suitable separate change room.
14. Volunteer opportunities to look out for: M.D of Bonnyville Road side clean up, Year- End party/Folliott/Niedermaier Awards, Bonnyville Wagon Races Dance (18+), Bonnyville Rodeo Dance (18+)

I have read and accept this responsibility

Date:

Printed Name

Signature

Any Comments



# **LAKELAND LACROSSE HEAD AND ASSISTANT COACHES**

## **ROLES AND RESPONSIBILITIES**

Job Title: Coach

Job Purpose:

1. Demonstrate strong leadership qualities and have the ability to delegate to Assistant Coaches.
2. As an Assistant Coach be able to step up to the role a head coach if a situation arises.
3. Excellent communication and interpersonal skills.
4. To increase participation and develop individual player performance.
5. To undertake the necessary planning of activities for each practice to ensure (L.A.D.) Long Term Athlete development.
6. To ensure all equipment associated with the lacrosse programme is correctly maintained stored and returned on completion of the lacrosse season to the equipment manager in either Bonnyville or Cold Lake.
7. Take responsibility for your own development by ensuring you have your Community development and Competitive introduction certificates; which ensures you will be present on the bench with your players come time for Provincials.
8. Call to Discipline chart, it is the responsibility of the Head Coach and Assistant Coaches to know the rules of the game
9. Begin and end practice on time.
10. Ensure all players have opportunity to improve their skills.
11. Respect the game and the officials and communicate with them in a respectful manner.
12. Obtain, read and abide by the rules of the Lakeland Lacrosse Association, Alberta Lacrosse Association and Wheatland League.
13. Never place a personal or external desire to win ahead of a player's emotional or physical well-being.
14. Ensure that players are supervised by a coach or designated adult and never allowed to be left unattended at a game, practice or in a change room.
15. Never knowingly permit an injured player to return to the game without proper medical attention
16. Ensure all female players have a suitable separate change room.

I have read and accept this responsibility

Date:

Printed Name

Signature

Any Comments:



# LAKELAND LACROSSE CRIMINAL RECORD CHECK

Criminal Record Checks can be done at the local RCMP detachment or online during your registration. If you do the check online please send us a copy of the result. If you are going into the detachment, please give them this request form.

All volunteers must submit their criminal record check by no later than April 15.

Submit your records in person to your division director or by emailing [registrations@lakelandlacrosse.ca](mailto:registrations@lakelandlacrosse.ca)



## LAKELAND LACROSSE HOME OF THE HEAT

January 1, 2023

To Whom It May Concern:

\_\_\_\_\_ (name) is a volunteer for the Lakeland  
Lacrosse Association as a \_\_\_\_\_ (position).

As part of their volunteering position, they will be working in close contact with youth aged 3-17. Due to this, and in the interests of protecting the youth in our community, all of our volunteers are required to complete a vulnerable sectors record check.

If there are any questions, please contact our Association at [registrations@lakelandlacrosse.ca](mailto:registrations@lakelandlacrosse.ca)

Thank you in advance for your cooperation,  
Janelle Fox  
League President

Lakeland Lacrosse Association  
4313 50 avenue  
Unit 1007  
Bonnyville, Alberta T9N 0B4



# LAKELAND LACROSSE TRAINER ROLES AND RESPONSIBILITIES

Job Title: Trainer (Safety Person)

Job Purpose:

1. To ensure the health and well-being of the team.
2. To ensure the team has a properly stocked and accessible first aid kit.
3. To ensure their certification is up to date and with them during all games.
4. Through assessing the injured player, you are responsible for determining if that individual leaves the game and/or if that individual requires a doctor.

For minor injuries like cuts and strains, bandages and ice packs administered by the Safety Person may suffice.

5. If you have a seriously injured player on the ice, but you have limited first aid training, it is your job to know before the game where to find a more qualified individual to attend to that player or official (e.g. doctor/nurse in the stands, 9/11, life guard from a neighboring pool, etc.).

6. You are responsible for the emergency action plan that will set in motion the chain of events that will quickly and efficiently bring expert, medical care to an injured player.

7. In the event the player needs medical care, get the medical sheet from the manager and have them contact the parents/guardians if one is not present.

8. Parents must be fully apprised of injuries involving their children. A clear and accurate explanation of the injury to the parent is the Safety Person's Responsibility. Additionally, tell the parent what you did to assist the injured player.

9. It is the Safety Person's responsibility to ensure that players enjoy their lacrosse experiences free from bullying from other players, coaches, and parents. Having fun is the objective. Not all players will be equally experienced thus newer players need to be supported in their development and teasing, taunting, verbal and/or physical abuse will not be tolerated. Parents and other players are urged not to yell directions to the players as this confuses them and makes it tougher for the coaches to do their jobs. Communication between the coaches and Safety Person regarding mistreatment of this nature will help reduce and prevent such outcomes.

Lakeland Lacrosse recognizes only ONE Trainer per team at any given time.

I have read and accept this responsibility

Date:

Printed Name

Signature

Any Comments: