



# COACHES HANDBOOK

FOR USE IN MINOR BOX LACROSSE

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## Introduction

The purpose of this document is to aid Lower Mainland Minor Lacrosse Commission (LMMLC) coaches, in understanding their duties and responsibilities with respect to their League Commissioner.

## Game Sheets

It is the responsibility of the home team to ensure that the game sheet is clearly and properly filled out prior to the start of each home game. Players' full legal names must be used. *If using paper copies as back-up to the Ramp on-line system the following procedures are to be followed.*

***Please review the BCLA Bench Officials Handbook with your team manager. The handbook contains an example of a properly filled in game sheet. A video demonstration is also available at [www.lmmlc.ca](http://www.lmmlc.ca)***

The home team's scorekeeper is responsible for distributing the copies of the game sheet at the conclusion of a game. The winning team's representative is given the top 2 copies of the game sheet (white, and pink). The losing team's representative is given the bottom copy of the game sheet (golden rod). In the event of a tie, the home team's representative is given the top 2 copies of the game sheet.

The winning team's coach or manager is responsible for submitting the top copy of the game sheet (white copy) to the League Commissioner. The white original copy of the game sheet must be electronically sent to the League Commissioner within 24 hours after the conclusion of the respective game. In the event of a tie the home team's coach or manager is responsible for mailing the original copy of the game sheet.

It is imperative that Commissioners receive game sheets on time. Failure to do this will result in the game points not being recorded. The team will lose the points and could be eliminated from Provincial play. A simple phone call will assist in ensuring the Commissioner is aware the games have been played but in no way takes the place of the game sheets.

The League Commissioner's contact information is located at the bottom of the distributed Team Information Sheet.

***Failure to submit the game sheet to the League Commissioner on time will result in the forfeit of any points awarded to teams for the respective game. All games must be entered into the Ramp online system via the app or the website within 30minutes of the conclusion of the game***

### **Each game sheet must contain the following information if using back up hard copies:**

1. The date, location, type of game, game number, division and level of the teams involved.
2. The home and visiting **association names**... do not use team names (example: Vancouver, New West #1).
3. Each team's player roster should:
  - identify the Captain (C) and Assistant Captains (A) with the appropriate letter
  - identify the goaltender (G) with the appropriate letter
  - identify any suspended player(s) – scratch off game sheet roster and write in game notes

- not include any player(s) missing at the start of the game
  - add any missing player(s) as soon as they arrive at the game
  - identify any player(s) called up in the Game Notes section – call-up sheets must be used
4. Include all bench personnel in attendance: Total of 4 non-playing personnel only on bench
    - the name of the head and assistant coaches with their NCCP #
    - the name of the trainer
    - All personnel on bench must be written on game sheet
    - Head coach is responsible for all team personnel.
  5. The coach or manager must sign the game sheet verifying their team information is correct(**on the ramp app must verify in the home or away game code to sign**).
  6. The scorekeeper and timekeeper(s) must print their names on the game sheet(**names are entered under officials in the app**).
  7. The scorekeeper must enter the correct scoring information.
    - review the BCLA Bench Officials Handbook
  8. The scorekeeper must enter the correct penalty information
    - review the BCLA Bench Officials Handbook
  9. The scorekeeper must enter the game summary information at the conclusion of the game.
    - in the Novice to Midget divisions the scorekeeper should keep track of the number of saves each goaltender makes
  10. Game officials (referees) must print name prior to start of game and verify the game information then sign the game sheet after game ends. Officials get paid **prior to game**.(**names are entered under officials in the gamesheet app - don't forget the shot clock person**) **TO SIGN OFF OF THE GAME THE OFFICIALS CODE MUST BE LOGGED IN BY EITHER THE OFFICIAL OR SCORE TO HAVE THEM SIGN OFF**
  11. The scorekeeper must distribute the copies of the game sheet to the appropriate team personnel.**GAME MUST BE MARKED FINISHED FOR THE SCORE TO REGISTER**

## League Season

For All Novice to 16U and Female Bantam divisions. The tiering schedule runs from Monday, April 11, 2022 to Sunday, May 2, 2020 inclusive. All tiering games must be completed by Sunday, May 3, 2020. Tiering games cannot be rescheduled after May 3, 2020.

For all females divisions the schedule will run from Monday, April 11, 2022 to Sunday June 19, 2022 there will be no tiering break,

Teams may be reassigned to a different division or league based on their performance during the tiering schedule. Team(s) will be reassigned prior to the start of the regular league schedule.

For All Novice to 16U and Female Bantam the regular season will run from Monday, May 9, 2022 to approximately the middle of June depending on the Provincial Championship date. All regular league games must be completed by the final date on the schedule as posted. No games can be rescheduled after this date.

Provincial Playdown games will begin within a day of your regular season end (see Provincial Championship information).

The home team's Head Referee and/or Referee Allocator shall appoint two properly carded referees for all regular league play. As well as a certified ref for the 30 second clock:

For divisions Novice and above (and Tyke 5v5 and in the Female divisions) the game cannot be played unless a second referee can be appointed and both teams must be in agreement. The game sheet must be signed by the coach of each of the teams clearly indicating that they are in full agreement. If either team is not in agreement or a second referee cannot be found then the game should be rescheduled by the home team.

A second official is not required for the Mini-Tyke & Tyke(3v3) division but may be used at the Home Associations' discretion.

All games must end on time so that the next scheduled game in the facility is not delayed. The Referees shall shorten the length of the third period as required so that the game finishes on time if necessary

No home game time shall start before 6:00pm during the week, without approval by both participating teams and without notifying the Commissioner.

No home game time shall start after 9:00pm without approval by both participating teams and without notifying the commissioner.

***Every effort must be made to play all league games as scheduled. Fines will be issued (see Rescheduled games section).***

***League Commissioners have until June 1<sup>h</sup> to move any teams for league and Provincial Championship play.***

## League Points

Points will be awarded during tiering, transitional and regular league games played as follows:

- 2 points - win
- 1 point - tie
- 0 points - loss

***Points awarded during the tiering, transition and league schedules are included in the league standings.***

## Rescheduled Games

If either the home or visiting team wishes to reschedule a game, **the team wishing to reschedule a game must contact their opponent no later than 48 hours prior to the scheduled game time.**

Any team failing to appear for a game at the appointed time and place is responsible for paying the referee fees & certified Shot clock official present at the game and for any floor rental charges. ***The offending teams association treasurer will be billed by the association that appeared and paid the floor and referees*** The League Commissioner will be notified of the situation as soon as possible and will

report the incident to the LMMLC Chair for further action. **(fines of \$100 will be imposed by the league and a team and/or association will not be in good standing until all fees and fines related to said game are paid)**

**Any team requesting a reschedule due to being in a tournament, must do so 1 week prior (if possible) to original game date, if not their home association or team may be fined \$50.00.**

When a rescheduled game is agreed upon it is the responsibility of the home team to reschedule the game as soon as possible. All rescheduled or TBR games must be rescheduled prior to the completion of any league schedule.

In any rescheduling disputes, the League Commissioner will determine if a reasonable effort was made to reschedule the game by the teams. The offending team will forfeit the game and associated points. **Also the offending association will be fined \$50.00 payable to the LMMLC.**

***The League Commissioner must be notified of all rescheduled games as soon as possible.***

***League Commissioners do attend games whenever possible so they must be updated on all scheduling changes.***

## **Suspension Information**

**The head coach of a team is responsible for reading the Minor Directorate Disciplinary Rules and Rule Interpretations provided by either their home association or their League Commissioner. It is on the LMMLC website.**

***The head coach of a team is responsible for knowing which major penalties are associated with automatic suspensions.***

The head coach of a team is responsible for knowing when their players/coaches have received a penalty associated with an automatic suspension. The head coach of a team must immediately enforce any suspension received by a player/coach for the required number of games. The head coach of a team will not wait to "hear" from their League Commissioner informing them of any coach/player suspension. A head coach of a team should contact their association's Head Coach or League Commissioner if they are uncertain how to apply the suspensions in the Minor Directorate Disciplinary Rules.

A player/coach's suspension can only be served during any regular league game, tournaments and provincial play down games. **A suspension cannot be served during an exhibition game and the player/coach cannot play or be on the bench during a regular league game, tournament or provincial play down game for any another team.**

A head coach of a team must use the following procedure when dealing with an automatic suspension:

1. Determine if a player/coach has received a penalty that requires an automatic suspension
2. Contact their League Commissioner as soon as possible and inform them of the penalty and confirm the length of the suspension
3. Remove player/coach name from game sheet roster, but write the suspended player/coach's name in the game note box on all game sheets that they are suspended for; if this isn't done, the suspension does not count

- Indicate the suspension next to the player/coach's name in the game sheet notes on the game sheet (mark them as suspended on the roster listing and under the officials code - in game notes mark them as suspended as below)
  - E.g. Joe Smith Suspended 1 of 3

***Rule #18 - Minor Directorate Disciplinary Rules states...***

***Any team that plays an ineligible player while under suspension by a Commissioner or Commission will lose any points earned from the games in which the ineligible player played. The Coach will be suspended for two (2) games for the first offense and for the second offense, an automatic referral to the British Columbia Lacrosse Coaches Association for appropriate disciplinary action.***

## **Player Movement Information**

A head coach of a team may request a player from a lower caliber team of the same division or from a lower or equal calibre team in a lower division team to "play up" on their team for any regular league game, tournaments and provincial play down games.

**Any Female player registered and playing on a female only team can only be called up to a female only team one division higher. Any female playing on a mixed team can only be called up to a mixed team one division higher. They cannot cross over.**

Any player who plays five (5) games for a higher team or teams shall be ineligible to return to his/her original team for the duration of the current season. Any player appearing on a fifth game sheet, other than his/her original team must remain on the higher team with the Home Association placing the player on a team for the balance of the season, if required.

A player registered to an "A" team shall only be allowed to play on an "A" team of the division higher. A player registered to a "B" team will be allowed to play up on an "A", "B" or "C" team in the division higher (for example, a Peewee "B" player may play on a Bantam "C" team). Teams will not be allowed more than two (2) of these players.

In extreme circumstances where an association may not have a B or C team to call from either within the same divisions or the division below the team may ask permission from the TWO (2) league commissioners for an A players from the division below to be called up prior to the game, both commissioners must discuss and be in agreement. If approved the team can only have 2 "A" players max. The league chair must be notified from the commissioner of the team who requested the A player whether approved or denied and with rationale.

Call-up sheets submitted with the game sheet to the Commissioners must be signed in accordance with BCLA Operating Policy 4.07 by the coach or if unavailable another team representative. Call-up players still need to be written at bottom of game sheet roster as well as in game sheets notes. (call up players are listed as AP on the roster and call up sheet is uploaded into the game on the website within 30 minutes of the end of the game)

No more than four (4) players of the same or lower calibre may be brought up to any team in the same game without the written permission of the League Commissioner before the game is played. Violation of this rule would constitute Rule 18 - Minor Directorate Disciplinary Rules whereby a coach will be suspended for playing an ineligible player.

## Referee/Shot Clock Payment Fees

### Shot Clock –

Novice/Peewee *:	\$15.00 per game only
Bantam & Midget & Jr female*:	\$20.00 Per game only

### Referee Payment -

Mini-Tyke:	\$20.00 per game per referee
Tyke *:	\$20.00 per game per referee
Novice *:	\$30.00 per game per referee
Peewee *:	\$35.00 per game per referee
Bantam *:	\$40.00 per game per referee
Midget *:	\$45.00 per game per referee
Female Junior:	\$50.00 per game per referee

Travel fee of \$15.00 per official per trip if outside home association

\* - both Minor and Female

## Provincial Championship Information

Teams wishing to qualify for the Provincial Championships must contact their Association President regarding the submission of a Provincial Declaration form. The British Columbia Lacrosse Association (BCLA) office must receive Provincial Declaration forms by June 1st.

The LMMLC League Playdowns will begin approximately two (2) weeks prior to the start of the Provincial Championships, unless there is a wildcard. Only teams who have submitted their team's Provincial Declaration form into the BCLA will be eligible for the LMMLC League Playdowns. The LMMLC playdown format will be emailed to all participating teams prior to the start of the league playdowns.

### **2022 Provincial Championship Locations/Dates:**

Female Box Lacrosse:	Coquitlam	July 14-17, 2022
Peewee A1, A2, B and C:	Delta	July 7-10, 2022
Bantam A1, A2, B and C:	North Okanagan	July 14-17, 2022
Midget A1, A2, B and C:	Port Coquitlam	July 7-10, 2022

## Arena Information

Arena	Address	Postal Code
Abbotsford Recreation Centre	34690 Old Yale Road, Abbotsford	V3G 1C4
Aldergrove Arena	2882 272 Street, Langley	V4W 3J9
Bill Copeland Sports Centre/ Burnaby Lake Arena	3676 Kensington Street, Burnaby	V5B 4Z6
Chilliwack Twin Rinks	5745 Tyson Road, Sardis	V2R 3R6
Cloverdale Arena	6090 176th Street, Surrey	V3S 4E7
George Preston Recreation Centre	20699 42 Avenue, Langley	V3A 3B1

Gibsons & Area Community Centre	700 Park Road, Gibsons	V0N 1V0
Hope & District Recreation Centre	1005 6th Avenue, Hope	V0X 1L4
Great Pacific Forum	10388 Nordel Court, Delta	V4G 1J7
Harry Jerome Recreation Centre	123 East 23rd Street, North Vancouver	V7L 3E2
Kensington Arena	6159 Curtis Street, Burnaby	V5B 4X7
Killarney Community Centre	6260 Killarney Street, Vancouver	V5S 2X7
Kitsilano Community Centre	2690 Larch Street, Vancouver	V6K 4K9
Ladner Leisure Centre	4600 Clarence Taylor Crescent, Delta	V4K 3X3
Langley Events Centre	7888 200 Street, Langley	V2Y 3J4
M.S.A. Arena	2323 Emerson Road, Abbotsford	V2T 3J2
Minoru Arenas	7551 Minoru Gate, Richmond	V6Y 1R8
Mission Leisure Centre	7650 Grand Street, Mission	V2V 3T3
Moody Park Arena	701 8th Avenue, New Westminister	V3M 2R2
North Delta Recreation Centre	11415 84 Avenue, Delta	V4C 2L9
North Surrey Recreation Centre	10275 135 Street, Surrey	V3T 4C3
Pitt Meadows Arena Complex	11435 Bonson Road, Pitt Meadows	V3Y 2S3
Planet Ice - Coquitlam	2300 Rocket Way, Coquitlam	V3K 6Z2
Planet Ice - Maple Ridge (Cam Neely Arena)	23588 105 Avenue, Maple Ridge	V2W 1B8
Poirier Sport & Leisure Complex	630 Poirier Street, Coquitlam	V3J 6B1
Port Coquitlam Recreation Complex	2150 Wilson Street, Port Coquitlam	V3C 6J5
Port Moody Sports Centre	300 loco Road, Port Moody	V3H 2V7
Prospera Centre	45323 Hodgins Avenue, Chilliwack	V2P 8A8
Queen's Park Arena	1st Street/3rd Avenue, New Westminister	V7H 2V6
Sunshine Coast Arena	5982 Shoal Way, Sechelt	V0N 3A6
South Delta Recreation Centre	1720 56 Street, Delta	V4L 2B1
South Surrey Arena	2199 148 Street, Surrey	V4A 8L5
Squamish Civic Centre	1009 Centennial Boulevard, Squamish	V0N 3G0
Sungod Arena	7815 112 Street, Delta	V4C 4V9
West Vancouver Arena	786 22nd Street, West Vancouver	V7V 4B9
White Rock Centennial Arena	14600 North Bluff Road, White Rock	V4B 3C9