

Richmond Lacrosse Association

MANAGER'S HANDBOOK

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Introduction

Congratulations on your new role as Team Manager! A well-managed team improves the likelihood of an enjoyable experience for all involved - players, parents, coaches, and other volunteers. Coaches can focus their efforts on the game and parents save time.

As the team manager, you will be in regular communication with the coach(s), parents and the commissioner of your league. You are the main point of contact for your team. Stay in touch with your vice president of box/field to make sure you are up to date on everything happening with RLA.

If you have any questions, concerns, suggestions, or notice something missing in this document, Reach out to the secretary at secretary@richmondlacrosse.com

Thank you for volunteering and good luck on the season!

Document Purpose

This document describes the responsibilities of the Team Manager role. The sections are listed roughly in order of when a manager typically encounters these responsibilities, from before the pre-season to after the postseason. Note that individual seasons may vary depending on the team you're managing, as many teams do not have all phases of pre-season warm-ups, team selection, tiering, regular season, tournaments, playoffs/playdowns, and provincials.

Note: This document is written as though Team Manager is the responsibility of a single person. Some teams may choose to assign these responsibilities to several volunteers, possibly including the coach.

Pre-Season Manager Responsibilities (overview)

RLA Policies & Website (review)	RLA Code of Conduct , RLA Operations Manual , RLA website
Review/Update Roster	Check RAMP & list provided by RLA. Confirm players match and contact information is updated.
Pre-Season & Regular Season schedules	Pre-season schedule updated on RAMP by RLA. As regular season practice & games schedules become available, update RAMP App. Game schedule to be provided by the league.
Prepare Team Welcome Communication	<p>*Sample “Welcome Email”– see Appendix 1. <i>Include the following:</i></p> <ul style="list-style-type: none"> ● Introductions: coaches & managers ● Opening Day information ● Practice days & times (if available) ● Forms: Player BCLA Medical Form ● Equipment list ● Welcome Meeting date (usually before/after 1st practice)
Connect with Coaches	<ul style="list-style-type: none"> ● Complete Coach Registration Forms (Minor Box – due May 1st/ Men’s Field – due Dec 1st) ● Complete Coaches & Volunteers Criminal Record Check (use link sent from RLA) ● Confirm Team Equipment ● Determine schedule – practices & home games
Prepare Proposed Team Budget	<ul style="list-style-type: none"> ● Research & plan for potential tournaments – cost to be included in Team Budget ● Sample Team Budget □ download a copy before making edits; also see Appendix 2
Plan Welcome Meeting (sample Start Up Info hand out – Appendix 4)	<p>*Suggested agenda for the Welcome Meeting:</p> <ul style="list-style-type: none"> ● Team Expectations (work with coaches on this) ● Review RAMP & other communication channels (if any) ● Discuss & vote on budget (sent budget prior to meeting) ● Collect Player BCLA Medical Form ● Volunteer requirements & jersey deposit cheque ● Season Timeline: Tournaments, Playoffs, etc. ● (optional) Players Intro Survey (linked HERE) – also see Appendix 3 or see another example HERE

Pre-Season Manager Responsibilities (details)

1. Become Familiar with RLA Policies and Website Content

As manager, you will often be asked about RLA policies. While ownership of these policies lies with RLA executives, it is helpful for the Team Manager to become familiar with key documents, particularly the [RLA Code of Conduct](#). In addition, the [RLA Operations Manual](#) and [RLA website](#) are full of great information for you and your team. Of particular interest is our Manager's Corner where we store links and forms for all key items listed in this document.

2. Review/Update Roster

Initial RAMP rosters should be populated by the RLA Registrar along with previous season information. Review this information to ensure that the roster and contact information is correct and that all families are receiving email/RAMP notifications. You will be provided through our communications platform a team list with contact information for families from registration. Validate this list to help prevent future communication issues. Updates are required during the season to align with team selection, player releases, and other changes, etc. Be sure to update the Registrar when these updates are required.

3. Confirm Pre-Season Practice Schedule

The floor scheduler will allocate your team times based on historic data as well as what the coach has requested where possible. Work with the RLA Scheduler and RLA Executives (VP Minor / VP Field) to confirm the pre-season practice schedule. Ensure these dates align with coach and floortime availability and input/update confirmed times into the team communication App (e.g., RAMP). (Any floor time that is not used must be returned with at least 7 days notice or we could be charged for it if not used by another team).

Tip: These initial sessions are a great time to send an early introduction email to the team to remind families the importance of inputting their availability in TeamSnap.

4. Complete Player BCLA Medical Forms

[BCLA Player Medical Forms](#) are needed in the case that a player is sent to hospital via ambulance and the parents are not present. The Team Manager is responsible to collect a completed Medical Form for each player on the team. Forms should be kept in a dou-tang or folder and MUST be present at every practice and game. Give a copy to the Coach & have them kept in the ball bag.

5. Complete Player/Parent Code of Conduct Forms

Each player and family must sign the [RLA Code of Conduct Form](#) each season. Please ensure that these are all completed (typically at registration).

6. Complete Coach Registration Forms

Coach Registration Forms must be submitted to the relevant RLA VP (Minor Box, Field) for all Coaches, Assistant Coaches, and Bench staff. Forms are as follows:

- Minor Box - [Form 100B](#) - Due May 1
- Men's Field - Form 100M - Due December 1

Tip: Review of this form may identify a need for coaches to obtain additional coaching certifications.

7. Complete Coach/Volunteer Criminal Record Checks

All adult volunteers working with players, must have a valid Criminal Record Check completed using the RLA link and code provided to you by vpminor@richmondlacrosse.com. CRC's are valid for 3 yrs.

8. Confirm Team Equipment

Each team is provided equipment by RLA. It is the responsibility of the Coach to work with the equipment manager to acquire this equipment and make sure it is at each game and practice.

- **Game & Practice Balls** – The RLA will issue practice balls and game balls to each team.
- **Jerseys** – By Deposit
- **First Aid Kit** – If you use anything from the kit that needs to be replaced please contact the RLA Equipment Manager. Tape found in the first aid kit is not to be used for equipment repair. Please keep the kit clean and dispose of any used contents appropriately.
- **Ice Packs** – Small instant packs are included in your first aid kit, but small Ziploc sandwich bags of ice cubes work well for this, or foam cups partially filled with water and frozen.
- **Goalie Gear** – Each goalie is to arrange to be suited by the equipment manager at U11 and above. The coach will be given goalie gear for U7 and U9.

9. Obtain Team Uniforms

- **Jerseys**
 - Teams will be given a set of jerseys. Note that the HOME team is responsible for alternative jerseys when there are conflicting colours. (Please ensure to check for color conflicts with other teams at least 48 hours before to access alternative jerseys. Jerseys are not to be altered in any way.
 - Cheques will be cashed for any jersey that is not returned.

- At the end of the season, Jerseys must be returned having been washed and folded.
- **Shorts** – All players at U11 and above divisions are required to wear RLA matching shorts for games as part of their uniform. U7 and U9 teams can make a team decision on requiring shorts.
- **Socks** – We encourage all teams to have players wear similar socks but this is not required. Team Socks can be purchased at the discretion of the teams from RLA

10. Plan for Tournaments (and potential postseason)

Team Managers are responsible for entering your team in tournaments. Tournaments can be found on the [BCLA website](#). Minor Box tournaments are typically open for viewing in mid-March.

- Submit the tournament request form on the BCLA tournaments website.
- Organize Accommodations:
 - You or a designate should look into accommodations for out of town tournament(s). Quite often the host of the tournament will make arrangements with hotels/motels in their area to provide a better rate.
- At the tournament, it is the managers duty to check the team in with the tournament coordinator.

Note: RLA is hosting a tournament for every age group.

11. Submit Team Fees/Budget

The team manager (with input from the head coach) can create a team budget to plan expenses for the season. [Team Budget Template](#) (linked) – **please download a copy before updating the spreadsheet.** Some things to consider are:

- Tournament fees
- Ref fees for exhibition games
- Apparel (shorts, warm up shirts, socks and/or sweatshirts/jackets)*
- Wrap up party
- Player gifts
- Team bonding activities
- Coaches' gifts

These Fees are typically then divided among the team. Teams can complete fundraising activities and seek sponsorships to offset the cost of the expenses, **but these initiatives must be approved by the RLA board.**

12. Collect Jersey Deposit & Volunteer Cheques

Collect \$100 jersey deposit cheque from each player, as well as a \$200 volunteer deposit cheque. Cheques will be destroyed at the end of the season, as long as the jersey is in good condition and volunteer requirements are fulfilled. For cheques that need to be deposited (jersey or volunteer), please give to RLA treasurer at the end of the season.

Regular Season Manager Responsibilities (overview)

Schedule exhibition games	**work with RLA Exec and Scheduler
Review game schedule	Games are posted by LMMLC - check website HERE <ul style="list-style-type: none"> ● Confirm game times/dates match floor availability
Review expectations & locker room safety	Review “Locker Room Safety” with players, families, and coaches.
Assign volunteers for home games	Create a schedule for roles needed for each home game: <ul style="list-style-type: none"> ● Timekeeper ● Scorekeeper ● Snacks (to be shared at the end of the game) - <i>optional</i>
Prepare payment for game officials	RLA Treasurer will provide a cheque to each team to pay team officials at home games. Payment made in cash.
Submit Gamesheet on RAMP (for home games)	<ul style="list-style-type: none"> ● Complete online gamesheet
As needed: * Complete Player Call-Up Form * Reschedule games	<ul style="list-style-type: none"> ● Research & plan for potential tournaments – cost to be included in Team Budget ● Sample Team Budget □ download a copy before making edits; also see Appendix 2
Plan team bonding events throughout the season	Some events can be included in the Team Budget.

Regular Season Manager Responsibilities (details)

1. Schedule Exhibition Games

If appropriate for your team, work with the RLA Scheduler, RLA Executives (VP Minor / VP Field), as well as contacts from other associations to schedule exhibition games. Ensure these dates align with coach and floortime availability, and update confirmed times into TeamSnap/RAMP.

2. Pay Referees and Shot Clock Officials

Managers are responsible for paying referees and shot clock officials. Referees are paid according to the [BCLA Referee Fees Schedule](#). An additional charge will be required if an out-of-town referee is required. The referee allocator will work with the league commissioners to assign officials to your games and inform you if you have out-of-town officials that need to be paid extra.

At the beginning of the season, each team will be given a cheque for fees for officials. Make sure you have the exact amount to pay each official. Payments are made in cash and should be ready to give at the beginning of the game.

Note: Referee expenses for exhibition games are the responsibility of the team and are not covered under RLA.

3. Review Regular Season Game Schedules

Once confirmed by the relevant commission, obtain the relevant division schedule from the [Lower Mainland Lacrosse Commission website](#). Ensure home games align with floortime availability, and update confirmed times into team communication app.

Suggested: Contact the opposing team to confirm the game 24-48 hours prior to the game to ensure there are no conflicts in jerseys and that they know about limited parking at times

4. Assign Home Game Volunteers

For home games you are going to need a few volunteers, so things run smoothly. It is best to add an assignment(s) in Teamsnap so that families can sign up for the positions. These are some of the positions needed:

- Scorekeeper of electronic game sheet
- Time keeping
- Refreshments (Optional)
- Social Media (Optional) – posts are sent to relevant RLA VP (Box or Field) or president for posting

Note: This volunteering does not count towards Association Volunteer requirements. Refer to the RLA Volunteer policy for further details.

5. Submit Game Sheets

The manager is responsible for completing the electronic game sheet in the RAMP scorekeeping app. Game sheets are to be updated RAMP app Score sheets located [HERE? > Manager's Corner > GameSheets App Instructions](#)

Game sheets should include the following:

- Roster – accurate with any players not playing crossed off.
- Coaches NCCP numbers beside their names.
- Referees sign off.

6. Complete Player Call-Up Forms

Player Call-Up Forms are occasionally requested to help field a team for a game.

- To obtain approval for a call-up:
 - The *Authorized Coach/Team Official Requesting Player* as well as the *Authorized Coach/Team Official Accepting Player* must complete and sign the [BCLA Player Call-up Form](#) form.
 - The Team Manager must ensure that the Call-Up form is completed, signed, & attached to the game sheet sent to the commissioner.
- Key Governance rules to be monitored by Team Managers:
 - Players - 4 games, athlete moves up permanently on 5th (Tournaments count)
 - Goalies - 6 games, athlete is moved up permanently 7th (Tournaments count)
- The following principles are guidelines in Call-Ups:
 - Player safety is paramount when calling a player up to an older division.
 - Best practice would include practicing with call-up team before they play a game
 - We will work to spread call up opportunities out to drive broad player development.
 - Player must fulfill their commitment to their team first - they can not be called up if they have a game at the same time - practices are at the discretion of the coach).

7. Reschedule Games (as required)

The team manager is responsible for reviewing the schedule for any conflicts with games and practices. When a Regular Season game becomes canceled (“*To Be Rescheduled*”), it must be rescheduled as follows:

1. Notify the opposing team (copy the Lower Mainland Commission division commissioner).
2. Ask the scheduler for what dates and times are available that you can offer the opposing team - it is always a good practice to offer at least 2 or 3 options.
3. Give the opposing team the options.
4. Once new time is agreed to by both teams, email your commissioner to update them.
5. Referees will be scheduled once the game has been uploaded into the league schedule so it is important to get confirmation from your commissioner that it is done, also send an email to the referee allocator that the game is coming.

6. Contact the RLA scheduler to return any unused floortimes.
7. Update Team communication app.

8. Support RLA Special Events

The Team Manager will receive requests from RLA executives to help communicate to the team regarding the association-managed events including the RLA Raffle, Tournament Volunteering, Team Pictures, and Year-End events.

9. Declare for Provincials

Teams at U13 and above both mixed and female will need to determine if they are going to declare for provincials. Teams need to have the commitment to attend should they make it based on where the provincials are that year.

Deadlines vary each year and will be communicated by the vp (minor/field) two weeks prior for the team to decide. Teams not declaring for provincials will not be involved in playdown games.

Locker Room Safety

There is a 2 deep rule in the locker room, meaning no adult should be alone in a locker room with players. For female teams, a female adult should be one of the 2.

RLA has a no cell phone policy in locker rooms, this includes no photos. A phone can be used to stream music only. Player's cell phones should be left at home, stored away, or kept in a designated box until after the game.

Social & Team-Bonding Events *(optional)*

- Plan Season Kick-off team bonding event
- Organize social events throughout the season
- Plan End-of-Season party & players/coaches' gifts

Postseason Manager Responsibilities

1. Confirm Return of Equipment and Jerseys

Teams should return equipment within one week of your season's conclusion and if you are not able to do so should contact the Equipment Manager immediately.

2. Submit Referee Reconciliation Form

The treasurer will provide a cheque to cover referee fees at the beginning of the season. At the end of the season, the referee reconciliation form needs to be scanned and emailed back along with returning any surplus funds. If more funds are needed during the season the treasurer will replenish you for your remaining games

3. Help Build RLA

Many hands make for light loads! RLA is always looking for new volunteers! Optionally, finish the season by participating in the AGM and helping to identify new volunteers for full time association roles.

Appendix 1: Team Welcome Email

Hello U11 families!

Welcome to the U11 team! We are excited for a season full of learning and fun. Thank you for your patience as we get things organized for the start of the season. We look forward to providing support and help for the team this season. We will share more details about the team and the season in the coming weeks.

1) Coaches & Manager

- Introduction

2) RLA Opening Day: Saturday, April 4th – Location_____

- Join us to.....

3) Equipment List (linked [HERE](#))

- proper running shoes are needed for kids to play safely (no Crocs please)
- if you have any questions about equipment or if you need equipment, please reach out to (manager/coaches' names & contacts)
- Shorts & socks: if you purchased game shorts and socks, we will be distributing them in the coming weeks

4) Season Timeline & Schedules (if available)

- For divisions that have playoffs/post-season games, include potential dates

5) Players Medical Form & Code of Conduct Form

- **ACTION:** please complete the attached forms & return to me by _____

6) Save the Date - welcome meeting

- We will have a quick welcome meeting for players & families on _____ to review our team budget, share information about the season, etc.

Please follow the team on Instagram @richmondroadrunners =) If you have any questions, please let us know!

Thank you,

_____ (your name)

Appendix 3: Player Intro Survey



U11 - ROADRUNNERS

Name: _____

1. How long have you been playing lacrosse? (circle one)

First time!

1 year

2 years

3+ years aka. I'm a Pro!

2. What's your favourite sport (besides lacrosse)? _____

3. If you could have any superpower in a game, what would it be? (circle one)



Super speed



mind-reading



perfect aim



Other:

4. What's your favourite snack after practice? _____

5. Which one are you?



Loud & proud



Chill & quiet



Fun & wild



Still figuring it out

6. Would you rather....



score the winning goal



make a game-saving block



do the coolest celly



call the game on live TV

7. What's your favourite movie, show, or book? _____

8. What's your favourite song to add to our team playlist?

9. What are your hopes for this season?

10. To have a fun season, what do you need from Coach Aaron?

Appendix 4: Sample Team Start Up Info (flyer)



U11 TEAM START UP INFO



Tournaments

We will play in 2 - 3 tournaments this year. Details to come. Please let us know if you are **not** available.

May 30 - June 1: New Westminster Bellie Bowl

June 11 - 15: Richmond Salmon Festival

July 3 - 6: Burnaby Jack Crosby Tournament (TBC)



Important Dates

Team Start Up Meeting - April 3

RLA Opening Day - April 5

RLA Alumni Game - mid April

Team Photo Day - mid May

RLA Alumni Game - mid April

Parents vs. Players Game - Early June

Year End Party - week of June 23 - 30 (TBC)

Salmon Festival Parade - July 1



Communication/Attendance

WhatsApp: ??? or.....

RAMP: please mark attendance on RAMP



Team Fees

Team fees cover:

- Tournament Fees
- Social Events/Apparel
- Appreciation/Gifts

Team Budget - linked [HERE](#)

*note: Option 1 & 2 along the bottom tabs - team to vote.



Snacks

Snacks rotation starts April 10th. Thank you for bringing a nutritious & fun snack to share with the team on game days! Please sign up for a day under "Assignment" on RAMP.

Contacts:

Head Coach:
Team Manager: