



RIDGE MEADOWS BURRARDS

Managers Handbook

Please use this as reference material for your lacrosse season. For any questions, please contact your division manager

4th Vice President
4thvice@rmburrards.com

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Manager Duties and Communication

Communication with Families

As the team manager, your duties will include communication between the families and team. Make sure that your TeamSnap account has been set up with all of your roster and any additional parent contacts have been added. You will be the main point of contact for your team, so that your coach is able to focus on the players. You will create a team budget, apply for tournaments, and keep an accurate account of team attendance.

Communication with Governing Bodies

You will need to contact your Commissioner and submit a team rosters as well as Manager and Coach contact information. Any required forms must be completed and returned to the appropriate contact (see Manager Start Up Information). During the season you will need to fill out game sheets for all home games and fill out the roster for away games. Completed game sheets must be submitted to the commissioner as required within the allotted time. Your Commissioner will let you know if the home team or the winner needs to submit the game sheets.

The Burrards Treasurer will send a PayPal transfer at the beginning of the season with your referee money for the season. Please use the Referee Payment Tracking form provided to keep track of your payments and return any unused money via e-transfer to the Treasurer at the end of the season. Referees should be paid prior to the start of the game, many of the referees are young and may be unsure about asking for payment so please make sure to seek out and pay the referees before the game starts.

Team Fees

The team manager can work with the coach to develop a budget that includes a variety of things. Some things to consider including:

- Tournament fees
- Ref Fees for Exhibition games not covered by the association.
- Team Training/Fitness
- Apparel
- Wrap up party.
- Trophy/player gift
- Team bonding activities (bowling, BBQs, pizza party)

Teams can choose to do fundraising to help offset some of the expenses. It would be great if you can have a parent step up to volunteer as the fundraiser. At the end of the season any leftover funds are to be divided equally and reimbursed to families. Please note that families cannot received back more that they initially contributed. If you are doing away tournaments, and your coaches do not have a player on the team, it is nice to offer to cover their hotel expenses.

TeamSnap

The RMMLA has an association account with TeamSnap that covers all our teams, all related fees are covered by the association.


Team Managers and Coaches will be given access to their team accounts on a season basis to upload information and manage. The manager is responsible for making sure the roster has been uploaded and the email contacts are correct. You should email parents and request any additional contact that they would like added. The manager will need to add practices and games to the schedule, please use the pre-set locations for all home arenas and fields. You can add locations for away games, and also add assignments for things like Game Sheet Volunteer, Time Clock Volunteer, Team Snack and Parent Volunteer.

To received access to your team account or if you have any questions regarding the process or how to use TeamSnap, please contact Michelle Heilgenpahl-Cooper at registrar@rmburrards.com

Team Roster

You will need to complete and submit a team roster once you have assigned your jerseys. Please only use the template provided. You should submit your roster as soon as possible, as our Registrar needs to submit them to BCLA by a set date. You will need to submit your roster to:

- rosters@rmburrards.com
- PCFLL or LMMLC commissioner

 TEAM ROSTER			
DIVISION			
ASSIGNED TEAM NUMBER			
YEAR			
HEAD COACH / TEAM MANAGER NAMES	PHONE NUMBER	EMAIL ADDRESS	
ADDITIONAL STAFF NAMES	PHONE NUMBER	EMAIL ADDRESS	POSITION
AUTOMATED PLAYER COUNT	NOTES:		

Form 100s

All form 100s must be completed and submitted to the 4th Vice president by the date sent out by your Division Manager. Please ensure that all 3 pages are completed in full, and the Head Coach has signed page 2, and all coaches have read and signed page 3 (fair play). All coaching personnel must be listed. If they are not on the form, they cannot be on the bench. The 4th Vice will not accept any images or Jpegs, all forms must be submitted as a PDF, as they need to be printed and sent to the BCLA.

Game Sheets

The manager is responsible for completing all home game sheets, when you are the away team, you will need to complete the roster for your team. Coach's NCCP numbers should be included beside their name. Be sure to keep copies of all game sheets on file. You will need these to confirm suspensions served, record-call ups and as a point of reference if needed during the season.

The winning team normally submits the game sheets (unless otherwise requested by your commissioner). You must email a copy to your Commissioner the day of the game and then mail the White copy withing 1 week. The pink goes to the winning team and the yellow goes to the losing team.

You can find a tutorial on filling out game sheets here:

https://pcfill.bc.ca/docs/fieldlax_scoresheet_demo/index.html

Game Play Information

Call Ups

Teams can call up players from a lower tier/division if they need players. Please reference the coaches handbooks for [Box](#) and [Men's Field](#) or [Female Field](#) for further details.

Teams must receive permission from the player's Head Coach to call-up players. The player's commitment is to their original team first. A player call-up form must be completed, signed, and attached to the game sheet sent to the commissioner. The call up player must be listed on the game sheet on the roster as well as in the game notes section.

Tournaments

Box tournaments will be open for viewing in March and registration normally starts in April. You can view and [sign up here](#). If your team is registered for a tournament, please advise your commissioner and the facilities allocator as soon as possible so that reschedules can be arranged. If your team is participating in an out of province/country tournament, you must fill out a Travel Permit Form and have it signed by both the association president as well as a representative from BCLA. This form can be found on the [BCLA website](#). Participation in out-of-town tournaments is an accepted part of the game, but teams may hold these to a vote, especially with our younger teams or when tournaments include significant travel such as out of province/country.

Choosing a Tournament

Once you and your team have decided which tournaments to attend (most usually attend 1 out of town tournament and at least one in town tournament), you carry on with registering your team with the sponsoring association. You will need to pay tournament fees (that means collecting money from parents so you will have to determine how much each parent owes as teams are responsible for funding their own tournament fees) and submit your team roster to ensure your spot in the tournament.

Accommodations

You (or another designate) should also look into accommodations for out of town. Quite often the host association will make arrangements with hotels/motels in their area to provide reasonable rates for travelling teams. This information will in all likelihood be included in their tournament information. It is still up to you (or a designate) to reserve a block of rooms for the team so the players can be all together. You will likely need to supply a credit card number just to reserve the rooms and then as the parents book their accommodations, they use their own payment method.

At the Tournament

Once at the tournament it is the Manager's duty to check the team in with the tournament coordinators. You will likely have received your game schedule ahead of time by email so you will know when your first game is scheduled.

*Remember to reschedule any games that will conflict with any tournaments you may be attending (please see the section regarding rescheduling as there are several steps involved).

PROVINCIALS (PeeWee – Midget Boys and PeeWee – Jr Female teams)

Another decision – whether to declare your team for Provincials.

Box Lacrosse Pee Wee – Midget from boys and Pee Wee – Jr for Female. This decision must be made prior to mid-June as this is the deadline for the association to submit your declaration.

The Novice Division can enter the Jack Crosby Tournament, if there is more than one team in a division (example: 2 A1 teams, or 2 B teams) then the two coaches will select an All-Star team to register.

Field Lacrosse U11: Provincial Tournament U13-U18 Boys and U12-U19 Female.

Teams must declare by mid November.

This decision again should be made together by the parents, players, and coaches. Point to remember, once a team declares and the fees have been paid and the team roster submitted to the BLCA (by your home association) that team must participate as the fee is nonrefundable and additionally the association will incur additional fines. This decision should be made jointly by the players, parents, and coaches in co-ordination with your Division Manager. Your Division Manager will submit the actual declaration, so it is important to involve them in any decision.

Provincial rules and guidelines can be found on the BCLA website – www.bclacrosse.com.

Player Safety

Criminal Record Checks

All adult volunteers working with players, must have a valid Criminal Record Check (crc) done through the RMMLA. This includes Managers, Coaches, Assistant Coaches, Trainers and Safety Ambassadors.

CRCs are submitted online using the link provided below, at times volunteers may need to print a form to submit to the 4th Vice for signature and submission. The 4th Vice will review Form 100s and contact teams with any volunteers that need checks done. If a criminal record is not received the volunteer will not be allowed on the floor with the players. For our Safety Ambassadors, when we receive verification of concussion course training our Director of Player Safety will contact those that need CRCs. **Please do not submit a CRC application unless asked.** CRCs are valid for 5 years.

Online Link: <https://justice.gov.bc.ca/eCRC/>

Access Code: L8L7ULLBTG

Rule of Two

The BCLA/RMMLA adheres to the “Rule of Two” to ensure player safety. No minor (including referees) will be left alone with a single adult. There must be at least two adult individuals in the presence of any minor.

Safety Ambassador – Box Lacrosse Only

All teams must have a safety ambassador in attendance for all games and practices. Teams may have more than one person registered so that parents can rotate volunteering. The Safety Ambassador must have a completed CRC as well as Concussion Awareness training through the BCLA or another registered sport (ex. Hockey) Please submit your team volunteer names to our Director of Player Safety, who will verify credentials.

Burrard’s Logo and Apparel

Ridge Meadows Minor Lacrosse has been granted the use of the Maple Ridge Senior Burrards logo. There can be no altering of the logo in any way. Teams may only use approved vendors unless you have received written consent from the RMMLA and the Maple Ridge Senior Burrards Lacrosse Club. Please contact your Division Manager if you are looking to have anything made outside of the approved vendor. These parameters have been put in place to keep our brand consistent and uniform.

Approved Vendors

MVP Athletics

RMMLA is currently working with [MVP Athletic Supplies](https://mvpathleticsupplies.com) please contact Ashley for all team orders: ashley@mvpathleticsupplies.com. MVP normally opens an online store at the start of each season for parents to place individual orders. Once the store closes all orders must go through the team. MVP offers a variety of apparel and printed items for teams to order.

Xtreme Threads

[Xtreme Threads](https://xtremethreads.ca) is available for team orders of Burrards merchandise, including dry fits, hats, and bags. Please contact Connor Clough at sales@xtremethreads.ca.

Equipment

Jerseys

Teams will be contacted by the equipment manager to set up a pick day and time for your team jerseys. These times are limited so please make sure to arrive on time and within the schedule days. If you cannot make the dates, please arrange for another parent to pick up.

Jerseys are not to be altered in any way. Do NOT permanently attach or sew C's or A's to the jerseys. If sleeves need cinching, please use sock tape only, do NOT use hockey tape as it will damage the jersey.

For jersey conflicts the HOME team is responsible for having an alternate White jersey for the game. Your Division Manager will have the White jerseys available for pick up. Please contact your Division Manager at least 3 days prior to your game to arrange for pick up. White Jerseys must be returned to the Division Manager as soon as possible, and they must be washed if there is time between requests.

Jersey Return

You will collect all jerseys from players at the end of the season. Please make sure to wash all the jerseys prior to returning them, they will not be accepted if they smell. Have a list prepared of any jerseys that have not been returned with the following information:

- Player Number
- Player Name
- Parent Email
- Parent Phone Number

Cheques will be cashed if a jersey is not returned or damaged. If a Team Manager fails to return the jerseys to the equipment manager at the end of the season, the team jersey deposit cheques will be cashed.

All players should be wearing matching shorts for games as part of their uniform. Box players will be given a pair of shorts at the start of the season. Field players will be able to purchase a pair of shorts at the start of the season.

Coaches Equipment

All teams will receive the following equipment at the start of the season:

- Medical Kit (team to replenish at end of season)
- Bucket of Balls
- Sports Clipboard
- Keys (for field lacrosse only, keys unlock nets and open the light boxes)

- Shooter Tutor (if required)
- Goalie Gear (younger age groups only)

These items must all be returned at the end of the season. Please make sure your coaches keep 1 package of balls for game balls.

Goalie Gear

Each Mini-Tyke, Tyke, U7 and U9 team will receive 1 set of goalie gear for their team. This includes all pads and a stick. Please return at the end of the season with the Coaches Equipment and Jerseys.

For the older age groups with a dedicated goalie, goalies should have been sized and given gear during the tryout sessions. If they do not have gear, please contact the equipment manager to arrange a fitting. All goalies will need to submit a separate deposit for the goalie gear during the fitting. (\$1000 post dated cheque).

For all equipment related inquiries you can contact our equipment manager:
equip.uniforms@rmburrards.com

Referee

Our Referee Allocator is Stacy Paterson: s.paterson@rmburrards.com. Please make sure that you have her contact information in case a referee does not show up to a game or if there are any urgent matters that you need to contact her for: 604-817-9595

In Box Lacrosse, the Home Teams are responsible for paying all referees and shot clock officials. In Field Lacrosse each team will pay one referee or umpire. Your commission or division manager will send you the amount per official. Please make sure to pay the officials prior to the game, as it can often be forgotten after a game. If your Referee is traveling, a travel fee may also be required.

Box Fees

Mini/Tyke	\$20.00 x 1
Tyke	\$20.00 x 2
Novice	\$30.00 x 2
PeeWee	\$35.00 x 2
Bantam	\$40.00 x 2
Midget	\$45.00 x 2
Jr. Girls	\$50.00 x 2
Shot Clock - Novice/PeeWee (Youth/Female)	\$15
Shot Clock - Bantam to Junior Female (Youth/Female)	\$20

Field Lacrosse

Division	Fee Per Official
U7	\$20
U9	\$25
U11	\$35
U13	\$40
U15	\$45
U18	\$55
Women's U8	\$20
Women's U12	\$35
Women's U15	\$45
Women's U19	\$55

All teams must fill out their Ref Tracking Sheet and have the officials sign at each home game. This way you can track all your payments and have a record if there are any disputes. These funds will be sent out at the start of the season by our treasurer, normally through PayPal so please make sure you have an account linked to your manager's email. At the end of the season any unused funds will be collected. If you end up not having enough to cover all your games, please submit your tracking for showing the amount spent and request the remaining amount required.

Arena/Field Protocols

For all practices, please make sure to exit the floor/field on time so the next team can take the floor/field. If a game is following your practice, please make sure to be off the floor 5 min prior so the game is not delayed.

Only coaches/assistants with a valid CRC are allowed on the floor/field with the players. Siblings should be kept off the floor and benches. For the Mini-Tyke ages, please make sure your parents stay off the floor/field, they are not to be on the bench or penalty box area. If a player needs parent assistance an assistance coach should bring them to the parent.

During box practice, siblings, or anyone under the age of 16 must have a helmet on if they are on the floor.

JOCAP

The Joint Officials Coaches Abuse Panel (JOCAP) was created to put an end to the copious amount of verbal abuse that coaches, players, parents, and fans inflict on the officials in our game. Strong recommendations have been made to the Directorates for suspensions to help eliminate the abuse. For more information please see: [What is JOCAP?](#)

Scheduling

Practices

Our facilities allocator will update the [Burrards website](#) with the current practice schedule at the start of the season. Each team will be given set practice times, and it is the responsibility of the team manager to check the website for any updates or changes. Please make sure to reference the schedule weekly in case of any changes. If there are any arena closures due to events, practices are considered cancelled and will not be rescheduled. Any games affected will need to be reschedule by the manager.

Games

All home games will be listed on the Burrards website.

Mini-Tyke: The game schedule will be created by the facilities allocator and the division manager as they play in house. Any reschedules and cancellations must abide by the same rules as the older age groups. Managers cannot cancel and reschedule games without going through the FA. Managers must submit all tournaments they are registered into the Division Manager and the FA and submit any conflicts to the FA for rescheduling. In the event of a practice conflict, the practice is considered cancelled and will not be reschedule. Managers are welcome to check the schedule for open times and pick up an extra practice if they would like.

Tyke (Boys and Girls): If Tyke is playing in house they will abide by the same rules as Mini-Tyke. If they are playing other associations, the schedule of games will be sent out by the division manager and any game conflicts and reschedule requests must go through both our FA and the game scheduler.

Novice and above and ALL Field Age Groups: The games are scheduled by the league; team managers are responsible for checking the online schedule and updating their TeamSnap with the games on a regular basis. You will need to check the schedule continually for any updates or changes.

Field Lacrosse: <https://pcfll.bc.ca/index.html>

Box Lacrosse: <https://lmmlc.ca/index.html>

Team managers are responsible for reviewing the schedule for any conflicts with games and practices. The Home Team Mangers must notify the FA as soon as you are aware of any conflicts with your practice and/or game times. This includes tournaments once you have been accepted.

RESCHEDULLING CHECK LIST

GAME #	
Opposing team notified	
Email Scheduler for floor time (include game # & Div.)	
Ask opposing team if date/time ok	
Confirm new date with scheduler/team/commissioner	
Cancel/book refs with Stacy	
Update team snap	

No player can be on the floor or bench without a helmet.

Allocations Policies:

- Game Reschedules (TBRs) are the managers responsibility.
- All games need to be booked with the FA with at least 72 hours' notice to ensure refs can be booked.
- Check the Burrards schedule page to find any open TBR time that works for your team. Contact your opponent with the choices and confirm a day/time.
- Request your time with the FA using the [Request/Return form](#). Once you have received an email back your game time is confirmed.

Exhibition Games

Likely your coach will arrange an exhibition game prior to the season starting with another team in the league. If it is a home game, you will have some duties involved with getting the game organized.

- Contact our scheduler to get some floor times that are available. If you plan to use your regularly scheduled game time, you should advise the scheduler that you are planning an exhibition game.
- You will find that you will be in contact with the scheduler numerous times throughout the season.
- Contact our ref allocator to have refs assigned for the game. They will need to know what the level of the players are (division and level i.e. Midget A1), what time and date the game is being played and in which arena
- Contact your commissioner with the game information – he or she will give you a game number.

Cancellations

Our arena/field times are very limited and expensive. Team MUST cancel with the facilities allocator if you are not using the practice/game time. If you do not cancel your practice within the minimum time frame (1 week for indoor, 3 days for outdoor) your team will be charged for the cost of the floor time. All cancellations must be submitted to the FA using the online [Request/Return form](#). (if outdoor times are cancelled the day of due to bad weather, your team will not be charged, and you do not need to notify the FA.

Cost for No Shows

Dryfloor - \$70/hour

Outdoor Box - \$15/hour

There are limited reasons for a home game conflict and the LMMLC/PCFLL does not allow the following:

- Coach Conflicts – assistant coaches should be available to take over.
- Easter Weekend/Victoria Day – holidays are not a reason.
- Mother's Day/ Father's Day.
- Not enough players – remind coaches they can call up.
- Kids Birthdays/family events
- Team BC practices
- We don't want the kids to play 2 nights in a row.

Field Closures – Weather

All managers/coaches should sign up through the city to be informed of field closures. This will ensure all teams are getting the information quickly.

- For Maple Ridge Fields:
 - www.mapleridge.ca/list.aspx
 - Sign into the “notify me” tab, click on sports and synthetic fields. The city sends a mass email and or text message when they close a field.
- For Pitt Meadows
 - <https://www.pittmeadows.ca/parks-recreation/parks-fields-facilities/sports-fields> Scroll down to “subscribe.”
- When fields are showing “user discretion” the RMMLA will inspect the fields and the FA will send out an email to managers as well as send an email to have the website updated.

Etiquette

A few notes to remember during your scheduled times:

- Your allocation does NOT begin 5 to 10 minutes before the time they are assigned. Please be respectful of other teams and users and do not take the floor/field before your scheduled time.
- Others are waiting, please be sure to clear the field/floor at the designated end time.
- If there is a game schedule after your practice, please try to exit the floor approximately 5 min early to ensure there are no delays to the start of the game.

For FIELD LACROSSE: boys and girls’ teams must NOT use the field at the same time. Girls do NOT wear protective equipment.

Who to Contact

Your Division Manager will be your main point of contact for the season. Please send any general questions to them, and they will direct you further.

Equipment Inquiries: equip.uniforms@rmburrards.com

Head Coach: For Coach questions or issues please contact:

Box Mini Tyke – Novice and Field U7 to U11: jr.head.coach@rmburrards.com

Box Peewee – Bantam, Field U13 – U18: sr.head.coach@rmburrards.com

Female: female.head.coach@rmburrards.com

Scheduling/Allocations:

Field Allocator: field@rmburrards.com

Box Allocator: box@rmburrards.com



RMMLA – Season Start Up Information

Use this checklist to help get you started for the season. If you have any questions, please contact your Division Manager for assistance.

☐ Team Snap

Contact our TeamSnap coordinator, Michelle to receive access to your team account: registrar@rmburrards.com

- ✓ Ensure all players have accepted your TeamSnap invite.
- ✓ Enter team schedule and remind parents to update their availability.
- ✓ Use to track assignments (snack, volunteers ect.) payments, and events.

☐ Team Meeting

- ✓ Organize a team meeting to discuss:
 - Parent/Player code of conduct.
 - Communication protocols.
 - Tournaments
 - Team Fees: you can include tournament fees, team wrap up, player gifts, manager/coach gifts, swag.
 - Volunteer expectations and requirements for the season
 - Team helpers, treasurer, score/time clock
 - Are you scheduling volunteers or letting parents sign up?

☐ Team Budget

- ✓ Create a team budget.
- ✓ Submit budget to the 4th Vice for approval: 4thvice@rmburrads.com
 - Ref fees are covered by the association.
- ✓ Set up a bank account if you prefer or ask for a treasurer volunteer.
- ✓ Set up a Paypal account linked to your manager's email to receive your ref fees.

☐ Team Jerseys/Equipment

- ✓ Collect any missing jersey deposit cheques.
- ✓ DM should give you all cheques collected during tryouts/evaluations.

- ✓ Equipment Manager will contact you with dates for jersey pick up.
- ✓ You must submit all your jersey deposits to received team jerseys.
- ✓ Assign players jersey numbers.
- ✓ Check to make sure your coach has balls, med kit and keys (if applicable), if not pick up with jerseys.

☐ Tournaments

- ✓ Decide with the coach and apply ASAP!
- ✓ For out of town, you will need to book your hotel room too.

Forms and Documents to Submit

☐ Make sure all CRCs are completed for Coaches and Volunteers. Your DM will send you a list of any that are missing.

☐ Submit Form 100 to 4th Vice – No pictures, please send one pdf document with all pages complete and signed.

☐ Team Roster: use form provided in Manager documents. Submit to Rosters@rmburrads.com.

☐ Submit team Roster to your LMMLC/PCFLL commissioner.

- [PCFLL Commissioners](#)
- [LMMLC Commissioners](#)

Appendix B: Team Roster Sample

TEAM ROSTER						
DIVISION						
ASSIGNED TEAM NUMBER						
YEAR						
HEAD COACH / TEAM MANAGER NAMES		PHONE NUMBER	EMAIL ADDRESS			
ADDITIONAL STAFF NAMES		PHONE NUMBER	EMAIL ADDRESS	POSITION		
AUTOMATED PLAYER COUNT		NOTES:				
0						
#	LAST NAME	FIRST NAME	BIRTH DATE	PHONE NUMBER	EMAIL ADDRESS	PARENT'S NAMES



BCLA Form 100M
Effective January 1, 2020

It is mandatory that the Associations or Clubs have this form completed and returned to the BCLA Office by October 1st for *Youth Field Teams/Associations and for Senior Men's Field teams* in the current playing year,

Club or Association Name:	
Division and Calibre:	
Year of Current Season:	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with the BC Lacrosse Association.

Coaching Staff Registration				
	Head Coach	Assistant Coach	Assistant Coach	Assistant Coach
Name:				
Address:				
City:				
Postal Code:				
Phone Number:				
E-Mail Address:				
NCCP #:				
Police Check (If Required)				
Date of Birth (MM/DD/YYYY):				

Additional Coaching Staff				
	Assistant Coach	Assistant Coach	Assistant Coach	Manager
Name:				
Address:				
City:				
Postal Code:				
Phone Number:				
E-Mail Address:				
NCCP #:				
Police Check (If Required)				
Date of Birth (MM/DD/YYYY):				

Please submit the \$10.00/person registration fee for each Coach listed above and \$5.00 for the Trainer listed below payable to the BCLA along with this form. Coaches and Trainers are not considered registered until registration fees are paid.

Trainer Registration					
	Name:	Phone #:	E-Mail:	Certification Type:	Certification #
Trainer					

Please Note:

Page 1 of 2

1. Team Head Coaches are responsible for the conduct of ALL personnel.
 2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.
- Important** – See reverse for Coach and Trainer Certification Program Minimum Standards

101 - 7382 Winston St, Burnaby B.C. V5A 2G9 • Phone: (604) 421-9755 • Fax: (604) 421-9775 • Website: www.bclacrosse.com • E-mail: dave@bclacrosse.com

Appendix D: Game Sheets

Field Lacrosse Demo: https://pcfil.bc.ca/docs/fieldlax_scoresheet_demo/index.html

Box Lacrosse:

DATE / / PLAYED AT ☐ Regular ☐ Tournament ☐ Exhibition ☐ Playoff

british columbia lacrosse association **MINOR BOX LACROSSE** GAME NO. TIME OF GAME

HOME **SCORING** **VISITORS** **SCORING**

Jersey No. Player's Name # Period Time Goal Assists

Home Team Name **Visitor Team Name**

Please **PRESS FIRMLY** when filling out this form. Write and **COACH** (CORRESPONDING) CORP. Final, VISITORS TEAM (CORRESPONDING) CORP. Final. Copy of game sheet to be accompanied by any Game Report and to be distributed to the League Commissioner within 48 hours of the game.

DIVISION
☐ Junior ☐ Midget ☐ Bantam ☐ PeeWee ☐ Novice ☐ Tyke ☐ Mini-Tyke
☐ For Female Division, please check this box

LEVEL
☐ A1 ☐ A2 ☐ B ☐ C ☐ Adv ☐ Int ☐ House

(PLEASE PRINT) **SCOREKEEPER** **TIMEKEEPER** **ROSKIND/CLOCK**

GAME SUMMARY
 TEAMS GOALS ASSISTS STOPS PENALTY MINUTES
 HOME VISITORS

(PLEASE PRINT) **OFFICIALS** **DETAILS**
 REFEREE REFEREE
 GAME REPORT YES ☐ NO ☐

GAME NOTES

(PLEASE PRINT) **COACH** **ASSIST COACH** **DOOR #1** **DOOR #2** **TRAINER**

Verified by: (signature) **STOPS**

HOME TEAM PENALTIES **VISITORS TEAM PENALTIES**

PER. NO. OFFENCE MIN. OFF. ON PER. NO. OFFENCE MIN. OFF. ON

ABBREVIATIONS
 BE Backcheck
 BL High Stick
 IL Low Stick
 CC Cross Check
 TR Tripping
 RHD Roughing
 CHC Charging
 RGH Roughing
 LSC Unsporting Conduct
 SP Spraying
 HLD Holding
 BM Bench Minor
 BT Bench Timeout
 PCT Power Play
 MSH Minor
 BE Bench Ejection
 MSH Minor
 MATCH Match Penalty
 GAME Game Misconduct
 GROSS Gross Misconduct

DATE / / PLAYED AT ☐ Regular ☐ Tournament ☐ Exhibition ☐ Playoff

british columbia lacrosse association **MINOR BOX LACROSSE** GAME NO. TIME OF GAME

HOME **SCORING** **VISITORS** **SCORING**

Jersey No. Player's Name # Period Time Goal Assists

Date **Arena** **Type of game** **Game Number** **Time of Game**

Please **PRESS FIRMLY** when filling out this form. Write and **COACH** (CORRESPONDING) CORP. Final, VISITORS TEAM (CORRESPONDING) CORP. Final. Copy of game sheet to be accompanied by any Game Report and to be distributed to the League Commissioner within 48 hours of the game.

DIVISION
☐ Junior ☐ Midget ☐ Bantam ☐ PeeWee ☐ Novice ☐ Tyke ☐ Mini-Tyke
☐ For Female Division, please check this box

LEVEL
☐ A1 ☐ A2 ☐ B ☐ C ☐ Adv ☐ Int ☐ House

(PLEASE PRINT) **SCOREKEEPER** **TIMEKEEPER** **ROSKIND/CLOCK**

GAME SUMMARY
 TEAMS GOALS ASSISTS STOPS PENALTY MINUTES
 HOME VISITORS

(PLEASE PRINT) **OFFICIALS** **DETAILS**
 REFEREE REFEREE
 GAME REPORT YES ☐ NO ☐

GAME NOTES

(PLEASE PRINT) **COACH** **ASSIST COACH** **DOOR #1** **DOOR #2** **TRAINER**

Verified by: (signature) **STOPS**

HOME TEAM PENALTIES **VISITORS TEAM PENALTIES**

PER. NO. OFFENCE MIN. OFF. ON PER. NO. OFFENCE MIN. OFF. ON

ABBREVIATIONS
 BE Backcheck
 BL High Stick
 IL Low Stick
 CC Cross Check
 TR Tripping
 RHD Roughing
 CHC Charging
 RGH Roughing
 LSC Unsporting Conduct
 SP Spraying
 HLD Holding
 BM Bench Minor
 BT Bench Timeout
 PCT Power Play
 MSH Minor
 BE Bench Ejection
 MSH Minor
 MATCH Match Penalty
 GAME Game Misconduct
 GROSS Gross Misconduct

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Form 10-400

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<p>C 6 Jason Smith</p> <p>38 Mike O'Conner</p> <p>COACH</p> <p>ASST COACH</p> <p>DOOR #1</p> <p>DOOR #2</p> <p>TRAINER</p> <p>Verified by: _____ (Signature) STOPS 1 2 3</p> <p>HOME TEAM PENALTIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PER. NO.</th> <th>OFFENCE</th> <th>MIN.</th> <th>OFF</th> <th>ON</th> </tr> </thead> <tbody> <tr> <td>1-33</td> <td>RGH</td> <td>2:00</td> <td>6:42</td> <td>8:42</td> </tr> <tr> <td>1-17</td> <td>BC</td> <td>2:00</td> <td>4:02</td> <td>6:02</td> </tr> <tr> <td>1-17</td> <td>BC</td> <td>2:00</td> <td>6:02</td> <td>8:02</td> </tr> </tbody> </table>	PER. NO.	OFFENCE	MIN.	OFF	ON	1-33	RGH	2:00	6:42	8:42	1-17	BC	2:00	4:02	6:02	1-17	BC	2:00	6:02	8:02	<p>List All Timeouts</p> <p>Home Team T/O 1:32 3rd</p> <p>Visiting Team T/O 15:35 3rd</p>	<p>A 8 Peter Parkinson</p> <p>28 Alex White</p> <p>COACH</p> <p>ASST COACH</p> <p>DOOR #1</p> <p>DOOR #2</p> <p>TRAINER</p> <p>Verified by: _____ (Signature) STOPS 1 2 3</p> <p>VISITORS TEAM PENALTIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PER. NO.</th> <th>OFFENCE</th> <th>MIN.</th> <th>OFF</th> <th>ON</th> </tr> </thead> <tbody> </tbody> </table>	PER. NO.	OFFENCE	MIN.	OFF	ON
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PER. NO.	OFFENCE	MIN.	OFF	ON																							

ABBREVIATIONS

BC Backcheck
HS High Stick
SL Stick
CC Cross Check
TR Tripping
BRD Boarding
CHG Charging
RGH Roughing
USC Unsport. Conduct
SP Speaking
HLD Holding
RM Reach Minor
INT Interference
FCT Fighting
MNS Marking
BE Butt Ending
MIS Misconduct
MATCH Match Penalty
GAME Game Misconduct
GROSS Gross Misconduct

<p>DATE / DAY / MO. / YR. / PLAYED AT</p> <p>Regular <input type="checkbox"/> Exhibition <input type="checkbox"/> Tournament <input type="checkbox"/> Playoff <input type="checkbox"/></p>		<p>british columbia lacrosse association</p>	<p>MINOR BOX LACROSSE</p> <p>GAME NO. _____</p> <p>TIME OF GAME _____</p>																								
<p>HOME</p> <p>Jersey No. Player's Name #</p> <p>G 1 Mike Johnson</p> <p>3 Eric Anderson</p> <p>C 6 Jason Smith</p> <p>38 Mike O'Conner</p> <p>COACH</p> <p>ASST COACH</p> <p>DOOR #1</p> <p>DOOR #2</p> <p>TRAINER</p> <p>Verified by: _____ (Signature) STOPS 1 2 3</p> <p>HOME TEAM PENALTIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PER. NO.</th> <th>OFFENCE</th> <th>MIN.</th> <th>OFF</th> <th>ON</th> </tr> </thead> <tbody> <tr> <td>1-33</td> <td>RGH</td> <td>2:00</td> <td>6:42</td> <td>8:42</td> </tr> <tr> <td>1-17</td> <td>BC</td> <td>2:00</td> <td>4:02</td> <td>6:02</td> </tr> <tr> <td>1-17</td> <td>BC</td> <td>2:00</td> <td>6:02</td> <td>8:02</td> </tr> </tbody> </table>	PER. NO.	OFFENCE	MIN.	OFF	ON	1-33	RGH	2:00	6:42	8:42	1-17	BC	2:00	4:02	6:02	1-17	BC	2:00	6:02	8:02	<p>Scorekeeper Completes Game Summary</p> <p>Recap Penalties</p> <p>3/6</p>	<p>VISITORS</p> <p>Jersey No. Player's Name #</p> <p>G 1 Paul Goale</p> <p>2 Jack Show</p> <p>8 Peter Parkinson</p> <p>28 Alex White</p> <p>COACH</p> <p>ASST COACH</p> <p>DOOR #1</p> <p>DOOR #2</p> <p>TRAINER</p> <p>Verified by: _____ (Signature) STOPS 1 2 3</p> <p>VISITORS TEAM PENALTIES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PER. NO.</th> <th>OFFENCE</th> <th>MIN.</th> <th>OFF</th> <th>ON</th> </tr> </thead> <tbody> </tbody> </table>	PER. NO.	OFFENCE	MIN.	OFF	ON
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GAME SUMMARY

TEAMS	GOALS	ASSISTS	STOPS	PENALTY MINUTES
HOME	0	0	32	6
VISITORS	2	4	28	0

OFFICIALS

REFEREE _____

REFEREE _____

GAME REPORT YES ☐ NO ☐

GAME NOTES

Home Team T/O 1:32 3rd

Visiting Team T/O 15:35 3rd

Appendix E: Referee/Umpire Tracking Form



RMMLA REFEREE/UMPIRE TRACKING FEE

2020/2021 SEASON

Team/Division: _____

Coach: _____

GAME #	DATE	REFEREE/UMPIRE NAME (<i>please print</i>)	SIGNATURE	AMOUNT

Appendix F: Jersey Deposit Form

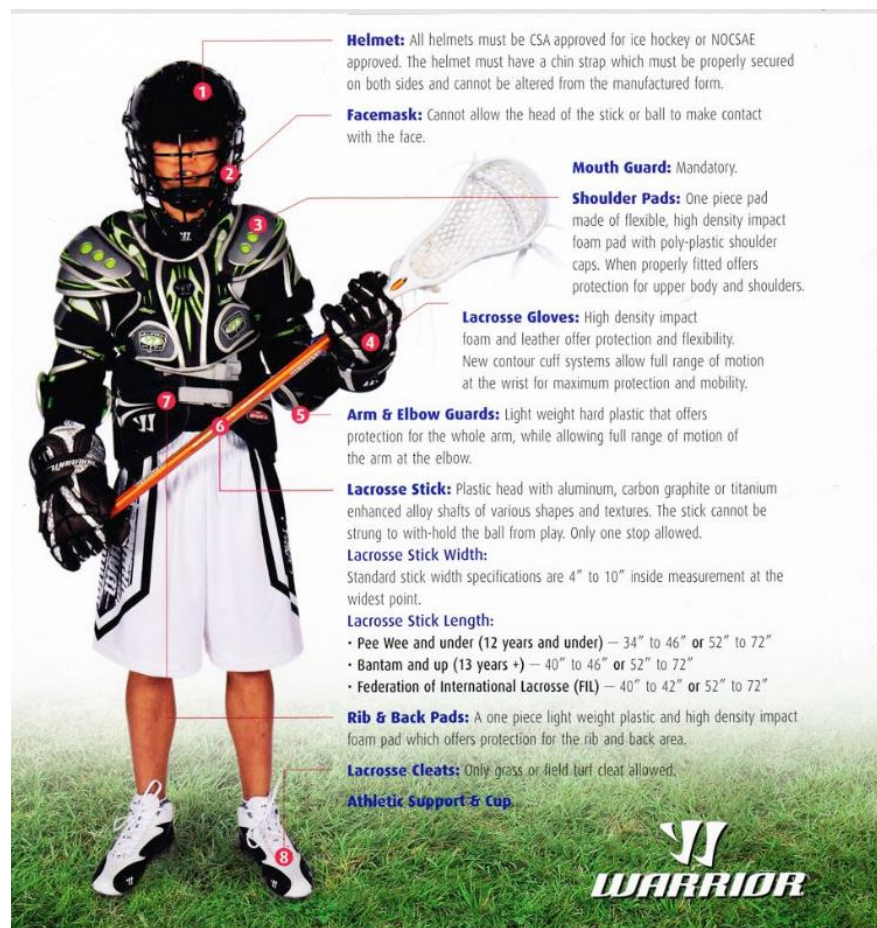
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Appendix G: Equipment

Box Lacrosse



Field Lacrosse



Appendix H: Changes In Game/Practices & Tournaments (who you need to advise)

	TEAM	FLOOR ALLOCATOR	REFEREE COORDINATOR	OTHER TEAM	DIVISION COMMISSIONER
PRACTICES	X	X * If you don't use your time, can be given to another team			
TBR GAMES (Home Team)	X	X *Need to find another game time and release conflict time	X * Need to find new refs and cancel conflict game refs	X *Provide them with new time slot and location	X * Advise of changes
TBR Games (Away Team)	X * Let team know about new time and location	X *Advise if new game conflicts with a practice time space can be given to another team		 *Ask for a new time slot and location	 (Home team should be advising Commissioner)
Prior to Games				X *Confirm time and location – best to do for both home and away games	
Tournaments	X *Let team know times and locations	X * If you are not using your practice slot it can be released	X *Only if you need to cancel a HOME game due to a conflict	X *If you need to TBR a game since you are in a tournament	X *Advise Commissioner of tournament locations and dates

Appendix I: Useful Links

BCLA Forms: <https://www.bclacrosse.com/forms.php>

Field Lacrosse Coaches Handbook

Youth: https://pcfll.bc.ca/docs/PCFLL_Coaches_Handbook.pdf#zoom=100

Womens: [https://pcfll.bc.ca/docs/PCFLL_Coaches_Handbook_\(Womens\).pdf#zoom=100](https://pcfll.bc.ca/docs/PCFLL_Coaches_Handbook_(Womens).pdf#zoom=100)

Box Lacrosse Coaches Handbook

https://lmmlc.ca/docs/Box_Coaches_Handbook.pdf#zoom=100

Box Tournament Booking:

https://www.bclacrosse.com/box_lacrosse_tournaments.php

