



MANAGER'S MANUAL



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Section 1 Introduction

Welcome! The Saanich Lacrosse Association (SLA) thanks you for volunteering your time to manage this lacrosse team.

The manager position is instrumental in having a successful and fun season. This manual is provided to help managers run their teams in accordance with SLA policy. As the team manager, your role is to ensure all administrative duties are taken care of so the coaches can concentrate on the team. This doesn't mean you have to shoulder the load and you should involve your parents as much as possible – more hands make for less work!

The [Vice President \(VP\) for your Division](#) is available to assist you and ensure that your operations run smoothly throughout the season. Please contact your VP if you have any questions. There are also resources available on the SLA website (e.g., the Parent Handbook, Rule Book, etc.). GOOD LUCK!

MANAGER'S CHECKLIST

The following checklist summarizes some of your main tasks and will help guide you through the season. Detailed information is provided within the manual itself.

✓Confirm team roster with your division VP	
✓Ensure criminal record checks for coaches and are up to date	
✓Send an introductory email to your parents	
✓Apply for any tournaments your team wants to attend	
✓ Team Form 100 (Instructions) due to Division Vice President	
✓All Team Parent Code of Conduct Forms due to Division Vice President	
✓Have all players and/or parents join your TeamPages site	
✓Distribute jerseys and collect deposit cheques	
✓Register for the SLA 3 on 3 Tournament	
✓3 on 3 Tournament	
✓Picture Day	
✓Complete Minor Provincial Team Declaration Form for playoffs	



✓Collect and return jerseys and goalie equipment at the end of the season	
✓Complete your team's Team Summary and financial statement and submit it to the SLA Treasurer	

IMPORTANT DATES

The season is scheduled to start the first week of April, but all divisions will start on different dates. The SLA website has a section for important dates under the Parent Info tab.

Section 2 Key Contacts and Links

- [SLA Executive](#)
- [Vancouver Island Minor Lacrosse Commission-Division Commissioners](#)
- [British Columbia Lacrosse Association](#)
- [Minor Box Lacrosse Rules](#)
- [Lacrosse Parents and Players Guide](#)
- [Concussion Information](#)
- [KidSport British Columbia](#)

Section 3 Pre-Season

GENERAL TASKS

The following general tasks should be taken care of as soon as possible:

- Confirm the team roster, schedule, and coaching staff with your VP. Your VP will provide you with a team list.
- Ensure your VP has given you administrative rights for your team's TeamPages site. This will allow you to add players, schedule practices, games and other team events, and communicate with parents and coaches.
- Meet with your coaches to discuss roles and responsibilities and decide which tournaments your team will apply for. [Section 4](#) provides more information on tournaments including the SLA's annual 3 On 3 Tournament. Your coaches may also wish to set team rules for the season, these should be documented and communicated to the players and parents as soon as possible.
- Attend Managers meeting to pick up jerseys, game sheets, manual and other important information.



Financial_Statement_
example_.pdf

SPECIFIC TASKS

- **Criminal Record Checks (CRC):** IF THEY HAVE NOT HAD A CRIMINAL RECORD CHECK DONE WITHIN THE PAST THREE YEARS, all coaches and managers need to have a valid criminal record check on file with the SLA. If a coach or manager has received a CRC within the last three years, for any sport volunteering, have them show you the original and provide a copy for the SLA's file.
- **Form 100:** The [Form 100](#) is required by the Canadian Lacrosse Association (CLA) and ensures that the designated head coach knows that he or she is responsible for the entire bench staff as well as verifying that all coaches have met or exceeded the minimum standards required for each division of play. [Instructions for filling out the Form 100](#) are provided on the CLA website.
- **Parent Forms:** There are 3 forms your parents and players will need to complete, sign, and return to you before the start of the season:
 - [Medical History Form](#) ○ [Parent Consent Form for Travel](#) ○ [Code of Conduct Form](#)

Parent Code of Conduct forms are to be submitted to your divisions VP. Medical History and Consent to travel forms are to be kept in a binder. This binder should be brought to all games and tournaments. Ensure this information is kept confidential.

- **Introductory Email to Parents:** Send an introduction email to your parents. Your note will introduce yourself and the coaches to the parents of the players and may include the following:
 - Contact information for the coaches and manager; ○ Links to the Parent Forms mentioned above. Have your parents print these forms, complete and sign, and return to you as soon as possible;
 - A reminder that a \$100 jersey deposit cheque will be required. This cheque will be returned or destroyed when their player's jersey is returned at the end of the season;
 - Any team rules the coaches or yourself establish for the season (e.g. dressed and ready to go at the start of practices or games; notify the coaches or manager if the player will miss a practice or game);



- Parent volunteer requirements for the season (e.g. score keeping and time keeping);
 - The link for [Tiger Gear Catalogue](#) in case anyone wants to purchase Tiger clothing or other products. Remind parents that Saanich Tigers shorts are required for each player;
 - Finally, encourage parents to find Team Sponsorships to help offset costs for your team. More information on this is provided in Team Sponsorships below.
-
- **Team Budget:** Draft a team budget, including team fees, for the season. The [Financial Statement section](#) below provides details regarding fees and what should be included in your team budget. This is important as a copy of your team budget will need to be submitted to your VP at the end of the year. Try to be realistic in estimating your team budget. If you are unsure of what to require for team fees, set the fees higher so you don't have to ask parents for more money later in the season. Items to cover in team fees include tournament fees, coach's gifts, end of year parties, and miscellaneous supplies (e.g. first aid supplies, tape for goalie pads, and lock for change rooms). Teams may wish to undertake fund raising activities in order to offset the team costs.

Non parent coaches should not have to pay for their hotel/ferry costs when travelling with the team to tournaments or provincials. Standard practice is to cover the cost of the hotel for each night required only, one vehicle on the ferry as well as each coach's ticket, and a \$50 per diem for each full day spent at the tournament. These costs should be worked into your team fees for each tournament your team plans to attend.

- **TIP:** Have parents take on organizing any fund raising activities – you'll have enough to do managing your team!

FINANCIAL STATEMENT

You are required to keep a financial statement to record your deposits (income) and withdrawals (expenses) of monies received for your team. The financial statement needs to be complete and submitted to the SLA Treasurer at the end of the season. Please note there should be a 0 (zero) balance in your team's account at the end of the season. The following points may be relevant to your team finances and should be considered:

- Speak to your coaches and parents to determine any tournaments they would like to enter.



- Create a budget for tournaments, incidentals, coaches' gifts, year-end party, etc.
 - Decide if the team will be doing any fundraising.
 - Find out if you have any team sponsors.
 - Determine the appropriate amount for team fees and collect these from your parents.
 - You may need to explain the additional fees to parents who are new to lacrosse
 - Deposit funds into a bank account.
 - Pay tournament fees and advise what the rest of the money will be used for.
 - If there is a surplus of funds at the end of the year, take a team vote to decide how the balance of the team funds should be used.
 - Please keep receipts for all items purchased or paid for using team funds. These are to be submitted to the treasurer with your team summary at the end of the season.
- **TIP:** You may want to separate the financial duties from the managerial duties and create a treasurer position.
- **Jerseys:** Distribute the jerseys to the players. You will need to collect the jerseys at the end of the year. Jersey deposit cheques (\$100) will be required for each player and are to be post-dated August 31, for current season. Please keep track of which jersey number each player has. This info is needed for game sheets and must be submitted to commissioners before the season starts.
 - Creating a team player card is a great way to know the players and jersey numbers. Under the Manager's tab on the SLA website, you will find the [Saanich Lacrosse - Player Card template](#). Ask a parent on your team to create this and distribute.
 - **Team Schedule:** Enter all of your team's schedule, including games, practices, tournaments, and any team events, on your TeamPages site. Make sure each player has accepted the invitation to join the TeamPages. This is your primary tool for communicating with your team.
 - **Box Permits:** Saanich Lacrosse only has a permit for use of the lacrosse box if the date / time / location has been provided to you by the Box Allocator. If you encounter any issues while at the box with other users contact the Box Allocator or Saanich Parks (if during business hours).
 - **Fundraising:** Many teams organize fundraising events to offset team fees. These activities are also a great teambuilding tool and a great way for parents and players to get to know each other. Make sure to have parents volunteer to organize these events.



- **Sponsorship:** Team sponsors provide support directly to the team of their choice (usually their child's team) and funds are used to help offset the costs associated with tournaments and travel. Team sponsors make their cheque out to the Saanich Lacrosse Association and submit it to the Sponsorship Co-ordinator along with the [Team Sponsorship form](#). Funds are re-issued to the team manager, who is responsible for documenting what the funds are used for.
- **Volunteer Schedule:** Create a volunteer schedule for your team's score keeping and time keeping duties for home games. If someone is unable to do their assigned game, have them arrange to switch games with another parent. You may want to include a snack schedule for parents to cover home games.
- **Playoff Declaration:** PeeWee, Bantam, and Midget teams wishing to participate in playdowns for the provincial championships must submit a [Minor Provincial Team Declaration Form](#). It is important to be certain your team is committed to going to the Provincials if you win at the playdowns. The BCLA Minor Directorate Operating Policy 12.06 states that if a team withdraws from participation in the Provincial Championship tournament after declaration, the parent association could be fined \$1,000.00. After playdowns are completed, the association could be subject to a \$3,000.00 fine per team that withdraws.

Section 4 Tournaments

Minor box lacrosse tournaments are very popular and your team should apply for any tournaments you are interested in as soon as possible. Applications for tournaments are submitted on-line through the BC Lacrosse Association at: [BCLA Tournament List](#)

Consult with your coaches and parents to determine how many tournaments and which tournaments your team will apply for. Entry to tournaments is very competitive and teams are advised to submit applications as soon as possible to avoid being wait-listed. Note that a deposit is generally not required to submit an application but your spot may be given to another team if you miss the deadline for payment of tournament fees.

➤ **TIP:** Have a parent volunteer co-ordinate accommodations for your team at out-of-town tournaments.

3 on 3 Tournament

SLA will also hold its annual in-house 3 on 3 Tournament on the first weekend of May at Braefoot Park. This is an in-house tournament for Mini-Tyke, Tyke, Novice, PeeWee, Bantam,



and Midget Divisions. Players register in teams of 4 to 6 and play against other teams in their Division. This is a non-contact tournament with only helmets, sticks, gloves, and mouth guards required.

Registration fees are \$10/player for Mini-Tyke and Tyke, and \$20/ player for all other Divisions. Each player receives a prize. Team Managers are encouraged to have as many players as possible sign up for this fun event.

The 3 on 3 tournament is organized and ran by Saanich Lacrosse and the success of the event is dependent on volunteer help. Each team will be asked to provide volunteers for the various tasks involved (set up and take down, registration, concession, hardest shot competition, etc.).

➤ **TIP:** It is recommend adding the registration fee into your team fees for the year to save you from having to collect money separately.

Section 5 Game Day

AT HOME GAMES

- **Scorekeeping and Timekeeping:** You will need to provide a scorekeeper and timekeeper for home games. Be sure your parents know which game(s) they are responsible for and have them arrange an alternate if they are unable to do their scheduled game. **Note:** Many tournament organizers are requiring participating teams to provide scorekeepers and timekeepers – make sure you have these organized in advance if needed.
- **TIP:** Prepare a schedule at the start of the season specifying which families are responsible for scorekeeping and timekeeping for each home game. If a parent is unable to do their scheduled game, have them arrange a switch with another parent.
- **Scoreboard Operation:** These can be tricky, especially if you have not operated one before. Make sure your timekeeper gives themselves time to become familiar with the equipment. Instructions for operating the scoreboard are usually available in the scorekeeper's box. The shot clock person and the referees are usually very helpful if you run into trouble. For home games held at Panorama, scoreboard controls are picked up at the front desk.
- **Game Scoresheet:** You will be given a supply of scoresheets at the beginning of the season and are responsible for having them filled out before the game and mailed to the Division Commissioner after the game. Make sure you include the bench personnel (coaches and door personnel) and their NCCP (National Coaching Certification Program) numbers. Have the visiting team's manager fill out their roster before game time.



- **Tip:** Team roster labels are a time-saver! The labels are Avery 08163, 10 labels per sheet. You will need one label for each copy of the scoresheet. Ensure you cross out any players who are not actually playing in that game and include all bench personnel on the scoresheet.

The referees will check and sign the scoresheet at the end of the game. Give the visiting team's manager their copy of the scoresheet and keep your copy (this is important because the Commissioner may contact you if he/she has any questions regarding the game). The original copy is mailed to your Division's Commissioner. If a player is serving a suspension for that game, the player's name and number must be noted on the game sheet in the notes section as well as what game he is serving (example John Smith #12 serving game 1 of 3 game suspension)

As soon as possible after the game, send an email to your Commissioner with the following information:

1. Game number and date;
2. Home team and score, visiting team and score;
3. Any significant game notes (e.g. major penalties, including player name, number, and team; player or coach ejections).
4. A photo of the white games sheet. Please make sure the photo is easy to read and not blurry.

This information is to be submitted to the commissioner within 24hrs post game. Failure to do so can result in a coach receiving discipline.

Instructions for how to fill out the scoresheet are available at: [How to fill out a scoresheet](#).

- **TIP:** Take a stamped envelope, addressed to your Division Commissioner, to the game with you. After the game, put the Commissioner's copy in the envelope and drop it off in the mail box at the entrance to Pearkes Arena on your way home.
- **Referee Payment:** You are responsible for paying the referees and the shot clock person at home games. Your Division VP will provide you with monies for referee payment before the start of the season. Refer to the Officials payments list in the Saanich lacrosse [Manager's info section](#) for the appropriate payments for your Division. Prepare receipts for each game specifying the game number and date. Have each official sign the receipt when they are paid. Keep the receipts as these must be submitted to your VP at the end of the season. An example receipt template is provided in the [Manager's Info section](#).
- **Game Balls:** The home team is responsible for providing balls for each game – make sure you have 3 clean balls for each home game.



- **Locker Rooms:** Keys for locker rooms at Pearkes are available at the front desk of each arena.
- **One Game Permit:** This form is required for players who are not on your regular roster to play in a game. The One Game Permit form is available on the BC Lacrosse Association website at: [One game permit](#) – see “*Minor Box Player Forms/Information*”. Players will not be allowed to play without this form so make sure you have it completed at the game with you. This form must be submitted along with the game sheet.

- **Call Up Procedures:**

If your coach is wanting to call up players from a lower division to assist your team the following steps need to be taken.

- Your coach need to contact the players’ coach and ask permission to have that player play on your team. You must receive the coach’s permission to borrow a player first.
 - If the coach agrees talk with the player and their parents to see if they are comfortable with their player.
 - Get the player’s coach to sign a one game permit. This permit must be submitted with the game sheet to the commissioner. A new game permit is required for every game the player plays with you.
 - Players are only allowed to play a maximum of two games per day. Players are also only allowed to play for a team other than their own 4 times in a season.
 - Inform your VP of the call up so if any issues arise the VP is aware of the situation.
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- **Canceling or Rescheduling of Games:** The only acceptable reason to cancel or reschedule a league game is if one or both teams are attending a tournament or if the weather deems it unsafe to play outside. If you have a scheduling conflict because of a tournament:
 - Contact the other team’s manager immediately to determine options for an alternate date (Note: all games must be played before the last scheduled day of regular season play);
 - If you are the home team, contact the SLA Box Allocator to confirm options for box space;
 - If you are the home team, contact the SLA Referee Allocator to cancel the refs and book refs for the new game date;



- Advise the Division Commissioner of scheduling conflict (provide game number, date, and location) and the new date and time – schedule changes must be approved by the Division Commissioner.

Additional information is provided in [Section 8 Policies and Procedures](#).

If you are rescheduling a game due to weather:

- Contact the commissioner ASAP. They should be able to provide you with the other team's contact info so you can let them know of the cancellation.
- Contact the other team AS SOON AS YOU KNOW. This can save a team from having to travel.
- Contact the SLA REF ALLOCATOR - let them know the game has been cancelled due to weather. If there is enough time they will let the referees scheduled know. If there is not enough time, and a referee shows up pay them the money they would receive for that game (ensure they sign the receipt).
- Contact the box allocator for some alternative times/dates to reschedule the game. Follow the additional information provided in [Section 8 Policies and Procedures](#).

- **Other Considerations for Home Games:**

- ✓ Have player medical forms in hand should there be an injury.
- ✓ Ensure the game starts on time.
- ✓ Bring extra jerseys in case someone forgets his or hers.
- ✓ Bring a lock in case keys are not provided at the arena.
- ✓ Make sure nothing has been left behind in the change room after the game.

AT AWAY GAMES:

- **Directions:** Ensure all team parents have directions to the game locations. A map and directions can be added to your TeamPages reminder. An arena locator is also available on the [SLA website](#).
- **Game Time:** Ensure the team is organized and able to start the game on time. Make sure players allow enough time to get to the box and get dressed on time.
- **Game Scoresheet:** Introduce yourself to the home team's manager and fill out your team's roster on the scoresheet. Make sure you include the bench personnel (coaches and door personnel) and their NCCP (National Coaching Certification Program) numbers.



- **Other considerations for away games:**

- ✓ Be available for the home team's manager to resolve any issues.
- ✓ Have player medical forms in hand should there be an injury.
- ✓ Bring extra jerseys in case someone forgets his or hers.
- ✓ Bring a lock in case keys are not provided at the arena.
- ✓ Make sure nothing has been left behind in the change room after the game.

Section 6 Post-Season

- Collect player's jerseys and return them to SLA – ensure name bars are removed. If a jersey is not returned or lost, submit the player's deposit cheque to the SLA Treasurer. This should only be done as a last resort after a reasonable effort has been made to have the jersey returned. Jerseys are to be returned in the bin they were handed out in. Please also return the manager binder you received with the medical forms and travel permits in them. These will be shredded to align with privacy policies.
- **TIP:** Collect all of the jerseys after your team's last game. Even though you have to wash them before their return, this is often easier than tracking jerseys down after season.
- Have a parent organize an-end-of-season celebration. This can be as simple as a barbeque at someone's home or pizza at a park. It is up to the team to decide what they would like to do.
- Have a parent organize gifts for the coaches. It is up to the team to decide what they would like to do.
- Complete your team's Team Summary and financial statement and submit it to the SLA Treasurer along with referee receipts, financial statement and accompanying receipts.
- Complete any other end of season requests from your Division VP.

Section 7: Team Forms

- [Form 100](#)
- [Medical History Form](#)
- [Parent Consent Form for Travel](#)
- [Code of Conduct Form](#)
- [Minor Provincial Verification \(Roster\) Form](#)



- [Minor Provincial Team Declaration Form](#)
- [One Game Player Permit](#)
- [Team Sponsorship Form](#)
- [Team BC Player Application Form](#)

Section 8: Policies and Procedures

- [Vancouver Island Minor Lacrosse Association Operating Policy](#)
- [BC Lacrosse Association Operating Policy](#)

- **Game Change or Rescheduling of Games Policy**

In the event that a league game must be cancelled, the teams must notify the Commissioner via email of the game to be cancelled and a date for which the make-up game will be played. If the two teams have not come to an agreeable game date when the game is cancelled, the game must be played within 10 days of the scheduled league game. If the cancelled game is less than 10 days from the end of the season the game must be played prior to the last scheduled day of regular play.

The only acceptable reason to cancel a scheduled league game is due to one or both teams attending a lacrosse tournament.

If you have to change a VIMLA scheduled game due to conflict do the following:

1. Notify the [Box Allocator](#) of the cancellation.
2. Notify your commissioner and [Referee Allocator](#) of the cancellation. This is the responsibility of each team, not the Box Allocator's job.
3. Contact the visiting team to find two other possible make-up game dates and email the Box Allocator the dates.
4. The Box Allocator will email you back confirmed dates – confirm those dates with the visiting team, commissioner and the referee allocator
5. Confirm with the Box Allocator via email which date that you will be rescheduling to.
6. Confirm with the Referee Allocator via email which date that you will be rescheduling to.

- **Return to Play Policy**

When an injury, serious injury, or surgery prevents a player from participating in games or practices, a completed [Return to Play Form](#) is required before the player can return. The form is completed by the player's physician and is given to the team's coach or manager. When a player is off for an extended period of time it is recommended that the player



practices before they play. The practice situation allows the player to gradually adapt in a controlled setting with lower risk of further injury.

- **[POLICE INFORMATION CHECKS - aka Criminal History Checks/Criminal Record Checks](#)**

- **Referee Payment Procedure**

All teams are responsible for providing payment to referees at all home games. Managers will receive monies for referees and shot clock persons from the Division VP prior to the first home game.

You are required to verify payment by submitting receipts of payment at the end of the season. Blank receipts are provided here for your convenience. Be sure to have the referees and shot clock person fill in their names and sign the receipt.

See the SLA website Managers Info section for referee fees for each season.

Please ensure that you have the correct denominations for each referee to receive payment exactly. Many managers put the money for each game in separate envelopes and print the receipt directly onto the envelope.

Example Receipt is attached to the end of this document for ease of printing.

Section 9: Dispute Resolution Process for Parents and Coaches

The process to resolve disputes between players, parents, managers and coaches should begin with a conversation between the involved parties. Should the issue not be resolved the parties should contact the Division VP for assistance.

Section 10: Insurance Documents

- **[Schedule of Insurance Benefits](#)**
- **[BCLA Insurance Information/Instructions](#)**
- **[Athletic Accident Claim Form](#)**



Section 11: Important Phone Numbers

Emergency Numbers

- Police, Fire, or Ambulance: phone 911
- Electrical Emergencies, BC Hydro: 1-888-769-3766

Hospitals with Emergency Rooms

Royal Jubilee Hospital	1900 Fort Street, Victoria	250-370-8000
Victoria General Hospital	#1 Hospital Way, Victoria	250-727-4212
Saanich Peninsula Hospital	2166 Mt. Newton X Road, Saanichton	250-652-3911

Walk-In Medical Clinics

Burnside Family Medical Clinic	1900 Fort Street	250-370-8000
Victoria General Hospital	101 Burnside Road W	250-381-4353
Colwood Medical Treatment Centre	102-1910 Sooke Road	250-478-8833
Cook & Quadra Medical Clinic	3461 Cook Street	250-386-6161
Lansdowne Medical Treatment Centre	120-1641 Hillside Avenue	250-592-4212
Gordon Head Treatment Centre	103-1595 McKenzie Avenue	250-477-4777
Mayfair Medical Treatment Centre	530-3147 Douglas Street	250-383-9898
Oak Bay Medical Clinic	101-1640 Oak Bay Avenue	250-598-6744
Saanich Plaza Medical Clinic	3944 Blanshard Avenue	250-475-1101
Shelbourne Medical Treatment Centre	3200 Shelbourne Avenue	250-598-3200
Tillicum Mall Medical Clinic	14-3170 Tillicum Road	250-381-8112

Arenas

Pearkes Recreation Centre	3100 Tillicum Road	250-475-5400
Panorama Recreation	1885 Forest Park Drive, North Saanich	250-656-7271

Other Useful Numbers

- Municipality of Saanich 250-475-1775 • City of Victoria 250-385-5711 • Esquimalt Municipality 250-385-2461 • City of Colwood 250-478-5541 • Town of Sidney 250-656-5541
- Central Saanich 250-652-0135



Thank you for volunteering and have a great season!

Referee Payment Slips

Division:	Team:
Game#:	Referee #1:
Game Date:	Referee #2:
Time:	Shot Clock:
Location:	Distributor:

Division:	Team:
Game#:	Referee #1:
Game Date:	Referee #2:
Time:	Shot Clock:
Location:	Distributor:

Division:	Team:
Game#:	Referee #1:
Game Date:	Referee #2:
Time:	Shot Clock:
Location:	Distributor:

Division:	Team:
Game#:	Referee #1:
Game Date:	Referee #2:
Time:	Shot Clock:
Location:	Distributor: