



# MANAGER'S MANUAL

## TABLE OF CONTENTS

### Section 1: Introduction

- Welcome
- Manager's Checklist
- Important Dates



## **Section 2: Key Contacts and Links**

- Saanich Lacrosse Association Executive
- Vancouver Island Minor Lacrosse Commission
- British Columbia Lacrosse Association
- Minor Box Lacrosse Rules
- Lacrosse Parents and Players Guide
- Concussion Information
- KidSport British Columbia

## **Section 3: Pre-Season**

- General Tasks
- Specific Tasks
- Financial Statement

## **Section 4: Tournaments**

- Tournament Information and Application
- Saanich Lacrosse Association 3 On 3 Tournament

## **Section 5: Game Day**

- Home Games
- Away Games

## **Section 6: Post-Season**

## **Section 7: Team Forms**

- Medical History Form
- Parent Consent Form For Travel
- Code of Conduct Form
- Minor Provincial Team Declaration Form
- One Game Player Permit
- Team Sponsorship Form
- Minor Box Provincial Team



## **Section 8: Policies and Procedures**

- Game Change or Rescheduling of Games Policy
- Return to Play Policy
- Police Information Check (PIC): Policies and Procedures
- Vancouver Island Minor Lacrosse Association Operating Policy
- BC Lacrosse Association Operating Policy

## **Section 9: Dispute Resolution Process for Parents and Coaches**

## **Section 10: Insurance Documents**

- Schedule of Insurance Benefits
- BCLA Insurance Information/Instructions
- Athletic Accident Claim Form

## **Section 11: Phone Numbers**

- Emergency Numbers
- Hospitals with Emergency Numbers
- Walk-In Medical Clinics
- Arenas
- Other Useful Numbers

## **Section 1 - Introduction**

Welcome! The Saanich Minor Lacrosse Association (SMLA) 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 SMLA policy. As the team manager, your role is to ensure all administrative duties are taken care of so the coaches can concentrate on guiding 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 SMLA 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 Police Information Checks (PICs) for coaches and manager are up to date	
✓ Send an introductory email to your parents	
✓ Apply for any tournaments your team wants to attend ( <a href="#">BCLA Tournaments</a> )	
✓ All <a href="#">Team Parent &amp; Athlete Code of Conduct Forms</a> , <a href="#">Players Medical History Card</a> , <a href="#">Parent Consent Form for Travel</a> are completed	
✓ Have all players and/or parents join your RAMP TEAM APP	
✓ Distribute jerseys and collect deposits	
✓ Register for the SMLA 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 SMLA Treasurer	

## IMPORTANT DATES

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

[Saanich Minor Lacrosse Association : Website by RAMP InterActive \(saanichlacrosse.com\)](http://saanichlacrosse.com)



## Section 2 - Key Contacts and Links

- [SMLA 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 RAMP page and APP. This will allow you to add players, schedule practices, games and other team events, and communicate with parents and coaches.
- Download the RAMP GAMESHEET app
- Download the RAMP APP (SMLA Homepage)
- 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 SMLA'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 the Coaches & Managers meeting hosted by SMLA at Braefoot box to pick up jerseys, first aid kits and other important information.



Financial\_Statement\_example\_.pdf

### SPECIFIC TASKS

- [Police Information Check \(PIC\)](#): All Coaches, Managers, Trainers, Executives, and any other individual acting in any capacity for a team with Saanich Lacrosse must have a current PIC (Police Information Check) previously called Criminal Record Check. This check is only good for 3 years. It doesn't cost anything, but it does take a bit of time, up to 6 weeks. The procedure has changed recently and can no longer be completed online. It must be submitted in person to Saanich Police (Monday-Friday, 8am-4pm) with the Volunteer Letter from Saanich Lacrosse and 2 pieces of government issued ID (at least one with a picture). Send the Head Manager a copy of the completed PIC, they will keep a record that it has been completed and there are no issues, then destroy the original and all copies. This is to ensure the security of your personal data.
- [Parent/Athlete 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 ○ [Code of Conduct Form](#) ○ [Code of Conduct Form](#)



They are to be emailed to the manager, printed, and kept in a binder. This binder should be brought to all games and tournaments. Ensure this information is kept confidential. The requirement to have them printed is because if a kid needs to go in an ambulance the medical forms can be handed to the paramedics.

- **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 email or print these forms, complete and sign, and return to you as soon as possible. You may also print blank copies and have them completed during practices. You can accrue for this cost in your team budget.
  - A reminder that a \$100 jersey deposit is required. This cheque, cash or e-transfer will be returned or destroyed when their player's jersey is returned at the end of the season. If the jersey isn't returned you will send the money to our association's Treasurer.
  - Any team expectations you and the coaches establish for the season should be communicated clearly via email (e.g. time to be dressed and ready to go at the start of practices or games; how to notify the coaches or manager if the player will miss a practice or game, volunteer schedules for game sheets/ game clock/ snacks etc.)
  - Share 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 for league games.
  - 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 for the season. Divide that amount evenly by the number of families on your team and that amount becomes your 'Team Fees'. 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 with team fees include tournament registration fees (specific amounts are available on the BCLA website),



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 fundraising 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 fundraising 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 SMLA 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: excess donated funds need to be transferred to Saanich Minor Lacrosse Association Treasurer to hold in trust against future Association costs, excess team fees should be equally credited back to your team families.
- Please keep receipts for all items purchased or paid for using team funds. These are to be submitted to the Association 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 & Deposits:** Collaborate with Coaches to distribute the jerseys to the players. You must collect a jersey deposit of \$100 for each player; via cheque, cash or e-transfer (cheques are to be post-dated August 31 for the current season.) Keep a spreadsheet to track who paid and how. You must return the deposits at the end of the season when the jerseys are returned to you. Also keep track of which jersey number each player has. This info is needed for game sheets.
  - Creating a team player card is a great way to know the players and jersey numbers. Under the Manager's tab on the SMLA 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 team's RAMP APP/page. Make sure each player has accepted the invitation to join the team. [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 Minor Lacrosse Association and submit it to the Sponsorship Co-Ordinator & [Treasurer](#) 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 **game sheet** 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 athletes for games but this is optional.



- **Playoff Declaration:** U13, U15, and U17 teams wishing to participate in playdowns for the provincial championships must submit a [Minor Provincial Team Declaration Form](#). Co-ordinate with the Head Manager on this piece. 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

SMLA will hold its annual in-house 3 on 3 Tournament at the end of April at Pearkes Field House. This is a fun, in-house tournament for all Saanich Lacrosse teams. All players/teams are encouraged to dress up in costumes and all players leave with a prize.

There is no registration fee.

You must register the number of teams and players attending (recommendation is 4-5 players per team) at least 2 weeks before the tournament with our 3X3 Coordinator so a schedule can be made, and prizes purchased.

This is a non-contact tournament with only helmets, sticks, gloves, and mouth guards required. Team Managers are encouraged to have as many players as possible sign up for this fun event.

## Section 5 - Game Day

### AT HOME GAMES

- **Gamesheet and Timekeeping:** You will need to provide a 'game sheet' representative and timekeeper for ALL home games. Game activity is now recorded directly into the RAMP GAMESHEET App (formerly done on a paper form). 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. There are [instruction sheets on our website](#). Under GAMESHEETS. Whenever the instruction sheet says *Immlc.ca* please substitute *vimlclacrosse.ca* (we borrowed the instructions from the LowerMainlandMinorLacrosseCommission

**TIP:** Prepare a schedule at the start of the season specifying which families are responsible for scoring and timekeeping for each home game. If a parent is unable to do their scheduled game, have them arrange a switch with another parent.



- **Note:** Many tournament organizers are requiring participating teams to provide scorers and timekeepers – make sure you have these organized in advance if needed.
- **Scoreboard Operation (timekeeping):** 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.

- **Gamesheet/Roster:** You will be responsible to make sure your roster is updated before each game, including the bench personnel (coaches and door personnel) and their NCCP (National Coaching Certification Program) numbers. The visiting team's manager must update their roster online before game time as well. The referees will check the 'game sheet' and sign off through the App. 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 they are serving (example John Smith #12 serving game 1 of 3 game suspension). If a player is a call-up, this must be noted on the roster as AP, as well as a completed [call-up form](#) provided to the ref, or your coach will be suspended for 2 games

**Tip: For Paper gamesheets (tournaments only)** 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. [How to fill out a scoresheet.](#)

- **Game Balls:** The home team is responsible for providing balls for each game – make sure you have 3 clean balls for each home game.
- **Referee Payment:** You are responsible for paying the referees and the shot clock person at home games. **Please bring cash to the arena.** Our Treasurer will e-transfer you the money for referee payments before the start of the season and a 'Referee Payments List', refer to this list 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 the Treasurer at the end of the season.** An example receipt template is provided in the Manager's Info section. Any Mentor or travel fees will be paid by the Treasurer by e-transfer every 2 weeks.



- **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. Your coach faces a 2 game suspension if this form isn’t completed. 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 needs 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 want to play.
- 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.
- **Cancelling or Rescheduling of Games:** The only acceptable reason to cancel or reschedule a league game is:
  1. one or both teams are attending a BLCA sanctioned tournament
  2. extenuating circumstances, Fire, flood, mass illness, road closures, weather is deemed unsafe to play outside

Additional information is 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 theirs



- ✓ 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 team's RAMP page reminder. An arena locator is also available on the [SMLA website](#).
- **Game Time:** Ensure the team is organized and able to start the game on time. Encourage families to allow their players enough time to get to the box and get dressed on time.
- **Game Sheet/Roster:** Update your team's roster on the RAMP Game sheet. Make sure you include the bench personnel (coaches and door personnel)
- **Other considerations for AWAY games:**
  - ✓ Be available for the home team's manager to resolve any issues
  - ✓ All call-up forms completed and in hand
  - ✓ Have player medical forms in hand should there be an injury
  - ✓ Bring extra jerseys in case someone forgets theirs
  - ✓ 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 jerseys and return them to SMLA Equipment co-ordinator. Ensure they are clean and name bars (if applicable) are removed. If a jersey is not returned or has been lost, remit the player's deposit to the SMLA 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 shred the Medical Forms and Travel Permits, 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 the end of the 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 SMLA Treasurer along with financial statement and accompanying receipts.
- Complete any other end of season requests from your Division VP.

### **Section 7 - Team Forms**

- [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

- **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, or extenuating circumstance (fire, flood, mass illness, road closure)

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](#)**

Required for **all** volunteers with SMLA

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

- **[BC Lacrosse Association Operating Policy](#)**





## 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

### Arenas

Pearkes Recreation Centre	3100 Tillicum Road	250-475-5400
Archie Browning Arena	1151 Esquimalt Rd, Esquimalt BC	(250) 412-8510
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
- Municipality of Central Saanich            250-652-0135

**Thank you for volunteering and have a great season!**