



Sabrecats Lacrosse Association

Coach's Manual

Updated April 2019



COACH'S MANUAL

MISSION STATEMENT: To make lacrosse a fun and rewarding experience for all participants through a program that provides an organized and disciplines approach to developing lacrosse skills

OBJECTIVES OF SABRECATS LACROSSE ASSOCIATION: To encourage, promote, coordinate, improve and provide the means to enhance the experience of all those who wish to play, coach or otherwise become involved in the sport of lacrosse. To also provide a safe, fun, and fair environment to promote the improvement of the participant's basic lacrosse skills, coaching skills, and referee development.

INTRODUCTION

One of the primary objectives of the Sabrecats for 2018, will be to provide coaches with the support, mentorship and resources available to assist in making this season a success for you, your coaching staff, players and parents.

Within the following pages, you will find an outline of the expectations and responsibilities of a Sabrecats coach. As part of the expectations, you will be required to attend Internal Coaching Clinics, an on floor practical coaching session, CDLA sponsored certification clinics (if required) as well as, Sabrecat meetings.

This manual will provide you with a clear objective as a coach. Success will be determined on the development of technical skills, individual tactics, team tactics, team play systems and strategy at different age levels within our association.

Success will continue to be based on the development of players from one season to the next and not on wins and losses alone. The Sabrecats are committed to providing players an opportunity to enjoy playing the sport they love, in a safe and fun learning environment. The development of individual skills, physical fitness, sportsmanship, team play and social interaction are all common goals shared within the association. The Board of Directors are dedicated to making your experience as a coach this season a positive one and welcome any input on improving the overall program.

COACHING DEVELOPMENT PROGRAM

Our Technical Director for the 2019 season is Gord Henry. Gord has been a part of the Team Alberta program in both field and box. Gord is always able to get the best out of each player on his team. He is a 3rd generation lacrosse player and grew up playing in Delta B.C. winning 3 Jr. B Championships. His passion for lacrosse being only one of his greatest assets, he has been involved with the Rockyview Lacrosse Association since its inception. He is committed to helping lacrosse players at all levels understand the game and develop their skills to move to the next level and beyond.



OBJECTIVES OF THE TECHNICAL DIRECTOR

Coach Development: To provide coaches of all levels with timely, adequate, and appropriate information, programs, and resources that will allow coaches to:

- Help coaches confidently volunteer as a coach or assistant coach regardless of their Lacrosse experience
- Create a positive and fun learning environment that promotes player retention
- Effectively and properly develop the individual Lacrosse skills of players at various levels
- Effectively and properly develop team Lacrosse concepts and systems at various levels
- Gain an understanding of the rules of the game
- Understand and implement the Sabrecat Association's development path and principles, to provide players with a consistent learning experience and set of skills.

Player and Goalie Development: To provide players of all levels, on an optional basis, supplemental training programs and resources that will allow them to:

- Develop specific lacrosse skills through specialized programming

RESPONSIBILITIES OF THE TECHNICAL DIRECTOR

Create a coaching manual for the Sabrecat Association that provides:

- A clear governing message to existing and incoming coaches about the Sabrecats' philosophy and policies on athlete development, as approved by the Board.
- A progression path of skill development through suggested drills and games that coaches can follow at various levels

Provide "Start-Up" Coaching Clinics at the beginning of the season. The clinics should:

- Be broken into age groups with material that is relevant to the development objectives of that age group
- Reinforce the Sabrecat philosophy and policies of athlete development
- Provide coaches with proper and adequate instruction on the skills that need to be learned at each age group or level
- Provide coaches with instruction regarding the options and proper execution of team systems and special teams at various levels, i.e. transition, bench management, power play, etc.
- Provide instruction regarding the proper execution of drills / games relevant to the age group, including the key teaching points for each drill.
- Execute a portion of the drills to ensure they are understood and to demonstrate proper error identification and correction techniques.
- Provide a review of some relevant rules that coaches should be aware of at that age group.

Attend practice for each team

- Communicate with coaches in advance to understand their current needs
- Coach the coaches to properly run drills, identify and correct, and communicate with the team
- Determine which coaches may need or want additional assistance

Provide optional specialty clinics for coach or player development

- Goalie
- Shooting



- Stick Stringing / Equipment issues
- Transition Options
- Power play / Penalty Kill Strategies
- Bench Management
- Rules Interpretation / Explanation
- "Bring your question"

Develop a core group of experienced and knowledgeable coaches within the organization that can assist in coaching clinics, practices, and mentorship.

Provide input as requested to the Coach Selection committee.

COACH MENTOR PROGRAM

Will be led by Technical Director Gord Henry.

Sabrecats participates in the Coach Mentor Program as endorsed by CDLA and Canada Lacrosse. Experienced Coaches from the Sabrecats program are recruited to become Coach Mentors. Coach Mentors provide a resource to other Sabrecats Coaches for things such as, although not limited to; practice plans, and drills. Coach Mentors are permitted to be on the bench for any Sabrecats team; as determined by the Director of Coaches.

Coach Mentors may participate in the development of coaches by observing team practices and games to provide feedback to the team's coaching staff. Coach Mentors are expected to help multiple teams at various age levels over the course of the season.

Potential Coach Mentors are identified by the Director of Development and the Director of Coaching

Teams can request help or evaluation from a Coach Mentor at any time by contacting the Director of Development at development@sabrecatslax.com

CDLA COACHING NCCP CLINICS

Registration Procedures for Coaching Certification Programs (NCCP Programs) for 2019.

The most up to date instructions on coaching clinics can be found on the CDLA website.
<http://calgarylacrosse.com/content/coach-certification>

The following link provides instructions and screen shots on how to register and complete your preclinic assessment.

<http://cla.pointstreaksites.com/view/cla/nccp-training/lacrosse-coach-pathway>

Dates for coaching clinics can be found on the ALA website.
<http://www.albertalacrosse.com/content/education>



POLICE INFORMATION CHECK (PIC)

Process to Complete the Police Information Check

Please be advised that all bench personnel (Head Coaches, Assistant Coaches, and Trainers) must have completed a Vulnerable Sector Check along with their Police Information Check. Managers are still only required to have a Police Information Check (PIC). If you are planning to coach for the Sabrecats in the 2019 season you will need to provide verification of the completed VSC and/or PIC.

If you have completed a PIC and VSC – with the Calgary Police or with mybackcheck.com – for another agency, including the CDLA, within the last three years, please submit your completed documentation via email to execdirector@sabrecatslax.com.

If you completed an on-line Calgary PIC within the last 3 years, please go online, (link below) review your results and share them with the Calgary Sabrecats Lacrosse Club.

If you have never completed a police check with the City of Calgary or it has been longer than 3 years, please go to the same link below to start a new application.

<https://policeinformationcheck.calgarypolice.ca/>

****New applications will not be accepted without a letter from the Sabrecats. You will need to print, sign and scan the letter (along with 2 pieces of government-issued ID) to go with your application.**
The cost of the PIC and/or VSC will be covered by the Sabrecats.

TEAM PARENT MEETING

Agenda Topics to discuss:

- **Introductions**
 - Coaching Credentials
 - Coaching Philosophy
 - Objectives and Goals for the season
- **Ensure contact information is collected from all families**
- **Team Rules and Player Expectations**
 - Behavior/Respect
 - Arrival time prior to games/practices.
 - Attendance (how much notice is expected)
 - Parents in dressing room.
 - Game dress code (if applicable).
 - Water bottles (the importance of each having their own)



- Discipline/Team Rules
- **Volunteer Positions**
 - The most important thing a Team Manager can do is DELEGATE. A strong parent base will make for a strong team.
 - Head Coach, Assistant Coaches, Manager, Team Manager, Jersey Parents, are “Association Approved” roles at a team level. These positions go towards fulfilling the Volunteer Bond.
 - Other roles including Team Treasurer, Team Tournament Coordinator, Social coordinator etc. although important are not approved functions for fulfilling your volunteer bond commitment.
 - Other “Approved Association” roles can be found on the Sabrecats website.
 - Each family is responsible for ensuring their Volunteer Bond has been fulfilled AND their Credit Forms are submitted; according to the approved roles by the Association.
- **Forms** that are to be filled out and collected from EVERY family:
 - **Fair Play** (Coaches/Parents/Players – this is supported by the ALA/CDLA.
 - **Code of Conduct** (24 hr “cooling off period”) – To be reviewed
 - **Submit all forms to Team Manager**
- **Tournaments**
 - How many “in town” and “out of town” tournaments?
 - Need someone to cover tournaments and take care of sanctions, hotel bookings etc; and this person would be the Team Tournament Coordinator
- **Budget** – outlining anticipated/estimated costs. A few things to consider are:
 - Cash Call
 - Tournaments (on average cost about \$800-\$1100 each)
 - Team Apparel – MUST use **Atkinson Promotions** Orders can be placed directly on Sabrecats Website
 - Team building activities
 - Extra floor (if available)
- **Fundraising**
 - Cash call as needed
 - Bottle Drives
 - Silent Auction
- **Scorekeeping & Timekeeping**
 - Explain that the CDLA expects the ‘Home’ team and the ‘Visiting’ team to each provide 2 volunteers for games. There should be one (1) Timekeeper, one (1) Shot Clock, and one (1) Scorekeeper for each game, as well as one (1) volunteer for each penalty box.
 - The Team Manager, or designate, should set up a schedule and ensure all Off-Floor Officials are aware of the dates they have been assigned. It’s suggested that once the games have been posted, do up a schedule and if a parent is unavailable for that shift – that parent needs to find someone to cover their shift
 - All Off-Floor Officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As NEUTRAL Off-Floor Officials assisting the referee in proper conduct of the game they are significant contributors to the management of the game. If their behaviour warrants disciplinary action, they may be relieved of the duties by the Referee or other CDLA official.
- **Q & A**



TEAM RULES

It is at the discretion of the team Coaching Staff to determine what constitutes inappropriate behaviour and the consequences for the behaviour. These Team Rules should be clearly communicated to the Parents/Legal Guardians and Players, at the beginning of the season.

Some examples of inappropriate behaviour would be things such as, but not limited to:

- Unexcused absences.
- Disruption of team practice(s) or game(s).
- Repeated refusal to follow coaching instructions.
- Inappropriate language.
- Disrespect for Coaches, team members and Officials.

The Head Coach is also responsible for the allocation of playing time to players in any particular game, but should ensure that over two or three games, the playing time per player is relatively equal.

PARENT/PLAYER/COACH CODE OF CONDUCT

Code of Conduct Forms must be collected from all Coaches, Parents and Players. The manager will be responsible to ensure that these signed forms are on the bench for all games and practices (keep it in a folder in the coach's bag) by the first game of the regular season. It is essential that Coaches, Parents and Players read and sign the forms and adhere to this code of conduct throughout the season. The forms can be found on our website under the Resource section - Manager's Tab. It is recommended that the Head Coach review the Player Code of Conduct with their players as well as with the parent group.

Players at the Mini-tyke and Tyke do not need to sign but the Code of Conduct should be reviewed with them by the head coach.

BULLYING AND HARRASSMENT POLICY

The Sabrecats have a zero-tolerance policy regarding Bullying and Harassment. Bullying is a common denominator of harassment, in that bullying tends to be a number of small incidents over a period of time. Harassment is a form of discrimination. Discrimination is treating someone differently based on age, race, national or ethnic origin, colour, religion, sex, sexual orientation, family status, marital status, physical or mental disability.

The following types of harassment will not be tolerated whether or not individuals complain:

- Sexual Harassment: Includes inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in authority against an individual who has rejected a sexual advance or unwelcomed sexual behaviour.



- **Racial Harassment:** includes racial slurs, jokes or name calling based on race, ancestry, place of origin, colour, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes or derogatory nicknames.
- **Abuse of Authority:** improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail, or coercion.

Bullying is defined as a conscious, willful, deliberate and hostile activity marked by a real or perceived imbalance of power, intent to harm, and/or threat of aggression. The behaviour is repeated or has the potential to be repeated over time.

- Bullying can occur in many different forms including:
 - **Verbal Bullying** - name-calling, sarcasm, teasing, spreading rumors, threatening, and sexual comments.
 - **Social Bullying** - mobbing, scapegoating, spreading rumors, embarrassing someone in public, excluding others from a group, ganging up and group teasing.
 - **Physical Bullying** - hitting, poking, pinching, chasing, shoving, rude hand gestures, kicking coercing, destroying or stealing belongings and hazing.
 - **Cyber Bullying** - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.
- Harassment and bullying cause injury to health such as; stress, anxiety, and depression. Over time, bullying and harassment can result in psychiatric injury and trauma. The impact of bullying and harassment can leave lifelong scars, trauma and/or pain. Our intention is to provide a respectful and a safe environment for all members within

Any reported incident of bullying towards players, coaches, officials or parents will automatically be reviewed by members of the Sabrecats Executive and Disciplinary Committee on a case by case basis.

At a minimum, the following zero-tolerance policy will be in effect:

Player bullying a Player;

- Offence 1 – Miss 1 period of play during a sanctioned game
- Offence 2 - Suspension from a Sanctioned game. An Exhibition game will not count.
- Offense 3 - Suspension from all sanctioned games and team activities; pending a disciplinary hearing with the Sabrecats Executive, player and Parents/Guardians.

Adult bullying a Player

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc., pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from the Sabrecats.

Adult bullying an Adult

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc. pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from Sabrecats.



TEAM APPAREL

All Sabrecats apparel is available online for individuals to order for the lacrosse season - <https://sabrecatslacrosse.itemorder.com/sale>. If there is an item not online that you are looking for please contact Steve Atkinson with Atkinson Promotions (steve@atkinsonpromo.com) with your inquiry.

Team Orders can be placed on line by the Coach or Manager, but it would be easier to contact Steve Atkinson directly to ensure the order gets directly into the queue. Team orders will receive an additional 10% off. Samples are available - please contact Steve and he will make arrangements to get those to you.

All Sabrecats Apparel and Logoed items are to be ordered with Atkinson Promotions Ltd as per the contractual obligations with Sabrecats Lacrosse Association.

All orders ordered online will be delivered to the customer's house.

TEAM FINANCIALS

Sabrecats urges teams to use careful discretion with cash calls and would remind the teams to be respectful of the individual situations of team members/ families.

Team Budgets / Fund Raising

- Teams are permitted to raise funds.
- The team budget must be discussed and agreed upon by at least 75% of the parents/guardians at the team's first team meeting.
- Team funds are to be held and distributed from a Team Bank Account.
- Teams must spend the **publicly raised funds** in the current season; as per the team's approved budget.

Any **publicly raised funds** which remain unspent at the end of the season are to be donated to Sabrecats.

Unspent publicly raised funds CANNOT be re-distributed to the parents/guardians of the team.

- Cash contributions ("cash call"), which the parent/guardian has made to the team that have not been spent, are to be reimbursed to the parent/guardian who made the contribution; up to the amount of the original "cash call" amount.
- Teams are to remain reasonable and sensitive to financial and social challenges; with regards to the amount of financial burdens placed on their players' families.

At the end of the season, an accounting of all cash collections and expenditures is to be provided to the parents/guardians and the Sabrecats Treasurer if requested.



Team Bank Account

You may open a team account at any financial institution. In order to protect all those involved please adhere to the following:

- Teams must establish a bank account for the team. Team money must not be managed through a personal account.
- A copy of a team bank account statement or on-line version of the team bank statement must be provided by the Team Manager, along with the team budget, on May 1st to the Sabrecats Executive Director.
- The team bank account must be set up with a minimum of two (2) signing authorities required on all debit transactions.
- Signing authorities on team bank accounts are not to be immediate family members (i.e. husband, wife, partner, brother, sister, etc.).
- A copy of the letter to the bank outlining the requirements for a team account is located on our website
- The name of the team account must clearly state that it is from the perspective of the team, under the auspices of the Sabrecats Lacrosse Association, and not “Sabrecats Lacrosse Association” or “Sabrecats” or “Sabrecats Lacrosse” names, as these names belong to the overall Association. The name of the team account must also include the year of the current season (i.e. 2019). For example **“Sabrecats Peewee B2 2019”** would be acceptable.

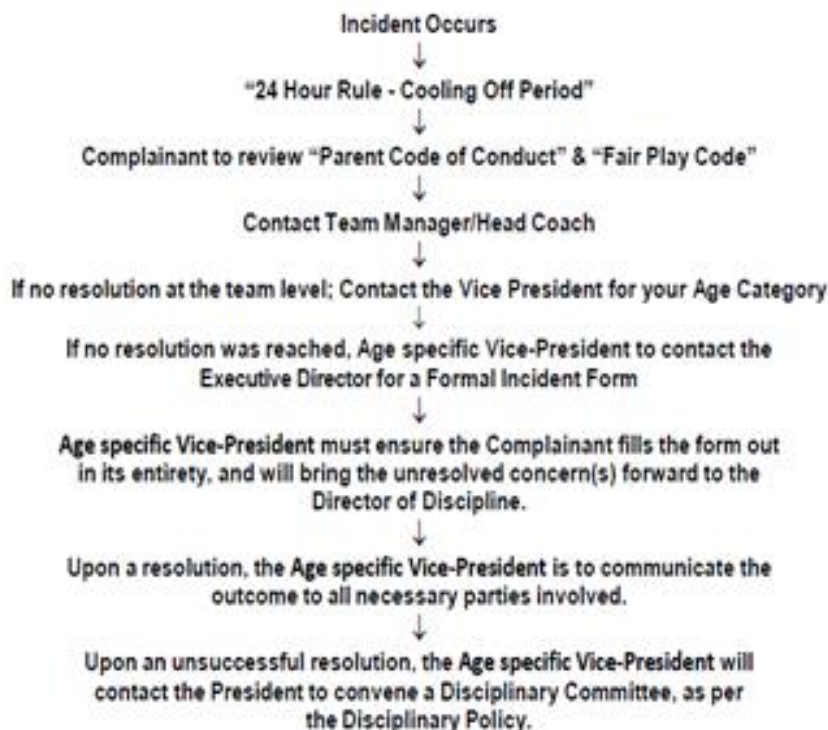
All team bank accounts must be closed, and funds disbursed no later than August 31st of each calendar year.

RESOLUTION OF TEAM DISPUTES

Occasionally disputes arise within a team over issues such as behavior, discipline, equal floor time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve the issues. If you are angry about anything a coach has done, it is **ESSENTIAL** to use “the 24-hour rule” before approaching the manager in person, phone, or email. Please familiarize yourself with the Flow of Communication within the Sabrecats Association.



Incident Reporting



COACHES, PLAYERS & USE OF AFFILIATES

Each team may formally register a maximum of five adults including coaches and manager on their official roster. Although up to five registered adults may be on the bench during games, generally the benches don't have room for more than three. The additional adults can then substitute when one is absent.

It is now mandatory for coaches in Calgary to attain some degree of coaching certification according to the age group of their team. Please contact the Director of Coaching at coaching@sabrecatslax.com for questions with regards to the requirements for coaching certification.

Only officially rostered players may be on the bench during a game. If a player is injured, he/she may sit on the bench provided they wear a helmet.

You may use an approved affiliate player if one of your players is injured, ill or away but not if you have a suspended player. The procedure for calling up an affiliate is that the Coach or Manager will contact the Coach of the affiliate player's team and discuss the situation with them. If all agree, the player may play in the designated game. The player should be handwritten on the game sheet with AP next to their name. Please note that there are restrictions as to how many games an affiliate may play.



****Please familiarize yourself with the CDLA rules and regulations surrounding use of affiliates**
<http://calgarylacrosse.com/content/regulations-policies>

TOURNAMENTS

You will find a list of Tournaments under the Information Tab on the CDLA website, as well as, a list of ALA sanctioned tournament listings can be found on the ALA website
<http://www.albertalacrosse.com/content/tournaments>

The affiliate rules for ALA tournaments has changed for the 2019 season. Teams may affiliate two players and a goalie to a maximum roster size of 15 players if the roster attending the tournament is less than 15 players. Any affiliate goaltenders must be dressed as goaltenders, on the bench, and will only be eligible to participate as a goaltender. ALL affiliates must be drawn from the same club and in a lower division or lower tiered team in the applicable division competing. Clubs teams without a division below may affiliate to another team in their Local Governing Body. Players may not be affiliated if a conflict with their normal team exists. All players' first obligation is to their regular club team

For the CDLA Canada Day tournament, all spots in that tournament are allocated to CDLA associations by the tournament coordinator. Please DO NOT contact Canada Day for a spot in that tournament. We will notify you if your team has been allocated a spot for Canada Day.

If you are attending a tournament outside of Alberta (or not sanctioned by the ALA), you need to ensure that you obtain a travel permit and send a copy to the Executive Director at execdirector@sabrecatslax.com. If you are attending an out of town tournament, please notify the Executive Director, so the association is made aware if we have teams heading out-of-town.

******* Reminder that for all tournaments entered (including out of province and out of town) – game sheets must be submitted as per ALA tournament rules listed above

PROVINCIALS

The format for Provincials has changed for the 2018 season. All ALA registered teams are eligible to participate in the 2019 Provincials which will take place in Calgary July 10-14, 2019. Teams that decide to participate will be tiered based on team results during league play as well as ALA sanctioned tournaments.

If teams wish to participate they need to complete a Provincial Championship Intent Form by June 1st. Located on ALA website. <http://www.albertalacrosse.com/content/minor-box-provincials>

DAVID FEHR TYKE AND NOVICE FESTIVAL

Will take place in Calgary July 10-14, 2019. Teams that wish to participate need to complete the 2018 Tyke and Novice Festival Intent Form by June 1st. Located on ALA website.



<http://www.albertalacrosse.com/content/minor-box-provincials>

FACILITIES

Please RESPECT the Arenas & Public Buildings that you attend for games, practices, tournaments, dry land etc. Team Management is responsible for their own behavior as are parents and guests. The Head Coach is responsible for the behavior of their players and all coaching staff.

As per the CDLA guidelines the following list of behaviors should be adhered to:

- Cleanliness – dressing rooms should be left in a similar state to where it was upon arrival, the last person leaving should ensure it is tidy.
- Teams must not linger in dressing rooms; all players should be out of the room no longer than 30 minutes after their scheduled time.
- Arrival times – Teams will not be granted access to dressing rooms more than 60 minutes prior to games (Note: this may be amended as required by the Arena facility). Coaches that want their teams there earlier must advise players to keep equipment outside the arena.

Equipment in hallways blocking access to emergency exits is a safety violation and will not be tolerated by the facilities.

- No use of lobbies, stairs, and/or hallways as warm up areas. This is an insurance risk, and disrupts other users. Please have teams warm up outside, or in some cases arenas may have designated areas to utilize.
- Respect the arena staff – these people are paid to do a job; disrespect or verbal abuse will not be tolerated.
- No use of chewing tobacco and/or alcohol in and around dressing rooms.

Upon arrival:

- Coaches MUST report any damages observed in the dressing room or if the room was left a mess from the previous team; to the Arena Attendant immediately.
- If this is not done, and the Arena Attendant finds damage unreported, then the last team noted as being in the dressing room may be charged. If Sabrecats is liable for any damages/charges, then Sabrecats may forward these charges to the team involved.