



# **Sabrecats Lacrosse Association**

## **2017 Manager's Manual**

Revised April 2018

# TEAM MANAGERS MANUAL

Thank you for stepping up for this very important role that is integral to the Association, the teams and the players! This guide has been developed to assist you. On the Sabrecats website there is also a Manager's office tab with some quick links. If you require assistance please ask!

\*\*\*Please read the entire details of this document before you have your first parent meeting\*\*\*

## INTRODUCTION

The Team Manager is the central figure in facilitating the flow of communication within the team (players, parents and coaches), between the team, the Association, other teams, referees, etc.

The Manager is responsible for ensuring all off-field tasks are completed. By taking on the operational aspects of the team, the Manager enables the Coach to focus on player development and on-field instruction.

Each Manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each Coach and each level. It is very important for the Manager and Coach to work collaboratively. Ultimately, the Head Coach is responsible for the overall operation of your team and will have the final say on matters that require a decision. As part of your job you will be the liaison between the Executive Director and your team. Any questions that you may have can be forwarded to her via e-mail at [execdirector@sabrecatslax.com](mailto:execdirector@sabrecatslax.com).

The Sabrecats encourages the team manager to be responsible for the behind the scenes responsibilities and activities including but not limited to:

- Liaison between the coach and parents
- Administering team monies and organizing team fundraising (can be done by Treasurer as well)
- Organizing exhibition games, tournaments, extra floor time (if desired)
- Game sheet reporting
- Relaying floor times to the parents
- Ensure Medical Information for each player has been completed through ePACT
- Distribute and collect Code of Conduct Forms for team, coaches and parents (to be kept on bench)
- Familiarize yourself with the Sabrecats Policies locate on the website
- Collecting and returning of team jerseys (home and away)
- Organizing box duties (home games – 3 required, penalty box, game clock, shot clock; away games – 2 required, penalty box and game sheet)

The Manager will work with the Director of Volunteers – [volunteers@sabrecatslax.com](mailto:volunteers@sabrecatslax.com) to ensure all parents who committed to volunteering at the association level have completed their commitment. Please refer to the Section on Volunteer duties.

At the beginning of the lacrosse season the team coach and manager should agree on a division of duties, following the guidelines above. The manager should not try to do take on all the duties. DELEGATE!!! It is best to delegate as much as you can but remain in close contact to ensure delegated duties are completed in a timely manner.

## **LIAISON BETWEEN COACH AND PARENTS**

The manager should arrange a coach/parents meeting shortly after the team is formed. Items to be discussed and agreed upon should include (among others):

- Introductions
- Coaching Overview: Have the coach provide information on the goals and objectives for the season and his credentials and philosophy
- Outline Team Rules/Expectations
- Expected time to arrive prior to games/practices
- Expected behavior of players
- Parent access to the dressing room before and after games
- Dress code if decided by team/coach
- Code of Conduct for the players, parents, and coaches
- Budget: To operate for the season the team will require funds for numerous items including: tournaments, extra field time, exhibition games, team social activities
- Fundraising: This is a decision to be made at the team level. Possible fundraising ideas: cash call, corporate sponsorship, bottle drive, raffle etc.
- Tournaments: The team needs to decide on the number of tournaments it will attend in total, how many of these will be out of town tournaments.
- Team Positions: There are a variety of team level positions that will help to ensure the successful running of the team

Draft Agenda is included in Appendix 1.

## **CODE OF CONDUCT FORMS**

Code of Conduct Forms (located in Appendix 2) 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 first regular season game. 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.

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

## **MEDICAL INFORMATION**

Each manager will be responsible for ensuring that each member of their team have completed and shared their medical information through ePACT. Each team member will have received an invitation to complete the on-line information. If they are having issues please have them contact our Executive Director at [execdirector@sabrecatslax.com](mailto:execdirector@sabrecatslax.com). The medical information for each player will be accessible by the coaching staff and manager for that team ONLY through the ePACT app on their phone. Access will expire at the end of the season.

## **VOLUNTEER DUTIES (TEAM VS ASSOCIATION)**

All families are expected to volunteer at the team level – no exceptions.

At the time of registration, families are given the option to “opt out” of volunteering at the association level by paying an extra \$200 fee. If families decided at registration to volunteer at an association level, they would have picked a volunteer position. They will be emailed with opportunities to volunteer, and, upon completion, will be given the codes to log their volunteer hours on the Sabrecats Volunteer site <https://tk.aeicm.com/Login.aspx>

There are, however, positions on the team that do require a tremendous amount of time – so we do allow those positions to count towards families association volunteer commitment – Head Coach, Assistant Coach, Manager, and Team Jersey Coordinators. The managers of each team will be given the codes for these families to log onto the Sabrecats Volunteer site to log their volunteer hours.

## **TEAM CONTACT LIST**

A team list needs to be developed and distributed to parents as early in the season as possible. This list should include: player’s name and jersey number; home phone number; home address; parent’s names and cell numbers; email address; and volunteer positions. It is essential that all personal information is confirmed before being distributed.

***Privacy regulations require that you get agreement from all team members before sharing contact information.***

This also applies if any third-party requests contact information.

It is also recommended to have a parent create laminated wallet size “cheer card” with player names/jersey numbers/parent’s names. Please see the Sabrecats Website for Template under Manager Resources.

## **CALGARY DISTRICT LACROSSE ASSOCIATION (CDLA)**

CDLA has a website at [www.calgarylacrosse.com](http://www.calgarylacrosse.com) which you are encouraged to access frequently to get up to date information on key dates, schedules, current standings, tournament information, travel permits, etc. The CDLA Rulebook and many relevant forms are also available from the website.

Please take the time to familiarize yourself with the Managers Resource Page link under the Administration Tab on the CDLA website as well as the CDLA Rules and Regulations <http://cdla.sportsoftwebsites.com/wp-content/uploads/sites/19/2018/03/2018-cdla-rules-and-regulations.pdf>

## **TEAM JERSEYS AND TEAM EQUIPMENT**

The team manager is responsible for issuing the jerseys and gathering them at the end of the season and returning them to Sabrecats.

It is also the manager’s responsibility, after the jersey numbers are issued to the players, to email the Director of Equipment the list of assigned jersey numbers (you can take a picture of your game sheet label). This is to ensure that we know who has which jersey and can follow up if there are any issues at the end of the season.

It is **MANDATORY** that each team assign a jersey person to distribute and collect jerseys before and after each game. The purpose is to try and cut down on loss and damage to jerseys.

If you are new player to the Sabrecats, you will receive one pair of game shorts that they can keep. Additional shorts will be available for purchase – details on the Sabrecats website.

Please note that team jerseys are not to be worn for practices and name bars may not be affixed to them (no alterations or addition of names/logos are allowed). Jerseys should be hung to dry – not put into dryers.

The Sabrecats offer a rebate for goalies. the rebate will be available to Goalies with or without their own gear. The form to apply for the rebate can be found on the Sabrecats website at [www.sabrecatslax.com](http://www.sabrecatslax.com).

## **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 FUNDS**

The team manager or team Treasurer is responsible for collecting, banking and disbursement of team funds. This is done by establishing a team bank account, collecting funds needed from parents (usually through a cash call) and paying from this account for additional floor time, tournaments, social functions, etc.

In your initial team meeting your parent group may choose to do a cash call to cover any additional costs incurred by the team. If so, it should be made clear that the cash call is voluntary and is for extras that go over and above what the Sabrecats and the CDLA provides.

The Sabrecats urges teams to use careful discretion with cash calls and would remind 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 **publically 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 PHOTOS**

The Sabrecats arranges for team photos to be taken – each player receives a team photo as well as an individual photo as part of registration. Details and booking instructions will be emailed to Managers. Photos are taken in late April or early May.

Information will also be posted on the website closer to the date.

## **GAME AND PRACTICE SCHEDULES**

The manager is responsible for keeping the team informed of game and practice schedules along with additional team events throughout the season. The easiest method of communication is via e-mail. Many teams are also using Team Snap or Sportzsoft for internal team communication. Practice and game schedules will be available on the CDLA website. To keep your team organized and well informed, please consider using a scheduling system that has the ability for families to download schedules into their calendar (such as TeamSnap or Team Cowboy).

The manager is responsible for ensuring that all players are made aware of the team’s schedule for the next month. The CDLA sets the practice schedule as well as the game schedule for the regular season as well as playoffs. This, plus any team events, should be put together and emailed to the team. Once floor times have been assigned, teams are responsible for that floor time. Please refer to Floor Policy in the Sabrecats Policies and Procedures.

Unused Floor Times:

- It is the responsibility of each Coach or Team Manager to notify the Executive Director as soon as possible if they are unable to use a scheduled floor time.

The following is the Return Floor Policy for Sabrecats teams for allotted practice time. If a team cannot use a scheduled practice time, **it is the teams’ responsibility to find a replacement team.**

- **Steps for finding a replacement team:**
  1. If you may know of a team who would reciprocate practices with you, contact them first. If that team is unable to reciprocate a practice, but can take the practice you are offering, your team may need to just give up the time, to that team to avoid any penalty.
  2. If you do not know of any team to contact, then contact your Age Group Coordinator to request Team Manager’s contact information; for the purpose of proactively looking for a replacement team.

If all attempts to finding a replacement team are unsuccessful, the team may still have the following penalty applied; as approved by the Executive:

- Pay the cost of the floor time; on the contract.

If a team fails to notify the Executive Director of a time that went unused, prior to the date of the time; for example; the team had no intention of using the floor time, the team will be penalized; as approved by the Executive:

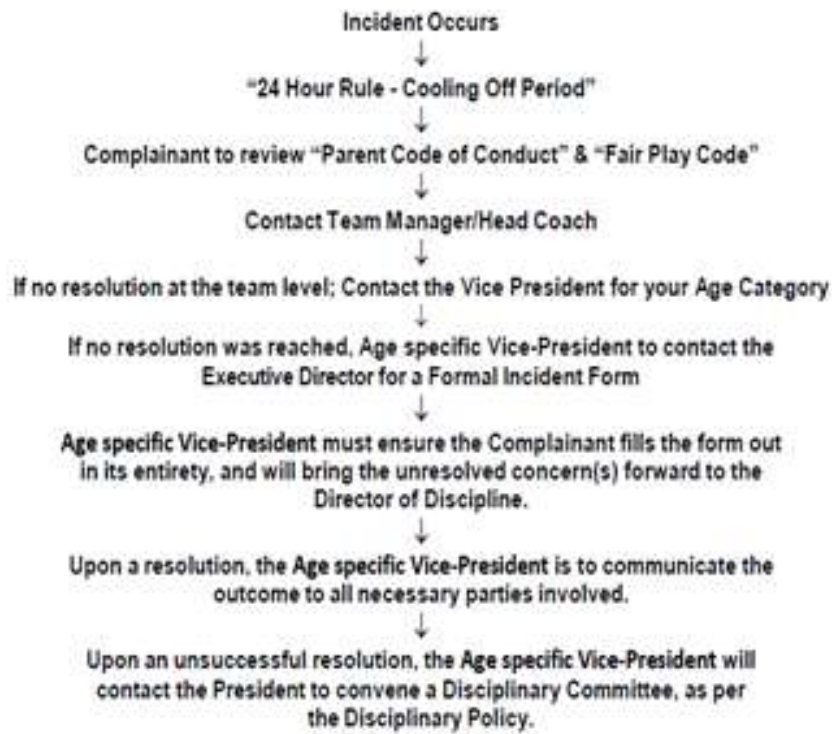
- Pay **twice** the cost of the floor time on the contract.

## 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



## GAME PROCEDURES

It is the Manager’s Responsibility to ensure that box duties are carried out by ALL families on the team. Create a schedule for all home and away games, if a parent cannot fulfill their slotted duty it is their responsibility to find a replacement. For home games, you will need three parents (penalty box, score clock and 30 second shot clock). For away games, you will need two parents (penalty box and scoresheet).

The home team is responsible for filling out and providing the game sheet. Rather than filling out your roster for each game by hand, it is much easier to create a team list on stickers to save time in your pre-game preparations. **There is a sticker template available under Managers Resources tab on the website.** (Avery 5163/8163 stickers)

Following the game, the winning team keeps both the white and yellow copies of the game sheet. The losing team gets the pink copy. The winning team is then responsible for updating the CDLA website with the game statistics and e-mailing the final score and reporting any incidents or suspensions to the within 24 hours. In the event of a tie, the home

team keeps the white and yellow copies and is responsible for reporting the game results. Each manager will be given a Username and Password to login to the Ramp website to update their team's statistics.

### **Game Results Reporting Procedures**

All game results must be entered into Sportzsoft system

<http://www.szsadmin.com/Team/teamWeb.dll/Login?OrgId=504>

There is no longer a requirement to mail in the paper game sheets, but you must hold on to them until the end of the season.

### **For Mini Tykes and Tykes**

- record the game number, date, time, and location on the game sheet
- enter the game roster (players and coaches) on the game sheet
- DO NOT record goals, assists and penalties
- home team submits the game sheet by logging into TeamWeb system and uploading it; no need to enter any other stats - keep a copy of the paper game sheet and you will be asked to drop them off at the CDLA Mini Tyke/Tyke Festival in June

### **For Novice, Peewee, Bantam and Midget**

All teams must enter the required information into the SportzSoft TeamWeb system. This includes:

- game rosters
- major penalties
- uploading of game sheet

Each Head Coach and Manager will receive an email with login information and links. If you don't receive this email, please contact our Executive Director at [execdirector@sabrecatslax.com](mailto:execdirector@sabrecatslax.com). Otherwise, it is the same username and password you used when you registered your kids with the Sabrecats.

### **TeamWeb Login Link**

- go to the SCHEDULE page for your team
- click on your team name
- click on the LOGIN link on the top right hand side of your TeamSite

### **Exhibition and Tournament Games**

#### **Exhibition games organized in Calgary**

If you require referees, email [xhibition@calgarylacrosse.com](mailto:xhibition@calgarylacrosse.com) with your game details (teams, date, time, location).

- the CDLA Office will enter this game into the TeamWeb system and request referees on your behalf
- you will be contacted once referees have been assigned to your game
- following the game, you must login to TeamWeb and enter game rosters, major penalties and upload the gamesheet within 24 hours of game time

#### **Tournament Games and Exhibition Games Played Outside of Calgary**

All tournament games and exhibition games played outside of Calgary must be entered into the TeamWeb system by the team.

Following the game, you upload game sheets and enter major penalty information just as you would for regular season games.

The CDLA only require game roster information and major penalties for CDLA teams.



To do this:

- login to your TeamWeb account as you would to enter game results
- click on SCHEDULE
- click on NEW GAME
- enter the game details
- enter the game roster (for at least your team)
- enter the major penalties for the game (if any)
- upload copy of game sheet
- click SAVE and CLOSE

You can find all of this information in more detail on the CDLA website under the following link:

<http://calgarylacrosse.com/game-results-reporting-procedures/>

## **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](mailto: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, as long as, 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.

The affiliate rules for ALA tournaments has changed for the 2018 season. There are NO affiliates permitted for ALA sanctioned tournaments. The ONLY tournament that is permitted to have affiliates is the CDLA Canada Day tournament.

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.

**\*\*Please familiarize yourself with the CDLA rules and regulations surrounding use of affiliates**

<http://cdla.sportsoftwebsites.com/wp-content/uploads/sites/19/2018/03/2016-cdla-rules-and-regulations.pdf>

## **TRAVEL PERMITS**

A team only requires a travel permit if they are travelling outside of Alberta (or to a non-sanctioned ALA event) to attend a tournament. The form can be found on the ALA website

<http://cloud.rampinteractive.com/ablax/files/Forms/2018%20TRAVEL%20PERMIT.pdf>

## **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 [www.ca-alberta.pointstreaksites.com](http://www.ca-alberta.pointstreaksites.com) under Box: Tournaments.

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](mailto: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 CDLA rules listed above

## **PROVINCIALS**

The format for Provincials has changed for the 2018 season. All ALA registered teams are eligible to participate in the 2018 Provincials which will take place in Calgary July 13-15, 2018. 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 1<sup>st</sup>. Located on the Sabrecats website.

## **DAVID FEHR TYKE AND NOVICE FESTIVAL**

Will take place in Calgary July 13 and 14, 2018. Teams that wish to participate need to complete the 2018 Tyke and Novice Festival Intent Form by June 1<sup>st</sup>. Located on the Sabrecats website.

## **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.

## **CONCLUSION**

The team manager and coach should work in partnership to provide the players and parents with the best possible lacrosse experience. Have an enjoyable season and remember to encourage the parents to cheer hard and be kind to the players, coaches and officials.

Thank you for volunteering your time!!

## **APPENDIX 1: Team Parent Meeting Draft Agenda**

- **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, Assistant 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** (who will then submit to the Sabrecats Administrator)
- **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**