



Sabrecats Lacrosse Association

2025 Team Manager Manual

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 Heading with some quick links. If you require assistance, please ask!

*****Please read this entire document
before you have your first parent meeting*****

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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 role, you will be the liaison between your Age Group Coordinator, the Sabrecats Executive Director (Kelly Mantei) and your team. Any questions that you may have should be directed to your Age Group Coordinator.

CALGARY DISTRICT LACROSSE ASSOCIATION (CDLA)

CDLA has a website at 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 Information Tab on the CDLA website as well as the CDLA Rules and Regulations.

Game rules are determined annually by CDLA. Click here for game rules:

[https://cloud.rampinteractive.com/canadianlacrosse/files/misc%20pdf/2019 - 2020 box rule %26 situation handbook.pdf](https://cloud.rampinteractive.com/canadianlacrosse/files/misc%20pdf/2019_-_2020_box_rule_%26_situation_handbook.pdf)

MANAGER RESPONSIBILITIES

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

1. Liaison between the coach and parents
2. Administering team monies and organizing team fundraising (can be done by Treasurer as well)
3. Organizing exhibition games, tournaments, extra floor time (if desired)
4. Game sheet reporting
5. Relaying floor times to the parents
6. Ensure Medical Information for each player has been completed through ePACT
7. Distribute and collect Code of Conduct Forms for team, coaches and parents (to be kept on bench at all times)
8. Familiarize yourself with the Sabrecats Policies located on the website
9. Collecting and returning team jerseys (home and away)
10. 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 volunteer@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 for more information on the difference between Association volunteering and team-based volunteering.

At the beginning of the lacrosse season the team coach and manager should agree on a division of duties, following the guidelines above. It is not the Manager's role to take on all the duties but to ensure they are covered off with the assistance of others on the team.

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/parent meeting shortly after the team is formed. Items to be discussed and agreed upon should include (among others):

1. Introduction
2. Coaching Overview: Have the coach provide information on the goals and objectives for the season and his credentials and philosophy
3. Outline Team Rules/Expectations
4. Expected time to arrive prior to games/practices
5. Expected behavior of players and parents
6. Parent access to the dressing room before and after games

7. Dress code if decided by team/coach
8. Code of Conduct for the players, parents, and coaches – distribute forms for signatures
9. Budget: Clarify there will be a 'cash call' to operate for the season where the team will require funds for numerous items including tournaments, extra floor time, exhibition games, team social activities
10. Fundraising: This is a decision to be made at team level. Possible fundraising ideas: cash call, corporate sponsorship, bottle drive, raffle etc.
11. Tournaments: The team needs to decide on the number of tournaments it will attend in total, and how many of these will be out-of-town tournaments.
12. Team Positions: There are a variety of team-level positions that will help to ensure the successful running of the team (game day, tournament, fundraising, content champion etc.)

Draft Agenda is included in [Appendix 1](#).

CODE OF CONDUCT FORMS

Code of Conduct Forms can be found on the Sabrecats website.

Code of Conduct forms must be collected from all Coaches, Parents and Players.

The manager will be responsible for ensuring that these signed forms are on the bench for all games and practices (keep it in a folder in the coach's bag) by APRIL 15. It is essential that coaches, parents and players read and sign the forms and adhere to this code of conduct throughout the season.

The Head Coach is to read and ensure players understand the Player Code of Conduct before players' sign.

Players at the U7 and U9 levels do not need to sign but the Code of Conduct should be reviewed with them by the Coach.

PLAYER MEDICAL RECORDS

Each manager will be responsible for ensuring that each member of their team has completed and shared their medical information through ePACT.

Each team member will receive an invitation to complete the on-line information. If they are having issues, please have them contact our Executive Director Kelly Mantei at execdirector@sabrecatslax.com.

The medical information for each player will be accessible by the coaching staff and manager

VOLUNTEER DUTIES (TEAM VS ASSOCIATION)

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

Team level volunteering include: game duties such as shot clock, game clock, penalty box, game sheet recording. It could also include organizing team-based activities, applying to attend tournaments and other duties as they arise.

NEW for 2025 is the team level role of Content Champion. The role will capture photos and pictures of players during games, practices and other team activities.

Parent involvement at team level is expected and required to make the team run smoothly and for all families to take on responsibility for the season's success.

Association level volunteering include: volunteering at annual evaluations in March, tournament positions at Sabrecats tournaments, club equipment organization at storage facility, volunteering on the Board of Directors, volunteering as an age group coordinator, etc.

At the time of registration, families are given the option to “opt out” of volunteering at the **association** level by paying an extra \$250 fee. If families decided at registration to volunteer at an association level, they would have picked a volunteer position, and it is recorded by the Executive Director.

There are, however, positions on the team that do require a tremendous amount of time – so we do allow those positions to count towards a family's association volunteer commitment.

These are:

- Head Coach
- Assistant Coach
- Manager
- Team Treasurer
- Team Jersey Coordinators.

The Team Manager needs to submit to the Director of Volunteers the list of those individuals that have stepped up to fulfill these very important roles.

TEAM CONTACT LIST & COMMUNICATION

A team list needs to be created and distributed to parents as early in the season as possible. This is usually distributed by the Association to the Head Coach in Excel format initially.

Managers can then distribute to families, and it can also be found on the Ramp Team app.

This list should include:

- player's name and jersey number (once confirmed)
- home phone number
- home address
- parent's names and cell numbers; email address; and volunteer positions.

Calgary Lacrosse and the Sabrecats use Ramp as their platform for scheduling and communication. Some teams have chosen to communicate via Team Snap. The cost for running a Team Snap account is **not** covered by the Association. Teams will need to use funds from their cash call to cover costs.

All roster, contact info, practice times, parent volunteer requirements, tournament dates and playoff dates will have to be manually entered into Team Snap. The Manager is responsible for ensuring any changes to practice and game details in Ramp are communicated to the team if using Team Snap.

Privacy regulations require that you get an agreement from all team members before sharing 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.

TEAM JERSEYS AND TEAM EQUIPMENT

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

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.

Some teams have chosen to also purchase, at their cost, Third Jerseys. Please find further details in [Appendix 2](#) on jersey choices and ordering details.

Please note that team jerseys are not to be worn for practice 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.

*****Jersey Colours:*****

The Home team shall wear DARK jerseys and Visitors shall wear LIGHT jerseys. This may be changed by the agreement of both teams for a specific game. If disputed, the HOME team must accommodate.

- HOME = DARK
- AWAY = LIGHT

TEAM PHOTOS

The Sabrecats arranges for team pictures to be taken for all teams. 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 Day is SATURDAY APRIL 26.

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

TEAM APPAREL

Upon registering you are prompted to choose the size for your player. Apparel (shorts and tshirt) decisions and distribution are decided on an annual basis. Should teams wish to purchase further apparel, the Sabrecats Apparel Store link can be found on our website.

[Sabrecats Lacrosse : Website by RAMP InterActive](#)

TEAM FUNDS

The team Treasurer is responsible for collecting, banking and disbursement of team funds. The Treasurer will collect funds from parents (usually through a cash call) and use these funds to pay for expenses at the discretion of the Manager and Head Coach. Those expenses could include tournament fees, apparel for players, additional floor times, 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 Guidelines:

- 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.
- 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 regard to the number 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 MANAGEMENT - DETAILS

TEAM ROSTER – ‘HOW TO’

Each Team has a location on the Sabrecats RAMP Site. This site shows the info for your team only – contacts for staff, and your games, practices, etc.

Go to your Age Group > Level > Team

See below for a sample view for “U13 B 2” below:

SABRECATS LACROSSE

U7 - U9 - U11 - U13 - U15 - U17 - JUNIOR B TIER 2 -

U13 - Calgary Sabrecats U13 B 2

CALGARY SABRECATS U13 B 2 **CALGARY DISTRICT LACROSSE GAMES**

CALGARY DISTRICT LACROSSE STATISTICS **PRACTICES**

Staff

Name	Position	Contact
	Head Coach	
	Manager	
	Assistant Coach	
	Assistant Coach	
	Assistant Coach	

Upcoming Games

Calgary Sabrecats U13 B 2 @ Strathmore Youth U13 B 2
Mon, May. 15, 2023 7:15 PM - 8:30 PM
Strathmore Family Centre - Blue

Calgary Sabrecats U13 B 1 @ Calgary Sabrecats U13 B 2
Wed, May. 24, 2023 6:00 PM - 7:15 PM
Optimist Arena

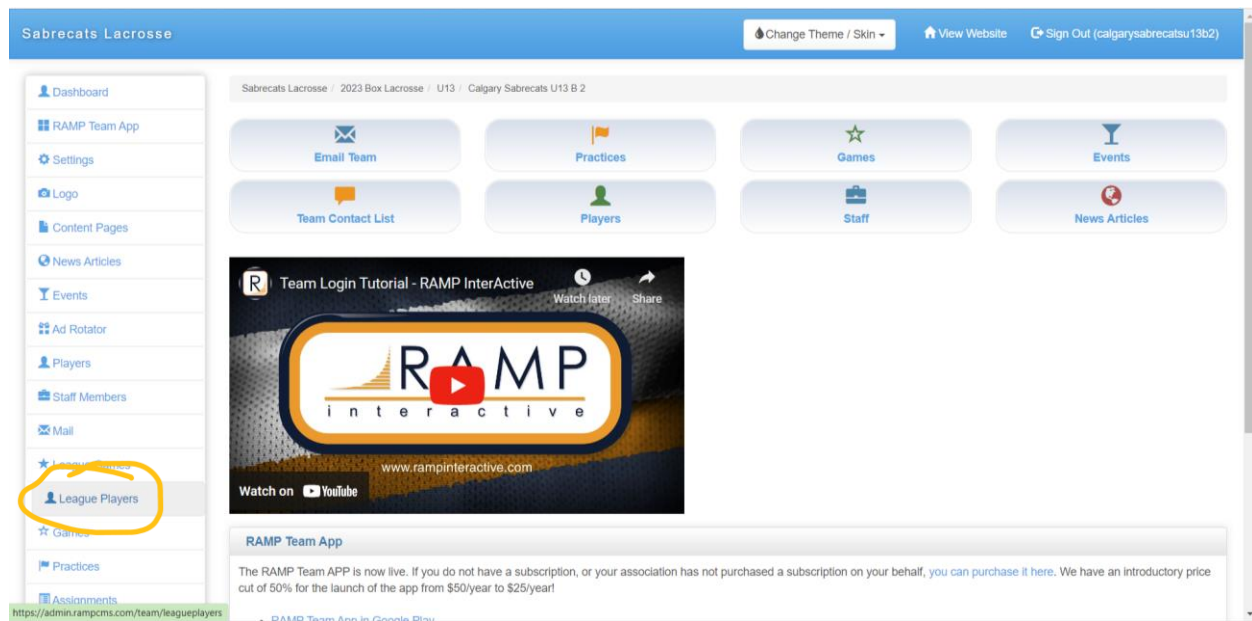
Calgary Sabrecats U13 B 1 @ Calgary Sabrecats U13 B 2
Mon, May. 29, 2023 7:15 PM - 8:30 PM
Arcadia Recreation Complex

You will need to enter your Team Roster into the TEAM RAMP site for your regular season & playoff Games. As Manager, you will be given the log-in for your team's TEAM RAMP site.

1. Your roster, under “League Players” needs to be filled out manually once your jersey # are assigned to your players.
2. ENSURE YOU CLICK “**UPDATE ROSTER**” to save your player jerseys in your Team Ramp. Otherwise, you will end up re-entering your Roster info repeatedly.

Once saved, this will allow you to:

- Print labels for your team to use on game sheets.
- Automatically fill out your roster in game sheets area of RAMP so your players are listed for all the league games.



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.

Practice and game schedules will be available on the RAMP website under your *Age Group > Team* at the start of the season. This information would have to be manually imported into Team Snap should a team choose that platform to communicate. **Practice and game schedules are also available through the CDLA website and the RAMP app.**

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 and below:

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 team's 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 the Team Manager's contact information; for the purpose of proactively looking for a replacement team.
3. If all attempts to find a replacement team are unsuccessful, the team may still have the following penalty applied; as approved by the Executive:
4. Pay the cost of the floor time, on the contract.
5. 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:
6. 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 game disputes, discipline, equal floor time, quality of the program provided by the coaches, etc.

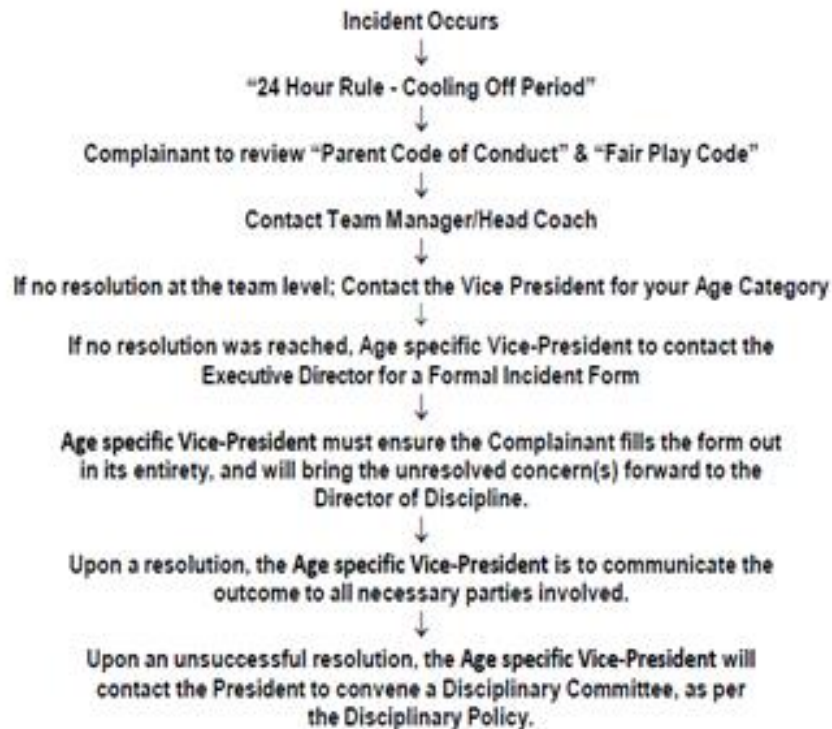
The parents should bring their concerns to the team manager who should work with the coach and parents to resolve the issues.

Manager must inform parents that it is **ESSENTIAL** to use **"the 24-hour rule"** before approaching the manager in person, by phone, or by email. **EXCEPTION** to "the 24-hour rule" is when a player's safety is at risk or behavior that violates the CDLA Bullying and Harassment Policy.

Please familiarize yourself with the Flow of Communication within the Sabrecats Association.



Incident Reporting



GAME PARENT VOLUNTEERS

It is the Manager's Responsibility to ensure that box duties are carried out by ALL families on the team.

Create a rotating parent volunteer 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:

1. penalty box
2. score clock
3. 30 second shot clock.

Home teams are responsible for game balls and game sheets.

For away games, you will need two parents:

1. penalty box
2. scoresheet.

GAME SHEET PROCEDURES

****ALWAYS check the CDLA Managers resource page for updated Game Sheet procedures and tutorials.** <https://calgarylacrosse.com/content/managers-resources-page>

Each Head Coach and Manager will receive an email with login information and links re: entering game sheets into RAMP. If you don't receive this email, please contact our Executive Director Kelly Mantei at execdirector@sabrecatslax.com

Game sheets: ENTER ON RAMP SITE UNDER "League Games". Step-by-step instructions here.

- **The "HOME" team, as shown on the website schedule,** is responsible for uploading and entering the gamesheet in RAMP within 24 hours.
- **The "VISITING" team, as shown on the website schedule,** is responsible for verifying the information is correct that the home team entered.

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 into RAMP for game sheet reporting.

- **CDLA Reporting Procedures here:** <https://calgarylacrosse.com/content/2024-game-reporting-procedures>
- **Game Sheet RAMP Tutorial Video:**
<https://www.youtube.com/watch?v=8ZfDVK1mKxo&t=8s>

***Step-by-step instructions on how to enter Game Sheets into RAMP are in [Appendix 3](#).

Once you enter the game sheet information it will automatically save on RAMP. There is no 'submit' or 'save' button, but it will reload and save.

SAMPLE Game Sheet – The link below is a sample game sheet so you can see how to fill one out. It is useful to share with the team so your parents can volunteer and fill them out when it is their turn to be the game sheet parent.

<https://cloud.rampinteractive.com/calgarylacrosse/files/Managers/Sheets%20and%20Schedule%20sheet%20101%20updated%202019.pdf>

**** When you upload PDF/photos of the game sheets in RAMP, use the GAME ### from the CDLA game schedule as the "FILE NAME" of the gamesheet so CDLA can find it easily if need be.

Game #'s are here:

Games

Season: 2023 Box Lacrosse

Game Type: Regular

Month: All Months

#	Date	Location	Home	Visitor	
32001	Mon, Apr. 17, 2023 6:00 PM	Oakridge Community Association	Calgary Sabrecats U13 B 1 (15)	Oksotoks Raiders U13 B 1 (1)	Q
32002	Mon, Apr. 17, 2023 6:00 PM	Optimist Arena	Calgary Sabrecats U13 B 3 (4)	Calgary Knights U13 B 1 (7)	Q
32003	Mon, Apr. 17, 2023 6:00 PM	Acadia Recreation Complex	Calgary Axemen U13 B 2 (4)	Strathmore Venom U13 B 2 (3)	Q
32004	Mon, Apr. 17, 2023 6:30 PM	West Mount Pleasant Community Sportplex	Calgary Hornets U13 B 1 (2)	Rockyview Rage U13 B 2 - Green (8)	Q
32005	Mon, Apr. 17, 2023 7:15 PM	Acadia Recreation Complex	Calgary Axemen U13 B 3 (3)	Strathmore Venom U13 B 1 (9)	Q
32006	Mon, Apr. 17, 2023 7:15 PM	Oakridge Community Association	Calgary Sabrecats U13 B 4 (3)	High River Heat U13 B 1 (3)	Q
32007	Mon, Apr. 17, 2023 7:15 PM	Optimist Arena	Calgary Sabrecats U13 B 2 (4)	Rockyview Rage U13 B 3 - White (4)	Q
32008	Mon, Apr. 17, 2023 7:15 PM	West Mount Pleasant Community Sportplex	Calgary Hornets U13 B 2 (6)	Rockyview Rage U13 B 2 - Maroon (7)	Q

- Calgary Axemen U13 B 1
- Calgary Axemen U13 B 2
- Calgary Axemen U13 B 3
- Calgary Axemen U13 B 4
- Calgary Hornets U13 B 1
- Calgary Hornets U13 B 2
- Calgary Hornets U13 B 3
- Calgary Hornets U13 B 4
- Calgary Knights U13 B 1
- Calgary Sabrecats U13 B 1
- Calgary Sabrecats U13 B 2
- Calgary Sabrecats U13 B 3

** Rather than filling out your roster for each game by hand on the sheet, it is much easier to create a team list on stickers to save time in your pre-game preparations.

*Sticker template can be automatically generated through your team's RAMP site and printed on Avery labels.

You only need to report to CDLA if there is a major penalty in the game.

Results@calgarylacrosse.com

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 U7 and U9

- 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 RAMP and uploading it; no need to enter any other stats - keep a copy of the paper game sheet

EXHIBITION AND TOURNAMENT GAMES

Exhibition games organized in Calgary

If you require referees, email exhibition@calgarylacrosse.com with your game details (teams, date, time, location).

- the CDLA Office will enter this game into the 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 RAMP 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 RAMP 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 requires game roster information and major penalties for CDLA teams.

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. Submit your travel permit early to allow for time to make adjustments if required.

You can find all of this information in more detail on the CDLA website.

TOURNAMENT INFORMATION

Tournaments are listed on the ALA website.

<https://www.albertalacrosse.com/content/tournaments>

***** Some teams book tournaments immediately after evaluations – book early.** Contact the tournament organizer for any tournaments you are interested in ASAP.

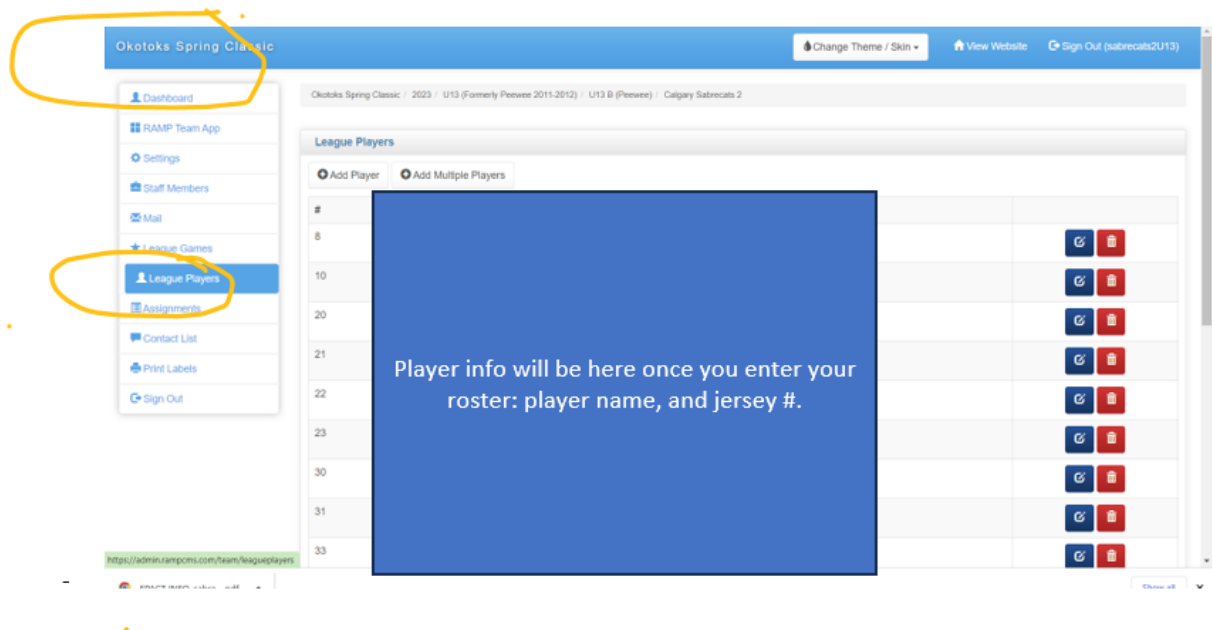
For the CDLA Canada Day tournament, all spots in that tournament are allocated to CDLA associations by the tournament coordinator. Please DO NOT contact Canada Day for a spot in that tournament. We will notify you if your team has been allocated a spot for Canada Day.

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. Located on the ALA website.

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



Once registered, each tournament your team participated in will have an individual RAMP site that you will need to enter/confirm your roster. You will need to enter your team roster manually for each tournament.



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, 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 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.

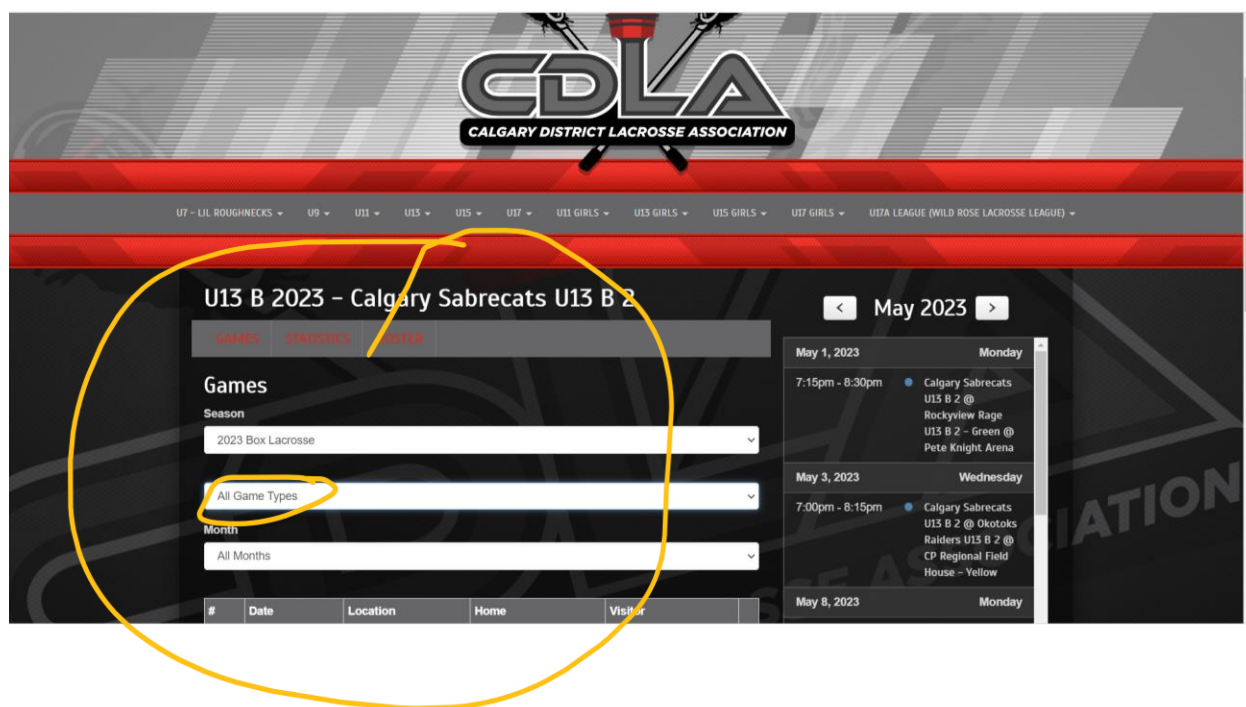
****Please familiarize yourself with the CDLA rules and regulations surrounding the use of affiliates.**

PLAYOFFS

Playoff Schedule is usually posted a few weeks before playoffs start. You will need to regularly check the CDLA site to see when those dates get loaded to the site and update your team schedule accordingly.

Playoffs usually begin the **THIRD WEEK IN JUNE** and run into **early July**, depending on your standing.

You can scroll through "Game Types" to select "Playoffs" to find the schedule. See below:



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 damage 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 damage/charges, then Sabrecats may forward these charges to the team involved.

CONCLUSION

The team manager and coach should work in a 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
 - Parent Code of Conduct:
 - Demonstrate sportsmanship by setting a good example.
 - Show team/player support and use appropriate aged language.
 - Respect the judgement of coaches and officials.
 - 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 Treasurer, and Jersey Parents are “Association Approved” roles at a team level. These positions go towards fulfilling the Volunteer Bond.
- Other roles including Content Champion, 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 of about \$800-\$1100 each)
- Team Apparel – MUST use Sabrecats Apparel Store (**link is on the Sabrecats website**)
- Team building activities
- Extra floor (if available)

Fundraising

- Cash call as needed
- Bottle Drives
- Silent Auction

Scorekeeping & Timekeeping

- Explain that CDLA expects the 'Home' team and the 'Visiting' team volunteer requirements.
- The Team Manager, or designator, 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 for 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**

APPENDIX 2: Third Jersey Information

The Sabrecats are using Loading Lacrosse as a supplier for third jerseys this season.

Here are the jersey/shorts options that have been approved. Teams are welcome to select one or both combinations for the 2025 season. Jerseys will have name bars included. Sizing kits are available by contacting Angus Jenkins at 403-988-8794.

PLEASE NOTE THAT THIS IS PARENT-FUNDED INITIATIVE AND IS OPTIONAL. TEAMS MUST HAVE 70% OF PARENTS SUPPORTING THIS INITIATIVE TO PROCEED.



2025 PRICING, all in CAD

PLAYER JERSEY – \$50

PLAYER SHORTS - \$28

GOALIE JERSEY - \$60

Orders should take approximately 3 weeks. Should your team vote to move forward, it would be best to order as early in the season as possible.

If you would like an order form, please email Katherine Low at katherine.low@sabrecatslax.com

APPENDIX 3: Entering Game Sheets in RAMP

Game sheet entry instructions have been updated and posted on the CDLA website. We also have shared a video from RAMP on how to enter. [Manager Resources](#)

A reminder of the CDLA Rule and Regulation(s) on game sheet entry.

1.18 Score Sheets

i. The Home team must report final scores and major penalties for all exhibition, league and playoff games in the format outlined on the CDLA website, to the CDLA Office within **24 hours of completion of the game.**

ii. Failure to comply may result in the loss of points from the game and may result in the coach being suspended.

HOME Team Entry (within 24 hours of game finish):

1. Click ADMIN LOGIN on the CALL homepage (top left corner)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAMESHEET
8. Enter the Home Team **SCORE**
9. Enter in the Visitor Team **SCORE**
10. Click the box **GAME IS FINISHED**
11. Click SUBMIT
12. Click the menu button **ROSTER**
13. If you do not see a player's name listed that is on the game sheet, click the ADD PLAYER button and enter all the fields, then click SUBMIT
14. Click only the players that played during the game on both teams (using the gamesheet for info). Do not alter or modify the jersey numbers that you see already on the screen. Just use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates
15. Click UPDATE ROSTER
16. Click menu button **GOALS**
17. Enter all goal information. Each Goal requires entry for:
 - P (Period)
 - Min (Minute)
 - Sec (Second)

- Sc (Scorer by jersey number)
- A (First and second assist by jersey number)

18. Do NOT Enter goal type definition

19. Click UPDATE GOALS

20. Click the menu button **PENALTIES**

21. Enter # of Home penalties and enter number of Visitor penalties

22. Click button UPDATE # OF ROWS

23. Enter all penalty information. Each penalty requires entry for:

- P (Period)
- # (Player Jersey #)
- Serv (Player Jersey # who Served the Penalty)
- Min (Minute of game in which Penalty was called)
- Sec - Second of game in which Penalty was called
- If it's a Bench Penalty, you can leave the # column empty.

24. Click UPDATE PENALTIES

25. Click the menu button **GOALIES**

26. ONLY enter the following information for all goalies that played during the game. Do not enter any of the other fields.

- # (Jersey number of Goalie)
- Min (Minutes Played)

27. Click UPDATE GOALIES

28. Click the menu button **UPLOAD FILES**

29. If you are on a mobile smart device (cell phone): You will have the option "Take Photo or Photo Library" appear. Uploaded game sheets must be clear and legible, otherwise you will be asked to upload them again. Click SUBMIT

30. If you are on a home computer: find your gamesheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you've found your saved gamesheet, click on it, then OPEN, Click SUBMIT

31. All mandatory entry is now complete.

32. Click SIGN OUT

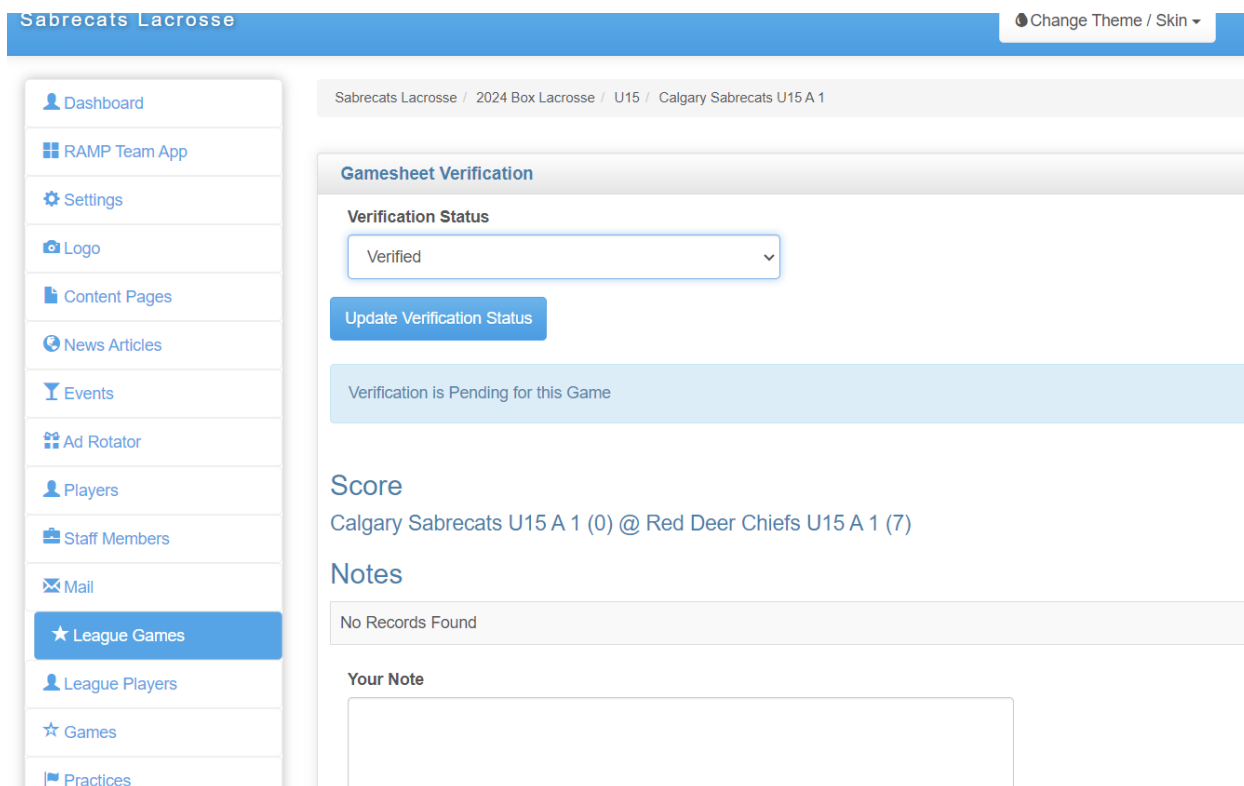
33. You must check the verification of this game by the other manager. If they report errors, you are responsible for correcting them in a timely manner and then follow-up with the other team to have them UPDATE THE VERIFICATION STATUS. If you do not make your corrections, the BGL and/or the Visiting Team Manager will pursue contact with you to correct. Should this not be completed in an acceptable timeframe by the BGL Statistician, you could be fined for late entry.

VISITOR Team Entry (within 48 hours of game finish):

1. Click ADMIN LOGIN on the CALL homepage (top left corner)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the BGL
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version gamesheet? The game sheet is the official record and cannot be Altered after the referee signs it.
11. Click on VERIFICATION STATUS drop down arrow.
12. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
13. If there were errors that you noticed from the home team's entry, click THERE ARE ERRORS. Lick UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
14. Click SIGN OUT
15. If there are errors, you must check on the fixing of this game by the other manager. If you have reported errors, they are responsible for correcting them in a timely manner and then follow-up with you to UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to correct. Should this not be completed in an acceptable time frame by the CALL Statistician, they could be fined for late entry.

CDLA Score Sheet 101 – sample sheet:

<https://cloud.rampinteractive.com/calgarylacrosse/files/Managers/Sheets%20and%20Sched/Score%20sheet%20101%20updated%202019.pdf>



APPENDIX 4: Score Clock tutorials

The Score Clocks in most arenas in Calgary are this model. Tutorials for parents who need to learn are below for reference.

- 871 Tutorial 1: <https://youtu.be/TjDzraZUW0E>
- 871 Tutorial 2: <https://youtu.be/r9XXUWRB5M8>