

Titans Lacrosse Manager Checklist (2024)

MANAGER INFO

- Once your team is created the head coach will need to hold a team meeting with all the parents (see [Suggested Topics to Cover at Parent Meeting](#))
- After the meeting, communicate the minutes of the meeting with the entire team
- Head coach chooses the assistant coaches and bench staff (Manager, Trainer, etc)
*SPTLA will cover the cost of registering the following for each team: Head Coach, two Assistant Coaches, and a manager. **The registration fees for bench staff over and above will be covered by the team or coach.** Please note, all women's teams must have one registered woman on their bench staff as per ALA regulations.
- Jersey Day Pick-Up at Titans Storage Locker (Contact: equipment@sherwoodparktitans.ca)
 - TBA
 - Each Titans team is required to provide a jersey deposit in the amount of \$ 500.00 by credit card authorization to be held until July 15th of the current year
 - Jerseys and pinnies are and will remain the property of the SPTLA. It is the responsibility of the Coaches to ensure the jerseys have been returned to the Titans Association at the completion of the season play.
 - Teams will be charged \$100/jersey or \$50/pinnie that is damaged or missing at the discretion of the Equipment Manager.
- Suggest the manager send out a survey prior to the meeting, if possible, to request information and get feedback for the season:
 - Survey can include: player jersey # requests, parent email/phone numbers, relevant player health concerns, seeking volunteers; treasurer, tournament coordinator, jersey parent, parent liaison, fundraising coordinator, social planner, specific timebox volunteers (or entire team takes a turn) etc. and interest/availability in upcoming tournaments (it is helpful to include dates)
- Compile survey results and share with the head coach
- [Coach Code of Conduct](#) - please have all coaches go over sign & collect

IMPORTANT PRE SEASON INFO

- The Titans use RAMP for the webpage and the RAMP mobile app
- All of your team's practices and games will be automatically synced to the app
- You will get access to the Admin site for the RAMP app and website from your head coach or the Titans Communication volunteer. This is directly connected to the front side webpage. You and the head coach can both be owners of the webpage(site).
 - As owners you can add a manager, coaches and trainer as staff, and update information like phone numbers and emails etc.
***Please note:** adding a bench staff etc to the mobile app **does not complete their required REGISTRATION as staff on the RAMP registration site.** ALL BENCH STAFF (including manager) must [register](#) themselves, like a player, to be covered by insurance and listed on the confirmed roster for sanctioned events.

- You can add extra events and dates of tournaments to your RAMP page/app
- Encourage all players and parents to upload the free mobile ramp app
- All players and parents can login to the mobile app and see the most up to date information
- All players and parents can message each other and send group messages etc.

Suggested Topics to Cover at Parent Meeting:

1. Coach expectations for the season

- Attendance expectations, arrival times/post game routine
- Locker room rules (adults – rule of 2 with minors - never in the room alone with a minor)
- No co-ed dressing rooms for U11 and up
- Playing philosophy
- Player and Parent to review [code of conduct](#)

2. Team budget (needs approval by majority of parents at the meeting or on email)

- Cash call vs. fundraising (be mindful of current economy)
- Families must be given a choice for apparel, team wear etc. can not be mandatory
- Share a copy of the approved budget with the team (Sample budget on [Titans website](#))
- End of season share a final copy with the team (transparency for the spent funds)

3. Emergency plan (for accidents or incidents)

- Who is the key person to call 911, who is going to meet the ambulance etc.
- Create an action plan for this and share with the team
- **ALL injuries** need to be documented and **reported**, including concussions.
- If a player is injured during a game a form needs to be completed. GELC has a [form to complete online](#).

4. Communication (using the RAMP app, checking your attendance etc)

- Titans pay for the RAMP mobile app. It has been updated and is much more user friendly.
- RAMP is also our webpage and the GELC website (important for game sheets etc)
- Every player will download the mobile app for free and use it for the season
- Mobile app will auto-load all practices and games
- You can use the chat feature or email feature
- It allows players to RSVP for every floor time
- It allows the head coach and manager to add events etc.
- If your team chooses to use another app (like Teamsnap), that becomes an additional cost for the team if not using a free version. All practices, games, tournaments, team events, etc. will need to be manually input (by a manager/coach).

5. Volunteer positions (introduce the volunteers)

- Assistant coaches (chosen by the Head Coach)
- Manager
- Treasurer
- Jersey parent (1 or 2) ***Players do not take home their jerseys**
- Parent Liaison

- All teams with SPTLA are recommended to have a parent volunteer to be the Parent Liaison. The Liaison is in place to set expectations for Titans parents during game play.
 - In a situation, where the Liaison is concerned that a parent is not following the Code of Conduct they should approach the parent to discuss the situation and fully express their concern. This should be done in a reasonable and calm manner with the parent. Any anger or frustration should be dealt with by the 24 hour rule where a cooling off period of 24 hours is used.
 - If the behavior continues at future games, the liaison should alert the appropriate Age Level Director who will decide if further action is required. If the Liaison and Age Level Director cannot come up with a solution, then the Age Level director will contact the VP and/or Discipline Chair for further guidance.
 - Note, the Titans Parent Liaison is NOT responsible for any behavior of the opposing team's families.
- Time keeper/scorekeeper/shot clock/penalty box
(or make this a rotating job for every family on the team to take a turn)
 - Trainer (First aid person) (optional)
 - Social coordinator, Tournament coordinator, Fundraising coordinator (optional)

ADDITIONAL MANAGER DUTIES:

- Coordinate with the treasurer for the team bank account ([Bank Account letters](#) available on Titans website)
- Completed Medical form for each athlete ([Titans Player Medical Form 2024](#) if you wish you use) keep until end of season in case of medical incidents then destroy them (see [Titans website](#) for forms)
- Ensure all the bench staff (coaches, managers, trainers) have their CRC. These are valid for 2 years and can be scanned and uploaded to their personal staff registration on RAMP. If a bench staff has already registered and needs help uploading their CRC, please have them contact titanswebpage@gmail.com directly for assistance.
- All bench staff (coaches, managers, trainers) must [register on RAMP as staff](#). SPTLA will cover the cost of registering the following for each team: Head Coach, two Assistant Coaches, and a manager. **The registration fees for bench staff over and above will be covered by the team or coach.** Please note, all women's teams must have one registered woman on their bench staff as per ALA regulations.

*If your team is registering a trainer – [ALA Regulation](#) 13.05 and 13.06 apply: Trainers must have the appropriate certification. Appropriate certification is defined as one of the following: Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent, Canadian Red Cross Standard First Aid & First Responder, Canadian Red Cross Sport First Responder and Sport Aid course, Hockey Canada Safety Program (HCSP), an appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist).

From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency. The ALA recognizes only one trainer per team on the bench to address those specific activities (activities which would not include coaching athletes).

- No bench staff allowed on the bench (even to swing a gate) without proper certification - GELC rule
- Create scheduling for timekeepers, scorekeepers and shot clock (unless you have a few parents willing to do this all season) Every family should take a turn (except coaches)

- Submission of incident reports and tracking discipline – GELC has moved the incident reporting online (under forms on their website)
- Preparation, completion, and submission of game sheets
- Team pictures (Titans pay for a team photo, you will need to check for your team's allocated time slot). Be sure you have jerseys arranged for pictures and that your team knows when and where to go. Titans Communications will be in touch with managers/coaches about picture details once we have them.
- GAME change requests. Please see the GELC website for the form. GELC requires a form to be completed. The only acceptable requests are tournaments, ALA sanctioned events, and or school functions for example graduations.
- Review protocol for concussions. Create an action plan for your team (list steps to take, 1st aid guide/response and return to play info) ALA website has this information
- Work with a social planner/treasurer to arrange the end of season team get together and collect funds for coaches gifts/player treat bags. Add events into RAMP schedule.

GAME SHEETS

All teams from U9 to U17 are required to follow this process. U7 teams are to upload the white copy of their game sheets with a 0-0 score. All Home teams retain the White copy of the Game sheet that indicates the league copy. Winning team unless they are the home team does not take the White copy with them please.

Home games:

- 1) Fill in the game sheet
- 2) Give to the other team 15-20 mins before the game to enter their roster
- 3) After the game, enter and upload the completed game sheet on RAMP (your team website, not the App)

Away games:

- 1) Get the sheet from the home team
 - 2) Enter the roster before the game
 - 3) Verify the uploaded sheet is accurate within 48 hours of game on RAMP
- Get refs to sign the game sheet
 - After the game check if any write ups for players and get info from the refs.
 - As manager you are responsible to correctly record any game misconducts on the game sheet and submit any paperwork for discipline or incidents etc.

Give your volunteers running the clock/shot clock/etc. an information sheet for games appropriate for the division:

- [Age Division Playing Info 2024](#)
- Length of periods and if run time or stop time, half floor etc
- Sample of game sheet
- Copy of game rules

TOURNAMENTS

- Look up possible tournaments for your age level on the [ALA website](#)
- U15A, U15B and U17B Men's teams must register for the Titans Classic Tournament
- U11, U13, U15 and U17 Women's teams must register for our all women's tournament, Rock the Nort
- If a team is entering a tournament, ensure permission request form is sent to GELC (see [GELC website](#)).
- Confirm attendance with the team and work with the treasurer to collect funds.
- Complete team registration on the tournament site

Out of town tournaments

- For out of province tournaments you must also submit an [ALA Travel Authorization Request](#)
- Make sure you have rooms blocked off for the team at a local hotel.
- Communicate to parents how/where they can book hotels and any deadlines for doing so.-
- Pre-book any team meals if you have the budget or tell parents the costs ahead and offer the ability (pre-order if able)

PROVINCIALS

- Provincials will be held in Sylvan Lake/Red Deer this year, July 12-14, 2024.
- Playing in Provincials is limited to the top teams in the divisions. Winning team of the city championship for the division **must** go to provincials, this is an ALA rule.
- Alberta Lacrosse Association Minor Box Provincial Championship Form can be found on the ALA website. This form must be filled out with a \$650.00 fee.
- **Teams who fail to attend will forfeit their intent fee and the club will be given a fine of \$2000**

IMPORTANT CONTACTS (all available on [website](#)):

Division Directors:

Women's: female@sherwoodparktitans.ca
U7 - McKinley: u7@sherwoodparktitans.ca
U9 - Jesse: u9@sherwoodparktitans.ca
U11 -: u11@sherwoodparktitans.ca
U13 - Andy: u13@sherwoodparktitans.ca
U15 - Dean: u15@sherwoodparktitans.ca
U17 - Corey: u17@sherwoodparktitans.ca

Other Important Manager Documents/Forms/Information

- Use the Managers Menu on the [Titans website](#)
- [Forms/templates/letters](#)
- [Game Night and Game Sheets](#)
- [How to Fill in a Game Sheet Powerpoint](#)
- [RAMP Game Sheet Management Process](#) (All teams from U9 to U17 are required to follow this process. U7 teams are to upload the white copy of their game sheets with a 0-0 score.) All Home teams to retain the White copy of the Game sheet that indicates the league copy. Winning team unless they are the home team does not take the White copy with them please.
- GAME SHEET LABELS
 - [Game Sheet Label Template](#) (Please note these game sheet labels printed on a **clear** label are appropriate for GELC -ALA Gamesheets.)
 - Please do not include the team name, the coaches names or any kind of team logos to the game sheets, if you use this label it will line up appropriately.
 - The Clear labels can be printed and cut on a 8 1/2 x 11 sheet or on appropriate labels.