



Taber Lacrosse Manager Information

WELCOME & THANK YOU

This page will guide you through the setup of your team and provide information on how to manage your team throughout the season. Refer to the Taber Lacrosse Association Policy and Procedures manual available online for a thorough list of expectations. This is a quick check of items you will need to work through. There are several experienced managers within our organization who would be willing to answer any questions you may have. Please reach out to your category director or board members with any questions.

SEASON SET UP

Below is a list of activities you'll need to complete:

Coaches/Manager Meeting

- Host a meeting between yourself, the team's head coach and assistant coaches as soon as possible, to discuss duties, expectations, plans for the season and philosophy of how the team will be run
- Any rostered staff need Police Vulnerable Sector Check, form is available online, will need to be signed by a board member before proceeding, ensure these are filled out, collected and returned to the coaching director.
- Player/parent contact list should have been provided to you or the coach by now, if required it can be requested from the registrar. Input team contacts into TeamSnap app. Send out team invites to parents.
- Discuss expectations of arrival times for practices and games, Input practice times and team events into TeamSnap
- Discuss how your coaches want to deal with any issues (ie. 24-hour rule, direct contact with the coach?)
Note: 24-hour rule is expected from Taber Lacrosse.
- Verify your team roster with the Registrar as soon as possible.
- Organize a parent/coach meeting after the first or second practice; create an agenda with projected budget prior to this meeting.
- Prepare a projected budget on how much you anticipate the season will cost the team; please keep in mind if you have a non-parent coach you may be covering the cost of his/her hotel, gas/flight and meals for away tournaments.
- Discuss possibility with coaches about a cash call versus fundraising (or both).

Parent Meeting:

- Obtain Parent Letter document available from TLA with an outline of information to be presented at meeting.
- Discuss how many tournaments to enter. TLA includes the registration fee for 1 away tournament in players fees. Additional away tournaments are to come at the parents expense.
- Assign team volunteer roles: jersey parent, treasurer, trainer. (Its up to your discretion whether you want to fill these positions or just do them yourselves)
- Once you receive your team jerseys assign numbers to players. You can do this based on size or take jersey requests.
- Ensure all medical forms and the Discipline Policy/Code of Conduct forms (available online) are filled out. The medical forms should be kept in a file to be kept with the trainer or coaches on the bench. Review the medical forms and take note of any players with allergies or medical conditions and make all the coaching staff aware.

- Any player exemptions (over age) or release forms should be kept with the medical forms on the bench - keep copies for yourself as well.

Per Game

- Assign box officials. Every game requires at least 5 off floor officials, they are to remain unbiased to the game, no cheering etc while performing duties.
- Home teams typically responsible for 1 – Score clock, 1 – Shot clock, 1 – Home Penalty Door
- Visiting team typically responsible for 1 - Scoresheet, 1 – Visitor Penalty Door
- Meet with other teams manager prior to game, apply roster stickers to game sheet, have coaches approve that games roster, mark off absent (ABS) or suspended (SUS) players properly on sheet. Discuss games jobs, verify who's doing which.
- To save time at games do up roster stickers for game sheets (three stickers per game). Players are to be listed in numerical order with Goalies first. Overage players should be marked (OA) on the sticker, affiliates can be written on game date and marked. (AP). Game sheet stickers must align with the boxes in each line. Use sticker pack Avery 05395.
- If a player is ejected or injured during the game, meet player at change room or ensure player is being taken care of.
- Home team is responsible for providing the game sheet and obtaining signatures from coaches, officials, scorekeepers and timekeepers. The white copy is to be kept by the home team and submitted to your SALA division coordinator within 48 hours of the game. Sooner is better, especially if suspensions are involved. The yellow copy is to be kept by the winning team and the pink by the losing team.
- Unruly spectators are the responsibility of the home manager.

TREASURER

To protect everyone involved and the team funds, you should have a separate treasurer from the manager. Responsible for collecting money from parents, making any deposits to TLA treasurer.

EQUIPMENT

Jerseys, first aid kits, lacrosse balls, goalie gear and game sheets must be picked up from the Equipment Director or check with your category director.

Please ensure all your players are wearing appropriate equipment, mouthguards are MANDATORY. It is a 2-minute penalty and a 10-minute game misconduct to not be wearing one.

SCHEDULES

Practice schedules will be made available as soon as possible. You will also be able to find it on the website.

Game schedules are generated by SALA - watch their website daily for your team's schedule

DISCIPLINE

The Code of Conduct – Discipline Policy explains the discipline process, keep a copy with your managers binder for quick reference, forms will need to be signed by Player/Parent at the first meeting.

TOURNAMENTS

- Discuss with Board and Book tournaments ASAP - they fill up fast (full list available at www.albertalacrosse.com)
- Once tournaments are confirmed please inform the president for league regular game scheduling purposes.
- If you choose a tournament out of province you will need a travel permit that is found on the ALA website
- For away tournaments it's your responsibility to book a block of rooms for your team, try to book a hotel that offers a hot continental breakfast, some tournaments provide block, check with organizer.
- Some teams like to host a team party (ie a pizza party), so consider booking a conference room when you book the rooms

AFFILIATION RULES

- *Affiliate players can be used under SALA/ALA Regulations (excerpt from 2022 regulations below)*
- *17.05 Affiliation Process*
- *17.05.01 Affiliations are drawn from a pool of 10 Affiliated Players declared for each team by May 1 of each season. Affiliate players may consist of club or Zone team players from a level below or division below*
- *17.05.02 Suspended players cannot be affiliated. If suspended, as an affiliate player, the suspension must be served with the players original ALA Registered Team.*
- *17.05.03 Player affiliations may not be withheld from registered team unless there is a conflict with the rostered teams regular scheduled game or practice.*
- *17.05.04 Illegal affiliations will result in a \$50.00 fine for the first occurrence. The second occurrence will result in a \$50.00 fine and a one game suspension. The third occurrence will result in a discipline referral to the 16U Box Committee.*
- *17.05.05 Affiliations for Provincial Play shall follow the Affiliation rules as per Regulation 28.*

THANK YOU

Thank you again for volunteering to be your team manager. You provide a critical role within the Taber Lacrosse Association and contribute greatly to the success of your team.

2025 TLA Contacts

President: Jared Capner president@taberlacrosse.com

Vice-President: Dennis Lebeuf vicepresident@taberlacrosse.com

Secretary: Amanda Olson secretary@taberlacrosse.com

Registrar: Jolene Badura registrar@taberlacrosse.com

Treasurer: Lace Lutz treasurer@taberlacrosse.com

Equipment: Brad Kinniburgh bradkinniburgh@gmail.com