



Manager Handbook

2022

Wizards Lacrosse Club

Purpose of this Manual

The purpose of this manual is to provide coaches and team managers with guidelines to assist them in creating an enjoyable sporting experience for everyone involved in Wizards Lacrosse, including themselves.

This is simply a guideline which may be followed to help your year be a success. Any information in this manual is subservient to the Constitution and Operating Policies of Wizards Lacrosse Club as well as policies laid down by its governing Lacrosse bodies, including the Greater Edmonton Lacrosse Council (GELC) and the Alberta Lacrosse Association (ALA) and its directorates.

Code of Conduct

As a club, the Wizards consider the following as important elements a minor league coach can provide for their players:

- Respect for the game, its rules, officials, opponents, teammates and oneself.
- Personal safety, fun, positive reinforcement.
- Organized, patient, player centered teaching in all aspects of lacrosse.
- A fair amount of playing time, based on the specific level and circumstances, with the best interests of each individual and the team as a whole.

As a player, some specific conduct is required for everyone involved to get as much as possible out of the lacrosse experience:

- A respect for officials and a realization that they are there to protect the game and the players themselves.
- A positive and constructive relationship with their teammates.
- A certain level of commitment, recognizing that lacrosse is a team game, and as a player, they will only get as much from the game as they are willing to put in.

As parents we must remember why our children play minor league sports and appreciate the responsibility we have as examples and teachers.

Both parents and other spectators should encourage the players and foster an environment conducive to athletic and personal growth:

- Establish healthy communication with the coaches.
- Be a positive role model when relating to coaches, officials, other players or others involved in the game.
- Exhibit a respect for the rules of the game.
- Emphasize athletic and personal growth that results from full commitment to the sport.

The Wizards Lacrosse Club has a tremendous respect for the game of lacrosse. As such, the Board of Directors is working to improve the experience for everyone in our community. The Code of

Conduct is an initial expression of the expectations for all Wizards members. We trust that all involved will do everything they can to make this a reality.

Respect, responsibility, sportsmanship, fairness, commitment, and the spirit of friendly competition are foundational for lacrosse. Those involved at all levels should strive to uphold these principals.

For Wizards players, we believe these qualities are essential for success, enjoyment and athletic growth. When we look back on the time we were part of the Wizards community, whether as a player or in a supporting role, we want to remember an environment of enjoyment and encouragement, conducive to growth both as an athlete and as a person.

PLEASE REFER TO WIZARDS POLICY AND PROCEDURES FOR THE WIZARDS CODES OF CONDUCT

Discipline

It is necessary to maintain order on your team. It is important to establish rules at the beginning of the season and make sure all players and parents are aware of the rules as well as the consequences of breaking the rules.

A player and parent code of conduct has been created.

The Wizards have implemented a Discipline Committee that will be the governing body over all written complaints/concerns received by parents/spectators/coaches or officials. If you have a complaint, there will be an electronic form on our website that will allow you to submit the details of the complaint along with any supporting documents.

A formal complaint received will be taken to the Wizards Discipline Committee (WDC) for review. If the WDC considers the matter a violation of our club policies, there will be a hearing in which the offender will be mandated to attend. All decisions by the WDC are final and will be enforced during the course of the 2020 season. Any discipline that is issued that cannot be enforced during the 2020 season will be carried forward to the 2021 season.

Complaints

Complaints which you receive about any aspect of our club should be referred to the Wizards Board of Directors. The Board of Directors Contact List is contained in the Wizards Lacrosse web site at <http://www.Wizardslacrosse.ca/executive>. The complaints must be submitted via email to any Executive member.

Harassment

The Wizards Lacrosse Club is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability.

The Wizards Lacrosse Club will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, gender, disability, age, marital/family status, language or an offence for which a pardon has been granted.

- Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the ALA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

The following types of harassment are intolerable, whether or not individuals complain:

- **Sexual Harassment** - unwelcomed sexual behavior such as 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, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
- **Racial Harassment** - racial slurs, jokes or name calling based upon race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, 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.
- It is the overall objective of the ALA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.

Harassment which is unintentional may be stopped by informing the harasser(s) that the behavior is offensive. If the behaviors continue, or if an individual feels uncomfortable or threatened about confronting the harasser(s) on their own the individual should file a complaint in writing to the President & Vice President of the Wizards Organization.

The Wizards Lacrosse Club takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

The Wizards Lacrosse Club believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.

If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken by the Wizards Executive Board.

Equity

The Wizards Lacrosse Club is committed to promoting equal access and opportunities to every individual to reach their maximum potential in fitness and excellence in the sport of lacrosse.

The Wizards Lacrosse Club defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender, disability, age, marital status, indigenous status or family status.

Organizing your team once you are assigned Team Manager:

As the team manager you need to do the following as soon as possible:

- Plan a parent meeting to discuss coaching philosophy, tournaments and volunteer positions.
- Set up a team online scheduling system (Ex. Team Snap)
- Discuss a cash call option and address what the cash call would be for (Ex. Tournaments) – Team Budget
- Discuss fundraising for the team, the Wizards have fundraising options available, see the end of the manual for suggested options.
- Goal jar is also a great way to raise team funds. A container is brought to each game, when your team scores it is passed around and parents put in \$0.25 (or an amount of their choosing)
- Complete medical emergency forms for all children and keep on hand for each game. (Recommend keeping a binder with pertinent information)
- Create team labels with your team listed on them. This will be most convenient for game sheets, you will need 3 labels per game. The players will be listed in numerical order. Clear labels are recommended.

- Assigning a Parent Liaison (PL) – This is an important role that should be assigned to someone who can be a calm representative of the team. This person needs to be a strong communicator who can address both parents on your team who are perhaps getting overly passionate about the game, or parents from the other team who may come over to express concerns. This parent needs to be addressed in a parent meeting and given the respect/authority from the parents and coach that he is the liaison and represents the best interest of the team and staff. The coach and PL need to be able to communicate with each other over any areas of concern on the team.
- Picking a Jersey Parent – This parent(s) needs to ensure they will be at every game, and if they cannot make a game, they must make arrangements to get the jerseys to another parent. You could have 2 jersey parents, one for away and one for home games.
- Tournaments – both in and out of town tournaments fill up very quickly so I would suggest that you register for the tournaments you want ASAP. Please see the list of Alberta tournaments attached.

Please note that a Tournament Travel Permit is required for ALL tournaments whether in the city or not. Any team that does not get a Travel Permit for a tournament from the GELC will face disciplinary action which may result in the suspension of the head coach.

The Tournament Travel Permit Approval Form can be found at:

<https://cloud.rampinteractive.com/gelc/files/Forms/Tournament%20Permitupdated2019.pdf>

A sample is also available at the back of this book.

- Entering game sheets – you will require a GELC log in to access the manager page of the website. Here you will find all of your games listed. It is your responsibility to enter your game sheet information within 24 hours of your game along with a scanned copy of the white game sheet.

Please ensure you follow the ALA tournament guidelines for all tournaments you enter. These guidelines can be found at:

<https://cloud.rampinteractive.com/ablax/files/Administration/Alberta%20Lacrosse%20%20Tournament%20Guidelines%202019.pdf>

- Season wrap-up party It is the Team Manager's responsibility to oversee team financials. You do have the option of assigning a Treasurer. We would encourage the team manager to handle funds as they see fit in a transparent manner reflecting the financial requirements of the team. Should your team be participating in fundraising, it must be one that does not require a license. Ex. No 50/50 or silent auction unless a gaming license

is obtained. Please contact our Fundraising Director for further details:
fundraising@wizardslacrosse.ca

- The Wizards Lacrosse Club can request an accounting of team expenditures at the end of the season. This will be signed off by the team treasurer and another parent and submitted to the Wizards Lacrosse Club Treasurer – treasurer@wizardslacrosse.ca as well as the parents on the team.

Communication

Communication is essential to the smooth operation of your team. At the parent information meeting:

- Explain the goals you have for the team;
- Explain the rules that you have established and what actions will be taken if the rules are broken;
- Explain how ongoing communication will be conducted (e-mail, telephone, or TeamSnap);
- Describe the team emergency plan and hand-out Participant Medical History Forms (found under resources on the website)
- Explain what volunteer positions need to be filled and why
- Discuss financials – how many tournaments would the team like to participate in? Cash call vs fundraising? Getting these issues out of the way should avoid any confusion during the season.

Have all parents fill out a contact information sheet, complete with names of parents, home address(es), home phone number(s), cell phone number(s) and e-mail address(es), as the information contained in the registration form may not contain all necessary contacts.

TEAM ROLES AND RESPONSIBILITIES

Volunteers are the core of every minor sporting club. The Wizards rely on our dedicated and hard-working volunteers to be successful. The Wizards have eliminated the \$200/child volunteer bond this year as a trial, as we believe that Wizard parents will happily volunteer on their child's team for what is needed without the need to have us hold their money.

There are a few crucial roles on your team and these roles will require parent participation. If you are struggling to have your parents volunteer, I would encourage you to have another parent meeting and invite a member of our board to join you to explain what is required.


Volunteer Roles:

- 1) Head Coach
- 2) Assistant Coaches (max 4 per team)
- 3) Team Managers
- 4) Treasurer
- 5) Scores Keepers – Each team must supply 2 score keepers per home game. The game will not begin until these roles have been filled.
- 6) Jersey Parent X 2
- 7) Team Spectator Liaison
- 8) Fundraising Parent

Team Spectator Liaison:

This volunteer role is mandated by the GELC and is a very important role on your team. The parent who volunteers for this role must understand what is required of them by GELC guidelines.

Before assigning this role, ensure the parent has read the policy guidelines below:

	
Policy	Team Spectator Liaison
Reason	To improve the player experience, to assist the officials and coaches at games with spectator management.
Position Requirements	<p>All GELC teams are required to have an adult volunteer be the team Spectator Liaison.</p> <p>Duties of the Liaison</p> <ul style="list-style-type: none"> • Uphold the code of conduct of the GELC. • Introduce yourself to the officials and other teams Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison. • At all games monitor the actions of the spectators who have come to the game to watch. • Speak with spectators as to appropriate behaviors. • Assist the coaching staff with crowd/and or remove of offensive individuals. • When team is requested to supply offending individuals' names be the person responsible to providing to the head coach and referee. • If matters escalate please walk away and call the police.

Inappropriate Behaviors	<p>Inappropriate behaviors include the following:</p> <ul style="list-style-type: none"> • Banging on the glass, or boards. • Making abusive comments to the officials. • Verbally abusing players on either team. • Getting into verbal sparring matches with opposing spectators. • Using profanity or making inappropriate gestures. • Engaging coaching staffs. • Going to areas of the arena that are not spectator seating. • Throwing objects. • Not leaving when asked to leave the facility.
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Bench Personnel

Bench personnel include the coaches and trainer. The Head Coach (and Assistant Coach if assigned) run all practices and manage the bench during games.

In all games (including regular league, playoffs, tournaments), teams are required to have all bench personnel who are on the bench meet the CLA Minimum Standards. In practices, teams are required to have at least one of the supervising coaches trained as per CLA Minimum Standards. The coaching minimum standards can be found on the Wizards website under Coaching.

<http://cloud.rampinteractive.com/gelc/files/Menu%20Files/Coaching%20Program%202018%281%29.pdf>

Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:

- a) Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
- b) Canadian Red Cross Standard First Aid & First Responder
- c) Canadian Red Cross Sport First Responder and Sport Aid course
- d) Hockey Canada Safety Program (HCSP)
- e) 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.

Note that the maximum number of bench personnel permitted on the player's bench is four (4), excluding the trainer. As these people need to be registered and trained with ALA for insurance purposes, you should try to make sure you have the same bench volunteers for each game.

Team Manager

The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.

Duties which may be allocated to the Team Manager include, but are not limited to:

- Distributing information – provide a team roster and schedule
- Organizing team volunteers
- Fundraising and tracking expenditures
- Scheduling for timekeepers, scorekeepers and shot clock
- How to complete game sheets
- Submitting Significant Incident Reports and tracking discipline – please see our website
- Enter scoresheets into the online reporting system

Timekeepers and Scorekeepers

- The home team is responsible for providing two adults for the timing bench during games, one to run the electronic scoreboard and one to complete the score sheet. A third official may be provided by your team to run the 30-second clock.
- Home team keeps the white copy of the game sheet

Home Games

The following are the home team's responsibility for all home games:

- Supply the score sheet (make sure you complete it and hand it to the visiting team no less than 15 minutes prior to game start)
- Supply the game balls (minimum of 3)
- Arrange for volunteers to be the scorekeeper and timekeeper

Equipment

Equipment provided by Wizards:

- Balls for Games and Practices –Wizards will supply enough balls for use during the season. Should your team require additional balls, they should be purchased with team funds.
- Team Jerseys – are very expensive and should be well cared for. Please impress upon the jersey parents the importance of washing (inside out) and drying (hang dry) the jersey and making repairs as necessary (mend tears, stain removal, affixing “Stop Signs”, etc.)
- Team jerseys are not to be worn to practice under any circumstances. Please return jerseys cleaned and repaired and in numerical order. If a jersey is missing, stained or damaged, please let us know.
- Team Shorts – although not provided by the club, players are required to purchase as part of the uniform and owned by the player. It is imperative that the player wear the team shorts for all games and other Wizards events to present a professional image of Wizards Lacrosse and the team.

- Goalie Equipment – A \$1000.00 non-dated deposit cheque will be required before any goalie equipment can be released. A form will be given to each parent to sign acknowledging what they received, and the cost of each item they will be charged for if not all items are returned. Typically consists of leg guards, body armor, pants, throat guard and stick. Please air the equipment out after every game and either repair or report minor repairs which may be required to the Equipment Manager before they become major problems. The goalie's parents will be responsible to clean the equipment at the end of the season, a free cleaning voucher will be provided by the Equipment Coordinator. Failure to return the equipment in a timely manner will result in deposit cheques being cashed.
The Equipment Coordinator is Brian Sorensen, equipment@wizardslacrosse.ca

Equipment provided by Team

- It is recommended that the team obtain a small cooler for ice packs (could be borrowed from a parent or purchased out of team funds).
- Each player should bring their own water bottle to practices and games. Please remind the players and their parents of the importance of drinking water, the dangers of dehydration and the importance of washing the water bottles regularly.
- The team should have a small toolkit containing the necessary screws, nuts, screwdrivers, tape, leather strips, cords, etc. to perform minor equipment repairs

All games and indoor practice times are scheduled and posted by the GELC.

If your team is entering a tournament it is your responsibility to ensure you have submitted a travel permit request to the GELC to have your game rescheduled if there is a conflict.

If you would like to arrange an exhibition game for your team, you should contact the Facility who will advise you of any available floor time. Your team will cover the cost of the floor time. Your team is responsible for covering the official's fees for exhibition games.

Player Movement and Affiliation

Registered and paid players may participate in Wizards team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Wizards Registrar.

Coaches and other team officials cannot accept registrations.

Affiliating Players

The coach of a player must be contacted for permission prior to contacting the player to play for another team. With the permission of their coach or manager, players are allowed to play up in their own division as per affiliation policy.

You will find the Player Affiliation Form attached to this booklet. As of 2020, please note that teams can affiliate players for any tournaments within Alberta.

Team Photos

Due to the uncertainty of COVID rules and regulations the Wizards will not be providing team photos this year. If a team decides they would like to have team photos this will be organized and paid for from team funds.

Social Media

Wizards social media is coordinated at a club level, with one volunteer who posts Facebook and Twitter pages. Please stay connected! Teams will be encouraged to send game results, scores, interesting news and photos to the Wizards Communications Director as communications@wizardslacrosse.ca. Before you send anything or post anything on your team, please ensure every player signs the Photo and Video Consent Form in this book.

The Wizards Lacrosse Club expects that all members are aware of and respect the other members of our organization as well as our opponents. Any report of misconduct, harassment or discrimination on social media brought to the boards attention will be cause for a disciplinary hearing with the Wizards Disciplinary Committee.

Forms

The GELC website has many forms available to you including:

- Team Medical Form
- Request Game Chance Form
- League Incident Form
- CLA Head Injury Incident Report
- Tournament Permit Form

These can be found at <http://gelc.ab.ca/content/forms>

Policies

Please see provided policy manual. Many policies can also be found on the GELC website at <http://gelc.ab.ca/> under the “About Us” tab.

2022 BOARD OF DIRECTORS

President Barbara Smyth president@wizardslacrosse.ca

Vice President Cris Anderson vicepresident@wizardslacrosse.ca

Treasurer Carlene Beek treasurer@wizardslacrosse.ca

Secretary Vanessa Zilinski secretary@wizardslacrosse.ca

Registrar Sheri Bennett registrar@wizardslacrosse.ca

Equipment Brian Sorensen equipment@wizardslacrosse.ca

Communications Carrie Burke communications@wizardslacrosse.ca

Fundraising Open fundraising@wizardslacrosse.ca

Coaching Eric Patterson coaching@wizardslacrosse.ca

Facilities and Scheduling Open facilities@wizardslacrosse.ca

Merchandising Roman Hoshko merchandising@wizardslacrosse.ca

6U Director tyke@wizardslacrosse.ca

8U Director tyke@wizardslacrosse.ca

10U Director novice@wizardslacrosse.ca

12U Director peewee@wizardslacrosse.ca

14U Director bantam@wizardslacrosse.ca

16U Director midget@wizardslacrosse.ca

Girls Director girls@wizardslacrosse.ca

2022 Team Fundraising Information

Team Fundraising:

If your team would like to participate in fundraising, the following is a non-exhaustive list of options. Please note, the AGLC requires licenses for gaming events such as, casinos, raffles, bingos and pull tickets. It is each team's responsibility to ensure any AGLC requirements are met. For more information, please visit their website at:

<https://aglc.ca/gaming/licences>

Additional Fundraising Ideas:

- Bottle Drives
- Team Garage Sale
- Car Wash
- Goal Jar
- Little Caesar's Pizza Kits <https://www.pizzakit.ca/fundraising-products>
- Krispy Kreme Donuts <http://www.krispykreme.ca/fundraising-community/>
- Jack Link's Jerky <https://www.fundraising.com/canada/beef-jerky>
- World's Finest Chocolates <https://www.canadafundraising.ca/>
- FundScrip: Gift Card Fundraiser <https://www.fundscrip.com/>
- In-Dey-Go Fundraising <https://www.indeygo.com/fundraising.php>
- Meat Locker Foods <https://meatlockerfood.ca/>
- The Mixing Spoon <http://www.themixingspoon.ca/fundraising>
- Scoops Fundraising <http://futurefundraising.com/>
- Cineplex Fundraising <https://www.cineplex.com/CorporateSales/Fundraising>
- Kernels Popcorn <https://www.kernelspopcorn.com/pages/footer/links/fundraising>
- Stawnichy's Mundare Sausage <https://www.stawnichys.com/fundraising>
- Salisbury Greenhouse <https://www.salisburygreenhouse.com/fundraising/>
- Yankee Candle Fundraising <https://www.yankeecandlefundraising.com/home.htm>

If you have any questions about fundraising opportunities, please contact:

fundraising@wizardslacrosse.ca

SAMPLE

Tournament Permit Approval Form



Contact Information

Team	
Name	
Home Phone	
Cell Phone	
E-Mail Address	

Tournament

Provide the name of the Tournament or Tournaments the team is wishing to attend

Tournament Name	Tournament Times

Coaches/Trainers

Name all coaches and trainers, please indicate level of coaches training achieved

Name	Position on Team, Head Coach/ Asst Coach, Trainer	Coaches Training and Level Achieved

League Games

Does this team have league games, pre, post or during the tournament that would be effected by the team attending this tournament.

Out of Province Tournaments

Has the team applied to the ALA for a Travel Permit to attend an out of town Tournament

Acknowledgement of the Head coach of Regulation 20 as below

Name	
Signature	
E-Mail Address	

Approval

For GELC office use only:

Coaches appropriately trained	
2 members who attended Coaching event	
Name	
Signature	
Date	

GELC Regulation

Regulation 20 - GELC Tournament Permit

All GELC teams wishing to participate in tournaments inside and outside of Alberta must have a league Tournament permit issued.

19.01 In order to have a Tournament permit issued the team must conform to the following:

- a) Minimum of 2 team officials from each teams coaching, management and training staff must have attended any mandatory Coaches training event as declared by the GELC for the current playing season.
- b) Tournament permits will only be issued by the GELC office.(The club presidents will receive a copy of the signed permit as well as the team
- c) Additionally teams with 45 penalty minutes or more in a single game, for two or more games, may not be granted a tournament permit or have their permit revoked by the GELC Board. This may be done within 48 hours via email.
- d. Exceptions to this regulation and or appeals may be made to the GELC Executive andtheir decision on the matter shall be final.

19.02 Teams entering tournaments without the GELC tournament permit.
The head coach shall be suspended for the number of games that were played by their team in the non- permitted tournament. A second occurrence will result in the head coach being required to attend the GELC discipline committee meeting.

19.03 Teams must email copies of all tournament games sheets to the GELC office within 48 hours of the completion of the tournament.

BOX LACROSSE - PLAYER

LACROSSE HELMET

MOUTH GUARD

SHOULDER PADS

BICEP PADS

RIB PADS

ARM PADS

PROTECTIVE CUP

LACROSSE GLOVES

LACROSSE STICK



BOX LACROSSE - GOALIE



LACROSSE HELMET

MOUTH GUARD

THROAT GUARD

CHEST PROTECTOR

GOALTENDER GLOVES

GOALTENDER PANTS

PROTECTIVE CUP

GOALTENDER LEG GUARDS

LACROSSE STICK



