

# Manager Handbook

2025



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# **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 important elements for a minor league coach to provide for his/her 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 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 respect for the rules of the game.
- Emphasize athletic and personal growth that results from full commitment to the sport.

The Wizards Association has 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 people 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 principles.

For Wizards players, we believe these qualities are essential for success, enjoyment and athletic growth. When we look back on your 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.

## 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, coach, manager, and parent code of conduct has been created and needs to be signed by all members of your team and kept with the manager.

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, please reach out to your manager or directly to the Vice President at [vicepresident@wizardslacrosse.ca](mailto:vicepresident@wizardslacrosse.ca).

A formal complaint received will be taken to the Wizards Discipline Committee for review. If the WDC considers the matter a violation of our club policies, there will be a hearing at which the offender will be mandated to attend. All decisions by the WDC are final and will be enforced during the 2025 season. Any discipline that is issued that cannot be enforced during the 2025 season will be carried forward to the 2026 season.

## Complaints

Complaints which you receive about any aspect of our association should be referred to by the Wizards Board of Directors. The Board of Directors contact list is visible on the Wizards Lacrosse website at <http://wizardslacrosse.ca/executive> and at the end of this manual. The complaints must be submitted via email to the President and Vice President.

## Organizing Your Team as Team Manager

As the team manager you are responsible for the following:

- Plan a parent meeting with your coaching staff to discuss coaching philosophy, tournaments and volunteer positions.
- Provide players with medical forms. These are to be completed prior to the first game and should be kept on hand during all events in the event of a medical emergency. It is recommended that they are kept in a binder.
- Discuss the volunteer opportunities for the parents on your team to ensure you have individuals willing to help where needed. (timekeepers, shot clock, jersey parents, etc.)
  - Parents Liaison - 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 the 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
  - Jersey Parent - This parent(s) needs to ensure they will be at every game, and if they cannot make a game, they must plan to get the jerseys to another parent. You could have 2 jersey parents, one for away and one for home games.
- Discuss a cash call option and address what the cash call would be for such as tournaments, apparel or yearend wrap up. You should then create a budget and present it to the team and assign a Team Treasure.
  - 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.
- Discuss fundraising for the team, options include bottle drives, chocolate almond sales or having a goal jar. A goal jar is a container brought to each game that when your team scores it is passed around for crowd funding. Ensure all licenses are obtained depending on the type of fundraising.

- Create team labels with your team listed on them, this is recommended but not required. 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.
- Tournaments both in and out of town fill up quickly. It is recommended to register as early as possible to claim your spot.
  - All tournaments may be found on the ALA website:  
[Alberta Lacrosse Association : Website by RAMP InterActive](#)
  - A Tournament Travel Permit is required for **ALL** tournaments regardless of the location. Any team that fails to complete the permit may face disciplinary action which may result in the suspension of the head coach.
  - Please ensure that all ALA Tournament guidelines are followed. All guidelines and forms may be found on the GELC website:  
[Greater Edmonton Lacrosse Council \(GELC\) : Website by RAMP InterActive](#)
- Enter game sheets must be completed within 24 hours of the completion of the game. This includes a scanned copy of the white game sheet. This is completed on the on the website using the GELC log in – this will be provided to you by the Board of Directors prior to the season start.
  - Information on how to properly enter the game sheet may be found below:  
[RAMP Gamesheet Management Process \(002\) \(1\).docx](#).
- Work with the families to set up a Wrap Up party.



## 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.
- Hand out parent/player contracts and explain that no child will be allowed on the floor until both are returned to the manager signed.
- Explain how ongoing communication will be conducted (e-mail, telephone, or RAMP)
- Describe the team emergency plan and handout the Medical Forms as outlined previously
- 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 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:

	
<b>Policy</b>	<b>Team Spectator Liaison</b>
Reason	To improve the player experience, to assist the officials and coaches at games with spectator management.
Position Requirements	All GELC teams are required to have an adult volunteer be the team Spectator Liaison. Duties of the Liaison <ul style="list-style-type: none"> <li>• Uphold the code of conduct of the GELC.</li> <li>• Introduce yourself to the officials and other teams Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison.</li> <li>• At all games monitor the actions of the spectators who have come to the game to watch.</li> <li>• Speak with spectators as to appropriate behaviors.</li> <li>• Assist the coaching staff with crowd/and or remove of offensive individuals.</li> <li>• When team is requested to supply offending individuals' names be the person responsible to providing to the head coach and referee.</li> <li>• If matters escalate please walk away and call the police.</li> </ul>
Inappropriate Behaviors	<b>Inappropriate behaviors include the following:</b> <ul style="list-style-type: none"> <li>• Banging on the glass, or boards.</li> <li>• Making abusive comments to the officials.</li> <li>• Verbally abusing players on either team.</li> <li>• Getting into verbal sparring matches with opposing spectators.</li> <li>• Using profanity or making inappropriate gestures.</li> <li>• Engaging coaching staffs.</li> <li>• Going to areas of the arena that are not spectator seating.</li> <li>• Throwing objects.</li> <li>• Not leaving when asked to leave the facility.</li> </ul>

## **Bench Personnel**

Bench personnel include the coaches and trainers. 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 practice, teams are required to have at least one of the supervising coaches trained as per CLA Minimum Standards.

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 five (5), 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.
- Fundraising and tracking expenditures with treasurer
- Scheduling for timekeepers, scorekeepers and shot clock.
- 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, yellow to the winning team.

## 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 the game start). Make sure the game sheet is signed prior to handing it to the away team.
- Supply the game balls (minimum of 3)
- The home team will provide minor officials to run the time clock, 30 second clock and fill out the game sheet. These individuals will work with the referees and therefore will not cheer for either team or speak to the players in the penalty box.
- The visiting team should provide one minor official in the box to assist the two from the home team.
- Jersey colours; the home team should wear dark while the visiting team wears their light jerseys. The officials *may* request the home to change jerseys if there is a conflict with the colours.
- It is required that each team have the parent liaison identified at each game to deal with fans in the stands.

## Equipment Provided by the Club

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, contact our Equipment Director at [equipment@wizardslacrosse.ca](mailto:equipment@wizardslacrosse.ca)
- **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.) Any major repairs should be identified to the Equipment Director.
- **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 the Equipment Director know.
- **Team Shorts** are provided for the players at the beginning of the season and must be work for all games.
- **Wizards Gear** is a great way to promote the club. At the beginning of the season all players were provided with a t-shirt. We ask but it is not mandatory to wear it to your games.
- **Goalie Equipment** – A deposit cheque will be required before any equipment is released to a family. The goalie gear 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 Director, Brian Sorensen, before they become major problems. Failure to return the equipment in a timely manner may result in deposit cheques being cashed. The Equipment Director at [equipment@wizardslacrosse.ca](mailto: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 his or her Wizards 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.

## **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**

Affiliation will be in adherence with the ALA Regulations 5A. – Affiliation, with the following enhancements which will be applicable to all GELC exhibition, regular season and playoff games. Tournaments may have their own ALA approved Affiliation Rules. The GELC enhancements are:

- The number of games a player may play as an affiliate is unlimited.
- A team may not scratch a healthy or available player in place of an affiliate.
- A player cannot miss their own rostered team's practice or game unless approved by the Head Coach of their team to attend a practice or game of another team as an affiliate; and
- It is the responsibility of the requesting team's Head Coach or Manager to obtain an email from both the requested team's Head Coach or Manager and the requested player's parent/guardian providing approval for the affiliation. Club Presidents of the applicable teams must be informed of the affiliation prior to commencement of the game or practice. The coach of the player must be contacted for permission prior to contacting the player to play for another team. With the permission of the coach or manager, players are allowed to play up in their own division as per affiliation policy.
- You can affiliate up your roster size.
- As of 2023, please note that teams can affiliate players for any tournaments within Alberta.

## **Team Photos**

Team photos will take place this year at MVP, once we have the date and time schedule we will send to all coaches and managers. Each player will receive the player/team photo paid for by the Wizards. Any other purchases can be made in person at the time of the photos or online.

[Sports Photography | MVP Team Photos | Alberta](#)

## **Social Media**

Wizards' social media is coordinated at a club level, with one volunteer who posts Facebook and Instagram pages. Please stay connected! Teams will be encouraged to send game results, scores, interesting news and photos to the communication director at [communications@wizardslacrosse.ca](mailto: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.

## **Forms**

The GELC and Wizards websites have 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/manager-resources>, [www.wizardslacrosse.ca](http://www.wizardslacrosse.ca)

## **Policies**

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



## Team Fundraising Ideas

If your team would like to participate in fundraising outside of the club level fundraising (casinos and bingos) below is a list of options. Please note that it is the team's responsibility to ensure that any AGLC requirements are met. These guidelines may be found on the AGLC website at <https://aglc.ca/gaming/licences>. Below is a list of ideas to get you started. You are not limited to the below.

- Bottle drive
- 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>
- World's Finest Chocolates  
<https://www.canadafundraising.ca/>
- Jack Links's Jerky  
<https://www.fundraising.com/canada/beef-jerky>
- 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/>

## **2025 BOARD OF DIRECTORS**

**President:** Craig Montgomery [president@wizardslacrosse.ca](mailto:president@wizardslacrosse.ca)

**Past President:** Barb Smyth

**Vice President:** Whitney Montgomery [vicepresident@wizardslacrosse.ca](mailto:vicepresident@wizardslacrosse.ca)

**Treasurer** Andrew Westervelt [treasurer@wizardslacrosse.ca](mailto:treasurer@wizardslacrosse.ca)

**Secretary** Clia Augustin [secretary@wizardslacrosse.ca](mailto:secretary@wizardslacrosse.ca)

**Registrar** Jessica Illerbrun [registrar@wizardslacrosse.ca](mailto:registrar@wizardslacrosse.ca)

**Equipment** Brian Sorensen [equipment@wizardslacrosse.ca](mailto:equipment@wizardslacrosse.ca)

**Communications** Christina Wiwchar [communications@wizardslacrosse.ca](mailto:communications@wizardslacrosse.ca)

**Coaching** André [coaching@wizardslacrosse.ca](mailto:coaching@wizardslacrosse.ca)

**Facilities and Scheduling** Danielle Keller [facilities@wizardslacrosse.ca](mailto:facilities@wizardslacrosse.ca)

**Merchandising:** Rachel Batchelor [merchandising@wizardslacrosse.ca](mailto:merchandising@wizardslacrosse.ca)

**Fundraising:** Leanne Rempel [fundraising@wizardslacrosse.ca](mailto:fundraising@wizardslacrosse.ca)

## Game Sheet Codes

<b>GAME SHEET PENALTIES - SHORT CODES</b>					
<b>HOME TEAM is responsible for entering game sheet within 24 hours</b>					
<b>ABO</b>	Abuse of Officials	<b>EXP 5TH</b>	Fifth Penalty in a Game	<b>KN</b>	Kneeing
<b>AGG</b>	Aggressor	<b>FI</b>	Fighting	<b>LPBE</b>	Leaving Penalty Box Early
<b>AI</b>	Attempt to Injure	<b>FH</b>	Free Hand	<b>LPB</b>	Leaving the Penalty Box
<b>BM</b>	Bench Minor	<b>GI</b>	Goalie Interference	<b>LB</b>	Leaving the Bench
<b>BDG</b>	Boarding	<b>HBH</b>	Handling Ball with Hands	<b>OL</b>	Obscene Language
<b>BST</b>	Broken Stick	<b>HB</b>	Head Butt	<b>PS</b>	Penalty Shot
<b>BE</b>	Butt End	<b>HS</b>	High Sticking	<b>PABO</b>	Physical Abuse of Official
<b>CHG</b>	Charging	<b>HO</b>	Holding	<b>RO</b>	Roughing
<b>CFB</b>	Checking from Behind	<b>HOS</b>	Holding Stick	<b>2X5</b>	Second Major in a Game
<b>CIC</b>	Checking In Crease	<b>HBALL</b>	Holding the Ball	<b>SL</b>	Slashing
<b>CIC</b>	Crease Interference	<b>HK</b>	Hooking	<b>SP</b>	Spearing
<b>CV</b>	Crease Violations	<b>ICC</b>	Illegal Cross Check	<b>3RD MAN</b>	Third Man In
<b>CC</b>	Cross Checking	<b>IE</b>	Illegal Equipment	<b>TS</b>	Throwing Stick
<b>DOG</b>	Delay of Game	<b>IEG</b>	Illegal Equipment Goalie	<b>TMM</b>	Too Many Men
<b>ELB</b>	Elbowing	<b>IS</b>	Illegal Substitution	<b>TR</b>	Tripping
<b>FM</b>	Face Mask	<b>INIS</b>	Instigator	<b>UR</b>	Unnecessary Roughness
<b>FOB</b>	Falling on Ball	<b>INT</b>	Interference	<b>USC</b>	Unsportsmanlike Conduct
<b>FINT</b>	Fan Interference	<b>KP</b>	Kicking Player	<b>WA</b>	Wrap Around
<b>EXP</b>	Expulsion	<b>MP</b>	Match Penalty	<b>GM</b>	Game Misconduct
		<b>M</b>	Misconduct	<b>GRM</b>	Gross Misconduct

## Minor Box Floor Times

### Minor Box Floor Times

Minor box floor times will now reflect those recommended in the LC LTAD.

Division	Allotted Time	Warm-Up/Training	Period/Game 1	Period/Game 2	Period 3/Game	Period Break
U7	1 Hour	5	15	15	15	3
U9	1 Hour	5	15	15	15	3
U11	1 Hour	5	15	15	15	3
U13	1 Hour	5	15	15	15	3
U15	1 1/2 Hour	5	20	20	20	3
U17	1 1/2 Hour	5	20	20	20	3

In U9, U11, and U13 each game or period will be played as run-time. Run time is defined as straight play except for time outs or goalie water breaks.

In U15 and U17 only the 3rd period will be played as stop-time. Stop-time is defined as the clock only stopping for goals, penalties, or time outs except for the 6 goal differential rule as per 9.05.

# Sample Game Sheet

**Alberta Lacrosse Association**

Five digit # from CDLA schedule

Location: \_\_\_\_\_ Arena Name as on Schedule  
 Level: Division and Level as on Schedule ie: PeeWee A; Novice D2 Game # \_\_\_\_\_ per Schedule

Date: \_\_\_\_\_ Game Date

is Hornets NovB1 D2 Green

Visitors/Color: _____ Club name / Team# / jersey color				GOALS				PENALTIES								
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Mis	Reason	Off	Start	On
G 31	Goalie start				1	5:00	29	36	43	1	23	2	CFB	10:30	10:30	8:30
G 1	Goalie backup				3	10:01	27	43		1	23	2	CFB	8:30	8:30	6:30
21	Visitor Player1				1	20				1	20	2	CC	2:24	2:24	:24
23	Visitor Player2		4		2	36				2	36	2	HO	1:32	1:32	19:32
25	Visitor Player3				3	36				3	36	5	FI	6:35	6:35	
AC 26	Visitor Player4		2		3	36				3	36	10	GM	6:35		
27	Visitor Player5	1														
AC 28	Visitor Player6															
29	Visitor Player7	1														
C 33	Visitor Player8															
34	Visitor Player9															
36	Visitor Player10			1	17											
41	Visitor Player11															
42	Visitor Player12															
43	Visitor Player13		2													
AP 44	Visitor Player14															
Bench Penalties				Game Totals				Goalie Saves								
41 Visitor Player11 serving 2 3 23				2 3 23				# 1 2 3 OT								
Coach: Super Coach 1 signature: _____				Coach: Super Coach 2 signature: _____				Time Outs								
Coach: Super Coach 3 signature: _____				Coach/Trainer: Super Trainer cert number: IMAT7891222												

Afliliate players CANNOT be used to replace suspended players

Rafs must add goals and penalty minutes for each team and note totals in similar manner noting game over final counts.

- Checking from Behind (CFB) is a double minor and is written as 2-2 minute penalties  
 - Fighting in minor lacrosse is an automatic game misconduct  
 - Major penalty in the last 10 minutes of the game means player must also sit out next game.  
 CDLA Discipline reviews all major penalties and will advise team of any additional suspensions for repeat offenders. It is essential that full game reporting is completed within 24 hours of game completion.

Home/Color: _____ Club name / Team# / jersey color				GOALS				PENALTIES								
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Mis	Reason	Off	Start	On
G 1	Goalie Start		1		2	12:15	15	20		1	12	2	CC	12:15	12:15	10:15
G 00	Goalie Backup				2	2:22	18	15	1	1	12	2	HOL	6:10	6:10	4:10
10	Home Player1				1	14				1	14	5	BDG	5:15	5:15	:15
11	Home Player2				2	12				2	12	2	CC	11:12	11:12	9:12
12	Home Player3		13		2	14				2	14	5	ELB	10:10	10:10	
13	Home Player4				2	14				2	14	10	GM	10:10		
14	Home Player5		20		2	12				2	12	2	HOL	4:10	4:10	2:10
15	Home Player6	1	1		2	12				2	12	5	HS	1:00	1:00	
16	Home Player7				2	12				2	12		EXP	1:00		
17	Home Player8				3	23				3	23	5	FI	6:35	6:35	
18	Home Player9	1			3	23				3	23	10	GM	6:35		
C 19	Home Player10				3	26				3	26	2	BM	5:35	5:35	3:35
20	Home Player11		1													
21	Home Player12															
AC 22	Home Player13															
23	Home Player14															
AC 24	Home Player15		15													
25	Home Player16															
26	Home Player17															
27	Home Player18															
Bench Penalties				Game Totals				Goalie Saves								
2 3 50				2 3 50				# 1 2 3 OT								
Coach: Awesome Coach 1 signature: _____				Coach: Awesome Coach 2 signature: _____				Time Outs								
Coach: Awesome Coach 3 signature: _____				Coach/Trainer: Awesome Coach 4 cert number: _____												
Start Time: 7:10 pm End Time: 8:45 pm				Referee 1: Level 2				Signature Referee One								
Timekeeper: Volunteer Person 1				Print name Referee One												
Scorekeeper: Volunteer Person 2				Referee 2: Level 3				Signature Referee Two								
Phone # Home Team Manager name and phone #				Print name Referee Two												

Maximum Game roster is 2 Goalies + 18 players for a total of 20.  
 If you use stickers please ensure:  
 1) includes Club name, team # and jersey color  
 2) Players are listed in ascending numeric order  
 3) if you have an approved over roster count, those not playing the game must be crossed off and names still legible  
 4) coaches must still sign the game sheet to acknowledge their roster is correct

- # 12 has 6 penalties in game and is expelled in period 2 for remainder of game  
 - # 14 has 2 major penalties which carries automatic Game Misconduct. Player is removed for remainder of game.  
 - #23 Fighting is automatic game misconduct and as it is in within last 10 minutes of game, player will also be suspended for next game.  
 Refer to Minimum Suspension Guidelines on CDLA website

Enter the starting goalie 1st, alternate goalie 2nd, the rest of the team in NUMERICAL order

White - League    Yellow - Winning Team    Pink - Losing Team

## Regulation 20 – GELC Tournament Permit

Find tournaments at [Alberta Lacrosse Association : Website by RAMP InterActive](#).

Please fill out the Tournament Permit once a tournament has been secured. The form may be found at [Greater Edmonton Lacrosse Council \(GELC\) : Website by RAMP InterActive](#).

All Head Coaches must complete RESPECT IN SPORT – COACH. Tournament approval is contingent on this certification.

All bench personnel must be registered properly in RAMP.

All teams that enter tournaments (Alberta or out of Province) are required to submit a Tournament Approval Request Form. Submissions must be approved by the GELC Executive and Office. Please ensure that all bench staff credentials (NCCP/Coach Level/Trainer Certification) are filled out accordingly. All bench staff must be included. Incomplete submissions will not be approved.

**\*\*Please note, if your team is entering a tournament *outside of Alberta*, they must fill out an ALA Travel Authorization Request Form. A copy of this request form must be submitted to the GELC office: [executivedirector@gelc.ab.ca](mailto:executivedirector@gelc.ab.ca).\*\***

### **REGULATION 13 - BENCH PERSONNEL CERTIFICATIONS**

13.01 Bench Personnel are considered Coaches and Trainers.

13.02 In all games (including regular league, playoffs, exhibition, tournaments), teams are required to have all bench personnel who meet the LC Minimum Standards. 13.03 All Female-only teams must have one registered female bench personnel registered to the team in RAMP and on the bench as per the ALA Registration System and correlating to the game sheet.

13.04 Bench personnel are determined as per ALA Registration System for each team. Only coaches with required qualifications and certified trainers are permitted on the bench. To be eligible to coach, all coaches must meet the requirements of the LC Minimum Standards as applicable to each discipline of lacrosse.

13.05 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.

13.06 The ALA recognizes only one trainer per team on the bench to address those specific activities (activities which would not include coaching athletes).

13.07 All coaches must be 16 years of age in the year he/she wishes to attend a coaching clinic and coach an ALA sanctioned team.