



Manager Handbook

2019

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 guide line 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 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 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 Association 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.

Complaints

Complaints which you receive about any aspect of our association should be referred to the Wizards Lacrosse Executive. The Executive 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.

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 the volunteer opportunities for the parents on your team to get their volunteer cheque back
- 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.
- 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

Volunteering Volunteers are the core of every minor sporting association. The Wizards rely on our dedicated and hard-working volunteers to be successful. All Wizards families are required to fulfill a volunteer bond of \$200 per child, to a maximum of \$400 per family.

There is also the option of paying your volunteer bond in lieu of volunteer work. While this may be the preferred choice of some families, we encourage everyone to instead get

involved and do their part to make the Wizards the finest minor sporting association in our city.

Please see the manager attached volunteer page for a full description of volunteer roles. At the end of the season, please submit a list of families who DID NOT fulfill their volunteer commitments to the fundraising chair, Lisa Crozier.

Volunteer Roles:

- 1) Head Coach
- 2) Assistant Coach (Max 4 per team)
- 3) Team Managers
- 4) First Aid Volunteer (This volunteer must have a valid first aid card as well as a first aid kit and be present at all games)
- 5) Treasurer
- 6) Jersey Parent X 2
- 7) Photo Liaison (This parent will take photos of all kids and plays during the game and then provide these photos to all parents at the end of the year. (Parents must provide a photo stick to retrieve photos). Each parent on the team has signed a waiver when they registered for lacrosse on the Wizards website.)
- 8) Team Spectator Liaison
- 9) Fundraising Parent
- 10) Snack Parent
- 11) Ice Parent (A parent that will commit to bringing ice packs / iced cloths in a cooler to each game)

Non-Team Volunteer Roles:

- 1) 6 Director Positions (1 for each division)
- 2) Approximately 10 Board Member positions
- 3) AGM Volunteers
- 4) Casino/Bingos as required

Score Keeper, Time Keeper and Shot Clock roles are NOT considered volunteer positions as they are required for teams to play the sport.


Any questions about the Volunteer positions please contact:

Lisa Crozier: fundraising@wizardslacrosse.ca

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.

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 sufficient 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 – 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 Paul Carriere, 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 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 2019, please note that teams can affiliate players for any tournaments within Alberta.

Team Photos

Team photos will take place this year on April 28th at Glengarry arena. Each player will receive the player / team photo. Any other purchases can be made in person at the time of the photos. Managers will be contacted with their time slot when it becomes available.

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 club volunteer. (contact information to follow) 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 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 policy tab.

2019 BOARD OF DIRECTORS

President Jason Schmidt president@wizardslacrosse.ca

Vice President Barbara Smyth vicepresident@wizardslacrosse.ca

Treasurer Carlene Beek treasurer@wizardslacrosse.ca

Secretary Lee Menard secretary@wizardslacrosse.ca

Registrar Robyn Bilsky registrar@wizardslacrosse.ca

Equipment Paul Carriere equipment@wizardslacrosse.ca

Communications Chastity Carriere communications@wizardslacrosse.ca

Fundraising Lisa Crozier fundraising@wizardslacrosse.ca

Coaching Dennis Dykes coaching@wizardslacrosse.ca

Facilities and Scheduling Sam Schmidt facilities@wizardslacrosse.ca

Merchandising Todd Fedorak merchandising@wizardslacrosse.ca

Tyke and Mini Tyke Director Jessica Illerbrun tyke@wizardslacrosse.ca

Novice Director Carlene Beek novice@wizardslacrosse.ca

PeeWee Director John Crozier peewee@wizardslacrosse.ca

Bantam Director Chastity Carriere bantam@wizardslacrosse.ca

Midget Director Jody Maxwell midget@wizardslacrosse.ca

Girls Director Carlene Beek girls@wizardslacrosse.ca

2019 Lacrosse Alberta Tournaments

Club	Division	Level	Location	Dates	Contact Email
Brooks	PeeWee to Midget	B	Brooks	April 12-14	mike@brookslacrosse.ca
Blues	Tyke to Midget	A-B	Edmonton	April 26-28	leannadziwenka@gmail.com
High River	Tyke to Midget	B & C	High River	April 26-28	zimmer49@shaw.ca
Okotoks	Tyke to Midget	B & C	Okotoks	May 3-5	okotokstournaments@gmail.com
Axemen Sabrecats	Novice to Midget	A & C	Calgary	May 10-12	timberfest@axemenlacrosse.com
Beaumont	Novice	B	Beaumont	May 10-12	tournament@beaumont RAIDERS.com
Beaumont	Novice	Female	Beaumont	May 10-12	tournament@beaumont RAIDERS.com
Lakeland	Tyke to Midget	B	Cold Lake	May 10-12	amy_martin9@hotmail.com
Lakeland	Pee Wee and Bantam	Female	Cold Lake	May 10-12	amy_martin9@hotmail.com
Sylvan Lake	Novice to Midget	B	Sylvan Lake	May 10-12	trisho35@telus.net
Midget Showcase	Midget	A	Sherwood Park	May 17-20	paul@albertalacrosse.com
Midget Showcase	Midget	Female	Sherwood Park	May 17-20	paul@albertalacrosse.com
Leduc	Tyke to Novice	B-C	Leduc	May 18-19	Tournaments.leducrush@gmail.com
Leduc	Pee Wee	C	Leduc	May 18-19	Tournaments.leducrush@gmail.com
Red Deer	Tyke to Bantam	A & B	Red Deer	May 18-20	traditionlives@reddeerlacrosse.com
Lethbridge	Novice to Midget	B	Lethbridge	May 24 - 26	lethbridgefloorbusters@gmail.com
CDLA	Novice - Midget	Female	Calgary	May 24 - 27	dspoi@telus.net
Titans	Pee Wee to Midget	A & C	Sherwood Park	May 31- June 2	Tournament@sherwoodparktitans.ca
Titans	Novice	B	Sherwood Park	May 31- June 2	Tournament@sherwoodparktitans.ca
Titans	Novice to Midget	Female	Sherwood Park	May 31- June 2	Tournament@sherwoodparktitans.ca
Strathmore	Novice-PeeWee	C	Strathmore	May 31- June 2	president@strathmorelacrosse.com
Strathmore	Novice to Midget	B	Strathmore	May 31- June 2	president@strathmorelacrosse.com
Lac La Biche	Tyke - Pee Wee	C	Lac La Biche	May 31- June 2	g3willcox@gmail.com
TEAM ALBERTA	Bantam Female/Midget Male	Box	Calgary	June 8-9	paul@albertalacrosse.com
TEAM ALBERTA	U 19 Women's/U15 Men's	Field	Calgary	June 8-9	paul@albertalacrosse.com
St Alberta Rams	Tyke to Midget	B	St. Albert	June 7-9	tournamentdirector@ramslacrosse.ca
St Alberta Rams	Pee Wee & Bantam	C	St. Albert	June 7-9	tournamentdirector@ramslacrosse.ca

St Alberta Rams	Novice to Midget	Female	St. Albert	June 7-9	tournamentdirector@ramslacrosse.ca
Medicine Hat	Novice to Midget	B	Medicine Hat	June 7-9	kliefso@telus.net
Innisfail	Novice to Midget	B	Innisfail	May 31- June 2	innisfailsos@yahoo.com
CDLA	Pee Wee to Midget	A - C	Calgary	June 28 - July 1	canadaday@calgarylacrosse.com
CDLA	Novice	A	Calgary	June 28 - July 1	canadaday@calgarylacrosse.com
CDLA	Pee Wee to Midget	Female	Calgary	June 28 - July 1	canadaday@calgarylacrosse.com
Provincials	All Minor	All	Calgary	July 10-14	lisa@albertalacrosse.com
David Fehr Classic	Tyke and Novice	All	Calgary	July 10-14	lisa@albertalacrosse.com
Bantam Challenge	Bantam	Box and Field	Calgary	August 9-11	paul@albertalacrosse.com
Field Provincials	Novice to Junior	Men's/Women's Field	Leduc	September 6-8	lisa@albertalacrosse.com

Volunteer Positions 2019

<u>Position</u>	<u>Parent Name</u>	<u>Parent Signature</u>	<u>Date</u>
Head Coach			
Assistant Coach			
Assistant Coach			
Assistant Coach			
Assistant Coach			
Manager			
Treasurer			
Snack Parent			
First Aid			
Parent Liaison			
Jersey Parent			
Jersey Parent			
Photo Liaison			
Fundraiser Coordinator			
AGM Volunteer			
Ice Parent			

Score Keeper, Time Keeper and Shot Clock roles are NOT considered volunteer positions as they are required for teams to play the sport.

2019 Team Fundraising Information

Club Fundraising:

For 2019, the Wizards will be coordinating a Purdy's online chocolate fundraiser for Easter. Details will be directly communicated to all our members.

Team Fundraising:

If your team would like to participate in additional 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:
Lisa Crozier: fundraising@wizardslacrosse.ca