

Burnaby Minor Lacrosse Club

# MANAGER'S MANUAL 2022



Provincial Health Order INDOOR SPORT COVID-19 Vaccination Rules:

Proof of vaccination is NOT REQUIRED:

Youth Sport (0-21 years)

Proof of vaccination is REQUIRED:

Supervisors (12 years and older) for youth sport events and programming (i.e. coaches, officials, volunteers, timekeepers).

Proof of vaccination is REQUIRED:

Spectators (12 years and older) at sport events and programs.

Proof of vaccination, where required, must be shown at all entrances to arena areas.

Note: Proof of Vaccination will remain until April 8th, after that it will no longer be required.

Masks must be worn by spectators 5 years and older at all times.

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## **LETTER TO THE TEAM MANAGER**

Dear Team Manager,

On behalf of the Burnaby Minor Lacrosse Club (BMLC), we would like to thank you for volunteering your time. This is an extremely important role and will ensure that your child, his/her teammates, other parents and coaches can enjoy the amazing sport of lacrosse. As team manager, you play an integral role in communication between players, coaches, parents, other teams, officials, the BMLC executive. Your willingness to take on the administration of your team enables the coaches to focus on coaching and player development. This handbook is intended to outline the duties of the team manager and serve as a resource for you throughout the season. We hope you find this handbook helpful and welcome any comments or suggestions. Please send all comments to [manishbhatara@hotmail.com](mailto:manishbhatara@hotmail.com)

Thank you again for your time and effort!

Sincerely,

BMLC Executive

### **Manager's Duties**

As a team manager, some of the primary roles and responsibilities you can expect to handle are,

- Edit/Monitor TeamSnap
- Overseeing and training parents on SportNinja (Electronic Game sheets)
- Team Budget – Refer to Appendix A
- Tracking and Reporting Finances
- Collecting and Distributing Funds
- Banking
- Communication between players, coaches, parents, opposing teams, officials, ref allocator
- Organizing games for the team
- Organizing and assigning volunteers to assist with timekeeping, scorekeeping and team events
- Game sheets and sending them in to the division commissioner
- Applying and entering tournaments
- Complete execution of the Form 100
- Year-end parties
- Other as required

## **BMLC Executive**

President	Tom Kellett	<i>tek.thomas@gmail.com</i>
1 <sup>st</sup> Vice President/Registrar	Susan Kirkby	<i>skirkby@telus.net</i>
2 <sup>nd</sup> Vice President	Brad Romano	<i>bradromanolax+box@gmail.com</i>
3 <sup>rd</sup> Vice President	Annie Hobson	<i>alhobson@outlook.com</i>
Treasurer	Omar Dhanani	<i>bmlcaccts@gmail.com</i>
Head Referee	Cody Gilliam	<i>cody00gilliam@gmail.com</i>
Referee Allocator	Liz Lego	<i>lizlego@hotmail.com</i>
Floor Allocator	Deb Heard	<i>debheard@shaw.ca</i>
Female Coordinator	Paul Kuhn	<i>pkuhn@shaw.ca</i>
Head Coach	Andrew Guindon	<i>andrewguindon1414@gmail.com</i>
<u>Directors:</u>	Roger Levens	<i>roger.levens@gmail.com</i>
	Rhonda Manson	<i>r.manson@telus.net</i>
	Jacquelyn White	<i>jdenyer@hotmail.com</i>
	Manish Bhatara	<i>manishbhatara@hotmail.com</i>

## **Annual General Meeting (AGM)**

An email from BMLC will be sent to all members in good standing. The information will also be available on the website. Everyone is encouraged to attend as the association is always looking for new people with new ideas. The executive is made up of volunteer parents who care very much about lacrosse and about children. You don't have to be experienced to get involved. Enthusiasm is the only qualification needed.

## **Burnaby Minor Lacrosse Refund Policy- All refund requests must be directed to the BMLC Registrar**

- ❖ Up to January 21 at 11:59pm – full refund less \$50 administration fee.
- ❖ Between Jan 21 at 11:59pm and April 1st at 11:59pm – 50% refund.
- ❖ After April 1<sup>st</sup> at 11:59pm – No refund.

<b>Referee Allocator:</b>	<b>Liz Lego</b>	<b>Cell 604-889-5347</b>	<b><a href="mailto:lizlego@hotmail.com">lizlego@hotmail.com</a></b>
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<b>Jack Crosby Tournament Organizer:</b>	<b><a href="mailto:skirkby@telus.net">Susan Kirkby</a></b>	<b><a href="mailto:skirkby@telus.net">skirkby@telus.net</a></b>
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### **Arena Worker Staff:**

Copeland & Burnaby Lake Arenas	604-320-2212
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Kensington Arena	604-220-2583
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It is very important that you familiarize yourself with the rules, regulations and operating policies of the lacrosse governing bodies. Please see below for links to the necessary bodies.

**British Columbia Lacrosse Association** – [www.bclacrosse.com](http://www.bclacrosse.com)

**Lower Mainland Minor Lacrosse Commission** – [www.lmmlc.ca](http://www.lmmlc.ca)

## Important Dates for 2022

<b>April 8-10</b>	<b>Deschner Days - Games Fri/Sat/Sun</b>
<b>April 11</b>	<b>Season starts</b>
<b>April 19</b>	<b>Form 100B due to Coach Administrator (<a href="mailto:bmlccoach@gmail.com">bmlccoach@gmail.com</a>)</b>
<b>May 6<sup>th</sup> + 7<sup>th</sup></b>	<b>Photo Day (Lakeview Room, Bill Copeland)</b>
<b>June 1</b>	<b>Provincial Declaration Forms due to BCLA. BMLC will have an earlier date for submission to Coach Administrator (<a href="mailto:bmlccoach@gmail.com">bmlccoach@gmail.com</a>)</b>
<b>End of June</b>	<b>Season ends</b>
<b>July 7-10</b>	<b>Jack Crosby All Star Novice Tournament (35<sup>th</sup> Annual)</b>
<b>July 7-10</b>	<b>Pee Wee Provincials - Hosted by Delta Minor Lacrosse</b>
<b>July 14-17</b>	<b>Female Provincials – Hosted by Coquitlam Minor Lacrosse</b>
<b>July 14-17</b>	<b>Bantam Provincials – Hosted by North Okanagan Minor Lacrosse</b>
<b>July 7-10</b>	<b>Midget Provincials – Hosted by Poco Minor Lacrosse</b>
<b>TBD</b>	<b>BMLC AGM (Lakeview Room, Bill Copeland)</b>

## **Criminal Record Check**

- BMLC requires that all coaches and managers complete a criminal record check every three years.
- The online certification makes it easier – the Coach Administrator will provide you with the link and password to get your online CRC processed.
- CRCs must be complete prior to any coach/manager being permitted access to a team.
- To complete your CRC you will need valid ID and your specific role (coach, manager etc)

From the BC Lacrosse Operating Policy:

### **VOLUNTEER SCREENING**

- 19.01 All lacrosse bench personnel, officiate, manage, train with children 18 years of age or younger must submit to a criminal record check.
- 19.02 The criminal record check must be renewed every three (3) years, prior to the start of the regular season play.
- 19.03 Failure to provide a criminal record check could result in the individual being suspended from coaching.
- 19.04 The BCLA Executive strongly recommends that all associations with athletes 18 years of age or younger, institute a policy that states no adult should be alone with a child and there should always be at least two adults present at all times around a child.
- 19.05 The BCLA membership shall institute the **Rule of Two** that states that no minor will be left alone with a single adult.
- 19.06 It is the responsibility of the minor box associations, youth field associations, senior box teams, men's field teams and women's' field teams to ensure that the appropriate adults have a current criminal record check on file. The CCR's are to be returned to a designated volunteer screening officer of the local association/team, who will confirm that the appropriate adults (per 19.01) have a current CCR. If there is a problem the CCR can be forwarded to the BCLA Volunteer Screening Officer for a resolution. The CCR box on the coaching form 100 must be filled in by the home association/team before submitting the form to the BCLA Office.

**Responsible Coaching Movement:  
A Commitment to Ethical Coaching in Canada**

**Phase 1: Supporting Best Practice in Canada's sport system  
Minor athletes: Vision 2020**

**Definition:**

Rule of Two

The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.



## **Form 100B (listing of all coaching staff/trainers/managers)**

Form 100s are located on the BMLC website and [BCLA website](#). It is mandatory that **ALL** coaches are on the Form 100 to ensure they are properly trained, have valid CRCs and are eligible to attend Provincials. This year the document is in excel format. Annie Hobson will be reaching out to all teams to gather the information required by **April 19** at the latest (all forms are due to the BCLA office by May 1).

## **Team Conduct**

Our Association is held responsible for the behavior of everyone associated with our teams, this includes coaches, players or parents. Coaches are not in the stands with the parents, but you are as a Team Manager. Verbal abuse of coaches, referees, players or opposing team fans will not be tolerated. Managers and Coaches of each team should organize a meeting for all their parents to attend in which the Burnaby Minor Lacrosse Club Policy regarding appropriate conduct can be discussed as well as repercussions for failure to adhere to this policy. This policy will be strictly adhered to by all. All players, parents and coaches must sign the Code of Conduct form prior to league play beginning. Managers are to keep these forms on file should a problem arise.

## **Medical Info**

It is imperative that you gather medical information on all players (food allergies &/or pre-existing health conditions such as epilepsy, prior concussions, asthma, etc.) and ensure all coaches are aware of such at the beginning of the season.

There is a medical form on the website that you can give to each family to complete/return to you. If there is a child with a food allergy, please inform the entire group so that no snacks containing any ingredient such as nuts are distributed.

## **First Aid Supplies**

It is important to ensure that the team has first aid kit available on the bench for each game and practice. (This can be added to your team budget)

## **Injury Procedure**

It is always a good idea to have a first aid kit, ice packs and spare mouth guards on the bench at all times.

The BCLA has coverage that extends to all members as they may need it. When an injury occurs that may require medical or dental attention, please give the parent/guardian the BCLA Accident Claim Form located in the "Forms" section of the BCLA website ([http://www.bclacrosse.com/forms.php#minor\\_box\\_player\\_forms](http://www.bclacrosse.com/forms.php#minor_box_player_forms)).

**All claims MUST be submitted to the BCLA within 30 days of the injury.**

You **MUST** inform the club immediately by emailing the Manager Administrator with the details of the injury, including the player's full name, date and location of game/practice. Once the parent/guardian/doctor completes the document, it must be scanned and emailed to the Manager Administrator who in turn will send it to the BCLA.



## **Team Jerseys**

Team jerseys are provided by the Club and will be distributed to you by your team. All teams Novice and above receive green and white jersey sets.

Mini Tyke/Tyke teams receive one jersey and a set of pinnies (the manager will hold the pinnies in the event there is a jersey conflict -not to be used for practice or distributed to players). The deposit checks must be given to the Jersey Allocator by the second week of the tiering season.

Team Managers will pick up jerseys at Kensington Arena Storage (an email will be sent by the Jersey Allocator to inform all managers of pick up dates). Please note that the team jerseys need to stay with the team. If a player moves to another team you will need to collect his/her jersey(s) – the player will be given a new jersey by their new team.

The Team Manager must keep a jersey allocation list in order to assist the Club in ensuring we obtain all jerseys at the end of the season. The distribution form will be emailed to you for completion after you pick up your team's sets at Kensington Arena. You must fill in and scan back to the Jersey Allocator for record purposes and to assist us if a jersey is not returned at the end of the season so we can then contact the family it was assigned to.

At the end of the season it is recommended that the Team Manager gather all the jerseys at the last game of the season, wash, then return to Kensington when the Jersey Allocator emails return dates/times.

The cost of any ruined or lost jerseys (\$100.00 each/pinnies \$50) will be charged to the player's family by the Club.

- Please inform your parents that the jerseys should be washed in cold water and hung to dry and that they are only to be worn during scheduled league or exhibition games and not during practices.
- Please also ensure that if you are attaching "C" or "A" to indicate team captains/assistant captains do not stitch but baste so that it can be removed easily.
- Do not wash/dry jerseys with white tape on as it ruins the jersey.

## **Team Shorts**

The cost of shorts is included with the registration fees. Once the teams have been determined, we will ask you to provide the registrar with a list of sizes required and/or bring your list to the managers meeting and we can bag at the end of the meeting.

## **Goalie Equipment**

Goalie equipment is provided by the Club. Pickup dates will be emailed directly to identified goalies and/or coaches from the Equipment Manager. Goalie jerseys for Novice and up will be distributed with the goalie gear to ensure proper fit.

## **Balls**

Each team is supplied with balls at the beginning of the season at the coaches/managers meeting. Home teams are to supply game balls so be sure to have a minimum of four (4) at the time keeping bench for the referees before game time. If your team requires more balls please contact the Coach Administrator.

## **Game Schedules**

Game schedules should be inputted into Team Snap immediately– which is provided to each team by the club (our website includes Team Snap for teams to use).

The League Division Commissioners email's the seasons game schedules to you or the coach (these can also be found on the [LMMLC website](#)).

There could be games on your scheduled marked **TBR** (to be rescheduled) which means that there is a conflict and one of the teams (or both) already has a game that day or the arena is not available.

It is the responsibility of the **home team to reschedule a TBR game:**

- ❖ Review the floor schedule located on the [BMLC website](#) to select some game time options (remember games can bump practices).
- ❖ Request the Floor Scheduler to “hold” these floor times for your TBR and you will confirm which ones you won't require once the other team confirms what works for them from the options you've provided (generally it is required to provide 3 options).
- ❖ Contact the manager of the opposition to provide the options you have reserved.
- ❖ It is the manager's responsibility to confirm the rescheduled home game with the opposition, commissioner, ref allocator and floor allocator as quickly as possible.

We have limited floor time in Burnaby so it is critical that schedules get confirmed as quickly as possible (if you can't use the time some other team will need it). Once the rescheduled game is confirmed the floor allocator must be notified.

For TBR'd away games, the host team will contact you to re-book the game.

## **Cancelling Games or Practices**

If your team cannot make it to a game, it is your responsibility to cancel/reschedule the game. You do this by emailing the manager of the team that you are playing. All teams must give at least 48 hours notice or the cancelling team will be responsible for paying for the referees and floor time.

Acceptable reasons for requesting to reschedule are limited – not having enough players, a coach or a goalie is not any of them. Being in a tournament is a valid reason.

You must notify the BMLC **Floor Scheduler** and **Referee Allocator** at least 48 hours in advance to cancel your game floor time and scheduled referees.

**If you don't do this, you will be responsible for paying the referees.**

## **Tournaments**

Every season there are a number of tournaments hosted by various associations. Tournament fees vary but are the responsibility of the team. You will need to consult with the coach(s), parents and players as to how many tournaments they would like to enter. It is the manager's responsibility to book tournaments for their team(s).

Keep in mind that if you have any league games scheduled during a tournament, it will need to be immediately rescheduled – home or away. Some commissioners do allow tournament games to count as league games. Due to limited arena time, this may be a necessary option for some teams.

If you apply for a tournament and withdraw, there is a fine imposed by the LMMLC and your team will be responsible to cover that fine – even if you've paid the tournament entry fee. Tournament organizers put in many hours making sure that tournaments are a success and they require ample notice to change any schedules and if they are short teams it could cause tournaments to be cancelled. It may also put Burnaby Minor Lacrosse Club teams on a wait list when applying for future consideration into such tournaments.

If traveling to an out-of-town tournament, the manager should book a hotel. Reserve the appropriate # of rooms and then have each family call the hotel directly and pay for their room.

## **Fundraising - All fundraising by individual teams must be pre-approved by the BMLC President.**

Teams often require funds in order to participate in tournaments or purchase other items for the team players such as trophies, etc. and will often hold fundraising events on their own to reduce the amount of funds required directly from parents. It's a good idea to discuss your team's goals with your coach and parents and come to a mutual consensus on the amount of fundraising to be done.

## **Team Financial Reporting**

At the end of the lacrosse season, all team managers are to provide all team parents with a financial statement outlining all funds received and how the funds were used.

The BMLC executive is also to receive a copy of this financial statement. Please give a copy of your year-end financial statement to the Treasurer or 1<sup>st</sup> Vice-President.

## **Deschner Days**

At the beginning of each Minor lacrosse season, Deschner Days (Friday through Sunday) occurs. This tournament is an exhibition-only tournament put on by BMLC.

Each team finds a team to play (refer to other Associations' websites to find the Division Coordinator that matches your division) and to book the time with the person running the tournament.

You are responsible for running the time clock and completing the scoresheet for your game. You will need to contact your Commissioner for a game number and then the winning team will scan and mail the scoresheet to him/her (as per usual game procedure).

Referees will be provided to you (you will have funds to pay them from the manager's meeting you attended previously to the tournament).

**Photo Day** - Photos will be taken in the Lakeview Room of Copeland Arena.

Each season all teams in the club have their team and individual photos taken by a photographer. Included in the registration fee is one photo mate per player – the photographer has additional optional packages for parents to select from at an additional charge.

### **Wrap-Up Parties**

This is generally your last function of the season. A time to give the players their trophies or plaques (optional), recognize your coaches and parents that helped throughout the season and just have a good time. It is often a good idea to delegate the planning of the party to another parent.

The weather is great at this time of year; the possibilities are endless. Book a pool, plan a picnic or barbeque, etc. Players always look forward to their wind-up party and it is the last event they'll have a memory from so make it a good one.

### **Trophies**

If you are planning purchasing trophies for your players, it is recommended that you order them at least one month prior to the end of your season to ensure they will be ready. Select the trophy, obtain a quote and include the cost in your team budget. Victory Trophies (5901 Broadway 604-298-9534 [www.victorytrophies.com](http://www.victorytrophies.com)) is the supplier BMLC uses for all of the trophies, medals and plaques for the Jack Crosby All Star Novice Tournament.

### **Jack Crosby All Star Novice Tournament**

Every July BMLC hosts the four-day Jack Crosby Tournament (Thursday through Sunday). This tournament is for Novice level players but is hosted by the entire club, which includes, but is not limited to, helping with timekeeping and scorekeeping, running freezies to teams at the end of each game, setting up on the Wednesday night, running the raffle tables and selling 50/50 tickets. BMLC's Novice teams will pay 50% of the registration fee (normally \$800) to enter this tournament and it will be mandatory that each family volunteer a minimum of 4 hours over the four days (but will not be expected to volunteer during their child's games).

Rather than collecting donated raffle baskets from each BMLC team, the Tournament collects a fee from Novice and up to purchase raffle items (when allocating your first referee cheque, the \$50 fee will be deducted). Be sure to include this amount for your team in your team funds to be collected from your families.

On the Friday night, the Senior A Lakers play and all players in the tournament are able to attend at no cost. Adults will be admitted at a special JCT rate of 50% off regular admission. Saturday morning, the Burnaby Lions Club hosts a "by donation" pancake/sausage breakfast from 9 am until noon.

## Referee Allocation and Fees

### Referee Allocator

**Liz Lego**                      **lizlego@hotmail.com**  
**604-889-5347**

When booking referees please email Liz with only your team's **HOME GAME** information:

- **Date**
- **Time**
- **Arena Location (BLA, Copeland or Kensington)**

- ❖ When booking referees please email the Referee Allocator with your team's **HOME GAME** information only - date, time and arena location. Do not notify your allocator with your away games. Please give as much notice as possible.
- ❖ When a game is rescheduled or cancelled, notify your allocator immediately. If you do not notify your allocator and the referee(s) show(s) up at the arena, **your team will be responsible for paying them.**
- ❖ It is the manager's responsibility to notify the allocator of any games or changes. The allocator does not look at your team's schedule
- ❖ If there are any issues concerning the refs, bring it to the attention of the allocator, and the issue will be dealt with by the allocator in conjunction with the Head Referee. Coaches will be asked to complete an online questionnaire following all home games to provide feedback on the referees.
- ❖ If the referee shows up without a helmet, get in touch with the allocator ASAP as the game cannot proceed. This rule is for all levels and all organizations.

If you are arranging exhibition games, you must request floor time from the Floor Scheduler to ensure it is available and the Referee Allocator so you are assigned referees. The home team pays the referee fees. Cheques will be issued to you for referee fees from BMLC.

**At the end of the season any unused referee fees must be returned to the club** along with the referee fee reconciliation form.

**Fees for referees as follows** (Referees are to be paid **prior to the start** of the game):

### Shot Clock Officials

Shot Clock Officials – Novice/PeeWee \$15  
Shot Clock Officials – Bantam/Midget \$20  
Shot Clock Officials – Female Novice/PeeWee \$15  
Shot Clock Officials – Female Bantam/Midget/Junior \$20

### Referees *Mini Tyke – No Referees for the 2022 season*

Tyke - \$20 per game per referee  
Novice - \$30 per game per referee  
Pee Wee - \$35 per game per referee  
Bantam - \$40 per game per referee  
Midget - \$45 per game per referee  
Female Junior - \$50 per game per referee

The referees/shot clock officials are to arrive **15 minutes prior** to game time. If you do **NOT** see your referees/shot clock officials 15-minute prior to the start of the game please call the Referee Allocator so they can contact the ref assigned to find out where they are and have enough time to arrange for another ref if necessary. If at that time no referee has arrive, an alternate referee must be found by calling the Referee Allocator (contact number is located at the beginning of the manual).

If that is not possible, the referee present can, with the approval of both coaches, select a qualified referee from the stands if one is present. This agreement must be recorded by having both coaches sign the top right-hand side of the game sheet stating that they agree. One referee is not permitted to independently officiate a game in divisions Pee Wee and up.

If the originally booked referee arrives late and an alternate has been contacted, the originally booked referee will not be eligible to referee the game.

### **Time/Score Keeper**

Home teams are responsible for time/score keepers.

Bev Gilliam can be contacted to provide instruction on how to time/score keep or you can hire her to time/score your home games: [bevgilliam@hotmail.com](mailto:bevgilliam@hotmail.com) Cell: 604-831-4987

Game lengths are as follows:

**Mini-Tyke** (Option X): three 15-minute running time periods with intermissions of 3 minutes between periods – 3-minute shifts (no thirty second clock). Each period shall start with a face-off

**Tyke**: three 15-minute, running time periods with 3 minutes between periods.

**Novice**: three 20-minute running time periods, with 3 minutes between periods.

**Pee Wee, Bantam, Midget & Junior Girls**: three 20-minute running time periods, with the last five minutes being stop time. Change on the fly, 30 second clock and 5 minutes between periods.

The game clock shall not be stopped during regular scheduled play unless ordered by the referee by calling “time out”.

The last five minutes of the 3rd period, in Novice, Pee Wee, Bantam, Midget & Junior Girls divisions, shall be **“stop time” unless there is more than a five (5) goal spread.**

All penalty time will be running time and will commence when play resumes after the infraction has been called.

Should the referee signal “Time Out”, the penalty time will stop as well as the game-time.

### **Scoresheet Explanation**

There is a demo on the LMMLC website ([https://lmmlc.ca/boxla\\_scoresheet\\_demo/](https://lmmlc.ca/boxla_scoresheet_demo/)) on how to complete a scoresheet that is very helpful if someone has never completed a scoresheet. It is a good idea to send this link to all parents at the start of the season.

For this upcoming season, we will begin to transition to an electronic game sheet, so everything is in real time. Stats, game information will be live. This will eliminate paper game sheets and the need to mail copies to your league manager. We will be using SportNinja. [www.sportninja.com](http://www.sportninja.com).



## **Game Procedure**

### **Pre-game:**

Provide the scoresheet to the visiting team to fill out the Visitors section team roster and coach information. Some teams may provide a label with this information. They should also sign that the roster has been verified (section under Bench section that says "Verified By").

If there are any players called up from lower divisions, they should be noted in the game notes section. Also, if any players are serving a suspension, it needs to be noted. If it is not noted, the game doesn't count as a missed game.

Each commissioner will indicate their requirements at the start of the season when they send out their season intro email.

To make life easier, it's also very handy to print your team list onto labels and bring 4 sets to each away game. You should prep the scoresheet in advance of home games so that you can give it to the visiting team's manager to fill in his/her team's info when you arrive at the arena.

If any player isn't playing in the game, you must cross him/her off the scoresheet.

### **Post-game:**

After the game, the officials will complete the game summary, initial and review the score sheet. They will add any necessary game notes and indicate if a game report will be required for the game.

Give the completed sheet to the manager to separate and distribute. The losing team gets the yellow copy. The winning team keeps the pink copy and forwards the white copy to the commissioner.

The winning team must email a photo of/scan the scoresheet to the commissioner within 24 hours of the game and mail the white copy within 5 days. Failure to do so will cost points to the winning team. In the event of a **tie**, the home team is responsible for getting the email/scan and original to the commissioner.

Each level has its own commissioner and that information will be made available via the LMMLC website.

It is the responsibility of the winning team to ensure that the scoresheet is completed correctly. If there are omissions/errors, points may not be awarded to the winning team.

If you are the away team and have won the game, it is a good idea to review the scoresheet to make sure all the information required is on the sheet. If some of the necessary information is missing, a commissioner may not award the team the points for the game.

If you are hosting a TBR game that had originally been scheduled at the AWAY team's rink you must complete the scoresheet as if you were playing at the AWAY team's rink (home/away on the scoresheet and submitting the score sheet).

## **Temporary Player Call-Up**

You are able to call-up players from another BMLC team on a temporary basis, in the event that you have a short roster. Those players called up may only play a maximum of four games. You are encouraged to call-up players from another division when possible. Please read the rules regarding call-ups carefully. If call-ups are not done correctly there can be serious consequences to the players, coaches, teams and managers involved.

**Example Call-Ups:**

Mini Tyke	to	Tyke
Tyke	to	Novice House or Intermediate
Novice House	to	Novice Intermediate
Novice Intermediate	to	Novice Advanced
Novice Advanced	to	Pee Wee (any level)
Pee Wee	to	Bantam
Bantam	to	Midget

Players may play up in their own divisions from “A2” to “A1”; from “B” to “A2” or “A1” and from “C” to any higher caliber.

Players may play up in a higher division “A1” to “A1”; “A2” to “A2” or “A1”; “B” to “B”; “A2” or “A1”; “C” to “C”, “B”, “A2” or “A1”.

If you wish to call up a player, contact the coach from the eligible teams. You must obtain the coach’s permission before calling up a player.

The Minor Directorate governs the play of all minor players within the province; the Lower Mainland Minor Lacrosse Commission (LMMLC) governs the play of all minor players within the Lower Mainland and as such takes the Minor Directorate rules and makes them more specific to suit their league play. Please read the rules below to best serve the needs of your team. Minors can only participate in one Minor Provincial Championship

**The Minor Directorate Regulation 4: Playing Rules**

Can be found on the BCLA website at this link: [http://www.bclacrosse.com/about\\_bcla.php](http://www.bclacrosse.com/about_bcla.php)  
Under Operating Policy Sections – Minor Directorate

**The LMMLC Rules: Section D Teams and Player Movement**

Can be found on the LMMLC website at this link:  
[https://www.lmmlc.ca/docs/LMMLC\\_Operating\\_Policy.pdf#zoom=100](https://www.lmmlc.ca/docs/LMMLC_Operating_Policy.pdf#zoom=100)  
Starts at D-10

## **Arena Guidelines**

1. Please encourage your players to respect the facilities and the customers in the facilities. Ensure your players do not throw lacrosse balls inside the facility, with the exception being the floor. Bouncing balls on the exterior of the building is also permitted. In past years, glass and stucco have been broken and damaged.
2. Please do not warm up your players in the parking lot. We are concerned for the players' safety and do not want lacrosse balls bouncing off any cars. There are usually fields located near arenas that you can use for warm ups.
3. Players must wear a helmet at all times when on the lacrosse floor. Coaches are asked to help educate the players and to help enforce this safety issue.
4. Please bring your own lock for dressing room doors in arenas. Keep the doors locked at all times while your team is on the floor.
5. Please have teams use the dressing room to change and leave their lacrosse bags. Do not allow the players to change in the lobby or walkways and leave their bags lying around. Each team is entitled to one dressing room during your floor times.
6. Please speak to the arena staff if you have any issues with the facilities.
7. Coaches', managers' and parents' support with these items would be appreciated by the arena staff.

## **Arena Locations - <http://www.lmmlc.ca/>**

The Lower Mainland Minor Lacrosse website has a tab that lists all the arenas and you can select the one you need to bring up a map. This would be a very good website to share with your parents so that they can find maps for arenas, game schedules and other information.

## Appendix A : Team Budget and Team Fees

The team manager is responsible for the team budget.

Typically, the following expenses are included in the team budget:

- Coaches gifts
- Trophies
- Year-end wrap up party
- Envelopes and stamps (to mail game sheets to the commissioner)
- Labels (for player names on game sheets)
- Tournament fees
- Team snacks (usually for younger divisions)
- First aid kit
- Contingency funds

When working on the budget, be sure to speak with the coach regarding items such as tournaments. Once you have developed a draft budget, please review with the head coach.

Once approved, create a spreadsheet with all the expenses and the number of players that will be sharing the expense. Communicate the information to all parents and collect the funds

When estimating the costs, it is always ideal to have the “exact” cost, however not possible most of the times due to uncertainty. Do your best to estimate the cost associated with the budget item. If you are unsure of the cost, it is recommended you round up and provide the players a refund at the end of the year rather than having to collect additional funds mid-season.

If additional funds are required during the season, please discuss with the head coach and parents.

While not mandatory, you may choose to open a separate bank account for team fees. Some financial institutions may have special team/organization/society accounts with reasonable service charges. If there is a service charge for the account, please ensure to include this in the team fees.

### Sample Budget

<u>Expenses:</u>				
Coaches Gift	\$ 300.00		\$ (300.00)	<i>Based off of 15 players</i>
Freezies	\$ 75.00		\$ (75.00)	
Safety supplies	\$ 75.00		\$ (75.00)	
Team Event	\$ 475.00		\$ (475.00)	
Trophies	\$ 300.00		\$ (300.00)	
Postage, Game sheet stickers	\$ 25.00		\$ (25.00)	
Tournament #1			\$ -	
Entry fee	\$ 500.00		\$ (500.00)	
			\$ -	
Tournament #2	\$ 500.00		\$ (500.00)	
Entry fee			\$ -	
Total Expenses	\$ 2,250.00	\$ -	\$ (2,250.00)	

# Sample Financial Report

Description	Budget	Actual	Variance	Notes	Runners															
					2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
<b>Expenses:</b>																				
Coaches Gift	\$ 300.00		\$ (300.00)	Based off of 15 players	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Freezies	\$ 75.00		\$ (75.00)		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Safety supplies	\$ 75.00		\$ (75.00)		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Team Event	\$ 475.00		\$ (475.00)		31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67
Trophies	\$ 300.00		\$ (300.00)		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Postage, Game sheet stickers	\$ 25.00		\$ (25.00)		1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67
Tournament #1			\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Entry fee	\$ 500.00		\$ (500.00)		33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33
Tournament #2	\$ 500.00		\$ (500.00)		33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33
Entry fee			\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	\$ 2,250.00	\$ -	\$ (2,250.00)		150 per Player	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00