

Burnaby Minor Lacrosse Club

**MANAGER'S
MANUAL
2023**



www.burnabylacrosse.teamsnapsites.com

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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 Susan at skirkby@telus.net.

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 RAMP (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	Susan Kirkby	<i>skirkby@telus.net</i>
1 st Vice President/Registrar	Susan Kirkby	<i>skirkby@telus.net</i>
2 nd Vice President	Manish Bhatara	<i>manishbhatara@hotmail.com</i>
3 rd Vice President	Annie Hobson	<i>alhobson@outlook.com</i>
Treasurer	Omar Dhanani	<i>bmlcaccts@gmail.com</i>
Head Referee	Jarod Lego	<i>jarod.lego98@gmail.com</i>
Referee Allocator	Liz Lego	<i>lizlego@hotmail.com</i>
Floor Allocator	Nicole Kelly	<i>nicolemkelly@live.ca</i>
Female Coordinator	Lisa Hibbeln	<i>lisaehibbeln@icloud.com</i>
Head Coach	Andrew Guindon	<i>andrewguindon1414@gmail.com</i>
<u>Directors:</u>	Roger Levens	<i>roger.levens@gmail.com</i>
	Lisa Hibbeln	<i>lisaehibbeln@icloud.com</i>
	Nick Liu	<i>nicholasliu07@gmail.com</i>
	Liz Lego	<i>lizlego@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 1st at 11:59pm – No refund.

Referee Allocator:	Liz Lego	Cell 604-889-5347	lizlego@hotmail.com
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Jack Crosby Tournament Organizer:	Susan Kirkby	skirkby@telus.net
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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

Lower Mainland Minor Lacrosse Commission – www.lmmlc.ca
Important Dates for 2022

April 7-9	Deschner Days - Games Fri/Sat/Sun
April 10	Season starts
April 15	Form 100B due to Coach Administrator (bmlccoach@gmail.com)
May 1 to 7	Tiering break
May 13 & 15	Photo Day (Lakeview Room, Bill Copeland)
June 1	Provincial Declaration Forms due to BCLA. BMLC will have an earlier date for submission to Coach Administrator (bmlccoach@gmail.com)
End of June	Season ends
July 6-9	Jack Crosby All Star Novice U11 Tournament (36th Annual)
July 6-9	U13 Provincials - Hosted by Ridge Meadows Minor Lacrosse
July 6-9	Female Provincials – Hosted by Mission Minor Lacrosse
July 20-23	U15 Provincials – Hosted by Saanich & Victoria Esquimalt Minor Lacrosse
July 27-30	U17 Provincials – Hosted by Cowichan Valley Minor Lacrosse
TBD	BMLC AGM (Lakeview Room, Bill Copeland)

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 15** 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 a first aid kit available on the bench for each game and practice. (This can be added to your team budget)

It is always a good idea to always have ice packs and spare mouth guards on the bench.

Injury Procedure

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).

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 BLCA.

Team Jerseys

Team jerseys are provided by the Club and will be distributed. You will need to pick these up from the club and distribute to 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. Send jersey list to Susan at skirkby@telus.net.

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 GLUE them on!
- Do not wash/dry jerseys with white tape on as it ruins the jersey.

Team Shorts and Dry fit Shirts

The cost of shorts and dry fit shirts are 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 and a ball bag 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 Susan at skirkby@telus.net or text her at 604-312-6181.

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 emails the season's 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, your team 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 Susan at skirkby@telus.net.

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) 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 U11 level players but is hosted by the entire club, which includes, but is not limited to, helping with timekeeping and scorekeeping, setting up on the Wednesday night, running the raffle tables and selling 50/50 tickets. BMLC's Novice U11 teams will pay 50% of the registration fee (normally \$950) 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 U11 and up to purchase raffle items (**when allocating your first referee e-transfer, 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.

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. E-transfers 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, by e-transfer to registrarbmlc@gmail.com.

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

Shot Clock Officials

Shot Clock Officials – U11 / U13 Novice/PeeWee \$20
Shot Clock Officials – U15 / U17 Bantam/Midget \$25
Shot Clock Officials – U11 / U13 Female Novice/PeeWee \$20
Shot Clock Officials – U15 / U17 Female Bantam/Midget/Junior \$25

Referees *Mini Tyke – No Referees for the 2023 season*

Tyke - \$25 per game per referee
U11 Novice - \$35 per game per referee
U13 Pee Wee - \$40 per game per referee
U15 Bantam - \$45 per game per referee
U17 Midget - \$50 per game per referee
Female Junior - \$55 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. It is a good idea to be familiar with this process if you are assigning parents to do the job.

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 Cell: 604-831-4987. Her fee is \$30 per game.

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

We have 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 RAMP and there is an app that you will need to download. It is a good idea to bring an Ipad or other device to the game for the scoresheet person to use. Also, paper and pen to take notes as the game sheet is live.

Game Procedure

Pre-game:

Make sure that the visiting team has completed the online section with the team roster and coaches that will be on the bench. 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.

It is a good idea to have review the game sheet before leaving for the game to confirm that everything is completed. If the ref allocator has given you the names of the refs, you can input this information ahead of time.

If you are the away team completing the game sheet prior to arriving at the game is a good idea, as wifi might be an issue. If you have a last-minute adjustment, it can be done until the game starts.

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. They will have a separate log in for the game sheet, so it is a good idea to give it to the time keeper before the game starts.

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.

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 A/B/C
Novice C	to	Novice B
Novice B	to	Novice A
Novice A	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 and fill out the call up sheet which must be signed by both coaches.**

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
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
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.

[Arena Guidelines _ Code of Conduct.pdf](#)

Click here to view the Arena Guidelines by the City of Burnaby.

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
- Tournament fees
- Team snacks (usually for younger divisions)
- First aid kit especially ice packs
- 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	
Expenses:																				
Coaches Gift	\$ 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
Freezies	\$ 75.00		\$ (75.00)	Based off of 15 players	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)		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			\$ -		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
					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
Total Expenses	\$ 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	150.00

RAMP

RAMP GameSheets App Role Guide

Coaches and anyone who is running the scoreboard during home games will need to have the RAMP GameSheets app downloaded onto their smartphone or tablet. The app can be downloaded for both apple and android devices on the appropriate app store.

When you are the home team, I suggest you bring all the codes with you in case the Official, Timekeeper or Visiting team do not have their codes. In case you are playing in an arena that has spotty cell service or you do not want to use data to load the game code, you can enter your code into the app before the game when you have access to Wi-Fi or cell service, you can edit without internet during the game and once you have cell service/Wi-Fi access again it will all upload.

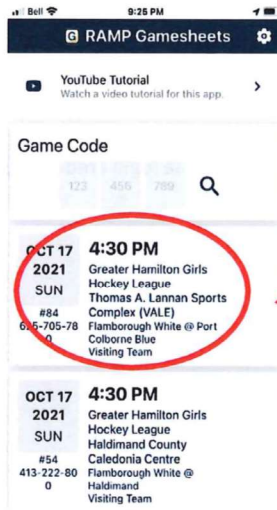
When you open the App you will be prompted to enter you rlogin and password, you can use the same login credentials as with the RAMP Team app. You will also be asked to provide the appropriate role game code:



RAMP GameSheets App Role Guide

Head Coach Role

All of the games that you have entered a code for will then show up, select the appropriate game you are playing.



Select the game you want to edit

After selecting the game, you will be able to see different information and statistics about the game at any time before, during or after the game.

Next step is to edit the roster of the game you are playing



To edit and complete the roster for the game select this icon.

RAMP GameSheets App Role Guide

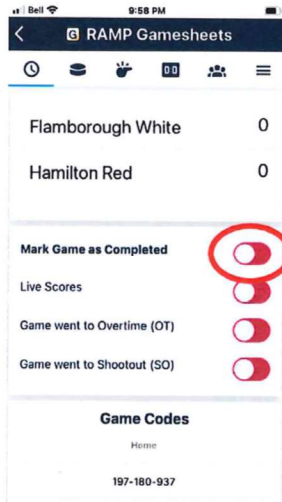
Step 1. Select the appropriate role – H. Players if you are the home team and V. Players if you are the visiting team. Step 2. Toggle the selection beside each player to show green – present for the game or red- not present. Step 3. Once all is completed you will select Sign Here and sign the Game Sheet. You will also confirm the bench staff that are present for the game – H. Staff for home staff and V. Staff for visitors – repeat step 1-3.



RAMP GameSheets App Role Guide

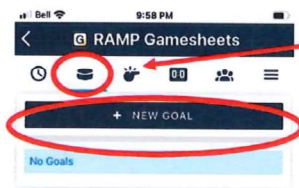
Timekeeping/GameSheet Role

Once the code has been entered as in above it will bring up all the different options for the Timekeeper – enter goals, penalties, new goalies and edit rosters if necessary



Once the game is completed the Timekeeper will toggle the Mark Game as complete from red to green

To enter goals: Step 1. Select the “puck” icon. Step2 click on + NEW GOAL.

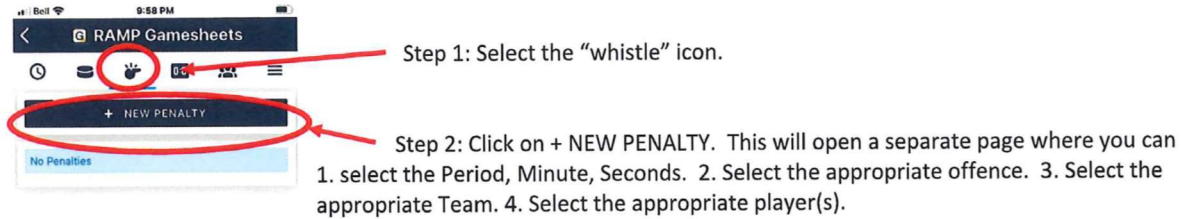


Step 1: Select the “puck” icon.

Step 2: Click on + NEW GOAL. This will open a separate page where you can select the Period, Minute, Seconds. Select the appropriate team and the type of goal – Even Strength, Power Play, Short Handed, Penalty Shot, Empty Net. Select the appropriate player(s) for goals and assists.

RAMP GameSheets App Role Guide

To Enter penalties: Step 1. Select the “whistle” icon. Step2 click on + NEW PENALTY.



OPTIONAL – New Goalie

If there is a goalie change or you wish to record goalie statistics – Minutes played, goals against, number of shots, Win – Lose – Tie.

