



# **Burnaby Minor Lacrosse Club**

## **Manager's Handbook**

### **2026**

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## LETTER TO THE TEAM MANAGER

**Dear Team Manager,**

On behalf of the Burnaby Minor Lacrosse Club (BMLC), thank you for stepping up to volunteer your time and leadership. Team Managers are the backbone of our club — helping ensure every season runs smoothly, safely, and with the spirit of community that defines Burnaby lacrosse.

Your organization and communication help keep players, parents, coaches, officials, and the BMLC Executive connected, allowing our athletes to focus on developing their skills and love for the game.

This 2026 edition of the Manager's Handbook builds on last year's foundation and includes important updates around Fair Play, Safe Sport, Inclusion, Social Media, Emergency Preparedness, and Discipline. It's designed to be your quick-reference guide throughout the season and to support you every step of the way.

Thank you for your commitment to fostering a positive, respectful, and safe experience for all Lakers families.

Warm regards,

**Burnaby Minor Lacrosse Club Executive**

## BMLC EXECUTIVE AND KEY CONTACTS (2026)

**Note: Update names/roles post-AGM.**

Title	Name	Contact
President	Susan Kirkby	skirkby@telus.net
Vice President	Joseph Marrello	jmarrello@ea.com
Vice President	Jenn Podmore-Russell	jpodmorerussell@me.com
Registrar	Susan Kirkby	skirkby@telus.net
Treasurer	Omar Dhanani	bmlcaccts@gmail.com
Floor Allocator	Debbie Heard	bmlc@shaw.ca
Official Allocator	Bev Gilliam SamanthaPuckrin	bevgilliamrefall@yahoo.com Samantha.puckrin@yahoo.ca
Director Community Engagement	Mark Luongo	markluongo88@gmail.com
Director Marketing & Communication	Lee Jackson	leejacksonbc@gmail.com
Director Technical & Player Development	Josh Majoor	joshmajoor@gmail.com
Director Operations	Michelle McKinnon	mish21@hotmail.com
Director Governance	Bill Patara	bxpathara@hotmail.com

### MANAGER'S DUTIES AND LEADERSHIP

Core responsibilities include:

- TeamSnap and RAMP admin (rosters, e-game sheets, communications)
- Team budget, tracking, and reporting (see Appendices A–B)
- Communications among players, parents, coaches, officials, and allocators
- Organizing games, volunteers (time/score), and logistics
- Tournament coordination and scheduling changes (TBR process)
- Ensuring Form 100 completeness and compliance with BCLA screening
- Maintaining signed Codes of Conduct (player, parent, coach, manager)
- Year-end wrap-up logistics

Provincial declaration form/roster (**these are submitted internally and the club submits to BCLA**)

### Annual General Meeting (AGM)

An email invitation from Burnaby Minor Lacrosse Club (BMLC) will be sent to all members in good standing, and the information will also be posted on the club website.

We encourage every member to attend and get involved — the club is always open to new voices, ideas, and perspectives.

The BMLC Executive is made up of volunteer parents and community members who care deeply about lacrosse and the growth of young athletes.

No prior experience is required to contribute — just enthusiasm, teamwork, and a shared passion for the sport and our players.

### 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 \$60 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.

## KEY DATES (2026 – PLACEHOLDERS)

<b>April 4</b>	Deschner Days
<b>April 7</b>	Season starts
<b>April 15</b>	Form 100B due to Coach Administrator
<b>May 2</b>	Picture Day (Lakeview Room& Bill Copeland Lobby)
<b>April 27 to May 3</b>	Tiering break (*not U7/U9/U11 Coed)
<b>June 1</b>	Provincial Declaration Forms due to BCLA. BMLC will have an earlier date for submission to Coach Administrator
<b>End of June</b>	Season ends
<b>July 9-12</b>	Jack Crosby All Star U11 Tournament (39 <sup>th</sup> Annual)
<b>July - Provincials</b>	U13U15 U17 Boys/Girls and U22 Womens
	Dates and Hosts on BCLA Website
	<a href="https://www.bclacrosse.com/provincials.php">https://www.bclacrosse.com/provincials.php</a>
<b>TBD</b>	BMLC AGM

## SAFE SPORT, RULE OF TWO, AND SCREENING

- Rule of Two: Two screened adults present with minors at practices, games, travel, and meetings.
- No one-on-one private messaging with minors; use team channels with another adult included.
- Criminal Record Checks: required every three years before access to a team.
- Concussion and injury protocols: follow BCLA procedures and submit claims within 30 days.
- Boundaries: maintain professional, age-appropriate interactions at all times.

## 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.)

## VOLUNTEER SCREENING

- All lacrosse bench personnel, officials, managers, that work with children 18 years of age or younger must submit to a criminal record check.
- The criminal record check must be renewed every three (3) years, prior to the start of the regular season play.
- Failure to provide a criminal record check could result in the individual being suspended from coaching.
- 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.
- The BCLA membership shall institute the **Rule of Two**, which states that no minor will be left alone with a single adult.
- 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 CRCs are to be returned to a designated volunteer screening officer of the local association/team, who will confirm that the appropriate adults have a current CRC. If there is a problem, the CRC can be forwarded to the BCLA Volunteer Screening Officer for a resolution. The CRC box on the coaching form 100 must be filled in by the home association/team before submitting the form to the BCLA Office.

## **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-door meetings, travel, and training environments, amongst others. Organizations must create and implement policies and procedures in a sustainable, phased, and measurable process that limits the instances where these situations are possible.

## **EQUITY, DIVERSITY, AND INCLUSION STATEMENT**

BMLC aligns with the BC Human Rights Code and BCLA inclusion principles. We are committed to an environment free from discrimination and harassment where every participant has equitable access to safe, positive sport.

## **FAIR PLAY AND INCLUSION STATEMENT**

The Burnaby Minor Lacrosse Club (BMLC) is committed to fostering a culture of Fair Play, Respect, and Inclusion at every level of participation.

We believe that every player, coach, manager, official, parent, and volunteer has a direct influence on shaping a positive and safe environment for our athletes.

Fair Play means treating teammates, opponents, officials, and the game itself with integrity and respect.

Winning is never valued above learning, development, and enjoyment.

Everyone involved with BMLC—whether on the floor, on the bench, or in the stands—shares the responsibility of modeling sportsmanship, encouraging equal opportunity (especially at developmental levels such as U7–U11), and helping build a community where every player feels supported, valued, and included.

## **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 an excel format. The Coach Administrator will reach 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 & 24-HOUR RULE**

BMLC is responsible for the behaviour of players, coaches, and parents at team activities. Verbal abuse of officials, players, coaches, or spectators is not tolerated. All participants must sign the applicable Codes of Conduct before league play. Parents must follow the 24-Hour Rule before raising concerns about coaching decisions.

Our club is held responsible for the behaviour of everyone associated with our teams, including coaches, players, or parents. Coaches are not in the stands with the parents, but you are as a Team Manager. Verbal abuse of coaches, officials, 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.

If you have any issues as a parent with coaching, we mandate that you respect the “24 Hour Rule.” This requires that if you have any issue or concern with any coaching decision, you wait a minimum of twenty-four hours before contacting the coach to voice your concern. If you feel you have not received a fair resolution from the coach, you may make your concern known to the Team Manager.

## MEDICAL INFO

You must gather medical information on all players (food allergies &/or pre-existing health conditions such as epilepsy, prior concussions, asthma, etc.) and ensure coaches are aware.

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.

Collect medical info (allergies, conditions) and ensure coaches are aware. For injuries requiring care, provide the BCLA Accident Claim Form and notify the Club immediately. Submit all claims within 30 days.

## 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)

Keep a stocked first-aid kit, ice packs, and spare mouthguards 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. For injuries requiring care, provide the BCLA Accident Claim Form and notify the Club immediately.

Submit all claims within 30 days.

([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 BLCA.

## TEAM JERSEYS

Team jerseys are provided by the Club and will be distributed to you at a jersey pick up event and you will then distribute to your team.

U7/U9 teams receive one jersey set and a set of pinnies (the manager should hold the pinnies in the event there is a jersey conflict -not to be used for practice or distributed to players).

All teams U11 and above receive green and white jersey sets.

Any ruined or lost jerseys (\$100.00 each) will be invoiced to the player who was assigned those jerseys for the season. Please keep track of what number players wore throughout the season.

Team Managers will pick up jerseys at Copeland Sports Complex (an email will be sent by the Director Operations 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. You must fill in and scan back to the Director of Operations 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 the Director of Operations.

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 Copeland when the Director of Operations emails return dates/times.

- 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 or IRON 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 Director Operations. Goalie jerseys for U11 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 officials before game time. If your team requires more balls, please contact the Director and your Youth Sports Coordinator.

## 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:***

- ❖ Contact the floor allocator and give her 3 dates that work for both teams playing in the TBR.
- ❖ 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 officials 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 **Officials Allocator** at least 48 hours in advance to cancel your game floor time and scheduled officials. **If you don't do this, your team will be responsible for paying the officials.**

If at the start of a game you do not have 2 officials or both teams present, you must wait 15 minutes past the game start time to cancel the game and send teams home. Please contact Susan Kirkby to decide if the game should be rescheduled or declared no contest.

## **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 for covering 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 travelling 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 occurs. These days are set aside for exhibition games or practices.

Each team finds a team to play if they wish (refer to other Associations' websites to find the Division Coordinator that matches your division) and book the time with the floor allocator.

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).

Officials will be provided to you. Contact the officials allocator to have your officials scheduled for exhibition games.

## 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. Additional packages may be ordered online after photo day. There will no longer be order forms, all ordering will be done online.

## 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 on 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 U11 Tournament.

## JACK CROSBY ALL STAR U11 TOURNAMENT

Every July BMLC hosts the four-day Jack Crosby Tournament (Thursday through Sunday). This tournament is for 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 U11 teams will pay 50% of the registration fee (normally \$985) to enter this tournament and it will be mandatory that each family volunteer a minimum of 5 hours over the four days (but will not be expected to volunteer during their child's games).

Rather than collecting donated raffle baskets, the Tournament collects a fee from U9 and up BMLC teams to purchase raffle items (**when allocating your first officials e-transfer, the \$100 fee will be deducted**). Be sure to include this amount for your team in your team funds to be collected from your families. U7 teams do not donate \$100 toward our tournament due to the smaller rosters.

## OFFICIALS ALLOCATION AND FEES

### Official Allocator

Bev Gilliam            [bevgilliamrefall@yahoo.com](mailto:bevgilliamrefall@yahoo.com)            604-831-4987  
Samantha Puckrin    [Samantha.puckrin@yahoo.ca](mailto:Samantha.puckrin@yahoo.ca)            778-235-9087

All games that are in RAMP will have officials automatically assigned. If a game is TBR'd or the time/location is changed, notify Bev/Samantha immediately. If a game is time/location is changed within a 4-day period, please email Bev/Samantha the details below to be sure officials are assigned.

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

- When a game is rescheduled or canceled, notify your allocator immediately. If you do not notify your allocator and the official(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 every day for changes.
- 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 Official. Coaches will be asked to complete an online questionnaire following all home games to provide feedback on the officials.
- If the official 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 Official Allocator so you are assigned officials. The home team pays the official fees. E-transfers will be issued to you for official fees from BMLC.

**At the end of the season any unused official fees must be returned to the club** along with the official fee reconciliation form, by e-transfer to [skirkby@telus.net](mailto:skirkby@telus.net).

**Fees for officials as follows** (Officials are to be paid in cash in exact denominations **prior to the start** of the game):

### **Shot Clock Officials – arranged by your Officials Allocator**

Shot Clock Officials – U11 to U22 - \$25 per game (parents/managers are permitted to fill in if no official is available)

### **Officials – arranged by your Officials Allocator**

#### *U7 – No Officials for the 2026 season*

U9 - \$30 per game per official

U11 - \$40 per game per official

U13 - \$45 per game per official

U15 - \$50 per game per official

U17 - \$55 per game per official

U22 Female - \$60 per game per official

The officials/shot clock officials are to arrive **15 minutes prior** to game time. If you do **NOT** see your officials/shot clock officials 15-minute prior to the start of the game, please call the Officials Allocator so they can contact the official assigned to find out where they are and have enough time to arrange

for another official if necessary. If at that time no official has arrive, an alternate official must be found by calling the Officials Allocator (contact number is located at the beginning of the manual).

If that is not possible, the official present can, with the approval of both coaches, select a qualified official 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 official is not permitted to independently officiate a game in divisions U13 and up.

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

In the event you do not have 2 officials or both teams present, you must wait 15 minutes past the game start time to cancel the game and send teams home. Please contact Susan Kirkby to decide if the game should be rescheduled or declared no contest.

## **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](mailto:bevgilliam@hotmail.com) Cell: 604-831-4987. Her fee is \$30 per game.

Game lengths/rules can be found on the BCLA website:

[https://www.bclacrosse.com/forms.php#minor\\_box\\_rules](https://www.bclacrosse.com/forms.php#minor_box_rules)

The game clock shall not be stopped during regular scheduled play unless ordered by the official by calling "time out".

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

Should the official signal "Time Out", the penalty time will stop as well as the game-time.

## **SCORESHEET EXPLANATION**

We have transitioned 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. All clubs 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. U7 and U9 still use paper score sheets.

## **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 Wi-Fi 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. Please **STRESS** to the officials it's very important they put their names on the electronic game sheets so the commissioners know who officiated the game.

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. Goalies can play up a maximum of six 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:

U7	to	U9
U9	to	U11 A/B/C
U11 C	to	U11 B
U11 B	to	U11 A
U11 A	to	U13 (any level)
U13	to	U15
U15	to	U17

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](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

- 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 not permitted. In past years, glass and stucco have been broken and damaged.
- 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. Teams are NOT allowed on any floor before the start of their floor time. If your practice starts at 6:00pm for example, you are not permitted on the floor at 5:55pm.
- 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.
- 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.
- 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.
- Please speak to the arena staff if you have any issues with the facilities.
- 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](#)

## **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; Jack Crosby \$100 donation for U9 and up divisions
- 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**

<b>Expenses:</b>				
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			\$ -	
<b>Total Expenses</b>	<b>\$ 2,250.00</b>	<b>\$ -</b>	<b>\$ (2,250.00)</b>	

**Appendix B: Team Financial Reporting (Officials Fees)**

The team manager is responsible for the officials' game fees.

**BURNABY MINOR LACROSSE CLUB**

Home Game Referee Fee Payment Reconciliation Form – 2026

Division & Team		Manager's Name	
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Funds Issued

E-transfer #1	E-transfer #2	Total Ref Fees Received (E-transfer #1 + E-transfer #2)
Amount	Amount	

	Date	Game#	Opponent	Amount Paid
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
			Total Ref Fees Spent	

Total Ref Fees Received	<b>Add Jack Crosby Donation</b>	Subtract Total Ref Fees Spent	Balance*
	<b>+ \$100</b>		

\*If Balance is positive (you have excess money) please remit a check to BMLC for the Balance

\*If Balance is negative (you are owed money) please request payment from BMLC for the Balance

\*Jack Crosby Tournament \$100 team donation is deducted from U9 and up referee fee total

**Please email completed form to BMLC President -Susan Kirkby (skirkby@telus.net) at the end of the season.**