

Port Moody Lacrosse Association Manager's
Manual





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Team Manager Overview

Thank-you for volunteering to be a Team Manager. In your role as Team Manager, you are helping your team's coaches and players to have a successful box lacrosse season. Accepting this role means you are willing and able to provide the time and effort required to do an effective job. By organizing and managing the team, you allow the coaches to focus on coaching and player development.

The Team Manager should act as a liaison between the coaches and parents. In addition, the manager is responsible for organizing other various team duties. As Team Manager you are not required to do it on your own. Your coaches may take responsibility for some duties, while other duties may be assigned to parents wanting to help. Co-managing is also a great option.

Key responsibilities of Manager:

- Liaison between coaches and parents
- Communicate and distribute team information
- Organize additional team volunteers
- Introduce new players into the team/Association.
- Make sure players & parents are aware of all practice times and games.
- Ease transition of players to the next age level.
- Support the Team Coach in their coaching responsibilities
- Ensure welfare and safety of the players during training and game play.
- Ensure all players and parents are aware of meeting times and directions to venues for travel.
- Prepare game sheets
- Assign scorekeepers, timekeepers
- Organize referee payments

Required skills:

- This person needs to be able to deal with both players, parents, referees, commissioners and coaches (from your own team & opposing team) in a professional & calm manner.
- Efficient organizer.
- Good communicator both verbally & electronically.
- Ability to problem solve when required.

Time commitment is highest at the beginning of the season, tapering off as your team begins to understand your management style. Prepare to dedicate up to 10 hours a week at the start of the season, slowing down to 3-5 a week towards the end of the season depending on your level of organization.



1st steps as Manager

- **Email Head Manager:** headmanager@portmoodylacrosse.org: your full contact information, division, team (Tyke, Novice, Peewee, A, B, C etc.)
 - The Head Manager is in place so that you have a contact person that you can turn to before or when you encounter a problem that needs assistance.
- **Obtain your team contact list from your Coach or PMLA Division Coordinator.**
 - Email team upcoming practices times, ask for missing contact information.
 - Set up team snap or alternate team app/method.
- **Await email from Head Manager or Equipment Manager to set up time for team jersey distribution:**
equipment_minor@portmoodylacrosse.org and start collecting \$75 deposit cheque from each player **before** distributing jerseys.
 - Record player jersey # and names, and keep cheques for the end of the season.
- **Set roster** [example of roster: Appendix 2]
 - Roster order **must** be in numerical order by jersey #
 - Include coach names, phone numbers, NCCP #, and manager name and phone number. Recording email addresses is also recommended.
- **Send roster to:**
 - LMMLA: Division Commissioner: find your commissioner here: http://www.lmmlc.ca/about_us.html
 - PMLA: Registrar (registrar@portmoodylacrosse.org)
- **Epact requests will be sent to parents via email by the Association.**
- Remind your team to complete these. They are important in the event of an emergency.



- You will be responsible to inform risk management:
riskmanagement@portmoodylacrosse.org regarding serious injury/illness, concussions or surgery of any player.

- **Recruit parent volunteer positions** if you choose to [list of suggested positions in Appendix 3]

- **Distribute Medical Form and Code of Conduct Forms**
 - <http://www.portmoodylacrosse.org/coaches.html> on right hand side of page
 - Medical forms – a copy for each player should be with the first aid kit (keep behind bench)
 - Player policies form distributed to each player's family. [see appendix 4]

- **Arrange or delegate parent volunteer for "Kick Off Party"**
 - Check with coaches for their availability to set up a date
 - Arrange this as soon as possible. Lacrosse is an intense fast season and each year the team dynamics change so the sooner the players can have a team bonding activity the better.
 - This could be arranged with the Port Moody Ice Breaker at the start of the season

- **Form 100B**
 - Once your coaching staff finalizes, the Coaching Form 100B needs completing promptly.
 - Coaching Form 100B can be found here:
<http://www.bclacrosse.com/Form%20100s/Form%20100B%202019.pdf>
 - The NCCP# is the National Coaching Certification Program #. All coaches need certification at the required level for the team they are coaching.
 - Bclacrosse.com, forms on left, click coaches on drop down list.
 1. Type or scan to ensure legibility
 2. Scan and send completed form to headcoach@portmoodylacrosse.org
 3. This should only include those who have a NCCP#, or are registered for an upcoming coaching clinic
 4. Head Coach must sign the second page, and all coaches must sign the 3rd page of the form



Beginning of Season

This will be your busiest time of the season as manager.

Novice and above only:

Inquire with your team coaches for their schedule. This information is helpful to know **before** items come up for re-scheduling; especially if there is particular days/times your coaches are unavailable.

- As soon as the 1st part of season is released from LMMLC (generally comes out within the 1st week of season): <http://www.lmmlc.ca/schedules.html>
 - Check if you have any TBRs (To Be Rescheduled)
 - If you have a TBR:
 - If it is a home game, email our floor scheduler (scheduler@portmoodylacrosse.org) for a couple options for floor times/availability.
 - Once you have dates/times, check with your team coaches immediately to confirm a date and time.
 - Confirm with floor scheduler.
 - Email the manager of the away team and confirm date and time. (LMMLA commissioner will send you a contact list for your lower mainland division).
 - Once TBR is confirmed, notify your division commissioner, PMLA floor scheduler & ref allocator the details of confirmed game (date/time).
 - Communicate confirmed TBR game with team and update on your team schedule.
- Immediately enter your games/schedule in your app, notify your team and ask them to provide their availability. Give your team as much notice as possible to update their availability in the event of conflict. Knowing ahead of time how many players you have for a game will give you the opportunity to call players up, if applicable. Call up forms can be found on the LMMLA website here: <http://www.lmmlc.ca/forms.html>
- ❖ Please notify parents **NOT** to follow the schedule on the LMMLC website, due to a number of TBR's and tournaments in every division the master schedule changes frequently and the LMMLC schedule is not always current and as accurate as the one you provide to the team.



Games

Do not go on the floor until your scheduled time or we will receive complaints and/or fines from the City of Port Moody

Mini-Tyke and Tyke

- Your games are “In House” which means you will only play Coquitlam teams. This is to avoid travel time. You will get to enjoy traveling as your child gets older! Our Floor Scheduler works with the LMMLC, as does Coquitlam’s Floor Scheduler, and the games will be posted on the website like all other teams.
- Your games do not have to be rescheduled if cancelled.

Novice and up

- **Winning team** holds the responsibility of sending/emailing a quality photo or scan of the game sheet within 24 hours of game to your LMMLA commissioner. The hard copy of the game sheet needs mailing to your LMMLA commissioner within 5 days. Commissioners are very strict; make sure you respect the deadlines or you risk your team forfeiting game points.
- In the event of a tie, the **home team** is responsible for sending the game sheet.
- Commissioners are also keeping track of penalty minutes/suspensions so it is essential the game sheet deadlines are met for fair play.
- You will receive contact list for all teams in your division from your LMMLA commissioner



Home Games

Items to do for a home game:

- Email visiting team manager to confirm they are attending – confirm date/time and their jersey colours. If there is colour conflict, your team will need to wear pinnies. Pinnies will be provided to your team at the start of the season.
- **Sign in to Assignr**, and confirm that you have referees scheduled.
- Day of game:
 - Prepare game sheet
 - Scorekeeping & timekeeping duties, gates people assigned
 - First aid kit on bench with designated safety person on site for game
 - Referee payments ready, ensure referee reconciliation form is complete after the game and issue ref payment once game sheet is signed.

Away Games

It is the responsibility of the home/hosting team to confirm the game; however it is suggested if you haven't heard from the manager 1 week before the scheduled away game, contact them yourself to confirm arena #, address, time/date etc. If there is a problem on their end, better to know and be able to plan.

Enter arena addresses in your team app so parents can utilize the gps/map feature in your team app.

Game Sheets

The Head Manager will provide you with enough game sheets for your home games. If you need more game sheets please contact the Head Manager at: headmanager@portmoodylacrosse.org

Please review the tutorial and share with your parents on how to complete a scoresheet: <https://www.youtube.com/watch?v=Mhv3dlZ6ubg>

Referee Money

Each Manager will be given a cheque to cover their team's tiering and regular season games before start of season. This will be distributed at the manager meeting or put in your mailbox slot under the hockey office in Arena 1. The Head Manager will send out an email to notify you when the ref cheques & games sheets have been dropped off to your mail slot, if not picked up at meeting.

This money is only to be used for home games. If there is money left over, it must be returned to the association at the end of the season.

Referee reconciliation form will accompany the cheque. This is to be filled out & handed in at the end of the season or when funds are finished.

The Ref allocator will provide you with a referee contact list and a fee schedule for the season. Make sure you have cash and exact change to pay refs immediately



following the game, and have them sign your ref sheet.

- ❖ Referee fees for Exhibition games are your team's responsibility to pay.

Tiering Break

Mini Tyke & Tyke – N/A - no tiering break

Novice and up

During the tier break week, you will not have any scheduled games but will still have your practices times.

After the tiering break you will need to check the schedule on the LMLA website for your regular season game schedule. Same procedure as start of season:

- As soon as the rest of season is released from LMMLC (generally comes out on the weekend after tiering break): <http://www.lmmlc.ca/schedules.html>
 - Check if you have any TBRs (To Be Rescheduled)
 - If you have a TBR:
 - If it is a home game, email our floor scheduler for a couple floor times/availability
 - Once you have dates/times, check with your team coaches if date/time works
 - Email the manager of the away team and lock down day/time. (your LMMLA commissioner will send you a contact list for your lower mainland division)
 - Once TBR is confirmed, notify your division commissioner and our floor scheduler & ref allocator the details of confirmed game (date/time).
 - Communicate confirmed TBR game with team and update your app (i.e.: team snap)



Miscellaneous

Jerseys

- A \$75 deposit cheque to be collected from families at start of season and returned at end of season once they have returned their jersey to you.
- Make sure players only wear their Port Moody jerseys to games, they are **NOT** for practices. Jerseys are **NOT** to be put in a dryer as you will damage them, please only hang jerseys to air dry. Ensure that all players have proper Port Moody Lacrosse shorts in the appropriate size, and ensure they are worn to all games.
 - ❖ Jerseys are to be collected at the end of the season, managers are responsible for making arrangements to hand in to the equipment manager

Tournaments

- Speak to the tournament coordinator: tournaments@portmoodylacrosse.org at the beginning of the season to see if there are any home tournaments in your division. If there are you will need to find out what the costs are per player, what is required by your team for donations and what volunteer time your parents will have to fulfill.
- Gaming License: if your team wants to do 50/50 you will need a gaming license. The license must be under your TEAM NAME not under PMLA. Application is here: <http://www.portmoodylacrosse.org/managers.html>

Floor Time

- If your team will **NOT** be using your allotted floor time due to a TBR, tournament or other circumstance, you **MUST** notify our floor scheduler. The time can be used by another team.
- At times, floor scheduling will run into issues and we ask for everyone's cooperation and flexibility when issues pop up.



Calling players up

In the event your coach wishes to call up players for a game, please note the following procedure:

- Contact the coach of the player you wish to call up for their permission and ensure there no conflicts.
- Fill out, have signed and present at the game in the scorekeeping box the BCLA Minor Box One Game Permit to Play Up Form:
<http://www.lmmlc.ca/forms.html>
- The play up form must accompany the game sheet at all times and be mailed in to the commissioner with the game sheet.

Exhibition games

- Email your LMMLC commissioner for an exhibition number (EX#)
- Email floor scheduler for available dates
- Once you have game # & date/time for exhibition game: email ref allocator for refs, get ref contact info
- Confirm game with away team manager once you have game # & date/time for exhibition game, notify your team
- Send commissioner details of exhibition game details once **ALL** details are confirmed (EX#/date/time/arena)

- ❖ **Your team is responsible for exhibition games Referee fees not PMLA!**
- ❖ **Remember to account for this when setting team fees.**

First Aid Kit & Cooler

The Head Manager will arrange a meeting with each manager at the beginning of the season to distribute the first aid kit and cooler for your team. A deposit cheque of \$100 is held until the end of season when cooler and first aid kit is returned to the head manager. Please prepare a postdated cheque dated July 1st/current year, payable to PMLA and in the memo field list your team (division, tier (A,B,C etc). You are responsible for both throughout the season, including replenishing the first aid kit as supplies are needed. Receipts for supply replenishment can be submitted to the Treasurer for reimbursement. Please mark on the receipt your name and team, division etc., leave hard copy in Treasurer mail slot and send quality photo/scan to: treasurer@portmoodylacrosse.org



Cheat Sheets

Cheat sheets a great way to get to know the kids & parents on the team quickly. Once you have a set roster, create a small card as below and laminate them for the team.

Example

Port Moody Novice A1			
Jersey	First Name	Last Name	Parents
1	Boris	Maksimenko	Alona
2	Nolan	Batista	Tina, Carlos
3	Jesse	Watt	Karen
4	Dominic	Di Paola	Jody, Dan
5	Charlie	Padberg	Cathy, Craig
6	Christopher	Keating Dawson-	Tara, Darvyn
7	Emmanuel	Amoah	Jess
8	Niko	Kanagawa	Tasha, Hiro
9	Alex	Tan	Wes
10	Keyvan	Naqvi	Steph, Farruhk
16	Hayden	Franks	Tanya, Mike
17	Liam	Krempel	Megan, Tristan
19	Sebastian	Miles	Chieko, Richard
20	James	Pratt	Jen, Steve
21	Owen	Stirling	Sandy, Craig
Coach	Dan	Dipaola	
Coach	Wes	Zawaduk	
Mgr.	Jessica	Matheson	



Provincials & Play Downs

Divisions Pee wee and up may declare for Provincials.

It is extremely important to get the team's commitment at beginning of season as there are major fines for withdrawing after team has sent declaration forms in. Generally provincials will take place early-mid July so parent consensus is needed as Provincials will be during summer vacation months.

Check dates on LMMLC website <http://www.lmmlc.ca/events.html>, so that you will know in advance if your team is able to declare if you decide to do so.

List of dates/locations/hosts

<https://bcla.imeetcentral.com/bcla/doc/WzIsMjA5NzE2MF0/w-Minorprovincialsmainpage>

Hosting Provincials

FAQ's Information here:

<https://bcla.imeetcentral.com/bcla/media/Minor%20Box/2012/Hosting%20BCLA%20Minor%20Box%20Provincials%20FAQ.pdf>



Team Fees

Best practice is to collect all fees for the entire season upfront instead of chasing parents for more money throughout the season. Meet with your coaches early on to discuss exhibition games, tournaments and mandatory team gear.

Example of team fees breakdown:

Team fees

Option 1 w/short sleeve shirt	
Item Breakdown	Cost
Coquitlam Tournament Registration Fee per player	\$40.00
Port Moody Tournament Reg (t-shirt)	\$15.00
Port Moody Donation Basket	\$15.00
Short Sleeve Team Shirt	\$20.00
End of Season Coach Gifts	\$30
\$10 per coach	
Team Snap	\$5
Total team fees	\$ 125

Option 2 - w/long sleeve shirt	
Item Breakdown	Cost
Coquitlam Tournament Registration Fee per player	\$ 40.00
Port Moody Tournament t-shirt	\$ 10.00
Port Moody Donation Basket	\$ 10.00
Socks	\$ 12.50
Long Sleeve Team Shirt	\$ 16.50
End of Season Coach Gifts	
\$10 per coach	\$ 20.00
Total team fees	\$ 109.00

Other items to consider for team fees:

- Miscellaneous expenses \$10 per player (team snap fees, printing costs, lamination of cheat sheets, postage stamps, exhibition games - ref fees etc.)



Appendix 1

Contacts

Port Moody Lacrosse Association [PMLA]:

<http://www.portmoodylacrosse.org/>

- Coaching Coordinator: headcoach@portmoodylacrosse.org
- Division Coordinator: Search for your division:

<http://www.portmoodylacrosse.org/minor.html>
- Equipment Manager: equipment_minor@portmoodylacrosse.org
- Floor Scheduler: scheduler@portmoodylacrosse.org
- Head Manager: headmanager@portmoodylacrosse.org
- Registrar: registrar@portmoodylacrosse.org
- Ref allocator: refallocator@portmoodylacrosse.org
- Risk Management: riskmanagement@portmoodylacrosse.org
- Tournament Coordinator: tournaments@portmoodylacrosse.org
- Treasurer: treasurer@portmoodylacrosse.org

Lower Mainland Lacrosse Association [LMMLA]:

<http://www.lmmlc.ca>

- Division Commissioners: http://www.lmmlc.ca/about_us.html



Appendix 2

Roster Example

Port Moody Novice A1

Jersey Number	First Name	Last Name
1	Boris	Maksimenko
2	Nolan	Batista
3	Jesse	Watt
4	Dominic	Di Paola
5	Charlie	Padberg
6	Christopher	Keating Dawson-
7	Emmanuel	Amoah
8	Niko	Kanagawa
9	Alex	Tan
10	Keyvan	Naqvi
16	Hayden	Franks
17	Liam	Krempel
19	Sebastian	Miles
20	James	Pratt
21	Owen	Stirling

Bench Personnel

NCCP	Role	First	Last	Email
	Head			
5XXXXXX	Coach	Dan	Dipaola	DaXXXXX@abc.com
	Assistant			
1XXXXXX	Coach	Wes	Zawaduk	wesXXXX@xyz.com
	Manager	Jessica	Matheson	jessxxx@123.com



Appendix 3

Suggested team volunteer positions

Although the Team Manager is responsible for overseeing team activities, he/she is **NOT** responsible for **DOING** everything. A number of duties can be divided and each family can take responsibility for organizing and completing them. Every family is expected to accept and help with team duties.

The Coaching Staff and Manager should discuss their plans for the team and how they want to deal with volunteer positions before meeting with the team.

Since the Manager is responsible for overseeing the Team, give clear instructions to the other volunteers about the expectations for each assignment. The Manager should also ensure that deadlines and responsibilities are on track and being met.

The Coaching Staff are already committed to volunteering at practices and games (before, during and after) so avoid assigning additional duties to their families.

**You may have PMLA Executive Members on your team. Please be considerate of the hours of volunteer time they already contribute to the success of our Association.*

(i.e. when possible refrain from scheduling coach families or executive members for time/score duties or tournament volunteer shifts)

1. Treasurer

- Collects and holds onto deposit cheques (jersey & team fees)
- Proposed budget and team fee breakdown
- Collects & Deposits money
- Issues cheques for team expenses (tournaments, clothing, equipment)
- Financial records (records all team funds – money collected & spent)
- Report to Manager/Coach any questions or concerns



2. Fundraising Coordinator/Committee

- 50/50 raffles, Pub Night, Bottle Drives, Food Sales
- Obtaining licenses as required
- Booking fundraising venues
- Ticket printing, advertisement
- Volunteer schedule

3. Phoning Parent

- Phones the Parents when email does not give sufficient time for team members to respond – ie. Arena change for game, practice cancelled etc.

4. Bench Official Coordinator (Score and Timekeeping)

- Creates a rotation schedule for Parents
- Handles ref money and pays refs each game
- Games sheets preparation
- Instructions for completing game sheets
- Rules
- Training clock use

5. Tournament Coordinator

- Books tournaments
- Arranges payment
- Roster, t-shirt sizes, team photo
- Schedule
- Hotels



6. Social Director (Parent Socials, Fun Outings, Team Bonding Activities)

- Fun for parents and/or players to get together outside of the lacrosse arena
- Great for team bonding
- Arrange activities for Parents (house, restaurant)
- Team bonding (laser tag, other sporting games, movies, bowling, food)
- Dates, cost
- Inclusion of everyone (consider new players/parents to the team)

7. Safety Person

- Keeps arena addresses handy in case of 911 calls, Point of contact for Ambulance access to arena
- Designated person on site to administer first aid in the event of injury
- Responsible for reporting incidences to risk management:
riskmanagement@portmoodylacrosse.org

8. Clothing Coordinator

- May be association restrictions (association will provide supplier info start of season)
- Decide on team clothing for players with coaching staff
- Size members and prepare team order
- Arrange for payment, collect funds (if not included in team fees)
- Distribute team order



Appendix 4

PLAYER POLICIES

For the purposes of the Dressing Room Policy "team personnel" is defined as Coaches, Assistant Coaches, Managers and Trainers. This policy applies to all recreation and lacrosse facilities.

Player Behaviour Expectations

Players are expected to conduct themselves appropriately at all times while representing PMLA, both when at home or away. Disrespectful verbal or physical behaviour is not acceptable. There should be no rough-housing in the dressing room. In addition to the dressing room, appropriate player conduct is expected in facility parking lots, lobbies and all other aspects of recreation facilities.

Access to Dressing Rooms

A member of team personnel should be present before players are permitted access to a dressing room. In addition, a member of team personnel should be the last person out of the dressing room after a game or practice (i.e. first in, last out).

Dressing Room Monitoring

Players should be supervised by two members of team personnel while in the dressing room. In the event that this is not possible, players should be supervised by at least one member of team personnel at all times while in the dressing room. If separate dressing rooms are necessary, both dressing rooms require the appropriate supervision, as above.

Female Teams

Supervising team personnel must be female. If not possible there may be a male supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance of players. In addition, please refer to the Co-ed Dressing Room Policy.



Male Teams

Supervising team personnel must be male. If not possible, there may be a female supervisor. The female supervisor however, would not enter the dressing room but would be within hearing distance of players. In addition, please refer to the Co-ed Dressing Room Policy.

Co-ed Dressing Rooms

1. In all cases where members of a team include both male and female players, the following dress code will apply in team dressing rooms:

- male players will not undress to less than a minimum of shorts while females are present
- female players will not undress to less than a minimum of shorts and a t-shirt while males are present

2. When separate dressing rooms exist for both male and female players, males and females should make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code above. Once dressed in accordance with the minimum requirements above, all players may return to the team (co-ed) dressing room.

3. When separate dressing rooms do not exist for both male and female athletes:

- players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above
- players of the under-represented gender shall be granted access to the shower facilities after the balance of the team

4. It is the responsibility of team personnel to ensure these guidelines are followed.



Parents in Dressing Rooms

Except for players in Mini-Tyke and Tyke divisions, we discourage parents from entering the dressing room unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured or a player's disability warrants assistance, we ask parents to let the coach know beforehand that he or she will be helping the player in the dressing room.

With our Mini-Tyke and Tyke divisions it is often necessary for parents to assist players getting dressed. We encourage parents to teach their players as young as possible how to put on their gear so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the dressing room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coach may address the players. As players get older, the coach may at his or her discretion prohibit parents from entering a dressing room. In general, parents should not enter the dressing room if players undress to less than shorts and t-shirts.

Smart Phones and Other Mobile Recording Devices

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted in the dressing room. If phones or other mobile devices must be used, they should be taken outside of the dressing room. It is recommended that these devices be left at home, whenever possible.