

Burnaby Minor Lacrosse Club

MANAGER'S MANUAL

2017



The purpose of this manual is to assist Team Managers by clarifying the duties and responsibilities associated with the position. It is presented merely as a guideline, you may choose to implement some of the ideas and you will certainly add new ideas as the season progresses. While it is not necessary for any one individual to conduct all tasks on their own, it is necessary that the Team Manager accept responsibility that someone is doing them.

BMLC Executive

President	Tom Kellett	tek.thomas@gmail.com
Life Member	Arriane Crosby	crosja@shaw.ca
1st Vice President	Susan Kirkby	skirkby@telus.net
2nd Vice President	Brad Romano	bradr98+LAX@gmail.com
3rd Vice President	Tara Nagy	taranagy@telus.net
Secretary	Nadia Olheiser	noviceateammom@hotmail.com
Treasurer	Roger Levens	rslevens@yahoo.com
Registrar	Susan Kirkby	skirkby@telus.net
Scheduler / Floor Allocation	Deb Heard	debheard@shaw.ca
Jerseys	Tara Nagy	taranagy@telus.net
Equipment (Goalie)	Joe Bell	carlaandjoe@me.com
Female Coordinator	Paul Kuhn	pkuhn@shawa.ca
Web Master	James Lego	jlllego@telus.net
Director at Large	Gordon Miller	gordon.miller@gmail.com
Director at Large	Mike Rippberger	mikeripper@hotmail.com
Director at Large	Liz Lego	jlllego@telus.net
Director at Large	Simon Gee	slimsgee@gmail.com
Coach Coordinator(s)	Trevor Webber	trevswebb@yahoo.com
Mini Tyke/Tyke/Novice Coordinator	Brad Romano	bradr98+LAX@gmail.com

Ref Coordinator(s):

Referee Allocation for Peewee, Bantam & Midget:

Heather Appels Cell 604-808-4028 heather33@shaw.ca

Referee Allocation for Mini-Tyke, Tyke & Novice:

Liz Lego Cell 604-889-5347 jllego@telus.net

Jack Crosby All Star Novice Tournament Organizer:

Susan Kirkby skirkby@telus.net

Photo Day Coordinator:

Nadia Olheiser noviceateammom@hotmail.com

Picnic Coordinators:

Brad Romano bradr98+LAX@gmail.com

Awards Event Coordinator:

Susan Kirkby skirkby@telus.net

Arena Worker Staff:

Copeland & Burnaby Lake Arenas 604-320-2212

Kensington Arena 604-220-2583

Important Dates for 2017

April 1	New Player Clinic-Burnaby Lake Arena
March 27	Novice Intro Sessions (1st year Novice/new to novice) – Burnaby Lake Arena
March 24/April 1	Goalie Clinic – Burnaby Lake Arena
April 7-9	Deschner Days-Games Fri/Sat/Sun & parade/pancake breakfast (by donation) on Saturday (April 8th)
April 10	Season starts
April 29	Photo Day-Bill Copeland Lobby
June 22	Annual Mini-Tyke, Tyke & Novice Picnic (Confed Park)
End of June	Season Ends
July 6-9	Jack Crosby All Star Novice Tournament-32nd
July 6-9	Pee Wee Provincials (Fort St. John)
July 6-9	Female Provincials (Port Coquitlam)
July 13-16	Bantam Provincials (Oceanside/Nanaimo)
July 20-23	Midget Provincials (Langley)
June 29-July 3	Female Provincials (Victoria)
Sept 20	Minor Awards Night –PW/Bantam/Midget/Jr Girls (Nikkei Place)
Nov 1	BMLC AGM (Lakeview Room, Copeland Arena)

Team Conduct

Our Association is held responsible for the behavior of everyone associated with our teams, be they 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 must 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.

Managers are also responsible for ensuring all players, parents and all coaches sign a 'CODE OF CONDUCT' form and kept on hand at all times in case you need to remind any parent.

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.).

On the website there is a medical form that you can give to each family to complete and return to you. If there is a child with a food allergy please inform the entire group so that no snacks contain that ingredient (such as nuts) are distributed. If a child has a health issue that the coach(s) should know about please inform them ASAP.

Injury Procedure

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

The BCLA has coverage that extends to all members as they may need it. When an injury occurs that may require medical or dental attention please give the parent/guardian the BCLA claim form located in the forms section of the manual.

Such claims MUST be made within 30 days of the injury

You **MUST** inform the club by emailing Susan Kirkby (skirkby@telus.net) with the details of the injury, including the player's full name, date and location of game/practice immediately. Once the parent/guardian/doctor completes the document it must be returned to you for completion and submission to Susan Kirkby (can be scanned).

Team Jerseys

Team jerseys are provided by the Club and are to be distributed by you.

You must collect the deposit check, payable to BMLC dated for Sept 1, 2017 for the jerseys before the sets can be distribution (Mini tyke/Tyke \$150 & Novice and up \$200). All teams novice and above receive both green and white jerseys. Mini Tyke/Tyke teams receive one jersey and a set of pinnies (the manager will hold these in case of jersey conflict only-not to be used for practice or distributed to players). The deposit checks must be given to the registrar (Susan Kirkby) by the second week of the tiering season.

At the start of the season the Team Manager picks up both sets of jerseys at Kensington Arena Storage. Please note that the team jerseys need to stay with the team. If a player moves to another team, their jersey will need to be collected – the player will be given a new jersey by their new team.

The Team Manager must keep a list of which jersey was assigned to which player in order to assist the Club in ensuring we obtain all jerseys at the end of the season. The distribution form will be scanned and emailed to you for completion after you pick up your team's sets at Kensington Arena. You must fill in and scan back to Tara Nagy (taranagy@telus.net) 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. Goalie jerseys for Novice and up will be distributed with the goalie gear to ensure proper fit.

At the end of the season it is recommended that the Team Manager gather all the jerseys at the last game of the season and wash then return in large garbage bags marked with team info (ie Bantam Girls #1).

At the end of the season an email will go out to all Team Managers informing them of upcoming dates to return the jerseys and goalie equipment.

The cost of any ruined or lost jerseys (\$100.00 each/pinnies \$50) will be recovered by the Club by the registrar cashing the jersey deposit check that the parent gave to the Team Manager.

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.

If you are using tape to do so please do not wash/dry with the tape on as it ruins the jersey.

Team Shorts

The cost of shorts is included with their 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. Goalie jerseys will be given with the goalie gear to ensure proper fit.

Balls

Each team is supplied with balls at the beginning of the season at the coaches meeting. Home teams are to supply game balls so be sure to have several at the time keeping bench for the referees before game time.

Booking Practices

Until all teams are finalized you can book box time for your team two weeks in advance.

It is also very important that you communicate your cancelled practices to the scheduler/floor allocator 48 or more hours in advance.

Regular outdoor practice time will be assigned to all teams to the best of our ability. Each coach will be asked for his/her preferred practice time, night and box (both inside and out). Once all teams have been set and coaches have indicated their practice preferences, the floor allocator will publish practice times.

During the season additional inside/outdoor practice time may become available. The scheduler/floor allocator will send out an email to all teams in an effort to fill the practice time-will be filled on a first come basis.

Please note we generally have more teams than floor time so everyone must work together to ensure fair and equal time for all.

Game Schedules

As soon as possible, game schedules should be produced and distributed via email to the coaches and players.

The League Division Commissioners email the season game schedules to you (also found on the LMMLC website).

There could be games on your scheduled marked TBR (to be rescheduled) this 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 BMLC website (Calendar then Floor Time) to select some game time options (remember games can bump practices). Contact the manager of the opposition to confirm what works for them.

It is the manager's responsibility to confirm the rescheduled home game with the opposition, commissioner, ref allocator and floor scheduler 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 scheduler 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 coach or manager of the team that you are playing.

You must give them at least 48 hours notice or your team will be responsible for paying for their referees and floor time (B.C. operating policy). The 48 hour rule also applies to our own association as well.

You must notify our **floor scheduler** at least 48 hours in advance so that he may re-book the floor time and you must also contact the **referee allocator** to cancel your scheduled referees.

If you don't do this, you will be responsible for paying the referees and floor time even though there is no game.

As you know, inside floor time is a valuable commodity in the lacrosse community. If you cancel a practice, it is critical that you notify the scheduler as quickly as possible. There is always a team looking to pick up extra practice times.

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.

Prior to the teams being determined, the tournament schedule is published by the BCLA so to ensure BMLC teams have a fair chance, the Team Manager Liaison applies for several different tournaments for each level.

Once the teams are set and managers put in place, the Team Manager Liaison will forward to the respective managers which tournament was applied for to enable the manager to either decline or accept and move forward with the application process.

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.

The complete list of tournaments can be found at www.bclacrosse.com.

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.

Please read the BCLA Operating Policy 2010-2011 5.02 Out of Province and Out of country Travel permit located on the website.

Fundraising

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.

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

50/50 Sales

Each and every team in BMLC is allowed to sell 50/50 raffle tickets at their home games. Funds raised are split between the winner and the team with the team keeping their share in their own account.

As 50/50 raffle tickets are considered gambling, they may only be sold by an adult. You must obtain a ONE-TIME Class D Gaming Licence for the amount of \$10.00 and pay yourself back for this fee from your 50/50 profits. Purchase a roll of 50/50 tickets and get a bucket to keep everything in. You can pay yourself back for the tickets out of your 50/50 profits. Remember to have a parent from the visiting team pick the winning ticket and notify everyone when a winner has been found.

50/50 Draws – Licencing Procedure

All teams must apply for and obtain a Class D Gaming Licence (under \$5,000) before starting their 50/50 draws. No draws should take place without this licence. The entire direct access gaming fund for Burnaby Minor Lacrosse can be terminated if unlicensed draws take place.

Do NOT use BMLC's society number or address – you must use your own team's name and your address!

To obtain a Class D Licence:

1. On the internet, navigate to <http://www.pssg.gov.bc.ca/gaming/licences/index.htm#two>.
2. Click on the "Start Online Application" button then follow instructions through the website application process.

After Game Snacks

Game snacks are especially popular with younger players, but older ones enjoy them too!

It is best to schedule a family for each game to be the treat bearers (this can be done on your game schedule). Or one family can manage the treats for the season by collecting funds from the group.

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 out 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.

Because 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.

Deschner Days

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

Each team is required to find another team to play against (refer to other Association's websites to find the Division Co-ordinator that matches your division) and to book the time with the person running the tournament.

There is a pancake breakfast put on by the Burnaby Lions Club (by donation) on the Saturday and a parade of all teams/coaches into Copeland arena.

During your game you are responsible for running the time clock and completing the score sheet. Your game sheet must be scanned to your commissioner.

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

Each season all teams in the club have their team and individual photos taken by a photographer set up by the Director in charge of photo day.

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.

Photos will be taken in the Lobby of Copeland Arena.

Annual Year End Picnic

Each year BMLC puts on a yearend picnic for the players and families of Mini-Tyke, Tyke and Novice teams. There is a small fee per person to attend if you wish to participate in the food supplied but all are welcome to attend the event.

Tickets are available to purchase thru an online ticket system. Information will be sent to all families with the link to the online system.

Trophies

If you are planning on presenting trophies to your team's 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.

Trophies are very special mementos and generally quite affordable. It is best to select the trophy you are going to go with, obtain a full quote and then divide by the number of players so that can collect from the parents (or use money you raised throughout the season).

Victory Trophies is the store BMLC uses for all of the trophies, medals and plaques for the Jack Crosby All Star Novice Tournament and Minor Awards.

Victory Trophies is located at 5901 Broadway, Burnaby 604-298-9534.

www.victorytrophies.com

Annual Awards Night

Annually BMLC hosts the Awards Event for the players (Pee Wee and up), coaches and families. Tickets are available to purchase thru an online ticket system. Information will be sent to all families with the link to the online system.

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 your division manager or Team Manager Liaison.

Jack Crosby All Star Novice Tournament

Every July BMLC hosts the 4 day Jack Crosby Tournament (Thursday thru Sunday) - this year the tournament is celebrating its 32nd anniversary.

This tournament is for Novice level players but is hosted by the entire club, which includes but is not limited to helping with timekeeping and scorekeeping the tournament games, running freezies to teams at the end of each game, setting up on the Wednesday night, running the raffle tables and selling 50/50 tickets.

As our novice teams do not pay to enter this tournament it is mandatory that each family volunteer a minimum of 5 hours over the four days but you are not expected to volunteer during your child's games.

Rather than collecting donated raffle baskets from each BMLC team the Tournament collects money (from tyke up only) to purchase raffle items held during the tournament (when allocating your first referee check the amounts noted below will be deducted) include the amount for your team in your team funds to be collected from your families:

Mini-Tyke-N/A

Tyke-\$40

Novice/Pee Wee/Bantam/Midget/Jr Girls-\$50

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

Burnaby Minor Lacrosse Refund Policy

- ❖ Up to April 1st – full refund less \$25 administration fee
- ❖ Between April 1st and April 30th – 50% refund
- ❖ After April 30th – No refund

All refund requests must be directed to the BMLC Registrar

Temporary Player Call-Up

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

Example Call-Ups:

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

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

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

If you wish to call up a player, contact your Team Manager Liaison for the coach or manager’s phone numbers for the eligible teams. You must obtain the coach or manager’s permission before calling up a player and you must inform the Head Coach of the call up. There are special rules regarding goalies that generally make it easier to call them up. Check with your Team Manager Liaison.

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.

The Minor Directorate Rules:

7.01 A player may play up one division or calibre higher than that in which he/she is registered.

7.02 Any player who has played up a total of five or more league games, sanctioned tournament games, combination of, in any division or calibre higher than the one in which he/she is registered, must for the remainder of that year play for the higher division or calibre in which he/she played his/her fifth game.

7.03 A team may participate in a higher calibre sanctioned tournament without affecting team or player eligibility.

To be eligible to play in a provincial championship, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with that team.

Minors can only participate in one Minor Provincial Championship.

The LMMLC Rules:

D-10 Players are allowed, with the permission of their Coach or Manager, to play up. No player who plays five games up shall be eligible to return to his/her original team during that season. Any player appearing on a fifth game sheet, other than his/her original team must remain with that team for the balance of the season.

D-11 Players are allowed, with the permission of their Coach or Manager, to play up in their own division from "A2 to A1", "B" to "A" (either tier), or from "C" to any higher calibre.

D-12 Players are allowed, with the permission of their Coach or Manager to play up in their own division or higher division from A1 to A1, A2 to A (either tier); B to B or A (either tier); C to B or A (either tier). Novice House to Novice Intermediate or to Novice Advanced or to a higher division C, B or A (either tier), Novice Intermediate to Novice Advance or to a higher division B or A (either tier), Novice Advance a higher division B or A (either tier).

No more than 4 players may be brought up to any team in the same league, tournament or play down game without the written permission of the League Commissioner before the game is played. Violation of this rule would see the Coach suspended for playing an illegal player.

Associations having more than one team in any caliber in the Novice Division may not pull players from other teams in the same caliber for Novice tournaments unless the tournament is specifically designated as an "ALL-STAR" tournament.

Any team in violation will be removed from the tournament and the coach suspended for a minimum of two games.

Referee Allocation and Fees

The referee allocators require a **full home game schedule** from each team at the beginning of the season with a follow up email each week to make sure referees are set up. The ref allocator will confirm back to each team that referees have been booked for your games.

If you make changes to your league home game schedule you **MUST** advise the scheduler at least 48 hours prior to your game.

If you are arranging exhibition games you must advise the floor scheduler to ensure the floor time is available and the ref allocator so you are assigned referees. The home team pays the referee fees. Checks will be issued to you for referee fees.

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

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

<u>Division</u>	<u>Fees Paid</u>
➤ Mini-Tyke	1 @ \$20.00
➤ Tyke	2 @ \$20.00 each
➤ Novice	2 @ \$25.00 each, 1 @ \$15 (30 sec.)
➤ Pee Wee	2 @ \$30.00 each, 1 @ \$15 (30 sec.)
➤ Bantam	2 @ \$35.00 each, 1 @ \$15 (30 sec.)
➤ Midget	2 @ \$40.00 each, 1 @ \$15 (30 sec.)
➤ Junior Girls	2 @ \$45.00 each, 1 @ \$15 (30 sec.)

The association will provide paid referees to run the 30 second clock in Novice, Pee Wee, Bantam and Midget. These referees will be assigned by the referee allocator based on the info you provide.

The referees are to arrive at a game **15 minutes prior** to game time – if you do **NOT** see your referees at the 15 minute mark please call your ref 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 arrived an alternate referee must be found by calling your referee coordinator (contact numbers are 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 score 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.

Referee Info from the Ref Allocators

Referee Allocators

Mini-Tyke, Tyke & Novice	Liz Lego	jillego@telus.net	604-889-5347
Pee Wee, Bantam, Midget	Heather Appels	heather33@shaw.ca	604-808-4028

When booking referees please email Heather or Liz with only your teams **HOME GAME** information:

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

- ❖ Do not notify your allocator with your away games – those are the responsibility of the host club.
- ❖ Please give as much advance notice as possible-booking and/or changing refs.
- ❖ When a game is rescheduled or cancelled notify your allocator as soon as possible.
- ❖ If you do not notify your allocator and the ref shows up at the arena, your team will be responsible for paying the refs.
- ❖ If there are any issues concerning the refs, bring it to the attention of the allocator, and they will deal with the issue.

Time Keeper, Score Keeper, 30 Second Clock

The home team is responsible for ensuring people are assigned to time keep and score keep.

Game lengths are as follows:

Mini-Tyke (Option X) – three 15 minute straight time periods with intermissions of 3 minutes between periods – 3 minute shifts (no thirty second clock).

Tyke – three 15 minute, running time periods with 3 minutes between periods.

Novice - three 20 minute straight time periods, with 3 minutes between periods.

Pee Wee, Bantam, and Midget – three 20 minute, running time periods, 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 and Midget divisions, shall be **“stop time” unless there is more than a five (5) goal spread.**

All penalty time will be straight 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.

c) There is no thirty-second clock.

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, except on the floor. Also, they should not throw balls against the outside walls of the arenas. 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 fields located near both 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 both 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

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.

<http://www.lmmlc.ca/>

Score sheet Explanation

Pre-game:

Before home games start the Team Manager should have filled in the date, arena, division, level, game number, the scorekeeper and timekeeper.

The team names must be written at the top beside "Home:" and "Visitor". If there is more than one Burnaby team in your division you must identify the team number (eg. Burnaby Tyke #1).

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

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

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

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

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

During the game:

Scoring Section

#: refers to the goal number.

Period: the period of the game in which the goal was scored

Goal: jersey number of player who scored the goal

Assists: jersey number of player (s) who assisted

Penalties

PER: period in which the penalty occurred

NO: jersey number of the player

OFFENCE: use the abbreviations listed on the score sheet for the various infractions

MIN: length of penalty

OFF: time off the floor

ON: time on the floor

If the scorekeeper is unsure of the penalty or length of time required, ask the referee for clarification. The buzzer can be used if you are desperate to get the referees attention.

Post-game:

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

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

The winning team must fax/scan the score sheet to the commission within 24 hours and must mail the two top copies within 7 days. Failure to do so will cost points to the winning team. In the event of a **tie** the home team is responsible for getting the scan and original to the commissioner.

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

It is the responsibility of the winning team to ensure that the score sheet 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 score sheet to make sure all the information required is on the sheet. If some of the necessary information is missing, a commissioner may not award the team the points for the game.

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

You will be given a supply of score sheets in your package at the Manager's meeting at the beginning of the season.

There is a demo on <http://www.lmmlc.ca/> website on how to complete a score sheet that is very helpful if you've never completed a score sheet.

Criminal Record Check

BMLC requires that all coaches and managers complete a criminal check every two years.

We have the online certification in place to make it easier for volunteers and less cumbersome to the RCMP.

Deb Heard (debheard@shaw.ca) will provide you with the link and password to get your online CRC processed.

CRCs must be complete prior to any coach, bench personnel or manager being permitted access to a team.

Form 100

Form 100 is located on the website. It is mandatory that all coaches are on the Form 100 – Deb Heard needs to be informed of all coaches to ensure they are properly trained and have valid CRCs.

Please complete the Form 100 immediately and forward to Debbie Heard (debheard@shaw.ca).

Door Person(s)

All mini tyke/tyke/novice door personnel must complete the on-line certification module and test which is located at the following link (also found on BMLC's website) prior to working the bench during any games, exhibition, regular season or play-offs. This is only valid for two seasons then the door person must attend the Level 1 (CMD) clinic.

<http://www.isportsnetwork.com/door-certification/>

Door personnel Pee Wee and above must attend and complete the first level of coaching (CMD).

Existing certified coaches do not need to do this extra component as it already covered during the NCCP course but they must ensure that their NCCP # is recorded on the game sheet.

Coaches are responsible for the behavior of all bench personnel and all bench personnel are expected to follow the same code of conduct as the coach.

Annual General Meeting (AGM)

The club will make all the parents on your team aware of this meeting via email and a notice on the website. Encourage them to attend as our 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.

Important Information

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