

Burnaby Field Lacrosse Club

Team Manager Handbook

2019/2020



Revision: September 4, 2019

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LETTER TO THE TEAM MANAGER

Dear Team Manager,

On behalf of the Burnaby Field Lacrosse Club (BFLC), we would like to thank you for volunteering your time for this very important role. Your dedication means that your child, his/her teammates, the other parents and coaches can enjoy the amazing sport of field lacrosse.

As team manager, you play an integral role in communication between players, coaches, parents, other teams, officials, the BFLC executive and the Pacific Coast Field Lacrosse League (PCFLL) division commissioner. Your willingness to take on the administration of your team enables the coaches to focus on coaching and player development.

This handbook is intended to outline the duties of the team manager and serve as a resource for you throughout the season. We hope you find this handbook helpful and welcome any comments or suggestions. Please send any feedback to slimsgee@gmail.com.

Thank you again for your time and contributing to the success of this field lacrosse season!

Sincerely,

BFLC Executive

IMPORTANT DATES FOR 2019

Tuesday, September 3, 2019: practices begin

Saturday, September 14, 2019: games begin

Monday, September 23, 2019: Form 100 due

DUTIES OF THE TEAM MANAGER

The duties of the team manager include (but are not limited to):

- Communicating between players, coaches, parents, other teams, officials, the BFLC and the PCFLL division commissioner
- Managing team finances
- Managing TeamSnap
- Organizing the team for games
- Organizing parent volunteers to assist with timekeeping, scorekeeping, team activities, etc.
- Sending game sheets to the division commissioner
- Organizing the team for tournaments (e.g. booking hotel)
- Ensuring the Form 100 is completed and submitted to the BFLC

CRIMINAL RECORD CHECK (CRC)

The BFLC and the British Columbia Lacrosse Association (BCLA) require that all coaches, managers and executives complete a criminal record check (CRC) to volunteer with youth. A CRC must be completed before any coach/manager is permitted access to a team. A CRC must be completed every two (2) years for each organization you volunteer with. You will be contacted by the BFLC if the club does not have a current CRC on file for you.

CRCs are submitted online at <https://justice.gov.bc.ca/eCRC/home.htm>. The process takes less than 10 minutes to complete. Once processed, the results of your CRC will be sent to the BFLC.

To complete a CRC, you will need:

- BC Driver's License #
- The BFLC's access code (this will be emailed to you by the BFLC)
- Your role (e.g. coach, manager, position on executive)

If you have completed a CRC in the last two (2) years with another organization, and want to share it with the BFLC, you can do this by selecting 'share my CRC' when prompted during the CRC online process.

FORM 100 COACHING & BENCH STAFF REGISTRATION

Form 100s are used to register the coaching and bench staff of each team with the BCLA. Form 100 registration fees are paid by the BFLC. The team manager will ensure that the head coach completes the Form 100 for their team. The forms can be found at the following links:

For Youth:

<https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/2018-Form-100M-Field-Lacrosse.pdf>

For Women:

<https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/2016-Form-100W-Womens.pdf>

It is mandatory that ALL coaches are listed on this form. The Form 100 is to be signed by the head coach to ensure that the designated head coach knows that he or she is responsible for the entire bench staff as well as verifying that all coaches meet or exceed the minimum certification level(s) required for each division of play.

Additionally, a team must have a fully certified, registered coach as listed on the Form 100 to be eligible to compete in Provincial Championships.

Please ensure the Form 100 is completed by Monday, September 23, 2019 (or earlier) and forwarded to slimsgee@gmail.com.

Please note that the BFLC is subject to a fine if forms or registration fees are late. Your coaches are not considered registered until registrations fees are paid to the BCLA.

PCFLL DIVISION COMMISSIONER

The PCFLL will assign a commissioner to each division. The division commissioner is the club president's, coaches' and team managers' first point of contact with the PCFLL regarding suspensions, questions, problems and complaints. The team manager will receive an email from the commissioner at the start of the season with documentation (mandatory reading), requests for a team roster and team contact information.

TEAMSNAPE

The BFLC provides each team with access to TeamSnap, a sports team management application. TeamSnap allows teams to manage games, practices and events, track availability and communicate easily with each other. The BFLC Registrar will contact each team manager to provision access. The team manager is responsible for setting up his/her team's TeamSnap account.

CODE OF CONDUCT

The BFLC is responsible for the behaviour of everyone associated with our teams including coaches, managers, players and parents. Verbal abuse of coaches, referees/umpires, players or opposing team fans will not be tolerated. As team manager, please encourage appropriate behaviour.

The team manager and coaches should review appropriate conduct and repercussions for inappropriate conduct. All players, parents and coaches must sign the Code of Conduct form prior to the start of league play. The Code of Conduct form can be found at

<https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/BFLC-Code-of-Conduct-Form.pdf>.

The team manager must keep these forms on file should a problem arise.

FINANCES

The team manager is responsible for the team's finances. This includes:

- developing a budget
- collecting team fees
- banking
- distributing funds (e.g. paying referees/umpires)
- tracking expenses
- reporting financials at the end of the season

Team Budget and Team Fees

The team manager is responsible for the team budget. A sample budget can be found in Appendix A. Typically, the following expenses are included in the team budget:

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

Please work with the head coach to develop the budget. In particular, the head coach will have input into tournaments. Once you have developed a draft budget, please review with the head coach.

Once approved by the head coach, please determine the team fee per family (i.e. divide the total budget by the number of players). It's recommended that you "round up" the per family team fee (e.g. \$103.67 → \$105) to an even number. The additional funds collected from rounding up can be added to the contingency fund.

Once you have determined team fees (see Budget section above), please:

- Advise families of the per family charge and provide an overview of the budget.
 - You can share the detailed budget if anyone would like specifics of budget line items.
- Collect team fees from families and deposit funds accordingly.
 - It is recommended that families pay team fees by e-transfer or by cheque to you as these payment methods are trackable. To minimize any issues, please do not accept cash payments, if possible.

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.

Financial Reporting

The team manager is responsible for tracking expenses throughout the season as they are incurred. Please ensure you have receipts for all expenses.

At the end of the lacrosse season, please prepare a year-end financial statement outlining funds received and expenses. Please see a sample financial statement in Appendix B.

If, at the end of the season, there are team funds remaining, please issue a refund to each family.

Please send a copy of the year-end financial statement to the coaches and parents.

Fundraising

Teams may consider fundraising to help offset costs (e.g. tournaments, travel) for families. All fundraising by individual teams must be pre-approved by the BFLC President. If your team is considering fundraising, please discuss your team's goals with your head coach and families. The families must agree on the amount to be raised and the fundraising activity(s). It is important to ensure families have the time, ability and dedication to participate in fundraising.

UNIFORMS

Uniforms (jerseys and shorts) are provided by the BFLC. The BFLC Uniform Coordinator will arrange to meet team managers at one of the first practices to issue uniforms. Team managers are responsible for distributing, tracking and collecting uniforms for their team.

Jerseys

The team manager is responsible for distributing jerseys at the beginning of the season, collecting them at the end of the season and returning them to the club. Please note that no jersey deposit is required. If a jersey is lost or damaged, the BFLC will invoice the player for the replacement cost of the jersey.

If a player moves to another team, please collect his/her jersey. The player will be given another jersey by his/her new team.

Please keep track of the jersey # assigned to each player and complete the “Jersey Tracking Form” found at <https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/BFLC-Jersey-Tracking-Form.pdf>. This will help ensure all jerseys are accounted for and returned at the end of the season.

Please collect all jerseys at the last game of the season, wash and return them to the Uniform Coordinator. The Uniform Coordinator will contact team managers to coordinate the return of jerseys.

If a player does not return his/her jersey or the jersey is damaged, please advise the Uniform Coordinator when returning uniforms.

To care for jerseys, please inform parents that the jerseys:

- Should be washed in cold water and hung to dry;
- Should not be washed with white tape on them;
- Are only to be worn during scheduled league or exhibition games and not during practices.

Team Shorts

Team shorts are included in the registration fee. The shorts are for the players to keep.

The Uniform Coordinator will contact team managers to coordinate shorts for your team.

EQUIPMENT

Goalie Equipment

Goalie equipment is provided by the BFLC. Dates to pick up gear will be emailed directly to identified goalies and/or coaches by the Equipment Manager.

Balls

Each team will be supplied with balls at the beginning of the season at the coaches meeting. The home team supplies game balls so please have a minimum of four (4) balls at the timekeeping table for the referees before the start of each game.

PRACTICES

The BFLC Field Allocator will notify coaches of their team's assigned practice time. Each team has one practice per week. The practice time will be on the same day and time each week. Teams must give 48 hours notice to cancel field time or your team will be responsible for the fee for field time.

GAMES

Game Schedules

Game schedules can be found on the PCFLL website at <https://pcfll.bc.ca/index.html> under "Schedules & Standings". The team manager is responsible for inputting games into TeamSnap. Please enter games as soon as the schedule is posted to give families as much notice as possible.

Cancelling and/or Rescheduling Games

If your team needs to cancel and/or reschedule a game, it is the team manager's responsibility to coordinate with the opposing team's manager. Please email or call the other team's manager as soon as possible.

Please note that there are very few acceptable reasons to cancel and/or reschedule a game. These are limited to tournaments and field closures (e.g. due to snow). An insufficient number of players, coaches or goalie are not valid reasons.

To check sports field conditions in Burnaby, please go to <https://www.burnaby.ca/Things-To-Do/Outdoor-Facilities/Sports-Fields/Sports-Field-Status.html#conditions> or call 604-294-7984.

Teams must give at least **48 hours notice** to cancel field time and referees/umpires otherwise the cancelling team will be responsible for the referee/umpire fee and field fees.

Please contact the field allocator at bradromanolax+field@gmail.com and referee allocator at bbyfieldlax@gmail.com to cancel field time and referees/umpires.

Field Time and Referee/Umpire Allocation

Field time and referees/umpires will be scheduled for your team's home games. If there are changes to your team's home game schedule, the team manager must advise the field and referee/umpire allocators at **least 48 hours prior to the game**. If not, your team will be responsible for field and referee/umpire fees.

If you are arranging an exhibition game, please contact the field allocator to schedule field time and the referee/umpire allocator to schedule referees/umpires. Your team is responsible for field and referee/umpire fees for exhibition games. These fees are not funded by the BFLC.

Referee/Umpire Fees

At the start of the season, the BFLC will issue a cheque to the team manager for referee/umpire fees. A second cheque will be issued later in the season.

Fees are paid to referees/umpires prior to the start of the game. Each team is responsible for providing payment for one referee/umpire every game (home or away).

The team manager is responsible for issuing and tracking referee/umpire fees using the referee/umpire fee reconciliation form: <https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/BFLC-Referee-Fee-Reconcilliation-Form.pdf>. This form needs to be submitted to the Burnaby Field Lacrosse Club Treasurer no later than 2 weeks after the season ends. Any unused referee fees must be returned to the BFLC at the end of the season.

Fees per referee/umpire are as follows:

Youth

- U7: \$20 per game
- U9: \$25 per game
- U11: \$30 per game
- U13: \$40 per game
- U15: \$45 per game
- U18: \$55 per game

Female

- U8: \$20 per game
- U12: \$30 per game

- U15: \$35 per game
- U19: \$40 per game

Timekeeper and Scorekeeper

The home team is responsible for providing a timekeeper and a scorekeeper. The team manager is responsible for scheduling parents or other volunteers for these duties. Please schedule timekeepers and scorekeepers when the game schedule is released to give families as much notice as possible.

Game Length

Game length varies by division as follows:

- U7 games: two 20-minute halves
- U9 games: 12-minute quarters (min.) or as time and field conditions permit
- U11 games: 15-minute quarters (min.) or as time and field conditions permit
- U13 games: 15-minute quarters (min.) or as time and field conditions permit
- U15 games: 15-minute quarters (min.) or as time and field conditions permit
- U18 games: 15-minute quarters (min.) or as time and field conditions permit

Regular scheduled games will start no later than 15 minutes after the scheduled game time, when the field is available for play. If a team does not field the minimum (10) players, the game will be deemed a forfeit. For U7 and U9, the minimum number of players is eight (8). The length of the quarters can be altered if both coaches agree.

Game Sheet

Blank game sheets will be provided by the BFLC to the team manager at the beginning of the season. The team manager is responsible for preparing the game sheet before each home game with the following information:

- Date of game
- Field name
- Type of game (regular, tournament, exhibition or playoff)
- Age group (e.g. U7, U9, U13, etc.)
- Tier
- Game time
- PCFLL game number
- Team name
- List of players numerically with goalie at the bottom
- Coaches, bench personnel with NCCP #

Once completed, please ask the opposing team manager to fill in their players, coaches and bench personnel.

The winning team's manager receives the white and pink copies; the losing team the yellow copy. In the event of a tie, the home team receives the white and pink copy, and is responsible for submitting the game sheet to the division commissioner.

The winning team's manager is responsible for mailing the original game sheet (white copy) to the division commissioner within 3 days of the game. A copy of the game sheet must be electronically sent to the division commissioner within 24 hours of the conclusion of the game. A photo of the game sheet using a smartphone is acceptable.

Videos demonstrating how to complete a field lacrosse game sheet can be found at:

- Youth: https://pcfll.bc.ca/docs/fieldlax_scoresheet_demo/index.html
- Women: https://pcfll.bc.ca/docs/womens_fieldlax_scoresheet_demo/index.html

Temporary Player Call-Up

Teams can call up players from another the BFLC team on a temporary basis in the event they have a short bench. The call-up player must fulfill his/her commitment to his/her registered team first. A player can play an unlimited number of games for a team in a higher division. A team is limited to a maximum of 5 call-up players per game.

The team manager must complete a one game permit form for each call-up player. This form can be found at https://pcfll.bc.ca/docs/BCLA_One_Game_Permit.pdf#zoom=100. The one game call-up sheets must be with the game sheet prior to the start of the game and stay with the game sheet. The scorekeeper must document on the game sheet game notes each call-up player. The winning team is responsible for sending in all call-up sheets with the game sheet to the division commissioner.

Field Locations

The addresses for and directions to each field can be found on the PCFLL website at: <https://pcfll.bc.ca/fields.html>. Please share this link with your team parents.

TOURNAMENTS

Every season, tournaments are hosted by various associations. The team manager will need to consult with the coaches, parents and players to determine the number of tournaments the team would like to enter. Tournament fees vary and are the responsibility of the team. The tournament schedule can be found at https://bclacrosse.com/field_lacrosse_tournaments.php

Please note that if your team has any league games (home or away) scheduled during a tournament, these will need to be rescheduled immediately. Some commissioners will allow tournament games to count as league games. Due to limited field time, this may be a necessary option for some teams. If you would like to use a tournament game as a league game, you must obtain the commissioner's prior authorization.

If you apply for a tournament and withdraw, there will be a fine. Your team will be responsible for the fine in addition to 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. If there are not enough teams, the tournament may be cancelled. Withdrawing from tournaments may impact the BFLC teams' future considerations for tournaments.

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

MEDICAL

Player Medical Information Form

The Player Medical Information Form captures key information for each player including emergency contact information, allergies, medical conditions and medications. The medical form can be found at: <https://bbydevilsfieldlax.ca/wp-content/uploads/2019/09/BFLC-Player-Medical-Info-Sheet.pdf>.

The team manager is responsible for:

- Ensuring that every player's parent/guardian completes a medical form.
- Collecting and keeping completed medical forms for the duration of the season.
- Sharing players' medical information with the coaching staff at the beginning of the season so they are aware of players' allergies and health conditions.
- Ensuring completed medical forms are readily available for emergency medical personnel if a player requires medical attention.

First Aid Supplies

It is important to have a first aid kit and ice packs available on the bench during practices and games. First aid kits will be purchased using team fees (see Budget section).

Injury Claim Procedure

The BCLA has extended medical, accidental injury, and dental insurance for players, coaches, referees and team officials in all divisions. More detailed information about insurance coverage

can be found at <https://www.bclacrosse.com/Forms/2019/2019Jan15%20-%20Insurance%20Letter%20to%20Members.pdf>

In the event of an injury:

1. Please inform the BFLC immediately by emailing bradromanolax+field@gmail.com with the details of the injury, including the injured person's (e.g. player, coach, team official) full name, date and location of game/practice.
2. Please provide the injured person or the injured person's parent/guardian with a BCLA Athletic Accident Claim Form found at: <https://www.bclacrosse.com/pdfs/2019%20Forms/Insurance%20Accident%20Claim%20Form.pdf>
3. Please ask the injured person or the injured person's parent/guardian to complete the form and return it to you.
4. Please complete the "Certification of Association or Club Executive" section of the claim form.
5. Please email the completed claim form to both the BCLA (email address is on claim form) and the BFLC at bradromanolax+field@gmail.com.

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

PHOTO DAY

Team and individual photos will be taken at the beginning of October. Included in the registration fee is a photo mate (team + individual player photo together) for each player. Additional photos and packages will be available for purchase.

The BFLC photo day coordinator will contact team managers to advise when photo day is. Team managers will be provided with photo order forms for each player. The team manager is responsible for organizing the team for photos.

WRAP-UP PARTIES

A wrap-up party is generally the last team function of the season. This is the time to recognize players and coaches, and parents who helped throughout the season. It is recommended that the team manager delegate the planning of the party to another parent(s). Players look forward to their wrap-up party so make it fun and memorable!

FIELD LACROSSE RULES, REGULATIONS & OPERATING POLICIES

It is very important that team managers familiarize themselves with the rules, regulations and operating policies of the lacrosse governing bodies. These can be found at:

- British Columbia Lacrosse Association http://www.bclacrosse.com/field_lacrosse.php
- Pacific Coast Field Lacrosse League <https://pcfll.bc.ca/>

FIELD GUIDELINES

1. Please encourage players to respect the facilities and other patrons at the facilities/fields.
2. Please do not warm up players in the parking lot. We are concerned about players' safety and the potential damage to vehicles. Please use the designated warm-up field.
3. Players must always wear a helmet when on the field. Coaches are asked to help educate players and to help enforce this safety precaution.
4. Please bring a lock for dressing room doors at the fields. Always keep the doors locked while your team is on the field.
5. Please have teams use the dressing room to change and leave their lacrosse bags. Each team is entitled to one dressing room during your field times.
6. Please speak to the field staff if you have any issues with the facilities.
7. Coaches', managers' and parents' support with these guidelines would be appreciated by the field staff.

ANNUAL GENERAL MEETING (AGM)

The BFLC will advise all parents of the Annual General Meeting (AGM) via email and a notice on the BFLC website. Please encourage parents to attend the AGM. It is an excellent way to learn more about the BFLC and to become involved. The BFLC executive is made up of volunteer parents who care very much about lacrosse. We are always looking for new people with new ideas. You don't have to be experienced--enthusiasm is the only qualification needed.

APPENDIX A: SAMPLE TEAM BUDGET

Sample Team Budget

Totals players on team: 18

Expense	Subtotal	Per Family
Team wrap up event	\$ 360.00	\$ 20.00
Coach appreciation gifts	\$ 250.00	\$ 13.89
Player gifts	\$ 360.00	\$ 20.00
Envelopes, stamps, labels, etc.	\$ 30.00	\$ 1.67
Tournament	\$ 700.00	\$ 38.89
Contingency	\$ 100.00	\$ 5.56
TOTAL projected expenses	\$ 1,800.00	\$ 100.00

APPENDIX B: SAMPLE FINANCIAL STATEMENT

SAMPLE TEAM FINANCES 2019-2020 SEASON																						
	Budget	Actual	Variance to Budget	Player A	Player B	Player C	Player D	Player E	Player F	Player G	Player H	Player I	Player J	Player K	Player L	Player M	Player N	Player O	Player P	Player Q	Player R	
1 Team year end wrap up event	\$360.00	\$360.00	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
2 Coaches appreciation gifts	\$250.00	\$250.00	\$0.00	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	\$13.89	
3 Player gifts	\$360.00	\$360.00	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
4 Envelopes, stamps, labels for game sheets	\$30.00	\$20.00	\$10.00	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	
5 Tournament: Richmond Romp	\$700.00	\$700.00	\$0.00	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	\$38.89	
6 Contingency: Victoria exhibition game field rental	\$100.00	\$90.00	\$10.00	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	\$5.56	
Total Expenses	\$1,800.00	\$1,780.00	\$20.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
FEES																						
Collected per family		\$1,800.00		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
Refund per family		\$ 20.00		\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	\$ 1.11	
Notes:																						
1 Team wrap event was Vancouver Warriors game																						
2																						
3 Players gifts were Metropolis gift cards																						
4																						
5																						
6 Victoria exhibition game not budgeted for as request from Victoria came mid-season.																						