



**TEAM MANAGEMENT HANDBOOK
(Rev. 2014)**

www.surreylacrosse.com

Surrey Lacrosse Team Management Handbook

Table of Contents

Title Page

1. Reason for Being.....	2
2. Purpose of this Manual.....	2
3. Conduct.....	2
4. Discipline.....	3
5. Complaints.....	3
6. Organizing Your Team.....	3
a) First Things First	3
b) Tournaments	3
c) Business Plan	4
d) Communication	4
e) Team Officials.....	5
f) Team Information	7
7. Home Games	8
8. Equipment.....	8
a) Equipment Provided by SLA	8
b) Equipment Provided by Team.....	9
9. Box/Arena Times.....	9
a) Practice Times	9
b) Game Times.....	10
c) Exhibition Games.....	11
10. Referees.....	11
a) Officials Fees.....	11
11. Player Movement	12
a) New Players/Player Withdrawals.....	12
b) “Sharing” Players.....	12

Appendix A – Business Plan Template

Appendix B – Participant Information Form

Appendix C – Initial Parents Meeting Agenda Template

Appendix D – Team Goals & Objectives Template

Appendix E – Emergency Action Plan Template

Appendix F – Directions to Arenas

Appendix G – Roster & Schedule Templates

Appendix H – 50/50 Licensing Procedure

1. Reason for Being

The objectives of the Surrey Lacrosse Association (SLA) as outlined in our constitution are:

- To promote, teach and perpetuate the game of lacrosse
- To teach sportsmanship to the participants and to emphasize the necessity of fair play
- To teach mutual respect among players, officials and spectators
- To develop community spirit among all of the aforementioned persons
- Have fun!

2. Purpose of this Manual

The purpose of this manual is to provide volunteers with guidelines to assist them in creating an enjoyable sporting experience for everyone involved in Surrey Lacrosse, including themselves.

Any information in this manual is subservient to the Constitution and Operating Policies of Surrey Lacrosse Association as well as policies laid down by its governing Lacrosse bodies, including the Lower Mainland Minor Lacrosse Commission (LMMLC) and the British Columbia Lacrosse Association (BCLA) and its directorates.

3. Conduct

All SLA athletes, coaches, executive, parents/guardians and fans are bound by the rules and regulations of the BCLA and its various directorates and the LMMLC. We wish to emphasize the following points:

- It is the responsibility of everyone involved in lacrosse to promote good conduct of all team personnel and fans at all lacrosse function and to ensure respect for all participants, officials and spectators.
- Abuse of Referees, either verbal or physical, will not be tolerated.
- Coaches must control their benches and assist in the control of their fans.
- Swearing, vulgar or abusive language will not be tolerated.
- Players must have helmets on at all times they are on the floor in order to comply with our insurance policy.
- SLA is fully committed to the Fair Play principles of the Government of Canada. All participants shall ensure that fair play is incorporated into practices and games and that players are taught the importance of honesty, integrity and respect.

4. Discipline

It is necessary to maintain order on your team. It is important to establish rules at the beginning of the season and make sure all players and parents are aware of the rules as well as the consequences of breaking the rules.

Should you encounter an athlete who creates a problem within your team which you feel you are not capable of dealing with, please contact any member of the executive committee as soon as possible. We will attempt to assist you, the athlete and the parent in resolving the matter. Please remember that it is not your place to discourage any athlete from participating in the game.

5. Complaints

Complaints which you receive about any aspect of our association should be referred to the SLA Executive. The Executive Contact List is contained in the Surrey Lacrosse web site at <http://www.surreylacrosse.com/contacts.html>. The complaints must be submitted in writing or via e-mail to any Executive member.

6. Organizing Your Team

a) First Things First

Once you are assigned as coach of a team, it will be important to your team that you do the following as soon as possible:

- **Get a Team Manager**
- Make an appointment to get your team's equipment – See [Equipment](#)
- Arrange tournaments for your team – See [Tournaments](#)
- Prepare a team business plan to present to parents – See [Business Plan](#)
- Book practice times – see [Box/Arena Times](#)
- Have a meeting with your team parents – see [Communication](#)
- Complete your management team – see [Team Officials](#)

b) Tournaments

It is the Team Manager's responsibility, in consultation with the coach, parents and players, to enter the team into tournament(s):

- A tournament schedule will be provided by BCLA (it can be found on BCLA's web site: www.bclacrosse.com)
- Consult with the Coach(s), parents and players as to how many tournaments they would like to enter (remember, there are provincial playoffs too, possibly out of town)
- Book tournaments as soon as you possibly can, as they fill up very quickly
- Reschedule any games that conflict with your tournament dates

- Teams are responsible for funding their own tournament entry fees, travel costs, etc., so make sure to build these costs into the team business plan.

SLA hosts tyke, Peewee and midget tournaments annually. SLA teams entering into these tournaments are expected to assist in the organization and running of the tournament, including obtaining sponsorships. A portion of the team's tournament entry fee may be reimbursed based on the amount of sponsorship obtained by the team and the volunteer hours contributed by the team.

c) Business Plan

An effective team business plan outlines expected costs (over and above registration fees) the team will encounter during the season, i.e.:

- Tournament fees
- Travel/accommodation costs for tournaments
- Officiating fees for exhibition games
- Provincial playoff fees
- Team wear (matching polo shirts, T-shirts, equipment bags, etc.)
- Season wrap-up party

as well as alternative means of fundraising, i.e.:

- Coffee/chocolate sales
- Bottle drives
- 50/50 draws (must consider cost of license fee) – see [Appendix H](#) for licensing procedure
- One-time payment from each player.

It is recommended that the plan be put in writing, distributed in advance of a parents meeting, and discussed/agreed to at the parents meeting.

An example of a team business plan is attached as [Appendix A](#).

d) Communication

Communication is essential to the smooth operation of your team. Set up a parent information night. At the meeting:

- Explain the goals you have for the team;
- Explain the rules that you have established and what actions will be taken if the rules are broken;
- Explain how ongoing communication will be conducted (e-mail, telephone);
- Describe the team emergency plan and hand-out **Participant Information Forms** (attached as [Appendix B](#)) for parents to complete and return before the next event (practice or game);
- Explain what volunteer positions need to be filled and why; and
- Present the proposed team business plan and obtain consensus.

Getting these issues out of the way should avoid any confusion during the season. Have all parents fill out a contact information sheet, complete with names of parents, home address(es), home phone number(s), cell phone number(s) and e-mail address(es), as the information contained in the registration form may not contain all necessary contacts.

Describe all of the volunteer positions needed, the importance of filling these positions, and why they are required for the operation of the team. Advise how timekeeping/ scorekeeping duties will be assigned for home games. Make sure that all positions are filled before the meeting is adjourned. An agenda template you may want to consider using is attached as [Appendix C](#) and team goals & objectives template is attached as [Appendix D](#).

e) [Team Officials](#)

Bench Personnel

Bench personnel include the coaches, door persons and trainer.

The *Head Coach* (and *Assistant Coach* if assigned) runs all practices and manages the bench during games. All coaches must have the necessary certification for the age and level of team assigned.

Door persons are those people who assist the Head Coach by controlling the bench doors and counting the players on and off the floor. If you have one coach, you will need two door persons. If you have more than one coach you will need as many door persons as required to make sure that there is always someone on each door. Note that the maximum number of bench personnel permitted on the players bench is four (4), excluding the trainer. As these people need to be registered with BCLA for insurance purposes, you should try to make sure you have the same bench volunteers for each game.

Team Manager

The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.

Duties which may be allocated to the Team Manager include, but are not limited to:

- Distributing information
- Locating team sponsors
- Arranging tournaments
- Organizing team volunteers
- Fundraising
- Social functions

Phoning/E-mail

The Team Manager may get volunteers from your team to be the "phoning people". These people will be responsible for phoning out to the team any messages that need to be passed along from the coach, team manager or team parent. It is recommended that e-mail is used to send messages to your team as it is a time-saver and everyone is sure to get the same

message. Encourage your team to check their e-mail on a daily basis. This may include: game time and/or place changes, practice time and/or place changes, or reminders of upcoming activities.

Team Treasurer

It is a good idea to have someone set up a bank account for the team. This person would keep track of all team monies (referee cheques received from SLA, proceeds of fundraising, etc.) and all expenses (officials fees, tournament fees, etc.), and would furnish cash for officials fees to the Head Coach on home game days. We recommend that this person print out a statement so that all parents on the team know what the money collected is being used for (i.e. tournaments, team socials, year end trophies and wrap-up parties).

Charge Person

This person should have Emergency First-Aid training, knowledge of sports related injuries and how the **Emergency Action Plan** (example attached as [Appendix E](#)) works. Responsibilities for the Charge Person include:

Prior to the game

- Being familiar with players past medical history
- Assuring the First-Aid kit is complete and available at the game site
- Providing a cellular phone or knowing the location of the nearest phone
- Designating a [Call Person](#)

In the event of an injury to any player, official or spectator:

- Assess the situation - seriousness of injury, need for assistance, etc.
- Provide First-Aid care to injured party
- Instruct Call Person to call 911 for emergency medical assistance, if required
- Stay with injured person until injury is treated or ambulance arrives

Other Volunteers

A rotation schedule should be set up for the following volunteer positions. When scheduling, do not schedule the team manager or team parent. Rotation should be done alphabetically and just rotate through the team until all dates are full. If a family is unable to fulfill their position at a specific game, it is their responsibility to trade with someone else on the team to ensure that all positions are covered for all home games.

Timekeepers/Scorekeepers

The home team is responsible for providing two adults for the timing bench during games, one to run the electronic scoreboard and one to complete the scoresheet. Training can be provided by an SLA executive member if necessary. A third official will be provided by SLA to run the 30-second clock. If this individual does not show up, then the home team must be prepared to have a third person run the 30-second clock.

Call Person

This person is to be designated by the Charge Person before the game begins. Responsibilities for the Call Person include:

- Locate cellular phone and call **911** when instructed to do so.
- Specify that this is a medical emergency and you require an ambulance.
- Give the number of the phone you are calling from.
- Give the location of the arena or practice box.
- Give the dispatcher details of the injury, be prepared to answer the following questions about the injured person:
 - Is the person breathing normally on his/her own
 - Bleeding - from where and how much
 - Level of consciousness
 - First-Aid being provided - CPR, direct pressure, ice pack
 - Approximate age
 - Gender (Male or Female)
- Ask how long it will take for the ambulance to arrive
- Designate a person to go to the building entrance and direct the ambulance to the floor
- Return to the Charge Person and relay any instructions from the 911 dispatcher, including the ETA of the ambulance
- Be prepared to call **911** again if the person's condition changes.

Refreshment Coordinator

It is a good idea to have some kind of refreshment for the players after their games, i.e. freezies, juice boxes, etc. These may be purchased with team funds at the direction of the parents. This can be done by the Team Manager, Team Parent or on a volunteer rotation schedule.

f) Team Information

As soon as possible once the team roster is finalized, the following information should be distributed to all players' parents in writing:

- **Team Roster** including:
 - names, contact numbers and email addresses of team officials (bench personnel, team manager, etc.);
 - names, jersey numbers, contact numbers, email addresses, parent names and home addresses of players.

A copy of this must be sent to the SLA Registrar on the form provided. This is very important as this information will be forwarded to the BCLA to register your team. If there are any disputes during the season or in provincials regarding which players are assigned to your team, this is the information they will have on their record. This

information will also be forwarded to the SLA Treasurer. If any jerseys are missing at the end of the season, we will look at this form to determine which deposit cheques will be cashed.

- **Wallet Roster Card** including jersey numbers matched with player names
- **Tiering Schedule** including game number, opponent, arena name, address, date, and starting time for each game; as well as scheduled practice dates, times and locations of practices. Issue new schedule for regular season after tiering complete.
- **Arena/Box Directions** (attached as [Appendix F](#)).

A roster/schedule template is attached as [Appendix G](#).

7. Home Games

The following are the home team's responsibility for all home games:

- Supply the scoresheet (make sure you complete it and hand it to the visiting team no less than 15 minutes prior to game start)
- Pay the game officials **before** the game (see [Officials Fees](#))
- Supply the game balls (minimum of 3)
- Arrange for volunteers to be the scorekeeper and timekeeper

Don't forget to bring:

- a lock for your dressing room door
- water bottles
- correct change to pay referees & shot clock operator (if applicable)
- first aid kit and ice packs
- scoresheet and pen.

8. Equipment

a) Equipment Provided by SLA

- **First Aid Kit** – it is the Coach's responsibility to check the kit for completeness upon assignment by the Equipment Manager. SLA will not replace items which your team uses during the season - these should be replaced by the team using team funds.
- **Balls for Games and Practices** – SLA will supply sufficient balls for use during the season. Should your team require additional balls, they should be purchased with team funds. Collecting and keeping track of balls after games and practices will free up funds for other uses.
- **Team Jerseys** – are very expensive and should be well cared for. Please impress upon all athletes and parents the importance of washing (inside out) and drying (hang dry) the jersey after every game, and making repairs as necessary (mend tears, stain removal,

affixing “Stop Signs”, etc.). **Team jerseys are not to be worn to practice under any circumstances.**

- **Team Shorts** – are provided as part of the registration fee and owned by the player. It is imperative that the player wear the team shorts for all games and other SLA events to present a professional image of Surrey Lacrosse and the team.
- **Goalie Equipment** – another expensive item which should be well cared for. Typically consists of leg guards, body armour, pants, protective cup, gloves, throat guard and stick. Air the equipment out after every game and either repair or report minor repairs which may be required to the Equipment Manager before they become major problems.

It is the responsibility of the team to collect and return to the Equipment Manager all equipment that was signed out to the team at the beginning of the season (Team Jerseys, Goalie Equipment and First Aid Kit) at the time and place indicated by the Equipment Manager.

Failure to return the equipment in a timely manner will result in deposit cheques being cashed.

b) Equipment Provided by Team

- It is recommended that the team obtain a small cooler for ice packs (could be borrowed from a parent or purchased out of team funds).
- Each player should bring his or her own water bottle to practices and games. Please remind the players and their parents of the importance of drinking water, the dangers of dehydration and the importance of washing the water bottles regularly.
- The team should have a small toolkit containing the necessary screws, nuts, screwdrivers, tape, leather strips, cords, etc. to perform minor equipment repairs – could be paid for out of team funds.

For more information on equipment, go to <http://www.surreylacrosse.com/equipment.html>.

9. Box/Arena Times

The Box/Arena Scheduler assigns times for practices and games. It is very important that you consult with the Box/Arena Scheduler when planning your practice and game times. If you do not, you may find the box/arena occupied by another team. Do not attempt to contact the City of Surrey Parks, Recreation & Culture Department to book your own box/arena times. This may result in our association’s allocated times being reduced.

a) Practice Times

Coaches should contact the Box/Arena Scheduler as soon as possible to request their preferred practice time and location. Practice times are allocated on a first come, first served basis. As an exception, preference for earlier times may be given to younger age groups in

certain situations. A team will only be allocated one regular practice time per week at any given location until every team has been assigned a time. A team may be assigned more than one practice time per week as long as they are at different locations. Once each team has been assigned at least one practice time per week, additional practice times will be allocated on a first come, first served basis.

For example, your team would like to practice at Cloverdale every Tuesday and Thursday at 6:00pm:

- You can book only one practice at Cloverdale Box. Let's say you book Tuesday @ 6:00pm
- You do want to run two practices per week so you book Unwin Box for Thursday @ 6:00 pm
- You advise the Box/Arena Scheduler that you would like your second practice to also be at Cloverdale Box if possible. The Box/Arena Scheduler will contact you once every team has booked a practice and advise you if any times are available at Cloverdale Box.

It is your responsibility to cancel any practice time you have booked which you will not be using. Another team may wish to use the box.

b) Game Times

Home game nights are assigned based on the following criteria:

- Availability of floor time
- Arena closures – if the arena is closed on the specified day several times over the season we would prefer not to use the time
- Age of participants – younger participants will get earlier floor times
- Availability of officials
- Availability of coach – consideration will be give to a request from a head coach who has a work commitment which restricts his availability, where possible.

The league schedule is created by the Lower Mainland Minor Lacrosse Commission (LMMLC). There may be conflicts in the schedule which you receive. Where there is a conflict, it is the responsibility of the home association to reschedule the game. If the conflict is on your home game night, our Box/Arena Scheduler will advise you of your rescheduled time. It will then be your responsibility to contact the coach of the opposing team. You should also contact the Referee Allocator to ensure officials have been allocated for the new game time.

If you are the away team, the opposing coach should contact you to reschedule. It is always a good idea to reconfirm rescheduled games on game day. If your team has a conflict which arises from anywhere other than a league game (tournament or exhibition game, etc.) you must contact the opposing coach to advise him of the conflict. If this is a home game, you must contact our Box/Arena Scheduler and Referee Allocator immediately to advise them that the floor and referees will not be required at that time. It will then be your responsibility to arrange a rescheduled time for the game with our Box/Arena Scheduler and the opposing team's coach. You will also need to contact our Referee Allocator to arrange for referees.

c) Exhibition Games

If you would like to arrange an exhibition game for your team, you should contact the Box/Arena Scheduler who will advise you of any available floor time. Your team will cover the cost of the floor time. You are required to have properly carded referees allocated by SLA's Referee Allocator for an exhibition game. Your team is responsible for covering the officials fees for exhibition games.

10. Referees

There must be two referees to work each game or the home team will forfeit the game.

The Referee Allocator will provide referees for all of your regular season and playdown/playoff home games. You may contact the Referee Allocator to arrange referees for exhibition games.

If a game is cancelled or rescheduled and you no longer require the referees, please notify the Referee Allocator. If you cancel your game and the referees are not notified, the association must pay the referees. Your team will be billed for the referee fees as they have already been allocated to you.

If referees attend and the other team does not show, you must still pay the referees. The referees should sign the scoresheet and complete a game report.

All attempts are made to avoid sending a relative to referee another relative's game. If the referee is related to you or a player on your team, it would be in your best interest to advise the opposing team prior to the game and make a note on the scoresheet. You and the opposing team's coach should both initial the note on the scoresheet. If this is not done, there can be hard feelings at the end of the game when the other coach realizes from looking at the scoresheet that there is a relation.

Abuse of officials will not be tolerated under any circumstances. Complaints regarding the quality of officiating should be addressed in writing to the Head Referee. Please remember that you, as the coach, are a role model for your team. You have the opportunity to set an example of treating others with respect.

a) Officials Fees

Referees are to be paid by the home team in cash **prior to the start of the game**. Ensure that you have the correct amount of cash for each referee, as the concessions in the arenas will not provide change.

The fee schedule is as follows (2014):

Division	Referees (2)	Shot Clock Operator
Mini-Tyke	\$20 each	N/A
Tyke	\$20 each	N/A
Novice	\$25 each	\$15

Peewee	\$30 each	\$15
Bantam	\$35 each	\$15
Midget	\$40 each	\$15

You will be provided with sufficient funds to cover referee fees and shot clock operator fees (where applicable) for all regular season and playdown/playoff games. These funds are usually provided in the form of two cheques payable to the coach of the team issued at opening weekend and at an arranged time midway through the season.

11. Player Movement

a) New Players/Player Withdrawals

Only registered players may participate in SLA team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the SLA Registrar. Coaches and other team officials cannot accept registrations.

All registrations received after official registration are accepted on a space available basis as defined in our team size policy. Late registrants are assigned to teams by the Coaching Coordinator based on their skill level.

Any player wishing to withdraw should be instructed to contact the SLA Treasurer. Refunds must be requested from the treasurer in writing on or before the date indicated and will be 100% of fees prior to April 15 and 50% of fees between April 15 and May 15. No refunds will be given after May 15.

b) “Sharing” Players

The coach of a player must be contacted for permission prior to contacting the player to play for another team.

With the permission of their coach or manager, players are allowed to play up in their own division as follows:

- A2 players may play for an A1 team
- B players may play for an A(2 or 1) team
- C players may play for any higher calibre team.
- Novice Intermediate players may play for an Advanced team
- Novice House players may play for an Intermediate or Advanced team.

or one division higher than that in which he/she is registered in an equal or higher calibre as follows:

- A1 players can only play for an A1 team
- A2 players may play for an A(1 or 2) team
- B players may play for a B or A(1 or 2) team
- C players may play for a C, B or A(1 or 2) team
- Novice Advanced players may play for a B or A(1 or 2) team

Novice Intermediate players may play for a B or A(1 or 2) team

Novice House players may play for a C, B, or A(1 or 2) team.

A player cannot play for another team of the same calibre within the same division except in an all-star tournament.

Once a player has played five games up, he/she is not eligible to return to his/her original team during that season. The player will remain with the team he played his/her fifth game with for the balance of the season.

A player may only play in one provincial championship (exceptions can be made for alternate goaltenders in exceptional circumstances). In order to be eligible to play in a provincial championship, the player must have played a minimum of four league, sanctioned tournament or play down games with the team.

For further clarification, please refer to SLA Operating policy, LMMLC Operating policy and BCLA operating policy.

APPENDICES

SURREY [division, level] REBELS PROPOSED BUSINESS PLAN

Although many of you paid out hundreds of dollars already for registration and equipment, we still have a few other cost items to think about:

- paying referees for any exhibition games (will try to line up three during the season)
- tournament fees (booked for 2):
 - (Date, Tournament Name & Location) – \$(entry fee)
 - (Date, Tournament Name & Location) – \$(entry fee)
- provincial playdowns
- wrap-up party at the end of the season

The estimated costs for the above are as follows:

					Total		Cost per player:
Referee fees for exhibition games:					\$	(three games)	\$
Tournament fees:		\$	+ GST	\$	(two tournaments)	\$	\$
Provincial playdowns:					\$		\$
Wrap-up party:	#	players @	\$	each	\$	(one parent, one player)	\$
					\$		
cost per player:					\$	say	\$

To cover these costs, we have the following options:

1. fundraise (coffee sales, hot dog day, car wash, etc.) for the tournaments and pay for the referees (**\$_____ each**) and/or party (**\$_____ each**) - cannot guarantee getting into any tournaments, since they book up quick and need advance payment - **NOT RECOMMENDED**
2. fundraise for the wrap-up party, pay for/enter the two tournaments and pay for referees only (**\$_____ each**) - greater certainty of getting into the tournament (we must book and pay **now** to ensure a spot) - **NOT RECOMMENDED**
3. pay for all three now, and enter **two** tournaments (**\$_____ each**) - less hassle, everybody contributes equally - **RECOMMENDED**

If we choose to run a 50/50 draw at all home games, the license fee is \$25.00, which would be deducted from gross proceeds. The net proceeds will go towards the wrap-up party, augmenting any remaining team funds to pay for pizza, pop, etc. Any leftover team funds after the party will be rebated equally to all players.

We already have an account at the (bank name, branch), in the name of "(name of account)", with any interest earned to go towards the year-end party. There will be monthly statements issued to all parents who request them.

Please have cheques into (name of coach) or (name of manager) as soon as possible, preferably by practice (day, date) in order to confirm registrations in for tournament(s).



PARTICIPANT INFORMATION FORM

Player's Name: _____

Date of Birth: _____

Home Address: _____

Phone: _____

Email: _____

Date Form Completed: _____

Persons To Be Contacted In Case Of Emergency

Mother: _____

Phone numbers: Day: _____ Evening: _____ Cel: _____

Father: _____

Phone numbers: Day: _____ Evening: _____ Cel: _____

Alternate Contact: _____ Relationship to Participant: _____

Phone numbers: Day: _____ Evening: _____ Cel: _____

Family Doctor: _____ Phone: _____

CareCard Number: _____

Relevant Medical History

Medications: _____ Allergies: _____

Previous Injuries: _____

Does the Participant carry and know how to administer his/her own medications? Yes ___ No ___ N/A ___

Has the Participant ever had a concussion? Yes ___ No ___ If so, how many? ___ Date of last concussion: _____

Other Conditions (braces, contact lenses, etc.) _____

Parent's Signature _____

Date _____

SURREY [division, level] REBELS

PARENTS MEETING AGENDA

[time, day, date] – [location]

- 1 Hand-outs, Introductions
- 2 Discussion on Team Objectives/Goals
- 3 Volunteers Needed
 - Team Manager
 - Bench Help (need 2 doorpersons)
 - Charge Person (First Aid)
 - Fundraiser(s)
 - Time/Scorekeepers (Home Games Only)
 - 50/50 (Home Games Only)
- 4 Business Plan/Tournaments
- 5 Medical Forms
- 6 Other Business

SURREY [division, level] REBELS – [year] SEASON

Coach – [name] (tel [telephone number], cel [mobile number])

Manager – [name] (tel [telephone number], cel [mobile number])

Assistant Coach – [name] (tel [telephone number], cel [mobile number])

TEAM OBJECTIVES:

- We expect that every member of our team is totally committed to team goals and objectives.
- We expect that every player will come to practice and games mentally and physically prepared with the full intention of doing their best at maximum intensity.
- We expect that every player will respect the decisions of the coaches and officials.
- We expect that every player will stick to the game strategies as outlined by the coaches.
- We expect that every member of our team will act with sportsmanship, tact and integrity on and off the floor, and in the dressing room.

TEAM GOALS:

- We will be using a [man-to-man] [full floor man-to-man] [floating zone (house)] [umbrella zone] defence this season. As soon as the team loses possession of the ball in the offensive zone, we will [run back into our end of the floor, then pick up the opposition in a man-to-man defence] [pick up the opposition in a man-to-man defence and pressure the opposition all the way down the floor] [run back into our end of the floor, then set up in a “house” defence with each player taking up a zone]. Once in our defensive zone, players will [aggressively play their check and the ball so to take away passing lanes and force turnovers] [remain in the house until their check enters a dangerous scoring position, then take responsibility for that man - no chasing ball carriers in perimeter areas] [remain in the house until their check becomes the ball carrier, then aggressively pressure their check and the ball so to take away passing lanes and force turnovers – once the ball is passed, return to zone position, like an umbrella opening and closing].
- We will be running a full motion offence made up of passing, cutting, picks and screens. We will not allow “camping” in front of the other team’s goal - this plugs up the middle, deters outside shots, and deters teammates from breaking through the middle. Constant movement of players and the ball through the offensive zone is imperative.
- We will be stressing transition offence – as soon as the team gains possession of the ball in the defensive zone, players on the benchside of the floor change off while off-benchside corner and/or creasemen move the ball up the floor or the first player off the bench takes a fastbreak pass from goalie.
- As we are carrying [number] runners this season, players’ shifts will be kept as short as possible (offensive turn, defensive turn, then off).
- Excellent communication on and off the floor (calling out which check is being picked up, if open to take a pass, when a pick needed, and voicing support for the line on the floor when on the bench).
- We will allow having fun! Creativity will be strongly encouraged and we will try to incorporate some “trick” plays into our game strategies.

PLAYER'S/PARENT'S RESPONSIBILITIES:

- We ask that all players arrive for **practice** in time so that they are dressed and warmed-up (stretches completed outside the box), ready to practice at the start time. Allow to arrive at the box **minimum 15 minutes early** to accommodate. If team jerseys are assigned to players for safekeeping during the season, they are not to be worn to practices under any circumstances.
- We ask that all players are to arrive for games **minimum 30 minutes** before game time dressed in street clothes and change with their teammates in the dressing room into their jerseys and new team shorts. This presents a professional image of Surrey Lacrosse and our team.
- We ask that the dressing room be closed to other than players and coaches 15 minutes before each game and until the door opens after each game.
- We ask that players contact either coach **minimum 2 hours** before game time or practice time if their son cannot attend or will arrive late. **Players missing practice or arriving late to practices or games without advance notice risk sitting out their first shift of the game.**
- We expect all players to check their equipment and sticks before leaving for games or practices to ensure all are in good working order and accounted for in their bag, including the new team shorts for games. If team jerseys are assigned to players for safekeeping during the season, they are to be brought to games and taken away on hangers – not stuffed into the equipment bag. **The coaches do not carry spare equipment or shorts.**
- Players are to bring their own water bottle (minimum 1 litre, labelled) with **cold water, not pop, Gatorade, Powerade, etc.** for thirst quenching during practices. We will provide water on the bench for games. If the player wishes to bring an “energy” drink (discourage Red Bull) for before or after games or practices, that is fine for restoring electrolytes, but it doesn’t quench the thirst properly during the workout.
- After every game and practice, each player is responsible for checking to make sure they have their bags totally packed and all other belongings picked up. [The coaches will be taking home team jerseys for washing, hanging to dry and repairs] [Each player will be responsible for taking home their assigned team jersey, making sure it is washed (inside out), hung dry and mended in case of tears – “stop” signs are to be checked to make sure they are still firmly in place, if missing, contact the coach or manager for a new one].
- We will hope that in the spirit of progressing personal skills, players will spend time with their sticks on a daily basis. Recommended personal practice would be shooting against a hard surface (plywood, concrete wall) and catching the ball on the bounce off the floor – 100 repetitions each shooting right-handed and left-handed.
- Players are responsible for the maintenance of their equipment and sticks. This means properly fitted body protection and properly set-up sticks with pockets. An excellent resource is on the web, at <http://www.e-lacrosse.com/stech.htm>, which has diagrams on how to install shooting strings, adjusting pockets, etc. Coaches will be available to show how to do the stick adjustments and set-ups after practices.

PLAYER DEVELOPMENT:

It is expected that players will:

Defence

- Take responsibility for picking up a check (calling out the number of the player they will be covering and when a switch is needed), as well as knowing where that check is when they are in the house.
- Check properly – no lunging, chasing or stick checking.
- Recognize the importance of loose balls and use proper technique for scooping up the ball.
- Recognize the importance of clearing out their house – no one from the other team is allowed to penetrate the zone set up in front of our goal, especially in within the 24' (dashed) area.
- Protect and assist your goalie.
- Recognize the importance of teamwork! This is not an individual sport - backing up linemates and helping them when in trouble is key to great defence.

Offence

- Develop and refine close-in or pressure catching.
- Shoot and pass **from the shoulder** – not sidearm.
- Use lateral or cross-floor passes and “quick sticks”.
- Protect their stick from stick checks and use proper cradling techniques.
- If creasemen, break out upon possession of the ball and rush for the deep corners on offence.
- Recognize the importance of Transition Offence – nearside players change off while far-side shooter and creaseman fastbreak with pass from goalie.
- Recognize the importance of Motion Offence:
 - flooding the floor, constant motion
 - beating the check, cutting through the other team’s house
 - always having the stick ready and calling for a pass when open
 - helping out linemates when in trouble
 - calling for and setting blocks, screens and picks
 - patience!

EMERGENCY ACTION PLAN
SURREY [division, level] REBELS - [year] SEASON

Copies to: Call Person
Coach
Manager

Access to Sites

Practice Facility (example) Cloverdale Athletic Park Lacrosse Box
6300 Block - 168 Street, Surrey
East side of 6300 Block of 168 STREET
Located immediately east of main parking lot

Home Facility (example) Cloverdale Arena
6090 - 176 Street, Surrey
East side of 6100 Block of 176 STREET (Cloverdale Exhibition Grounds)
Entrance on north side of building, east end (off of parking lot)

Away Facilities See attached list for addresses

Contact Phone Numbers

Ambulance **9-1-1**

Coach's Cel # _____
Call Person's Cel # _____

Personnel

Coach _____
Manager _____
Assistant Coach _____

Charge Person _____
Alternate _____
Alternate _____

Call Person _____
Alternate _____
Alternate _____

Participant Information Cards

Attached hereto

Game/Practice Locations

Code	Name/Address	Directions
CA	Cloverdale Arena 6090 - 176 Street	
CAP	Cloverdale Athletic Park Lax Box 6300 Block - 168 Street	
HP	Unwin Park Lax Box 6900 Block - 132 Street	
NSRC	North Surrey Rec Centre 10275 - 135 Street	Take KING GEORGE HWY (HWY-99A) NORTH to Whalley Turn LEFT (west) at 102 AVENUE, then RIGHT (north) into parking lot just past 135 STREET
ARC	Abbotsford Rec Centre 34690 Old Yale Road Abbotsford	Take HWY-1 EAST to EXIT 92, stay RIGHT to get onto HWY-11 north to ABBOTSFORD/MISSION. Take exit to OLD YALE ROAD and turn RIGHT (east) at intersection. Arena ~1/3 mile up road, on right side
AA	Aldergrove Arena 2882 - 272nd Street Langley	Take FRASER HWY through Langley and into ALDERGROVE. Turn RIGHT (south) at 272 STREET. Arena just past 29 AVENUE on left (east) side
GPRC	George Preston Rec Centre 20699 - 42nd Avenue Langley	Take FRASER HWY EAST into Langley City. Turn RIGHT (south) onto 200 TH STREET. Turn LEFT (east) onto 42ND AVENUE. Arena is approx. one mile east, on the left (north) side
GPF	Great Pacific Forum 10388 Nordel Court North Delta	Take NORDEL WAY SOUTH towards RIVER ROAD, across HWY-91. Turn RIGHT (east) onto NORDEL COURT, continue under bridge approach. Arena at end of road
HA	Hope Arena 999 - 6th Avenue Hope	Take HWY-1 EAST to EXIT 170, towards HOPE TOWN CENTRE/CACHE CREEK. Keep LEFT at the fork in the ramp, merge onto TRANS CANADA HWY-1/WATER AVENUE. Turn RIGHT onto OLD HOPE PRINCETON WAY, then LEFT onto 6TH AVE. Arena is just north of RAAB STREET
LEC	Langley Events Centre 7888 200 Street Langley	Take FRASER HWY EAST to LANGLEY BYPASS (HWY 10), turn LEFT (north). Turn LEFT (north) onto 200TH STREET. Turn RIGHT (east) just before 80 TH AVENUE .
MLC	Mission Leisure Centre 7650 Grand Street Mission	Take HWY-1 EAST to EXIT 92, stay RIGHT to get onto HWY-11 north to ABBOTSFORD/MISSION. Take HWY-11 NORTH, across Mission Bridge, then heading northwest to Vancouver. Continue past "The Junction" Shopping Mall to HWY-7 intersection, turn RIGHT (east) onto HWY-7 EAST. Stay straight (behind downtown), turn LEFT (north) onto GRAND STREET. Cross 7TH AVENUE, next right to Arena
MPA	Moody Park Arena 701 – 8th Avenue New Westminster	Take KING GEORGE HWY (HWY-99A) across Pattullo Bridge into New Westminster. Continue along McBRIDE BOULEVARD, turn LEFT (west) onto 8TH AVENUE. Continue past 6TH STREET, turn LEFT at lane past Arena
MSA	MSA Arena 2323 Emerson Road Abbotsford	Take HWY-1 EAST to EXIT 87, stay RIGHT to get onto CLEARBROOK ROAD north. Turn RIGHT (east) onto PEARDONVILLE ROAD, then RIGHT (south) onto EMERSON ROAD. Arena is on immediate right (west)
PC	Prospera Centre 45323 Hodgins Avenue Chilliwack	Take HWY-1 EAST to EXIT 119B, towards CHILLIWACK/AIRPORT. Take YALE ROAD (north) from HWY-1 towards town, turn LEFT (west) onto HODGINS AVENUE. Turn RIGHT (north) just past CORBOULD STREET to get to Arena
PMA	Pitt Meadows Arena Complex 11435 Bonson Road Pitt Meadows	Take HWY-1 WEST, then EXIT 44 off of Port Mann Bridge maintaining course to LOUGHEED HWY (HWY-7) EAST. Turn RIGHT (southeast) onto UNITED BOULEVARD, then turn LEFT (east) onto MARY HILL BYPASS (HWY-7B). Turn RIGHT onto LOUGHEED HWY (HWY-7 EAST) and cross Pitt River Bridge into Pitt Meadows. Turn RIGHT (south) onto HARRIS ROAD, then LEFT (east) onto HAMMOND ROAD. Turn RIGHT (south) onto BONSON ROAD. Arena driveway ~1/2 mile south on right (west) side of road.

Code	Name/Address	Directions
PSL	Poirier Sport & Leisure Centre 630 Poirier Street Coquitlam	Take LOUGHEED HWY (HWY-7) WEST, then turn RIGHT (north) onto SCHOOLHOUSE STREET. Turn RIGHT (northeast) onto DECAIRE STREET and continue north to AUSTIN AVENUE - turn RIGHT (east). Turn LEFT (north) onto POIRIER STREET. Arena ~1/2 mile north, on right side of road
PIC	Planet Ice Coquitlam 2300 Rocket Way Coquitlam	Take HWY-1 WEST, then EXIT 44 off of Port Mann Bridge maintaining course to LOUGHEED HWY (HWY-7) EAST. Turn RIGHT (southeast) onto UNITED BOULEVARD, then turn RIGHT (west) onto GOLDEN DRIVE. Turn RIGHT (west) onto ROCKET WAY. Arena at end of road
PIMR	Planet Ice Maple Ridge (Cam Neely Arena) 23588 105th Avenue Maple Ridge	Take HWY-1 WEST, then EXIT 44 off of Port Mann Bridge maintaining course to LOUGHEED HWY (HWY-7) EAST. Turn RIGHT (southeast) onto UNITED BOULEVARD, then turn LEFT (east) onto MARY HILL BYPASS (HWY-7B). Turn RIGHT onto LOUGHEED HWY (HWY-7 EAST) and cross Pitt River Bridge through Pitt Meadows and Haney. Turn LEFT (north) onto 105 AVENUE. Arena up road and on right (east) side
PoCo	Port Coquitlam Rec Complex 2150 Wilson Avenue Port Coquitlam	Take HWY-1 WEST, then Exit 44 off of Port Mann Bridge maintaining course to LOUGHEED HWY (HWY-7) EAST. Turn RIGHT (east) onto PITT RIVER ROAD, then turn LEFT onto SHAUGHNESSY STREET. Turn RIGHT onto WILSON AVENUE. Arena on right (south) side – SPECIFY RINK
PoMo	Port Moody Sports Centre 300 Ioco Road Port Moody	Take HWY-1 WEST, then Exit 44 off of Port Mann Bridge maintaining course to LOUGHEED HWY (HWY-7) EAST. Turn LEFT (west) onto BARNET HWY (HWY-7A), then turn RIGHT (north) onto IOCO ROAD. Turn LEFT (west) onto IOCO ROAD. Arena on left (south) side
QPA	Queen's Park Arena 1st Street/3rd Avenue New Westminster	Take KING GEORGE HWY (HWY-99A) across Pattullo Bridge into New Westminster. Take the ROYAL AVENUE exit off the bridge and turn RIGHT (north) on 1ST STREET. Turn right (east) at 3RD AVENUE into the park. Arena up road and on left (north) side
WRC	White Rock Centennial Arena 14600 North Bluff Road White Rock	Take 152 STREET south, turn RIGHT (west) onto 16 AVENUE/NORTH BLUFF ROAD. Turn LEFT (south) at ANDERSON STREET. Arena at end of road. NOTE: PAY PARKING, BRING \$2.00 OR CREDIT CARD

SURREY [division, level] REBELS – [year] SEASON SCHEDULE

Sample Tiering Games/Practices Schedule (April/May)

Day	Date	Game/ Practice	Team	Location	Game/ Practice Time	Arrive No Later Than	Timekeeper/ Scorekeeper	Game No.
Mon	18 April	G	Semiahmoo	WRC	9:00 PM	8:30 PM		100
Wed	20 April	G	Ridge-Meadows	CA	9:00 PM	8:30 PM		103
Mon	25 April	P		Unwin	8:00 PM	7:45 PM		
Wed	27 April	G	Semiahmoo	CA	9:00 PM	8:30 PM		111
Fri	29 April	G	Ridge-Meadows	PIMR	8:00 PM	7:30 PM		114
Mon	02 May	P		Unwin	8:00 PM	7:45 PM		
Wed	04 May	G	Langley	CA	9:00 PM	8:30 PM		119
Fri	06 May	G	Coquitlam 1	CSC	9:00 PM	8:30 PM		121
Mon	09 May	P		Unwin	8:00 PM	7:45 PM		
Tue	10 May	G	Langley	AA	8:00 PM	7:30 PM		125
Wed	11 May	G	Coquitlam 1	CA	9:00 PM	8:30 PM		127
Mon	16 May	P		Unwin	8:00 PM	7:45 PM		

Bold - Away Games (Directions on separate sheet)

CA Cloverdale Arena

CSC Coquitlam Sports Centre
630 Poirier Street
Coquitlam

AA Aldergrove Arena
2882 - 272nd Street
Langley

PIMR Planet Ice Maple Ridge (Cam Neely Arena)
23588 105th Avenue
Maple Ridge

WRC White Rock Centennial Arena
14600 North Bluff Road
White Rock

50/50 Draws – Licensing Procedure

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

To obtain a Class D Gaming Licence for 50/50 draws:

1. Go to <https://www.gaming.gov.bc.ca/gaming/Home.do> for the online application.
2. Click on the "Apply Online" hyperlink under the "Apply Online" section heading.
3. On the Organization Search page, type your team's name (i.e. Peewee B Rebels 2012), **NOT** Surrey Lacrosse Association in the Name box, then press the "Search" button.
4. A new Organization Search page will open - press the yellow "New Applicant" button.
5. On the Organization page, in the "Organization" area fill out the name of your team followed by the year in the "Name" box, fill out all boxes in the "Addresses" area and press the "Add" button, and in the "Programs/Services or Purposes" area select "Community - Recreation" in the dropdown box and press the "Add" button. Finally press the "Next" button in the lower right corner.
6. On the Application Selection page, select the "Licence" radio button and press the "Next" button.
7. On the Licence Type Selection page, select the "Class D" radio button and press the "Next" button.
8. On the Event Selection page, select the "Ticket Raffle" radio button and press the "Next" button.
9. On the Raffle Type Selection page, select the "Percentage Draw" radio button and press the "Next" button.
10. On the Percentage Draw Ticket Raffle page, fill out all boxes and press the "Next" button.
11. On the Net Use of Proceeds page, describe how you will use the net proceeds of the draws (i.e. team shirts, tournament fees, etc.) and press the "Next" button.
12. On the Submission Information page, fill out all boxes under "Officer Responsible" (you'll need the names, addresses and positions of three people associated with the team to do this - three officers of which one may be the applicant and contact person), press the "Add" button after each entry, and under the "Delivery Method" insert your e-mail address and select the "Email" radio button (fastest method of delivery) and press the "Next" button.
13. On the Terms and Conditions page, read through the Conditions, click the checkbox next to "I agree to the terms and conditions as stated above" and press the "Next" button.
14. On the Fee Amount and Payment Method page, select the radio button next to "Credit card Payment" and press the "Next" button.
15. Follow the prompts and complete necessary fields to complete the application process.

Note: there is a one-time \$10.00 fee that can be paid for only by credit card online. The application typically takes 3 working days to be approved. The Class D Licence is valid for 12 months. A copy of the approved licence must be forwarded to the President of Surrey Lacrosse Association and another copy affixed to the side of the 50/50 bucket in plain view of participants. Failure to obtain and demonstrate an approved Class D Licence prior to conducting a draw will result in suspension and disbanding of the team by the SLA Executive. **Note: Individual ticket prices cannot be greater than \$2.00.**