



NEW WESTMINSTER MINOR LACROSSE ASSOCIATION MANAGER'S FIELD LACROSSE MANUAL

2019 - 2020 SEASON

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.

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Contacts

Directors

Position	Name	Email	Phone
President	Rich Catton	president@minorbellies.com	604-340-8248 C
Vice President – Boys Field Lacrosse	Bill Tyler	fieldvp@minorbellies.com	604-230-9517 C
Vice President – Girls Field Lacrosse	Julie Edgar	girlsfield@minorbellies.com	
Vice President – Equipment	Jason Plante	equipment@minorbellies.com	604 788-8630 C
Secretary	Karen Poole	secretary@minorbellies.com	604-839-7555 C
Treasurer	Nicole Christiansen	treasurer@minorbellies.com	778-846-9961 C
Registrar – Box/Field	Lynda Callard	registrar@minorbellies.com	604-524-9807 R 604-761-9807 C
Director at Large – Head Coach	Steve Porter	headcoach@minorbellies.com	604-838-5854 C

Appointed Officials

Position	Name	Email	Phone
Past President	Darren Flintoff	pastpresident@minorbellies.com	604-329-4999 C
Field Head Referee	Vacant	fieldheadref@minorbellies.com	
Field Allocator	Bill Tyler	fieldallocator@minorbellies.com	604-230-9517 C
Uniform Manager	Julie Lisson/Timoffee	uniforms@minorbellies.com	604-526-0890 R
Bellies Wear	Shawna Goss	bellieswear@minorbellies.com	604-250-5537 C

Role of the Team Manager

Communication

Communicate with your coach! Remember that the coach's primary responsibility is coaching the team. The team manager needs to take on the responsibility for the operation of the team off the floor. Make sure your coach knows what you are going to do. Talk to him/her, email him/her, phone him/her, and ask for their input/ ideas and goals for the team.

You are encouraged to familiarize yourselves, coaches, parents and players with the [Pacific Coast Field Lacrosse League website](http://www.pcfll.bc.ca), www.pcfll.bc.ca You can follow your schedules and standings in addition to important notices/changes, club contacts, field locations and various documents for reference and support.

Player Lists

As soon as possible a player list should be produced and distributed to all parents and coaches and should include:

- player name and jersey number
- address, phone number and email
- parents' names
- coaches' and manager's names, phone numbers and emails

A player list (including all coaches and team manager) must be sent to the registrar, Lynda Callard registrar@minorbellies.com before your first league game.

Practices

Monday, Tuesdays, Wednesdays are set practice days for field lacrosse. Please see <http://www.minorbellies.com/2019-20+field+lacrosse+practice+schedule/5/194/> for information on practice days/times.

Each team will be provided with the passcode to operate the lights at QPE. The lights are to be used mainly for practices as our games typically finish before it is dark. Please ensure you initiate the lights 15 minutes before you feel you need them, as they do take time to warm up, and ensure you turn them off if you are the last team on the field at night.

You must contact Bill Tyler or Julie Edgar if you will not be using your set practice time. The association is charged for lights and field time and is required to give advance notice if not using the fields, so that the open field time can be reallocated to other users.

Game Schedules

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

Cancelling Games

If you need to cancel and reschedule a game home or away it is your responsibility to contact your opponent, your respective Commissioner, our VP of Field lacrosse Boys or Girls, the PCFLL RIC and your VP (for home games only). **Under PCFLL Policy you must provide your opponent and your Commissioner at least 96 hours prior to game time to cancel/reschedule a game.** Potential costs incurred by cancellations of less than 96 hours such as field time, ref fees, will be billed to the offending association/team. In addition, teams who forfeit or cancel games within 24 hours of game time will be fined \$200.00.

You must have a justifiable reason to reschedule a game, such as: your team is participating in a tournament, your Club has a field time conflict.... You are not permitted to request a cancellation/reschedule due to a shortage of players or a Coach will be away. You are required to call up players and utilize alternate coaches.

Games to be rescheduled must be done prior to the conclusion of the current season (i.e. Tiering, Fall, and Winter).

Game Day Set Up and Take Down Procedures

On game days the first team to play is responsible for set up. This includes nets, tents, tables, chairs, and cones. **U7 & U9 teams are required to take down and put away their drop nets and portable creases.** Please ensure they are returned to the lock up when you have finished your games. All equipment is found in the storage room located under the bleachers at Queen's Park Stadium. The storage room should remain locked during games to limit the possibility of theft from the lock up area. Every attempt should be made to keep the totes for the equipment dry and under cover during rain. The equipment for the scoreboard clock must be kept dry to ensure it continues to function properly. Always be sure to check if you are last game of the day since this team is responsible for putting away the equipment and turning off the lights. Please note that the time of day for the last game can vary weekly.

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 should organize a meeting with all their parents in which the New Westminster Minor Lacrosse Association 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.

Rules, Regulations and Operating Policies

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

Pacific Coast Field Lacrosse League
Canadian Lacrosse Association:

www.pcfll.bc.ca
www.lacrosse.ca

Commissioners for the field lacrosse season can be found at http://www.pcfll.bc.ca/about_us.html

NWMLA Player Call Up Policy

The New Westminster Minor Lacrosse Association encourages the playing up of players for the following positive reasons:

- To challenge the player and further his/her development;
- To support a team in need when that higher calibre or division team is missing players;

Before a player is called to play up, the approval of the coaching personnel of the lower calibre team is required and a game permit must be signed and submitted to the division commissioner.

DO NOT ASK PARENTS OF THE PLAYER OR THE PLAYER UNTIL YOU HAVE THE COACHES PERMISSION.

Pacific Coast Field Lacrosse League Call Up Policy

R.03. Playing Up

Subject to the residency rules, and as long as the player plays for his/her registered team as well as playing up, a player can play up unlimited games in a higher division provided his/her club or association, coach or team manager has given permission, subject to the following.

- a) A player may play up one age division to their existing tier calibre or higher, i.e. Tier 1 to Tier 1 only, Tier 2 to Tier 2 or Tier 1, Tier 3 to Tier 3 or Tier 2 or Tier 1.
- b) Players may play up any tier calibre within their age division to a maximum of three (3) games ONLY (i.e. Tier 2 to Tier 1, Tier 3 to Tier 2 or Tier 1).
- c) In circumstances where an Association does not have a Tier 2 team to call from, the team may ask permission from the TWO (2) league commissioners for a Tier 1 player from the division below to be called up prior to the game, both commissioners must discuss and be in agreement. The league chair must be notified from the commissioner of the team who requested the Tier 1 player whether approved or if denied with rationale. Teams will not be allowed more than three (3) of these players. These games would not count towards Provincial qualification.

Call-up players are limited to maximum five (5) per game; or that number may be increased with the approval of the Commissioner.

R.04. Call-Up Players

Call up players need to fulfill their own team obligations for the season 50% to qualify for playing for another team at the Field Provincials, as well as the three (3) game call up.

- U18 teams can call-up from U15 Tier 1 and 2.

R.05. Playing Down

No Player may play from a higher calibre tier to a lower calibre tier (i.e. Tier 1 U13 (Bantam) to Tier 2 U13 (Bantam), Tier 1 U13 (Bantam) to Tier 2 U15 (Midget)).

S. TIERING RULE

S.01. Crossover of Players within an Association

Where there are two teams from one association playing in one league, there is to be no crossover of players from one team to another, and back and forth, after October 31st of the playing year. If said infraction occurs after October 31st of the playing year, the player would be eligible for his/her registered team only. Any team found guilty of playing an ineligible player during a regularly schedule game shall forfeit all games won during which an ineligible player was a participant.

S.02. Maximum Number of Crossovers

Where it is necessary to have players criss-cross, this shall be limited to a maximum of three (3) players on a game-by-game basis only. Each player is only able to criss-cross over a maximum of two (2) times. A limit of only five (5) player movements can be made.

Referee Fees

If you make changes to your league schedule you must advise the referee allocator at least 96 hours prior to your game. If you are arranging exhibition games please request field time from our field allocator to ensure the field time is available and that you are assigned officials.

Youth Divisions	Fees Paid
U7	2 @ \$20.00 each
U9	2 @ \$25.00 each
U11	2 @ \$35.00 each
U13	2 @ \$40.00 each
U15	2 @ \$45.00 each
U18	2 @ \$55.00 each
Female Divisions	
U8	2 @ \$20.00 each
U12	2 @ \$35.00 each
U15	2 @ \$40.00 each
U19	2 @ \$45.00 each

The Association provides teams with a float of funds for referees. The team manager is required to keep a record of how fees are used by recording dates, amounts, and names of the referees being paid on the referee disbursement log provided. You will receive this form along with your team's referee cheque at the beginning of the season. This form must be completed and returned to our treasurer (Nicole Christiansen) at the end of the season with your team's financial statement. Referees/umpires are to be paid at the start of the game and paid individually in cash only. Both the home and the away team manager pay one of the two officials/umpires per game. If you have left over money from your referee cheque, it must be submitted with your financial statement at seasons end.

Our referee coordinator for boy's field is Bill Tyler (604-230-9517). If a referee does not arrive for a game please contact Bill for a replacement. A minimum of two certified officials is required for each game in each division.

The female umpire coordinator for 2019/20 is Shona Wallace. Please contact Shona at schedulax@gmail.com with any umpire issues.

An official shall not referee a sibling, parent or immediate relation involved in a game at all levels except in extenuating circumstances, and agreed to by both teams. Should only one referee show up for a scheduled game, every effort must be made to locate another referee, certified. If another referee is located and it happens to be a parent or a sibling of one of the players playing in that game it should be noted on the score sheet. Both coaches should also be made aware of the fact and they should initial the score sheet to indicate that they have been notified.

If only one official is present to referee a game, then that official must call off the game.

Uniforms

Team Jerseys and Equipment

Team jerseys/pinnies or female uniforms(pinnies/skirts) are provided by the Association and are to be maintained by an appointed team member (be it the Manager or another parent). All team managers must collect a postdated cheque, (U7 teams January 1st of the following year, everyone else, March 1st of the following year) payable in the amount of \$75, to NWMLA. Uniforms should be washed in cold water and hung/laid out to dry. Team uniforms/pinnies are to be worn only during scheduled league or exhibition games and not during practices.

Collecting uniforms once the team has disbanded after the season can be a very difficult task. Uniforms should be collected at the last game of the season (not at the wrap up party), washed and returned to the Equipment Manager as a complete set.

There are not to be Captain/Assistant Captain designations or any name bars attached to the field lacrosse uniforms/pinnies. This is not something that is done in field lacrosse. Jerseys/pinnies should be returned on hangers, in order and in the bag provided. A note will go out to all managers regarding return at the end of the season (or contact the Equipment Manager, equipment@minorbellies.com). Please make note of any missing or damaged uniforms. It is much preferable to recover the uniform than to cash cheques and organize replacements.

Each team is issued:

- one set of goalie gear (may go directly to the goalie), a second goalie can be fitted as supplies permit after all teams are equipped
- a coaches kit including: a first aid kit, ball bag
- player uniforms
- big sticks (boys only)
- keys for Queen's Park Stadium lockup

Replacement balls are available by request to the equipment manager. Please encourage return of all balls as they are a significant expense for the Association. It is the responsibility of the coach and manager to keep the equipment in good condition and return it at the end of the season. Any problems with equipment should be directed to the Equipment Manager, Jason Plante, at equipment@minorbellies.com.

Game Shorts

Game shorts (boy's divisions) purchased during the online registration process for the discounted rate of \$10 will be issued to all players at the beginning of the field season through team managers. Any additional shorts required after the season start on Sept. 14th can be purchased for the regular price of \$25 by contacting Julie Lisson at uniforms@minorbellies.com

Branding

The Salmonbellies® logo is a registered trademark used under license by the N.W.M.L.A. and cannot be reproduced without written approval from the registered owner. If you would like to use the logo on clothing, banners, etc. please email bellieswear@minorbellies.com and the approved licensee will be happy to discuss your needs.

Game Duties

Time Keeper, Score Keeper

The home team is responsible for ensuring people are assigned to time keep and score keep. Game lengths are as follows:

Youth Division:

U7 - Two 20 minute halves, 5 minute half time

U9 - Four 12 minute quarters

U11, U13, U15, U18 - Four 15 minute quarters

Breaks: 2 minutes after the 1st quarter, 5 minutes at half time, 2 minutes after 3rd quarter.

Mandatory stop time in the last 30 seconds of the 1st, 2nd, 3rd quarters.

The last 2 minutes of 4th quarter shall be stop time if the goal differential is 5 goals or less.

Female Division:

U8- Two 12 minute halves with a 2 minute break at halftime

U12 –Two 20 minute halves with a 5 minute break at halftime

U15 & U19 – Two 25 minute halves with a 5 minute break at halftime

Team parents should be available and willing to perform time and scorekeeper duties. Remember the more parent volunteers the better! Each team will receive a supply of game sheets and additional game sheets are available through the Association. Please contact fieldvp@minorbellies.com.

Score board equipment is located in our storage lock up under the Stadium in Queens Park.

The **winning team** is responsible for reporting the score to the appointed commissioner within 24 hours of the game and mailing the top copy of the game sheet and any call up sheets within 3 days. Your Commissioner's name and contact information can be found at http://www.pcfl.bc.ca/about_us.html. Each Commissioner will contact you with instructions regarding the information they will require and the protocol for game sheet submission they prefer.

Rules and Regulations for Turf Use

New Westminster Minor Lacrosse asks that all Players, Coaches, and Parents adhere to the following rules set forth by the New Westminster Parks, Culture and Recreation department when using the turf field.

The Queens Park East and Mercer Stadium Synthetic Turf Fields are specialized fields designed specifically for the needs of community sport organizations. As compared to traditional grass turf fields, the use, care and maintenance of this new field require a different approach to ensure user safety and optimal field performance.

It is critical that all community sport teams and organizations inform their respective members of the conditions of use for the synthetic turf field as outlined below. Failure to comply with the specified conditions of use will negatively impact the condition of the field for all users and may result in loss of the organization's field use privileges.

Conditions of Use:

Footwear

Soccer shoes, multi-cleats, turf shoes and running shoes are all effective on synthetic turf fields. Metal cleats and spikes, and shoes with plastic cleats longer than ¾" are not permitted. Track users with spiked track shoes should avoid walking/running on the field. Please clean footwear using the designated shoe brush stations prior to entering the field.

Food and Beverages

Only water in plastic containers is permitted on the field. Teams using water jugs and cups are requested to use paper cups only. No other beverages or food (especially sunflower seeds, gum or tobacco products) are permitted on the field at any time.

Smoking

Smoking is not permitted on the field under any circumstances.

Pets

Dogs and other pets are not permitted on the field under any circumstances.

Vehicles & Bicycles

Only authorized service vehicles equipped with turf tires are permitted on the field. Emergency vehicles (i.e. ambulances) should be encouraged not to drive on the field. When it is absolutely necessary to drive on the field, emergency vehicles must use care when stopping, starting and turning (wide turns only). Bicycles are not permitted on the field.

Field Inspection and Clean-up

Each organization is responsible for conducting a preliminary field check for any obvious hazards or unsafe conditions prior to use. **At the end of each session, users are requested to remove all refuse from the field and dispose in garbage cans.**

Spectators

In order to avoid unnecessary wear and tear on the field sidelines, only players, coaches and officials should be on the turf field. **Spectators are required to view games and practices from outside the fenced in turf at Queens Park East.**

Field Markings

All required games lines have been permanently installed in the field. No other line markings (temporary or permanent) are to be applied without prior authorization by the Parks & Recreation Department.

Sport Goals

All sport goals must be suitable for use on synthetic turf and not have any sharp edges or corners. Goals for football, soccer and field lacrosse are supplied by the Parks, Culture and Recreation Department. It is the user's responsibility to properly secure/store goals at the end of each field use session.

Furnishings

The use of tables, chairs and tents on the field should be avoided. When it is necessary to place such furniture or other objects with point loads, the field should be protected from possible puncture by covering the turf with plywood or other load disbursing materials.

Sport Shoe Information

Sport shoe technology is constantly being updated and the interaction between turf (natural and synthetic) and footwear is complex. However, some general principles should be considered when selecting footwear for use on synthetic turf.

To reduce the risk of injury due to foot lock, you should avoid using long cleated (i.e. 11 mm or longer) shoes and heavily or densely cleated shoes for field lacrosse. Footwear with flat soles (i.e. no cleats) is adequate only under dry conditions. For wet or dry conditions, footwear with low profile cleats or studs is best (5 mm to 8 mm). Under no circumstances are metal cleated shoes appropriate for use on synthetic turf fields.

Reporting Problems:

Please report any concerns or observed problems to the Parks & Recreation Department (604-527-4567). Should field conditions ever be deemed to be unsafe for sport use, it is the field user's responsibility to cease using the field and report the problem as soon as it is practical to do so.

Weather Policy:

Field lacrosse games and practices may continue in circumstances of rain and snow. However, if a Thunder storm is imminent; the practice/game should be suspended or postponed. Imminent refers to dark clouds with winds picking up in intensity, sounds of thunder, or lightning in the distance. Such conditions indicate that the weather is not conducive to safe playing and spectating conditions. If practice or play has already begun, any sign of an imminent storm should be watched for and cessation of play considered. It must also be remembered that sounds of thunder can be diminished in urban areas, by surrounding mountains, trees, or buildings. Therefore, if lightning is seen, activities should be suspended and participants and spectators should head for designated safer location.

a) Thunder and lightning necessitates that contests or practices be suspended

b) When thunder is heard and/or when lightning is seen, the following procedures will be followed:

- Suspension of play and direct participants to go to a shelter, a building normally occupied by the public or if a building is unavailable, participants will go inside a vehicle with a solid metal top (e.g. bus, van or car).
- After thunder and/or lightning have left the area, **wait 30 minutes** after the last boom is heard or strike is seen before resuming play or competition

Fundraising

Teams often require funds in order to participate in tournaments, purchase stamps to mail in game sheets, organize wrap up parties or purchase other items for the team such as stamps, trophies, clothing etc. Teams will often hold fundraising events on their own to reduce the amount of funds required directly from parents.

Car washes, bottle drives, cookie dough or chocolate bar sales are all popular fundraising activities, but teams are welcome to initiate their own creative fundraising activities or decide as a team not to fundraise. The manager can organize these activities or ask a volunteer parent(s) on the team to take on this task.

Please keep in mind that 50/50 draws and any type of raffle where tickets are sold requires a Gaming License issued by the BC Ministry of Finance, Gaming Policy and Enforcement Branch. Team managers wishing to obtain a gaming license for any team fundraising activity must apply for the license in their own name not the NWMLA, and be responsible for the handling of funds, applications and reporting. A gaming report must be completed within 30 days of the draw. NWMLA will not be held accountable for missing reports or funds.

All teams are required to keep a financial record that includes fundraising activities. The funds must be disbursed by the end of the lacrosse for a stated purpose; otherwise any remaining funds are to be turned into NWMLA. It is a good idea to discuss your team's goals with your coach and parents at the beginning of the season and come to a mutual consensus on the amount of fundraising to be done and what the money will be spent on. NWMLA will not be held responsible for lost or misappropriated funds.

For purchasing trophies, the Association recommends Hyack Trophies, located at 944 – 12th Street in New Westminister. The owner's name is Brad Garisto and his phone number is 604-525-2350.

Sponsorship

Cheques for private sponsorship to your team are not to be made out to the New Westminister Minor Lacrosse Association. No sponsor's crest or name is permitted on the team uniform. If you would like to include a sponsor on a banner, team clothing etc. you must get prior approval from the NWMLA Executive.

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 NWMLA executive is also to receive a copy of this financial Statement. A sample of a simple financial statement is enclosed.

Special Events

Picture Day

The association provides each player at no charge a memory mate picture combination (individual and team photo). These pictures are usually taken in the first half of the season and each team will be notified ahead of time with their picture times and given order forms. The picture day for this field season will be

held on Thursday, October 10th. The photographer has a number of additional optional packages available at an additional charge. For further information please contact fieldvp@minorbellies.com.

Travelling for Tournaments

A team wishing to compete in tournament/exhibition games outside of BC or outside of Canada must first submit an [Out of Province/Out of Country Travel Permit Form](#) to the VP of Field for processing. NWMLA will then submit to the BCLA for approval. The Permit must be received by BC Lacrosse Association no later than fourteen (14) days prior to the event. Please ensure you have sent your permit to our VP of Field with enough time to process and submit to stay within the 14 days required.

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. 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.

Annual General Meeting

It is your responsibility to make all the parents on your team aware of this meeting. NWMLA 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! The NWMLA Annual General Meeting for 2019 is scheduled for September 23rd, 7:00 pm, at Queens Park Arena Breakaway Room.

Media Coverage

The local paper The New Westminster Record will publish game summaries in their sports sections, space permitting.

The New Westminster Record 604-444-3451

The contacts is: Dan Olson email dolson@newwestrecord.ca

Website and Social Media

The NWMLA website can be found at www.minorbellies.com.

Throughout the season, this site will be updated weekly. Please send in team pictures and success stories to admin@minorbellies.com and we will get your news on the website.

We are also active on Facebook, Instagram and Twitter, so please send in your team's exciting news, picture etc. to Evelyn Skelton at admin@minorbellies.com.

Like us on Facebook: <https://www.facebook.com/NWMLA>

Follow us on Twitter: @MinorBellies

Follow us on Instagram: @MinorBellies

Appendix A – Sample Financial Statement

DATE

YEAR END STATEMENT – (TEAM NAME)

Revenue	Amount
Referee cheques from association	
50/50 from home games	
Monies collected for clothing	
Monies collected for tournament	
Money from sponsor/fundraising	
Miscellaneous	
Total Money Collected	

Expenses	Amount
Referee expense	
Cost of tournament	
Purchase of clothing	
Year-end party	
Gifts for coaches	
Total Expenses	

If you have any questions regarding this statement contact Nicole Christiansen at treasurer@minorbellies.com.