



2021 Team Manager Manual

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ABBREVIATIONS

VFLA Valley Field Lacrosse Association

VA Valley Attack

TBR To Be Rescheduled

PCFLL Pacific Coast Field Lacrosse League

BCLA British Columbia Lacrosse Association

CLA Canadian Lacrosse Association

AGM Annual General Meeting

JOCAP Joint Officials Coaches Abuse Panel

WEBSITES

www.valleyfieldlacrosse.com - Field Lacrosse in Abbotsford

www.abbotsfordlacrosse.com - Box Lacrosse in Abbotsford

www.pcfll.bc.ca - Game schedules posted here

www.bclacrosse.com - BC Lacrosse Site

www.lacrosse.ca - Canadian Lacrosse Site

<http://cla.pointstreaksites.com/view/cla/parents-and-players-guide> - Player and Parent Guide from CLA

https://pcfll.bc.ca/docs/fieldlax_scoresheet_demo/index.html - How to complete a Scoresheet

<http://www.cattonline.com/> - Concussion Awareness

<http://www.xtremethreads.ca/> - Supplier of team gear

More information can be found on the Valley Field Lacrosse website.

The purpose of this manual is to provide resources and a step-by-step guide to assist new and returning managers in handling their team throughout the season.

GETTING STARTED

- The VFLA Registrar will provide you with email addresses for the players on your team. You will need to ensure that each player has an assigned jersey with number. Jerseys are typically handed out at the field by the VFLA Executive, and a \$75 jersey deposit cheque is collected in case of loss or damage. The Valley Attack shorts are not mandatory. Black is acceptable. Shorts can be ordered through the VFLA Executive as well and are \$35. It will be your responsibility to return the jerseys to the VFLA Equipment Manager at the end of the season.
- If a player is missing a jersey, please contact the VFLA Equipment Manager. Contact information for the VFLA Executive is listed at the end of this manual.
- Create an official roster with player names and numbers and the names, telephone numbers and email addresses of the Head Coach, Assistant Coach(es), Trainer/First Aid Attendant (if applicable) and Manager. An excel template can be found at www.valleyfieldlacrosse.com under the Manager Tab – please use this template.
- Set up TeamSnap at www.teamsnap.com
 - ✎ TeamSnap is an invaluable tool for organizing and communicating with your team during the season
 - ✎ Automatically notifies of upcoming events
 - ✎ Tracks availability
 - ✎ Cost is minimal (Basic Plan = \$9.99 USD/month) and is covered by team funds
 - ✎ Families can also communicate with the team using TeamSnap
 - ✎ You will need to enter player names and email addresses and send an invitation to join
 - ✎ Families will update and add information for their player
 - ✎ As you add and delete events, always ensure that you check NOTIFY TEAM so that everyone is aware
 - ✎ Some families will need constant reminders to mark availability for their player
 - ✎ Can live update during games
- All decisions and communication with the team needs to be approved by your Head Coach. It is recommended that an introductory email be sent out to families. This email can also inform families of Team Personnel, Coaching Philosophy, Player Conduct, Conflict Resolution, Practice and Game Days and Times, Apparel, Fees, Important Dates, Camps, and Tournaments.

- Email a copy of your roster to the VFLA Registrar and your Division Commissioner. Please submit by September 23rd. Contact information for the VFLA Executive and Division Commissioners can be found at the end of this document.
- Your schedule will be listed on the PCFLL website at www.pcfll.bc.ca. Remember to look for Valley – not Abbotsford. All home games are at the Abbotsford Senior Secondary Turf Field at 33355 Bevan Avenue in Abbotsford on Sundays between 8:00am and 2:00pm. Practices are on Mondays and Wednesdays; your team will be assigned a timeslot between 6pm and 9pm. Players should be in full gear and ready to go by their scheduled practice time. Your practices will either be at Abbotsford Senior Secondary or Abbotsford Traditional Middle School (2272 Windsor St, Abbotsford).
- Complete the 100M (Also called 100) Insurance Form and then scan and email it to the VFLA Secretary. This form can be found at www.valleyfieldlacrosse.com under the Manager Tab. Please submit by September 23rd.
- Call a MANDATORY parent meeting for introductions and an overview of the season. This opportunity can also be used to fill other roles on the team such as Treasurer, Trainer/First Aid Attendant, Social Coordinator, Game Day Coordinator, Tournament Coordinator, Fundraising Coordinator and Assistant Coach(es).
- Ensure that coaches have the necessary training to be on the field. The VFLA Executive will assist in getting them registered for training if need be. For U7 to U15, all coaches, including assistants, are required to be Field Community Development Trained. For U18, all coaches are required to be Field Competitive Introduction Trained. Contact the VFLA Secretary should your coach(es) require training and have not already submitted the request.

SUGGESTED TEAM ROLES

Treasurer

- 🔑 Collects and tracks all team fees. The amount will include things like fees for officials and field time for exhibition games, tournament fees, team socials, labels for scoresheets, TeamSnap, coach gifts, and team gear. The total decided upon is divided equally between all players regardless of attendance at tournaments. Team fees can be offset by fundraising and donations.
- 🔑 It is recommended that this person provide a statement of money collected and fees paid midseason and end of season. This can be emailed out through TeamSnap.

Trainer/First Aid Attendant

(If a member of the coaching staff does not have this certification)

- 🔑 Has access to ePACT information for team players and any copies of paper medical forms for any player not on ePACT (brings to each game/practice).
- 🔑 Provides first aid to injured players and gives direction should 911 need to be called.

Game Day Coordinator

- 🔑 Responsible for filling out the scoresheet with team roster and coach information. Labels can be created for ease.
- 🔑 Hands out scoresheet to visiting team manager for home games and for away games is available at the field to receive scoresheet from the opposing team.
- 🔑 Ensures that the parents assigned to time and score duties are there and know how to fill out the scoresheet properly. This is for home games only.
- 🔑 Pays Officials with money provided by VFLA at both home and away games for one Official. The Manager will be provided with a float of money at the beginning of the season for this purpose.

Fee Structure:

- U7 \$25
- U9 \$30
- U11 \$35
- U13 \$40
- U15 \$45
- U18 \$55
- 🔑 For games that your team wins, the game day coordinator is responsible to take a photo or scan of scoresheet and email it to the Division Commissioner within 24 hours. They must then mail the white copy to them (Manager will provide you with the address and email required.).
- 🔑 You may call up a player from the age group below you as needed for games/tournaments. Please note that there is a form to fill out ahead of time and it needs to be submitted alongside the game sheet. The callup player also needs to be noted on game sheet. Speak to your executive for support with this if needed.

Tournament Coordinator

- 🔑 Applies/books tournaments online if not already done by Manager.
- 🔑 Provides payment and requested documentation for the tournament.
- 🔑 Book a block of hotel rooms at a team rate for out-of-town tournaments.
- 🔑 Email team through TeamSnap with hotel information and deadline date for parents to book their room at the team rate.
- 🔑 Helps coordinate a team meal/social with the Social Coordinator.

ePACT SYSTEM

The ePACT system maintains all Emergency Contact and Player Medical information. ePACT is an on-line, highly secure emergency system that can provide accurate, up-to-date and legible information in an unexpected situation. ePACT maintains the same level of security and privacy as online banks to ensure the safety of information, while limiting access to only authorized administrators.

As a Team Manager – you will be provided access to player information for your team, along with the coach(es) and Trainer/First Aid Attendant.

Information will be accessible through an App available on your phone or tablet. You will be sent further information as the system is set up for the season.

Families will also be able to complete the Code of Conduct Form and Release For Use of Images Form as part of the ePACT system. For those who do not wish to complete this information online, papers copies of the forms (Medical Information, Code of Conduct and Release For Use of Images) can be found at www.valleyfieldlacrosse.com under the Manager Tab.

TEAM APPAREL

VFLA has purchased the jerseys from Xtreme Threads in Coquitlam. There is a team store for other Valley Attack clothing and gear at www.xtremethreads.ca

Please coordinate with Xtreme Threads as they may have a purchase window for Valley Attack. Families can place orders individually. The company will also work with teams to create something not on the website.

PLAYER EQUIPMENT

Your players can get their equipment from a variety of stores in the lower mainland. One website to suggest is www.mvpathleticssupplies.com

OTHER MANAGER DUTIES

- Make sure the duties you have delegated to other parents are getting done.
- Does the team have sufficient equipment? First Aid supplies? Scoresheets? If not, contact the VFLA Equipment Manager.
- Commissioner Communication
 - ✦ A Commissioner from the PCFLL will be responsible for your Division.
 - ✦ You will need to email them a complete roster.
 - ✦ They will send you an e-mail with league information and where to send the scoresheets.
 - ✦ You will notify them of any games that are rescheduled.

- ✎ You should also notify your Commissioner as soon as you confirm your attendance at tournaments.
- Create wallet size Team “Cheer” Cards.
- Time and Score Schedule
 - ✎ For all home games the team is required to supply a time and scorekeeper.
 - ✎ You should assign all team families to this job on a rotating basis (except coach and manager families).
 - ✎ Remind parents that it is their responsibility to find a replacement if they cannot make their scheduled game.
 - ✎ How to complete a scoresheet video:
http://www.pcfll.bc.ca/docs/fieldlax_scoresheet_demo/index.html
 - ✎ Quick reference guides on game timekeeping and penalty timekeeping can be found at www.valleyfieldlacrosse.com under the Manager Tab.
- Opposing Team Communication
 - ✎ At the start of the season, the League Commissioner will send you a contact list of all the teams in your division. Use this to communicate regarding TBR/conflict games. You should confirm all games with opposing team managers.
- TBR/Game Conflict Rescheduling
 - ✎ There may be a need to reschedule games because of tournaments, for instance.
 - ✎ Lack of players and/or coaches is not a valid reason to reschedule games. Teams will be fined for forfeitures.
 - ✎ If it is a home game, it is YOUR responsibility to contact the VFLA Field Allocator for open field time that you can offer to the visiting team.
 - ✎ Once a new game time is agreed upon, make sure to notify the Commissioner and the Field Allocator.
- TeamSnap Maintenance
 - ✎ Adding/changing practices, games, team events.
 - ✎ Emails to the team for various situations/events.
 - ✎ Checking player availability for practice and games, and letting the coach know how many players are coming.
- Player Call-Ups
 - ✎ Players may need to be called up for games and practices. Typically, your coach will advise you who they would like to call up. You would seek approval from the coach of that player before contacting the family. Ensure they are listed on the scoresheet for the games they are playing. •
- Conflict Resolution
 - ✎ If parents have questions/issues regarding the team, the coach or other players they should come to you.

- ✎ Parents should be reminded of the “24 hour” rule. Before discussing or proceeding, they should wait a 24 hour “cooling off” period to think about the issue.
- ✎ When parents come to you with an issue, relay it to the coach and they can decide how to proceed.
- ✎ If it is an issue about the coach and you are not comfortable discussing it with them, please contact the VFLA Head Coach.

TOURNAMENTS

- Provincial Championships and Jamborees are coordinated by BCLA and typically occur at the end of January and mid-February. Whether or not teams compete will be up to coaches and this decision is usually based on regular season standings.
- Tournaments will be listed on the PCFLL and BCLA website. There are not very many. Ridge Meadows and Richmond have run tournaments in the past. There may be some available on Vancouver Island or in Penticton. Some tournaments are also available in Washington State, USA. Examples include: Legends of the Fall in Burlington, WA, Space Needle Shootout and Emerald Showdown in Tukwila, WA and the Northwest Fall LAX Fest in Yakima, WA.
- Your coach will decide whether or not they wish to attend a tournament(s). You may have to poll families to see if there is interest in attending any tournaments once the coach has decided.
- Once you have confirmed your tournaments, contact the VFLA Field Allocator ASAP with the dates, as you may need field time to reschedule league games that may be missed while at a tournament.

VFLA EXECUTIVE CONTACT LIST

Executive	Name	Phone	Email
President	Dave Goulet	604-614-4160	bczebra@gmail.com
Vice President	Karen Cameron	604-751-0538	valleylaxvp@gmail.com
Secretary	Becky Topnik	778-999-2743	btopnik@hotmail.com
Registrar	Tanya Allision	604-302-0919	valleyfieldregistrar@gmail.com
Treasurer	Tony Lort	604-786-8785	valleylaxtreasurer@gmail.com
Field Allocator	Leslie Allen-Reed	604-897-6439	ryanandleslie@telus.net
Referee Coordinator	Dave Goulet	604-614-4160	bczebra@gmail.com
Equipment Coordinator	Scott Trolland	778-998-4687	superherospiderman@hotmail.com