

**COQUITLAM**  
**MINOR LACROSSE**  
**ASSOCIATION**



***TEAM VOLUNTEER***  
***MANUAL***

***2008***

# TABLE OF CONTENTS

|  |    |
|--|----|
| Statement of Purpose.....                  | 3  |
| Code of Conduct .....                      | 3  |
| Purpose of this manual .....               | 3  |
| General Information .....                  | 4  |
| Duties of Team Volunteers.....             | 4  |
| Job Duties & Descriptions:                 |    |
| Team Information.....                      | 5  |
| Equipment.....                             | 5  |
| Games .....                                | 6  |
| Temporary Player Call-up.....              | 8  |
| Tournaments.....                           | 9  |
| Volunteers.....                            | 9  |
| Samples:                                   |    |
| #1 – Team Roster .....                     | 11 |
| #2 – Wallet Roster .....                   | 12 |
| #3 – Game Schedule .....                   | 13 |
| #4 – Volunteer Schedule.....               | 13 |
| #5 – Game Cancellation Sheets .....        | 14 |
| #6 – Post Game Summary.....                | 15 |
| #7 – Game Results .....                    | 16 |
| #8 – Arena Concession .....                | 17 |
| #9 – Confidential Medical Information..... | 18 |
| Appendix                                   |    |
| Suggested Duty Division.....               | 19 |
| CMLA Board of Directors .....              | 20 |

## STATEMENT OF PURPOSE

To **promote** and **perpetuate** the sport of **Lacrosse** through **commitment** to provide **superior coaching methods** with an **emphasis** on **FUN, FAIR PLAY AND SPORTSMANSHIP** while **teaching the skills of Lacrosse**.

## CODE OF CONDUCT

All individuals affiliated with the CMLA shall:

- a) refrain from using foul or negative language
- b) Refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance.
- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
- d) Attempt to develop community spirit and pride in our association, while representing CMLA and minor lacrosse in the best possible light.
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- f) Emphasize sportsmanship and fair play while trying to keep the word "FUN" in Lacrosse.
- g) Treat the game of Lacrosse with the respect that it deserves.
- h) Take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.

## PURPOSE OF THIS MANUAL

The purpose of this manual is to provide the team volunteer's with guidelines to be followed when performing their job and to provide specific instruction on how to perform some of their duties.

The last page of this manual is a list of the current CMLA executive who are available to answer your questions.

***REMEMBER: the only stupid question is the one that is not asked!***

# GENERAL INFORMATION FOR TEAM VOLUNTEERS

## Emergencies:

Check with your coach(s) and team parents to see if anyone has a current first aid ticket in the event of an emergency.

In the event of an injury, **do not hesitate to call 911 at any time!** There is a telephone for emergency use in the concession and the first aid room of the main arena. The arena staff also carry portable phones.

## Communication:

It is essential to the smooth operation of your team that you are in constant communication with the coach, team manager/parent, players and their parents. You should also touch base with the Team Volunteer Coordinator and your Division Coordinator once in awhile to make sure you are up-to-date on everything that is happening with CMLA. This will help lead to a constructive, successful and fun season for all concerned.

Set up a **Parent Information Night**, preferably at someone's home, as trying to hold meetings in the arena or box during games just doesn't work. At this meeting explain all the positions that need to be filled, explain the job descriptions and make sure you have someone signed up for **EVERY** position before you adjourn the meeting.

It is common practice in minor sports for team manager/parent to poll the parents of the players to see if they would like to provide gifts for the coach(s), team manager, team parent, players at the end of the season. Funds for these gifts could come from your 50/50 money and/or by collection.

CMLA runs the concession at the main arena, and from the profit from the concession, each team will receive start up funds each year. For 2008, the amount is \$150 for Midget/Bantam/Peewee/Novice, and \$100 for tyke and mini-tyke. These funds can be used at the team's discretion.

CMLA has a Booster Booth which sells t-shirts, golf shirts, hats, shorts, pins, decals, etc. You may want to consider purchasing some of their items as gifts. Contact the Booster Booth Coordinator for information on what they have in stock.

## DUTIES OF THE TEAM VOLUNTEERS

Working together, the Team Manager and Team Parent coordinate team functions and act as a Liaison between the Coach & team parents and between the team as whole & the CMLA.

Some of the functions coordinated by the Team Manager and Team Parent are:

- ❖ Team Information
- ❖ Equipment
- ❖ Practices
- ❖ Games
- ❖ Temporary "Player Call-up"
- ❖ Tournaments
- ❖ Team Sponsors
- ❖ Volunteer positions within the team
- ❖ Team Social Functions
- ❖ Fund Raising

By being responsible for the above, the Team Manager and Team Parent allow the Coach(s) the freedom to spend their time teaching the players the game of Lacrosse.

## JOB DUTIES & DESCRIPTIONS

### TEAM INFORMATION:

As soon as possible the following information should be printed and distributed to all members of your team:

- ❖ Players list – complete with players name, parents names, phone number, address and jersey numbers. Remember to included coaches, managers and other volunteers. See sample #1.
- ❖ Wallet Roster (cheat sheets) – See Sample #2
- ❖ Game schedule – complete with game number, opponent, arena or box location, date and starting time. See sample #3.
- ❖ Practice Schedule – complete with day(s), time(s) and location (can be part of game schedule)
- ❖ Team Rules – coordinate with the Coach(s) to find out what their expectations are for arrival times for games & practices and any expectations they may have regarding behaviour, etc.
- ❖ Arena/box maps and/or directions for parents and coaches. Arena addresses and directions are on [www.coquitlamlacrosse.com](http://www.coquitlamlacrosse.com) or [www.bclacrosse.com](http://www.bclacrosse.com).

### EQUIPMENT:

There is specific equipment required by the team at all games and practices. It is the responsibility of the team volunteers to acquire this equipment from CMLA and make sure it is at each game and practice.

- ❖ First Aid Kit
- ❖ Bucket of Practice Balls
- ❖ Game Balls for home games
- ❖ Small cooler for ice packs
- ❖ Uniforms

**First Aid Kit** - will be stocked by CMLA. If you use anything from the kit that needs to be replaced, please replace it using team funds. Tape found in the first aid kit **is not to be used** for equipment repair. Please keep the kit clean, and dispose of any used contents appropriately.

Along with the first aid kit, the team can also fill out Confidential Medical Information forms – see example #9. The coach, manager or first aid person would hold these forms. This information should be kept confidential, and be available at all practices and games, and only used in an emergency. This is not mandatory. If anyone is uncomfortable providing this kind of information, then you must respect their privacy. This information must be returned to the parents or appropriately destroyed at the end of the season.

**Game & Practice Balls** – The CMLA will issue practice balls and game balls to each team. As many of these balls as possible are expected to be returned at the end of the season. Please make sure you collect practice balls from the team members after practice, and game balls from the referees at the end of each home game. Retaining these balls saves CMLA funds that can then be utilized in more appropriate ways than replacing lost balls.

**Ice Packs** - small Ziploc sandwich bags of ice cubes work well for this, or foam cups partially filled with water and frozen.

**Water Bottles** – These are not supplied by the association. Players can either bring their own, or acquire a set for the team. Fill them a couple of hours before the game and put in freezer to make sure water is cold. Please wash the water bottles regularly to keep them clean and reduce the health risk.

If you are able to, it is a good idea to have a small tool kit with you at all times with spare nuts, bolts, screws, screwdrivers, hockey tape, etc. in the event of equipment failure.

**Uniforms** – are supplied by CMLA. You will receive the uniforms on hangars, please ensure they are returned on hangars. Uniforms are very expensive and need to be treated that way. All players and parents need to be impressed upon that these jerseys need to be well looked after and not left rolled up in a wet ball in an equipment bag. They should be hung on hangars to air out after each game and washed after every second game.

***It is the responsibility of the Team Volunteers to collect and return all the equipment signed out to them at the beginning of the season as well as the jerseys on hangars, to CMLA after all regular, playoff and provincial games are complete in their division.***

***To ensure that all equipment is returned in a timely manner, each team member will be required to submit to CMLA for holding, a post dated cheque in the amount of \$75, dated September 15th. This deposit must be received by April 28<sup>th</sup>. These deposit cheque's will be collected by the Team manager, and passed to the division co-ordinator. Once all equipment has been returned in a timely manner, the post dated cheques will be returned to the team.***

#### **Arena Floor Time:**

Floor time for indoor practices or exhibition games must be booked through the CMLA Arena Allocator. Please do not call the City of Coquitlam yourself. Each team is responsible for paying CMLA for floor time used for practices or exhibition games. Please pay promptly. The rate for arena floor time for 2008 is \$40 per hour, and there is some available time between 4:00 and 6:00 PM weekdays at a discounted rate of \$30 per hour. Tax is included in these rates.

Floor time for scheduled games is to be used only for the scheduled game. If you must re-schedule that game, then the original floor time is given back to the arena allocator. Scheduled games times are not to be used as practice times, unless this is arranged with the arena allocator, and paid for by the team.

#### **PRACTICES:**

The team volunteers should attend all practices and ensure that all required equipment is provided for practice.

#### **GAMES:**

- 1. Game Times: All games MUST end on time.** CMLA has a very rigid time frame that we **must** operate within. Please make sure the visiting coaches and managers are aware of the game ending time **prior** to the game start.
- 2. Game Sheets** for home games are provided to the teams by CMLA. It is the responsibility of the manager to ensure that a game sheet complete with the game number, division, game date and each players name and number be prepared for each home game. The positions of Captain, Assistant Captain(s) and Goalie(s) must be indicated on the game sheet beside the player's name. You may fill out the game sheets in advance, but remember to cross out any players that are absent for that game.

When the away team arrives, the home team manager must get the game sheet to the away team manager to be completed and returned so that it can be handed to the referees prior to game time.

Game sheets must be signed as “verified” by the Coach or Team Manager. The referee’s in attendance should be clearly marked on the game sheets, including the 30-second referee if one is present. This will provide a record for reconciliation of the referee funds.

The **HOME** team is responsible for distributing the completed game sheets as follows:

- White and Yellow copies to the Division Commissioner
- Pink copy to the winning team
- Goldenrod copy to the losing team

The Division Commissioner will set the requirements for each division as to how and when the game sheets must be submitted. Normally, the copies must be submitted on a regular basis (after every second game), and/or the **HOME** team is also required to phone or fax the commission with the game results within **24 hours** of game completion.

- 3. Cancelled Games or To Be Rescheduled (TBR) Games:** Cancelled or TBR games are to be rescheduled by the **HOME** team in conjunction with the CMLA Arena/Box Scheduler, the CMLA Referee Allocator for your division, the Division Coordinator and Division Commissioner.

**To reschedule a TBR or cancelled game:**

1. Contact Arena/Box Scheduler to determine available times to reschedule
2. Contact the opposing Coach or Manager to confirm dates
3. Contact Arena/Box Scheduler to confirm dates
4. Contact CMLA Referee Allocator to advise of date change
5. Contact Division Commissioner to advise of date change
6. Contact CMLA Division Coordinator to advise of date change

**Failure of the home team to cancel or reschedule 48 hours in advance of the game will result in the home team being responsible for payment of the Referees and the Arena Charges from their own team funds.**

Failure of the **visiting team** to cancel or reschedule 48 hours in advance will result in a game forfeiture or in payment of the referee’s and the arena changes by the visiting team upon playing the rescheduled game.

In the event that an original game was cancelled without sufficient notice by the visiting team (48 hours), you must notify the visiting team that they should bring payment payable to CMLA, as per the chart below, at the time of the rescheduled game. The game cannot be played until payment has been made.

| DIVISION     | REFEREE FEES | ARENA CHARGES | TOTAL OWING |
|--------------|--------------|---------------|-------------|
| Mini Tyke    | \$30.00      | \$0           | \$30.00     |
| Tyke         | \$30.00      | \$0           | \$30.00     |
| Novice       | \$40.00      | \$60.00       | \$100.00    |
| Pee Wee      | \$50.00      | \$60.00       | \$110.00    |
| Bantam       | \$60.00      | \$60.00       | \$120.00    |
| Midget & Jr. | \$70.00      | \$60.00       | \$130.00    |

**NOTE:** If the cancelled or rescheduled games were to be played in outdoor boxes, the floor charges would be deductible. Outdoor box games must be rescheduled into outdoor boxes.

**Game Cancellation Sheets** are provided by CMLA. Please complete and submit to the Division **Coordinator** as soon as possible. See sample #5.

4. **Game Reports/Media Coverage:** Game reports forms are provided by CMLA. It is important to file game reports on a game-by-game basis, if you want media coverage for your team. Remember to include your team sponsor's name and highlights of the game. Once you have completed the game report, file it in the slot provided in the concession at the main arena (behind the door). The completed game reports will be picked up on a regular basis and turned in to our local media. See sample #6.
5. **Game Results:** forms provided by CMLA. If asked to, please complete on a regular basis and submit to your division coordinator. See sample #7.
6. **Referees:** Home teams are responsible for payment to referees. Referees are to be **paid cash, in full, prior to the game start.** The CMLA treasurer will issue a cheque to each team prior to the beginning of the regular season to cover referee payment. You should cash the cheque as soon as possible making sure you get bills and/or coins for the exact amount you will need to pay each referee for each game. Place the money in individual envelopes marked with the game number and date of game so they are ready for each game. Each team must keep track of the referee funds paid out, to reconcile with the funds received.

Referee Fees for 2008 re as follows:

|              |                      |
|--------------|----------------------|
| Mini Tyke    | \$15.00 x 2 referees |
| Tyke         | \$15.00 x 2 referees |
| Novice       | \$20.00 x 2 referees |
| Pee Wee      | \$25.00 x 2 referees |
| Bantam       | \$30.00 x 2 referees |
| Midget & Jr. | \$35.00 x 2 referees |

Fees are still payable for cancelled games unless the referee allocator is given 24 hours notice of the cancellation. The team manager is responsible for contacting the referee's, or going to the arena or box, to pay the referee's.

**Any problems concerning referees should be reported to the Head Referee immediately. Please do NOT take the problems directly to the referee's.**

## TEMPORARY PLAYER CALL-UP

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

Example Call-Ups:

|                     |   |                              |
|---------------------|---|------------------------------|
| Mini Tyke           | ➔ | Tyke                         |
| Tyke                | ➔ | Novice House or Intermediate |
| Novice House        | ➔ | Novice Intermediate          |
| Novice Intermediate | ➔ | Novice Advanced              |
| Novice Advanced     | ➔ | Pee Wee (any level)          |
| Pee Wee             | ➔ | Bantam                       |
| Bantam              | ➔ | Midget                       |



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

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

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

## TOURNAMENTS

It is the team volunteer’s responsibility in consultation with the coach, parents and players to schedule tournament entry for the team.

- ❖ A tournament schedule will be provided by BCLA (it can be found on BCLA’s web site: [www.bclacrosse.com](http://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, 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. with the exception of the following:
  - All teams, from Pee Wee to Midget, entering Provincials are provided free entry by CMLA
  - Two All-Star Novice teams will be provided free entry to the Jack Crosby All-Star Tournament

## VOLUNTEERS

Along with the Team Manager and Team Parent the following volunteer positions must be filled to maintain the smooth operation of the team:

- |                   |                 |
|-------------------|-----------------|
| ❖ Phoning         | ❖ Team Pictures |
| ❖ 50/50 Sales     | ❖ Refreshments  |
| ❖ Timing          | ❖ Concession    |
| ❖ Bench Officials |                 |

A rotation schedule should be set up for some of the above positions. See sample #4. When scheduling, do not schedule the manager or team parent, you have enough to do already. 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.

**PHONING:** Most communication can be done with email, but there may be times when the team must be phoned. Get two 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. This may include: game time and/or place changes, practice time and/or place changes, or reminders of upcoming activities.

**50/50 SALES:** The position of the CMLA is that we are not going to attempt to control the fundraising activities of the parents for their players. How you raise funds for your team activities is up to the parents of the players. At this point in time, to sell 50/50 raffle tickets at your home games you are required to get a license from the BC Gaming Branch.

**TIMING:** For indoor games the home team is responsible for providing three adults for the timing bench during games, one person to run the “30 second” clock and one to run the “game clock” and one to complete the game sheet. Training can be provided by a CMLA executive member if necessary.

The Annex has a remote control for 30-second clock operation. This remote control is in a keyed lock-box at the timing bench. There is a combination lock-box that has the key for the larger keyed lock-box. If for some reason this is not available, contact the arena staff to get a controller from them.

For outdoor games two people are required: one to run the stop watch and one to complete the game sheet.

**BENCH OFFICIALS:** These people assist the coach by controlling the bench doors and counting the players on and off the floor. If you have one coach, you will need two bench officials. If you have more than one coach you will need as many bench officials as required to make sure that there is always someone on each door. As these people need to be registered with BCLA for insurance purposes, you should try to make sure you have the same bench official volunteers for each game.

**TEAM PICTURE COORDINATOR:** Team pictures will be taken on opening day. You will receive enough envelopes for your team at the Team Parent Meetings. These envelopes must be given to the players and/or their parents to be completed and returned to you at opening day. Make sure players and parents are advised to meet in a specific place at least 10 minutes prior to your scheduled picture time. The picture coordinator will return all pictures for your team to you for distribution to your team. Should there be any problems with any pictures, please notify the CMLA Picture Coordinator as soon as possible.

**REFRESHMENT COORDINATOR:** It is a good idea to have some kind of refreshment for the players after their games i.e.: freezies, juice, 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.

**CONCESSION COORDINATOR (For Teams Who Have Home Games in the Main Arena):** This is usually the Team Parent and they are responsible for ensuring that the concession stand is open and manned at each home game held in the main arena. It is the responsibility of this person to properly train anyone working the concession who has never done so before. There should always be two people in the concession stand at all times during a game. NO CHILDREN PLEASE. One person should be designated “head cashier” and that person will look after making up the deposit, removing the float and putting it back. Sample #8 has additional information on running the concession.

**Concession information for Mini Tyke and Tyke teams** differs from that of the Novice and up teams. As your games are outdoors there is no concession stand available to you. Therefore, you create your own. You can go to Costco and buy bulk candy, chips, juice and/or pop, price them to make your team some money and take to each game and practice and set up your own outdoor mini-concession.

**SAMPLE #1**

# ***CMLA Novice Intermediate – Adanacs***

Coach: Bill Johnston 123-4567  
 Coach: John Bratina 123-4567  
 Coach: Ryan Johnston 123-4567  
 Manager: Ken Askew 123-4567  
 Team Parent: Cari Reinholdt 123-4567

|    |                   |          |                 |                     |
|----|-------------------|----------|-----------------|---------------------|
| 2  | Johnathan Bratina | 123-4567 | Coreena & John  | Asst Coach          |
| 3  | Paul Audette      | 123-4567 | Celeste & Remi  | Timekeeping         |
| 5  | Matthew Locke     | 123-4567 | Danna & Robert  | Freezes             |
| 6  | Tyler Backs       | 123-4567 | Barbara & Don   | Jerseys             |
| 7  | Duncan Crawford   | 123-4567 | Bev & Blair     | Statistician        |
| 8  | Reid Reinholdt    | 123-4567 | Cari & Robert   | Team Parent         |
| 9  | Michael Parolin   | 123-4567 | Karen & Luigi   |                     |
| 10 | Ben Franske       | 123-4567 | Shelley & Barry |                     |
| 12 | Brandon Manzardo  | 123-4567 | Cathy & Randy   | Phoning & First Aid |
| 13 | Brian Redwood     | 123-4567 | Mary & Doug     | 30 sec & MVP Awards |
| 14 | Shane Adamson     | 123-4567 | Joy & Jim       | Statistician        |
| 15 | Geoffrey Askew    | 123-4567 | Jackie & Ken    | Manager             |
| 17 | Marco Chang       | 123-4567 | Amanda          | Fundraising         |
| 18 | Scott Johnston    | 123-4567 | Jo-ann & Bill   | Coach               |
| 19 | Michael Carreira  | 123-4567 | Maria & Carlos  |                     |
| 27 | Curtis Obal       | 123-4567 | Diane & Roy     | Activities          |

# SAMPLE #2

2 Johnathan Bratina  
 3 Paul Audette  
 5 Matthew Locke  
 6 Tyler Backs  
 7 Duncan Crawford  
 8 Reid Reinholdt  
 9 Michael Parolin  
 10 Ben Franske  
 12 Brandon Manzardo  
 13 Brian Redwood  
 14 Shane Adamson  
 15 Geoffrey Askew  
 17 Marco Chang  
 18 Scott Johnston  
 19 Michael Carreira  
 27 Curtis Obal

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 19 Michael Carreira  
 27 Curtis Obal

**MAKE UP A SHEET LIKE THIS & HAVE IT COPIED, LAMINATED AND CUT TO GIVE OUT TO ALL PARENTS, COACHES & MANAGERS**

**SAMPLE #3**

## Adanacs – 2001 Schedule

|      | Date     | Time     | Home          | Visitor           | Location           |
|------|----------|----------|---------------|-------------------|--------------------|
| Fri  | April 27 | 5 :30 PM | Langley 2     | <b>Adanacs</b>    | Langley Sportsplex |
| Sat  | April 28 | 5:30 PM  | Langley 3     | <b>Adanacs</b>    | Langley Sportsplex |
| Sun  | April 29 | 9:55 AM  | Picture Day   | Pancake Breakfast | Curling Rink       |
| Thur | May 3    | 7:15 PM  | Mission       | <b>Adanacs</b>    | Mission Arena      |
| Sun  | May 6    | 12:00 PM | Ridge Meadows | <b>Adanacs</b>    | Twin Rinks – Red   |
| Thur | May 10   | 6:00 PM  | Ridge Meadows | <b>Adanacs</b>    | Maple Ridge Planet |

Please be in the dressing room 30 minutes before game time.  
 If you will not be able to attend a game, please call .....

**SAMPLE #4**

### Team Volunteer Schedule for Indoor Arena Games

| <b>DATE</b>           | <b>CONCESSION</b>   | <b>SCOREKEEPER</b> | <b>30 SECOND CLOCK</b> | <b>GAME CLOCK</b> | <b>50 / 50</b> | <b>TEAM BENCH</b> |
|-----------------------|---------------------|--------------------|------------------------|-------------------|----------------|-------------------|
| June 14 <sup>th</sup> | Mason/Patrick       | Sievenpiper        | Anderson               | Bloom             | Boon           | Boyer/Duby        |
| June 21 <sup>st</sup> | Garrison/Grandy     | Hansen             | Irvine                 | Martel            | O’Leary        | Mason/Leitch      |
| June 30 <sup>th</sup> | Patrick/Sievenpiper | Anderson/Boon      | Bloom                  | Duby              | Boyer          | Jones/Grandy      |

**SAMPLE #5**

**GAME CANCELLATION SHEET**

Division: \_\_\_\_\_ Game Number: \_\_\_\_\_

Date of Game: \_\_\_\_\_ Re-Schedule Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_

---

Who cancelled? (home/visitor) \_\_\_\_\_ Will Game Be Rescheduled? \_\_\_\_\_

Was sufficient time allowed for cancellation? \_\_\_\_\_

| <b><u>NOTIFIED</u></b>      | <b><u>YES</u></b> | <b><u>NO</u></b> |
|-----------------------------|-------------------|------------------|
| <b>Scheduler</b>            | _____             | _____            |
| <b>Visiting Coach</b>       | _____             | _____            |
| <b>Referee Allocator</b>    | _____             | _____            |
| <b>Commissioner</b>         | _____             | _____            |
| <b>Division Coordinator</b> | _____             | _____            |

If insufficient time was allowed for cancellation were referees paid?

|                 | <b>Yes</b> | <b>No</b> |
|-----------------|------------|-----------|
| Ref Name: _____ | _____      | _____     |

|                 |       |       |
|-----------------|-------|-------|
| Ref Name: _____ | _____ | _____ |
|-----------------|-------|-------|

If insufficient time was allowed for cancellation, is visiting team responsible for Referee and Floor Fees? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Have they been notified of fees? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**SAMPLE #6**

**POST GAME SUMMARY**

Coquitlam Team: \_\_\_\_\_  
(include sponsor name)

Opposition: \_\_\_\_\_

Exhibition Game ; League Game ; Tournament Game ; Playoff Game

Coquitlam Score: \_\_\_\_\_  
Opposition Score: \_\_\_\_\_

**Scoring Summary**

| Player | Goals | Assists | Player | Goals | Assists |
|--------|-------|---------|--------|-------|---------|
|        |       |         |        |       |         |
|        |       |         |        |       |         |
|        |       |         |        |       |         |
|        |       |         |        |       |         |

**Goalie Summary**

Shots on Goal: \_\_\_\_\_ Coquitlam: \_\_\_\_\_ Opposition: \_\_\_\_\_

Coquitlam Goalie: \_\_\_\_\_

**General Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**SAMPLE #7**

**GAME RESULTS**

Division: \_\_\_\_\_ Game Number: \_\_\_\_\_

Home Team: \_\_\_\_\_

Opposition: \_\_\_\_\_

Date Played: \_\_\_\_\_ Location: \_\_\_\_\_

Game Results: Home Team: \_\_\_\_\_ Opposition: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

=====

**GAME RESULTS**

Division: \_\_\_\_\_ Game Number: \_\_\_\_\_

Home Team: \_\_\_\_\_

Opposition: \_\_\_\_\_

Date Played: \_\_\_\_\_ Location: \_\_\_\_\_

Game Results: Home Team: \_\_\_\_\_ Opposition: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **SAMPLE #8**

### **ARENA CONCESSION**

Coquitlam Minor Lacrosse will be running the concession in the main arena. It will be run exactly the same as Coquitlam Minor Hockey runs it during hockey season. For the 2008 season, we will be using the Minor Hockey keypad lockbox for entry to the concession.

If your team plays in the main arena, then you will be expected to have the concession open and staffed for your game time. All sales dollars from each game must be deposited with an information slip in the locked cupboard at the far end of the concession counter.

**Information on what to do when you open and close the concession is posted in the concession.**

The profit from the concession goes directly to Coquitlam Minor Lacrosse, and therefore to all of you.

**SAMPLE #9**

**Coquitlam Minor Lacrosse - PeeWee "A2" 2004  
Confidential Medical Information**

Player Name \_\_\_\_\_

Parents Names \_\_\_\_\_

Contact #'s      Home - \_\_\_\_\_  
                         Cell 1 - \_\_\_\_\_  
                         Cell 2 - \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_

Address \_\_\_\_\_

Alternate Contact  
(Neighbor, relative)  
Contact #'s      Home - \_\_\_\_\_  
                         Cell 1 - \_\_\_\_\_  
                         Cell 2 - \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_

Allergies \_\_\_\_\_

Medical Concerns \_\_\_\_\_

Family Doctor Name \_\_\_\_\_

Contact # \_\_\_\_\_

Health Care # \_\_\_\_\_

## **SUGGESTED DUTY DIVISION**

Based on previous experience the following is a suggestion for dividing the various duties between the Team Manager and Team Parent. You are of course free to decide who does what as long as all the duties mentioned in this manual are performed to ensure the best possible season for all concerned.

You should consult with your coach(s) to see what they would prefer. Some coaches like to do some of these duties themselves. However, it is our opinion that the coach is there to coach, not to worry about whether the equipment is going to be at each game and practice or to plan any team activities. The coach should also be consulted on which tournaments he/she would like the team entered into.

### **Team Manager**

- Schedule tournaments
- Reschedule cancelled and TBR games
- Look after all equipment
- Look after game sheets, game cancellation sheets, media reports, game results
- Track game and practice attendance
- Game stats (if the team wants them done)

### **Team Parent**

- Produce team information list
- Produce wallet roster
- Produce volunteer schedule
- Produce Game Schedule
- Coordinate Concession

## CMLA 2008 Executive Directory

| <b>Directors</b>             | <b>Name</b>      | <b>Phone</b> | <b>Cell/Work</b> | <b>Email</b>   |
|------------------------------|------------------|--------------|------------------|--|
| President                    | Jim McIntosh     | 604-760-9039 |                  | <a href="mailto:jim.mcintosh@telus.net">jim.mcintosh@telus.net</a>   |
| 1st Vice-President           | Lance Hofseth    | 604-945-5211 | 604-897-2616     | <a href="mailto:hofseth@telus.net">hofseth@telus.net</a><br><a href="mailto:lance.hofseth@expeditors.com">lance.hofseth@expeditors.com</a> |
| 2nd Vice-President           | Allan Shaw       | 604-945-4661 | 604-562-6318     | <a href="mailto:allan.shaw@westfraser.com">allan.shaw@westfraser.com</a>   |
| 3rd Vice-President           |                  |              |                  |  |
| Secretary                    | Brenda Neufeld   | 469-8505     |                  | <a href="mailto:sbkneufeld@shaw.ca">sbkneufeld@shaw.ca</a>   |
| Treasurer                    | Martha Marsden   | 604-464-3884 |                  | <a href="mailto:redplanet@telus.net">redplanet@telus.net</a>   |
| Registrar                    | Tammy Nelson     | 604-945-8492 |                  | <a href="mailto:t_nelson@telus.net">t_nelson@telus.net</a>   |
| Coaching Coordinator         | Jeff Lovestead   | 604-936-0804 | 604-678-6195     | <a href="mailto:jeff_lovestead@hsbc.ca">jeff_lovestead@hsbc.ca</a>   |
| Asst Coach Coordinator       | Dan Perreault    | 604-944-1747 | fax 944-4116     | <a href="mailto:dperreault2000@shaw.ca">dperreault2000@shaw.ca</a>   |
| Head Referee                 | Keith Gagne      |              |                  | <a href="mailto:keithatbclax@gmail.com">keithatbclax@gmail.com</a>   |
| Director                     | Mike Kemp        | 604-939-2918 | 604-250-2878     | <a href="mailto:mnlkemp@shaw.ca">mnlkemp@shaw.ca</a>   |
| Director                     | James Abbott     | 604-931-2821 | 604-722-9575     | <a href="mailto:jabbott22@telus.net">jabbott22@telus.net</a>   |
| Past President               | Stu Routledge    | 604-618-7714 | fax: 936-9176    | <a href="mailto:gentryhomes@telus.net">gentryhomes@telus.net</a>   |
| <b>Division Coordinators</b> | <b>Name</b>      | <b>Phone</b> | <b>Cell/Work</b> | <b>Email</b>   |
| Midget                       | Frank Scigliano  | 604-939-3727 |                  | <a href="mailto:sciggs8@telus.net">sciggs8@telus.net</a>   |
| Bantam                       | Nancy Zoehner    | 604-942-4810 |                  | <a href="mailto:nzoehner@telus.net">nzoehner@telus.net</a>   |
| Peewee                       | Brenda Gallant   | 604-464-2292 |                  | <a href="mailto:gallant5@shaw.ca">gallant5@shaw.ca</a>   |
| Novice                       | Carmen Taylor    | 604-936-2755 |                  | scbnj@yahoo.com  |
| Tyke                         | Trina Armstrong  | 604-936-1950 |                  | <a href="mailto:parmstrong5@shaw.ca">parmstrong5@shaw.ca</a>   |
| Mini-Tyke                    | Garrett Ungaro   | 604-937-7427 |                  | <a href="mailto:ungaro@avaya.com">ungaro@avaya.com</a>   |
| Girls                        | Ed Ponsart       | 604-937-3055 | 604-763-3357     | <a href="mailto:ed@vitalgraphix.com">ed@vitalgraphix.com</a>   |
| <b>Referee Allocations</b>   | <b>Name</b>      | <b>Phone</b> | <b>Cell/Work</b> | <b>Email</b>   |
| Referee Coordinator          | Veronica Roby    | 604-468-2823 | 604-999-1965     | <a href="mailto:the_robys@shaw.ca">the_robys@shaw.ca</a>   |
| Mini-Tyke, Tyke              | Adrianna Rooney  | 604-942-9121 | 778-863-6647     | <a href="mailto:kevinrooney00@shaw.ca">kevinrooney00@shaw.ca</a>   |
| Novice/PeeWee +30 Sec. Clock | Robin Lowe       | 604-526-9125 | 604-818-0762     | <a href="mailto:rlowe.ref@shaw.ca">rlowe.ref@shaw.ca</a>   |
| Bantam/Midget +30 Sec. Clock | Connie Berg      | 604-941-1729 | 604-328-7825     | <a href="mailto:bergfamily@telus.net">bergfamily@telus.net</a>   |
| Girls                        | Janet Walters    | 604-468-1331 |                  | <a href="mailto:sports_mom13@telus.net">sports_mom13@telus.net</a>   |
| <b>Club Representatives</b>  | <b>Name</b>      | <b>Phone</b> | <b>Cell/Work</b> | <b>Email</b>   |
| Arena Scheduler              | Darren Caseley   |              |                  | <a href="mailto:arena@coquitlamlacrosse.ca">arena@coquitlamlacrosse.ca</a>   |
| Box Scheduler                | Cristina Stroup  | 604-931-5990 |                  | <a href="mailto:scstroup@telus.net">scstroup@telus.net</a>   |
| Equipment                    | Paul Disanjh     | 604-937-3076 |                  | <a href="mailto:pdisanjh@shaw.ca">pdisanjh@shaw.ca</a>   |
|                              | Richard Craven   | 604-939-2398 |                  | <a href="mailto:craven1009@shaw.ca">craven1009@shaw.ca</a>   |
|                              | Shawn Bowden     | 604-377-9700 |                  | <a href="mailto:shawnjbowden@yahoo.ca">shawnjbowden@yahoo.ca</a>   |
| Booster Booth                | Denise Mattock   | 604-931-1175 |                  |  |
| Newsletter Coordinator       | Jen Jones        |              |                  |  |
| Website                      | Dennis McCrindle | 604-468-2157 |                  | <a href="mailto:website@coquitlamlacrosse.ca">website@coquitlamlacrosse.ca</a>   |
| Fun Lacrosse                 | Lance Hofseth    | 604-945-5211 | 604-897-2616     | <a href="mailto:hofseth@telus.net">hofseth@telus.net</a><br><a href="mailto:lance.hofseth@expeditors.com">lance.hofseth@expeditors.com</a> |
| Dogwood Tournament           | Jacquie Garrison | 604-939-3445 | 604-862-8875     | <a href="mailto:garrison4@telus.net">garrison4@telus.net</a>   |
| Adanac Novice Tournament     | Jacquie Garrison | 604-939-3445 | 604-862-8875     | <a href="mailto:garrison4@telus.net">garrison4@telus.net</a>   |
| Jean Andre Tournament        | Garrett Ungaro   | 604-937-7427 |                  | <a href="mailto:ungaro@avaya.com">ungaro@avaya.com</a>   |
| Girls Tournament             | Ed Ponsart       | 604-937-3055 | 604-763-3357     | <a href="mailto:ed@vitalgraphix.com">ed@vitalgraphix.com</a>   |
| Photo Day Coordinator        |                  |              |                  |  |
| Concession Coordinator       | Carol McGregor   | 604-944-7434 |                  | <a href="mailto:carobmcg@shaw.ca">carobmcg@shaw.ca</a>   |
| Volunteer Coordinator        |                  |              |                  |  |