



NEW WESTMINSTER MINOR LACROSSE ASSOCIATION MANAGER'S BOX LACROSSE MANUAL

2017 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.

Table of Contents

CONTACTS..... 2

ROLE OF THE TEAM MANAGER 4

REFEREE FEES 6

UNIFORMS 7

GAME DUTIES 8

RULES, REGULATIONS AND OPERATING POLICIES 9

FUNDRAISING11

SPONSORSHIP11

TEAM FINANCIAL REPORTING12

SPECIAL EVENTS12

MEDIA COVERAGE13

WEBSITE.....13

ARENA GUIDELINES FOR COACHES AND MANAGERS14

APPENDIX A – SAMPLE FINANCIAL STATEMENT15

APPENDIX B – TIME CLOCK AND SCORESHEET.....16

Contacts

Directors

Please contact the Administrator for general information and queries related to NWMLA at admin@minorbellies.com.

Position	Name	Email	Phone
President	Rich Catton	president@minorbellies.com	604-340-8248 C
1 st Vice President – Box	Kevin Stewardson	vpbox@minorbellies.com	604-833-0606 C
2 nd Vice President – Girls Box Lacrosse	Dustin McColl	girlslacrosse@minorbellies.com	604-817-6494 C
3 rd Vice President – Boys Field Lacrosse	Sherie Isbister	fieldvp@minorbellies.com	604-999-3701 C
4 th Vice President – Girls Field Lacrosse	Carol Soenen	girlsfield@minorbellies.com	778-327-8525 C
5 th Vice President – Equipment	Ross Guthrie	equipment@minorbellies.com	604-522-5497 R 604-619-3291 C
6 th Vice President – Scheduler	Karen Poole	boxscheduler@minorbellies.com	604-777-9383 R 604-839-7555 C
Secretary	Mike Husband	secretary@minorbellies.com	604-524-8266 R 604-831-2507 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	Jason Bishop	headcoach@minorbellies.com	604-527-3830 R 778-772-8989 C

Appointed Officials

Position	Name	Email	Phone
Past President	Darren Flintoff	pastpresident@minorbellies.com	604-329-4999 C
Box Head Referee	Thomas Kearnes	boxheadref@minorbellies.com	604-928-5053
Field Head Referee	Vacant	fieldheadref@minorbellies.com	
Field Allocator	Sherie Isbister	fieldallocator@minorbellies.com	604-999-3701 C
Uniform Manager	Julie Lison/Timoffee	uniforms@minorbellies.com	604-526-0890 R
Bellies Wear	Shawna Goss	bellieswear@minorbellies.com	604-250-5537 C
Outdoor Box Allocator	Virginia Abbott	outdoorbox@minorbellies.com	604-351-4252 C
Administrator	Evelyn Skelton	admin@minorbellies.com	604-540-8800 R 604-375-6408 C

Division Managers

Position	Name	Email	Phone
Girls – All Divisions	Dustin McColl	girlslacrosse@minorbellies.com	604-817-6494 C
Boys – Midget	Lindsey Flintoff	midget@minorbellies.com	604-816-2243
Boys – Bantam	Lori Barnard	bantam@minorbellies.com	604-250-0472
Boys – Pee Wee	Karen Peterson	peewee@minorbellies.com	604-777-9080 R
Boys – Novice	Julie Lisson/Timoffee	novice@minorbellies.com	604-526-0890 R
Mixed Boys and Girls Tyke	Jennifer Domville	tyke@minorbellies.com	604-375-0050
Boys and Girls Mini-Tyke	Deb Cecic	minityke@minorbellies.com	604-618-6704

Referee Allocators

Position	Name	Contacts	
Referee Coordinator	Evelyn Skelton	refcoordinator@minorbellies.com	604-540-8800 R 604-375-6408 C
Mini-Tyke / Tyke 30 sec. clock–Novice	Chelsey Hornsby	refallocator3@minorbellies.com	604-721-3392 C
Novice / Pee Wee	Pam Hackett	refallocator1@minorbellies.com	604-525-1230 R 778-838-2336 C
Bantam, Midget, Jr. Girls - 30 sec. clock pee wee & up	Vacant	refallocator2@minorbellies.com	

Tournaments

Position	Name	Email	Phone
Bellie Bowl	Julie Lisson/Timoffee	belliebowl2017@gmail.com	604-790- 5957 C
Hyack	Michelle Cameron- Brooks	Hyack2017@gmail.com	604- 603-0978 C
Dorothy Robertson	Rebecca Fruhm	Dorothyroberts2017@gmail.com	604- 612-7601 C

Other Contacts

Position	Name	Email	Phone
Uniform Manager	Julie Lisson/Timoffee	uniforms@minorbellies.com	604-526-0890 R
Clothing Manager	Shawna Goss	bellieswear@minorbellies.com	604-524-6377 R 604-250-5537 C
Marketing Manager	Barb Beale	marketing@minorbellies.com	604-540-2664 R 778-979-3064 C
Arena Allocator	Karen Poole	boxscheduler@minorbellies.com	604-777-9383 R 604-839-7555 C
Tournament Coordinator	Julie Lisson/Timoffee	nwmlatournaments@gmail.com	604-790- 5957 C
Outdoor Box Allocator	Virginia Abbott	outdoorbox@minorbellies.com	604-351-4252 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 input into the bulletins and on his/her ideas and goals for the team.

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

Once teams are finalized, please provide two team lists to your division manager: one in alphabetical order by last name and another in jersey number order starting with the lowest number first. These lists should be sent in no later than May 1st and should be clearly labeled with tier and team number.

Booking Boxes for Practices

Until all teams are finalized, indoor floor time will be assigned to your teams by the Scheduler (arena allocator). For outdoor box practice times prior to the season start please contact the Outdoor Box Allocator (contact info above). Try to be consistent with your practice schedules, you'll find the parents appreciate a set practice time.

It is also very important that you communicate your cancelled practices to the appropriate allocator 48 or more hours in advance of your practice time. Failure to provide this notice will result in your team's loss of your regularly scheduled practice time. It may also result in your team being responsible for the cost of the arena floor time (\$30/hour).

Regular practice time will be assigned to all teams. Each coach will be asked for his/her preferred practice time, night and box (both inside and out). Once all teams have been set and coaches have indicated their practice preferences, the Scheduler will assign regular practice times. Practices will be assigned starting with the oldest team (girls teams fall between A2 and B levels in each division).

During the season additional inside practice time will become available. The arena allocator will send out an email to all teams in an effort to fill the practice time. The inside time will be filled on a first come basis. If time warrants, teams that do not have a regular inside practice will get notified of the available time prior to a notice going out to all teams. Additional outside practices can be booked through the box allocator as they are required.

Game Schedules

As soon as possible, game schedules should be produced and distributed to the team coaches and players. A calendar format showing date, time, arena and opponent is quite effective. It is helpful to label each copy of all handouts with the player's name as it is otherwise difficult to keep track of who received the information and who did not.

Generally, the division commissioners email the schedules to our Scheduler who will review them for conflicts. The Scheduler will forward it to you after it has been reviewed. If you receive a schedule directly from your division commissioner please forward it on to the Scheduler at scheduler@minorbellies.com as it will need to be reviewed for conflicts before you distribute it to your team.

TBR's (Games to be Rescheduled)

There could be games on your scheduled marked TBR (to be rescheduled) this means that there is a conflict and one of the teams (or both) already has a game that day or the arena is not available. It is the home team who needs to reschedule a TBR game. For most of your TBR'd home games, a new time for the game will be supplied by the Scheduler at the time you receive the schedule, but sometimes there may be a delay in finding an appropriate game slot. It is the manager's responsibility to confirm the rescheduled home game with the opposition as quickly as possible. If the new time does not work, contact the Scheduler for another time.

We have limited floor time in New Westminster so it is critical that schedules get confirmed as quickly as possible (if you can't use the time some other team will need it). Once the rescheduled game is confirmed the Scheduler must be notified. For TBR'd away games, the host team (or their Scheduler) will contact you to re-book the game. Please note that home teams are only required to provide two options for TBR's. If both options are decline, the visiting team "could" be forced to forfeit the game. You are not permitted to reject or cancel a game time provided by our Scheduler if you have a few players away or they have a conflict with another sport. The game must go on if you have 8 players available.

Cancelling Games or Practices

If your team cannot make it to a game, it is your responsibility to cancel the game. You do this by phoning the coach or manager of the team that you are playing. You must give the opposing team at least 48 hours advance notice, or your team will be responsible for paying for their referees and floor time (BCLA operating policy).

The 48 hour rule also applies to our own association as well. You must notify our Scheduler (boxscheduler@minorbellies.com) at least 48 hours in advance so that she may re-book the floor time and you must also contact the appropriate Referee Allocator to cancel your scheduled referees.

If you don't do this, you will be responsible for paying the referees and floor time even though there is no game. As you know, inside floor time is a valuable commodity in the lacrosse community. If you cancel a practice, it is critical that you notify the Scheduler as quickly as possible. There is always a team looking to pick up extra practice times. Failure to provide ample notice could result in the team being held responsible for the hourly floor rental fee we are charged by New Westminster Parks, Culture & Recreation.

Exhibition Games

NWMLA teams will be permitted floor time for up to two exhibition games per season provided the games are played preseason and/or during boys tiering break and only if floor time is available. Referee fees will be provided for one game (2 referees and one 30 second clock operator). Fees for any additional games should be shared with the opposing team or taken out of team funds.

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 must organize a meeting for all their parents to attend 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.

All players, parents, and coaches must sign the Code of Conduct form prior to league play beginning. Managers are to keep these forms on file should a problem arise. Team managers are also responsible for ensuring all coaches and bench personnel sign a COACHES CODE OF CONDUCT form and these too should be kept on hand at all times.

After Game Snacks

Game snacks are especially popular with younger players, but older ones enjoy them too! It is best to schedule a family for each game to be the treat bearers (this can be done on your game schedule). Or one family can manage the freezies for the season.

Referee Fees

The referee coordinators, according to your league schedule, prearrange referees. If you make changes to your league home game schedule you must advise the Scheduler, Karen Poole, at least 48 hours prior to your game. If you are arranging exhibition games you must advise the Scheduler to ensure the floor time is available and that you are assigned referees. The home team pays the referee fees. Please pay the referees as follows:

Division	#Refs/Game	Rate/Ref	# 30 Sec. Operators	30 Sec. Rate	Total Ref Cost	Total 30 Sec. Cost	Total/Game
Mini-Tyke	1	\$20	-	-	\$20	-	\$20
Tyke	2	\$20	-	-	\$40	-	\$40
Novice	2	\$25	1	\$15	\$50	\$15	\$65
Pee Wee	2	\$30	1	\$15	\$60	\$15	\$75
Bantam	2	\$35	1	\$15	\$70	\$15	\$85
Midget	2	\$40	1	\$15	\$80	\$15	\$95
Junior	2	\$45	1	\$15	\$90	\$15	\$105

The association will provide paid referees to run the 30 second clock in Novice, Pee Wee, Bantam, and Midget. These referees will be assigned by the Referee Allocator.

The Association provides teams with a float of funds to pay NWMLA referees for home games. Home games should be played in New Westminster unless you have been given permission by our scheduler to play at your opponent's arena. Referee fees should not be used to pay referees from other associations should you choose to play your home games at your opponents arena. The team is required to keep a record of how fees are used by recording dates, amounts, and names of the referees being paid (see enclosed form). These forms must be completed and returned to our Treasurer (treasurer@minorbellies.com) at the end of the season along with any unused referee fees. In addition, any overages paid due to additional games scheduled by your Commissioner will be reimbursed. All teams will be provided with enough money to cover two pre-season exhibition games and all regular season home games.

Referees are to be paid at the start of the game and paid individually in cash only.

The referees are to arrive at a game 15 minutes prior to game time. If by 15 minutes before game time a referee has not arrived an alternate referee must be found. Please phone the Referee Allocator for that division or the referee coordinator who will arrange for a replacement. Please do not call referees yourself.

If that is not possible, the referee present can with the approval of both coaches select a qualified referee from the stands if one is present. This agreement must be recorded by having both coaches sign the top right hand side of the scoresheet stating that they agree. One referee is not permitted to officiate a game independently in divisions Tyke and up. If the originally booked referee arrives late and an alternate has been contacted, the originally booked referee will not be eligible to referee the game.

Any officiating complaints should be directed to the Head Referee at boxheadref@minorbellies.com not sooner than 24 hours after the game. Please do not direct your feedback to any of the Referee Allocators.

Each week the Scheduler sends out an arena schedule (excel spreadsheet) to the Referee Coordinator so they know when and where to assign referees for the next two weeks. This schedule will also include any home games played at the outside boxes. All team managers will be copied on this email. It is important that managers review this schedule to ensure home games are listed at the correct box and time and on the right day. If this spreadsheet does not correspond to your schedule you should notify the Scheduler immediately to correct any discrepancies. If you are not using your regular home game time on a particular week, please double check that it has been removed from the schedule.

Please email your Referee Allocator a day or two in advance of your game to confirm your referees. This ensures that the game is on the schedule and that referees have been allocated to your game. It will avoid the unpleasantness and stress of having two teams at the box and no referees for the game. It also helps to know who you will be looking for in advance of your game.

Uniforms

Team Jerseys and Equipment

Team jerseys are provided by the Association and are to be maintained by an appointed team member (be it the Manager or another parent). You will be required to collect a jersey deposit from each player, \$75 post-dated cheques for August 1, 2017, before the player receives a jersey. Jerseys should be washed in cold water and hung to dry. Team jerseys are to be worn only during scheduled league or exhibition games and not during practices.

Collecting jerseys once the team has disbanded after the season can be a very difficult task. Jerseys should be collected at the last game of the season (not at the wrap up party), washed and returned to the Equipment Manager on hangers as a complete set. To ensure that you have enough hangers when returning the jerseys to the uniform manager at the end of the season, please do not give the hangers to the players when you are handing out the jersey at the beginning of the season.

Names, Captains or Assistant designations must be hand stitched (no glue or iron on). Jerseys 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 Uniform Manager, uniforms@minorbellies.com) Please make note of any missing or damaged jerseys. It is much preferable to recover the jersey than 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
- 24 balls

- player jerseys

Replacement balls are available by request to the equipment manager (lecture applies). 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. Any problems with equipment should be directed to the Equipment Manager, Ross Guthrie, at equipment@minorbellies.com.

Name Bars

Name bars are optional and can be ordered from our clothing manager Shawna Goss at bellieswear@minorbellies.com at a cost of \$10 each. Name bars should be hand sewn on the back of the jersey above the number. Please do not machine sew or glue them on. In addition, this is an “all or nothing” option i.e., the whole team wears name bars or they do not.

Game Shorts

All players should wear red Salmonbellie shorts to all games. One pair of Bellie shorts were offered for the discounted price of \$10 during the online registration. Additional shorts can be purchased from the Bellie Store in Queen's Park Arena on scheduled opening days at the regular rate of \$25. The association also carries a line of clothing and can be found under Bellieswear on our website. Purchasing information and the Bellie Store schedule appear regularly on our website at www.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

The home team is responsible for ensuring people are assigned to time keep and score keep.

Please refer to the Commissioner's package for details regarding game length and other rules specific to your division.

Team parents should be available and willing to perform these functions. 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. Game sheets have also been left at the arenas. At Moody Park Arena they are behind the desk at the concession stand. At Queen's Park they are in a cupboard in the front office (ask the custodian to help you).

The winning team is responsible for sending in the white copy of the game sheets to their appointed commissioner within 48 hours of game completion. This person's name will be given to you with your game schedules when they are ready. The yellow copy of the game sheet is for the losing team and the pink copy is for the winning team. In addition, some league commissioners ask for more information about your games, teams etc. Please be sure to read all emails from your Commissioner so you are aware of his/her expectations.

A list of the commissioners for each division for the current box lacrosse season can be found at http://www.lmmlc.ca/about_us.html.

Score clock instructions for both arenas and a copy of a scoresheet can be found in Appendix B.

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
Lower Mainland Minor Lacrosse Commission: www.lmmlc.ca
Canadian Lacrosse Association: www.lacrosse.ca

Commissioners for the season can be found at http://www.lmmlc.ca/about_us.html.

NWMLA Player Call up Policy

The New Westminister 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;
- To make players eligible for provincial play on the higher calibre or division team.

The following steps must be followed to allow players to play up:

1.00 The higher calibre team coach or manager must contact the lower calibre team coach or manager for verbal approval to have a player play up.

Players must fulfill their registered team commitment before playing up. I.e., players are not to miss their own team's game for the game of a higher team.

It is recommended that the coaches leave the managers to do the communicating and both teams have established a working relationship and plan between each other. Individual teams should have formulated a plan as to which players are ready to play up. The best interest of the player and team must be balanced. Not all players are physically or mentally ready to play up and this is to be considered.

The lower calibre team may not want a player to play up for valid reasons such as: discipline reasons with the player, coach may not want a player to miss a planned practice and these wishes are to be respected by the higher team coach or manager.

2.00 Upon receiving verbal approval from the lower calibre team coach or manager, the higher team coach or manager may then contact the player directly. At this point, the player or parents may refuse the invitation to play up.

3.00 Although both teams are to keep track of when players play up, because players may play up for multiple teams it is the player's registered team manger which must keep record of players from their team playing up. This will avoid affecting player eligibility for their registered team. Cooperation and good communication between teams will assure that players and teams receive the benefit of players playing up. Failure to follow the above procedure will result in the New Westminister Minor Lacrosse Association Executive imposing sanctions on the individuals responsible for not following the procedure.

The Minor Directorate governs the play of all minor players within the province; the Lower Mainland Minor Lacrosse Commission (LMMLC) governs the play of all minor players within the Lower Mainland and as such takes the Minor Directorate rules and makes them more specific to suit their league play. Please read the rules below to best serve the needs of your team.

The LMMLC Rules:

D-10 Players are allowed, with the permission of their coach or manager to play up. No player who plays five (5) games up shall be eligible to return to his/her original team during that season. Any player appearing on a fifth game sheet, other than his/her original team must remain in the higher division but the Home Association will place the player on a team for the balance of the season.

D-11 (a) A player may play up one division or calibre higher than that in which he/she is registered on a game by game basis only with the approval of the coach or if unavailable, another team representative as defined by the Form 100, of the team the player is registered with.

(b) Any player who has played up a total of five or more league games, playoff games, sanctioned tournament games, or combination of, in any division or calibre higher than the one in which he/she is registered, must for the remainder of that year play for the higher division or calibre in which he/she played his/her fifth game. The Home Association will determine which team in that division that the player will play on if there is more than one team in the higher division or if the player has played across multiple levels in a tiered division.

(c) A player registered to an A team shall only be allowed to play on an A team of the division higher

(d) A player registered to a B team will be allowed to play up on an A, B or C team in the division higher.

(For example, a Bantam B player may play on a Midget C team.) Teams will not be allowed more than two (2) of these players. **Lower Mainland Minor Lacrosse Commission Page 9 Constitution & Bylaws, Operating Policy**

(e) In extreme circumstances where an association may not have a B or C team to call from the team may ask permission from the TWO (2) League Commissioners for an A players 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 A player wither approved or denied and with rationale.

(f) Call-up sheets submitted with the game sheet to the commissioners must be signed in accordance with BCLA Operating Policy 4.07 by the coach or if unavailable another team representative. Call-up players still need to be written in the game sheet notes as well.

D-12 No more than four (4) players may be brought up to any team in the same league, tournament or playdown game without the written permission of the League Commissioner before the game is played. Violation of this rule would see the coach suspended for playing an illegal player.

Associations having more than one team in any calibre in the Novice division may not pull players from other teams in the same calibre for Novice tournaments unless the tournament is specifically designated as an "ALL-STAR" tournament.

Any team in violation will be removed from the tournament and the coach suspended for a minimum of two (2) games.

D-13 Associations wishing to re-assign a player to a lower calibre shall apply in writing to the LMMLC.

D-14 No player may play three (3) or more games in one day during regular league play; excluding interlock play.

D-15 For LMMLC playoffs, Regulation 12 of the BCLA Minor Directorate Operating Policy will be acceptable to any individual players as well as the whole team.

D-16 For LMMLC playoffs, players are allowed, with the permission of their coach or manager, to play up one division (example A1 players to A1 teams only); or to play up in the same division with a higher calibre team, without having to establish eligibility by playing a set number of games prior to the play-offs. However, Policies D-11, D-12 and D-13 still apply.

D-17 All team movement through tiering must be completed prior to May 31st of each playing year. Team Movement shall be resolved by a committee comprised of LMMLC Executive and Commissioners, and shall include informational opinions from the other coaches within the same league that the team declared in (for example, if a team declared A2, all other A2 coaches that the team played against in the 'tiering round' shall be asked their opinion whether the team in question is of that calibre). Teams shall be allowed 10 days to demonstrate player viability.

One Game Permit

A copy of the One Game Permit is required when calling a player or players up for a game (copy given at manager's meeting or at www.minorbellies.com). Please ensure this form is completed and signed by the coach (or another team representative) of the team the player is registered with for the season. This form must be submitted to the commissioner with the game sheet and the call up player or players must also be written in the game sheet notes.

Fundraising

Teams often require funds in order to participate in tournaments, organize wrap up parties or purchase other items for the players such as 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 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.

Some teams decide not to fundraise and simply ask for money from each family to cover the cost of tournaments, team wear, season end parties and coaches/managers gifts. Please keep this amount to under \$100 so that it does not become a financial burden to families. Please let the registrar know if you have a family that is having difficulties with this fee.

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 handed over to 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 Treasurer of the NWMLA executive treasurer@minorbellies.com must also receive a copy of this financial Statement. A sample financial statement can be found in Appendix A.

Special Events

Tournaments

There are a number of tournaments hosted by various associations. Tournament fees run approximately \$350 to \$700 depending on the age level. All costs to enter tournaments are the responsibility of the team. Division Managers have reserved spots in various tournaments in each division so check with them to see what is available for your team. A complete tournament listing is available on our website at www.minorbellies.com under Tournaments.

New Westminster hosts three very successful and sought after tournaments each year.

Dorothy Robertson Tournament: May 12-14th

Bantam Hyack Tournament: May 19 – 22nd

Bellie Bowl Novice Tournament: June 2-4th

All our tournaments are held at both Queen's Park Arena and Moody Park Arenas. The Bantam, Novice, and female families are expected to volunteer for various duties throughout the events and all teams are expected to participate in home tournaments. Tournament coordinators will be contacting team managers with further details in the near future.

Keep in mind that if you have a league game scheduled during a tournament it will need to be rescheduled. Our Scheduler will reschedule the home games for the New Westminster tournaments but you will have to notify her of any other home games that need to be rescheduled due to other tournaments you are attending. This needs to be done as soon as possible due to limited floor time. Teams attending two or more tournaments may be required to play their rescheduled games outdoors at the tyke level due to a lack of floor time availability. If you have an away game that is impacted by a tournament you must contact your opposition to reschedule the game. This is very important especially in the Pee Wee, Bantam and Midget divisions where points from league games affect standings. Some commissioners do allow tournament games to count as league games. Due to limited arena time, this may be a necessary option for some teams.

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 British Columbia Lacrosse Association for approval. The Permit must be received by BC Lacrosse Association no later than fourteen (14) days prior to the event. A copy of the permit must also be sent to Kevin Stewardson vpbox@minorbellies.com. See <http://tinyurl.com/144e2qf> for a copy of the form.

Picture Day

This year's pictures will be taken on Monday, May 1st in the lobby at Queen's Park Arena. Picture times for the different teams will be advised. The cost for one individual and a group team picture is included in

the registration fee for lacrosse. The photographer has a number of additional optional packages available at an additional charge.

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. Because the weather is great at this time of year, the possibilities are endless. Book a pool, plan a picnic or barbeque, etc. 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 the NWMLA Annual General Meeting.

Encourage them to attend; our association 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 do not have to be experienced to get involved. Enthusiasm is the only qualification needed! The Annual General Meeting is held in September and the exact date will be announced towards the end of the season.

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 and social media.

Don't forget to like us on Facebook and follow us on Instagram and Twitter to get lacrosse news and updates from the association! And if you have photos to share from the season, please send them to us and we'll get them posted on social media and include them in our awards night photo video.

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

Arena Guidelines for Coaches and Managers

1. Please encourage your players to respect the facilities and the customers in the facilities. Ensure your players do not throw lacrosse balls inside the facility, except on the floor. Also they should not throw balls against the outside walls of the arenas. In past years glass and stucco have been broken and damaged.
2. Please do not warm up your players in the parking lot. We are concerned for the player's safety and do not want lacrosse balls bouncing off any cars. There are fields located near both arenas that you can use for warm ups.
3. Each season a few players show up at Moody Park Arena instead of Moody Park Box. Please make it clear to players and parents between Moody Park Box and Moody Park Arena.
4. Players must wear a helmet at all times when on the lacrosse floor. Coaches are asked to help educate the players and to help enforce this safety issue.
5. Each arena has 2 plastic shooter boards. If coaches want to use them just ask the icemen for them.
6. Please bring your own lock for dressing room doors in both arenas. Keep the doors locked at all times while your team is on the floor.
7. All lost and found items from the three outdoor boxes can be turned into Moody Park Arena. Parks staff will do the same. People looking for lost items can check at Moody Park Arena.
8. Please have teams use the dressing room to change and leave their lacrosse bags. Do not allow the players to change in the lobby or walkways and leave their bags lying around. Each team is entitled to one dressing room during your floor times.
9. Players may drop off their gear at either arena before school (or during the day) if they have an after school practice. May also be done if the team practices at Moody Park box.
10. Please speak to the arena staff if you have any issues with the facilities.
11. Coaches, managers and parents support with these items would be appreciated by the arena staff.

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.

Appendix B – Time Clock and Scoresheet

MOODY PARK ARENA TIME CLOCK OPERATION

HOW TO SET TIME FOR CLOCK

- Flip switch to “ON” located at the back left-hand side of the console
- Then press “ENTER” = YES
- Then press “CLEAR” = NO
- Then press “SET MAIN CLOCK”
- Then use number pad to select desired time (for fifteen minutes press “1”, “5”, “0”, “0”,)
- Then press “ENTER” = 15:00 on scoreclock will show up.

HOW TO ENTER PENALTIES – MAJOR AND MINOR

Minor Penalties

- Press “PLAYER PENALTY” Guest or Home
- Press player’s jersey number (two digits) on the number pad, then press “ENTER”
- Press “MINOR PENALTY” then “ENTER” then “ENTER” and a 2:00 minute penalty will show on the scoreclock.


Major Penalties

- Repeat step #1 and #2 above
- Press “MAJOR PENALTY”, then “ENTER”. A five minute penalty will show up on the scoreboard.


Specific Penalty Times

- Repeat steps #1 and #2 as for other penalties.
- Press specific time on number keypad, then “ENTER”.

TO SWITCH BETWEEN SCORECLOCK AND TIME OF DAY

1. To Set Time of Day
2. Press MENU
3. Press  and select TOD, press ENTER button
4. Press 1 for 12hr, 2 for 24hr clock
5. Input TOD using number pad, hit ENTER
6. Press 2 for TOD

To Switch to Scoreclock

1. Press MENU
2. Press  and select TOD, press ENTER button
3. Press 1 or 2 or ENTER
4. Hit ENTER when screen displays “Menu-Time of Day”
5. Press 1 to go to scoreclock

SHOT CLOCK

- The 30 second clock controller is in the front office – please leave your keys in exchange for the remote.

THANK YOU FOR YOUR UNDERSTANDING

QUEEN'S PARK ARENA SCOREBOARD OPERATION

Scoreboard Code

1. 4402
2. Power
3. Turn "on" power switch located on the rear of control panel
4. Control panel screen will illuminate
5. Control panel screen will read "RESUME GAME?"
6. Press the <CLEAR / NO> key
7. Control panel screen will read "SELECT CODE / CODE 4402?"
8. Press the <ENTER / * / YES> key

Set Main Time

1. Press <SET MAIN CLOCK> key
2. Control panel screen will read "MAIN CLOCK -SET CURR -- : -- . -"
3. Enter the desired time using the keypad and add an extra 0 for the 10th of seconds
4. Press the <ENTER / * / YES> key

Start and Stop Time

1. Press the green <START> key
2. Clock will run
3. Press the red <STOP> key
4. Clock will stop

Set the Period

1. Press the <PERIOD +1> key until desired number is displayed
2. The numbers 0 – 9 can be displayed

Set the Goals

1. See green key cluster for "HOME" and red key cluster for "GUEST"
2. Press appropriate <SCORE +1> or <SCORE -1> key until desired number is displayed

Shots on Goal

1. See green key cluster for "HOME" and red key cluster for "GUEST"
2. Press appropriate <SHOTS ON GOAL +1> or <SHOTS ON GOAL -1> key until desired number is displayed

Set a Penalty

1. See green key cluster for "HOME" and red key cluster for "GUEST"
2. Press appropriate <PLAYER PENALTY> key
3. Control panel screen will read "PLYR / PEN 1 P -- PN -- : --"
4. Enter the jersey number of the penalized player
5. Press the <ENTER / * / YES> key
6. Enter the penalty time or accept the default time of 02:00 minutes
7. Press the <ENTER / * / YES> key
8. The score clock will store up to 6 penalties per team

Delete a Penalty

1. See green key cluster for "HOME" and red key cluster for "GUEST"
2. Press appropriate <DELETE PENALTY> key
3. Control panel screen will read the first penalty assessed
4. Scroll thru penalties using the large UP and DOWN around the <MENU> key to locate desired penalty
5. Press the <ENTER / * / YES>

30 Second Clock

1. Plug in shot clock jack into rear of control panel
2. Use Run/Stop switch on remote switch
3. Shot clock default setting of 30 seconds
4. To change time press <set shot clock> key and type in desired #.

Scoresheet Explanation

Before the game starts the Scorekeeper should fill in the date, arena, division, level, game number, names of officials (referees & shot clock), the scorekeeper and timekeeper. The team names must be written at the top beside "Home:" and "Visitor". If there is more than one New West team in your division be certain to identify the team number.

Request that both teams fill out the team roster and bench official section. Some teams may provide a label with this information. They should also sign that the roster and bench officials section has been verified.

If there are any players called up from lower divisions they should be noted in the game notes section. Also, if any players are serving a suspension it needs to be noted. If it is not noted the game doesn't count as a missed game.

Some commissioners are very particular about scoresheets, for example, they might request players are listed in numerical order. They will indicate these details at the start of the season when they send out the schedules.

For a great scoresheet demonstration go to http://www.lmmlc.ca/boxla_scoresheet_demo/index.html.

During the game

Scoring Section

- # : refers to the goal number.
- Period: the period of the game in which the goal was scored
- Goal: jersey number of player who scored the goal
- Assists: jersey number of player (s) who assisted

Penalties

- PER: period in which the penalty occurred
- NO: jersey number of the player
- OFFENCE: use the abbreviations listed on the scoresheet for the various infractions
- MIN: length of penalty
- OFF: time off the floor
- ON: time on the floor
- Stops – shots on goal

If the scorekeeper is unsure of the penalty or length of time required ask the referee for clarification. The buzzer can be used if you are desperate to get the referees attention.

Post-game

After the game the scorekeeper should complete the game summary and have the officials initial and review the scoresheet. They will add any necessary game notes and indicate if a game report will be required for the game.

Give the completed sheet to the manager to separate and distribute. The losing team gets the goldenrod copy. The winning team keeps the pink copy and forwards the white and canary copies to the commissioner.

If you are the away team and have won the game it is a good idea to review the scoresheet to make sure all the information required is on the sheet. If some of the necessary information is missing a commissioner may not award the team the points for the game.