



# COACHES HANDBOOK

FOR USE IN MINOR BOX LACROSSE

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## Introduction

The purpose of this document is to aid Lower Mainland Minor Lacrosse Commission (LMMLC) coaches, in understanding their duties and responsibilities with respect to their League Commissioner.

## Game Sheets

It is the responsibility of the home team to ensure that the game sheet is clearly and properly filled out prior to the start of each home game. Players' full legal names must be used.

***Please review the BCLA Bench Officials Handbook with your team manager. The handbook contains an example of a properly filled in game sheet. A video demonstration is also available at [www.lmmlc.ca](http://www.lmmlc.ca)***

The home team's scorekeeper is responsible for distributing the copies of the game sheet at the conclusion of a game. The winning team's representative is given the top 2 copies of the game sheet (white, and pink). The losing team's representative is given the bottom copy of the game sheet (golden rod). In the event of a tie, the home team's representative is given the top 2 copies of the game sheet.

The winning team's coach or manager is responsible for submitting the top copy of the game sheet (white copy) to the League Commissioner. The white original copy of the game sheet must be electronically sent to the League Commissioner within 24 hours after the conclusion of the respective game. The original copy of the game sheet must be mailed to the League Commissioner within 2 days after the conclusion of the respective game. In the event of a tie the home team's coach or manager is responsible for mailing the original copy of the game sheet.

The League Commissioner's contact information is located at the bottom of the distributed Team Information Sheet.

***Failure to submit the game sheet to the League Commissioner on time will result in the forfeit of any points awarded to teams for the respective game.***

### **Each game sheet must contain the following information:**

1. The date, location, type of game, game number, division and level of the teams involved.
2. The home and visiting **association names...** do not use team names (example: Vancouver, New West #1).
3. Each team's player roster should:
  - identify the Captain (C) and Assistant Captains (A) with the appropriate letter
  - identify the goaltender (G) with the appropriate letter
  - identify any suspended player(s) – scratch off game sheet roster and write in game notes
  - not include any player(s) missing at the start of the game
  - add any missing player(s) as soon as they arrive at the game
  - identify any player(s) called up in the Game Notes section – call-up sheets must be used
4. Include all bench personnel in attendance: Total of 4 non-playing personnel only on bench
  - the name of the head and assistant coaches with their NCCP #

- the name of the trainer
  - All personnel on bench must be written on game sheet
  - Head coach is responsible for all team personnel.
5. The coach or manager must sign the game sheet verifying their team information is correct.
  6. The scorekeeper and timekeeper(s) must print their names on the game sheet.
  7. The scorekeeper must enter the correct scoring information.
    - review the BCLA Bench Officials Handbook
  8. The scorekeeper must enter the correct penalty information
    - review the BCLA Bench Officials Handbook
  9. The scorekeeper must enter the game summary information at the conclusion of the game.
    - in the Novice to Midget divisions the scorekeeper must keep track of the number of saves each goaltender makes
  10. Game officials (referees) must print name prior to start of game and verify the game information then sign the game sheet after game ends. Officials get paid **prior to game**.
  11. The scorekeeper must distribute the copies of the game sheet to the appropriate team personnel.

## League Season

The tiering schedule runs from Monday, April 9, 2018 to Sunday, May 6, 2018 inclusive. All tiering games must be completed by Sunday, May 6, 2018. Tiering games cannot be rescheduled after May 6, 2018.

Teams may be reassigned to a different division or league based on their performance during the tiering schedule. Team(s) will be reassigned prior to the start of the regular league schedule.

The regular league schedule runs from Monday, May 14, 2018 to approximately the beginning/middle of June depending on the Provincial Championship date. All regular league games must be completed by the final date on the schedule as posted. No games can be rescheduled after this date.

Provincial Playdown games will begin within a day of your regular season end (see Provincial Championship information).

The home team's Head Referee and/or Referee Allocator shall appoint two properly carded referees for regular league play. As well as a certified referee for the 30 second clock.

For divisions Tyke and above (including Tyke and up in the Female divisions) the game cannot be played unless a second referee can be appointed and both teams must be in agreement. The game sheet must be signed by the coach of each of the teams clearly indicating that they are in full agreement. If either team is not in agreement or a second referee cannot be found then the game should be rescheduled by the home team.

A second official is not required for the Mini-Tyke division but may be used at the Home Associations' discretion.

All games must end on time so that the next scheduled game in the facility is not delayed. The Referees shall shorten the length of the third period as required so that the game finishes on time.

No home game time shall start before 6:00pm during the week, without approval by both participating teams and without notifying the Commissioner.

No home game time shall start after 9:00pm without approval by both participating teams and without notifying the commissioner.

***Every effort must be made to play all league games as scheduled. Fines will be issued (see Defaulted or Rescheduled games section).***

***League Commissioners have until June 1<sup>h</sup> to move any teams for league and Provincial Championship play.***

## **League Points**

Points will be awarded during tiering, transitional and regular league games played as follows:

- 2 points - win
- 1 point - tie
- 0 points - loss

***Points awarded during the tiering, transition and league schedules are included in the league standings.***

## **Defaulted or Rescheduled Games**

If either the home or visiting team wishes to default or reschedule a game, the team wishing to default or reschedule a game must contact their opponent no later than 48 hours prior to the scheduled game time.

Any team failing to appear for a game at the appointed time and place is responsible for paying the referee fees & certified Shot clock official present at the game and for any floor rental charges. The League Commissioner will be notified of the situation as soon as possible and will report the incident to the LMMLC Chair for further action.

**Any team requesting a reschedule due to being in a tournament, must do so 1 week prior (if possible) to original game date, if not their home association or team may be fined \$50.00.**

When a rescheduled game is agreed upon it is the responsibility of the home team to reschedule the game as soon as possible. All rescheduled or TBR games must be rescheduled prior to the completion of any league schedule.

In any rescheduling disputes, the League Commissioner will determine if a reasonable effort was made to reschedule the game by the teams. The offending team will forfeit the game and associated points. **Also the offending association will be fined \$50.00 payable to the LMMLC.**

***The League Commissioner must be notified of all defaulted or rescheduled games as soon as possible.***

***League Commissioners do attend games whenever possible so they must be updated on all scheduling changes.***

## Suspension Information

The head coach of a team is responsible for reading the Minor Directorate Disciplinary Rules and Rule Interpretations provided by either their home association or their League Commissioner. It is on the LMMLC website.

***The head coach of a team is responsible for knowing which major penalties are associated with automatic suspensions.***

The head coach of a team is responsible for knowing when their players/coaches have received a penalty associated with an automatic suspension. The head coach of a team must immediately enforce any suspension received by a player/coach for the required number of games. The head coach of a team will not wait to "hear" from their League Commissioner informing them of any coach/player suspension. A head coach of a team should contact their association's Head Coach or League Commissioner if they are uncertain how to apply the suspensions in the Minor Directorate Disciplinary Rules.

A player/coach's suspension can only be served during any regular league game, tournaments and provincial play down games. A suspension cannot be served during an exhibition game and the player/coach cannot play or be on the bench during a regular league game, tournament or provincial play down game for any another team.

A head coach of a team must use the following procedure when dealing with an automatic suspension:

1. Determine if a player/coach has received a penalty that requires an automatic suspension
2. Contact their League Commissioner as soon as possible and inform them of the penalty and confirm the length of the suspension
3. Remove player/coach name from game sheet roster, but write the suspended player/coach's name in the game note box on all game sheets that they are suspended for; if this isn't done, the suspension does not count
  - Indicate the suspension next to the player/coach's name in the game sheet notes on the game sheet
  - E.g. Joe Smith Suspended 1 of 3

***Rule #18 - Minor Directorate Disciplinary Rules states...***

***Any team that plays an ineligible player while under suspension by a Commissioner or Commission will lose any points earned from the games in which the ineligible player played. The Coach will be suspended for two (2) games for the first offense and for the second offense, an automatic referral to the British Columbia Lacrosse Coaches Association for appropriate disciplinary action.***

## Player Movement Information

A head coach of a team may request a player from a lower caliber team of the same division or from a lower or equal calibre team in a lower division team to "play up" on their team for any regular league game, tournaments and provincial play down games.

Any Female player registered and playing on a female only team can only be called up to a female only team one division higher. Any female playing on a mixed team can only be called up to a mixed team one division higher. They cannot cross over.

Any player who plays five (5) games for a higher team or teams shall be ineligible to return to his/her original team for the duration of the current season. Any player appearing on a fifth game sheet, other than his/her original team must remain on the higher team with the Home Association placing the player on a team for the balance of the season, if required.

A player registered to an "A" team shall only be allowed to play on an "A" team of the division higher. 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 Peewee "B" player may play on a Bantam "C" team). Teams will not be allowed more than two (2) of these players.

In **extreme circumstances** where an Association has no "B" or "C" team to call from, the team may ask permission from the TWO (2) League Commissioners for "A" players from the division below to be called up prior to the game. (If the Association has either a "B" or "C" team in the same division or the division below, they cannot ask for permission for "A" player.) Both commissioners must discuss and be in agreement. The LMMLC Chair must be notified from the League Commissioner of the team who requested the "A" player, whether approved or denied, and with rationale. Teams will not be allowed more than two (2) of these players.

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 at bottom of game sheet roster as well as in game sheets notes.

No more than four (4) players of the same or lower calibre may be brought up to any team in the same game without the written permission of the League Commissioner before the game is played. Violation of this rule would constitute Rule 18 - Minor Directorate Disciplinary Rules whereby a coach will be suspended for playing an ineligible player.

## Referee Payment Fees

|  |                              |
|--|------------------------------|
| Shot Clock - Mini-Tyke/Tyke/Novice/Peewee/Female | \$15.00 per game only        |
| Shot clock - Bantam & Midget                     | \$20.00 Per game only        |
| Mini-Tyke:                                       | \$20.00 per game per referee |
| Tyke *:  | \$20.00 per game per referee |
| Novice *:  | \$30.00 per game per referee |
| Peewee *:  | \$35.00 per game per referee |
| Bantam *:  | \$40.00 per game per referee |
| Midget *:  | \$45.00 per game per referee |
| Female Junior:                                   | \$50.00 per game per referee |

\* - both Minor and Female

## Provincial Championship Information

Teams wishing to qualify for the Provincial Championships must contact their Association President regarding the submission of a Provincial Declaration form. The British Columbia Lacrosse Association (BCLA) office must receive Provincial Declaration forms by TBA.

The LMMLC League Playdowns will begin approximately two (2) weeks prior to the start of the Provincial Championships, unless there is a wildcard. Only teams who have submitted their team's Provincial Declaration form into the BCLA will be eligible for the LMMLC League Playdowns. The LMMLC playdown format will be emailed to all participating teams prior to the start of the league playdowns.

### 2018 Provincial Championship Locations/Dates:

|                          |           |                  |
|--------------------------|-----------|------------------|
| Female Box Lacrosse:     | Cowichan  | July 12-15, 2018 |
| Pee wee A1, A2, B and C: | Coquitlam | July 12-15, 2018 |
| Bantam A1, A2, B and C:  | Richmond  | July 5-8, 2018   |
| Midget A1, A2, B and C:  | Burnaby   | July 26-29, 2018 |

## Arena Information

| Arena  | Address                               | Postal Code |
|--|---------------------------------------|-------------|
| Abbotsford Recreation Centre                       | 34690 Old Yale Road, Abbotsford       | V3G 1C4     |
| Aldergrove Arena                                   | 2882 272 Street, Langley              | V4W 3J9     |
| Bill Copeland Sports Centre/<br>Burnaby Lake Arena | 3676 Kensington Street, Burnaby       | V5B 4Z6     |
| Chilliwack Twin Rinks                              | 5745 Tyson Road, Sardis               | V2R 3R6     |
| Cloverdale Arena                                   | 6090 176th Street, Surrey             | V3S 4E7     |
| George Preston Recreation Centre                   | 20699 42 Avenue, Langley              | V3A 3B1     |
| Gibsons & Area Community Centre                    | 700 Park Road, Gibsons                | V0N 1V0     |
| Hope & District Recreation Centre                  | 1005 6th Avenue, Hope                 | V0X 1L4     |
| Great Pacific Forum                                | 10388 Nordel Court, Delta             | V4G 1J7     |
| Harry Jerome Recreation Centre                     | 123 East 23rd Street, North Vancouver | V7L 3E2     |
| Kensington Arena                                   | 6159 Curtis Street, Burnaby           | V5B 4X7     |
| Killarney Community Centre                         | 6260 Killarney Street, Vancouver      | V5S 2X7     |
| Kitsilano Community Centre                         | 2690 Larch Street, Vancouver          | V6K 4K9     |
| Ladner Leisure Centre                              | 4600 Clarence Taylor Crescent, Delta  | V4K 3X3     |
| Langley Events Centre                              | 7888 200 Street, Langley              | V2Y 3J4     |
| M.S.A. Arena                                       | 2323 Emerson Road, Abbotsford         | V2T 3J2     |
| Minoru Arenas                                      | 7551 Minoru Gate, Richmond            | V6Y 1R8     |
| Mission Leisure Centre                             | 7650 Grand Street, Mission            | V2V 3T3     |
| Moody Park Arena                                   | 701 8th Avenue, New Westminster       | V3M 2R2     |
| North Delta Recreation Centre                      | 11415 84 Avenue, Delta                | V4C 2L9     |

| <b>Arena</b>                               | <b>Address</b>                         | <b>Postal Code</b> |
|--|--|--------------------|
| North Surrey Recreation Centre             | 10275 135 Street, Surrey               | V3T 4C3            |
| Pitt Meadows Arena Complex                 | 11435 Bonson Road, Pitt Meadows        | V3Y 2S3            |
| Planet Ice - Coquitlam                     | 2300 Rocket Way, Coquitlam             | V3K 6Z2            |
| Planet Ice - Maple Ridge (Cam Neely Arena) | 23588 105 Avenue, Maple Ridge          | V2W 1B8            |
| Poirier Sport & Leisure Complex            | 630 Poirier Street, Coquitlam          | V3J 6B1            |
| Port Coquitlam Recreation Complex          | 2150 Wilson Street, Port Coquitlam     | V3C 6J5            |
| Port Moody Sports Centre                   | 300 Ioco Road, Port Moody              | V3H 2V7            |
| Prospera Centre                            | 45323 Hodgins Avenue, Chilliwack       | V2P 8A8            |
| Queen's Park Arena                         | 1st Street/3rd Avenue, New Westminster | V7H 2V6            |
| Sunshine Coast Arena                       | 5982 Shoal Way, Sechelt                | V0N 3A6            |
| South Delta Recreation Centre              | 1720 56 Street, Delta                  | V4L 2B1            |
| South Surrey Arena                         | 2199 148 Street, Surrey                | V4A 8L5            |
| Squamish Civic Centre                      | 1009 Centennial Boulevard, Squamish    | V0N 3G0            |
| Sungod Arena                               | 7815 112 Street, Delta                 | V4C 4V9            |
| West Vancouver Arena                       | 786 22nd Street, West Vancouver        | V7V 4B9            |
| White Rock Centennial Arena                | 14600 North Bluff Road, White Rock     | V4B 3C9            |