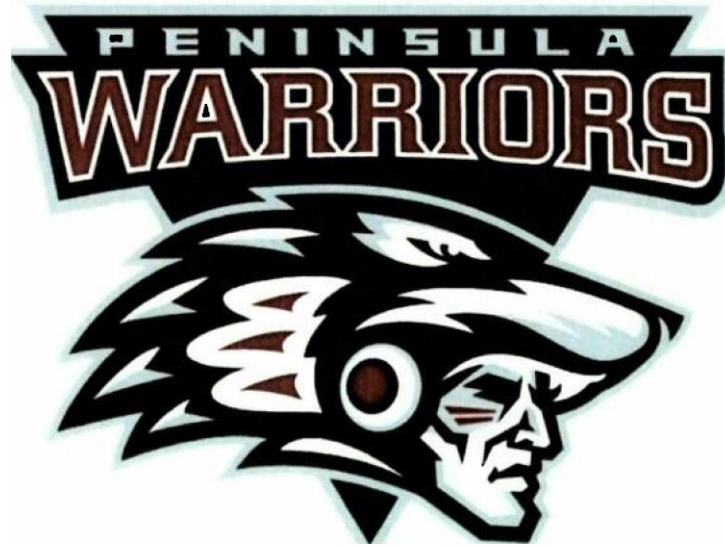




Peninsula Lacrosse Association



Peninsula Warriors Manager Handbook

2026



Introduction

The Peninsula Lacrosse Association (PLA) Manager Handbook for 2025 offers a meticulous framework designed to provide comprehensive guidance for the administration of Peninsula Warriors lacrosse teams. This document serves as a definitive and authoritative resource detailing the procedural, regulatory, and operational protocols essential for the proficient execution of duties by Team Managers. Comprehensive familiarity with, and adherence to, the handbook's contents are imperative for ensuring optimal operational functionality throughout the lacrosse season.

This handbook has been designed to provide clarity on administrative responsibilities, communication protocols, regulatory compliance, logistical coordination, risk management strategies, and volunteer engagement. Managers are expected to apply these guidelines consistently and effectively to ensure cohesive and successful team management throughout the competitive season.

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Section 2. Getting Started

Completing & Submitting Form 100B

- Submit the completed Form 100B to the Head Coach at **penlax.coach@gmail.com** and CC the Head Manager at **penlax.mgr@gmail.com**
- This document must comprehensively list all coaching staff, door persons, and team managers.
- Submission Deadline: April 15. Confirm with your coaching staff to ensure adherence to this requirement. Unauthorized individuals are prohibited from occupying the bench or floor during games or practices unless explicitly listed on Form 100B.

Criminal Record Checks

- All coaches, doorpersons, and managers must complete a Criminal Record Check (CRC) each season.
- Direct inquiries to the VP - Competitive at **penlax.vp@gmail.com** and CC the Head Manager at **penlax.mgr@gmail.com**, providing relevant names and addresses of individuals requiring clearance.

Parent Meeting & Introduction

- Collaborate with your coaching staff to organize a parental meeting or produce a formal letter of introduction.
- Outline explicit expectations regarding player participation, volunteer roles, communication protocols, critical dates and proposed budget.
- Facilitate parental involvement by encouraging volunteers to assume roles such as Team Treasurer, Team Safety, and Game Day Coordinators.

Create a Budget

- Collaborate with the head coach to create a team budget appropriate for the age group and set team fees.
- Team budget could include but not limited to the following items:
 - Tournament entry fees



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- Team swag/gifts (t-shirts, warm-up shirts, etc.) **Please note:** Any jerseys ordered must receive prior approval from the Executive before being ordered and used for gameplay
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 - Jersey washing stipend
 - Celebrations/Snacks
 - Provincial declaration
- The budget is to be done on a simple excel sheet and emailed to the Head Manager at **penlax.headmgr@gmail.com** at the beginning and end of the season for review
 - The budget must be maintained and made available to parents upon request.
 - Budget example:

U17B Peninsula Budget			
Item	Budgeted	Actual	Date Paid
Tournament	\$850.00	\$850.00	Apr 9
Balls (50)	\$200.00	\$100.00	Apr 5
		\$100.00	Jun 3
T-Shirts x22	\$815.00	\$697.90	June 3
Year End Party	\$660.00	\$159.16	May 17
		\$172.82	July 8
		\$203.10	July 8
Administration Supplies	\$200.00	\$50.00	Jun 10
		\$75.00	July 1
Ice and Medical Supplies	\$50.00	\$23.00	July 1
Graduating Jerseys x7	\$525.00	\$496.16	June 4
Coaches Polos x4	\$0.00	\$0.00	
Provincial Declaration	\$0.00	\$250.00	May 24
Total	\$3,300.00	\$3,177.14	
Remaining Funds		\$1,128.75	
Fundraising		\$1,005.89	June 13
Outstanding Player Fees		\$0.00	



Total Return To Each Player		\$53.75	
Fee per Player (22 players)	\$150.00		

Practice/Game Schedule

- Practice schedules will be provided to Coaches by the Floor Allocator and communicated to the Managers
- Game schedules can be found in RAMP and on the Vancouver Island Minor Lacrosse Commission site at www.vimlclacrosse.ca

Collection of Player Medical Form

Obtain and retain the following document throughout the season:

- Player Medical Form – found in the appendix

Team Jersey Management

- Jerseys are distributed before each game and must be promptly collected afterward by the Team Manager or a delegated representative.
- Jerseys remain in the custody of the Team Manager between games to ensure accountability and minimize losses.

Time & Scorekeeping Responsibilities

- The Team Manager must coordinate the availability of timekeepers and scorekeepers for all home games.
- Scorekeeping is conducted electronically via the RAMP app. Detailed instructions are provided in the Scorekeeping and Time Clock Instructions section of this handbook.

Reporting Injuries

- Injuries must be reported within 30 days using the BCLA Accident Claim Form, accessible via the BCLA website at bclacrosse.com/forms.php#administration



- Completed forms must be submitted to debheard@bclacrosse.com with a CC to the VP - Competitive at penlax.vp@gmail.com for processing.

50/50 Draws & Gaming Licenses

- Organizing a 50/50 draw requires an application for a Class D Gaming License.
- Teams must appoint three officers to oversee the event, and an application fee applies. Consult the Fundraising section for further details.

Volunteer Coordination

- The association’s success hinges on the dedicated service of volunteers. Show respect and gratitude for their essential contributions.

Non-Parent Coaches

- Teams benefiting from the expertise of non-parent coaches must budget appropriately to cover travel expenses for away tournaments and provincials.
- Fundraising initiatives are encouraged to alleviate financial burdens on volunteer coaches.
- Teams should demonstrate appreciation for the coaches’ time, effort, and dedication.

Section 3: Important Dates (2026)

Date	Event	Location
March 30	Tournament Applications Open	BCLA Website
April TBD	Opening Ceremony / Spirit Rally & Photo (6:00-7:00 PM)	Panorama Rec Centre
April 15	Form 100B Submission Deadline	-
May TBD	Team Photos (5:30 PM – 8:00 PM)	Panorama Rec Centre
June TBD	Provincial Declarations Due	-



June 12	Raffle Basket Submission Deadline	-
June 19-21	Father's Day Tournament (U7/U9)	Panorama Rec Centre
June 21	Raffle Ticket Draw (Association Fundraiser)	Panorama Rec Centre

Section 4: Social Media & TeamSnap

Social Media

- The dissemination of photos and videos from games and practices is encouraged to enhance team cohesion and visibility.
- Address social media permissions with parents and players during the initial team meeting.
- Make efforts to minimize recognizable photos of opposing association members
- Forward media content to **penlax.communications@gmail.com** for official publication.
- Official platforms: Instagram (@PeninsulaWarriors), Facebook (Peninsula Lacrosse Association).

TeamSnap

- TeamSnap is the preferred platform for managing schedules, player availability, volunteer assignments, tracking items, and internal communication.
- Ensure all parents are granted access to the TeamSnap group to facilitate efficient information dissemination.
- Load all scheduled events in Team Snap. (Eg: practices, games, team events, etc)
- Team Snap tips:
 - player shirt sizes can be entered in the player position spot
 - team fees can be tracked using the tracking section



- photos can be uploaded in the photo section
- game numbers/RAMP codes can be documented in the notes section of each game for easy access

Section 5: What-If Scenarios & Troubleshooting

Absence of Game Officials

If officials are absent, act immediately to avoid disruption and to protect the safety and integrity of the game. Officials are expected to arrive at the arena at least 15 minutes prior to game time.

- Immediately notify the Head Referee, **Jason**, at **250-208-6037** to report the absence and request direction. If Jason is not available, contact Fran Steeds at 250-508-7249. Follow up with an email to **penlax.headref@gmail.com**.
- A mandatory waiting period of 30 minutes is required before the game can be officially considered for cancellation. During this time, make all reasonable efforts to secure replacement officials.
- Maintain detailed records of all actions taken, including emails, phone calls and any guidance received.
- If the issue remains unresolved, report the incident to the appropriate authorities, providing a comprehensive summary of the attempts made to rectify the situation.

Rescheduling Home Games

When a game must be rescheduled, adherence to the following protocol is essential:

- Games may be rescheduled only for the following reasons: tournament conflicts, limited arena availability, major highway disruptions (e.g., Malahat closure), unavailability of referees or similar circumstances.
- The following are not considered valid reasons for a reschedule: shortages of bench staff (borrow from another PenLax team), player shortages (use AP's), personal commitments, holidays (e.g. Easter weekend) or other similar circumstances.



- Contact the Floor Allocator at **penlax.floorallocator@gmail.com** to determine available facilities, times, and dates for rescheduling.
 - Follow the rescheduling procedure set by your division commissioner
 - Communicate the proposed changes to the opposing team's manager and obtain written agreement to the adjustments.
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- Notify both the Floor Allocator and the Head Referee so referee assignments can be updated.
 - Keep all details and confirmations in writing to ensure clear documentation

Rescheduling Away Games

- Coordinate directly with the opposing team's manager to agree on new game details
- Obtain written confirmation and ensure the opposing team has contacted the Division Commissioner for official approval.
- Wait for the Division Commissioner's approval before sharing the updated schedules with parents, players, and volunteers.
- Keep thorough written records of all communication for transparency and accountability.

Handling Parent or Player Complaints

Effective management of complaints is essential to maintaining a harmonious team environment:

- All complaints must be documented in writing, providing a clear and precise description of the issues raised.
- Facilitate structured discussion between the complainant, coaching staff, and relevant stakeholders to seek resolution.
- If the issue cannot be resolved, escalate the matter to the Head Manager at **penlax.mgr@gmail.com** for formal mediation.
- Implement any required corrective actions and promptly communicate outcomes to all parties.
- Maintain records of all complaints and their resolutions for future reference.



Unexpected Facility Closures

Proactively managing unforeseen facility closures is critical for ensuring continuity of operations:

- Monitor facility status updates through official channels and immediately communicate any disruptions to all relevant parties.
- Coordinate with the Floor Allocator to identify and secure alternative venues where applicable, document all changes and distribute updated information to stakeholders in a timely manner

Section 6: Tournaments & Fundraising

Tournament Participation

Participation in tournaments requires thorough preparation and strategic coordination:

- Submit tournament applications early to mitigate the risk of exclusion from high-demand events.
- Confirm accommodation arrangements well in advance, including hotel bookings, motel reservations, and campground allocations, as applicable.
- Establish clear communication channels with parents to coordinate transportation, lodging, team dinners, off-field activities, and event schedules.
- Prepare a detailed itinerary that encompasses all logistical considerations and distributes it to parents and players prior to departure.

Hosted Tournaments

- The Peninsula Lacrosse Association hosts the U7/U9 Father's Day Tournament.
- Collaboration with Executive Members is imperative to ensure effective planning, resource allocation, and execution.
- Utilize platforms such as TeamSnap and SignUp Genius to streamline volunteer organization and task assignment.



- Appoint volunteer coordinators to oversee roles such as Donation Collection, Welcome Table Management, Raffle Table Operations, Scorekeeping, and Time Clock Monitoring.
- Maintain clear records of volunteer responsibilities, schedules, and performance evaluations to enhance future tournament management.

Provincial Championships

- Provincial participation applies exclusively to competitive divisions (U13, U15, U17).
- Declaration deadline is listed in the important dates table on page 6.
- Declaring a team for provincials incurs a non-refundable fee. Any withdrawal following declaration may result in financial penalties up to \$3,000.
- Communicate clearly with parents regarding the financial obligations and expectations associated with provincial travel.
- Teams traveling off-island must complete Ferry Grant Applications at least 12 business days before the planned travel date.

Fundraising Initiatives

- Fundraising is essential to alleviate the financial burdens associated with non-parent coaches, travel expenses, and additional team costs.
- Approved fundraising methods include:
 - 50/50 Draws (requiring a Class D Gaming License).
 - Raffles, bottle drives, sponsorship solicitation, and community events.
- Maintain rigorous financial records detailing all revenue generated and expenses incurred.



- Ensure transparency in financial reporting, providing stakeholders with detailed summaries of fundraising activities.
- Apply for all necessary gaming licenses well in advance to prevent operational disruptions.
- Encourage parental participation in fundraising efforts to promote equity and community engagement.

Section 7: Risk Management

Comprehensive Risk Policies

The Peninsula Lacrosse Association strictly adheres to the BCLA Risk Management Policies, providing a robust framework designed to safeguard participants, volunteers, and spectators throughout the season. The following key policies **must** be observed:

- Ethical Standards: Code of Conduct, Gender Equity, Harassment, Doping Control, Concussion Awareness, Privacy Policy, and related regulatory requirements.
- Compliance with Form 100B Submission and Validation, ensuring all personnel have been properly registered and authorized.
- Mandated Certification Requirements for Coaches, ensuring credentials are current and appropriate for the division being managed.
- Implementation of Dressing Room Protocols to guarantee player safety and privacy.
- Enforcement of Parental and Spectator Conduct guidelines to maintain a positive and respectful environment.
- Collection and maintenance of Code of Conduct and Fair Play Forms for all participants and parents, completed online at the time of registration.
- Proper documentation of Athlete Medical Information Forms to facilitate emergency response if required.



- Additional policies and guidelines are available via the [BCLA Risk Management Policies](#).

Concussion Management Protocol

- Players exhibiting symptoms of concussion must be assessed by a licensed physician and adhere to a structured Return-to-Play process.
- Submission of medical clearance documentation is compulsory prior to the resumption of activities.

Emergency Action Plan (EAP)

- Each team must establish and maintain a documented Emergency Action Plan, which includes:
 - Comprehensive emergency contact information for all players, coaches, and relevant personnel.
 - Identification of facility access points for emergency services, including appropriate signage and directions.
 - Clearly defined roles assigned to personnel during an emergency, including first responders, communication coordinators, and medical liaisons.
 - Standardized procedures for managing medical emergencies, facility evacuations, and other unforeseen incidents during games or training sessions.



Section 8: Policies & Rules

The successful operation of each team within the Peninsula Warriors program necessitates strict adherence to the following policies and rules:

- **[BCLA Disciplinary Rules & Interpretations](#)**: Governing player and coach behavior, ensuring fair play and ethical standards are maintained.
- **[VIMLA Operating Policies & Bylaws](#)**: Establishing operational standards for inter-league competition and procedural governance.
- **[BCLA Bench Officials Handbook](#)**: Providing comprehensive guidance for officials overseeing gameplay.
- **[BCLA Coaching Training & Certification Requirements](#)**: Mandating appropriate training and certification for all coaching staff.
- **[BCLA Minor Box Forms](#)**: Facilitating proper documentation and submission of player registrations and related administrative processes.
- **[CLA Box Lacrosse Rule Book](#)**: Outlining gameplay rules, penalties, and officiating standards to ensure consistency and fairness.
- **[PLA Bylaws and Operating Policy](#)**: Our Association governing documents.
- Coaches are required to maintain current certification based on the division being managed, with periodic reviews to ensure ongoing compliance.
- Accurate completion of Form 100B is mandatory for all personnel registration and validation.



- Regular consultation of the above resources is essential for ensuring conformity with updated policies and regulations.

Section 9: Equipment

- The following equipment standards apply to all teams:
 - Helmets (CSA or NOSCAE approved), shoulder pads, gloves, mouth guards, arm guards, athletic support, and suitable lacrosse sticks.
 - Age-specific requirements include:
 - U7: Junior lacrosse sticks; knee pads are strongly recommended.
 - U9 & U11: Arm slash guards and back/kidney protection pads are mandatory.
 - U13, U15, U17: Bicep pads are highly recommended; hockey gloves are strictly prohibited.
 - Goaltender-specific equipment must include throat guards, leg guards, and chest protectors, all of which must be approved for gameplay.
 - Regular inspection and maintenance of equipment are required to ensure safety and functionality.
 - Documentation of equipment checks should be maintained to demonstrate compliance with safety standards.



Section 10: Insurance Information

- The BCLA's insurance coverage provides essential protections for all registered players and officials, including:
 - Accident coverage, prosthetic appliance coverage, dental accident reimbursement, emergency transportation, and medical brace provision.
 - Injuries must be reported within 30 days using the appropriate BCLA forms.
 - Claims and additional insurance information can be accessed through the BCLA website.
 - Completed forms must be submitted to the VP - Competitive at **penlax.vp@gmail.com** for processing.
 - Parents and guardians must be thoroughly informed regarding insurance coverage procedures, limitations, and the proper steps for submitting claims.



Section 11: Scorekeeping/Ramp and Time Clock Instructions

- Ensure the RAMP app is downloaded and fully functional for electronic scorekeeping, including roster verification, score and penalty entry, and game notes.
- Score is **NOT** kept in U7 and U9. Ramp utilization is for roster keeping, game documentation and referee use only
- Training must be made available for volunteers assigned to scorekeep and timekeep
- Volunteers assigned to scorekeeping must demonstrate proficiency in RAMP for game day roster set up, score entry and report generation
- Proper operation of Panorama and Centennial Park clocks must be adhered to.
- Referees must sign game sheets electronically where applicable, and official's names and signatures must be accurately recorded for procedural compliance

More on Ramp and Time Clock in the Appendix