



# Valley Attack

## Manager Handbook

2025-2026

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Congratulations on your new role as TEAM MANAGER! Your role is very important and allows coaches the freedom to spend their time teaching the game of LACROSSE and focus on the players. There are several duties under the Team Manager role, so it is recommended that you have parent volunteers to help you.

## Manager Duties and Communication

### Communication with Families

As the team manager, your duties will include constant communication with the coach(s), parents & commissioner of your league.

Ensure that your TeamSnap account has been set up with all of your roster and any additional parent contacts have been added, including emails. Ensure players/parents know how to set their availability for events & that they do so.

You will be the main point of contact for your team, so that your coach is able to focus on the players. You will create a team budget, apply for tournaments, and keep an accurate account of team attendance.

Delegate & ask for volunteers early. Specific volunteer roles to ask for help with will be: treasurer (to manage team fees & team budget), fundraising if your team chooses to do so, time keepers, scorekeepers, and snack volunteers.

### Communication with Governing Bodies

You will need to contact your Commissioner and submit a team roster as well as Manager and Coach contact information. Any required forms must be completed and returned to the appropriate contact (see Manager Start Up Information). During the season you will need to fill out game sheets for all home games and fill out the roster for away games. Completed game sheets must be submitted to the commissioner as required within the allotted time. Your Commissioner will connect with you at the start of the season with specific expectations for the season. The league is moving away from paper scoresheets & has been using the RAMP app. Information will be provided at the beginning of the season.

The association Treasurer will provide you with referee money for the season. [Ref Fees](#) . Please use the Referee Payment Tracking form provided to keep track of your payments. This form will be required, so ensure you have it completed please.

Referees should be paid prior to the start of the game, many of the referees are young and may be unsure about asking for payment so please make sure to seek out and pay the referees before the game starts.

The home team pays ½ the referee fees & the visiting team pays ½ the referee fees. Ensure you have the correct funds in cash to hand over at each game. Referees are not expected to make change.

If there are travelling referee or mentor fees, the home team covers those fees completely.

Due to an ongoing referee shortage, it is recommended to have travelling referee fees available for all games should there be a last minute change in the scheduled referees requiring a travelling referee.

## Team Fees

The team manager & treasurer will oversee the creation of a team budget that includes a variety of things above and beyond what is covered by the association.. Some things to consider including:

- Tournament fees
- Ref Fees for Exhibition games not covered by the association.
- Team Training/Fitness
- Apparel
- Wrap up party
- Trophy/player gifts
- Coaches gifts
- Team bonding activities (bowling, BBQs, pizza party)
- Paid coaching (if applicable)
- VEO rental (if applicable)

Teams can choose to do fundraising to help offset some of the expenses. It would be great if you can have a parent step up to volunteer as the fundraiser. At the end of the season any leftover funds are to be divided equally and reimbursed to families. **Please note that families cannot receive back more than they initially paid.**

If you are doing away tournaments, and your coaches do not have a player on the team, it is customary to cover their hotel expenses.

A team budget template will be provided by the association Treasurer & will need to be approved by every member of your team, then submitted to the association treasurer for approval prior to collecting funds. This allows the association to ensure that the proposed budget is within reasonable parameters.

## TeamSnap

Abbotsford Lacrosse has an association account with TeamSnap that covers all our teams, all related fees are covered by the association.

Team Managers and Coaches will be given access to their team accounts on a season basis to upload information and manage. The manager is responsible for making sure the roster has been uploaded and the email contacts are correct. The manager will need to add practices and games to the schedule. You can add locations for away games, and also add assignments for things like Game Sheet Volunteer, Time Clock Volunteer, Team Snack and Parent Volunteer if desired.

## Game Sheets

The PCFLL is utilizing the RAMP game app for the first time this season. It is the same format as used by the LMMLC for box lacrosse with some minor updates.

All managers will need to attend a RAMP information session to familiarize themselves with the functioning of it.

As a back up, paper game sheets and/or scratch pads will be used for all games this season.

You can find a tutorial on filling out game sheets here:

[https://pcfll.bc.ca/docs/fieldlax\\_scoresheet\\_demo/index.html](https://pcfll.bc.ca/docs/fieldlax_scoresheet_demo/index.html)

## RAMP Game App

(may be updated by the PCFLL)

Attached are four documents to help with filling out and understanding the Game Sheet app and how to navigate the website at the team level.

1. Gamesheet scratch pad

2. GAMESHEET App Instructions
3. Manager's guide
4. Scorekeepers guide

Gamesheet scratch pad - to be used in place of a BCLA scoresheet as a manual way to keep track during a fast pace portion of the game.

A couple of quick notes that managers need to know:

Game sheets may be required as a backup for games - Please refer to your Commissioner's guidelines for this season.

After the 2 hours only the commissioner, the LMMLC chair, vice chair or secretary can adjust them.

Call up (one game permits are also required and can be uploaded prior to the start of the game) or the commissioner may request they are scanned.

Any served suspensions the player must be marked as not attending and in the officials area (with their code) you would add the notes serving 1 of ??

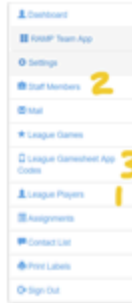
If this is not done then it is the same as with a paper copy - the player has not served.

# RAMP GAMESHEET APP INSTRUCTIONS Version 1.5

## Prior to Game:



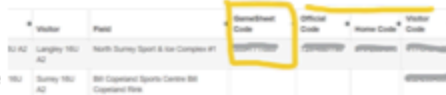
LMMLC.CA  
Manager logs in using team login and password provided



1. **League Players**—Manager enters all registered players (note: must enter with a jersey #; hint: if no # yet, enter with a placeholder otherwise program codes players as AP (Call Ups))

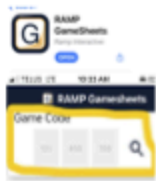
2. **Staff Members**—Manager enters Coaches. First Name, Last Name, Position, Email & Phone Number. NCCP # is put in Position. Ie HC 456123

3. **League Gamesheet App Codes**— Team Manager finds Codes for Roles: GameSheet Code, Official Code, Home & Visitor Code



Note: **EACH Game has a UNIQUE set of 4 CODES**  
CODES auto vanish from APP after 7 days

## At Game:



**GameSheet APP**  
Log in (different from LMMLC login)  
Enter GameSheet Code  
Click Magnifying Glass

From list of Games: Select Current Game and User type needed

**Home & Visiting Teams Update Attendance**

Login with Home/Visitor Code

- To Edit & Complete Roster for this game, select this icon. Then select Home or Visitor Players or Staff
- Add Call Ups—Mark as AP (note: must enter with a jersey #; hint: if no # yet, enter with a placeholder )
- Sign Off on Roster

2. Toggle—Green = present, Red = Not

**EACH Game has a UNIQUE set of 4 CODES**

## Score Bench

After current GameSheet code is entered and current game and gamesheet user type selected, the ScoreBench will be able to enter goals, penalties, officials and other admin.

### To Enter Goals:



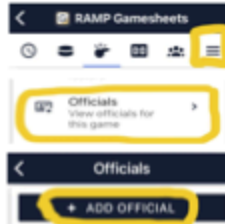
- Select "puck" icon
  - Click on + NEW GOAL
  - New screen opens
- Enter: Period, Minute, Seconds
- Select Team
- Choose Type of Goal
- Select Player for Goal
- Select Players for Assists
- Click **SAVE**

### To Enter Penalties:



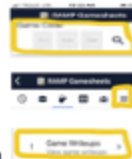
- Select "whistle" icon
  - Click on + NEW PENALTY
  - New screen opens
- Enter: Period, Minute, Seconds
- Select Offence
- Select Team
- Select Player
- Click **SAVE**
- NOTE:** do not use "Check from Behind 4 mins"
- Use "Check from Behind CFB 2 mins" and enter it twice

### To Enter Officials:



- Select "3 lines" icon
  - From list Select "Officials"
  - Click + ADD OFFICIAL
  - New screen opens
- Enter: Official Name
- Enter: Official Role (ie TimeKeeper, ScoreKeeper, Referee, Shot Clock, Mentor Referee)
- Click **SAVE**

### To Note Suspensions, Call Ups, Time outs



Enter Officials Code (on same device as gamesheet code)  
Then Select Current Game/Officials

- Select "3 lines" icon
  - From list Select "Game Writeups"
  - New screen opens
- Select "Note"
- Select "Optional Penalty"
- Enter information
- Click **SAVE**

### At End of Game:

- Ensure all Goals / Penalties Entered
- Officials Review GameSheet
- Officials Sign (Best if they each log in using Official Code on own device)
- Toggle "Mark Game as Completed" to Green (on main page of Gamesheet)



# RAMP GAMESHEETS instructions – Managers

To access the RAMP website (recommended to do this on a computer/laptop)

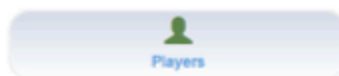
- Go to [lmmlc.ca](http://lmmlc.ca) and in the top left corner, select Admin Login.

A dark blue rectangular button with white text that reads "ADMIN LOGIN" and a small white icon of a person with an arrow pointing to the right.

- Use the Log-in and Password provided by LMMLC.

## Add roster

- Select the Players button on the Dashboard



OR [League Players](#) in the left-hand navigation.

- Select [Add Player](#) to add players one-by-one or [Add Multiple Players](#) to add multiple players.
- Enter in your player's names and numbers.
- The AP checkbox is for player's who are called up.

## Add coaches

- Select the Staff button on the Dashboard



OR [Staff Members](#) in the left-hand navigation.

- Select [Add Staff Member](#) to add coaches one-by-one or [Add Multiple Staff Members](#) to add multiple coaches.
- In the Position field, add their NCCP#.

## Prior to games

- When signed into the website, select [League Gamesheet App Codes](#) from the left-hand navigation.
- You will be able to see your upcoming games and game codes.
- The home team manager should make note of **all the game codes** for their game. GameSheet Code (scorekeepers), Official Code (referees), Home Code, and Visitor Code.
- If you are playing an away game, you will also be able to access your Visitor Code through the website.
- **The manager should send the GameSheet Code to the scorekeeper before going to the game** so it can be entered when the scorekeeper is in an area where there is good access to Wi-Fi or the internet.

## RAMP GAMESHEETS instructions – Scorekeepers

### To access RAMP GAMESHEETS

- ALL scorekeepers MUST download the RAMP GAMESHEET APP (free) on their smartphone or tablet. Depending on the device, the APP can be found in the Google Play Store the APP Store.
- Once the APP is downloaded (1<sup>st</sup> screen below), you will have to create a personal account by selecting CREATE ACCOUNT. Enter your personal information (2<sup>nd</sup> screen below). This account is not tied to a team or an association. It is your personal account.



# Game Play Information

## Call Ups

Teams can call up players from a lower division if they need players.

Teams must receive permission from the player's Head Coach to call-up players. The player's commitment is to their original team first. A player call-up form must be completed, signed, and attached to the game sheet sent to the commissioner. The call up player must be listed on the game sheet on the roster as well as in the game notes section.

<https://bclacrosse.com/Box%20Lacrosse%20-%20Minor/2020%20Box%20Lacrosse/2020%20Forms/2020%20Minor%20Box%20One-Game%20Permit%20to%20Play%20Up.pdf>

## Tournaments

If your team is registered for a tournament, please advise your commissioner and our field allocator as soon as possible so that reschedules can be arranged. If your team is participating in an out of province/country tournament, you must fill out a Travel Permit Form and have it signed by both the association president as well as a representative from BCLA. This form can be found on the BCLA website. Participation in out-of-town tournaments is an accepted part of the game, but teams may hold these to a vote, especially with our younger teams or when tournaments include significant travel such as out of province/country.

### *Choosing a Tournament*

Due to the limited availability of field lacrosse tournaments and the early registration dates, the ALA will have applied to any tournaments available for all age groups on their behalf. This does not guarantee acceptance, and if teams choose not to follow through after acceptance they can withdraw.

### *At the Tournament*

Once at the tournament it is the Manager's duty to check the team in with the tournament coordinators. You will receive tournament information including the format, rules, and your game schedule ahead of time by email so you will know when your first game is scheduled.

\*Remember to reschedule any games that will conflict with any tournaments you may be attending (please see the section regarding rescheduling as there are several steps involved).

## PROVINCIALS

Another decision – whether to declare your team for Provincials. For divisions U15-U18.

This decision must be made by a pre-determined date as advertised by the PCFIL this is the deadline for the association to submit your declaration. Currently this date is TBD for the 2025/2026 season.

This decision again should be made together by the parents, players, and coaches. Point to remember, once a team declares and the fees have been paid and the team roster submitted to the BLCA (by your home association) that team must participate as the fee is nonrefundable and additionally the association will incur fines should you withdraw. This decision should be made jointly by the players, parents, and coaches. The association President will submit the actual declaration & fees, so it is important to involve them in any decision.

Provincial rules and guidelines can be found on the BCLA website – [www.bclacrosse.com](http://www.bclacrosse.com).

## Equipment

### Jerseys

Teams will be contacted by the equipment manager.

Team Managers will collect a \$50 deposit (via e transfer to the association) from every player at the time of jersey distribution & hold that until the end of the season. Those deposits will be kept for any jersey that is not returned or damaged. Jerseys MUST be returned in the condition they were received.

Jerseys are not to be altered in any way. **Do NOT permanently attach or sew C's or A's to the jerseys.**

As manager, ensure that you have at least one spare jersey at all games. Players inevitably forget jerseys & other equipment. \*if assigning a different number jersey to a player due to forgetting their jersey, you must also change this on the RAMP app for that game.

### Jersey Return

Direction regarding jersey return will be provided closer to the end of the season.

## Shorts

All players are to wear matching shorts for games as part of their uniform. These shorts are provided as part of the registration fee & are a required part of the uniform.

## Coaches Equipment

All coaches will receive the following equipment at the start of the season:

- First Aid Kit - will be supplied by AWLA. If you use anything from the kit that needs to be replaced, please contact the AWLA equipment manager.
- Bucket of Balls
- Goalie Gear

These items must all be returned at the end of the season. Please make sure your coaches keep 1 package of balls for game balls.

## Goalie Gear

Each team will receive 1 set of goalie gear for their team. This includes all pads and a stick. Please return at the end of the season with the Coaches Equipment and Jerseys. For all equipment related inquiries you can contact our equipment manager:

## Referees

The Referee Allocator is Braylee de Bliik. Please make sure that you have her contact information in case a referee does not show up to a game or if there are any urgent matters that you need to contact her for: **604-928-6035**.

Please make sure to pay the officials prior to the game, as it can often be forgotten after a game. If your Referee is traveling, a travel fee is also required. Referee expenses for exhibition games are the responsibility of the team and are not covered by the ALA. Each team will be given money for fees for officials. Make sure you have the exact amount to pay each official separately.

### Minor Field Officials Payment/Game

U7	\$30 x 2
U9	\$30 x 2

U11	\$40 x 2
U13	n/a
U15	\$50 x 2
U18	n/a
Travelling ref fee	\$15 if more than 20km
Mentor ref fee	\$30

- If an out of town ref is used it's an extra \$20 to that ref.

All teams must fill out their Ref Tracking Sheet and have the official(s) sign at each game. This way you can track all your payments and have a record if there are any disputes. These funds will be distributed by the association treasurer. At away games, you will hand over your ½ of the fees to the opposing manager. You can have them sign off rather than the referees.

## Field Protocols

For all practices, please make sure to exit the field on time so the next team can utilize their time. If a game is following your practice, please make sure to be off the floor 5 min prior so the game is not delayed.

Only coaches/assistants with a valid CRC are allowed on the field with the players. Siblings should be kept off the field and benches. For the U7 ages, please make sure your parents stay off the field, they are not to be on the bench or penalty box areas. If a player needs parent assistance an assistant coach should bring them to the parent.

As many of these players & families are new to the sport, clarifying these boundaries are important & may need repeating.

**No player can be on the field or bench without a helmet.**

## Scheduling

### Practices

Each team will be given set practice times, and it is the responsibility of the team manager to ensure the team is notified of the schedule (TeamSnap).

If your team is not going to use their allotted field time, due to any number of reasons, the manager must notify the FA (Barb Robinson) as soon as possible so that the time can be used by another team. Failure to release the time will incur that team the cost of the field time.

## Games

Games are scheduled by the league and will be posted on the PCFLL website as they are scheduled. It is the team manager's responsibility to check the schedule & post them to their TeamSnap.<https://www.pcfll.bc.ca>. Checking the schedule regularly is advised as changes do happen & you will not be notified of when these take place.

Managers cannot cancel and reschedule games without going through the FA. These changes affect referee bookings & field utilization. Managers must submit all tournaments they are registered to the President and the FA and submit any conflicts to the FA for rescheduling.

Team managers are responsible for reviewing the schedule for any conflicts with games and practices. The Home Team Managers must notify the FA as soon as you are aware of any conflicts with your practice and/or game times. This includes tournaments once you have been accepted.

In order to reschedule any conflicting games, follow the below checklist. Our Facilities Allocator will give an alternate date/time for you to take forward to the opposing team.

### RESCHEDULING CHECKLIST

Game #	
Opposing team notified	
Email FA (include game # & div.)	
Ask opposing team manager if alternated date/time ok	
Confirm new date with FA/team/commissioner	
Cancel/book refs with Ref Allocater	
Update TeamSnap	

## Allocations Policies:

- Game Reschedules (TBRs) are the manager's responsibility.
- All games need to be booked with the FA & Referee allocator with at least 72 hours' notice to ensure refs can be booked.

## Exhibition Games

Any exhibition games you may wish to play will require some coordination. If it is a home game, you will have some duties involved with getting the game organized.

- Contact our FA to get some floor times that are available. If you plan to use your regularly scheduled game time, you should advise the scheduler that you are planning an exhibition game.
- You will find that you will be in contact with the scheduler numerous times throughout the season.
- Contact our ref allocator to have refs assigned for the game. They will need to know what the level of the players are (division and level i.e. U11 B), what time and date the game is being played and in which arena
- Contact your commissioner with the game information – he or she will give you a game number.
- Fees incurred for exhibition games are the responsibility of the team, not the association

## Cancellations

Our field times are very limited and expensive. Team managers are expected to cancel with the facilities allocator if you are not using the practice/game time.

## Etiquette

A few notes to remember during your scheduled times:

- Your allocation does NOT begin 5 to 10 minutes before the time they are assigned. Please be respectful of other teams and users and do not take the floor/field before your scheduled time.
- Others are waiting, please be sure to clear the floor at the designated end time.
- If there is a game schedule after your practice, please try to exit the floor approximately 5 minutes early to ensure there are no delays to the start of the game.

# Volunteer Hours

Required volunteer hours:

2 hours at the team level: these can be earned through score keeping, time keeping, field set up & field take down.

2 hours at the association level: these can be earned through helping with association fundraising, any events, or as posted by the association.

If the required hours are not fulfilled. The bond collected at the beginning of the season will be forfeited.

It is the responsibility of the parent to log their volunteer hours. NOT the association. At the conclusion of the season, the hours will be verified. Due to the season being a long one, it is highly recommended that parents log their hours immediately after they have been completed so they do not forget. If they are not logged, they don't count.

Please share this link with your team (create a separate chat so it can easily be found throughout the season):

[https://docs.google.com/forms/d/e/1FAIpQLSd414nvWsODv5KxZv4qgkP3jUOpV7dLXQsPOPHLHHz\\_ZqUNqA/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSd414nvWsODv5KxZv4qgkP3jUOpV7dLXQsPOPHLHHz_ZqUNqA/viewform?usp=header)

## Who to Contact

Abbotsford Lacrosse President - Calvin de Jong - [alax.president@gmail.com](mailto:alax.president@gmail.com)

Equipment Manager - Ryan Brown-

Head Coach - Liam Hoogstraten - [l.f.hoogstraten@gmail.com](mailto:l.f.hoogstraten@gmail.com)

Facilities Allocator: Barb Robinson - [barbara@weathersolve.com](mailto:barbara@weathersolve.com)

Referee Allocator - Braylee de Blieck - [brayleeg@gmail.com](mailto:brayleeg@gmail.com)



## Valley Attack

### Medical History / Emergency Contact Form

Name: \_\_\_\_\_

Personal Health Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cel) \_\_\_\_\_

Contact Person (If parent is unavailable): \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Record of Illnesses – State illnesses or conditions, past or present that may affect or be affected by performance.

Asthma  Diabetes  Heart Disease

Other: \_\_\_\_\_

(Specify) Other problems, previous injuries or surgery

Headaches  Blackouts  Chest Pain

# of Concussions: \_\_\_\_\_ Date of Last Concussion: \_\_\_\_\_

Other: \_\_\_\_\_

Are corrective lenses required?  Yes  No

Immunization: Year of last tetanus shot: \_\_\_\_\_

List allergies and/or medications taken regularly: \_\_\_\_\_

Any other information that may be relevant: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_