



Team Staff Manual



1. Introduction

The information in this Team Staff Manual is designed to promote the best possible experience for all our coaches, players, and parents.

This handbook is a living document and will change as required. We encourage your participation and any comments or suggestions for improvements. Our future as an association is linked to these collective, individual and team contributions.

2. Lacrosse Governance

The Nepean Knights Minor Lacrosse Association (NKMLA) is part of the Ontario Lacrosse Association (OLA) that governs the rules and regulations of the game.

3. Team Staff Responsibilities

The team staff are responsible for training and encouraging young players. They are also instrumental in fostering youth to be leaders, in lacrosse and beyond.

All team staff are required to read and follow all rules and regulations, bylaws, and associated policies relevant to their role, including but not limited to:

- NKMLA General Operating By-laws
- Knights Code of Conduct
- Volunteer Risk and Safety Requirements
- Team Finance Policy

4. Team Staff Positions and Duties

4.1 Head Coaches

- The primary role of coaches is to teach, guide and help develop players. The secondary roles are to evaluate, recruit and mentor players and other coaches.
- Rep Coaches must meet the minimum requirements as set out by the OLA and shown in Appendix A.
- The Head Coach shall:
 - endeavor to teach lacrosse skills and good sportsmanship.
 - be on hand sufficiently in advance of game times and avoid delays.
 - work with the Association to ensure that all players and Assistant Coaches on their team are registered prior to the beginning of the season.



- openly communicate both verbally and in writing with his/her players and parents. This includes the coaches' expectations, team rules and any other relevant information about the upcoming season shall be passed to those players and parents who may commit to that team.
- ensure dressing rooms are left in the same way found.
- ensure a scorekeeper is available for all home games; paid timekeeper will be arranged by the Association.
- lead a mandatory parents meeting at the beginning of the season to discuss expectations, team budget, etc.

4.2 Assistant Coach(es)

- The primary role of an Assistant Coach is to support the Head Coach in teaching, guiding, and developing players and in other responsibilities as delegated by the Head Coach.
- Rep Assistant Coaches must meet the minimum requirements as set out by the OLA and shown in Appendix A.

4.3 Trainer

- The primary role of the team's Trainer is to implement effective risk management on their own teams, where safety is always the priority, both on and off the floor.
- All Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies.
- Trainers are responsible for collecting and maintaining medical forms for all players.
- Trainers must ensure they have a well stocked trainers bag and player medical form information available at all team activities.
- Trainers cannot lead team practices and are required at all on-and off-floor activities.
- It is strongly encouraged that all teams have a back-up trainer.

4.4 Manager

- The primary role of a team Manager is to support the Head Coach in the administrative aspects of the team.
- By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-floor instruction to provide the players with a rewarding lacrosse experience



- Some of the manager duties include (but are not limited to) maintaining game sheets, data entry, organizing team volunteers, registering for tournaments, creating a team budget, collecting team fees, contributing to the Knights tournament etc.

*It is recommended that the Coach and Manager appoint team treasurer(s) to ensure that the team follows the NKMLA Team Finance Policy.

5. Team Staff Selection

- Once a Head Coach is assigned, s/he is responsible for choosing their team staff.
- All team staff must meet requirements as set out in the Risk and Safety Requirements Policy.
- No bench staff selections will be made until after tryouts or sort outs are completed and teams are formed.
- Each competitive team can accept a total of six (6) bench staff, including the team Manager and Trainer.
- All team staff must be discussed and approved with the level Director and then submitted to the Executive for registration and certification tracking.
- The Head Coach's spouse/partner cannot be the team Manager or Treasurer and it is recommended that this rule be extended to all bench staff.

6. Conduct

All team staff are also subject to the NKMLA Code of Conduct and should familiarize themselves with the NKMLA Conflict Resolution Process.

The Head Coach is responsible for setting and communicating conduct expectations to team staff, players and families in line with the NKMLA Code of Conduct. All Team Staff are responsible for reporting any Code of Conduct violations among players, staff, or spectators. They are also responsible for promoting appropriate player conduct in dressing rooms (the use of cell phones and cameras are prohibited in all dressing rooms), and for promoting diversity and inclusiveness on their team.

The executive may take disciplinary action, including suspension, in cases where team staff:

- Demonstrate discourteous conduct on the bench.
- Disrespect any official, arena employee, NKMLA member, parent, or other.



- Fail to adhere to the Fair Play Policy.
- Are performing their responsibilities under the influence of alcohol or drugs during a game or practice.

7. Away Tournaments

- Sanctioned tournaments are listed on the OLA website.
- For away tournaments, it is recommended that you register as early as possible to avoid disappointment.
- Things to consider when picking tournaments for your team:
 - How many tournaments?
 - Cost of each tournament?
 - Minimum number of guaranteed games?
 - What distance are parents willing to travel to a tournament out of town?
 - What time of year is better?
 - Do families go away during any part of the season?
 - Will you have enough players?
 - Will you have any conflicts?
 - Are there restrictions on when your team can travel away from our Association (i.e. fundraisers, etc.)?



8. Affiliation

- Affiliation policy is per the current OLA Rules & Regulations

9. Jerseys and Equipment

- Team jerseys are the responsibility of the Head Coach/Team Manager, including pick-up and drop-off of all equipment supplied.
- If any jersey(s) is/are lost or are severely damaged due to improper care, all replacement costs will be charged to the team responsible. The team may delegate the replacement cost of the jersey to the player assigned to that jersey. Head Coaches/Team Managers should identify jersey replacement format, and relay to their team at the start of the season so families know what is required/expected in regards to lost or damaged jerseys.
- Jerseys are to be worn in game situations only – NOT FOR PRACTICES. Please have your players provide a practice jersey to be worn during practices. Teams should be advised of this at the first team meeting of the season.
- No name bars, sponsor bars or any other additions/alterations may be made to NKMLA game jerseys
 - An exception can be made for captains letters with approval from the Equipment Director
- Only NKMLA provided game jerseys may be worn during games.
- All **competitive** players must wear the association polo shirt and beige shorts when arriving and leaving games. Additionally, competitive players must wear game shorts for all sanctioned games.
- Goalie equipment will be provided by the association for both house league and competitive teams. It is up to the players/teams to ensure the equipment is in good working order and any issues with the equipment are brought to the attention of the Nepean Knights equipment manager.
- Goalies in the competitive stream U11 and older are required to pay a cleaning fee for the equipment upon receipt of the equipment.
 - If the cleaning fee is not collected upon receipt of the equipment, it will be applied to the team fees and collected by the Team Manager
- Players must wear all protective equipment as defined by OLA



10. Officiating

- Requests for officials are done via email to Referee Scheduler:
ric@knightslacrosse.ca
- As soon as coaches find out a game is cancelled (due to weather, tournaments, etc.) communication must be made (method of communication to be decided by Referee Scheduler and communicated to teams) to the Knights referee scheduler indicating which game, time, and location has been canceled.
- If there are issues related to officiating, the 24-hour rule needs to be applied before sending an email as an official complaint.
- Any harassment of officials during or following the game will not be tolerated (it is a Gross Misconduct and will be reported). The referee's room is off limits to all team staff, including managers.

11. Scheduling Games

- Initially, all schedules are input into the system at the start of the season. Any changes made to games after the original schedules are sent out (dates, times, additions, cancellations) must be sent via email to scheduling@knightslacrosse.ca so records can be updated accordingly.

12. Social Media

- All bench staff must follow the guidelines set out in the OLA Social Media Policy
- Teams may wish to create social media accounts for the purposes of streaming games and communication with families and friends. It is recommended that these accounts are kept as private groups.
- Teams who wish to have a public account are encouraged to coordinate with the association who will provide templates, resources and support.

13. Outside Support

- Outside coaches or other support roles (nutritionist, mental performance etc.) are permitted at the discretion of the Head Coach and level Director.
- Coaches must ensure all outside coaching/supports are properly certified by a recognized body and carry customary insurance.
- Guest coaches (alumni, professional players etc.) are welcome to team practices as long as bench staff are present.



Appendix A

Competitive Team Staff Requirements Quick Guide

	Criminal Record Check	NCCP U13 and below	NCCP U15 and above	Ethics	Concussion Awareness	Trainer Certification	Code of Conduct
First Year Rep Coach	Level 3 VSC or OLA Declaration	Community Development	Community Development	“Making Ethical Decisions” Online Module (recommended)	“Making Headway” Online Module		Copy signed and submitted to NKMLA
Rep Coach 2nd Year +			Competitive Introduction				
Trainer						See List Below	
Manager							

Note: A volunteer may register as a coach and trainer if they meet the requirements for both roles. Ref: <https://ontariolacrosse.com/content/coaching/ola-coaching-pathway.pdf>

Criminal Records Check

- Required for all OLA bench personnel (coaches, staff, trainers, etc.) who are 18 years of age as of January 1st of the current year associated with team who have athletes 17 years of age
- For previously approved individuals, an Offense Declaration must be submitted. This means that if you volunteered and/or coached last year and had a valid CRC then you must only sign the OLA declaration for this year and future years so long as your volunteer service is consecutive and not interrupted (to a maximum of 3 years).

Trainer’s Certification and Equivalencies

- Current certification in one of the following (min 8 hour course):
 - Emergency First Aid & CPR
 - Emergency First Aid
 - Standard First Aid and/or Standard First Aid & CPR
 - Note: A list of OLA recognized providers can be [found here](#).
- A professional designation which includes a current letter of employment (acceptable examples: MD; RN; Police Officer; Firefighter).

Concussion Awareness

- Required for Coach and Trainers
- Online Module <https://www.lacrosse.ca/content/making-head-way>

Making Ethical Decisions



- Recommended for Coaches (please contact Risk and Safety Director for further details and if this course will be reimbursed by the Association)
- Online Module <https://www.lacrosse.ca/content/make-ethical-decisions>

