



***Managers Manual
Box Lacrosse 2026***

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INTRODUCTION

Welcome to Port Coquitlam Minor Lacrosse and thank you very much for your commitment to making this year's box season a success for your child. It is only with the assistance of parents such as yourself that we can offer the players a box season to remember and enjoy.

If you are a new volunteer, we hope this manual will help you through the unknown of what these duties entail and failing that, provide you with the resources necessary to find the answer to any question you may have. To those of you who are returning – once again thank you for your commitment and maybe this manual can help you with some unanswered questions.

Good luck and good lacrosse and once again –

Thank You!

Poco Minor Lacrosse Executive:

Please feel free to contact any member of the executive if you need assistance with anything – we are here for you and your players!!

President	Josh Wahl	president@pocominorlacrosse.com
1st Vice President	Stacy Hemmerling	1stvice@pocominorlacrosse.com
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Division Operations Coordinator	Ken Hoff	DivCoordinator@pocominorlacrosse.com
Female Lacrosse Director	Erica McKeddie	femalelacrosse@pocominorlacrosse.com
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Referee Allocator	Kristen Sheidow	ref-allocation@pocominorlacrosse.com
Fund Raising / Promotions	Heidi Davis	promotions@pocominorlacrosse.com
Webmaster	Ken Hoff	webmaster@pocominorlacrosse.com

Division Coordinators		
Female U9 -U11	Meghan Church	femaleU9-U11@pocominorlacrosse.com
Female U13 -U22	Erica McKeddie	female@pocominorlacrosse.com
U17 Box/U18 Field	Gabe Kojima	U17Coordinator@pocominorlacrosse.com / U18Coordinator@pocominorlacrosse.com
U15	Ken Hoff	U15coordinator@pocominorlacrosse.com
U13	Kari Arruda	U13coordinator@pocominorlacrosse.com
U11	Jon Church	U11coordinator@pocominorlacrosse.com
U9	John Robbie	U9coordinator@pocominorlacrosse.com
U7	Carla Van Veen	U7coordinator@pocominorlacrosse.com

USEFUL WEBSITES

All this information can also be found on our website:

PCMLA – Port Coquitlam Minor Lacrosse Association (www.pocominorlacrosse.com)

LMMLC – Lower Mainland Minor Lacrosse Commission (www.lmmlc.ca)

Game schedules, arena locations, Commissioner information, scoresheet demos and division stats are all found here.

BCLA - BC Lacrosse Association (www.bclacrosse.com)

There is a lot of useful information on this website. Exploring and getting to know it is a good idea.

Abbreviations:

PCMLA	Port Coquitlam Minor Lacrosse Association
LMMLC	Lower Mainland Minor Lacrosse Commission
BCLA	British Columbia Lacrosse Association
CLA	Canadian Lacrosse Association
AGM	Annual General Meeting
TBR	To Be Rescheduled

PCMLA Social Media

Join us on social media and help to make it a great space!

Send Promotions (promotions@pocominorlacrosse.com) any photos and event info that can included on our social media platforms.

Facebook - <https://www.facebook.com/PortCoquitlamMinorLacrosse>

Instagram @pocominorlacrosse

General Arena Guidelines

FACILITY INFORMATION AND CONDUCT

- Encourage your players to respect the facilities and the other users of the facilities.
- Please remind your parents of the following:
 - Younger children/siblings should always be under adult supervision
 - No pets are allowed in the arena
 - Follow guidelines set up in the concession area
- Speak to the arena staff if you have any issues with the facilities.

DRESSING ROOMS

- There are televisions in the lobby area which will tell you which dressing room you are assigned to. If your team is not listed, please ask the facility staff.
- Bring your own lock for dressing room doors in both areas. Keep the doors always locked while your team is on the floor.
- 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.
- **Ice and First Aid are not supplied by the arena staff.** Teams are responsible for having their own supplies and First Aid parent/Trainer.
- If there is an emergency, please call 911 **first**, then let arena staff know of the situation

SHOT CLOCK TRIGGERS

- There are now black boxes beside the computer screen in Arena 1 & 2 score booths to store new wireless shot clock triggers.
 - Managers will be required to unlock the box to get the triggers for the referee to use each game. You are responsible for getting it back after the game and put it back in the box. The Code will be provided to you for the lock, if there is a change to the code you will be notified as soon as possible.
 - The wireless shot clock trigger works much better than the cord trigger.
 - There are only 3 of the wireless triggers, DO NOT leave them out of the box if not being used, it is our responsibility to make 100% sure they are properly locked up.
 - Coaches are welcome to use them during practice as well and must be sure to lock them up again after their practice.
 - If the battery is dead, please ask facility staff for a replacement.

WARMUP AREAS AND GUIDELINES

- Do not allow warmups in the parking lots or main walkways inside the arena. At the end of these guidelines, you will find an overhead photo of the arena with warm up areas clearly marked with red stars please forward this to away teams, so they are aware as well.
 - Rowland Box may be in use for team practice and should not be considered a usual warm up spot
 - If you are warming up at the Blue Arena concourse - no music, no yelling, whistles or other loud sounds are to be made if a game is being played.
- Do not allow your players to engage in wall ball on the inside or outside of the arena.
- Players must always wear a helmet when on the floor – this includes warmup. Coaches are expected to help educate the players and enforce this safety issue



DRY FLOOR CLOSURE TIMES AND DATES

2026 DATES	DAY	Arena 1	Arena 2	Arena 3	EVENT
12-Apr-26	Sunday	Regular Programming	10:00am-11:00am	First day dry floor May 7	Royal Party Rehearsal
26-Apr-26	Sunday	1:30-4:00pm	Reg Programming		Jr B1 Lacrosse vs Nan
2-May-26	Saturday	12 noon - onward	Regular Programming		May Day Activities
3-May-26	Sunday	All Day	All Day		MD Opening Ceremony
7-May-26	Thursday	Regular Programming	Regular Programming		FIRST DAY DRY FLOOR Arena 3
8-May-26	Friday	Reg Programming	Reg Programming	Reg Programming	PCMLA Tourney prep
9-May-26	Saturday	8am-5pm	8am-5pm	8am-5pm	PoCo Minor Lacrosse - MD U7/U9 Lax Tourney
10-May-26	Sunday	8am-5pm	8am-5pm	8am-5pm	
24-May-26	Sunday	3:00-5:30pm	Reg Programming	Reg Programming	Jr A Lacrosse vs Nan
18-May-26	Monday	CLOSED	CLOSED	CLOSED	VICTORIA DAY
21-May-26	Thursday	Reg Programming	Reg Programming	Reg Programming	PCMLA Tourney prep
22-May-26	Friday	8am-6pm	8am-9:45pm	8am-9:45pm	PoCo Minor Lacrosse - Pop Styles Tournament
23-May-26	Saturday	8am-7:15pm	8am-7:15pm	8am-7:15pm	
24-May-26	Sunday	8am-2pm	8am-2pm	8am-2pm	
31-May-26	Sunday	Reg Programming	8:00am-5pm	Reg Programming	777 Neptune Air Cadets <i>*1 of only 2 Cadet Ceremonies</i>
7-Jun-26	Sunday	Reg Programming	9:00am-5pm	Reg Programming	Seaforth Army Cadets <i>*2 of only 2 Cadet Ceremonies</i>
7-Jun-26	Sunday	3:00-5:30pm	Reg Programming	Reg Programming	Jr A Lacrosse vs Vic
22-Jun-26	Monday		Reg Programming	Times TBD	2026 Ball Hockey Provincials Times/dates/schedules TBD
23-Jun-26	Tuesday		Reg Programming	Times TBD	
24-Jun-26	Wednesday		Times TBD	Times TBD	
25-Jun-26	Thursday		Times TBD	Times TBD	
26-Jun-26	Friday		Times TBD	Times TBD	
27-Jun-26	Saturday		Times TBD	Times TBD	
28-Jun-26	Sunday	1:30-4:00pm	Reg Programming	Reg Programming	Jr B1 Lacrosse vs Vic
1-Jul-26	Wednesday	CLOSED	CLOSED	CLOSED	CANADA DAY
16-Jul-26	Thursday	9am-10pm	9am-10pm	9am-10pm	PCMLA/BCLA for U17/15/13 Fem A1 Box Lacrosse Provincials Mabbett/AMR/SMPR
17-Jul-26	Friday	7:30am-10pm	7:30am-10pm	7:30am-10pm	
18-Jul-26	Saturday	7:30am-10pm	7:30am-10pm	7:30am-10pm	
19-Jul-26	Sunday	7:30am-4:30pm	7:30am-4:30pm	7:30am-4:30pm	

Manager Duties- Organize Your Team

1. **Prepare a team roster** complete with parent names, contact (cell if possible) numbers and email addresses
2. **Set up Team Snap – add jersey numbers, family members etc**
 - Team Snap is an invaluable tool for organizing your team during the season.
 - Automatically notifies players/parents of upcoming practices/games and allows coaches/managers to track player availability for games and practices
 - This comes in very handy for games, so you know how many players you have showing up or if you need to call in more players from a lower tier)
 - Great system for team communication through system Message function
3. **Set a date for your first team parent meeting** after one of your first team practices
 - Call it a MANDATORY MEETING for parents/coaches ONLY
 - Cover the important points you will need your parents to know for the season – Tournament options, jersey deposits, team fees, Provincials, timeclock and scorekeeper schedules, expectations of kids and parents
 - Write an agenda for your team meeting and send your draft agenda to your coach for input
4. **Tournaments** - Check out available tournaments for your team
 - Write a list of dates, locations, and costs to present as options (see the follow up Tournaments section)

Jersey Deposits

All parents must provide a postdated cheque made out to PCMLA, dated August 1, 2026, for \$100.00 before jerseys can be handed out to players. Please hold onto the cheques until the end of the season, when players return their jerseys, undamaged cheques will be destroyed.

Patches for Captains and Assistants are NOT to be glued, ironed or machine stitched to jerseys, they must be lightly hand sewn on to jerseys for easy removal and to keep damage to jerseys minimal.

Team Fees

Throughout the season the team will encounter costs that parents are responsible for paying.

These fees can either be paid by a nominal fee per player, fundraising or a combination of both. Some of the costs you can expect for the team are:

- Tournament Fees
- Officiating Fees for exhibition games (if applicable)

- Floor time fees if **additional** arena practices above and beyond your schedule if requested by the team
- Saints coach shirts or other gear
- Season wrap-up party/coaches' gifts

It is recommended to collect team fees per player **up front** to cover the essential costs such as tournament fees and provincial playoff fees (if applicable). Then if the team chooses to fundraise, that money can go towards extras such as team clothing or social events. In other words, don't rely on fundraising to cover necessary costs.

Tournament fees are required very early in the season so make collecting the team fees a priority.

Team Finances

Keep records of all money collected and spent on team fees. These records must be made available to parents and Division Coordinators at the end of the season.

Any leftover money must be returned to parents at the end of the season. Use the team budget excel template found [on our website](#) to communicate with and update your parents through the season.

Fund Raising

Teams often require funds to participate in tournaments or purchase other items for the team players such as trophies, etc. and will often hold fund raising events on their own to reduce the amount of funds required directly from parents. It's a good idea to discuss your team's goals with your coach and parents and come to a mutual consensus on the amount of fund raising to be made. Any team fundraising activity is a team decision and must be documented, and records made available to team parents and Division Coordinators at the end of the season. **All fundraising must be approved in advance**; you must provide details and purpose for the money raised to the 1st vice president and promotions for approval.

****Please note that no fundraising (Goal Boxes, 50/50 etc.) is permitted during team games (home or away) or practices****

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 throughout the season and just have a good time. 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.

Medical Information Sheets

Attached, you will find a medical information sheet. Please have one filled out and signed for each player at the beginning of the season. Keep these sheets available at all team events (practices, games, etc..) in case of emergency. A fillable PDF will also be emailed to you. This form needs to be saved before it can be printed or emailed back to you.

Team Clothing

All team clothing orders must be purchased through Xtreme Threads and approved by PCMLA executives. No other supplies are permitted as our logo is protected. Please contact Connor on their website.

[https://xtremethreads.ca/https://xtremethreads.ca/](https://xtremethreads.ca/)

Jerseys

Occasionally you will need to use alternate jerseys – make sure you check the teams you are playing and **contact the equipment manager as soon as possible** to make sure they are available and to schedule pick up at the arena. Last minute or day of pick up may not be an option.

Abbotsford Warriors - Maroon, Gold and Black	North Shore Eagles - Red, White & Blue
Burnaby Lakers Kelly - Green Black & White	Port Moody Thunder - Grey, Red & white
Chilliwack Mustangs - Green, Black, Gold & White	Richmond Road Runners - Orange & Black
Coquitlam Adanacs - Purple, Gold & White	Ridge Meadows Burrards - Blue, White & Red
Delta Islanders - Red, Black and White	Semiahmoo Rock - Orange, Black & White
Langley Thunder - Blue, White & Black	Surrey Rebels - Orange, Blue and White
Mission Sasquatch - Black & Green	Sunshine Coast Rapids - Blue & White
New West Salmonbellies - Red, White & Blue	Vancouver Burrards - Teal & Black or teal & white

GAME LOGISTICS

PoCo Contact Info

Floor Allocator Sean Hamilton scheduler@pocominorlacrosse.com

Ref Allocator Kristen Sheidow ref-allocation@pocominorlacrosse.com

Time Clock and Score Sheet

For every game you will be responsible for finding two volunteers to operate the time clock and do scoring. Our recommendation is that once you have a game schedule you make up and distribute a volunteer schedule for the time clock/game sheet – rotating it through your player families.

If the persons responsible are unable to perform their duties for their assigned game, then the responsibility is upon them to find a replacement. This frequently becomes a manager's most difficult duty – **do not leave it on a game-by-game basis** - schedule in advance.

Game Sheets

We are now 100% digital for league games. You will be provided with a username and password for the league site that is accessed by only you, this is where you will find game codes, rosters, score sheets for previous games etc.

Score keepers will need to have access to the Game Sheet App, not the league site.

Each person responsible for a game sheet will need to download the app and create a personal account. If you choose to use a team device, keep in mind you will be required to use an email address and password that you will need to share with your game sheet official. As team manager it is always a good idea to have all game codes on hand, home, away and officials **just in case** someone forgets something.

Instructions for the use of the Game Sheets app and site are attached at the end of this manual and were emailed to you separately.

Don't forget to note call ups and suspensions being served on your game sheets! You are encouraged to print or save your game sheets from the app for your records.

Training video for RAMP Game Sheets App - everyone should watch

[this;https://www.youtube.com/watch?v=mH9lWiNPAFM](https://www.youtube.com/watch?v=mH9lWiNPAFM)<https://www.youtube.com/watch?v=mH9lWiNPAFM>

Referee and Shot Clock Fees

You will need money to pay the refs and shot clock. You will receive funds from PCMLA to cover these payments.

Fees are as follows:

U7	\$30.00 x 1
U9	\$30.00 x 2
U11 (minor/female)	\$40.00 x 2
U13 (minor/female)	\$45.00 x 2
U15 (minor/female)	\$50.00 x 2
U17 (minor/female)	\$55.00 x 2
U22 (Female)	\$60.00 x 2

No Shot Clock – U7/U9

Shot Clock - U11/U13 (Mixed/female) \$25.00

Shot Clock - U15 to Junior Female (Mixed/Female) \$25.00

A Ref payment form is attached to this booklet – it MUST be used, and any leftover funds must be returned to your Division Coordinator with the payment form at the end of the season.

If your team ends up in a play down situation for provincials and you do not have enough ref money left, please contact your division coordinator. If you do not receive funds prior to the game(s), you will be responsible for paying the ref fees and will be reimbursed by PCMLA.

All officials are to be paid off the floor (except for U7 and U9), prior to game time.

Exhibition Games

Your coach will likely arrange an exhibition game prior to the season starting with another team in the league. If it is a home game, you will have some duties involved with getting the game organized.

- 1) Contact our Floor Allocator 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 Floor Allocator numerous times throughout the season.
- 2) 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 ie U17 A1), what time and date the game is being played and in which arena
- 3) Contact your commissioner with the game information – he or she will give you a game number.

Game Cancellations/Reschedules

Once you receive your schedules, you will most likely have games that will have to be cancelled and rescheduled.

It is the responsibility of the home team to rearrange these reschedules, and your commissioner must be notified.

Based on the home floor schedules, refs and 30 second persons will be automatically assigned by the Ref Allocator. **If a game is to be rescheduled, you must first advise the Floor Allocator and then the Ref Allocator and Commissioner.**

If the floor time is needed for another team to play a game the Floor Allocator will reassign that time, if that is not necessary, upon agreement of the Floor Allocator, you may use your home game time as practice, but you must first have the permission of the scheduler. You must also ensure you cancel the refs. Upon failure to do so, you will be required to pay the refs, regardless. **Refs should be given at least 48 hours' notice of game cancellation.**

You will then be required to reschedule the game with the Floor Allocator (as with exhibition games), contact the Floor Allocator who will give you some alternate game times. Once a game time is agreed upon by you, your coach and the coach of the other team, you may contact the Ref Allocator to arrange for officials.

If agreed upon by both teams and the Commissioner, rescheduled games may be made during tournament play if the teams are scheduled to play against each other.

You should also advise your Division Coordinator of any rescheduled games, and you **must** advise your League Commissioner once the games are rescheduled.

RESCHEDULING CHECKLIST – a larger checklist can be found later in the manual

Game #	
Opposite team notified	
Email Floor Allocator for floor time (include game # & Division)	
Ask opposing team if date/time ok -confirm new date with scheduler/team/ commissioner	
Cancel/book refs with Ref Allocator	
Update team snap	

Players

The maximum number of players permitted to be dressed and on the bench are 18 runners and 2 goalies no deviation. The minimum number of players allowed is 6.

Call Ups

You can call up from a lower tier in the same division, for example U13 C to U13 B (maximum 4 players per game) OR from a lower division (U13 to U15). If calling up from lower division eg: U13 to U15 an A player can only play up to an A team, B and C players are allowed to play in any of the higher tiers (max 2 of these players).

Call up sheets must be submitted to the commissioners and 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.

No player who plays five (5) games or goalie who plays seven (7) games will be eligible to return to his/her original team during that season. Any player appearing on a fifth game sheet or goalie on a seventh game sheet, other than his/her original team, must remain in the higher division.

The PCMLA will decide which team in the higher division the player will be placed on.

****Coach MUST contact coach requesting call ups - do not contact players directly****

TOURNAMENTS

POCO TOURNAMENTS

May Day U7/U9 tournament will be held May 9-10, 2026.

Pop Styles U13 (A1, A2,B, C) and U15 (A1, A2) tournament will be held May 22-24, 2026

All POCO teams will participate in their respective tournament so make sure you don't make other arrangements (especially other tournaments) that weekend. Please ensure that you get payment and your team roster to the tournament coordinator as soon as possible.

You will receive the tournament game schedule as soon as it is available

Each team will be **responsible for filling mandatory volunteer positions** throughout their tournament. Volunteer duties will include, but are not limited to manning the raffle booth, scoring, etc.

All POCO teams are required to send to Jasmyn Conkin (Tournament Coordinator) \$150.00 The **fee for this basket should be added to the team fees at** the beginning of the year to make it easier for everyone.

TOURNAMENTS (other than POCO) The list of tournaments can be found on the BCLA website (www.bclacrosse.com)

One of the first orders of business at the start of the season should be to determine in consultation with the coaching staff and the parents, which tournaments the team wishes to participate in.

Choosing Tournaments

Before contacting any associations re tournaments, you should contact your Division Coordinator to be sure they have not applied for tournaments on behalf of his/her teams as most tournaments fill up very quickly.

Once you and your team have decided which tournaments to attend (most usually attend 1 out of town tournament and at least one in town tournament), you carry on with registering your team with the sponsoring association.

You will need to pay tournament fees (that means collecting money from parents so you will have to determine how much each parent owes as teams are responsible for funding their own tournament fees) and submit your team roster to ensure your spot in the tournament.

- **Accommodations**

You (or another designate) should also look into accommodations for out of town. Quite often the host association will make arrangements with hotels/motels in their area to provide reasonable rates for travelling teams.

This information will in all likelihood be included in their tournament information. It is still up to you (or

a designate) to reserve a block of rooms for the team so the players can be all together. You will likely need to supply a credit card number just to reserve the rooms and then as the parents book their accommodations, they use their own payment method.

- **At the Tournament**

Once at the tournament it is the Manager’s duty to check the team in with the tournament coordinators. You will likely have received 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 (U13 - U17 Coed and U13 – U22 Female teams)

Another decision – whether to declare your team for Provincials (see below for dates and locations). This decision must be made by prior to mid-June 2026 as this is the deadline for the association to submit your declaration. This decision should be made jointly by the players, parents and coaches in co-ordination with your Division Coordinator. Your Division Coordinator will submit the actual declaration, so it is important to involve them in any decision.

Once a team declares and the fees have been paid and the team roster submitted to the BLCA that team must participate as the fee is nonrefundable.

If the host association for Provincials is Port Coquitlam teams will get an automatic bye for one team in each tier of the division (A1, A2, B & C)

Provincial rules and guidelines can be found on the BCLA website <http://www.bclacrosse.com/www.bclacrosse.com>

2026 Provincial dates and locations:

July 2 -5	Coed U13 A2, B and C Coed U15C Female U13 A and B	Salmon Arm (Shushwap Minor Lacrosse Association)
July 9 - 12	Coed U15 A2 and B Coed U17 A2 and B Female U15B Female U17B	Prince George
July 16 - 19	Coed U13 A1 Coed U15 A1 Coed U17 A1 Female U15 A Female U17 A Female U22	Port Coquitlam

BCLA Operating Policy – Coaches

REGULATION 7: BENCH RULES

- 7.01 The minimum age for Assistant Coaches of Novice and lower is 14 years of age and the Coach must have completed NCCP Community Development level prior to being on the bench. The minimum age for Assistant Coaches of Peewee and up is 16 years of age and up.
- (a) In all divisions in at the Minor Box level, no one but players in uniform and suitably registered and trained/certified bench personnel shall be permitted to occupy the player's bench. **A maximum of four (4) nonplaying personnel are allowed on the bench.** Certified trainers or other qualified personnel shall only be allowed on the bench to attend to player injuries. Where facilities do not permit access to the bench without entry to the playing surface, a certified trainer will be allowed on the bench.
- 7.02 The names of all bench personnel must appear clearly on the official game sheet (including trainers). The game sheet will be duly signed by the manager, or head coach, certifying that the noted bench personnel are qualified to occupy the bench. No persons shall occupy the bench unless their name appears on the score sheet.
- It shall be considered an offense to falsely certify a game sheet.
- 7.03 All bench personnel must meet the following requirements to participate in any BCLA sanctioned games in the Novice division and below:
- 1) All Coaches must have successfully completed the minimum requirements outlined in the current Form 100B and/or Form 100M in the division of which they participate, by the deadline set by the BCLCG (May 1 –Minor Box/Women's Field; April 20 – Senior Box; October 1 Field).
- (b) All bench personnel must meet the following requirements to participate in any BCLA sanction games in PeeWee and above (Box) and U12 and above (Field):
- 1) All Coaches must have successfully completed the minimum requirements outlined in the current Form 100B and/or Form 100M in the division of which they participate, by the deadline set by the BCLCG (April 20 – Senior Box; May 1 – Minor Box/Women's Field; October 1 - Field).
- (c) Trainers must be certified a minimum of first responders (firemen, ambulance, armed forces personnel, medical profession) or, have an approved and valid trainer's certificate (or its equivalent including the "Trainers Aide Training"), suitably registered on the form 100B, including certification number. A payment of \$5.00 to the BCLA must accompany the form 100B. Trainer certification numbers must be noted on all applicable games sheets unless a trainer is provided for an entire event by the BC Lacrosse Association (i.e., Minor Provincial Championships) or has been trained as a first responder (i.e., doctor, firefighter, nurse, etc.).
- 7.04
- a) The head coach of the team shall be responsible for the actions of all bench personnel on that team and will be held accountable for their actions.
- b) There must be an appropriate trained or certified coach on the bench at all times during BCLA sanctioned games. In the event of an ejection of a Head Coach, a trained coach may assume the position for the remainder of the game.

STEPS FOR RESCHEDULING A GAME/PRACTICE

	TEAM	FLOOR ALLOCATOR	REFEREE COORDINATOR	OTHER TEAM	DIVISION COMMISSIONER
PRACTICES	X	X			
TBR GAMES	X	X	X	X	X
	Home Team	Need to find another game time and release conflict time Advise if new game conflicts with a practice time space can be given to another team.	Need to find new refs and cancel conflict game refs	Provide them with new time slot and location	Advise of changes
TBR GAMES (Away Team)	Let team know about new time and location				
Prior to Games	X			X	
				Confirm time and location – best to do for both home and away games	
Tournaments	X	X	X	X	X
	Let team know times and locations	If you are not using your practice slot it can be released	Only if you need to cancel a HOME game due to a conflict	If you need to TBR a game due to a tournament	Advise Commissioner of tournament locations and dates

Port Coquitlam Lacrosse Referee Pay Sheet

****At the end of the season, remaining money and sheets are to be returned to the Treasurer,
cc your Division Manager****

Team Name:		Division:		Manager:
Game No.	Date	Referee Signature	Referee Signature	Shot Clock Signature
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print
		Sign	Sign	Sign
		Print	Print	Print



2026 One Game Permit - Minor Box Lacrosse

Player Name:

Team:

Commission:

Is permitted to play one game:

on the (Date):

for (Team):

in the (League):

Select one: Player Goalie

Number of games player has already played up to any other team:

Date

Signature of Authorized Coach/Team Official from Player's Home Team*

Date

Signature of Authorized Coach/Team Official from the Requesting team*

**Must be a listed authorized personnel from the team form 100*

See BCLA Minor Directorate OP Regulation 4.07(c) for full rules/policy around call up players

Copies to Commissioners (please check BOTH Leagues involved):

Co-ed

U17	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B	
U15	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B	<input type="checkbox"/> C
U13	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B	<input type="checkbox"/> C
U11	<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> B	<input type="checkbox"/> C
U9	<input type="checkbox"/>	U7	<input type="checkbox"/>	

Female

U22	<input type="checkbox"/> A	<input type="checkbox"/> B	
U17	<input type="checkbox"/> A	<input type="checkbox"/> B	
U15	<input type="checkbox"/> A	<input type="checkbox"/> B	
U13	<input type="checkbox"/> A	<input type="checkbox"/> B	
U11	<input type="checkbox"/> A	<input type="checkbox"/> B	
U9	<input type="checkbox"/>	U7	<input type="checkbox"/>

This form can be found on the BCLA website at <https://www.bclacrosse.com/forms.php>



Port Coquitlam Minor Lacrosse

Medical Information Form

PLAYER INFORMATION

Player Name:		Date of Birth:	
Home Address:		Postal Code:	
Phone #:	Cell Phone #:	Email:	
Doctor's Name:		Phone #:	
Dentist's Name:		Phone #:	
Care Card Number:			

EMERGENCY CONTACTS

Parent/Guardian 1:		Work #:	Cell phone #:
Parent/Guardian 2:		Work #:	Cell phone #:
Alternate Contact:		Relationship to player:	
Home Phone:	Work #:	Cell phone #:	

RELEVANT MEDICAL HISTORY: Please circle the appropriate responses and provide details below.

Y	N	Previous history of concussion	Y	N	Fainting episodes during exercise
Y	N	Epileptic	Y	N	Wears Glasses
Y	N	Wears Contact Lenses	Y	N	Are lenses shatterproof (glasses)
Y	N	Wears Dental Appliances	Y	N	Hearing Problem
Y	N	Asthma	Y	N	Trouble breathing during exercise
Y	N	Heart Condition	Y	N	Medication
Y	N	Diabetic: Type 1 _____ Type 2 _____	Y	N	Allergies
Y	N	Any condition/concern that may interfere with participation?			
Y	N	Wears a medical alert bracelet or necklace. For what purpose _____			
Y	N	Has had an illness that lasted more than a week and required medical attention in the past year			
Y	N	Has had any injuries requiring medical attention in the past year			
Y	N	Has been admitted to hospital in the last year			
Y	N	Surgery in the past year			
Y	N	Presently injured. Injured body part: _____			

Please provide details (as needed) if you answered "yes" to any of the above. Use separate sheet, if necessary.

I understand that it is my responsibility to keep the Team Manager advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, Team Management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation, and necessary treatment of my child. I hereby authorize release of information to appropriate people (coach, physician, etc.) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

This form can be found on the PCMLA website at <https://www.pocominorlacrosse.com/managers>

INSTRUCTIONS FOR **TIMEKEEPERS TO USE THE RAMP GAMESHEET APP**

ALL Timekeeper MUST download the RAMP Game sheet APP (free) on their smartphones.

Depending on your smartphone (android or tablet) you must go to the Google Play store or the App store.

The HOME team MUST provide the code to the timekeepers prior to the start of the game.

Once the timekeeper has their “GameSheet Code” to access the game sheet, for that game, they can then complete their responsibilities as the game progresses.

Please ensure that you are in an area where you have access to Wi-Fi or the internet so that when the code is entered all the information pertaining to the game will automatically load into the device.

As stats and information is entered the system will automatically save the information and it will be uploaded the next time your device has access to a Wi-Fi or internet connection.

For this process to work, the timekeeper must download the RAMP Game Sheet App to their smart phone. This app works just like any other app.

Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. It is your personal account.

Once you have created your account, your home screen will look like the images on the next page.

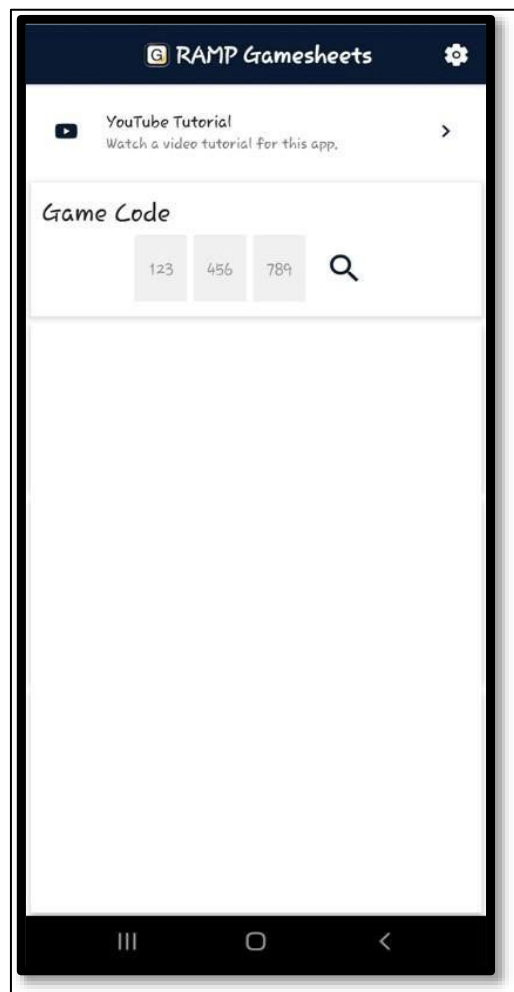
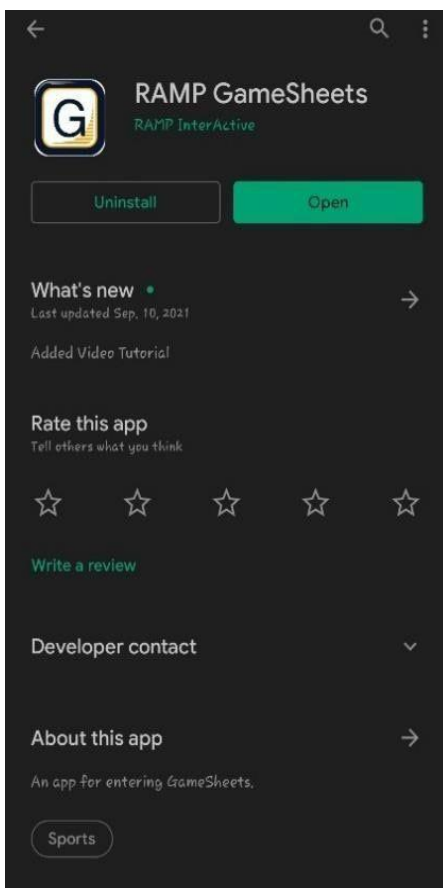
HOME SCREEN

The image to the right is what you will see when you have downloaded the app and created your account.

The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheet App”. The icon for the app is pictured here for you.

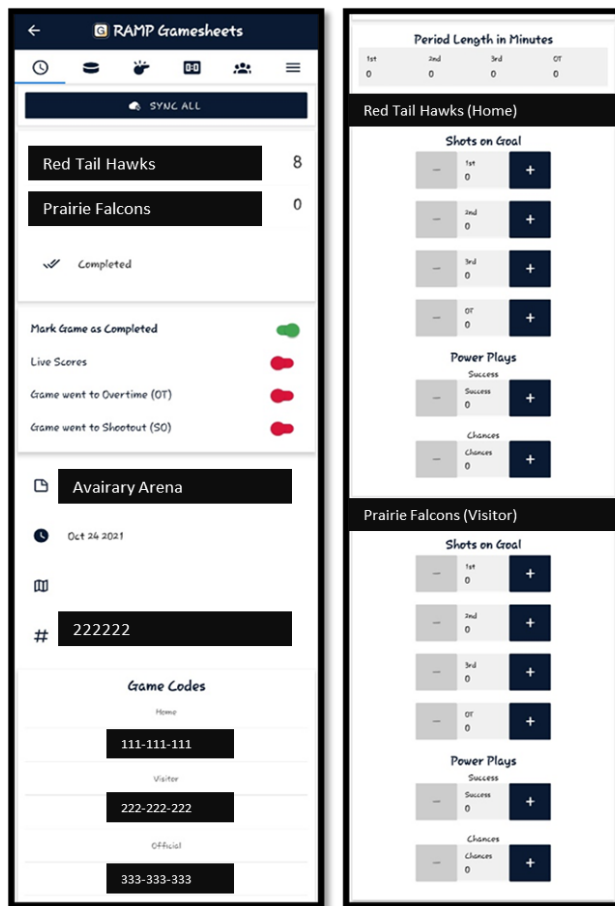
This will be the home page screen of the app each time you open it.

You will be entering the officials game code in the box you see there and then tap on the search icon for the game to show up



GAME DETAILS TAB/PAGE * Each game will have its own unique code. *****

1. Upon entering your game sheet code for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. The notes for the game, including if needed, will be visible on this page above the code information.
3. You will also be able to see the 3 game codes for this game. The Home Team Code, The Visiting Team Code and The Officials Code.
4. You must enter the Period Lengths for the game in the area provided. Simply click on the periods to enter the required minutes.
5. You will also be able to enter shots on goal and power plays for each of the 2 teams on this screen.



The game codes that you have entered into the app will automatically be deleted after 7days. They cannot manually be deleted.

At the top of the screen, you will see the following icons. They will take you to various pages where information pertaining to the game can be entered.



GOALS TAB/PAGE

On this page you will be able to enter any goals scored during the periods. When you select the “NEW GOAL” tab you will be able to enter the following information:

You need to click on each of these to enter the numbers.

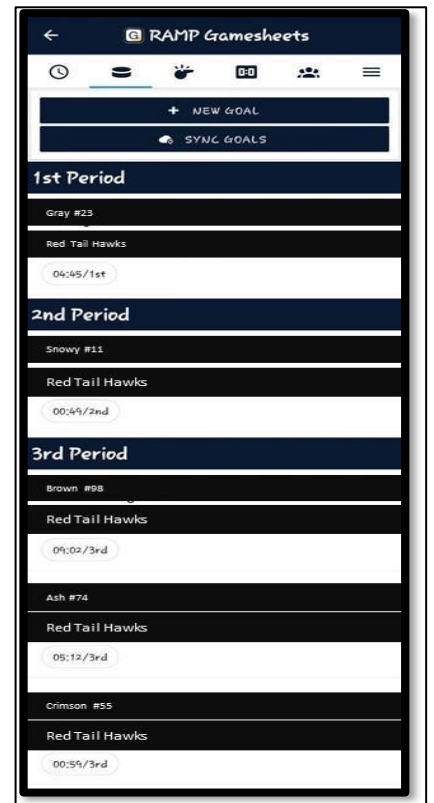
You will also be able to choose the team, the goal type and if there is a 1st or 2nd assist.

You do not have to enter any assists to all goals. It is not a mandatory field.

You can also use the toggle tab to indicate if the goal scored was a game winning goal or not.

Once all the information is entered, simply tap on the save tab at the bottom.

If you have a Wi-Fi connect at the time, you can select the “SYNC GOALS” tab and the information will automatically be synced and uploaded.



PENALTIES TAB/PAGE

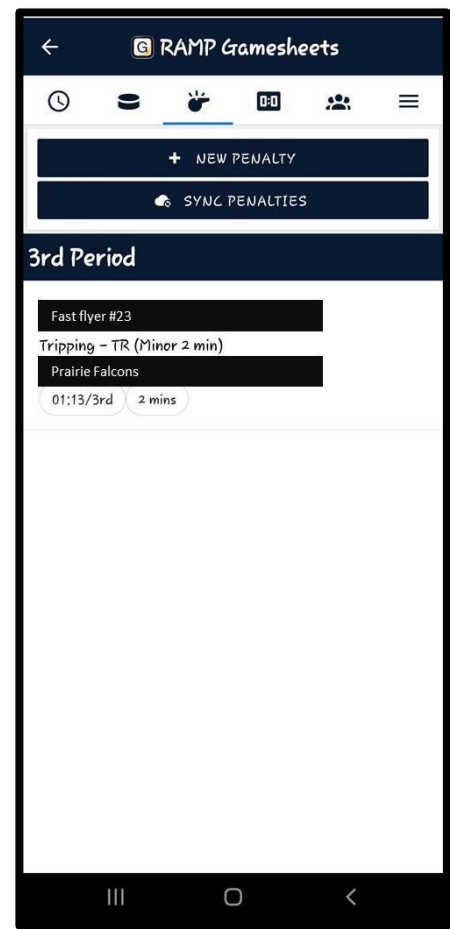
As the timekeeper you will have the ability to enter the penalties assessed throughout the game.

Simply tap on the “NEW PENALTY” tab at the top to record the details of that specific penalty.

The offences are populated for you, you need only select the icon to the right of the screen to access the list of offences, please ensure that you select the correct one that applies.

You will also be able to choose all the details (team name, player name and who served).

Once the information is entered, please select the Save button at the bottom of the screen.

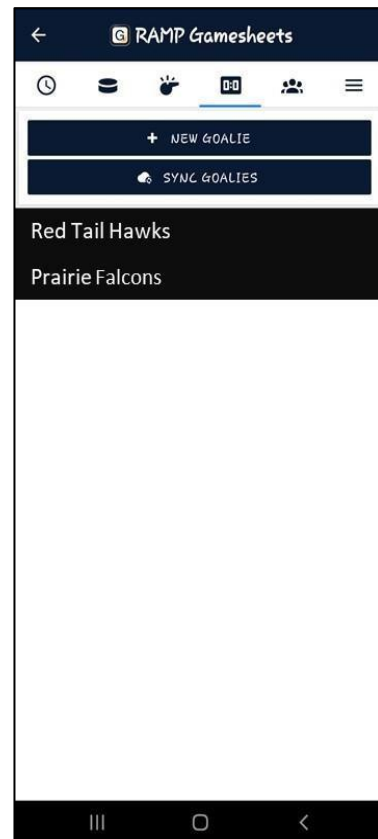


GOALIES TAB/PAGE

The “Goalies” tab will provide you with information regarding Goalies for each team. It is not mandatory for teams to track this information. It is up to each team.

By tapping on the “NEW GOALIE” tab, you will be able to enter the details. You can choose the player as well as the team and track the number of minutes and goals scored against.

If this information is being tracked, please ensure that you tap on the SAVE tab at the bottom of the page.



ROSTERS TAB/PAGE

This page will allow you to see the players and staff on both the home and visiting teams.

This information should not be changed once the game has started.

Only the Home Team or the Visiting team should be making any changes to this prior to the start of the game.

