

PACIFIC COAST FIELD LACROSSE LEAGUE

COACHES HANDBOOK

For use in Women's Field Lacrosse
2016-2017



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Introduction

The purpose of this document is to aid Pacific Coast Field Lacrosse League (PCFLL) coaches in understanding their duties and responsibilities with respect to their League Commissioner.

Team Roster

Each coach or manager must submit his/her team roster to the League Commissioner prior to the start of season. The team roster must be in alphabetical order and contain each player's name and jersey number, if available. The coach or manager must submit to the League Commissioner any updates to their team roster as soon as possible.

Game Sheets

It is the responsibility of the home team to ensure that the game sheet is clearly and properly filled out prior to the start of each home game. Game sheets must be protected from the weather to ensure they are legible. Improper game sheets will be considered invalid for league results.

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

The winning team's coach or manager is responsible for submitting the original game sheet (top white copy) to the League Commissioner. **A copy of the game sheet must be faxed or electronically sent to the League Commissioner within 24 hours after the conclusion of the respective game. The original game sheet must be mailed to and received by the League Commissioner within 5 days of the conclusion of the respective game.** In the event of a tie, the home team's coach or manager is responsible for submitting the original game sheet.

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

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

Each game sheet must contain the following information:

1. The division, game number, date, location and indicate the type of game
2. Indicate the level of the teams involved in the Division field (e.g. Tier I = A, Tier II = B)
3. Print the home and visiting **association names**... do not use team names (example: Richmond, New West 1)
4. Fill in the player roster:
 - **list only players present at the start of the game in alphabetical order**
 - list any suspended player(s) and/or coaches in the middle of the game sheet
 - add any missing player(s) as soon as they arrive at the game
5. Print all bench personnel in attendance
 - the name of the head coach
6. The scorekeeper and timekeeper(s) must print their names on the game sheet
7. The scorekeeper must enter the correct scoring information
8. The scorekeeper must enter the correct penalty information
9. The scorekeeper must enter the game summary information at the conclusion of the game
10. Game officials (referees) must verify the game information and sign the game sheet

11. The scorekeeper must distribute the copies of the game sheet to the appropriate team personnel:
- winning team gets the top 2 copies (white and yellow)
 - losing team gets the bottom copy (pink)
 - for tie games the home team is responsible for the top 2 copies

Game Length

- U12 - 2 x 20 minute halves with a 5 minute break
- U15 & U19 - 2 x 25 minute halves with a 5 minute break

All games must start and end on time. Teams are to ensure they are at the field early and ready for equipment check prior to the start time.

U12 Only

Teams ahead by 5 goals or more

- In the event that a team is leading by 5 goals or more, the team with fewer goals will be awarded the ball at center field in place of the draw.
- Once any player has scored four (4) goals, the scorekeeper will notify both coaches and both umpires. Further goals from that player will not be registered and will be considered a “no goal”. Play will resume as the goalies ball.

League Season

The PCFLL season is divided into two (2) schedules. The first session schedule runs from September 17th, 2016 to October 22nd, 2016 inclusive. All games must be completed by October 23rd, 2016. Games cannot be rescheduled for after October 23rd, 2016.

No league games will be scheduled for the Thanksgiving weekend.

The second session schedule runs from October 29th, 2016 to tentatively December 17th, 2016 inclusive. All 2nd season league games must be completed by December 18th, 2016.

League Points

Points will be awarded during league games played as follows:

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

All games are considered league games and any points will be awarded and included in the regular league standings.

Umpire Fees

Each team is responsible for providing the fee payment for one (1) umpire every game. The home team is not responsible for providing the fee payment for both umpires as is required in box lacrosse. **The umpires must be paid prior to the start of each game.**

Umpire Fees

U12	\$30.00	U19	\$40.00
U15	\$35.00		

Any abuse, verbal or otherwise, directed towards game officials by coaches, players and spectators will not be tolerated by the Pacific Coast Field Lacrosse League. Abuse of any kind by game officials towards players, coaches and spectators will also not be tolerated by the Pacific Coast Field Lacrosse League.

Defaulted or Rescheduled Games

A defaulted game occurs under one of the following situations:

1. A team fails to appear at the appointed time and place for a game.
2. A team appears at the appointed time and place for a game but does not have the required number of players to start the game – a coach and player showing up doesn't constitute intent.
3. A team, for any reason, fails to finish the game.
4. Any team refusing to travel to another association for a game will also be subject to fines.

In the event of a defaulted game, the non-offending team shall be awarded a goal and shall be awarded 2 points in league standings. **The offending team shall be fined \$100.00 and the non-offending team shall be awarded costs associated with the game (i.e. referee fees, field costs) when a team defaults a game by failing to appear for the scheduled game.**

- **Forfeiting a game within the 96 hours of game - fine is \$100**
- **Forfeiting a game within 24 hours of game - fine is \$200**

The League Commissioner will be notified of the situation as soon as possible and will report the incident to the Pacific Coast Field Lacrosse League Executive for further action.

Any club(s) who does not pay any outstanding fine and costs from a defaulted game prior to the completion of the current league schedule will be considered in bad standing and removed from the rest of the season.

Any team wishing to reschedule a game must contact their opponent and League Commissioner within 96 hours prior to the scheduled game time. A team is not obligated to accept a request to reschedule a game. This does not include extraordinary factors such as field closures due to bad weather.

Games to be rescheduled must be confirmed within 2 weeks of the original scheduled date. If no agreeable date is available, then both teams must supply a date and time to their League Commissioner within 2 weeks of the original scheduled date. The League Commissioner will reschedule the game based on the date and times submitted. League Commissioners have the authority to assign points or not, if teams do not meet the guidelines by working together to reschedule their games.

All rescheduled games must be completed prior to the end of the appropriate league schedule.

The League Commissioner does attend games whenever possible so they need to be updated on all rescheduled games.

The Pacific Coast Field Lacrosse League does not permit the cancellation of any game. Each team must make every effort to field a proper team, which includes all available call up players, for every league game.

Suspension Information

The head coach is responsible for reading the Field Disciplinary Rules provided by either their home association or their League Commissioner to know which expulsion penalties are associated with an automatic suspension.

The head coach is responsible for knowing when his/her players and/or coaches have received an expulsion penalty associated with an automatic suspension. The head coach must immediately enforce any suspension

received by a player and/or coach for the required number of games. The head coach will not wait to "hear" from their League Commissioner informing him/her of a suspension to a player and/or coach. A head coach should contact their League Commissioner if they are uncertain how to apply the suspensions in the Field Disciplinary Rules.

The League Commissioner may not contact a coach to inform him/her that a player and/or coach on their team have received a suspension. The League Commissioner shall inform the club President that one of his/her team's player and/or coach has received a suspension. It is the responsibility of the President to inform his/her coach of the suspension.

A player and/or coach's suspension can only be served during any regular league, tournament, playdown or provincial championship game. A suspension cannot be served during an exhibition game or while playing/coaching a regular league, tournament, playdown or provincial championship game for another team. A player cannot play until the suspension is served with his/her own team.

Suspensions are cumulative throughout the entire career of a player in the BCLA Field Directorate and not restricted for one season. Any second offence requires the player to appear before the Field Directorate at the first meeting after the offence has taken place.

A head coach should use the following procedure when dealing with an automatic suspension:

1. Determine if a player and/or coach has received an expulsion penalty that requires an automatic suspension
2. Contact his/her League Commissioner as soon as possible and inform him/her of the penalty and confirm the length of the suspension
3. Include the suspended player's or coach's name on all game sheets that they are suspended for
 - Indicate the suspension next to the player's or coach's name on the game sheet
 - e.g. *Joe Smith Suspended 1 of 3*

Rule #14 - Field Directorate Disciplinary Rules states...

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

Call Up Information

As long as a player fulfills her commitment to her registered team first, a player can play up an unlimited number of games for a team in a higher division than which she is registered with, provided her coach has given permission. This is subject to the following situations:

- a) A player may play up one age division only.

Red Cards (Penalty)

There are two 'red penalty cards' in Women's Field Lacrosse: a 'yellow / red' and a 'straight red'. These shall be treated differently in accordance with FIL / CLA Rules. Any player or bench personnel who receive a straight Red Card in a game of regular season play, exhibition play, playoff games, or any Provincial championship games for personal fouls:

- a) Shall automatically miss the following scheduled game. **Exhibition games do not count toward the suspension, nor should the player be allowed to play.**
- b) Shall be referred to and investigated by the Discipline Committee.

- c) Shall have her / his name written on the game sheet of the suspended game (at the bottom of the team list) with the designation “SUSPENDED – 1 of 1” written beside her/his name. She/he may not be on the bench during her/his suspension.
- d) Shall be the subject of an “**On-line Referee Report**”, to be completed by game officials.

Field Locations

Club	Field	Address
Adanacs	Town Centre Park (Turf)	Pipeline Road @ Gabriola Drive, Coquitlam
Burnaby Devils	Burnaby Lake West (Turf)	Kensington Avenue @ Joe Sakic Way, Burnaby
Langley Thunder	Willoughby Community Park (Turf)	7755 202A Street, Langley
New Westminster Warlocks	Queen’s Park East (Turf)	1st Street/3rd Avenue, New Westminster
Port Coquitlam Saints	Gates Park (Turf)	Reeve Street @ Wilson Avenue, Port Coquitlam
Ridge Meadows Burrards	Thomas Haney Youth Action Park	11600 Lougheed Highway, Maple Ridge
Surrey Warriors	South Meridian Elementary	16244-13 Avenue Surrey

Contact Information

Please do not alter this document from its current form without contacting the author.

This document is a work in progress, if you would like to make any suggestions or additions to this document please send your comments to:

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