

BURNABY FIELD LACROSSE CLUB

MANAGER HANDBOOK



2025 V2

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LETTER TO THE TEAM MANAGER

Dear Team Manager,

On behalf of the Burnaby Field Lacrosse Club (BFLC), we extend our sincere thanks for stepping into the vital role of Team Manager. Your commitment ensures not only your child's enjoyment of the game, but also the success and smooth operation of the entire team.

As a Team Manager, you are the cornerstone of communication between players, parents, coaches, officials, the BFLC Executive, and the Pacific Coast Field Lacrosse League (PCFLL). Your leadership and organization allow our coaches to focus on what they do best—developing athletes and fostering a love of the game.

This handbook has been created to support you in your responsibilities by providing clear guidelines, resources, and step-by-step procedures. It is designed to make your role easier, ensure consistency across our club, and promote the principles of fair play, respect, and inclusion that define BFLC.

We value your dedication and welcome your feedback. If you have suggestions to improve this handbook or the manager's experience, please share them with the BFLC Executive at any time. Together, we can continue building a safe, supportive, and successful environment for every player and family.

With appreciation,
Burnaby Field Lacrosse Club Executive

Important websites:

PCFLL : www.pcfll.bc.ca

British Columbia Lacrosse Association – www.bclacrosse.com

Important Dates for 2024

Sept 7 -8	Season starts
Oct 1	Form 100 due
TBD	Lakers Day and Photo Day Burnaby Lake
Feb 7 - 9	U11 Field Provincial Tournament - Hosted by TBD
Feb 14 - 17	U13, 15, 18 Field Provincial Championships - Hosted by TBD
Feb 21 - 23	Women's U13, 15, 18 Field Provincial Championships - Hosted by TBD
TBD	BFLC AGM

Manager's Duties

As a Team Manager, you play a central role in keeping the team organized, supported, and connected. Key responsibilities include:

- **TeamSnap Oversight** – Maintain and monitor team schedules, rosters, and updates.
- **Team Budget** – Manage the team's budget (see *Appendix A* for details).
- **Financial Tracking & Reporting** – Record and report all financial activities clearly and accurately.
- **Funds Management** – Collect team fees and distribute payments as required.
- **Communication Hub** – Act as the primary liaison between players, coaches, parents, officials, ref allocators, the BFLC executive, and opposing teams.
- **Volunteer Coordination** – Organize and assign volunteers for timekeeping, scorekeeping, and team events.
- **Game Sheet Management** – Ensure game sheets are completed and submitted promptly to the division commissioner.
- **Tournament Applications** – Apply for, register, and coordinate tournament participation.
- **Form 100 Submission** – Complete and forward the required Form 100 details to the club representative.
- **Team Events** – Help plan and organize year-end parties and other team gatherings.

- **Other Duties as Required** – Support coaches, players, and families with additional tasks that help the team run smoothly.

Criminal Record Check (CRC) Requirements

To ensure the safety and well-being of all players, the Burnaby Field Lacrosse Club (BFLC) requires the following:

- **Mandatory CRC** – All coaches and managers must complete a Criminal Record Check (CRC) every three years.
- **Online Processing** – The Coach Administrator will provide a secure link and password to complete your CRC online quickly and easily.
- **Completion Before Access** – A valid CRC must be on file before any coach or manager is permitted access to a team.
- **Required Information** – To complete your CRC, you will need valid government-issued identification and confirmation of your designated role (e.g., coach, manager).

Form 100B (listing of all coaching staff/trainers/managers)

- **Purpose** – Form 100s are required to register the coaching and bench staff of each team with the British Columbia Lacrosse Association (BCLA).
- **Fees** – All Form 100 registration fees are covered by the Burnaby Field Lacrosse Club (BFLC).
- **Team Manager Role** – Team Managers are responsible for ensuring that all information on the form is accurate and up to date.
- **Executive Coordination** – A designated BFLC Executive (currently Sean Gaster) will coordinate with Team Managers to have the forms completed and signed by the Head Coach.
- **Forms:** [Awards](#) | [BC Lacrosse Association \(BCLA\)](#).

It is mandatory that **ALL** coaches are on the Form 100 to ensure they are properly trained, have valid CRCs and are eligible to attend Provincials.

Division Commissioner – PCFLL

- **Assignment** – The Pacific Coast Field Lacrosse League (PCFLL) assigns a commissioner to each division at the start of the season.
- **Primary Contact** – The Division Commissioner serves as the Team Manager's first point of contact for all league matters, including suspensions, questions, issues, or complaints.
- **Season Kickoff Communication** – At the beginning of the season, the commissioner will email each Team Manager with documentation requests, including rosters and team contact information.

- **Ongoing Role** – The commissioner remains available throughout the season to address concerns, provide clarification on league rules, and support fair play and compliance.

Team Conduct

The Burnaby Field Lacrosse Club (BFLC) holds all players, coaches, managers, and parents accountable for their behavior.

- **Zero Tolerance** – Verbal abuse of coaches, referees, players, or opposing fans will not be tolerated.
- **Manager's Role** – Coaches remain on the bench; Team Managers are present in the stands and act as liaisons when needed.
- **Parent Meeting** – Managers and Coaches should hold a preseason parent meeting to review BFLC's Conduct Policy and outline expectations, along with consequences for violations.
- **Code of Conduct Forms** – All players, parents, and coaches must sign the BFLC Code of Conduct prior to the start of league play. Managers must keep these signed forms on file.

Medical Information

- **Player Health** – Collect medical information for all players, including allergies and pre-existing health conditions (e.g., asthma, epilepsy, prior concussions).
- **Coach Awareness** – Ensure all coaches are aware of relevant health issues at the start of the season.
- **Medical Forms** – Families must complete the official BFLC Medical Form (available on the club website) and return it to the Team Manager.
- **Food Allergies** – If a player has a food allergy, notify the team to prevent snacks with unsafe ingredients (e.g., nuts) from being distributed.

First Aid Supplies

- Each team is required to have a stocked first aid kit at every game and practice.
- The cost of supplies can be included in the team budget.

Injury Procedure

- Keep a **first aid kit**, **ice packs**, and **spare mouth guards** available at all times during practices and games.
- Team Managers should be prepared to assist with injuries and follow emergency protocols if necessary.

The BCLA has coverage that extends to all members as they may need it. When an injury occurs that may require medical or dental attention, please give the parent/guardian the BCLA Accident Claim Form located [Insurance Accident Claim Form.pdf \(bclacrosse.com\)](https://bclacrosse.com/Insurance%20Accident%20Claim%20Form.pdf)

All claims MUST be submitted to the BCLA within 30 days of the injury.

You **MUST** inform the club immediately by emailing the Manager Administrator with the details of the injury, including the player's full name, date and location of game/practice. Once the parent/guardian/doctor completes the document, it must be scanned and emailed to the Manager Administrator, who in turn will send it to the BCLA.

Emergency Action Plan (EAP)

Every team must be prepared to respond quickly and effectively to emergencies. Team Managers are responsible for ensuring that the following plan is reviewed with coaches and parents at the start of each season.

1. Preparation

- Identify the nearest hospital/urgent care clinic to your home field.
- Ensure a cell phone is charged and accessible at every game and practice.
- Assign clear roles in advance (see below).
- Keep medical forms and emergency contacts for all players on hand.

2. Roles & Responsibilities

- **Call Person** – Calls 911 and provides details (location, injury type, condition of athlete).
- **Control Person** – Clears the area around the injured athlete and ensures bystanders/players stay back.
- **Guide Person** – Meets emergency responders at the facility entrance and directs them to the scene.
- **First Aid Lead** – Provides immediate care until medical professionals arrive.

3. Emergency Steps

1. **Assess the situation** – Determine if the injury is serious or life-threatening.
2. **Call 911** if necessary. Provide clear directions:
 - o Field/Facility name
 - o Street address
 - o Closest cross-streets/landmarks
 - o Exact location on the field
3. **Stay with the athlete** – Keep them calm and comfortable until medical help arrives.
4. **Notify parents/guardians immediately.**

5. **Document the incident** – Record details of the injury and actions taken. Submit to BFLC if required.

4. Concussion Protocol

- Remove the player from play immediately if a concussion is suspected.
- Do not allow return to play the same day.
- Follow the **BCLA Return-to-Play guidelines**.

Team Jerseys

- Jerseys are provided by the Club and distributed to each team.
- **Pickup** – Team Managers or Coaches will pick up jerseys at **Burnaby Lake Field #3**. Jerseys remain property of the Club and must stay with the team. If a player moves to another team, their jersey must be collected and returned before a new jersey is issued.
- **Tracking** – Team Managers must maintain a **jersey allocation list**. A distribution form will be emailed after pickup; this must be completed to help track returns at season's end.
- **End-of-Season** – Managers are expected to collect all jerseys after the final game, wash them, and return them to Burnaby Lake Field #3 at the time/date provided by the Jersey Allocator.
- **Lost/Damaged Jerseys** – The cost of lost or ruined jerseys (\$100.00 each) will be charged to the player's family.
- **Parent Reminder** – Jerseys must be washed in cold water, hung to dry, and worn only for official league or exhibition games (not practices).

Team Shorts

- Shorts can be ordered directly from **Extreme Threads**.
- Orders can be placed online: [X-treme Threads](#).

Photo Day

- Team and individual photos are scheduled for **September / October**.
- Registration includes a complimentary photo mate (team and individual) for each player.
- Families may purchase additional photos and packages directly from the photographer.

Goalie Equipment

- Goalie gear is provided by the Club.
- Pickup details will be emailed to designated goalies and/or coaches by the Equipment Manager.

Balls & Cones


- Each team receives balls, cones, and a ball bucket/bag at the beginning of the season.
- For replenishment, contact **Sherb @ sherbornebbylax@gmail.com** with your team name; he will arrange delivery at the locker room.

Game Schedules – Old way

- Weekly game schedules are released by **PCFLL** (often Wednesday evening before weekend games).
- Managers must regularly monitor the [PCFLL website](#), as game times may change up to **12 hours before start time**.
- **Rescheduling** – Home teams are responsible for rescheduling TBR (To Be Rescheduled) games.
- **Cancellations** – If a team cannot attend, the Team Manager must email:
 - The opposing Team Manager
 - Division Commissioner
 - Head Referee
 - **Minimum 48 hours notice** is required; otherwise, the canceling team will be responsible for referee and field costs.
- **Valid Reasons** – Tournaments are an acceptable reason to reschedule. Lack of players, missing coaches, or absent goalies are **not** valid reasons.

Game Scheduling & Cancellations (RAMP System)

- **Weekly Game Schedules** – Schedules are released by **PCFLL** (often Wednesday evening before weekend games). Team Managers must monitor the [PCFLL website](#) and their **RAMP account** regularly, as game times may change up to **12 hours before start time**.
- **Self-Scheduling in RAMP** –
 - Home Team Managers are responsible for rescheduling **TBR (To Be Rescheduled)** games directly in the RAMP system.
 - Once a new game time is selected, RAMP will automatically notify the opposing Team Manager, Division Commissioner, and Referee Allocator.
 - Ensure changes are made within the allowed scheduling window set by PCFLL.
 - *For step-by-step instructions, see **Schedule B**.*
- **Cancellations** –
 - If a team cannot make a scheduled game, the Team Manager must cancel/reschedule through RAMP.
 - The system will automatically notify required contacts.
 - **Minimum 48 hours notice** is required; otherwise, the canceling team will be responsible for referee and field costs.
 -
- **Valid Reasons for Rescheduling** –

- o Participation in a sanctioned **tournament**.
- o Weather or field closures (as directed by the league or city).
- o  *Not Valid*: lack of players, missing coaches, or absent goalies.

Tournaments & Provincials

- Visit the [BCLA Field Lacrosse Tournaments page](#) for details.
- Provincial Declaration paperwork must be completed and submitted by the published deadline.

TeamSnap

- Each team is provided a **TeamSnap account**.
- Team Managers are responsible for updating schedules and maintaining accurate team information.

Finance Responsibilities

The Team Manager is responsible for managing team finances, including:

- Developing a budget (see **Appendix A** for a sample).
- Collecting team fees.
- Distributing funds (e.g., referees, umpires).
- Tracking and recording all expenses.
- Providing a financial summary at the end of the season.

Referee Fees

Fees for referees as follows (Referees are to be paid **prior to the start** of the game):

Each team is responsible for providing the fee payment for 1 (one) referee every game.

Officials that travel more than 20km from their home address are entitled to an additional \$15.

This fee is paid only once per official per day regardless of the number of games officiated.



PCFLL Game Duration and Fees 2025-2026

Division	Fee 1 per Official	Period Durations	Breaks Between Periods
Youth U7	\$25.00	4 X 10 minute quarters	2 minutes after 1st and 3rd quarter 5 minutes at halftime No stop time unless called by official
Youth U9	\$30.00	4 x 12 minute quarters 2*	2 minutes after 1st quarter 5 minutes at halftime 2 minutes after 3rd quarter
Youth U11	\$40.00	4 x 15 minute quarters 2*,3*	
Youth U13	\$45.00		
Youth U15	\$50.00		
Youth U18	\$55.00		
Women's U7	\$25.00	4 x 8 minute quarters	
Women's U9	\$30.00		
Women's U11	\$40.00	4 x 12 minute quarters 2*,3*	2 minutes after 1st quarter 5 minutes at halftime 2 minutes after 3rd quarter
Women's U13	\$45.00	4 x 15 minute quarters 2*,3*	
Women's U15	\$50.00		
Women's U18	\$55.00		

1. Officials' fees shall be paid before the game starts. Officials who travel 20km or more from their home address to the designated game field are entitled to \$15 compensation in addition to base fees. The fee is payable only once per official per day regardless of the number of games officiated at the same field.
2. Mandatory stop time in the last 30 seconds of the 1st, 2nd and 3rd quarters.
3. The last 2 minutes of the 4th quarter shall be stop time if the goal differential is 5 goals or less. If the score at the 2 minute mark dictates stop time, it is stop time for the full remaining 2 minutes. If the score at the 2 minute mark dictates run time, it is run time for the remainder of the game regardless of the number of goals scored after that time.

Time/Score Keeper

Home teams are responsible for providing time/score keepers.

For official timing and referee fee details, see: [PCFLL Game Durations & Referee Fees](#).

Game Lengths

- **U7:** 2 × 20-minute halves, 5-minute halftime. No stop time unless called by the official.
- **U9:** 4 × 12-minute quarters – 2-minute break after 1st & 3rd quarters, 5-minute halftime. Mandatory stop time in the last 30 seconds of the 1st, 2nd, and 3rd quarters.
- **U11, U13, U15, U18 (Boys):** 4 × 15-minute quarters – 2-minute break after 1st & 3rd quarters, 5-minute halftime.
 - Mandatory stop time in the last 30 seconds of the 1st, 2nd, and 3rd quarters.
 - In the final 2 minutes of the 4th quarter, stop-time applies if the goal differential is **5 or less**. If the margin is greater, the game remains run time.
- **Women's U7 & U9:** 4 × 8-minute quarters, 3-minute breaks. No stop time unless called by officials.
- **Women's U11:** 4 × 12-minute quarters – 2-minute breaks after 1st & 3rd quarters, 5-minute halftime. Same mandatory stop-time rules as Boys' U11.
- **Women's U13, U15 & U18:** 4 × 15-minute quarters – 2-minute breaks after 1st & 3rd quarters, 5-minute halftime. Same mandatory stop-time rules as Boys' U15/U18.

Game Procedure

Pre-Game

- Provide the scoresheet to the visiting team to complete the *Visitor Roster and Coach Information*. (Many teams use pre-printed labels.)
- Visiting coaches must sign the "Verified By" section.
- Note any:
 - **Call-ups** from lower divisions (and include a One-Game Call-Up form).
 - **Suspensions** being served. (If not documented, the game will not count as a suspension served.)
- Commissioners will confirm any additional requirements in their season-start email.
- Managers are encouraged to print their team list on labels (bring at least 4 sets to away games).
- Prep the home scoresheet in advance.
- Cross out players who are not participating.
- **Field Setup:** follow age-group requirements:
 - [U7 Field Setup](#)
 - [U9 Rules PDF](#)
 - [U11 Field Size](#)

Post-Game

- Officials complete the game summary, sign, and add any notes/reports.
- Distribute scoresheet copies:
 - Yellow – losing team
 - Pink – winning team (keeps + forwards)
 - White – commissioner copy
- Winning team must:
 - **Email/scan photo of the white copy to commissioner within 24 hours.**
 - **Mail original within 5 days** (unless otherwise directed).
 - Failure to submit may result in lost points.
- In the event of a tie, the **home team** submits the sheet.
- Away winners should review the sheet to confirm all info is complete. Incomplete sheets may void awarded points.
- Hosting a TBR game at the away team's field? Complete scoresheet as if at the **away venue**.

Temporary Player Call-Ups

- Teams may temporarily call up players if rosters are short.
- Call up from another **division** when possible.
- Rules must be followed carefully — errors may result in penalties for players, coaches, and teams.
- All call-ups must be noted on the scoresheet, and a **One-Game Permit** form submitted.
- More info: [BCLA One Game Permit – PCFLL](#).

Field Locations

See: [PCFLL Field Locations](#).

Fair Play & Sportsmanship

All players, parents, coaches, and managers are expected to uphold the principles of fair play. This includes respect for referees, opposing teams, coaches, teammates, and spectators. Managers must ensure that:

- Parents do not coach from the sidelines.
- No verbal or physical abuse occurs before, during, or after games.
- All players receive equal opportunity at development-focused age levels.
- No decisions are made to benefit the children of board members, coaches, or managers unfairly.

Violations must be documented and escalated to the BFLC Executive if unresolved.

Conflict of Interest

Managers must avoid conflicts of interest in all decisions. This includes:

- Not self-scheduling games in RAMP for personal benefit.
- Not influencing coach or roster decisions to benefit their child.
- Disclosing any potential conflict to the BFLC Executive.
- Ensuring transparency in tournament applications, call-ups, and budget management.

Code of Conduct Enforcement

Managers must enforce Code of Conduct compliance by following these steps:

- Verbal reminder and education.
- Written warning issued to the individual.
- Escalation to BFLC Executive for review.
- Suspension or removal from team activities if violations continue.

All enforcement actions must be documented and reported to the BFLC Executive.

Safe Sport & Inclusion

Burnaby Field Lacrosse Club follows the BCLA Safe Sport framework. Managers must:

- Ensure a safe and inclusive environment free from harassment and bullying.
- Report any suspected maltreatment to the BFLC Executive immediately.
- Support gender equity and Indigenous land acknowledgment in all team activities.
- Promote diversity and inclusion at all levels of play.

Communication

Managers must use clear and professional communication methods:

- TeamSnap is the official platform for scheduling and updates.
- Email must be used for formal or sensitive matters.
- All disputes or incidents must be documented in writing.
- Social media must not be used for grievances or disputes.
- All communications must be respectful, transparent, and timely.

Appendix A : Team Budget and Team Fees

The team manager is responsible for the team budget.

Typically, the following expenses are included in the team budget:

- Coaches gifts
- Trophies
- Year-end wrap up party
- Use Ramp to send / attach game sheets to the commissioner)
- Labels (for player names on game sheets)
- Tournament fees
- Team snacks (usually for younger divisions)
- First aid kit
- Contingency funds

When working on the budget, be sure to speak with the coach regarding items such as tournaments. Once you have developed a draft budget, please review with the head coach.

Once approved, create a spreadsheet with all the expenses and the number of players that will be sharing the expense. Communicate the information to all parents and collect the funds

When estimating the costs, it is always ideal to have the “exact” cost, however not possible most of the times due to uncertainty. Do your best to estimate the cost associated with the budget item. If you are unsure of the cost, it is recommended you round up and provide the players a refund at the end of the year rather than having to collect additional funds mid-season.

If additional funds are required during the season, please discuss with the head coach and parents.

While not mandatory, you may choose to open a separate bank account for team fees. Some financial institutions may have special team/organization/society accounts with reasonable service charges. If there is a service charge for the account, please ensure to include this in the team fees.

Sample Budget

Expenses:				
Coaches Gift	\$ 300.00		\$ (300.00)	Based off of 15 players
Freezies	\$ 75.00		\$ (75.00)	
Safety supplies	\$ 75.00		\$ (75.00)	
Team Event	\$ 475.00		\$ (475.00)	
Trophies	\$ 300.00		\$ (300.00)	
Postage, Game sheet stickers	\$ 25.00		\$ (25.00)	
Tournament #1			\$ -	
Entry fee	\$ 500.00		\$ (500.00)	
			\$ -	
Tournament #2	\$ 500.00		\$ (500.00)	
Entry fee			\$ -	
Total Expenses	\$ 2,250.00	\$ -	\$ (2,250.00)	150 per Player

Sample Financial Report

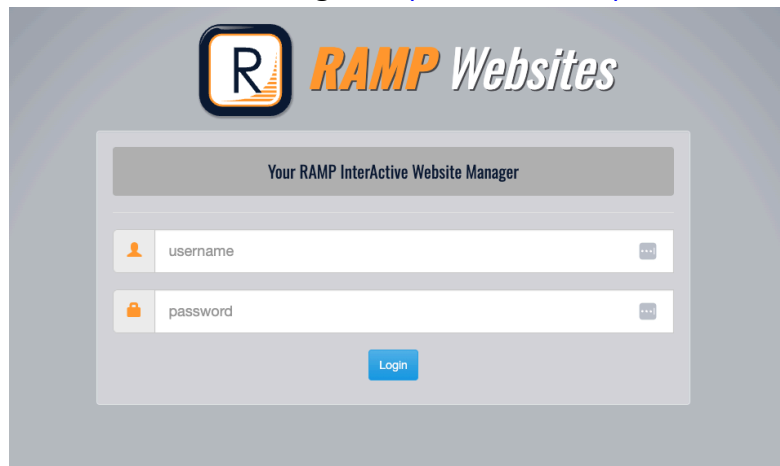
Description	Budget	Actual	Variance	Notes	Runners															
					2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Expenses:																				
Coaches Gift	\$ 300.00		\$ (300.00)	Based off of 15 players	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Freezies	\$ 75.00		\$ (75.00)		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Safety supplies	\$ 75.00		\$ (75.00)		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Team Event	\$ 475.00		\$ (475.00)		31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67	31.67
Trophies	\$ 300.00		\$ (300.00)		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Postage, Game sheet stickers	\$ 25.00		\$ (25.00)		1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67
Tournament #1			\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Entry fee	\$ 500.00		\$ (500.00)		33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	
			\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tournament #2	\$ 500.00		\$ (500.00)		33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	
Entry fee			\$ -		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenses	\$ 2,250.00	\$ -	\$ (2,250.00)	150 per Player	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	

Appendix B

BFLC RAMP Self-Scheduling Guide (with PCFLL/BFLC Notes)

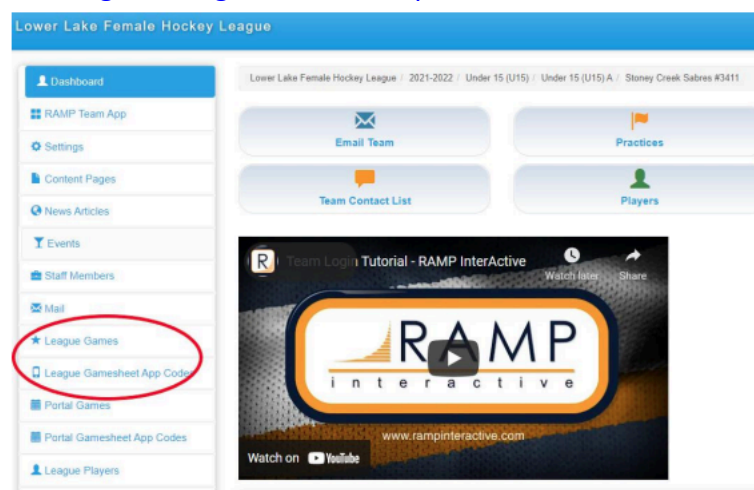
Quick Links (Official Resources)

- **TeamRAMP Admin Login:** <https://admin.rampcms.com/login>



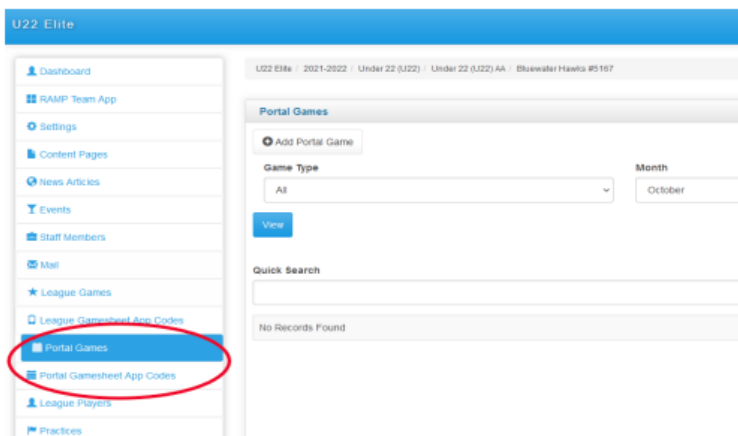
- **Creating League Games (PDF):**

<https://cloud.rampinteractive.com/gloucestercumberlandgha/files/Ramp%20Help/RAMP%20-%20Creating%20League%20Games.pdf>



- **Creating Portal Games (PDF):**

<https://cloud.rampinteractive.com/whaontario/files/FAQ/Creating%20Portal%20Games.pdf>



- **Gamesheet App FAQ (codes explained):**

When a game is created in the **Burnaby Field Lacrosse Games Portal** (league or portal game), RAMP automatically generates **four unique codes**. These codes are mandatory for accessing and completing the electronic game sheet:

1. **Home Team Code**
 - o Used by the home team manager/coach to select rostered players and staff.
 - o Required for signing and verifying the home team section of the game sheet.
2. **Visiting Team Code**
 - o Used by the visiting team manager/coach to select rostered players and staff.
 - o Required for signing and verifying the visiting team section.
3. **Timekeeper Code**
 - o Used by the designated timekeeper to enter live stats during the game (goals, penalties, assists, etc.).
 - o Must be distributed to the assigned timekeeper prior to game start.
4. **Officials Code**
 - o Used by referees to review, verify, and sign the game sheet.
 - o Allows officials to add notes or comments on incidents, suspensions, or disputes.

BFLC / PCFLL Enforcement Notes

- **Home Team Responsibility:** Managers must distribute codes to the visiting manager, referees, and timekeepers prior to game start.
- **Record Keeping:** Retain codes and completed sheets for 24 hours post-game in case of technical disputes.
- **No Sharing:** Codes are unique to each game and role. Sharing codes across roles/devices violates RAMP's tracking policy.
- **Suspensions:** If suspensions occur, both the electronic sheet and a written notice must be submitted to the BFLC Executive within 24 hours.

- **Connectivity Issues:** Data entered offline will upload automatically once internet access is restored. Ensure codes are entered before game time to avoid disruptions.

Please see training video and other helpful resources at
<https://burnabyfieldlacrosse.ca/manager-resources/>