

# FACILITY RESOURCE TOOLKIT FOR LOCAL ASSOCIATIONS

2013



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The Facility Resource Toolkit for Local Lacrosse Associations has been developed as a companion document to the 2015 Facility Inventory and the 2013 Facility Report and Recommendations. These are initiatives from the 2012 – 2016 BCLA Strategic Plan. The Toolkit provides Local Associations with checklists and quick references to use as they pursue their local facility development goals and projects.

The contents of the Toolkit will be updated from time to time as new information becomes available, or technical markings and playing area revisions are made, net specifications changed or required on-site amenities for events are updated.

As of January 2014, the Toolkit content includes:

# **SECTION A. CHECKLISTS**

- 1. Working with Municipalities and Facility Owners
- 2. General Steps in a Facility Development Process
- 3. Funding Information for Facility Projects

# SECTION B. FLOOR AND FIELD DIAGRAMS, & NET SPECIFICATIONS

### PART A:

- 1. Current Box Floor Markings (January 2011)
- 2. CLA Men's Field Markings (January 2011)
- **3.** CLA Women's Field Markings (2012)

### PART B:

FIL Common Field Markings Approved at June 2012 General Assembly

- 1. Unified Men's and Women's Field Lacrosse Markings 110M x 60M Field
- 2. Unified Field Lacrosse Markings Men's Only 110M x 60M Field
- 3. Unified Field Lacrosse Markings Women's Only 110M x 60M Field
- 4. Unified Men's and Women's Field Lacrosse Markings Accommodation for a 100M x 55M Field
- 5. Unified Field Lacrosse Markings Men's Only Accommodation for a 100M x 55M Field
- 6. Unified Field Lacrosse Markings Women's Only Accommodation for a 100M x 55M Field
- 7. Unified Men's and Women's Field Lacrosse Markings Accommodation for 110 Length but < 60M width
- 8. Unified Men's and Women's Field Lacrosse Markings Accommodation for < 110 Length but 60M width

# PART C:

**CLA Net Specification Diagrams** 

- **1.** 3' x 3' Net
- 2. 4' x 4' Net
- 3. 4' x 4'6" Net



# **SECTION A CHECKLISTS**



# **1. WORKING WITH MUNICIPALITIES AND FACILITY OWNERS**

Use the list below to help build and maintain a strong and healthy relationship with the owners of facilities used by the lacrosse community. Refer to the list annually to ensure that these successful practices remain in place.

Торіс	In Place	Working with Municipalities and Facility Owners Operational Practices				
Working with Facility Managers and Owners		Contact with Facility Managers	<ul> <li>Hold a pre-season meeting with the key facility manager / managers</li> <li>Have regular contact during the season</li> <li>Hold wrap-up meeting at end of year</li> <li>Meet once per year with the senior facility contact to discuss current and future needs</li> <li>Maintain a feasible "wish list" for each facility and for facility needs in general</li> </ul>			
		Management of Information	<ul> <li>Keep written records of all important facility meetings, and copy facility contact</li> <li>Maintain an electronic file of facility discussions for reference and follow-up.</li> <li>provide written submissions for issues of importance about facilities, with suggested solutions. Follow-up and record decisions</li> </ul>			
		Sport Updates	<ul> <li>Advise facility owners and managers asap regarding changes in facility requirements         <ul> <li>Field or Floor Markings</li> <li>Team areas</li> <li>Technical areas</li> <li>Scoring or timing equipment</li> <li>Goals &amp; nets</li> </ul> </li> <li>Keep facility managers up to date re: hosting expectations for regional, provincial and national tournaments</li> </ul>			
		Key Messaging	<ul> <li>Develop key messages from the association / club to use with all facility managers         <ul> <li>Priorities</li> <li>Issues</li> <li>Upcoming events</li> </ul> </li> </ul>			
		Continued Use of Facility	<ul> <li>Include municipal contacts in planning for hosting bids and events</li> <li>Teach "Be a Good Facility Citizen" to players, coaches and spectators</li> <li>Make use of the lacrosse times that are booked</li> </ul>			



Торіс	In Place	Working with Municipalities and Facility Owners Operational Practices				
		Association Contacts	<ul> <li>Appoint a Primary Facility Liaison, with position description and authority levels</li> <li>Appoint a Secondary Facility Liaison, with position description and authority levels</li> <li>Provide applicable contact information to all facility owners, managers and supervisors, along with authority levels for each position</li> <li>Provide Facility Liaison contact information to a team contacts in case of issues that arise</li> </ul>			
		Accountability	<ul> <li>Establish a regular reporting pathway and timeline from the Facility Liaisons to the Executive or Board</li> <li>Annual Facility Report to the membership as par of the AGM package</li> </ul>			
Association		Succession Planning for Facility Liaison Positions	<ul> <li>Develop transfer of knowledge practices for the Facility Liaison positions         <ul> <li>Electronic files</li> <li>Introductions to facility managers and contact people</li> <li>Transfer meeting to discuss issues and recent developments</li> </ul> </li> </ul>			
Association Administrative Practices		Strategic Outlook for Facility Needs	<ul> <li>Include a Facility Discussion in every annual and quadrennial planning update</li> <li>Build and maintain a case for facility needs         <ul> <li>What is the capacity of current facilities and association programs</li> <li>Track registration, retention and trends</li> <li>Build and maintain information about community development and growth</li> </ul> </li> <li>Keep up to date with community opportunities to provide input into plans, public consultations and multi-sport projects. Be part of the conversations.</li> <li>Ensure that lacrosse has a seat on local Sport Councils</li> </ul>			
		Working with Other Sports and Facility Users	<ul> <li>Appoint individuals to liaise with sports and other users of facilities</li> <li>Build and maintain awareness of their needs, growth and technical requirements</li> <li>Be aware of upcoming major events</li> <li>Be aware of fundraising campaigns for facility or equipment improvements</li> </ul>			



# 2. GENERAL STEPS IN A FACILITY DEVELOPMENT PROCESS

The chart below provides general steps that have been part of the sport organization experience in conceptualizing, advocating for and helping to bring to fruition new or upgraded facilities. The steps are not necessarily sequential as every project is different, based on what is already in place, the role that the sport organization will play, and the size and scope of the project. It is very unusual for a sport organization to be in a position where they are the major decision-maker for a facility project unless they own the land and are raising the money themselves. Even then, zoning requirements, environmental assessments and sometimes neighbours must be in favour of the project going forward.

# **General Steps in a Facility Development Process**

#### Identifying and Analysing the Internal Need

- what are the lacrosse issues being addressed through a new, upgraded or expanded facility?
- what and where is the data that demonstrates solutions to issues through facilities?
- what will the likely user visits be per year what will the activity level be for the facility
- what will these issues look like 5, 10 and 20 years down the road?
- · what are the community opportunities?
- what are the sport needs surface of choice, building type / size, amenities, potential lacrosse users

#### **Consultation with Stakeholders**

- · who are the stakeholders and what are their needs
- is a Feasibility Study for the region, community or neighbourhood needed for the facility and/or the sport
  - wider needs to be addressed
  - community impacts (positive and negative)
  - potential uses and users
  - project costs and ROI
  - land availability and best use scenarios
  - options for replacement vs retrofit vs new
  - health benefits for users and community

• benefits for local businesses for different levels of facilities (number of visitors to events or games, opportunity to spend money locally (concessions) while attending games or practices

#### Work with the Municipality or Institution

• what is the content of the current community plan?

- Does any of it fit with what lacrosse wants to do?
  - When and how can lacrosse provide information about the identified needs?
- Who is the decision maker and what is the decision and timing process?
- · create a Facility Concept Proposal that addresses lacrosse's needs and will fit with the Plan
- be part of the user group project team to ensure that lacrosse's need are part of the discussions
  - · Will require ongoing meetings and negotiation. Have to decide early what is necessary and what is value-added
  - Fit the need with the potential use. Consider hosting requirements at different levels and age groups. What will be increased value be for all users if the facility can be used to host certain types of events? What is the economic value for the community and local businesses?
- what are the financial support requirements in the municipality (ie: shared projects only or open to municipal funding)

#### **Costs and Financial Support**

 potential general costs for preferred facility options (ie: cost of land, site preparation, preferred playing surfaces, required technical areas, required mechanical systems - lights, HVAC, ceiling height etc, required and preferred physical amenities, environmental requirements)

potential sources for funding or land contributions (other levels of government, business, institutions, developers)
will there need to be contributions from user groups, including lacrosse (fundraising)



### The Design

• users must be involved at the design stage to ensure that their requirements are met and the facility will be able to be used as required

- have to establish requirements of the game at different levels for the planned use of facility
  - "Must haves" vs "should haves" vs "would like to have"

• help the decision-makers differentiate between architectural niceties and design elements vs requirements to use the facility as intended

 evaluate the design elements against the practical use of the facility and the technical requirements of the multiple sports designated as users (type and intensity of lights, routing to team rooms, medical room, safety elements of exterior landscaping and lighting, size of parking lot etc)

# **Outfitting of the Facility for Users**

• what are the Users' outfitting requirements? (nets, playing equipment, timing and scoring systems etc)

- who is responsible for outfitting the facility?
- who owns the equipment?
- what is the replacement plan?

### **Operating the Facility**

users' contributions to operating costs

- subsidized rental fee
- apportioned rental fee of full fixed cost
- portion of variable operating costs (heat, water, cleaning etc)

• opportunity to improve the site by users (eg: non-fixed storage sheds, team / club signs, display case)

# **3. FUNDING INFORMATION FOR CAPITAL PROJECTS**

The opportunities listed below have been used successfully by sport clubs and associations in British Columbia to raise money in a capital campaign for facility improvement or contributions and/or site equipment, or to work with a facility owner to identify funding sources for large projects. Not every option may be available or applicable at all times or be appropriate for every club or association or situation.

When noted, some information has been taken from websites or publications and is correct at the time of publication (January 2014). Readers are encouraged to check websites and other sources to ensure up-to-date information.

To Be Further Investigated	Raising Money for Capital Projects – Opportunities			
		<ul> <li>Local clubs and association, and most Provincial Sport Organizations cannot issue tax recipients directly to donors as these organizations typically do not qualify for charitable status as defined by Canada Revenue Agency. The two options below can be accessed by clubs and associations to help raise funds through donation campaigns.</li> </ul>		
	Donation Campaigns	National Sport Trust Fund - http://sportbc.com/services/national-sport-trust-fund/		
		"The National Sport Trust Fund (NSTF) is a philanthropic gift-giving program established through the Canadian Council of Provincial and Territorial Sport Federations (CCPTSF) for the development of amateur sport on a national level. The CCPTSF is a Registered Canadian Amateur Athletic Association (RCAAA) with the Canada Revenue Agency (#88938 6868 RR0001). As a registered Canadian Amateur Athletic Association (RCAAA), the National Sport Trust Fund is able to issue an official tax receipt for all qualifying donations of \$20 or greater. The CCPTSF has provincial chapters across Canada, with Sport BC as the Fund Manager of the BC chapter.		
		Associations or Clubs must be a member of BC Lacrosse Association (who is a member of Sport BC), and must submit a project application to the NSTF for approval and registration. BC Lacrosse must also endorse the project."		
		Community Foundations - <u>http://www.cfc-fcc.ca/</u> through the Smart and Caring True Sport Initiative - <u>http://www.truesportfoundation.ca/en/page-122</u>		
		"A community foundation is a philanthropic organization focused on building permanent endowments to tackle long-term community challenges as well as meeting immediate needs." Links to many BC Community Foundations can be found here: <u>http://www.cfc-fc.ca/about-cfs/find-a-community.cfm?id=2#45</u>		
		<b>"Smart &amp; Caring True Sport</b> is collaboration between Community Foundations of Canada and the True Sport Foundation that harnesses the power of good sport to make our communities stronger, healthier and more resilient places to live, work and play. Together we hope to act as a catalyst for an investment of more than \$1 million in community sport. We know there are countless ways for community foundations and sport organizations to work together. That's why we are helping communities across the country discover their strengths, to connect with each other, and to come together to build their shared knowledge and skills. Together we're connecting sport and non-sport organizations to build social capital and community through values-based and principle-driven sport.		

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To Be Further Investigated	Raising Money for Capital Projects – Opportunities			
		Smart & Caring True Sport offers community foundations and sport organizations several ways to use sport as a vehicle to strengthen community investment.		
		Grantmaking - Because of its charitable objects, the True Sport Foundation connects community foundations and donors with local sport organizations, helping to channel resources and instill True Sport Principles into sport programs and scholarships. Funding for facilities or capital projects can be a powerful investment in sport infrastructure that helps to make such programs possible." Program Guidelines: <u>http://www.truesportfoundation.ca/files/Documents/Guidelines%20English%202013%20-%20FINAL.pdf</u>		
		Gaming Licences - <u>http://www.gaming.gov.bc.ca/licences/index.htm</u> Gaming Licences cab be applied for by local Associations or Clubs, but the games and procedures must adhere to the policies of the Gaming Policy and Enforcement Branch. Gaming licence classes are classified by anticipated proceeds (eg: Class A for proceeds exceeding \$20,000) Games are categorized by type, and include games such as Ticket Raffles, Poker, Wheels of Fortune, Independent Bingos and Social Occasion Casinos.		
		Refer to the Licencing Guide for more information. <u>http://www.gaming.gov.bc.ca/licences/docs/guide-a-b-licence.pdf</u> ?		
	BC Gaming Opportunities	<b>Community Gaming Grant</b> - <u>http://www.gaming.gov.bc.ca/grants/index.htm</u> "Government gaming grants allow eligible organizations to apply for gaming revenues to support a broad range of programs and services. To receive a grant, your organization and the program offered must meet certain eligibility requirements. Responsibility for the gaming grants program lies with the Ministry of Community, Sport and Cultural Development; the Gaming Policy and Enforcement Branch distributes the grants. The branch determines which organizations will receive grants, the grant amounts and makes grant payments to approved applicants. Organizations receiving community gaming grants must use their grant funds for approved, eligible purposes. " Up to \$20,000 may be used for approved minor capital projects		
		<b>Major Capital Projects</b> – This Gaming project category is not currently available (2013-2014), but may be re-instated at some point in the future. The most recent criteria reads "Funds must be used on capital projects, such as construction of a new facility or renovation or maintenance of an existing structure. The project must be essential to an organization's specific purpose and must be accessible to the public. (To be used) When seeking more than \$20,000 for a capital project: Grant Amounts - The amount equal to the secured funding held by the organization for the project, to a maximum of 50% of the total cost of the project. Maximum: \$100,000. One application per year. This one application may be paired with a community gaming grant application in the same year.		



To Be Further Investigated	Raising Money for Capital Projects – Opportunities				
		<b>Federal Infrastructure Funding</b> – There can be several national infrastructure programs and funds of various types active at any one time. It is important to continue to track the information on the federal government website and through budget announcements, and work with community partners in preparing project scopes that will qualify for support. Many of the federally supported projects require partnership funding from the province and the municipality.			
	Government Infrastructure Projects	Western Economic Diversification Canada - <u>http://www.wd-deo.gc.ca/eng/</u> Infrastructure Canada - <u>http://www.infrastructure.gc.ca/index-eng.html</u>			
		Provincial Infrastructure Projects – Infrastructure grants are managed through the Local Government Division of the Ministry of Community, Sport & Cultural Development. The Division and its Branches also partner on federal initiatives and provide infrastructure funding to local governments through a variety of grant programs. Many of the supported recreation projects have partnership funding from communities and occasionally user groups. Infrastructure Grant Programs - <u>http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/</u>			
	Municipalities	ies Municipalities have their own infrastructure plans and capital budget. Associations should make an effort to keep up-to-date, be part of the public consultations, and follow the planning processes and priority discussions. When provided with an opportunity, submit user information and sport needs. Ask politicians about their priorities at election time and be part of bringing sport to the governing table to help set priorities.			
	Shared Users as Partners	Joint fundraising campaigns can double or triple the potential fundraising reach for facilities that serves several user groups. • target amenities or improvements that provide the greatest benefit to the largest number of potential contributors • create a joint user committee to drive the initiative and get professional advice on developing and activating the fundraising plan • bring the municipality or facility owner to the table as a partner in the fundraising – what can they contribute and how can they help? As the owner, they reap the long-term benefit			
	Other Potential Sources	<ul> <li>Sponsorship – corporate sponsors may be interested in supporting portions of a facility or on-site amenity. Sponsorship is not a donation as there is a direct benefit perceived and consideration given for the financial contribution.</li> <li>could have a benefit analysis done by the seller – what beneficial return will the sponsor receive for their contribution? Exposure? Increased sales? Awareness? How can the benefit be measured?</li> <li>what are the activity levels and traffic past and through the site?</li> <li>what are the signage restrictions, if any, on-site?</li> <li>is there a time limit on the sponsorship rights?</li> <li>what is the value of the sponsorship?</li> </ul>			

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To Be Further Investigated	Raising Money for Capital Projects – Opportunities		
		<b>On-Site Advertising</b> – some facilities have opportunities for on-site advertising that can help pay for on-going operating costs or site improvements. Advertisers pay for use of space over a certain time period. Information about walk-by or drive-by traffic needs to be known, along with the benefits for exposure at that site to the advertiser. The cost to place the signage, or produce the on-site ad should be built into the charge to the advertiser.	
	Members	Annual Facility Improvement Fee – Associations or clubs with larger memberships can successfully embed an annual "facility improvement or upgrade" component into their annual membership fees. A club or association with a membership of 3,000 will raise about \$90,000 over a 3 year period with an annual \$10 / member charge. This not a donation from members. The use of the funds should be specified with reporting on use of funds to members. When combined with opportunities for matching funds (eg: the Gaming Capital Project Grants), a significant contribution can be available to help municipalities select priority projects that take advantage of infrastructure funds made available through federal or provincial programs.	



# PART A – FLOOR AND FIELD OF PLAY DIAGRAMS

# BOX LACROSSE - FLOOR DIAGRAM (JANUARY 2013)

# Floor Diagram and Line Markings for CLA Play





# FIELD LACROSSE - FIELD OF PLAY (JANUARY 2011)





# WOMEN'S FIELD LACROSSE - FIELD OF PLAY (2012)





# PART B – FIL COMMON FIELD MARKINGS APPROVED IN JUNE 2012

#### From the FIL Website - http://filacrosse.com/rules-field-dimensions/#!prettyPhoto[p\_78]/0/

#### Common Field Markings for Men's and Women's Lacrosse Implementation Plan

**Background:** For many years, at least at the international competition level, men's and women's lacrosse has been played with different field dimensions and field markings. With many new countries introducing the sport of lacrosse, the FIL, at its General Assembly in June 2012, established a set of common perimeter and bench markings, in the hope of making as many of the field dimensions similar so they are more easily understood, remembered and implemented by lacrosse enthusiasts across the globe.

**Benefits:** The benefits in having a common lacrosse field for both men's and women's field lacrosse include:

- · Increased chance of having permanent lines included in synthetic surfaces
- Reduced time required to mark both a men's and women's field
- Less confusion regarding what line is used for what game Alignment with other field sports where field markings are the same
- · Fields can be more easily shared by both men' and women's teams
- Goals can be permanent on grass fields and not have to move for each game
- Increasing potential for inclusion of lacrosse in the Olympics

*Implementation schedule:* The following implementation schedule has been established for the unified field for FIL International events:

- · 2015 U19 Women's World Championship unified dimensions
- 2016 U19 Men's World Championship traditional dimensions
- 2017 Women's World Cup unified dimensions
- 2018 Men's World Championship unified dimensions
- 2019 and beyond unified dimensions

**National and Domestic:** Changes may be introduced as soon as practical, and are encouraged. Recognizing that these dimensions are now available and that FIL is recommending members to adopt these domestically at their discretion, we also know that our existing Men's and Women's rule books do not contain the new dimensions. It has been determined that both the Men's and Women's Rule books will remain as is until after the 2014 General Assembly, at which time, changes will be made, along with any other approved rules changes.

This will result in the following:

- · 2015-16 Men's Rule book to contain the new field dimensions
- 2015-2018 Women's Rule book contain the new field dimensions

*Summary of Changes:* A summary of these changes is as follows, with detail provided in Diagrams 1 through 8.

#### Men

- Size of field increased from 110 yard X 60 yard to 110 m X 60 m (120.30 yard X 65.62 yard)
- Goal crease radius increased from 3 yard to 3 m (3.28 yard)
- Space behind the goal reduced from 15 yard to 12 m (13.12 yard)
- Substitution area or gate increased from 10 yard to 13 m (14.22 yard)



- Centre face-off X to wing line and goal line to men's restraining line remain essentially the same but the measurement has been adjusted to metric.
- Additional field length is added to the centre of the field between the 2 restraining lines and the additional width is added between the wing lines and the sidelines.

#### Women

- Size of field reduced from 120m x 60m to 110m x 60m
- Restraining line reduced from 27m to 25m
- Space behind goal reduced from 15m to 12m
- Team bench area reduced from 28m to 18.5m
- 1. Diagrams #1 #3 below are for regulation fields 110M x 60M
- 2. Diagrams #4 #6 are to accommodate play on fields 91.4M x 55M (Field Hockey pitch size)
- 3. Diagram # 7 is to accommodate play on fields of less width than 60M but 110 M in length
- 4. Diagram #8 is to accommodate play on fields less than 110M in length, but 60M in width

# FIL Unified Men's and Women's Lacrosse Field Markings and labels for the Women's game only

• 110 metre X 60 metre playing field



# Location of markings for the Women's game

Diagram #1



# FIL Unified Men's and Women's Lacrosse Field

Approved at the 2012 FIL General Assembly



# Location of markings for the Men's game

Diagram # 2

# FIL Unified Men's and Women's Lacrosse Field

- Approved at the 2012 FIL General Assembly
- 110 metre X 60 metre playing field

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Location of markings for the Women's game on a field hockey pitch D

Diagram # 4



## **NOT TO SCALE**

for FIH field hockey pitch

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Location of markings for the Men's game on a field hockey pitch

Diagram # 5



Use of Restraing Lines in the Women's Game



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# Modifying the FIL Unified Men's and Women's Lacrosse Field

less than 110 metre X 60 metre playing field



Remove space from pink area when length is less than 110 metres

Diagram # 8

Guidelines for reducing length of field • remove equal amount from both sides of centreline

# **PART C - CLA APPROVED NET SPECIFICATIONS**







# **CLA APPROVED NET MANUFACTURERS:**

Manufacturer	Contact	Phone #	E-mail	3x3	4x4	4x4'6
STX/NAMI	Pat Colucci	1-877-438-6264	pcolucci@northernamerex.ca		х	х
Riley	Sean Riley	519-539-4830 x225	sean@rileymfg.com	х	х	х
Qued Ltd.	Gary Madden	1-800-361-0464 x28	gary@quedItd.com	х	х	
Court 1 Sports	LiLi Xu	1-800-363-3591	lili@court-1.com		х	х
PDS Metal Solutions	Mark Campbell	1-877-713-5141	mark@pdsmetal.com	х	х	х
HN Welding & Machinery	Gord Aldcroft	604-820-1183	hnwelding@shaw.ca	х	х	х
Steel Crease Industries	Chris Scott	778-349-1292	cswelder@hotmail.ca	х	х	х
A2Z Arena Products	Hardeep Baraich	604-726-7400	info@a2zarenaproducts.com	х	х	х
Wilson Welding	Cheryl Wilson	705-789-9621	info@lacrossenets.ca	х	х	х
Athletica Sports Systems	Josh Robinson	519-747-0743	jrobinson@sportsystemscorp.com		х	х

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