

CHECK LIST For MINOR BOX LACROSSE

It is recommended your year end be August 31 of every year. This allows sufficient time to get any money owed or pay outstanding bills after the minor box lacrosse season is over in early August. It is also recommended that your Annual General Meeting be held no later than the middle of October of each year. This allows the new executive to attend the BCLA Annual General Meeting near the end of October.

September

- request written reports from executive members, in preparation for association AGM
- contact membership, via mail, re: association AGM, date, time, location
- store lacrosse nets for winter
- work with equipment manager to insure all equipment is returned and repaired. **IMPORTANT**
- book coaching clinics for April of next season. Call BCLA office to set up.
- book school gymnasiums for January-March of next season. One or two nights a week, one hour sessions, per division (novice, peewee etc) can be used for player development. **Do not use lacrosse balls in school gymnasiums AND DO wear indoor shoes.**

October

- hold association AGM/AWARDS NIGHT
- BCLA AGM
- *** Book floor time at arenas and boxes for next season. (April to June)
- report use of gaming funds to gov't (form available <http://www.pssg.gov.bc.ca/gaming/>)

November

- conduct first meeting with new executive
- appoint non elected positions (registrar, equipment, scheduler, head referee, head coach)
- assess registration fees for next season
- lay out next seasons dates : registration dates and locations, tournament dates, photo night, coaching clinics/officials clinics. Once registration dates and locations are set, finalize availability with the chosen sites.

December

- create registration flyer, handout to have set up in stores and arenas. Always have phone numbers listed.
- access minor hockey mailing lists for players ages 6-12 and mail lacrosse info, including registration info to them.
- set up phoning committee to call athletes to come to free school dry land sessions, starting in January. The phoning can be done in early January, once school goes back in.
- set season budget
- discuss possible business sponsors and dollars. Who will contact these businesses?

January

- apply for hosting tournament and or provincial championships. Applications come from the BCLA office. If interested in either, make sure arena is booked before applying.
- discuss possible fundraising ideas
- contact school district. Inquire if you can send out lacrosse registration info through their mail out, to be put in school newsletter. Information should be in the hands of the school district by the third week of January, to catch the end of the month school newsletter.
- mail out registration information to membership
- registration posters in arenas, stores, schools. Phone numbers on everything
- start recruiting in arenas. Some areas start registrations. Have handouts ready, run video on TV, have enthusiastic, knowledgeable people there to answer question. Also have equipment on hand. Have note pad ready to record names, phone numbers of interested players, coaches, referees.
- arrange mall promos, information nights at local junior hockey games
(Must contact BCLA office to inform them of any event organized to do with lacrosse, for insurance purposes)
- continue pursuing business sponsorship
- is equipment repaired
- apply for Direct Access gaming funds. Must be done between Feb 1 and May 31. **Refer to BC Gaming Website to check application dates for Sport Groups.** <http://www.pssg.gov.bc.ca/gaming/>

February

- order CLA approved lacrosse balls
- is current equipment adequate? Does any equipment need to be ordered?
- advertise registration in local newspapers. (MUST provide copy of birth certificate. This is kept by the local association)
- registration continues(use a high profile site e.g. the arena) All registrations should be completed by early March. This allows for time to order more equipment and set up teams.
- hold a coach/officials meeting to discuss association philosophy, tournaments, minor directorate disciplinary rules, opportunity to meet, ask questions

March

- registration continues. BCLA provides the necessary registration forms
- determine the number of athletes per team from those registered.
- end of the month, scheduler sets up league games within the league.
- assess coaching requirements (**coaches MUST have levels of certification**)
- referees to attend referee clinics (**all referees MUST BE CERTIFIED yearly**)
Clinics are held in various locations in the province. Zones can arrange to host a clinic in their area, by contacting the BCLA Office.
- check on condition of arena floors, outdoor boxes. Lines on floor must be painted.
- 30 second clocks are used from novice divisions and up. Are they working and ready?
- game sheets provided by the BCLA

April

- coaches clinics throughout the province. Attendance forms come from the BCLA office. There is a fee to attend. See fee appendix BCLA Operating Policy.
- teams set and starting to practice. Some areas start league play.
- strongly recommend** all scheduling changes go through the scheduler and only the scheduler is to call the facility with the changes.
- organize an opening ceremony to kick start the season
- ensure proper liability and injury insurance is in place from the BCLA, contact office
- do a facility check, look for unsafe playing areas, report any problems to city or rec centre
- some areas, league play begins
- begin to register players on BCLA on line data base. Contact BCLA for help if needed.

May

- league play continues
- all teams declared to the BCLA on forms provided. Player registrations and team forms must be sent in by May 15. **Refer to BCLA Operating Policy to see if date has changed.**
- all coaches must be declared to the BCLA Coaches Association on a form 100 by May 1. **Refer to BCLA Operating Policy to see if date has changed.**
(there is a fee for each coach listed on the form 100) See fee appendix in BCLA Operating Policy. Coaching forms come from the BCLA office.

June

- league play continues
- organize a coaches appreciation for the end of the season
- set the Association AGM date for October. Book location
- provincial declarations are this month
- consider having an awards night in conjunction with the association AGM

July

- BCLA provincial championships
- every second year, BC Summer Games, for midget age athletes
- nominate your Midget Lacrosse Player of the year. Forms come from the BCLA office.

August

- select candidates for association awards
- submit amendments to BCLA for changes to constitution and operating policies. Forms come from the BCLA office.
- submit nominations for BCLA Agm awards. Forms come from the BCLA office.

Contact the BCLA office if you have questions. They will make sure you get the information or persons you are looking for. 604-421-9755 or email: rochelle@bclacrosse.com