



**LACROSSE**  
SOUTH AUSTRALIA



UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024  
**COACH/MANAGER HANDBOOK**



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024 COACH/MANAGER HANDBOOK

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## COACH/MANAGER HANDBOOK

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### INTRODUCTION

The following guidelines have been prepared by Lacrosse SA to assist Coaches and Team Managers of the State, Zone and Representative Teams to better understand their rights and responsibilities whilst overseeing players and other personnel attached to the team.

This guide has been prepared in two distinct sections, one for the Coach and another for the Team Manager.

When an extraordinary situation arises, which has not been covered within these guidelines, the Coach or Team Manager should notify the Executive Officer of Lacrosse SA on (08) 8355 3350 or 0418 835 909 for guidance.

The roles of Coach/Assistant Coach and Team Manager are demanding but very rewarding. You have an opportunity to be a pivotal component in representing South Australia and developing our players. Lacrosse SA hopes that your involvement with the team will be successful, rewarding and above all fun for all concerned.

### BACKGROUND

Each year, Lacrosse SA nominates girls and boys zone teams to compete in the Lacrosse Australia National Tournaments. There are four National Tournaments/Championships per year which state representatives from South Australia attend. These are:

- Under 15 National Tournament
- Under 18 National Championship
- Senior National Championship
- National Indoor Championship

South Australia nominates representative teams to the Under 15 Tournament, to provide a greater opportunity for players from across the state to compete in national events. South Australia nominates 3 x girls and 2 x boys teams to the Under 15 National Tournament (depending on numbers a boys and girls team may be added).

The Under 15 Girls and Boys zone teams will compete in the 2024 LA Under 15 Boys and Girls National Tournament, from Sunday, 29 September 2024 – Saturday, 5 October 2024, in Adelaide, South Australia.

The team will:

- Comprise of only eligible Lacrosse SA affiliated players.
- Provide opportunities for all athletes to develop their abilities, athleticism and knowledge throughout the trial/selection period, preparation period and in competition.
- Adhere to a preparation schedule determined by the Head Coach with an emphasis given to both discipline and performance.
- Promote a balanced approach to lacrosse and allow for personal, club, state and national team obligations.
- Compete with exceptional sportsmanship, with the best interest of the game and Lacrosse SA at the forefront of their mind.

### OUR COMMITMENT

We believe that junior sport should be safe, enjoyable, inclusive and maximise individual participation. LSA acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.



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### UNDERPINNING DOCUMENTATION

- LA National Integrity Framework
- LSA Bylaws
- Player, Parent/Guardian Handbook
- LA Bylaws for National Championships and Tournaments
- WL Rules
- LA Rule Variations

### WHAT LACROSSE SA WILL DO

- Emphasise to coaches and parents that the focus of junior sport is about participation, not competition.
- Modify rules and equipment where possible to include children and young people of all abilities and encourage their participation.
- Try to match junior players with others of their own ability (e.g. if there are enough players, have two teams of equal ability).
- Provide junior players with a broad range of experiences (e.g. playing in different positions).
- Provide equal playing time for all juniors, regardless of their ability.
- Design and communicate an appropriate and balanced set of selection criteria.
- Provide detailed feedback to players omitted from the Squad/Team, that details areas for future development and explains what they can do to be selected in the future.

### WHAT WE ASK YOU TO DO

#### COACHES

- Focus on promoting participation, not winning and losing.
- Ensure all team members have the chance to play, rotate through positions and receive equal playing time.
- If you coach your own children, treat them like all other team members (e.g. rotations, playing time or participation).
- Reinforce the vision statement and program philosophies.
- Provide input on the direction of the program.
- In consultation with Team Personnel, direct the 2024 Under 15 Boys or Girls Program.
- Be a member of the Team Selection Panel to provide input.

#### TEAM MANAGERS

- Attend to the well-being and needs of all players.
- Communicate well and liaise with the coaches, players, parents/guardians and Lacrosse SA.
- Familiarise yourself and adhere to LA and LSA policies and procedures.

#### PLAYERS

Lacrosse SA staff, Coaches and Team Managers will all demonstrate the utmost respect to every player. All players are expected to adhere to the National Integrity Framework, as well as rules that are specific to their program. Players must abide by Coaches and Managers directions.

Players are expected to:

- Attend all trainings, and games. If they cannot make a session they must advise the coach in advance.
- Arrive for training on time, and ready to train, wearing shoes, equipment, ankle braces, with a full drink bottle, prior to the commencement of training.
- Respect their teammates, coaches, manager, parents, and officials, opponents and the game.
- Follow the coaches' instructions and challenges to develop their game and support the team.
- Accept new team strategies, teammates, training methods and try new playing positions with enthusiasm.
- Adhere to the National Integrity Framework.
- Play by the Rules.

#### PARENTS

Parenting and coaching are both challenging responsibilities. Understanding the roles of each, and following the proper channels of communication, will enable parents and coaches and team managers to work effectively together.

Can support players by:

- Getting their child to training prepared and on time.
- Paying fees promptly.
- Encouraging their child to accept responsibility for their performance.
- Providing good nutrition in their child's diet.
- Respecting opposition players, parents, officials, and coaches.
- Being positive and adhering to the parents Code of Conduct and National Integrity Framework.



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Parents should notify the team manager or coach of:

- Schedule conflicts in advance.
- Health or other issues concerning the player and performance.

### **GUIDELINES FOR INTERACTING WITH CHILDREN UNDER 18**

These guidelines (outlined by Play by the Rules) are for coaches and team personnel to protect you from risk and to keep children safe.

#### MAINTAIN APPROPRIATE BOUNDARIES

Coaches and other personnel in positions of authority should maintain clear:

#### PHYSICAL BOUNDARIES

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the player.
- Work within sight of others at all times.

#### EMOTIONAL BOUNDARIES

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

#### SOCIAL BOUNDARIES

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions
- Do not socialise with players via social media.

#### SEXUAL BOUNDARIES

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

#### MINIMISE PHYSICAL CONTACT

Generally, physical contact with players should be to:

- Develop sport skills
- Give sports massage
- Treat an injury
- Prevent or respond to an injury
- Meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public not in an isolated setting

#### AVOID BEING ALONE WITH A CHILD

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians).
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.
- Ensure that if parents/guardians are late to collect their child from training or any team gathering, the team manager and or coach attempts to make contact with the parent/guardian:
  - Ask the second to last child and their parent/guardian to wait with the coach/team manager and the child.
  - Get parents/guardians to collect their children from the club room (e.g. if there is a club room where other people will be).
  - Avoid transporting children to their homes unless permission has been given by parents/guardians.





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### **THE ROLE OF LACROSSE SA**

As the peak body, Lacrosse SA is responsible for all policies and procedures and may direct coaches and managers as required. Lacrosse SA supports coaches so they may focus on the teams' preparation through training, conditioning and team management. A coach may be informed and must comply with any instructions that Lacrosse SA deems necessary. Lacrosse SA is responsible for all teams including trials and selections.

### PRIOR TO TRIALS

- Advertise coaching and team manager positions.
- Announce the appointment of Head and Assistant Coaches.
- Secure team travel, accommodation and vehicle bookings (if travelling).
- Advertise and conduct player selection trials.
- Secure training facilities for training sessions.

### AFTER TRIALS

- Provide support to coaches and managers through the provision of administrative services.
- Liaise with Tournament organisers.
- Provide communication on the Lacrosse SA website.

### DURING THE TOURNAMENT

- Provide support and assistance to players, coaches and team managers.

### AFTER THE TOURNAMENT

- Conduct a debrief with Coaches and Team Managers.
- Receive a written report from Coaches within 4 weeks post Tournament.
- Request feedback from parents within 4 weeks post Tournament.

Lacrosse SA staff, Coaches, Team Managers and Players are expected to demonstrate the behaviours required to meet Lacrosse Australia's National Integrity Framework. Any person found to be in breach of these policies may be disqualified from the team/competition.

### **THE ROLE OF THE HEAD COACH**

The Head Coach is responsible for providing direction, leadership and management on all aspects of the Team's preparation, match play and operations ensuring continual correspondence with relevant Lacrosse SA stakeholders to meet policy, process and procedural requirements. Lacrosse SA supports coaches so they may focus on the teams' preparation through training, conditioning and team management. A coach may be informed and must comply with any instructions that Lacrosse SA deems necessary. Coaches must adhere to the National Integrity Framework.

### **PROGRAM DEVELOPMENT**

- Develop and communicate a comprehensive preparation calendar that is geographically spread and neutralises travel time/expense across the squad.
- Develop and implement effective communication channels and protocols with squad/team members that support LSA policies.
- Develop a comprehensive and intensive training program.
- Develop and distribute supporting documentation.
- Define required squad/team personnel roles, identify and select the required personnel in conjunction with relevant LSA stakeholders and policies.

### **GOVERNANCE**

- Maintain a sound understanding, support and adherence to LSA policies, including (but not limited to) the Code of Behaviour, finance policies, member protection policies, child protection policies, harassment and discrimination policies and weather related policies.
- Attain, provide and maintain the required accreditations and checks set out in the selection criteria.
- Maintain regular contact with relevant LSA stakeholders, squad/team personnel and athletes.
- Provide a written report to LSA at the completion of the program summarising the program, calendar, results, finances, travel arrangements (if travelling), other essential information and any opportunities for improvement.

### **SELECTION**

- Players must attend at least 2 to be eligible for selection.
- Design and communicate an appropriate and balanced set of selection criteria.
- Assist LSA to form an unbiased selection panel consisting of a maximum of 3 persons including, the Head Coach, to select the best possible Squad/Team available based on the criteria set.
- Provide detailed feedback to players omitted from the Squad/Team that details areas for future development and explains what they can do to be selected in the future.

### **COACHING**

- Determine and implement technical strategies for team and individual game play.
- Communicate, educate and empower Assistant Coaches and other staff to implement the determined strategies in their roles.
- Provide expert team, specialist and individual coaching.
- Utilise varied teaching methods including demonstrations, whiteboard discussions, film review, written material and question time.
- Develop supporting materials to assist with athlete and coach education and development.
- Seek to develop individual athletes and coaches to the maximum of their ability.
- Pursue leading edge initiatives, techniques and strategies.
- Pursue a balanced focus of "technical mastery" and winning.
- Provide quality feedback on a regular basis to athletes and personnel, utilising written evaluations, individual meetings, team meetings and technical advice on the field.

### **SUPPORT SERVICES**

- Co-ordinate the delivery of support services including strength and conditioning, recovery, and rehabilitation activities.
- Integrate sports science and sports medicine knowledge into the program.
- Engage and include injured athletes in modified roles or capacities wherever possible.
- Be aware of the mental health and well-being of those around you and provide emotional support to those in need.



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### REPORTING RELATIONSHIPS

- LSA Executive Officer.
- Head Coach, Assistant Coach, Team Manager.
- Medical Staff.



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### **THE ROLE OF THE ASSISTANT COACH**

Assistant coaches are required to support the Head Coach and team with all areas of the zone team program and must adhere to the National Integrity Framework.

### PROGRAM DEVELOPMENT

- In conjunction with the Head Coach, assist with the development and communication of a comprehensive preparation calendar that is geographically spread and neutralises travel time/expense across the squad.
- Maintain effective communication channels and protocols with squad/team members that support LSA policies.
- Contribute to the development of a comprehensive and intensive training program.
- Assist with the development and distribution of supporting documentation.

### GOVERNANCE

- Maintain a sound understanding, support and adherence to LSA policies, including (but not limited to) the Code of Behaviour, finance policies, member protection policies, child protection policies, harassment and discrimination policies and weather related policies.
- Attain, provide and maintain the required accreditations and checks set out in the selection criteria.
- Maintain regular contact with relevant LSA stakeholders, squad/team personnel and athletes.
- Provide a written report to LSA at the completion of the program summarising the program, calendar, results, finances, travel arrangements (if travelling), other essential information and any opportunities for improvement.

### SELECTION

- In collaboration with the Head Coach, ensure detailed feedback is provided to players omitted from the Squad/Team that details areas for future development and explains what they can do to be selected in the future.

### COACHING

- Contribute to the implementation of technical strategies for team and individual game play.
- Communicate, educate and implement the determined strategies of the Head Coach.
- Provide expert team, specialist and individual coaching.
- Utilise varied teaching methods including demonstrations, whiteboard discussions, film review, written material and question time.
- Assist in the development of supporting materials to assist with athlete education and development.
- Seek to develop individual athletes to the maximum of their ability.
- Pursue leading edge initiatives, techniques and strategies.
- Pursue a balanced focus of “technical mastery” and winning.
- Support the Head Coach to provide quality feedback on a regular basis to athletes, utilising written evaluations, individual meetings, team meetings and technical advice on the field.

### SUPPORT SERVICES

- Assist in the delivery of support services including strength and conditioning, recovery, and rehabilitation activities.
- Integrate sports science and sports medicine knowledge into the program.
- Engage and include injured athletes in modified roles or capacities wherever possible.
- Be aware of the mental health of those around you and provide emotional support to those in need.

### REPORTING RELATIONSHIPS

- LSA Executive Officer.
- Head Coach, Team Manager.
- Medical Staff.

### **THE ROLE OF THE TEAM MANAGER**

The Team Managers is responsible for managing the health and well-being of the players for all off-field activities, and liaising between coaches, parents and players. Other duties include:

- Establish a good rapport and communicating with coaches, parents and players.
- Liaise closely with Lacrosse SA.
- Managing the team budget.
- Managing players meals on the trip (if travelling).
- Washing players uniforms (only and if travelling).
- Supporting players medical needs as required.
- Driving of team bus/car (if travelling).
- Coordinate “off field” activities such as excursions.
- Seek sponsorship for the team and additional funding opportunities.
- Adhere to the National Integrity Framework.

### **ADMINISTRATION**

- Liaison with all team members, parents and coaches to ensure the athletes are informed of training and Tournament dates, travel and accommodation (if travelling), functions and other information as required.
- Ensure all equipment is safe, the first aid kit is stocked and ready for use and the players have their own drink bottle.
- Maintain effective communication channels and protocols with squad/team members that support LSA policies.
- Assist with the development and distribution of supporting documentation.
- Monitor and promote good sportsmanship and responsible public behaviour by team members.
- Travel (if travelling) to and from the event with the team and assume responsibility for supervising team members until they have been formally handed over to their parents at the end of the event.

### **SUPPORT SERVICES**

- Responsible for all team meals, uniform laundering (if travelling) and ensuring all players have a water bottle and are correctly attired prior to each game.
- Driving of team bus/car.
- Support players medical needs as required from details provided by their parent/guardian.
- Coordinate “off field” activities such as excursions if time and finances permit.
- Be the team contact for all Lacrosse Australia and host Association/Club correspondence.
- Liaison with the Coaches and parents regarding any athlete’s inappropriate behaviour, misconduct, injuries or illness.
- Ensure all welfare and safety requirements for the team are met.
- Ensure all players remain together at the Tournament and support each other whilst they are representing LSA.
- Be aware of the mental health of those around you and provide emotional support to those in need.

### **GOVERNANCE**

- Maintain a sound understanding, support and adherence to LSA policies, including (but not limited to) the Code of Behaviour, finance policies, member protection policies, child protection policies, harassment and discrimination policies and weather related policies. Players under 18 years must be supervised at all times. It is extremely important that all team managers are aware of the relevant policies.
- Attain, provide and maintain the required accreditations and checks set out in the selection criteria.
- Maintain regular contact with relevant LSA stakeholders, squad/team personnel and athletes.
- Provide a written report to LSA at the completion of the program summarising the program, calendar, results, finances, travel arrangements (if travelling), other essential information and any opportunities for improvement.

### **FINANCE**

- Manage the team finances, keep all receipts and a record of all expenditure.
- Seek sponsorship for the team and additional funding opportunities, in consultation in LSA.



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### REPORTING RELATIONSHIPS

- LSA Executive Officer.
- Head Coach, Assistant Coach.
- Medical Staff.



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### **COACH GUIDELINES**

Lacrosse SA will arrange the venue/s and dates for team selection, allowing appropriate time for selection and preparation before Tournaments/Championships.

### **SELECTION PANEL**

For all zone team selection trials, the selection panel will consist of 3 selectors including the team coach and two selectors as appointed by the Board of Lacrosse SA. All selectors must have Working With Children Check in place as required by Lacrosse SA before appointment.

Selection panel members will be required to declare any conflict of interest in relation to the player selection process they have been assigned to. A register of conflicts will be managed by the Executive Officer. This conflicts register will be available for review by the Board of Lacrosse SA.

Selectors and coaches will not discuss selection matters outside official selection meetings, without the express permission of the convenor of selectors. Contravention of the confidentiality will lead to removal from the selection panel.

Lacrosse SA is responsible for notifying all players of their selection or non-selection into the final team.

### **PLAYER ELIGIBILITY**

No player shall be selected who either:

- Has not played four games for a club during the season in which the State/Zone game is being played, or who does not agree in writing to play four games.
- Has an outstanding debt to Lacrosse SA.
- Does not have transfer and/or clearances.
- Is an overseas visitor.
- Residency requirements are not within Lacrosse Australia's Tournament rules.
- Who has not participated in the minimum required selection trials.
- Must be 12 as at the the first day of the event (LA minimum age requirement).

Under no circumstances should any indication of selection be given to any player prior to this process and/or the final ratification of the team.

Any player who has been suspended from club competition may also be ineligible to participate in a State/Zone Tournament team. Any players who fall within this category should be referred to the Executive Officer.

### **TRIALS FOR SELECTION**

The selection process is conducted over a minimum of three trials where performance at trials will be taken into consideration by the selection panel.

- Attendance at selection trials is compulsory and all players must attend a minimum of 2 out of 3 trials. In special circumstances an exemption may be granted to a player.
- Trial dates and times for all age groups will be set through liaison between the zone team coach and the Executive Officer.
- Information regarding trial dates, times and venues will be circulated as soon as practicable to all Clubs and advertised through Lacrosse SA's website and Facebook page. Any difficulty in attending should be conveyed immediately to the Executive Officer in writing.
- Lacrosse SA in consultation with the Head Coach will organise player sheets and statistics copies to selectors prior to each trial.
- Elimination of players during the trial period will be made, if necessary, at the discretion of the Executive Officer and wherever possible, players will be notified that they have not met the eligibility criteria.

### **OVERRIDING FACTORS**

- In considering the performance of players at trials under this policy, the Board of Lacrosse SA may, at their discretion, give weight to extenuating factors.

- Players unable to attend trials required under this policy, must advise the Executive Officer in writing of this fact and the reasons therefore, at least 7 days prior to the commencement of the trials.
- If a player has not been selected in a squad due to unforeseen or extenuating circumstances and it becomes apparent that the player has been unduly disadvantaged, ie. has not been given a fair and equal opportunity, the Board of Lacrosse SA in discussion with the Head Coach reserves the right to add that player to the appropriate squad, for the duration of the selection period, even if the maximum number of players has been filled.

Lacrosse Australia sets the number of players allowed in each team:

Boys – Maximum of 17 players per team - Must include at least 2 players from each of a minimum of 3 teams from the Member Association’s relevant age competition, drawn from a maximum of 4 clubs from a region.

Girls – Maximum of 16 players per team - When 2 teams are selected they must be selected equally balanced, not 1 team stronger than the other.

### SELECTION CRITERIA

The coach together with the appointed selection panel will use a range of defined objective and subjective parameters to identify the best team from the players who attended the minimum required selection trials.

There are many different attributes that in combination make a successful player and a successful team. The evaluation of these attributes requires an understanding of:

- What is being measured?
- How is it being measured?
- Is the measurement valid?
- Are the evaluation criteria fair?
- Are the evaluation criteria valid?
- Do the selectors understand the evaluation criteria?

There are various tools for assessing players at trials, but they all fall into one of two categories: Objective and Subjective.

### OBJECTIVE MEASURES

These are measures with definitive data, such as timed run speed, throwing speed, strength, agility, rules knowledge etc.

### SUBJECTIVE MEASURES

These are based on comparative observations, such as a player looks faster than another player, how well a player appears to read the game etc.

Subjective measures are harder to quantify and test, however they are still valid. To assist in the selection process, it is suggested that selectors skew towards objective measures.

Selection data sheets should be generated and kept until after the Tournament, at which time they should be destroyed. These are confidential documents, and access must not be provided to people who are not authorised.

### TEAM SELECTION ANNOUNCEMENT

Once all checks have been completed to ensure the player is eligible for selection the Coach in consultation with the selectors and Executive Officer selects the best team to represent South Australia at the National Tournament.

The selection of all team members must be ratified by the Board of Lacrosse SA.

Lacrosse SA announces the selection of all teams following formal ratification from the Board of Lacrosse SA. All players and their parent/guardian will be sent an email with either selection or non-selection into the team.



In some cases, the coach will request alternates to be named.

### TEAM CAPTAINS

All team members, including the Captain/Co-Captains selection, must be ratified by the Board of Lacrosse SA.

It is a privilege and honour to be a team captain. Captains are leaders and play a pivotal role in the success of the team. They have a strong influence in many areas both on and off the field. Captains need to be prepared to cope with their responsibilities and the challenges of the role. Captains must always lead by example. Captains should show: humility, integrity, discipline, be positive, confident, and good communicators.

At the end of the Tournament, the team captain/s should personally thank all of the volunteers who have committed many hours of hard work preparing and supporting the team to perform at their best.

### REQUEST FOR APPEAL

A player may request a review of any given selection decision by submitting a request for an appeal including the grounds for a review to the Executive Officer within five working days of the announcement of the relevant selection decision.

The request for the appeal must state the grounds for review, or why the selection decision should be changed. It must specifically address issues regarding how the player was evaluated under situations that put them at a distinct disadvantage to other players being evaluated.

The Lacrosse SA Board shall appoint an Appeals Panel to determine the appeal.

All requests for appeals must be submitted in writing, and may be submitted by post, email or facsimile:

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Post: Executive Officer, Lacrosse SA, PO Box 246, West Beach, SA, 5024

Email: [office@lacrossesa.com.au](mailto:office@lacrossesa.com.au)

Fax: (08) 8355 3360

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Requests for appeal via post need to ensure they are post marked no later than five working days following the official announcement of the relevant selection decision of the squad or team. Requests for appeal via facsimile or email must be received within five working days.

If a request for appeal is lodged via email or facsimile, contact should immediately be made with the Executive Officer to confirm receipt of the email.

It should be remembered that in general an appeal will only be considered if the selection policy was not adhered to, or the player was not given 'fair' and 'equal' opportunity during the selection process.

An appeal will not be heard, just because a player or a representative of the player thinks that the player is better than, or more deserving than a named player.

### ALTERNATES

The alternate players make a large contribution to the teams' competition preparation. Alternate named players should continue to train with the team until the team departs for the Tournament. On some occasions alternate players are required to fill team positions of injured players. Continuing to train as an alternate player in the squad is a personal development opportunity to train with players at the highest level.

### HOW ALTERNATES BECOME TEAM MEMBERS

Alternates can be elevated into the team in place of a selected team member through:

- Injury or Illness
- Breach of discipline, including failure to observe any relevant Lacrosse SA policies, the Lacrosse SA Code of Behaviours
- Breach of Anti-Doping Policy: Any player who breaches the Lacrosse SA Anti- Doping Policy will automatically be removed from the relevant team and will be replaced.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

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### REPLACEMENT PROCESS

If a selected player is unable to continue or is removed as a representative of a zone team, the procedure for a replacement player is as follows:

- The Executive Officer will be consulted.
- Consideration will be given first to identified zone squad players.
- Consideration will then be given to other identified players from the selection process should this be necessary.
- The selectors will then fill this position with the player judged most suitable; possessing the required degree of skill and showing consistent performance.

### TRAININGS

Squads are expected to train between selection and team departure. The Coach will liaise with the Team Manager, Lacrosse SA and any host club/s to arrange a training venue for the team. LSA pay venue hire fees to all Clubs for ground usage and to keep this to a minimum some trainings will be combined with other teams.

### TEAM DISCIPLINE AND BEHAVIOUR

The behaviour and conduct of all team members must meet the Lacrosse Australia and Lacrosse SA Codes of Behaviour and conduct, as well as the National Integrity Framework. The Coach must be familiar with these documents.

All team members must adhere to the Players Codes of Behaviour, as well as the Lacrosse SA Member Protection Policy. Players and parents must be familiar with these documents. In the event of a team member breaching the code(s) and/or policy(s), due process must be followed (See Code of Behaviour) after which they may be expelled from the team and sent home at their own expense (if interstate) as soon as possible. The team member(s) in question must be reported to the Executive Officer.

### POST TOURNAMENT

A Coach's report is due within 30 days of the conclusion of the Tournament (refer Appendix A).

### OTHER

Any area not covered within this document for which assistance is required, or areas requiring clarification, the Coach is directed to contact the Executive Officer of Lacrosse SA.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024 COACH/MANAGER HANDBOOK

## **TEAM MANAGER'S GUIDELINES**

### ADMINISTRATION

The Team Manager is required to assist the office to obtain from the coaching staff and the players or their parents (if under age) various documents. Any person who does not provide these documents within the agreed to time frame risks their position in the team.

### REQUIRED DOCUMENTATION FROM TEAM MEMBERS

- Acceptance of Offer, Parents Consent & Local Games Qualification
- Code of Behaviour
- Image/Photograph Non-Consent
- Birth Certificates (underage teams)
- State/Zone clothing sizes and quantities

### ACCEPTANCE OF OFFER, PLAYER/PARENT ACKNOWLEDGEMENT, LOCAL GAMES QUALIFICATION, PAYMENT ADVICE

An invoice for Tournament will be sent out with the Selection Letter (or as soon as practicable after). All players will need to pay the invoice in full by the due date and no later than 14 days prior to the commencement of the Tournament.

The player/parent acknowledgement ensures that the player has accepted the offer to participate in the State or Zone team. If the acceptance letter is not returned by the due date and there has been no notification of acceptance/non-acceptance to the office by the player by the due date, the position may then be offered to someone else.

Player consent for senior players and parents' consent for junior players is also on the back of this form. This must be signed to say that either the players or parents agree to the following terms.

It is as Lacrosse SA Bylaw that a player must play a minimum of 4 games in a season. If the Tournament is played before the commencement of the season, players must sign this form agreeing that they will play the minimum 4 games in the upcoming season.

### CODE OF CONDUCT

The Code of Conduct policies will be issued with the selection letters and must be signed by the player, parent/guardian and returned together with the acceptance form.

The Code of Conduct Policies include:

- General Code of Conduct
- Player Code of Conduct
- Spectator Code of Conduct
- Parent/Guardian Code of Conduct
- Coach Code of Conduct

### MEDICAL FORM

The medical form is included on the registration of interest form which is submitted prior to or at the first trial. These forms are confidential and must be returned to the Lacrosse SA who will provide the Team Manager with a copy. The Team Manager must keep these forms and return them to Lacrosse SA once the Tournament has finished for shredding.

### IMAGE/PHOTOGRAPH NON-CONSENT

The Lacrosse Australia require consent to take photograph and electronic images during participation in the LA Tournament. These forms will be sent with the Selection Letter and a copy provided to the Lacrosse Australia should they not be permitted to have images/photographs taken.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

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### SPONSORSHIP FORMS

LSA can provide a sponsorship letter to players upon request, they may like to use it to receive individual or team sponsorship. If the team is getting sponsorship this should be approved by LSA before accepting the sponsorship.

### TRAVEL AND ACCOMMODATION (IF TRAVELLING)

Accommodation for touring teams is arranged by the Lacrosse SA office. All travel, accommodation and vehicle hire will be managed by the LSA office with assistance from Team Managers.

LSA does not arrange, book or pay for the travel or accommodation of anyone other than the members of the official touring group.

Any others travelling at the same time as the official group can take advantage of the special Lacrosse SA rates but must negotiate dates and payment direct.

All players are required to travel to the event with the team, in an official Lacrosse SA shirt.

Any players needing or wanting to travel independently of the touring group post event, must advise the office in writing. Any extra costs, as a result of changes to the standard itinerary must be met by the player.

### TRANSPORT (IF TRAVELLING)

Lacrosse SA, together with the Team Manager arranges all transport, books air or bus tickets, mini-bus hire for the team, and makes such payments as required to meet the team's needs.

### FINANCE

The Team Manager is responsible and accountable for all financial receipts, fundraising and sponsorship opportunities. The Team Manager has sole responsibility for the team finances and must keep a record of all expenditure. The Team Manager is to prepare a team budget to assist in the management of funds whilst on tour. Assistance in preparing the budget can be obtained from the Executive Officer of Lacrosse SA.

All team members and officials must have finalised all invoices before the start of the Tournament or by the due date specified by LSA. For Tournaments/Championships held in Adelaide payment in full must be received no later than 7 days before the start date of the Tournament. For Tournaments/Championships held interstate payment in full must be received no later than 14 days before the date of team departure.

Team members who have not met this requirement may be removed from the team, unless an agreed payment plan (with a minimum of 75% being paid 14 days before the event or before departure) is in place. Non adherence to the payment plan will result in the player being ineligible for any Lacrosse SA events, matches or teams until full payment is made.

All State, Zone or Representative Team finances are to be conducted through the Lacrosse SA bank account. The Team Manager will not be permitted to open any account, or pay monies collected into a non-Lacrosse SA account, or make any purchases in the name of or on behalf of Lacrosse SA, unless prior permission is sought and given by an authorised officer of Lacrosse SA.

The Team Manager shall not pay any suppliers except for incidental expenses incurred.

Any costs incurred by individuals that are not specifically game related will be covered by the individual, and not covered by the team fund. For example:

- If a player requires strapping for a known pre-existing injury, they must provide all their own tapes.
- If a player becomes ill while on tour and needs to see a doctor or requires medication, these costs will be covered at the player's expense.
- If a player injures themselves during a match or official practice, and requires strapping tape etc, these costs incurred will be covered by the team fund.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

Part of the daily costs will include a food allowance including snacks and drink expenses on game days, activity costs on non-game days, additional meal costs and functions.

Any team costs that exceed the team budget will be met by the team members. Proper financial records must be maintained and at the end of the Tournament, all monies held by the Team Manager must be returned to Lacrosse SA as soon as possible, with a ledger of income and expenses together with all receipts, as well as all other documentation collected.

### INVOICES

Invoices for all costs are issued by LSA at the time of selection (or as soon as practicable after), these must be paid for prior to departure. Payment is made to LSA and recorded by LSA.

Team Management may need to make changes to the invoice depending on what the Coaches/Management/Team and Lacrosse SA have agreed on. The team name, date, invoice number, issued by and final payment date will also need to be added to the invoice.

Please keep a copy of each players invoice. Just in case a player has any queries on amounts and quantities of items.

### TEAM DISCIPLINE AND BEHAVIOUR

The behaviour and conduct of all team members must meet the Lacrosse Australia and Lacrosse SA Codes of Behaviour and conduct, as well as the Lacrosse Australia National Integrity Framework. The Coach must be familiar with these documents.

All team members must adhere to the Players Codes of Behaviour, as well as the Lacrosse Australia National Integrity Framework. Players and parents must be familiar with these documents. In the event of a team member breaching the code(s) and/or policy(s), due process must be followed (See Code of Behaviour) after which they may be expelled from the team and sent home at their own expense (if interstate) as soon as possible. The team member(s) in question must be reported to the Executive Officer.

### AGE VERIFICATION

The Team Manager must ensure that any players participating in a junior event are eligible to compete in the specified age group under the rules. Verification is by receiving a copy of the player's birth certificate, or a Statutory Declaration attesting to the player's date of birth. LSA keeps copies of birth certificates but we may not have all players birth certificates as not all players may have played in a state/zone team before. LSA will provide a list of players names to the Team Manager for any certificates not on file and are required to obtain. A copy of these certificates will be given to Lacrosse Australia for checking of birth dates. Following the Tournament any certificates provided can be returned to the player.

### UNIFORMS AND CLOTHING

The Lacrosse SA board approves the design and supplier/s of the uniform to be worn by the players, Team Manager, Coach and support staff. The Team Manager is to ensure that all team members are correctly attired as required. Note: The Under 15 Zone teams are not State teams and cannot order or wear sanctioned State clothing. However, they can have appropriate names and emblems as determined by Lacrosse SA.

The Team Manager is required to ensure that all team members are appropriately attired, according to existing Lacrosse SA standards for State, Zone or Representative Teams. Support to the Team Manager is provided by both Lacrosse SA and the Code of Behaviour.

For a statement of the current rules regarding attire, please contact Lacrosse SA.

### TRAINING TOPS

A reversible training top is provided to all team members as part of their uniform and clothing. These are to be used at practice and are kept by the player.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

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### PLAYING UNIFORMS

Playing uniforms are ordered by Lacrosse SA for each team and are retained by the player.

### CLOTHING ORDERS

Lacrosse SA have a clothing order form, this form will be used when placing the team's order. All clothing must be purchased through Lacrosse SA's merchandise company.

Team Management can settle on a list of other optional clothing. Please bear in mind the cost of having a lot of items on the list, (especially if they cannot be used in future years) and that there are minimum numbers for some items.

Select from:

Hoodies/Vests  
Long Sleeve Tops  
Tracksuit Pants  
Shorts  
Caps/Visors  
Dress Shorts/Pants

Selection and Pricing for these items should be confirmed with the office before being quoted to players.

An LSA top is compulsory for all players, Coach/s and Managers and should be worn when travelling.

Extra clothing ordered by Coaches and Team Managers must be paid for by the individual.

Clothing should not be distributed until full payment has been received or an arrangement has been made with Lacrosse SA.

### INJURIES

Lacrosse SA recommends that all players have their own private health cover to ensure any injuries sustained through participation in any lacrosse activity is covered. LSA's personal accident insurance policy does not cover all injuries.

The Team Manager will be issued with a First Aid kit. A First Aid kit usage list is to be maintained to assist in this process.

Treatment/Injury forms as supplied must be completed for every incident.

### MISCELLANEOUS

The Team Manager should be familiar with the Lacrosse Australia's rules governing Tournament play. These are available from the Executive Officer, Lacrosse SA.

Team photographs should be organised by the Team Manager, in conjunction with any arrangements of Lacrosse SA Inc, and distributed to all team members as soon as they become available.

### DRINK BOTTLES AND CARRIER

Drink bottles will be provided for all players and official team personnel if available.

If you would like a bottle carrier please ask when picking up playing uniforms.

### POST TOURNAMENT

A Team Manager's report is due within 30 days of the conclusion of the Tournament (refer Appendix B).

### RETURNING OF LACROSSE SA EQUIPMENT

Any equipment borrowed from Lacrosse SA including the first aid kit, drink carrier and all financial reconciliation must be returned to Lacrosse SA within two weeks of the team returning.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## **COACH/MANAGER HANDBOOK**

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### OTHER

Any area not covered within this document for which assistance is required, or areas requiring clarification, the Coach is directed to contact the Executive Officer of Lacrosse SA.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

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### **PLAYER MANAGEMENT**

Selection in Zone Teams require a considerable financial investment. To assist players/parents/guardians to prepare, Lacrosse SA provides an estimated cost which is finalised as soon as practicable before the Tournament. Each player is charged a package price.

The budget is based on the total team costs including uniform/clothing, airfares, accommodation, buses/car hire, food and incidentals and the total team costs are divided by the team players. When costs are finalised players receive an invoice which must be paid no later than 14 days prior to team departure. Lacrosse SA have a no pay no play policy.

Payment plans will be offered at time of invoicing and will be made available for up to 7 days from the invoice date. To be eligible for a payment plan, you must email the Executive Officer within 7 days of the invoice date, stating the date and amount of each payment. Full payment must be received 2 weeks prior to departure.

Some players may be eligible for Grants (i.e. Indigenous Sporting Grant) and Local Council grants. Please contact Lacrosse SA if they require a letter confirming their team selection.

### UNIFORM REQUIREMENT

Please refer to the cost breakdown section for items that are included in the package. At times, other items may be available for an optional purchase.

### UNIFORM PRESENTATIONS

Prior to the Tournament, a presentation is held for the players and families. Players are presented with their playing uniforms and clothing. The Team Manager notifies players/parents of the details.

### ACCOMMODATION (IF TRAVELLING)

Lacrosse SA books accommodation in motels, self-contained apartments and caravan parks where possible. This is due to availability of cooking facilities to minimize costs. Each athlete has their own bed - no sharing is allowed. Athletes and coaches are accommodated in separate rooms.

### TRANSPORT (IF TRAVELLING)

Players are expected to travel together as a team. Air travel is booked for teams in advance. The cost of each players airfare is equalised by Lacrosse SA irrespective of travel distance or even if flights are not required. Alternative return from the Tournament may be permitted at the players expense (but not encouraged) and must be arranged with the Executive Officer prior to team departure and within 7 days of your invoice. Players are transported at Tournament by either coach or mini-buses driven by coaches and managers.

### FOOD AND BEVERAGE

The team manager is responsible for meals and venues (at accommodation or restaurants) during the Tournament. Managers are responsible for shopping and organising cooking/cleaning up. Healthy snacks are readily available and junk food is minimised during competition.

Parents/guardians are required to provide the team manager of any of their child's special dietary requirements and food allergies prior to departure.

### MANAGING INJURY/ILLNESS

The Coach and Team Managers are responsible for ensuring that player injuries/illnesses are managed in accordance with first aid procedures and player medical management and action plans (refer Appendix C). Players should never share drink bottles to reduce risk of infection. Coaches and managers may recommend medical treatment or make medical appointments for players, informing parents/guardians when time permits. In the event of a minor injury or ailment, the team manager or coach may be responsible for managing the injury.

In accordance with health and well-being policies, children are not permitted to self-medicate. Any medications including over the counter type medications eg. Panadol and Zyrtec etc must be handed to and kept by the team manager, clearly marked with child's name and dosage. Exceptions include: conditions



requiring immediate action such as anaphylaxis and asthma (refer to child's action plan).

### EYE GUARDS/HEADGEAR/FACE MASKS (GIRLS ONLY)

All players participating in an aged Tournament must wear eye guards. Field players are permitted to wear optional headgear or facemasks.

### MOUTHGUARDS

Playing lacrosse has a risk of injuries to the mouth including soft tissue, tooth, jaw and concussion injuries. A professionally fitted mouthguard is compulsory for all players.

### DRUGS IN SPORT

Players are responsible for all medications they use. Lacrosse SA requires all selected players to provide a record of their medications to the team manager or coach prior to the team's departure.

In addition, players are required to list any medical conditions and medications used - allergies (including food), past or present injuries, or any other relevant information that your child's Coach or Team Manager should know.

### ALCOHOL

All members and personnel are required to comply with the following:

- Drink and behave responsibly at all Tournament functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the Tournament, Tournament functions, matches or while away on trips if you are aged under 18 or have in your care anyone aged under 18.
- Do not bring alcohol or drink alcohol while at games in your role as a coach, manager as an official or as a volunteer.
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

Players who breach these standards are subject to disciplinary action, disqualification from competition and removal from the team.

### SMOKING

All venues are "smoke free" and smoking is prohibited at the National Tournament.

### MEMBER PROTECTION

All team members are covered by the Lacrosse SA Member Protection Policy. The policy ensures that all players are protected from inappropriate actions and behaviour from any staff member, Coach or Manager. All Coaches and staff are required to undertake police screening assessments.

### VIDEO/PHOTOGRAPHY

All parent/guardians are required to sign the photograph non-consent form for their child, if they do not wish for their child's photo or video to be taken during the Tournament.

### INSURANCE

All players are insured through Lacrosse SA's Personal Accident Insurance policy. For further details or how to make a claim please contact the Lacrosse SA office. Please note baggage and travel insurance must be arranged independently if you require it.

### MOBILE PHONES AND SOCIAL MEDIA

Mobile phones must be turned off at training sessions. Mobile phones and use of social media can be very distracting in the team environment and may not allow players to become integrated within the team. Use of mobile phones throughout the Tournament will be limited at the discretion of the Coaches and Team Manager. Any negative posts on social media is considered a breach of the player's code of behaviour, and may lead to disciplinary action.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

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### SUPPORTERS AT THE TOURNAMENT

Players will only have limited contact time with parents, friends and supporters at the Tournament. This time is limited to after games if time permits and is usually for about 10 minutes. Families should use this time to be supportive. Do not attempt to give coaching advice. Be respectful of all other players, coaches, official and spectators. Please adhere to all codes of behaviour and good sportsmanship. Lacrosse SA supports a zero tolerance policy of bad behaviour towards officials, and penalties are enforced.

### NON-COMPLIANCE

LSA will take action for breaches of behaviour and responsibilities outlined in this policy.

Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's Member Protection Policy to provide for the protection, safety and welfare of children.

Any person aged under 18 found to have consumed alcohol while at a Tournament function or on a trip in the care of LSA may be suspended for the remainder of the Tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.

Any member or personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

If members or sporting personnel become drunk at the Tournament or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).

Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's Member Protection Policy to provide for the protection, safety and welfare of members.

For further information, speak to your coaches or team manager.

### CONTACT

Lacrosse SA

Giulia Marion

Executive Officer

email: [office@lacrossesa.com.au](mailto:office@lacrossesa.com.au)

### POST PROGRAM REPORT – HEAD COACH

IMPORTANT NOTE: This template is a guide to the information Lacrosse SA require from the Head Coach to meet regulatory/reporting requirements and to build better representative team programs in the future. Each section has a short description of the information required to complete the report. The report should be submitted within 30 days of the event close.

#### 1. EXECUTIVE SUMMARY

Provide an overview of key points and recommendations made in your report. Include results, key challenges, important recommendations that will positively impact future programs. It is usually best to complete this section after preparing the details of the main report.

#### 2. TEAM PREPARATION

##### 2.1 TEAM PERSONNEL SELECTION PROCESS AND STRUCTURE

Outline the process utilised to select team personnel. Include a list all team personnel and the position each person held. Mention any unfilled positions and touch on the quality and availability of candidates.

##### 2.2 PLAYER SELECTION PROCESS

Outline the process used to select the team. Include an outline of any trials, tests, measures and evaluation/rating tools used to collect comparative data and provide a summary of the final ratings you prepared to compare players to ensure a fair process was conducted. It would also be useful if you could provide a positional make up of your ideal team and a depth chart/ranking of players by position (referring back to your evaluation process).

Outline how non-selected players were informed of their non-selection status and explain what feedback was provided to those players to help them understand the decision and develop in the required areas to earn selection in future representative teams.

##### 2.3 CAPTAIN SELECTION PROCESS

List the Captains and explain the process undertaken to select them.

##### 2.4 FINAL TEAM LIST

Provide a list of the final team which competed in the Tournament event.

##### 2.5 ATTENDANCE LIST

Provide a list of player/staff attendance at squad/team events and practices.

##### 2.6 PREPARATION CALENDAR

Provide a copy of the team's preparation calendar. The calendar should include all trials, practices and other team events and note dates, times, venues and any other information used to plan your preparation model.

##### 2.7 PREPARATION OUTLINE

Provide a summary of the process utilised to prepare the team for competition. Include brief overview of any field, strength and conditioning, skills, game sense and other training strategies that were included in the program.

##### 2.8 TRAINING VENUES AND EQUIPMENT

Outline the venues used throughout the team preparation phase and make comments regarding their suitability. Include any equipment (balls, cones, shooting mats etc.) and comment on whether this equipment was appropriate for your needs.

##### 2.9 COMMUNICATION

Provide an outline of the tools used to communicate with players and parents/guardians. This may include social media, email, SMS. Letters etc.

### 2.10 FEEDBACK

Outline the timing and type of feedback provided to players throughout the preparation phase. This may include evaluations, written feedback, team meetings, and individual meetings.

### 2.11 TEAM CULTURE

Provide an overview of any team culture components instilled. Include any rites, rituals, values, fines systems, team rules etc. Explain how these were determined and supported and comment on how successful you felt they were.

### 2.12 OTHER

Outline any other items you feel relevant to the preparation phase of the program not covered above.

### 2.13 RECOMMENDATIONS

Provide recommendations on any items from this section that you feel will help Lacrosse SA build better programs in the future. These recommendations may be viewed by one or all of the following Lacrosse SA Board, the Executive Officer, Lacrosse SA Office, future Head Coaches and Managers.

## 3. TOURNAMENT EVENT

### 3.1 UNIFORMS AND TEAM APPAREL

The Manager's report will detail the specifics of the team apparel selected and worn by the team. As Coach we would just like you to comment on the comfort, practicality, and psychological impact on the team of the selected team apparel.

### 3.2 LOGISTICS - FLIGHTS, GROUND TRANSPORT, ACCOMMODATION (IF TRAVELLING)

The Manager's report will detail the specific logistics arrangements. As Coach we would like you to comment on the suitability, timing, comfort and convenience of logistics arrangements and their impact on the team.

### 3.3 FOOD

The Manager's report will detail the specifics of meal and food arrangements. As Coach we would like you to comment on the appropriateness, convenience, timing, quantity, variety and impact on the team of the /meal/food arrangements.

### 3.4 EVENT VENUE AND FACILITIES

The Manager's report will outline the specific details of the event venue. As Coach we would like you to provide comment on the appropriateness, quality, space, safety, accessibility of the event venue/s and facilities.

### 3.5 EVENT SCHEDULE

Include a copy of the event schedule and provide comments on how this schedule impacted the team and if/how it could be improved.

### 3.6 GAME AND EVENT RESULTS

List the team's final result (placing) and the placings of the other teams. Provide a summary of match results, scoresheets and any statistics available.

### 3.7 GAME STYLE AND STRATEGIES

Summarise the game style the team played during the event.

## 3.8 PERFORMANCE

Provide comment and reflection on the team's execution of your desired game style and how you felt the team performed overall. Reflect and comment on the following questions:

- Did they perform to the best of their ability?
- What factors affected their performance?
- How did the abilities of the team compare to other teams?
- What can be done to close the gap with the top team/s or remain on the top?

## 3.9 AWARDS

List any team or individual trophies/medals/awards received. Include Tournament trophies and individual awards (Match MVP's, All-Star, Best & Fairest) as well as any official accolades given out to team members from the coaches (best offensive player, best team player etc.).

## 3.10 TEAM AND INDIVIDUAL BEHAVIOUR

Outline how the team behaved and cite any incidents of very good or very poor behaviour and how the individuals involved were managed.

## 3.11 OTHER

Include any other items you wish to comment on in relation the Tournament and team's performance or results.

## 3.12 RECOMMENDATIONS

Provide recommendations on any items from this section that you feel will help Lacrosse SA build better programs in the future. These recommendations may be viewed by one or all of the following Lacrosse SA Board, the Executive Officer, Lacrosse SA Office, future Head Coaches and Managers.

## 4 **POST-PROGRAM**

### 4.1 PLAYER AND TEAM PERSONNEL FEEDBACK

Outline the type, timing and key message/s of feedback provided to the team and individual players/team personnel after the Tournament to ensure the team and individuals continue to develop.

### 4.2 OTHER

Include any other items you wish to provide feedback on.

### 4.3 REFLECTIONS AND RECOMMENDATIONS FOR THE FUTURE

Reflect on the overall program as one "big picture" and provide a summary of your thoughts about Lacrosse in South Australia and what we can do to ensure this team is at the top of the competition. Summarise any key recommendations made throughout the report and tie them into the big picture.



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024 COACH/MANAGER HANDBOOK

## APPENDIX C – MEDICAL MANAGEMENT & ACTION PLAN

PLAYER NAME (in full): \_\_\_\_\_ GENDER:  Male  Female DATE OF BIRTH:    /    /

EMERGENCY CONTACT NAME (in full): \_\_\_\_\_ Mobile: \_\_\_\_\_

### MEDICAL INFORMATION

Heart Problems: Yes  No

Travel Sickness: Yes  No

Operations: Yes  No

Recent Illnesses: Yes  No

Medication Required: Yes  No

Allergies (including drug reactions): Yes  No

Respiratory Problems: Yes  No

If your child suffers from Asthma, what triggers it?

Has your child ever been hospitalised for Asthma?

Medication Details

Anaphylaxis Action Plan (please attach): Yes  No

Mental Health Diagnosis: Yes  No

Mental Health Plan: Yes  No

Any Medications Taken: Yes  No

Asthma Action Plan (please attach) Yes  No

Please provide the following information:

Date of the most recent tetanus injection

Dietary requirements:

Ambulance Cover: Yes  No

Medicare Number:

If your child suffers from any other medical condition or health issue or you have answered YES to any fields above, please provide full details including treatment:

Any other information we should know:

Please sign to authorize each of the medication you agree to have administered to your child by the Team Personnel (substitute of medications will occur when the below are unavailable).	YES OR NO	INITIAL
---	-----------	---------

Zyrtec/Claratyne (similar)	Antihistamine/Hayfever (Allergy)	Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------------------	----------------------------------	--

Stingose/Rapid Itch Relief	Bites/Stings	Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------------------	--------------	--

Panadol	General Headache/Pain Relief	Yes <input type="checkbox"/> No <input type="checkbox"/>
---------	------------------------------	--

Ibuprofen		Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------	--	--

Strepsils/Buttermenthols	Sore Throat	Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------------	-------------	--

I/we give permission for the following medication to be administered by the Team Personnel:

- |   |   |
|---|---|
| - Medications prescribed by a doctor or dentist | - Medication as outlined in our child's action plan when required |
|---|---|

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024

## COACH/MANAGER HANDBOOK

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All healthcare information provided will not prevent your child from participating unless further medical advice warrants exclusions. The information requested on the Medical Management and Action Plan form will be treated confidentially. This information is sought in order to protect and assist the players and team personnel, so they may have a safe and enjoyable experience. Please attach extra information if required and contact the Team Manager if you wish to discuss your child's healthcare further.



UNDER 15 BOYS AND GIRLS ZONE TEAMS 2024  
**COACH/MANAGER HANDBOOK**

**APPENDIX D – MEDICAL MANAGEMENT REGISTER**

DATE	PLAYERS NAME	MED/AMT/TIME	REASON	STAFF NAME
e.g.				
1/10/18	Annie Smith	1 x panadol @ 1pm	Headache	Giulia Marion