



GELC Coaches and Managers Handbook 2026

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Code of Conduct

All persons, members, players, coaches, managers, trainers, officials, and members of member organizations shall:

- At all times, work toward the goals and objectives of the GELC and the game of lacrosse, and toward the betterment of its members.
- Strive to enhance the image and dignity of the GELC and the sport of lacrosse as a whole, and refrain from behavior that may discredit or embarrass the GELC or the game.
- Always be courteous and objective in dealings with other members.
- Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the GELC.
- Strive to achieve excellence in the sport while supporting the concepts of Fair Play and a drug-free sport.
Show respect for the cultural, social, and political values of all participants in the sport.
- As a guest in a foreign country, other province, or other association, abide by the laws of the host and adhere to any social customs concerning conduct.

GELC/ALA Bylaws, Rules and Regulation, and Policies

[Please visit the GELC Website for updated Governance](#)

Greater Edmonton Lacrosse Council

Email: info@gelc.ab.ca Website: www.gelc.ab.ca

REGISTRATION – Team Staff

- Coaches must be registered in RAMP with NCCP# and VSS **before going on floor**
- The deadline (ALA) to register team staff is May 15th of each season.
- Coach and Team Staff registration will be verified prior to the first league game of the season
- Managers must be entered in RAMP, if you don't have NCCP# enter 00000
- Any team staff with direct interaction with children should have clean VSS uploaded to RAMP Any team staff dealing with team finances should have CRC/VSS uploaded in RAMP
- All players and team staff should be synced to RAMP APP – no manual entry

Arena Etiquette and Facility Guidelines

Arena Opening and Closing Times

Per City of Edmonton policy:

- Arenas will open **45 minutes prior to the first scheduled event** of the day.
- Arenas must be vacated and will be closed **30 minutes after the last scheduled game or practice.**
- Arena Locations are included on the GELC website

Dressing Room Key Procedure

- Prior to entering the dressing room, a coach or team manager **must obtain the dressing room key from the arena attendant.**
- At the conclusion of the game or practice, the dressing room must be vacated promptly, cleaned, and the key **returned to the arena attendant.**

Please Note: Some Greater Edmonton facilities require teams to **bring their own lock and key** for dressing rooms. Best practice is for each team to keep a lock in the coach or manager's equipment bag at all times.

Dressing Room Condition and Responsibility

Coaches and team staff are responsible for the condition of the dressing room during their assigned time.

- The dressing room must be **checked for any damage or excessive mess prior to team entry.** Any concerns must be reported to the arena attendant **before accepting the key.** Check the dressing room for any damage or mess prior to your team entering the room.
- Upon completion of the game, the dressing room must be **left in the same condition as it was found..**
- Any damage, vandalism, or excessive mess caused by a team may result in **cleaning or repair charges billed back to the team through their club.**
- Remind your spectators about keeping the Arenas clean and using the garbage cans.
- Complaints about the arenas need to be addressed immediately to the GELC office staff.

- All unnecessary mess left in dressing rooms may result in a **minimum \$100 cleaning charge**, which may be higher depending on facility fees.

Prohibited Items

The following items are not permitted in the depression rooms or arena facilities:

- Alcohol
- Chewing Tobacco
- Vape Products
- Sunflower seeds

Dressing Room Conduct

Coaches are responsible for ensuring that:

- **Sticks and balls are not used inside dressing rooms or hallways.**
- Players behave respectfully and follow all facility rules.

Footwear Policy

Players and coaches entering the playing surface must **change into indoor running shoes**. If teams go outside for pre-game activities, outdoor shoes must be removed and indoor shoes must be worn before entering the floor.

Facility Complaints or Issues

Any concerns, complaints, or facility issues must be **reported immediately to GELC Office Staff** so that they can be addressed with the facility in a timely manner.

Game Days, and Minor Box Floor Times

For game day information please visit: [2026 GELC Season Information](#)

Scheduling Policies

Practice Cancellations: (City of Edmonton Facilities)

- All floor time booked for practice will not be refunded. Make sure your club knows you are not using it so they can put another team in your place.

Game Rescheduling Policy: Deadline date of: 1 week after release of schedule

- All teams must fill out a Game Change Request form: [Manager Resources](#)
- There will be a **one-week** opportunity after the release of the schedules to accommodate any game changes due to the reasons below:
- Games may be rescheduled for teams entering tournaments. This is not guaranteed.
- Games will be rescheduled for teams missing players due to school functions whereby more than half of the team will be missing. (e.g. Graduation, or field trips)

- COACH and/or GOALIE absence will not be considered a reason for rescheduling games.
- Other Sport Functions (i.e. Club Volleyball, Club Basketball, Baseball will not be considered a reason for rescheduling games.
- Please note if you have not requested a game change in the first week of the schedule your request later may not be honored, and it will cost the team making the request a \$200.00 rebooking fee, charged to the club.
- No scheduled games in the first two weeks of the schedule will be rescheduled due to the necessity of obtaining officials for those games and not being able to cancel within the required notice.

Booking of Extra FloorTime

If you would like to book additional floor time for an exhibition game or practice, please check with your club's schedulers for available times.

Tournaments

- Tournament listing can be found on the ALA Website under the Competition Tab.
- We encourage teams to enter a maximum of 2 tournaments per season.
- All Coaches must be entered into RAMP. If they are not, teams will not be approved to attend tournaments. Please contact your club registrar if you are unsure.
- ALA approvals are required if travelling to an out of province tournament.

Rescheduling Games Related to Official Non-Attendance

When there is only one or no officials at the game, the GELC will reschedule the game at the next reasonable floor time available.

- Teams must play the rescheduled game
- Teams do not have authority in when the game will be rescheduled
- Teams that do not attend will forfeit the game. Fines and discipline will be implemented as per GELC Regulation 14.01

Official No Shows for Games

- Email the Referee in Chief at gelc.ric@albertalacrosserefs.ca,
- Games shall not be played (as per ALRA rules).
- Coaches and parents who are not ALRA members cannot officiate games.
- Coaches and parents, or players who may be ALRA officials may officiate with permission of both teams' coaches.
- Games during the last scheduled week of play where officials do not appear to referee the game will not be rescheduled but will be awarded a tie in the standings.

Concerns about Officials

Please send all referee issues to the GELC Official-In-Chief, Pierre Quimet, at gelc.oic@albertalacrosserefs.ca

The following guidelines will be followed by the GELC Official-In-Chief and the Alberta Lacrosse Referees Association.

- Compliments are always welcome.
- Concerns should be directed at the GELC Official-In-Chief and not to the referees on the floor or any other referee in conversation or otherwise.
- Referees will be disciplined, when necessary, by the Alberta Lacrosse Referee's Association.
- All concerns must be:
 - In writing.
 - Must be sent within a minimum of 24 hours after the conclusion of the game, and no more than 72 hours after its conclusion. This will allow coaches the opportunity to process and reflect on the incident.
 - We will not investigate incidents that happened months earlier.
 - Must be a significant incident and/or pattern of unprofessional behavior. Missed calls do not qualify for review.
 - You must include your full name, what team you are with, your position with the team, as well as the date, time and location of the game and the referee (s) name/description if possible.
 - Include witness statements or contact information if possible.
 - Provide this information to your club President, the GELC office, in addition to the OIC.
 - Inappropriate Official Conduct (swearing, yelling at spectators etc.) will be taken seriously. Such behavior by a official may result in verbal, written warnings, or suspension of the referee at the discretion of the Alberta Lacrosse Referee's Association.
 - If you have a concern as to the overall competence of an official at a certain level of play, please let the GELC Official-In-Chief know. Evaluations and mentorships are organized throughout the season, but input regarding certain officials may result in directed mentoring.
 - Any general questions about the rules of play can be asked of the ALA Manager of Officiating, using the "ask the ref" feature on the ALRA website.

Discipline Section

Please visit the GELC Website for updated Governance and Discipline Policy

Communication Flow Chart

Occasionally disputes arise within a team over issues such as behavior, discipline, coaching, opponents, facilities, officiating etc. Parents should bring their concerns to the parent liaison or team manager who should work with the coach and parents to resolve the issues. Should concerns ever arise, it is ESSENTIAL to use “the 24-hour rule” before approaching the parent liaison or manager in person, phone, or email. Please familiarize yourself with the Flow of Communication within the GELC.

Parent, Player, Team staff etc. with question or concern

↓

Team Manager

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Appropriate Club Board member

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Club President

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If the dispute cannot be resolved, or if the member would like to appeal a club decision, please refer to the GELC Regulations and Bylaws to submit a grievance.

A SPECIAL NOTE WITH RESPECT TO OFFICIALS ABUSE

Discipline dispensed with respect to official abuse verbal or otherwise after hearing from the relevant parties will be severe in the event the facts of the incident warrant the same. There is no room in our game for official’s abuse by players, coaches and/or fans of the game. They will be dealt with severely. Do not be the precedent setting example.

The GELC Discipline Committee for 2026

Please visit your Association Website to contact your Discipline Director. If one is not listed, please contact your club president.

Discipline and Suspensions

The primary purpose of the Discipline Committee is to enforce the decisions made by our officials pursuant to the LC/World Box rules of play.

The following is the Discipline and Suspensions criteria that all teams must follow when dealing with their players and coaches.

- It is the team’s responsibility to track and record suspensions appropriately.

- It's the club's responsibility to ensure the suspensions are being served. If not recorded on the game sheet they are not counted towards time served. Team management is required to make sure player's suspensions are recorded.
- The Players Name and game(s) associated to that suspension i.e.: 1 of 3
- Suspensions for coaches and fans shall be recorded in the same manner as for players.
- All suspensions are required to be entered on the lines left for suspensions on the game sheets (refer to RAMP Electronic Game Sheet Tutorial) This includes all suspended players, coaches, and fans.
- In addition, It is best practice to notify your Club Discipline Director with any suspensions for proper tracking.
- Any team who uses a player who is suspended will forfeit all team points gained in the games played with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative listed previously. If a coach allows a suspended player to play the coach will be suspended for the next game.
- If a suspended player is not properly recorded on the game sheet but is verified to have served their suspension, the Head Coach who signed the game sheet shall be suspended for the team's next game. The player shall not be required to serve an additional suspension.
- A suspension status report will be sent to Club Discipline Representatives on a biweekly basis. It is the responsibility of the club discipline representative to inform coaches, players, and fans of their suspensions and of any hearings requiring their presence. Please refer to them for your players / coach status suspensions.
- All suspensions not served at the end of the season must be then served in the following season at whatever level / league you play that season. Check with your club discipline director if you have players who need to sit a game from a previous year's suspension which has not served.
- Our jurisdiction to dispense discipline is derived from the by-laws and regulations of the GELC noted below along with the process for how hearings should arise and be necessary.
- Meetings will take place at the discretion of the GELC Discipline Director.

Coaches Communication with Officials

Please note at U9-U17, ONLY a head coach may question an official.

At all levels the only coach on a bench who may direct verbal comments to the officials will be the head coach as determined prior to the first face-off.

Manager Section

Please remember successful teams are based on a broad range of people helping the team fulfill their goals. Ask for the help you need to have a successful season. Best practices are listed below:

- Have a parental meeting in the first week or two of your team being formed
- Key Agenda Points for Meeting
 - Bench Staff Introduction
 - Establish a team Manager
 - Score Keepers –timers (instructions included in the manual)
 - Team policies
 - Expectations
 - Tournaments
 - Fundraising
 - Team Budget and extra expense obligations.

Duties of a Team Manager

- Help the coach with the administrative responsibilities of a team.
- Create the following items for the team
 - Phone lists that include parent's names, emails and cell phones and the players name and number/email (RAMP App, or TeamSnap are good tools for this)
 - If you want, you can make a card sized laminated copy to pass out to the team.
- Make a list of volunteer requirements for the team Ensuring all parents are asked to help
 - Scorekeepers and timers
 - Uniform keepers – Washers
 - Tournament Entries
 - Establish if the team can attend a tournament, check with parents for desire to enter tournaments, availability, your league schedule
 - Contact the tournament, to see if they have room for you.
 - If you have a league game, make sure you request a game change in the required time or if it is after the request for changes deadline you have collected any rescheduling fees as well.
 - Collect the entry fee. (Your club may pay for a tournament) Parents may have to pay the entry fee, or you can fundraise.
 - If your tournament is out of the province, ensure you have a travel permit, and if for some reason your tournament is unsanctioned you have ALA permission to participate in it.
- Create a Team Budget
 - All Team budgets may be required to be provided to at the start of the season to club Treasurers and at the end of the season an accounting of funds collected need to be submitted to the Club treasurer as well.
- Team pictures are arranged either with your club or as individual team pictures.

End of Season

- Make sure the team has a season ending social event
- Make sure you have thanked on behalf of the team any individuals who require thanking. Coaches, trainers, sponsors

You are at the Arena – Its Game Night - What needs to Be Done

- The home team will provide minor officials to run the **Electronic Game Sheet, 30 sec Shot Clock and Home Penalty Box**. These individuals are considered off-floor officials and therefore may not cheer for either team or speak to the players in the penalty box.
- The visiting team will provide one minor official for the **Time Clock and Visitor Penalty Box**.
- Jersey colours:
 - Home team jerseys are dark, visiting team jerseys are light. The officials may request the home team to change their jersey if teams' conflict with colours.
- Coaches are responsible for the behavior of staff and players on the bench as well as for fans in the stands.
- A team will receive 2 points for a win, 1 for a tie, and 0 for a loss.

During the game

Electronic Game Sheets

- Please see RAMP Game Sheet Entry for further instructions on uploading and entering the game sheet into RAMP: <https://www.gelc.ab.ca/content/manager-resources>

Incidents and Injuries

- All coaches and/or managers are required to fill in the Incident Report if there are injuries that occur at a game resulting in a player not being able to continue the game for that time period.
- The form can be found on line on the GELC website under Key Forms and on the Manager Resource Page: <https://www.gelc.ab.ca/content/manager-resources>
- The form needs to be submitted to the GELC office within 48 hours of the occurrence.

PLAYOFF TIE BREAKER

Overtime for playoffs will be handled as follows:

If a playoff / knockout / tournament medal / provincial medal game is tied at the end of regulation:

1. A **single sudden victory overtime period** is played (length = per LC Age & Stage modifications).
2. If still tied after the overtime period, the game goes to a **shootout**.
3. Shootout format:
 - Teams alternate **penalty shots**.
 - Home team chooses to shoot **first or last** and keeps that order.
 - Shootout is **one round at a time**.
 - Continues until **one team scores and the other does not** in the same round.

- **All players must shoot once before any player shoots again** (except goalies and players unable due to injury/penalty)

Junior and Adult Lacrosse in the Greater Edmonton Area (RMLL)

<https://rockymountainlax.com/>

- Junior B Tier two teams are hosted by the Edmonton Warriors, Sherwood Park Titans Major Lacrosse Club, Parkland Posse and Crude Lacrosse Club.
- Junior B Tier One clubs are hosted by the Edmonton Warriors, The Crude, Fort Saskatchewan Rebels and the Beaumont Outlaws Junior B Tier One.
- Junior A Lacrosse is hosted by Edmonton Miners.
- Senior C Lacrosse is hosted by the Warriors and Miners.
- Senior B lacrosse in Fort Saskatchewan by the Fort Saskatchewan Rebels, in Edmonton as the Edmonton Miners, and in Beaumont by the Outlaws.
- Junior Ladies Lacrosse is hosted by the Capital City Saints, the Titans Majors sponsor the Lady Titans and the Drillers out of St. Albert.
- Senior ladies take to the floor as the Senior Drillers

You are welcome to go visit www.rockymountainlax.com to find a schedule for each division. The teams would enjoy seeing you attend their games. Please note entrance fees are charged at most Junior A, B and Senior games.