



## **New Team Packet**

### **Initial Steps**

- 1) Evaluate Interest.
  - Talk to students, teachers, and parents.
- 2) Initial Stick (and ball) Order.
- 3) Lax World (MD), Longstreth (PA), BigFoot (OR), and Lacrosse International (PA) are the best and most reliable equipment suppliers. You can find contact information for them on the Internet.
  - Ask for several catalogs and some lanyards and stickers (all free)
- 4) Seek out "coaches" with some experience. Two is ideal for a standard size team (24 players).
  - Teacher (faculty) as one of the Coaches is the best scenario
  - Try to recruit a current basketball or soccer coach
  - Get a parent to contact also. This is a requirement of the league to have a strong parent contact.

### **Step 1 – Get the Group Together**

- 1) Learn the game
  - Intro to Lacrosse books available at Lax Stores and within OGLA
  - Get the rulebook: US Lacrosse issues a Women's Lacrosse rulebook. It is required that you have at least one copy for the team. Also, the website has a great outline of positions and rules for beginning players. Go to:  
[http://www.lacrosse.org/the\\_sport/index.phtml#Women](http://www.lacrosse.org/the_sport/index.phtml#Women)
- 2) Set a meeting before any team recruitment to ensure each of the coaches and parent contacts are on the same sheet of music regarding team goals, team philosophy, coaching styles, and team costs.
  - Keep in mind the "people" you will need. No need to get commitments now, just remember who you may want to approach later.
  - Talk to the coaches and managers of established teams. Bring several of them to your first meeting to talk about their successes and challenges.
- 3) Get a core group of players & parents
  - You will need this group to keep things in motion. Many Lacrosse clubs have done this with one parent and two players. Do not make this group too large. Too many ideas at this stage will divert the energy you need to stay on track.
- 4) Coaches
  - One can do it, if the team is small, 20 or less
  - Two is much better if the team reaches 20
  - Any more than 30 and you should be thinking about a JV team\*

\* All first year teams start as JV programs in OGLA. If you have players that have played in the past, and large numbers, approach OGLA with the details.
- 5) Team Manager
  - Equipment ordering
  - Practice Schedules
  - Team finances
- 6) School Booster Clubs



- See if the School Boosters will allow you to use their account to make deposits of team funds and write checks for team bills. Otherwise you will have to set up your own "Team" account and have one parent acting as Treasurer.
  - Also, some School Boosters help with costs that stay with the team, i.e. goals, uniforms, goalie equipment. Check to see if your Booster can help with start-up costs.
- 7) Other Parent Volunteers
- Procuring playing fields
  - Transportation for team events
  - Team apparel (like t-shirts, sweatshirts, etc.)
  - These responsibilities should be divided among several parents who answer to the Manager, but OGLA mandates that there be ONE central person who knows what's going on and who can communicate with the league.

## **Step 2 – Assign Specific Jobs**

- 1) Scorekeeper
  - This is a tough position and usually requires two people to do it right, since there are numerous stats that should be tracked
  - Score, ground balls, assists, shots-on-goal, goalie stats, etc.
  - Timekeeper (yellow cards and game)
  - Keeps time during the game and during yellow card penalties.
- 2) Field Maintenance
  - Line fields for game and for practice
  - This is very important because Women's lacrosse fields are unique in their measurements
  - Maintain field once lined
  - Make sure goals are at game field 1-2 hours prior to game
  - Make sure nets are properly strung
- 3) Medical Volunteer
  - Acts as a team trainer/coach or parent nurse (suggested at games).
  - Makes sure first aid kit is full at all times.
  - Makes sure ice, baggies and water is at all home games.
- 4) School Contact
  - Helps organize meeting rooms at the school and works with the school on admin details.
  - Ideal if this person works at the school.

## **Step 3 – Get the Field**

This may be one of your toughest challenges. Not many school "sport" coaches want to relinquish their football, soccer or baseball fields to lacrosse teams.

- 1) Ask the School first
- 2) Then the surrounding High, Middle & Grade schools
- 3) Then to the area Athletic District (i.e. PIL, THPDRD, etc.)
- 4) Talk to other established Teams and find out where they are going for fields.
- 5) Very often you will be competing with established, school funded programs such as baseball & track, or Athletic District programs, which have "leased" the fields, or the fields will be left unused to "rest" during Lacrosse season, so they will be ready for fall football or soccer.



#### **Step 4 – Recruitment**

- 1) Use school Club Fairs, school newspapers, and flyers
- 2) Check with school Athletic and Club Directors concerning in-school advertisement (posters and school announcements)
- 3) Consider the school newspaper or local newspapers
- 4) Have a general information booth set up in school on a specific date. Club Fairs are the best time to do this.
  - Have Information Handouts available that include: brief history of the game; who will be running the program Game season, team size, Date, time and location of first “Lacrosse Club Meeting”
  - Encourage (insist) that parents attend. They have the resources you will need to get this off the ground (money, community contacts, special skills, experience, etc.)
  - Have an NCAA game tape playing in the background
  - Have the sticks and balls on display
  - Have your “core” players there to show some of their skills
  - Sign-up sheets:
  - Get names, addresses, phone numbers and e-mails of interested students;
  - Call EVERYONE back and remind them of the first meeting.
- 5) Before the First Meeting
  - Order equipment catalogs from the lacrosse stores back east.
  - Request that an OGLA representative or another team coach attend. OGLA can supply an historical perspective to Lacrosse in Oregon and has the best information regarding the League (teams, referees, schedules, etc.)

#### **Step 5 – First Meeting**

- 1) Who Should Attend
  - All of your current coaching staff and assistants should attend. There may not be many. This is also a meeting for you to identify additional help.
- 2) Keep the interest high
  - Have an NCAA game tape playing in the background before the meeting
  - Have the sticks and balls on display
  - Have your “core” players there to show some of their skills
  - Handout the catalogs, etc.
- 3) Explain the plan
  - The Game, the season, the League, etc.
  - Emphasize that Lacrosse is an athletic sport that requires conditioning
  - Emphasize that the practice and game schedule will take much of a players weekday free time and takes a true commitment
- 4) Introduce the Staff
  - a. The OGLA Contact
  - b. Coaches & Managers
- 5) Address (but do not belabor) the need for parent involvement (See additional personnel section above)
- 6) Talk about the School’s involvement, if any
- 7) Identify the “contact person” who will field questions between the 1st & 2nd meeting and provide phone numbers.
- 8) Costs:



## OGLA Handbook Reference Binder New Team Packet

- Equipment: Stick, Cleats, Mouthguard, Eye Protection (2005 Season requirement)
- Consult with your coaches beforehand to discuss equipment preferences, recommendations and requirements. Do not allow your players to buy “whatever” they want. Set guidelines and make recommendations.
- Generally, Lax stores and BigFoot Lacrosse discounts the catalog price for items by about 10%, and discounts range anywhere from 10% up to 40%, depending on the item if you buy in groups.
- Sticks: There really isn’t much difference between attack & defense sticks in Women’s Lacrosse. Ask the seller about the differences. Usually the \$20-30 sticks are the low-end versions and may break mid-season. Note to players that \$100 sticks are also not necessary. Also note to new players that men’s sticks are VERY different from women’s sticks. Be careful if you are buying a stick from a large sporting goods store like GI Joes; their salespeople may not know the difference and try to sell you a men’s stick.
- Cleats: Soccer cleats are fine for Women’s lacrosse
- Turf Shoes: Some of the fields you will play on are astro-turf or grass-turf. .
- Team Equipment”. These are usually hidden costs and include: Goals and nets (practice and game)
  - You can usually find a parent who has metal skills and who will make the goals for you for free. Make sure the goals come apart for easy transport, but are secure enough to withstand heavy play.
- It is nice to have a set of “practice nets” (usually about \$60/pair) and a set of “game” nets (about \$120/pair), especially because of the weather.
- Practice and game balls. Lots of balls. 6 dozen practice balls and 2 dozen Game balls (yellow for games).
- 8 Orange 12” standard cones, (required for game field) & 12 orange 12” diameter flat cones(for drills)
- Extra Mouthguards – this is good to have as many girls forget theirs. This is required to start a game.
- Extra uniforms (for players that come to the team late)
- Scoring materials, like clocks, stopwatches, scorebooks, horn;
- Equipment bag
- Field marker machine and paint;
- Tool Kit (various needle nose pliers and screwdrivers, a knife, butane lighter for the nylon sting, etc.)
- Medical Kit - Local Fire Departments are a good source for “old” kits. Good supply of bandages (various sizes) for cuts, scrapes & blisters, Ace bandages, Icy-Hots, tape, disinfectant sprays and creams, small and large splints, medical gloves, space blanket, tweezers, scissors, etc. Cell Phone. This is a required sideline item in some school districts.
- Goalie stick and protective equipment – 2 sets \*\*Finding a goalie is tough. So make the position somewhat inviting by at least having the team buy the goalie’s equipment.
- Mandatory Goalie Equipment includes: Throat Protector, Chest protector, helmet, Goalie Stick, goalie gloves.. Suggested additional equipment: Thigh pads, chin guards
- Order Uniforms: Try to get a parent or two interested in designing your team uniforms. Use the designs of the established school sports and make sure you have the approval of the school and/or the Athletic Director to use the school “name” and “logo”. \* Find out which company the school teams are using for their uniforms; Find out which company the school teams are using for their team logos; Check for local pricing. Jerseys &



shorts, in school colors, with lettering & numbering for around \$40 a set. If you add logos, do it locally. This adds about \$10 to \$20 to each uniform. Look in US Lacrosse rule book for mandatory uniform requirements (i.e. number sizes). Note that kilts are typically worn in girls' lacrosse. You will most likely need to order kilts from an east-coast supplier.

- Plan on "Home" colors for your 1st year and "Away" colors for the 2nd year to spread out costs.

## **Step 6 – Fields**

### 1) Research Field Costs

- No cost if the school field is available
- Athletic District field costs
- This can be expensive. From \$20/hour for recreation or athletic district fields to \$250/hour at the larger stadiums

### 2) Schedule Practice and Game Time

- Plan for both game and practice fields. Eventually you will know the dates of your home games, but until then plan for a field everyday.
- You will probably start the practice season during the last week of February and run through the end of May. Games begin in late March.
- When the regular season begins plan on two games a week for your Varsity team and at least one game a week for the JV, if you have one. Plan to practice each squad, every day, unless there is a squad game.
- When the league decides on the dates for your home games, you will have several weeks to lock up the home game fields, and the home game times. This information is then sent to the League for publication.

## **Step 7 – Transportation**

- 1) Many school districts will not allow students to drive to off-campus events. You may need to establish contact with the School District Transportation Department to determine school bus availability.
- 2) Having a Teacher-Advisor on the school faculty helps, since your Advisor will be able to request District transportation similar to requests for Field Trips.
- 3) Most School District transportation is relatively inexpensive (~\$20 hour), but you must budget for it. This may run as high as \$1000 per season, so car pools should be considered.
- 4) Require Transportation Release waivers
  - Include Out-of-State provision

## **Step 8 – Insurance**

- 1) OGLA requires all team members to be US Lacrosse members. This covers all insurance requirements during practice and games.



### **Step 9 – Coach and League Fees**

- 1) OGLA has a minimum wage (\$700) required for coaches to make for coaching a team. The reason for this is because of the lack of coaches in the league. If as a first year program you want to waive coaches' fees, you must get approval from OGLA.
- 2) The average coach wage is approximately \$2000 a season. Strong programs in the league budget at least this amount.
- 3) League Fees
  - Usually about \$200-\$300 per team; Covers the State Tournament, website, league administrative costs, All-Stars.

### **Step 10 – Players**

- 1) Grade Checks
  - Player must pass whatever is required by your school to participate in extra curricular activities.
  - Player must remain passing during the semester (or trimester) of the competition season
  - Gain the cooperation of your school administration of Athletic Director to have the player's grades checked for "eligibility".
- 2) Medical Exams and Waivers
  - Require pre-season medical exams and physician clearances
  - Consent to Treat - The Coaching Staff must keep a copy of each player's "Medical Release" form and "Consent to Treat" form with the team at ALL TIMES. \*\*US Lacrosse Insurance provides an all inclusive Release and Consent form with enrollment.
- 3) ANY practice or game absence for any medical reasons should be accompanied by a Medical Release to Participate before a player resumes participation in any practice or game.
- 4) Athletic Participation Form
  - This is the all-in-one explanation of ALL the forms a player and parent needs to submit.
  - The school Athletic Director usually has this form and you can adapt it to Lacrosse.

### **Step 11 – Fundraisers**

- 1) Several options
- 2) Players pay all the costs
  - a. The quickest way to get started, but the most expensive. You are looking at anywhere from \$150-\$400 per player, including equipment and the other costs mentioned above.
- 3) Fundraising supports a portion of your team costs, such as uniforms, goals & nets, field use fees, transportation costs, etc. Since you should, by now, have some idea, what those costs are, BUT you do not know how many actual player commitments you will find setting target amounts is difficult, but not impossible. OGLA can provide a sample budget.
- 4) Fundraising supports ALL team costs. Not practical.
- 5) Sponsors. This takes the least energy away from the team organization and is the fastest way to generate funds for "team" expenses.

### **Step 12 – Plan the 2nd Meeting**

- 1) Getting Ready for the 2nd Meeting



- Establish an Email List or Phone Tree
  - Probably one of the most important functions you should design.
  - Use your sign-up sheet to divide the team up into groups of 5 to 7;
  - Choose a "Lead" person who will agree to call the others on their "branch" of the tree to pass along important messages or messages that need to get out to the team immediately;
- 2) Order US Lacrosse Registration Forms
- Get about 50
- 3) Get or make up the following Administrative Forms (described above) See your school first, as most of these forms probably already exist:
- Athletic Participation Form
  - Medical Exams and Waivers
  - Consent to Treat;
  - Transportation Release Waiver;
  - Biographical Information Form
- 4) Team Sign-up Form.
- The 2nd meeting is where you actually get players signed-up. The 1st meeting is "informational" and weeds out the "curious, but not serious"
  - Get all the biographical information NOW. Name, address, phone numbers & e-mail addresses (as many as you can), parents names and work phone numbers, previous sport experiences, injury history, etc.
  - Sign-up numbers are important here, since you will be making decisions about the cost of a season of play. If you overestimate the number of players you will have on the team, you'll run short of the funds you will need. If you underestimate the number of players you will have on the team, you'll have extra money. Only you will be able to estimate who is really on-board and who is not. If you're not sure: Underestimate!!
- 5) Present cost sheets for the expenses you talked about in the 1st meeting:
- Include your estimates of "Team Costs". You should have an idea of the number of players who are committed to play, but this WILL change. Players will drop out, other students will want to join as the word gets out, so the size of the team roster will fluctuate. Prepare for it.
  - Remember the shipping costs. Several hundred dollars if you're getting a whole team outfitted.
  - Uniform Worksheet.
  - You should have met with local vendors or received cost estimates from Lax World;
  - Include number preferences, but keep a checklist with numbers 1 to 50. You probably don't want random numbers, like in football or hockey. Keep it simple.
- 6) Administrative Forms
- 7) Set a date to collect ALL the forms and money.
- Usually about 2 to 3 weeks later
  - Depends on the deadlines your vendors have given you for equipment and uniform delivery
  - Make the payment dates FIRM and stick to them. If the forms and payments are late, the player is on his or her own. You will spend as much time working through all of this for one player as you will doing the same thing for 20 players.
- 8) Order or make the Team Goals



- Available locally
  - Make your own
  - Make sure you follow the exact specifications described in the US Lacrosse Rule Book.
- 9) Nets
- Use Velcro to attach the nets for practices. This is fast and for about \$30 you can make (sew) 8" Velcro straps to hook the nets to the goals. You'll need about 12 straps per goal (24 total), but this is easier than stringing the nets every time you set up.

### **Step 13 – Game Schedule**

- 1) There will be an All-League Meeting sometime in November and to discuss the upcoming season. **Mandatory.**
- 2) Be prepared to show the League that your team is financially and logistically prepared and dedicated to put a team on the field
- 3) "Suggested" home game dates will be published by the league.
- 4) The League will publish the final schedule in early February.
- 5) Issue the schedule to all Players and parents as soon as possible;
- 6) Use e-mail if possible and remind everyone that the schedule is subject to change at anytime.
- 7) Adjustments can still be made, however, there must be agreements by the visiting team, the League and the Referees (see OGLA handbook).
- 8) Arrange (apply) for School District transportation, if available. Get to know, or go meet, the person who is directly in charge of dispatching your busses. This will help if you ever have a last minute change in the schedule or you need a bus in a hurry;
- 9) Arrange for car pools if you choose not to use School District transportation.

### **Step 14 – Prepare for Practices**

- 1) Coaches meeting to discuss
  - Team goals
  - Coaching experience & philosophies
  - Team composition
  - Varsity and/or JV
  - Availability of coaches
- 2) Practice times (assuming there is practice every weekday)
  - Pre-season conditioning goals
  - Set monthly, weekly, & season practice goals
  - Practice formats;
- 3) Miscellaneous team needs
  - Once decided, set a team meeting to outline expectations and distribute a handout that describes them.
  - Include the pre-season conditioning expectations
- 4) Make an attendance sheet for every day of practice and every game.
  - This will be an important tool to measure who is committed and who is jerking your chain.
  - Make attendance mandatory and install sanctions if practice is missed.
- 5) Obtain a "Drills" book from US Lacrosse. This will help diversify your practices and make them interesting and fun. Hard work, but fun.



### **Step 15 – Practices**

- 1) Will begin about the last Monday in February or the 1st Monday in March. The League will let you know when you can legally begin practices. January and February would be a good time to get your goalies started and work with some individual team members to build skill levels;
- 2) Coaches should be available to help players after practice. Just because practice is over at 6pm doesn't mean the coaches are done;
- 3) Make sure you know how everyone is getting to practice and how they are getting home. Learn the players' schedules so you don't "lose" one.
- 4) Incorporate Game videos with practices. Maybe at right after school, once a week, just before field practice.

### **Step 16 – Team Apparel**

- 1) Design a "Team" t-shirt and sweatshirt. Maybe a hat and some bumper or window stickers. You may want to make a fundraiser out of this, but initially your goal should be to promote your Team;
- 2) Give some of these items to your AD and Principal and League Commissioner. Remember that no amount of sucking-up goes unnoticed, and besides, it's good PR;
- 3) If you have the money to invest, you may want to make some of these items available at the school store, but you should have at least one item (like a special team t-shirt) that is for team members only.

### **Step 17 – Game Day Transportation**

- 1) Check on Transportation on Game Day.
- 2) If you use School District busses, check on their availability on game day. You should have made application well before the season started and received confirmation, but check anyway;
- 3) Coach or other adult needs to be on the bus...both directions;
- 4) Use an attendance sheet:
  - Check players on when you leave the school;
  - Find out who is leaving the game with parents, etc. and have the players tell the attendance person if they change their minds;
  - Check players on when you head back to the school. Everyone waits if someone is missing or is unaccounted for.

### **Step 18 – Game Protocol**

- 1) You will need ALL of the support people mentioned above
- 2) Your team should know the "basic" rules, by now. Make sure they follow checking rules. Referees will warn one-time, minimal mistakes in these areas, but that's usually it. Also, if you develop a reputation for being rough, it is hard to shake it throughout the entire season. Penalties can hurt your team in Women's lacrosse.
- 3) Team demeanor counts. Respect and good sportsmanship prevail at all events and is expected.



**Step 19 – Have Fun!**

- 1) Lacrosse is an excellent sport and has a wonderful community.
- 2) Ask for help any time
- 3) Check the website regularly for updates: [www.oregonlax.com](http://www.oregonlax.com)

\*\*\*THANK YOU Pat Campbell (Southridge Boys Lacrosse Coach) for allowing us to use your new team ideas and guidelines!



Sample Lacrosse budget for NEW JV TEAM  
Womens' Lacrosse

**TEAM COSTS**

Coach fee - Varsity (typical \$1500-\$3000)	
Coach fee - JV (typical \$1000-2000)	\$ 1,500
Coach exp - first aid test, background check	\$ 30
League dues - Varsity (\$325)	
League dues - JV (\$225)	
League dues - first year team (\$125)	\$ 125
Field supplies - lining	\$ 100
Administrative expenses	\$ 51
Referee expenses - JV only	\$ 500
Team equipment	
Locks for goals	\$ 32
300' tape measure	\$ 10
Cones	\$ 15
First aid supplies	\$ 40
New set of goals w net	\$ 830
New set of goalie equipment	\$ 250
Cushion	\$ 300
<b>Total team costs</b>	<b>\$ 3,783</b>
Fee per player assume 20 kids	\$ 190
Fee per player assume 35 kids	\$ 108

**INDIVIDUAL COSTS**

US Lacrosse Membership Dues (\$35) - optional	\$ 35
School Participation fee (\$30)	\$ 30

**TEAM UNIFORM**

Stick	\$ 45
Goggles	\$ 50
Jersey	\$ 35
Kilt (note, you can all wear black shorts to reduce costs)	\$ 40
<b>TOTAL Individual costs</b>	<b>\$ 235</b>

**GRAND TOTALS**

Team costs (20 kids)	\$ 190
Individual costs	\$ 235
<b>TOTAL Assuming 20 kids</b>	<b>\$ 425</b>
OR	
Team costs (35 kids)	\$ 108
Individual costs	\$ 235
<b>TOTAL Assuming 35 kids</b>	<b>\$ 343</b>