



# Head Coaches Handbook – State and Regional Teams

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Controlling Body: Lacrosse WA



Version	Date reviewed	Date endorsed	Purpose	Author
1	2013	2013	Initial creation	LWA Director of High Performance
2	20/10/16	27/10/16	Updated	Executive Officer
3	01/07/17	17/07/17	Updated	Executive Officer



## OVERVIEW

Every WA State and Regional Team is responsible to Lacrosse WA. This handbook sets out many of the issues that must be addressed by the coaches, management, players and other personnel forming the team. Whilst published as a guide it should be recognised that its contents have been endorsed by Lacrosse WA and any diversion from the previously agreed procedures will require approval of Lacrosse WA. Many ongoing matters such as appointment of players and other positions require specific endorsement by Lacrosse WA.

In addition to this handbook, team coaches and management should obtain and read copies of the current “ALA By-Laws for National Championships and Tournaments” and the “Lacrosse WA Regulations”.

Much of the information in this handbook has been taken from past and current National, State and Regional teams, Lacrosse WA, Western Australian Lacrosse Association, Lacrosse West, Australian Lacrosse Association, Lacrosse Australia, WA Department of Sport & Recreation and the Australian Sport’s Commission. Acknowledgement is given to the efforts of these past and present individuals, associations and organisations.

It is hoped that future Head Coaches will add their experience, thoughts, contacts and resources to this document, so that it may continue to grow as a useful and relevant resource.

## Objectives

The objectives of Lacrosse WA as outlined in our Constitution are:

- To advance and promote the games of men’s & women’s lacrosse and to provide facilities therefore.
- To provide the facilities and environment for social contact between members and their friends and generally to afford to them all the usual privileges, benefits and conveniences of an association.
- To arrange international and interstate lacrosse matches and the proper representation of the State of Western Australian therein and in any other matches.
- To provide representation for the State of Western Australia at any international or interstate conferences or meetings directly or indirectly affecting the sport of Lacrosse.
- To promulgate and enforce in Western Australia the rules for playing Lacrosse and to settle disputes between members and affiliated clubs and associations and to take disciplinary action in respect to the breach or non-observance of then said rules.
- To keep members and affiliated clubs and associations informed of developments and news in connection with Lacrosse, the Association and its objectives and purposes.

## Purpose

The purpose of this manual is to provide our volunteers with guidelines to assist them in creating an enjoyable experience for everyone involved with their respective teams, including themselves.

The following guidelines, procedures and checklists are provided to assist the Coaches and Managers of teams representing Lacrosse WA Inc. to have a better understanding of their responsibilities whilst overseeing the players in the team.



Any information in this manual is subservient to the Constitution, Rules and Operating Policies of Lacrosse WA as well as policies laid down by the Australian Lacrosse Association, its governing body.

If a situation arises of significant importance that is not covered within these guidelines, the Head Coach or Team Manager should refer to the Lacrosse WA Director of High Performance for guidance.

## TEAM APPOINTMENTS

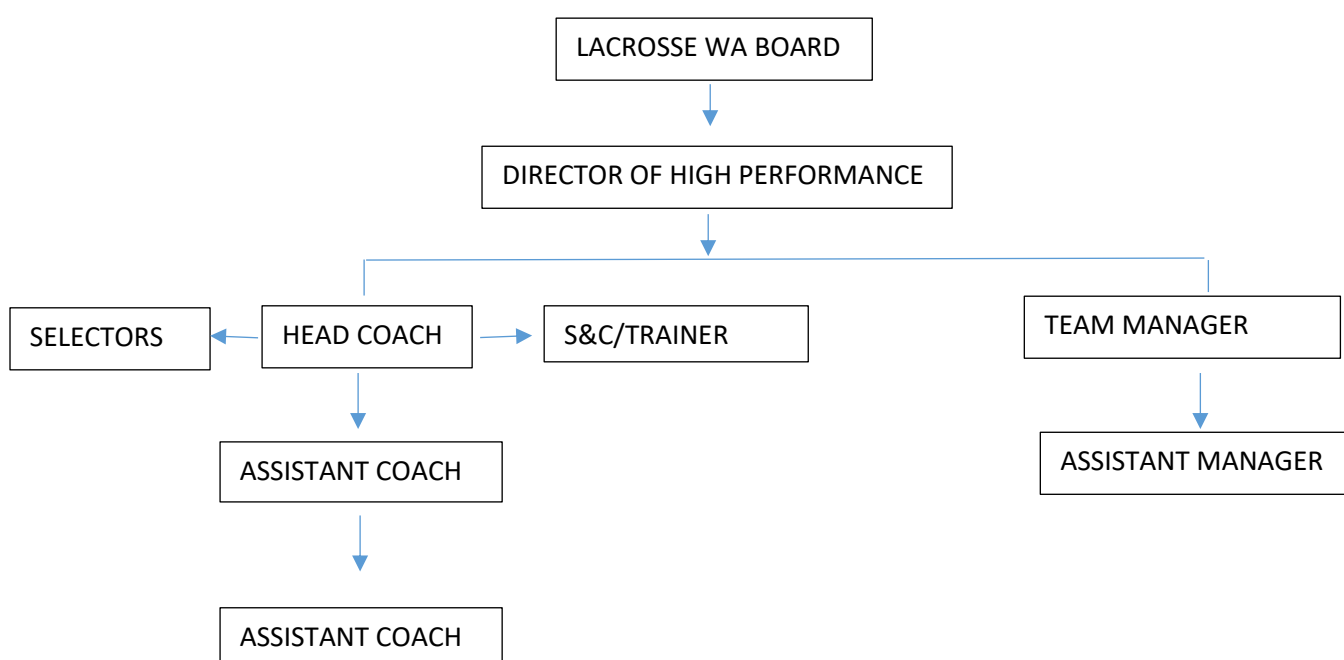
The following officials may be appointed for each State or Regional team.

- Head Coach
- Assistant Coaches (up to 2)
- Player Selectors (Head Coach, Assistant Coach and either the LWA Director High Performance or the LWA Director of Men’s or Women’s Lacrosse). Additional, independent selectors to be appointed for under age teams.
- Team Manager
- Assistant Manager
- Team Strength and Conditioning Coach/Trainer
- Such other team personnel as the LWA Board considers appropriate from time to time.

(Pursuant to Section I – State and Regional Teams of the Lacrosse WA Inc. Regulations.)

The first appointments to the team are the Head Coach and Team Manager, who together have overall responsibility for the team, reporting directly to the Lacrosse WA Director of High Performance.

### State/Regional Teams Organisational Chart





## High Performance Selection Panel

This panel will be responsible for selecting the Head Coach and Manager for each LWA representative team.

A selection panel shall be comprised as follows;

- The LWA Director of High Performance who shall have a casting vote if required, and
- The LWA Director of Men's Lacrosse and/or Women's Lacrosse
- Up to three (3) non-board members, appointed by the LWA Director of High Performance (preferably a player, coach and manager representative)

Or

If this panel is not in place the selection of these positions will be made by the Lacrosse WA Board.

The LWA Director of High Performance is responsible for advertising and filling the other team positions with direct communication and guidance from the Head Coach and Team Manager. All team appointments must be ratified by the LWA Board.

## Head Coach

The Head Coach plays a critical role in the successful selection, team training and ultimately the team's results during the Australian Championship/Tournament that the team participates in. Good team management, organisational and communication skills and commitment are just some of the responsibilities of a successful Head Coach.

The Head Coach is always in charge of the team. They may wish to undertake some of the other duties outlined in the Team Manager's Handbook - that is their prerogative. Mutual consent will often decide who completes what tasks and personal preferences and strengths need to be considered.

The Head Coach has the responsibility of selecting the team, preparing a training schedule and running these training sessions to develop the team to perform at its best during the Australian Championship/Tournament.

The Head Coach is bound at all times by the Lacrosse WA Code of Conduct (Appendix 1) and must enforce the Code of Conduct to their support staff and players. Team Personnel appointments are not official until the signed Code of Conduct is received by Lacrosse WA.

## Team Manager

The Team Manager plays a critical role in the successful management and overall experience for players, support staff and parents within your Team. Time, organisational and communication skills, commitment, delegation and bookkeeping are just some of the responsibilities of a Team Manager.

The Manager, in consultation with the Head Coach, has the responsibility of preparing a team budget and an individual player cost summary, both of which are required to be ratified by the Lacrosse WA Board.

The Team Manager is bound at all times by the Lacrosse WA Code of Conduct (Appendix 1) and must enforce the Code of Conduct to their support staff and players. Team Personnel appointments are not official until the signed Code of Conduct is received by Lacrosse WA.



## OFFICIAL TEAM NOMINATIONS

Lacrosse WA will advertise Team Personnel positions through the LWA website, Facebook and email to all clubs, at least 6 months before the relevant Championship/Tournament is to begin. This is subject to the appropriate information being received from ALA. All applications will be assessed, not all applicants are guaranteed an interview.

Those wishing to nominate for the above positions are required to complete the Lacrosse WA form: *LWA 13 State Team Official Nomination*. This form can be downloaded from the Lacrosse WA website under: *Downloads > Forms > Nomination Forms > Lacrosse WA State Team Official Nomination (LWA13)*

Head Coach Applicants will also be required to submit a schedule of try out times and dates along with a training schedule.

Team Manager Applicants will be required to submit a proposed budget.

Applicants for under age teams will also be required to forward a copy of their current 'Working with Children' card.

It is an expectation that applicants for Head Coach, Assistant Coach, Team Manager or Assistant Manager for under age travelling teams will be required to travel with the team, to and from the Championship/Tournament. Any variance in travel must be endorsed by the LWA Board prior to position appointment.

The appointment of Head Coach, Team Manager and subsequent support staff will be released via the LWA website and Facebook. Where there has been unsuccessful applicants, they will be advised in the first instance by the Director of High Performance prior to the announcement of the appointed person.

Lacrosse WA will allocate a \$2,000 grant for travelling teams. Travelling teams will receive \$1,000 upon team endorsement and \$1,000 once the Head Coach and Team Manager Team Report is endorsed by the LWA Board after the Championship/Tournament. The Team Report is to be received by the Director of High Performance within two (2) months of the Championship/Tournament completion.

## TEAM SELECTION AND TRY OUTS

The Head Coach will organise three (3) separate try outs for eligible players to attend. Only financial members of Lacrosse WA are eligible to participate in try outs.

All players and Team Personnel must be registered in SportsTG to ensure they are covered by the ALA's insurance and associated with Lacrosse WA.

The Head Coach or Team Manager is to record the names and other relevant details of all players who attend try outs and those who have made their apologies for non-attendance.

Once the team has been selected, the team list is to be forwarded to the Director of High Performance ([performance@lacrossewa.com.au](mailto:performance@lacrossewa.com.au)) for the Lacrosse WA Board to ratify. Only after this can team members be notified of their selection into the team.



## TEAM ANNOUNCEMENTS

When the Team has been ratified by the LWA Board, unsuccessful players will be notified by the Head Coach (via a phone call) before the team is announced. Once this has been completed, the Lacrosse WA Office will release the team via the LWA website and Facebook.

## TEAM TRAINING

The Head Coach will inform all players of their training schedule on selection to the team. All players will be expected to attend all training sessions as advised by the Head Coach. Players must advise the Head Coach or Team Manager if they are unable to attend a session(s).

The Head Coach and Team Manager should hold a team meeting before the first training session with players (and parents for under age teams) to discuss training schedule, team costs and payments, team apparel and travel itineraries.

Training venues are to be arranged by the Team Manager in consultation with clubs. Fees may be required to be paid for the use of grounds and/or lights; these fees will be paid by Lacrosse WA upon approval, up to the value of \$500.00 per team.

## TEAM CAPTAINS

The selection of Captains will take place at the discretion of the Head Coach and within the timeframe for notification to the event organisers. The Head Coach is to poll the teams playing list to select team captains. The names of those elected as team captains are to be forwarded to the Director of High Performance ([performance@lacrossewa.com.au](mailto:performance@lacrossewa.com.au)) for the Lacrosse WA Board to ratify. Only after this can the names of the team captains be advised to the players.

## COACH'S REPORT

Within 30 days of the conclusion of the championship/tournament, the Head Coach must provide a written report to Lacrosse WA, giving a complete view of the competition.

The coach's report should address the following information:

- Complete overview of the tournament
- Team selection
- Team training – positives, frequency of training, general attendance of players, conflicts with club training
- Championship/Tournament – suitability of venue, organisation
- Conduct of players, both on and off the field
- Problem areas
- Positive aspects
- Recommendations.

The purpose of this report is to provide Lacrosse WA with valuable feedback so that appropriate improvements can be made to this guide and the running of West Australian teams.



## RELATED POLICIES

This Head Coaches Handbook should be read in conjunction with the Lacrosse WA:

- Code of Conduct
- Alcohol Management Policy
- Social Media Communication Policy

**Adopted by the board:** *2013*

**Reviewed and updated:** *17 July 2017*

**Scheduled review:** *November 2017*