



June 28, 2024

To: Coaches and Team Managers

2024 BCLA Minor Provincials Female Box Lacrosse Championships hosted by Port Coquitlam Minor Lacrosse Association

From: Karen Hertslet, BCLA Female Provincial Host Director – Port Coquitlam

The Port Coquitlam Minor Lacrosse Association is proud to be hosting the 2024 BCLA Female Box Lacrosse Provincial Championships. In anticipation of your team earning their right to participate in this year's Provincials, the following is some information you will require.

If you have any questions or concerns, please do not hesitate to contact Karen.

Host Convener: Karen Hertslet

Cell: 604.726.5409

Email: karen.hertslet@gmail.com

You can also look for information on the BCLA Website – www.bclacrosse.com under **BOX> LACROSSE> MINOR BOX> PROVINCIALS**. Direct link is <http://bclacrosse.com/provincials.php>

Attached to this e-mail, please find the following (also available on the BCLA Website):

- Team Verification Form (please bring **COMPLETED** to the Coaches Meeting)
- Warrior Fair Play Award Form (please bring **COMPLETED** to the Coaches Meeting)
- Provincial Directive
- Template Game Schedule – The teams will be allocated once play-downs are complete.

MANDATORY Coaches/Managers Meeting

Wednesday July 10 at 7 pm

Port Coquitlam Community Center

2150 Wilson Ave, Port Coquitlam – Mabbett Room

The Coaches and Managers Meeting is **mandatory** for all coaches participating in the Provincials. As you check in, each team will be asked for a cell phone number where you can be reached if necessary. Please have the number ready on your arrival.

PLEASE BRING WITH YOU to the Coaches Meeting:

- Completed **Team Verification Form** and game sheets as proof for call-ups.
- Completed **Warrior Fair Play Award – Player Form**
- Names and cell phone numbers of your volunteer timekeeper / scorekeeper

The **Team Verification Form** is attached and is available in an interactive PDF format on the BCLA website under **BOX LACROSSE> FORMS> MINOR BOX LACROSSE> PROVINCIAL INFO**. Please follow the instructions on the link and bring the completed form to the Coaches Meeting. Call-ups must be included on this form, and you must provide proof that the player has played the required three (3) qualifying games by providing official score sheets. This form will also need to have your Captain (1) and Assistants (2) listed.

The **Warrior Fair Play Award – Player Form** is attached. Please bring the completed form to the coaches meeting

Venues: All games will be played in one of our 3 arenas in the same building

Port Coquitlam Community Center

2150 Wilson Ave, Port Coquitlam

Arena 1-Jon Baillie/featuring turf

Arena 2-Green

Arena 3-Purple

Accommodations: If you do not have your accommodation plans in place, please contact Andy Lee at admin@clicknstay.ca for information on pre-booked room blocks.

Rosters: We request that you send your roster with jersey numbers in an electronic format to: Karen.hertslet@gmail.com to assist with the completion of game sheets.

Time/Score Keepers: For each of your round robin games, the team slotted as the **Home Team** will be responsible for providing a timekeeper and teams slotted as **Away Team** will be responsible for providing a scorekeeper. The Team Officials (Managers or Coaches) are asked to have the names of their applicable volunteer ready at each game check-in.

Game Schedule: The tournament schedule is attached. As teams qualify, the updated schedule, with actual team names will be posted on the BCLA Website. Visit www.bclacrosse.com under **BOX LACROSSE> MINOR BOX>PROVINCIALS**.

Dressing Rooms: Rooms will be assigned and posted at the check-in desk, upstairs near the concession. Car keys of the Manager or Coach verifying the game sheet must be left at the Tournament headquarters to obtain the key for the assigned dressing room. Dressing rooms should be vacated within 30 minutes of the end of each game to allow time for the following team to prepare for their game. Please check-in no earlier than 45 minutes prior to game time. Any damage incurred to rooms will be charged back to the Team's Home Association who were deemed to have damaged the facility. It is the responsibility of each team to monitor their players while in the dressing room and at the Provincials. Rooms are to be left clean and locked prior to leaving. Your keys will be returned once the room has been checked for cleanliness and damage.

Important Information for Coaches:

- Please familiarize yourself with the 2024 Minor Box Provincial Directive (attached).
- Please remember that it is the coach's responsibility to bring score sheets for any players you are playing up.
- If bringing an alternate goaltender, coaches must obtain written permission from the BCLA Minor Box Provincial Director and receive clarification of the alternate goaltenders' playing eligibility. This must be done prior to the Provincial Championships.

The coaching staff has been verified as per your Provincial Declaration Form. If you are requesting any changes from that for the Provincials, please send your request to Dave Showers, BCLA Technical Director at daveshowers@bclacrosse.com, **fourteen (14) days prior to the start of the event** so that a review of the request can be made. All coaches **MUST** be properly trained for the level they are coaching.

- It is recommended that you hold your own Team Meeting after this Coaches Meeting and prior to your first game to advise your Team and Team Parents of the necessary and important information they will need to know.

- **Medal Presentations:** Medals will be presented after each game. There will be no closing ceremonies.
- **Reminders:**
 - Coaches have the responsibility to ensure the safety of their players.
 - Please remember to bring water bottles to be used during your games. Arenas can get very warm on the floor for players during the month of July. **Remember that due to safety, water bottles must not be shared.**
 - Home Teams are to supply a Scorekeeper for each of the round robin games played.
 - You are responsible for the behaviour of your fans. Should there be a problem in the stands, games will be halted until the offender(s) leave the arena. Please refer to the BCLA Operating Policy at www.bclacrosse.com for the BCLA Code of Conduct, Harassment Policy, Gender Equity Policy and the Fair Play Code for Coaches, Parents and Athletes as well as the BCLA Social Media Policy.
 - A template schedule is attached. An updated schedule with the actual names of the teams will be posted on the BCLA Website when the play-downs are finished.
 - Air Horns are not permitted in any of the arenas. Other noisemakers are welcome if they do not interfere with the Shot Clock, Time Clock or the official's whistle. Noisemakers interfering with the play will be confiscated.

Parking: There is ample underground parking at the Port Coquitlam Community Centre as well as limited parking outside the facility. Please follow all posted parking regulations.

DO NOT park in the medical building across the street from the arena on Wilson Avenue, you **WILL** be ticketed and/or towed.

The City of Port Coquitlam is honoured to be located on the kʷikwə́λəm traditional and ancestral lands, including those parts that were historically shared with the q̓ícəy̓ (kat-zee), and other Coast Salish Peoples.

***Good luck to all teams and we look forward to seeing you at the
2024 BCLA Female Lacrosse Provincial Championship Tournament***