



MBGLL Division Meeting

Welcome to MBGLL's 2009-2010 Girls' Lacrosse Season!

Who are we?

Mass Bay Girls' Lacrosse League is a recreational program located in Eastern Massachusetts. Last year we had 90 different towns represented with 300 teams in the 1st through 8th grades. This means that we are organizing a program for more than 6,000 young girls' lacrosse players.

Our Board

Our organization is run entirely by volunteers, with the exception of the Executive Director position. Our current board is listed below, along with their contact e-mail addresses. Please feel free to communicate with anyone on the board.

Position	Name	Email
President	Chris Mitchell	president@mbgll.org
Executive Director	Christine Habermann	director@mbgll.org
Treasurer	OPEN	
Clerk/Secretary	OPEN	
New Programs Director	DJ Gamache	lesliegamache@comcast.net
North Division Director	Henry Tumblin	tumblin@tumblin.com
MetroNorth Division Director	Jim Ford	jim.j.ford@gmail.com
MetroWest Division Director	Ryan Jette	Franklinrecreation@comcast.net
Central Division Director	Penelope Riseborough	penelope_riseborough@jsi.com
South Division Co-Directors	Jeanne Quinlan	j.quinlax@comcast.net

Competition/Rules/Umpires Director	Patty Bolton	Bolton.pat@comcast.net
Jamboree		
Scheduling Director	Ted Kelley	scheduling@mbgll.org
Deputy Scheduling Director	Kim Perry	kim@charlestownlacrosse.org
EMass USLax/MBGLL Youth Festival	OPEN	
Web Director	Ted Kelley	tedkelley@gmail.com

For general information, send e-mail to info@mbgll.org

We need your help! What can you do?

See the last page of this presentation for job descriptions.

Our Mission

The mission of Mass Bay Girls Lacrosse League is to promote girls' youth lacrosse in an environment that emphasizes fun, while developing skills, teamwork, good sportsmanship, and integrity. This includes:

- Creating a weekly match schedule for member teams to compete
- Promoting the growth of girls' lacrosse throughout Eastern Massachusetts
- Cultivating and assisting additional towns to start girls' youth lacrosse programs
- Training girls' youth lacrosse coaches and Umpires

Review of Goals

1) Manage growing competitiveness/Improve Sportsmanship

- a) Educate coaches
- b) Educate umpires
- c) Educate players
- d) Honor the game card
- e) MBGLL specific rules hand-out
- f) US Lacrosse youth rules posted on www.mbgll.org
- g) Interactive Rules Q. and A.

2) Manage Growth

- a) Increase member participation
- b) Replenish board positions
- c) Increase communication

3) Continue coaching development

- a) Offer US Lacrosse Level 1 Coaches' Clinic
- b) US Lacrosse Level 2 Coaches' Clinic
- c) STX demonstrations and Q. and A. sessions

5. Continue supporting town program "manageability"

- a. Give towns access to easy-to-use tools to manage program information
- b. Improve communications at all levels
- c. Release game schedule earlier
- d. Let us all focus more on the game and HAVE FUN!

6. Increase MBGLL member benefits

- a. Create infrastructure to keep girls' lacrosse fun and safe
- b. Education - Coaching clinics – up-to-date training offered locally
- c. Automated Scheduling (Games and Referees)
- d. New program development
- e. Jamboree
- f. SportsManager – available to towns for registration and can act as your web site
- g. Vendors and sponsors support of MBGLL

7. New Initiatives

- a. Increase knowledge of game rules for coaches, players, and umpires
- b. Encourage referee training/certification
- c. Continue to build the 1st and 2nd grade program
- d. Increase member benefits
- e. Update and expand web site
- f. Continue to support existing initiatives
- g. Expand coaches' and players' training opportunities

Key Dates

Calendar is already posted on our website.

Key Dates to Remember

November 1	SportsManager – Team registration available now! Activate 2009 teams! Update coaches names, contact info, and field information.
December 31	Last date to pay for team registrations by check. MBGLL, P.O. Box 29, Groton MA 01450.
January 29	Final team registration, counts, field information (via on-line SportsManager credit card payments only)
February 1	\$50 late fee applies today for any payment/registration not received by Jan. 29
March 6	All grade waivers due to your division director by today
April 2	Jamboree registration opens
April 11	MBGLL games start today (April 11,18, 25, May 2, 9,16, 23, June 6) Please honor this game schedule.
June 12-13	MBGLL Girls' Jamboree(s) - Acton

Upcoming Training Clinics

October 17	US Lacrosse Level 2 Coaches Clinic (<i>Babson College, Wellesley MA</i>)
January 15-17	US Lacrosse National Convention (<i>Baltimore MD</i>)
February 6	US Lacrosse Level 1 Coaches Clinic (<i>Bridgewater Middle School</i>)
February 27	US Lacrosse Level 1 Coaches Clinic (<i>Ipswich High School</i>)
March 6	US Lacrosse Level 1 Coaches Clinic (<i>Groton Middle School</i>)

Sign up at <http://www.uslacrosse.org/cep/index.phtml>

Division Meetings

October 19	South Division Meeting, South Shore Field House, Pembroke
October 21	North Division Meeting, Beverly Public Library, Beverly
October 26	MetroWest Division Meeting, Westborough Library, Westborough
October 28	MetroNorth Division Meeting, Littleton Library, Littleton

Rules Q. & A./STX Skills Demonstrations/D1 Player and/or Coach Q. and A., Equipment Purchase Meeting – *all coaches, players, and umpires invited*

December 6	Acton Senior High School, lower gym, 1pm. Acton Dana Dobbie (Team Canada and Loyola coach) Pre-season Christmas Shopping for gear. Q. and A. Session, autographs.
February 7	TBA
April 10	Acton High School, Acton (tentative)

2009-2010 MBGLL Fees

Team Registration

- Grades 3rd through 8th - \$125
- Grades 1st through 2nd - \$60
- Jamboree Fee - \$225 per team

Referee Fees (split amongst teams)

- Per game fee \$70
- Trailer referees' per game fee - \$30

Note

- If trailer referees umpire a game alone, he/she receives \$70.

- If 2 trailer referees share a game, they split the \$70.
- 1st and 2nd grade games are umpired by trailer referees or team coaches

2010 MBGLL Jamboree

- Return to Acton/Boxboro. We'd like to identify a larger venue for the event.
- Possibly play Saturday evening
- Exhibit good sportsmanship
- Increase volunteer help

SportsManager

As part of your town's registration fee, MBGLL is pleased to offer towns access to SportsManager, our automated scheduling tool. **Town administrators**, please make sure that you have updated SportsManager for this year. You will need to...

- Confirm your teams
- Update your town contacts page (remember to assign someone a key contact position)
- Enter all coach's names and e-mail addresses (or they may be asked to leave the team area during games)
- Enter field information (remember to add if it is turf, bathroom facility information, parking, and directions)
- Register your teams on-line.

See the last page of this presentation for a SportsManager cheat sheet with this information. For a more detailed description on how to navigate in SportsManager, please log on to www.mbgll.org and look under the "For Town Administrators" section. **Coaches**, you should look at SportsManager to see your game schedule, to reschedule games, and to confirm your game's umpire(s).

New Scheduling Process

- NEW: Games scheduled 75 minutes apart
 - Instead of 60 minutes apart
 - Games scheduled between 12noon and 6pm
- NEW: More "block scheduling"
- NEW: Towns will manage their special requests
 - Traditionally towns are given a week to adjust their game schedule on-line before it becomes final. This will happen again this year.
 - If needed, divisions directors will host a division meeting to review the schedule
 - This should eliminate any bye games. (Towns can decide to play double-headers.)

What about Non-Blocked Teams?

MBGLL recognizes that towns are still building programs and we encourage that! To accommodate uneven or new growth, we will allow non-blocked teams.

- MBGLL will block these teams with non-blocked teams from other towns to facilitate scheduling.
- These teams may receive fewer home games
- Please note that orphan teams will **definitely** need separate coaches, as they will not travel with other town teams.
- After the schedule is built, towns may swap games to “share” orphan status among teams.

1st and 2nd Grade Teams

1st and 2nd grade teams are not yet bundled into blocks, as they are still part of a developmental program

- Emphasis is on building skills during the first part of the season.

Grade 1/2 teams will be scheduled by MBGLL for the second half of the season only

- You are free to schedule games directly with other programs earlier in the first half
- Create “Scrimmage” games in SportsManager and you have the possibility of receiving a trailer referee to officiate the game.
- We will publish a list of 1st and 2nd grade teams on mbgll.org.

1st through 4th Grade Teams

- Consistent team play across **ALL** divisions
 - 7 v 7 plus an optional goalie
 - Field set up per US Lacrosse Level C rules. If dedicated small side fields are not available, either of the following two suggestions will work:
 - Move one goal to center, keep other goal in crease
If possible, line a crease inside of the center circle. Otherwise, place flat cones around goal (in center circle) to indicate crease.
Restraining line behind center circle goal is back boundary
 - Teams may also play horizontally across a regular sized field. If doing this, place flat cones around the goals to create a crease.
 - Coaches allowed on field during the season but not within the 12 meter fan.
 - No coaches allowed on the field at the Jamboree.

MBGLL Specific Rules

MBGLL follows the US Lacrosse Girls Youth Rules except as noted below.

■ **Field Preparation**

- No scoreboards are allowed at MBGLL games. (No scores are kept or recorded anywhere, including on program or team websites.)
- Parents are to watch on the opposite side of the field from players.

■ **Field Players**

- For Grade 7/8 and Grade 5/6 games, each team has eleven field players and a goalkeeper.
- For Grade 1/2 and 3/4 games, each team has seven field players and an optional goalkeeper. If a team does not have a goalkeeper then some form of “goal mouth reduction” should be used in lieu of a goalkeeper. This could include tipping the net over or using commercial shot nets. If a team does not have a goal keeper, then that does not mean that they can place an eighth player on the field.
- **Checking**
 - MBGLL allows NO stick checking for Grade 1/2, Grade 3/4 and Grade 5/6 teams.
 - MBGLL allows only modified checking (as defined in the US Lacrosse Girls Youth Rules) for Grade 7/8 teams.
- **Time Outs**
 - MBGLL teams are allowed one time-out per half.
- **2 Minutes Left**
 - Time is not stopped during last 2 minutes of play.
- **Three-Pass Rule**
 - A team must not take a shot on goal until three passes, including the goalkeeper’s clear, are completed or attempted. Umpires have the final say in determining 3-pass completion/attempts and will count passes out loud. Once the offense has fulfilled the three pass requirement, a new three pass count is not necessary as long as the ball has remained within the offensive half of the field (even if the defense plays the ball).
 - The purpose of this rule is to get as many girls involved in every play as possible. A team must make three bona fide pass attempts (the ball does not need to be caught to count).
 - MBGLL has asked umpires to use their judgment in assessing a bona fide pass. Coaches are NOT to count. NOTE that umpires will not (as coaches should not) tell players that "they can shoot", because additional passes might be the right thing to do. The intent of this rule is not to have teams make three passes and then, regardless of where the ball is, compel the player to run to the goal and shoot.
 - Once a team has completed three passes, this count is "reset" only when the opposing team gains possession of the ball in the opposing team's attacking half of the field. This rewards teams for playing good defense in their attacking zone...if they recover the ball they can immediately shoot. This rule also means that both teams can have three completed passes

at the same time (if the defending team completes three passes in their defensive half of the field).

Zero Tolerance

- MBGLL has a Zero Tolerance Policy for misconduct of players, coaches and followers (spectators). The Official Rules for Girl's & Women's Lacrosse, Rule 18E and Rule 19B-2, states that team followers' misconduct may result in a penalty assessed to the coach. These carding procedures culminate in the suspension of the coach or team follower and ultimately could result in a forfeit of the game.
- MBGLL defines misconduct as any action taken by an individual that interferes with the safety and/or sportsmanship of the game. This includes verbal comments about the performance of the players on either team, coaches and umpires. Penalties assessed for misconducts to coaches and/or followers shall be reported to the MBGLL Rules and Sportsmanship Director. Repeated incidents by an individual or a group of individuals will be reviewed by the MBGLL Board of Directors and can result in the offending team or program being removed for the league.

Behavioral Incident Report

- Behavioral incident report forms are posted on www.mbgll.org. A behavioral incident report must be filled out if a red card is issued during a game or if serious injury occurs.
- Coaches and Umpires may fill out and submit a behavioral incident report to notify MBGLL's board of unsportsmanlike behavior.
- All reports are submitted to the Umpire/Rules/Competition Director and your division director. They are also forwarded to the Umpires' division director.

Other Rules

- Players may only play up one level.
 - Ex. A 3rd and 4th grader may play on a 5th and 6th grade team but not on a 7th and 8th grade team
- Grade waivers
 - Players should play on a team based on their school grade. Waivers are required if a player wants to play down one level, not up one level. Waivers are found on www.mbgll.org and should be submitted to your division director. Players in violation of this rule (who have not submitted a waiver) may be ineligible to play the rest of the season.
- Trailer referees are mostly assigned to 1st and 2nd grade games. Any umpire officiating a 1st and 2nd grade game is paid \$30, split between the two teams. If

a trailer referee is not available, then the coaches are to officiate the 1st and 2nd grade games.

- Remember, **all** coaches and assistant coaches must have current US Lacrosse memberships.

Coaches

Remember that we want ALL players on the field to have an equally positive playing and learning experience.

Home Team's Responsibilities

- ☑ 4 days prior to a game
 - initiate field confirmation
 - initiate confirmations from assigned umpire
 - initiate confirmations from opposing team's coach
 - If no umpire is assigned, contact your umpire assignor
 - North and MetroNorth regions – Robin Volpone (robinvolpone@msn.com)
 - MetroWest and South regions – Jane Viagent (fbjanev@earthlink.net)
- ☑ 2 days prior to a game
 - Make sure field, umpire, and opposing team are confirmed. If they are not, continue the confirmation process.
 - Check weather forecast and contact opposing coach for a plan if you think you may have to cancel the game the day of the event. (Notify umpire about plan.)
- ☑ Game Day
 - Make sure field is open.
 - Initiate cancellation plan if necessary.

If you need to cancel a game, please do so as early as possible.

- ☑ Game Cancellations
 - Contact opposing coach and receive confirmation of knowledge of cancellation.
 - Contact assigned umpire and receive confirmation of knowledge of cancellation.
 - E-mail umpire assignor (above) to notify them of the cancellation if the game is cancelled 2 or more days in advance.
- ☑ Umpire Payments
 - Home team is responsible for paying the referee the **full** amount for the game if he/she does not confirm with the umpire a minimum of 2 hours in advance that the game is cancelled.
 - Any team that is a no-show (home or visiting) is responsible for paying the umpire the **full** amount for the game.

- If an umpire does not show up for the game, first try calling him/her from the field. If he/she does not answer the phone, please call
 - **North and MetroNorth regions**
 - Terry Donahue (617-923-4862 home, or 617-413-3178 cell)
 - terry.d@rcn.com
 - **MetroWest and South regions**
 - Linda Keefe (781-724-2186 home, or 781-724-2186 cell)
 - e-mail: stepahead4@aol.com
- If an umpire or a trailer does not show up, please send either Terry or Linda an e-mail and copy rules@mbgll.org.

NOTE: You must either talk to the person or receive a written acknowledgement in order to have a message confirmed. Simply sending an e-mail does not constitute a confirmation.

- Coming in 2013...New US Lacrosse specifications for uniforms

Game Do's

- Praise ALL players on the field for good play, not just those on your team
- Use positive coaching techniques
- Ensure relatively equal competition
 - Some techniques
 - Go to four or five passes if one team dominates
 - Tell players quietly so that other team is not offended
 - Play stronger players on defense to allow weaker ones a chance to shoot
 - Ask stronger players to play with their non-dominate hand on top of stick

Game Don'ts

- No keeping score
- No posting scores in newspapers or on SportsManager
- No coaches or parents yelling at referee
 - Players and coaches may ask for an explanation of a call at an appropriate time like half-time or after a game.
 - Remember that referees are humans. If they make a bad call, play around it.

Sportsmanship * Sportsmanship * Sportsmanship * Sportsmanship

Recommended Reading

Game On by Tom Ferrey

MBGLL strongly recommends that all program leaders and coaches read this book, especially if you are interested in more competitive play.

Games Wanted

New this year, MBGLL is going to tier the “games wanted” section of our web site. Coaches who are interested in setting up scrimmages at different levels are welcome to do so. Those looking for developmental games should enter it in the “developmental games section.” Those looking for regular, non-stacked games should enter their requests in the “league sanctioned” scrimmages section. Those looking for more competitive games should enter them in the “highly competitive games” section. Please note that the “highly competitive games” section may include stacked teams.

Once the coaches agree upon a time and place, the home team should enter the game into SportsManager. Once a game is entered into SportsManager, the umpire assignor will try to find an umpire to officiate the game.

Need More Information?

- MBGLL.org
 - This site has a lot of new information this year.
 - Clinics, Camps, Non-MBGLL tournaments
 - Job opportunities
 - Games Wanted
 - Bookmark this site
 - Check site for 2009-2010 updates
 - Feel free to e-mail any directors for additional information and questions
 - Look here to read MBGLL’s October 7, 2009 Annual Presentation

SportsManager Cheat Sheet

At a minimum, each town must enter the following information into SportsManager:

- Register your teams
- Update your town contacts page (remember to assign someone a key contact position)
- Enter ***all*** coach's names and e-mail addresses (or they may be asked to leave the team area during games)
- Enter field information, (remember to add if it is turf, bathroom facility information, parking, and directions)

To Register your teams...

Log into www.sportsmanager.us/orgmanager/mbgll.htm Click on registration in the left column. Click on "girls spring lacrosse 2010". The registration wizard will walk you through the rest of the steps. You will need to enter your town president's e-mail address and password in order to begin the registration process. Check and credit cards accepted up to December 31st. MBGLL will only accept credit card payments after December 31, 2009.

Update your town contacts page

We will use the town contact information you enter as the basis for MBGLL email communications...so if you do not put yourself in the system, you risk not being on the email list for important announcements. Similarly, information for coaches (such as rule clarifications and game confirmations) will only be sent to coaches listed in SportsManager.

How to enter an Adult:

To enter an adult, click on the "Adults" button on the left side menu, then click the option near the top of the screen for "Add Adults". You must enter at least the last name of the primary adult to create an adult record. Of course you should enter at least the first and last name, the email address and address information. The email address (either primary or secondary) is the most important field for SportsManager since the system will use that for automated confirmations and communications.

Adults may or may not have children or players associated with them. This means an adult is not necessarily a parent but could also be a coach without children, an outside sponsor, a city contact (for fields, etc.) a referee and/or assignor. The Adults list in SportsManager should be used by your organization to store and track all adult contacts regardless of which type they are. Jobs for these adults can be defined in the Org.Info area and assigned on the Adult edit page.

How to create and assign Board positions and Teams jobs:

Your SportsManager database has been pre-populated with a number of “standard” Board Positions and Team Jobs. We thought it would be easier for you to delete the jobs you don’t have (or edit them) instead of creating all of them.

Here are the board and team jobs that have already been defined for your use:

Board Members (Organization wide positions)

1. President
2. Vice President
3. Registrar
4. Secretary
5. Treasurer
6. Director
7. Equipment Coordinator
8. Sponsorship Coordinator
9. Player Agent
10. Facility Manager
11. Concessions

Season Management (Season) – no jobs defined

League Management (League) – no jobs defined- use this for age group directors

Team Management (Team management jobs)

1. Coach
2. Asst. Coach
3. Team Parent

How to assign board positions or team jobs to adults:

Click on the Adults button, locate the adult you want to assign (add the adult if they don’t exist yet), then on the Adult edit page click the option for “Assign Position”. Follow the menu options through to assign either board or team jobs. For Team jobs you will need to make more picks because the Season, League/Group and Team need to be selected. You can easily delete a board to team assignments by selecting the “Delete” option that will appear to the right of the assignment. You can assign multiple people to a position if you do position sharing for either the board or teams jobs.

How to delete or edit the positions:

If you don’t use some of the predefined positions or if you want to edit the name of the position, click on the “Organization Info.” button. At the top of that page you will click on the “Job Positions” button. Then you can delete or edit positions by clicking on the job name you want to either delete or edit.

Setting up fields, open times and league availability for the MBGLL scheduling.

Your SportsManager database has been pre-defined with one field for the MBGLL scheduling. The field has been given the default name of “Lacrosse field #1”. It has been given the default open and close times of 1:00-6:00 on Sundays. This time period will allow up to 4 teams (if needed) to play a home game on Sunday. The time from the start of one game to the start of another is set to 90 minutes. The auto-scheduling, done by the MBGLL, will fill the time slots up from the first to last time so if only 2 or 3 games are needed then the first 2 or 3 time slots will be used. If you would

like to see the steps necessary to allow auto-scheduling by the MBGLL (we have already set these steps up), then click on the Auto-scheduling button on the lower left hand corner and read the instructions titled "How to auto-schedule".

How do I change a field name?

Click on the "Player Areas" button on the left side, click on the Field name you want to change and enter the correct name and then hit the save button. **Please make sure that all turf fields have the word "turf" in their name field.** (We are using this key word "turf" to help us schedule these fields automatically.)

Enter the Field Address, description and directions:

Make sure you enter the field address, directions and description when you are editing the name. This will ensure that teams can easily find your field next year when games start.

Can I change the Field name or open times? Or add a field?

Yes, you can change the name with out having any affect on the MBGLL scheduling. You can also alter the available time if your fields start at 12:00 instead of 1:00.

Suggestion: We would suggest you leave the field times as they are until MBGLL gets closer to actually scheduling. At that time MBGLL can talk to you about the different times you need to help with the changes. If you need two fields due to the number of teams or for some other reason, then go ahead and add that field but work with MBGLL later on to make sure the set up is correct for scheduling since you might want some groups to player on field 1 and others on field 2.

What if my field changes before the season starts:

You can change the field name, address, description at any time with out affecting the MBGLL scheduling. For any other changes, like time slots, split fields or sharing please contact MBGLL prior to their scheduling.

Need More Help Please

For questions about SportsManager you can:

- Access the on-line help once you log on,
- Email the SportsManager [help desk](#)
- Call the SportsManager help desk at 978-851-0801 X-221 or X253.
SportsManager can be reached on the phone between 9:00 AM and 5:00 PM Monday through Friday.

Emails work well if you have a general "How to" question because they can reply with examples or ask you to call if a more detailed explanation is required. They usually reply to emails quickly.

Job Descriptions

Division Director Position

- Coordinate 3 meetings (Nov.,Jan.,March) for all towns in division
 - Review all information pertinent to upcoming year
 - Discuss any concern /issues
- Act as liaison between towns in the division and MBGLL's board
- Collect team registrations via meetings or mail and forward to Executive Director
- Assist towns with updating SportsManager with all contact /coaches /field information
- Assist Scheduling Coordinator by collecting from division any
 - scheduling issues
 - special requests
 - blackout dates
- Act as contact liaison for the referee coordinators
 - regarding re-scheduling issues
 - non-payment issues
 - player/coaches complaints
- Help at Jamboree (minimum of half a day)
- Attend MBGLL board meetings (can do this by phone)
- Attend/lead division meeting
- Attend MBGLL Annual Meeting

Treasurer's Position

The Treasurer shall:

- Reconcile bank account(s) on a monthly basis
- Provide Accounting Firm with required information to complete annual taxes
- Write Checks as required
- Provide financial reporting for board meetings
- Help with the Jamboree (minimum of a half a day)
- Attend MBGLL board meetings (can be done by phone)
- Attend MBGLL's Annual meeting

Scheduling Director

The scheduler shall...

- Create MBGLL's Spring League schedule
- Create MBGLL's Jamboree schedule
- Act as the main liaison between MBGLL and SportsManager with regards to updates/improvements that we require.
- Train Deputy Director
- Coordinate scheduling issues with division directors
- Answer scheduling questions from our members
- Attend MBGLL board meetings (can be done by phone)
- Attend MBGLL's Annual meeting
- Help at Jamboree (minimum of half a day)

Deputy Scheduling Director

The Deputy Scheduling Director shall...

- Learn all aspects of the Scheduling Director's job
- Assist with creating MBGLL's Spring League schedule, as requested by the Scheduling Director
- Assist with creating MBGLL's Jamboree schedule, as requested by the Scheduling Director
- Attend MBGLL/SportsManager planning meetings
- Attend MBGLL board meetings (can be done by phone)
- Attend MBGLL's Annual meeting
- Help at Jamboree (minimum of half a day)

Clerk/Secretary

The Clerk/Secretary shall...

- Take notes at every MBGLL board meeting and submit them to the Executive Director for review
- Help at the Jamboree (half a day minimum)
- Attend all MBGLL board meetings (can be done by phone)
- Attend MBGLL's Annual Meeting