

ALA POLICY and PROCEDURES

POLICY 1- ZERO TOLERANCE STATEMENT OF POLICY

- 1.01** The rules of lacrosse and the bylaws and regulations of the ALA will be strictly adhered to by players, coaches and fans, referees and executive. We must use common sense and discretion when enforcing rules. We must attempt to change people's attitude by being consistent in our enforcement. Through these efforts we can bring respect and sportsmanship back into our sport. All cases must be dealt with individually and the disciplinary measures taken fair and equitable.

POLICY 2 – CONFLICT OF INTEREST POLICY

2.01 Policy Statement

The Alberta Lacrosse Association ('ALA') is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.

2.02 Purpose

The purpose of this policy is to describe how individuals involved in the ALA shall conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how the ALA will make decisions in situations where conflicts of interest may exist.

2.03 Definition of Conflict of Interest

- 2.03.01 A conflict of interest is a situation where an individual, or the organization they represent or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the ALA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in the ALA not being able to achieve a result which would be in the best interest of the ALA.

- 2.03.02 Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

2.04 Application

This policy applies to directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles within the ALA (hereafter referred to as "Representatives" of the ALA).

2.05 Statutory Obligations

- 2.05.01 At the time of the adoption of this policy, the ALA is incorporated under the Alberta Societies Act (the "Act") and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer and the broader interests of the corporation.

2.05.02 Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's or officer's interest and the interests of the ALA must at all times be resolved in favor of the ALA.

2.05.03 These statutory obligations continue under the Alberta Societies Act.

2.06 Additional Obligations

2.06.01 In addition to fulfilling all requirements of the Act or its successor, the ALA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the ALA shall not:

- Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the ALA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
- Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the ALA, where such information is confidential or is not generally available to the public.
- Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the ALA, or in which they have an advantage or appear to have an advantage on the basis of their association with the ALA;
- Use the ALA's property, equipment, supplies or services for activities not associated with the performance of official duties with the ALA;
- Place themselves in positions where they could, by virtue of being a Representative of the ALA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the ALA.

2.07 Disclosure of Conflict of Interest

2.07.01 First Board of Directors meeting in the Calendar year all directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any real or perceived conflicts that they might have.

2.07.02 At any time that a Representative of the ALA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the Director of Administration or Executive Director of the ALA, as appropriate.

2.07.03 Any person who is of the view that a Representative of the ALA may be in a position of conflict of interest may report this matter to the Director of Administration or Executive Director for the ALA, as appropriate.

2.08 Resolving Conflicts in Decision-making

2.08.01 Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of the ALA shall be considered and decided upon by the Committee or Board of the ALA to which the question relates, or, if not related directly to the Board or a Committee, by the Executive, provided that:

- The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;
- The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
- The Representative abstains from voting on the proposed decision or transaction;
- The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- The decision or transaction is in the best interests of the ALA.

2.09 Enforcement

Failure by a Representative to adhere to this policy may be referred to discipline.

POLICY 3 - PRIVACY OF PERSONAL INFORMATION

3.01 Personal information will be collected to determine eligibility for competitive and recreational opportunities, age related events, to facilitate enrolment, to disseminate information, to communicate, to administer and evaluate programs and promotions that benefit Members, and for insurance and statistical purposes. In addition, personal information may be, from time to time, submitted to major funding bodies in order to verify registration and meet funding requirements.

3.02 All information must be collected with the consent of the person or legal guardian.

3.03 Personal information collection must be limited to what is absolutely necessary.

3.04 All efforts must be made to avoid incorrect information, and efforts must be made to verify the information.

3.05 Reasonable steps will be taken to protect the privacy of all personal information.

3.06 The Executive Director of the ALA will be the Privacy Officer for the organization.

3.07 Any member wanting access to their personal information may contact the Privacy Officer and ALA Executive Director at the Alberta Lacrosse Association Office.

POLICY 4 – VOLUNTEER SCREENING POLICY

4.01 Purpose

The Alberta Lacrosse Association (ALA) accepts its responsibility to children, young adults, parents, and volunteers involved in its programs and is committed to adherence to the following policy to support the provision of a sound, safe, and healthy lacrosse experience in our community.

4.02 Policy

4.02.1 Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers shall be required to undergo a screening process based on the duties assigned by the ALA or the ALA Members. The screening process will be comprised of a variety of measures and includes a Police Record Check for all volunteers.

4.02.2 Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible for any of the volunteer positions.

4.02.3 The ALA will not knowingly place in a volunteer position an individual who has a conviction for certain offences as defined in this Policy.

4.02.4 However, when the ALA is of the opinion that, notwithstanding a conviction for certain offences, a person can occupy a volunteer position without adversely affecting the safety of a participant, the ALA may approve an individual's placement in a volunteer position.

4.02.5 If a volunteer, in a volunteer position, subsequently receives a conviction for, or is found guilty of an offence listed in this policy, he or she must report this circumstance immediately to the ALA.

4.02.6 If a volunteer provides falsified or misleading information, that person will immediately be removed from his or her position and may be subject to further discipline in accordance with the ALA's Discipline and Appeals Policy and the ALA Code of Conduct.

4.03 Scope

Screening is an ongoing process designed to identify any person, who may potentially harm children, youth or other vulnerable persons. Screening involves isolating the risks related to specific volunteer positions, and then establishing appropriate methods to reduce the risk. Screening take place before someone starts volunteering and continues throughout their involvement.

4.04 Definitions of Screening

4.04.1 A Volunteer is an individual:

- who chooses to undertake a service or activity
- who does the activity in service to an individual or organization; or to assist the community at large
- who does not receive a salary or wage for this service or activity

4.04.2 **A Participant is an individual:**

- who participates in programs or receives services from a recreation or sport organization. The word participant is used throughout the policy as a generic term and represents players, athletes, clients, users.

4.04.4 **Vulnerable Person**

One who has difficulty protecting themselves from harm temporarily or permanently and is at risk because of age, disability or handicap. Children and youth are considered to be vulnerable.

4.04.5 **Position of Trust**

Situations in which someone has a significant degree of

- Authority or decision making power over another
- Unsupervised access to another person and to their property

Situations where the success of the service depends on the development of a close, personal relationship between the individual as in mentoring or friendly visiting programs.

Where volunteers are in a position of trust, there is more opportunity for abuse and more expectation that the organization will do what it can to reduce the risk of this happening.

4.04.6 **Orientation**

Orientation is a period of process adjustment. Providing information to a volunteer about the program they will be involved in, providing them with the rules and regulations and the code of conduct are all part of the orientation process. Orientation is a valuable screening process.

4.04.7 **Training**

Training is the learning process, during which time an individual is taught specific skills and expectations, which will assist them in performing their duties.

4.05 Risk Factors

4.05.1 Screening is a way of reducing the risk of harm involved in doing certain things within the sport environment. The screening that is done for each position is based on the specific risks related to that position. Factors that increase risk include: young age of participants, minimal family presence, transporting participants, low or no on-site supervision, isolation, overnights, physical contact, close relationships, positions of trust, and lack of organizational policies.

4.05.2 While the ALA cannot unduly discriminate against individuals, the ALA and the ALA Members have the right and the obligation to refuse potential volunteers based on the risks and requirements of each position.

4.06 Police Record Checks

4.06.1 For certain positions within the ALA and the ALA Membership, a Police Record Check will be required as an important but not exclusive element of the screening process.

4.06.2 Individuals with past Criminal Code convictions for certain offences will not be accepted for a direct service position with participants. These offences include, but are not limited to, the following time frames listed:

Lifetime

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality, or sexual exploitation
- Procuring sexual activity
- Indictable criminal offences for youth abuse
- Any court order forbidding the individual to have contact with children under the age of 14
- Any convictions related to child pornography

Five (5) Years

- Assault
- Any weapons offence
- Conviction under any controlled drug and substance act
- Criminal driving offences

Until resolved through the judicial system

- Outstanding convictions or charges pending for any violent offence
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- Outstanding convictions or charges pending for sexual offences

Applicants may also be rejected as a result of other information gained during the police record check or through the screening process as a whole, or as a consequence of the other factors which are directly relevant to the requirement of the position, and to the ability of the applicant to carry out their duties in an effective, safe manner.

The applicant has the right to know why they are being refused and may appeal pursuant to the ALA Bylaws.

4.06.3 The Police Record check will be valid for three (3) years and may be made available to other sport organizations upon receipt of written permission from the applicant.

4.06.4 Every volunteer, once accepted, must notify the ALA or ALA Member if they are charged, tried, convicted, or involved in any way with a police investigation matter related to any of the above noted offences.

4.06.5 The collection of Police Record checks is subject to ALA Policy 3 – Privacy of Personal Information. The information collected can only be disclosed to individuals who are making decisions regarding the volunteer. There is not dissemination of the information

unless there is written consent. Information is to be destroyed in such a manner as to prevent unauthorized access once the individual is approved/rejected for the volunteer role.

POLICY 5 – RULE OF TWO

- 5.01** The rule of two is for the protection of the child as well as the coach and the official. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches/officials with an athlete/ young official, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach/official and an athlete/young official must take place within earshot and view of the second coach/official, with the exception of medical emergencies. One of the coaches/official must also be of the same gender as the athlete/official. Should there be a circumstance where a second screened and NCCP trained or certified coach/official is not available, a screened volunteer, parent, or adult can be recruited. This rule serves to protect minor athletes/young official in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.

POLICY 6 – FACILITY PROTOCOL

- 6.01** Players in dressing rooms are to be supervised. The Rule of Two is to be adhered to at all times with players and especially when they are showering or changing. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.
- 6.02** Team officials and parent/guardian representative(s) of every team shall ensure that the dressing room door remains closed while Players are changing.
- 6.03** Video or photography is NOT PERMITTED in the shower/dressing rooms while Players are undressed or changing. Where special events (e.g., team pictures, championships) lend themselves to this equipment, the Players must be appropriately dressed. The privacy and dignity of the Players is the first priority.
- 6.04** The trainer when treating injuries should avoid treating injuries out of sight of others. The Rule of Two is to be adhered to at all times.
- 6.05** Female Teams require the Rule of Two and there is to be at least one (1) female supervisors with the players.
- 6.06** In isolated spaces, parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member. The Rule of Two is to be adhered to.
- 6.07** In sport and training facilities, participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member. The Rule of Two is to be adhered to.

POLICY 7 - HARASSMENT

- 7.01** The ALA is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The ALA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, gender, disability, age, marital/family status, language or an offence for which a pardon has been granted.
- 7.02** Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the ALA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 7.03** Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 7.04** The following types of harassment are intolerable, whether or not individuals complain:
- 7.04.1 **Sexual Harassment** - unwelcomed sexual behavior such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
- 7.04.2 **Racial Harassment** - racial slurs, jokes or name calling based upon race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
- 7.04.3 **Abuse of Authority** - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.
- 7.04.5 It is the overall objective of the ALA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 7.05** Harassment which is unintentional may be stopped by informing the harasser(s) that the behavior is offensive. If the behaviors continue, the individual should file a complaint in the manner described in the ALA Discipline and Appeals Bylaw.
- 7.05.1 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the ALA Discipline and Appeal Bylaw.
- 7.05.2 The ALA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

- 7.05.3 The ALA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
- 7.05.4 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the ALA Discipline Bylaw.

POLICY 8 – EQUITY POLICY

- 8.01 The ALA is committed to promoting equal access and opportunities to every individual to reach his or her maximum potential in fitness and excellence in the sport of lacrosse.
- 8.02 The ALA defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender, disability, age, marital status, indigenous status or family status.

POLICY 9 – SOCIAL MEDIA

- 9.01** The ALA recognizes the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. The *Social Media Guidelines* has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The Association encourages all Local Governing Bodies, Clubs, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of ALA players to explore and engage in social media communities at a level at which they feel comfortable. Approach online communication in the same way one does in person -- by using sound judgment and common sense, by adhering to the Association's values, and by ensuring that all the Association's Bylaws and Regulations are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is should be used for connecting and engaging with members, fans, followers and supporters.
- 9.02** The ALA expects that all members are aware of and respect the *ALA Social Media Guidelines*
- 9.03** If anyone is found to be in violation of the guidelines to the extent that it is damaging to the ALA, it will be handled using ALA Bylaw 10. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines maybe disciplined.

POLICY 10 – COMMUNICATION

- 10.01** The Alberta Lacrosse Association recognizes, it can be a highly effective tool in communicating information to its' Members. Communication can be facilitated through posting information to the ALA website, ALA Facebook, ALA Twitter, or by sending mass emails through the ALA registration system. All communications must adhere to the ALA Social Media Policy.

10.02 Clubs, organizations, or individuals who request the ALA to post an event to ALA website event Calendar, Facebook, Twitter, or ALA Mass Email must provide the ALA office with the following in word format:

- Name of the event
- Date or Dates of the event
- Start and end times of each Date
- Name of the Location
- Address of the Location
- Description of the event
- Web page links
- A supporting digital picture (under 4MB), if applicable

10.05 Clubs, organizations, or individuals who request the ALA to send a mass email via the ALA Registration system must be notified of the target group of the mass email. Mass emails will be sent once a day. The requests will be processed in the order that they are received.

POLICY 11 – APPROPRIATE COMMUNICATION

11.01 Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the organization.

11.02 Inappropriate behaviour falls on a continuum, as noted in the section above headed “Ranges of Behaviour.”

11.03 Behaviour considered inappropriate is that which may be seen by a reasonable observer to be violating reasonable boundaries, and includes, but is not limited to, the following:

- Communication that goes beyond the employee/volunteer’s responsibilities with the child and/or does not occur within the context of their duties and responsibilities. For example:
 - Making personal phone calls to a child and/or one or more members of the child’s family;
 - Having personal electronic or cell phone exchanges with a child and/or one or more members of the child’s family (email, text message, instant message, online chats, social networking (including “friending”), etc.), regardless of who initiated the exchange
 - Writing personal letters to a child or one or more members of the child’s family;
 - Excessive communication (online or offline) with a child or the child’s family;

11.04 Spending time with a child or the child’s family outside of designated work/volunteer times and activities, especially if this is not known to your supervisor and the child’s parents. *You must report to your supervisor all contact with a child or the child’s family outside of designated work/volunteer times and activities BEFORE the contact occurs.*

11.05 Favouring one or more children to the exclusion of others (for example, paying a lot of

attention to, giving or sending personalized gifts*, or allowing privileges that are excessive, unwarranted or inappropriate).

- 11.06** Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken in a work/volunteer related setting, with prior written consent from the parent/guardian, and in circumstances in which the parent/ guardian and your supervisor is aware that pictures are being taken may be permissible provided the organization has approved the activity in advance and has put procedures in place to ensure the pictures will be stored in a location only accessible to those with a need to access and removed when no longer required for the purpose for which they were taken.
- 11.07** Offering or providing rides to a child in your personal vehicle, or in the organization's vehicle, except when your supervisor is aware of and has approved it and express parental consent has been granted, or in emergency situations. *You must report all* rides you give to a child, whether in your own vehicle or in the company vehicle, to your supervisor.
- 11.08** Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit or personal.
- 11.09** Showing a child material that is sexual in nature, including signs, cartoons, graphic novels, calendars, literature, photographs, and screen savers, displaying or keeping such material in a location where it is reasonably possible that a child may see it, or making such material available to a child
- 11.10** Physically or emotionally harming a child.
- 11.11** Intimidating or threatening a child.
- 11.12** Making fun of a child.
- 11.13** Whether or not a particular behavior or action constitutes inappropriate behaviour will be a matter determined by the organization having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

POLICY 12 - FUNDING GUIDELINES

- 12.01** All funding requests must be submitted by July 15, the year prior to the project start date. All funding requests must be supported by the ALA Strategic Plan. The following are prerequisites that the ALA will consider for funding. All expenses are to be explicitly approved by the ALA.
- 12.02** **Development of Players**
- Competition – subsidize entry fees to CLA National Competitions for Provincial Champions.
 - Provincials – tournament expenses, including floor time, referees, and medals and awards (not incidental costs such as t-shirts, etc.).

- International Competition – travel expenses associated with participation on Canadian National Teams

12.03 Development of Coaches

- Clinics – ALA will cover facilitator fees that meet minimum attendance requirement
- Facilities – not covered by ALA
- Coaching Materials – not covered by ALA
- Areas with no Local Governing Body or Rural
- Travel for Facilitators – not covered by ALA
- Professional Development and Mentorship Opportunities

12.04 Development of Officials

Any activity or combination of activities that contributes to one or more of the following:

- Design/sustenance of infrastructure to support education, mentoring, and evaluation activities (e.g., systems, policies, software, etc.)
- Design/offering of clinic instruction, educational newsletters/activities, quizzes, mentoring, and evaluation in any of the development streams (referees, clinicians, mentors, and evaluators)
- Support of travel costs (including mileage, accommodation, and per diem) to facilitate defined development opportunities for clinicians, referees (recreational and high performance), mentors, and evaluators
- FIL Sanctioned – travel expenses associated with attendance at International events

12.05 Developing the game

- Providing assistance to new communities looking to establish programs.
- Providing assistance to existing members to establish new programs.
- Providing assistance for ALA representatives to attend National Championships, when acting on an official basis as an ALA Representative
- Providing assistance for Committee Chairs to attend meetings

POLICY 13- EXPENSES

13.01 Meetings and Budgeted Expenses

- a) The payment of expenses for attendance at meetings will be

limited to those on the approved scale for transportation, meals and per diem allowance as outlined in this section.

- b) Members of the Committees shall be entitled to claim expenses as approved by the Director responsible for said committee:
 - for attendance at all related official meetings of the Association as approved by the Director responsible for said committee
 - for costs incurred in the legitimate performance of their duties as
- c) Members of the Board shall only be eligible to claim expenses for attendance at the ALA Annual General Meeting and Banquet; and Board of Directors meetings. The Local governing bodies/clubs shall pay all expenses for their Board Members and Delegates to attend the Annual General Meeting.
- d) Delegates from the Local Governing Bodies or their affiliates, Associates or Individual Members may attend the Annual General Meeting but will not be eligible to claim expenses except by special resolution of the Board of Directors.
- e) Delegates attending the Annual General Meeting who are not on the Board of Directors of a Local Governing Body, or their affiliates will be subject to a delegate fee as determined prior to the Annual General Meeting.
- f) When attending the Banquet, each Board Member will receive one ticket paid by the ALA.
- g) Disagreements on expense claims will be dealt with by the Executive Director and the Director of Administration in the first instance, and if unresolvable, by the Executive Committee.

13.02 Travel

- a) All travel will be controlled through the Executive Director, as approved in the yearly budget or by the Executive Committee.
- b) The ALA shall take full advantage of special reduced rates on airlines, sport rates at hotels, corporate discounts on automobile rentals, and any other discounts which may be applicable. Requests must be made with sufficient notice to acquire the best price possible.
- c) Detailed receipts are required for all expenditures being claimed, excluding those for ground travel by private motor vehicle.
- d) The Executive Director shall use a corporate credit card for the payment of all airline fares.
- e) Airline transportation shall be arranged based on the lowest available airfare, but subject to the following:
 - travel shall be arranged at a time convenient to the traveller, considering meeting period, flight availability, cost of travel, airline, and personal (including business) commitments of the traveler.

- seat sale fares shall be booked if possible - ALA does not reimburse travel credits
- f) Anyone making a decision to extend their stay or change their existing travel arrangements (air and ground) will be required to pay the additional costs.
 - g) All travel paid for by the ALA is to be booked by the ALA unless agreed to by the ALA Executive Director.
 - h) All airline and hotel arrangement inquiries should be directed to the Executive Director.
 - i) The ALA will pay for volunteers travel in a privately owned vehicle at the rate of .40 cents per kilometer. If the distance is extraordinary, flight arrangements must be considered.
 - j) Persons travelling to the same destination should pool their transportation where possible.
 - k) In the case that there is more than one person travelling in the same private motor vehicle, only one person may claim for transportation.
 - l) Vehicles may be rented as necessary, and as approved by the Executive Director.

13.03 Accommodation

- a) All accommodation will be booked by or receive prior approval through the ALA Executive Director.
- b) Accommodation will be billed to the ALA or charged to an ALA credit card and will be paid directly to the hotel. Persons on ALA business alone will have cost of room paid. Any upgrades to room are at the member expense.
- c) Anyone making a decision to extend their stay or trip before or after a meeting will be required to pay the additional accommodation costs.

13.04 Meals

- a) Eligible persons will be entitled to a per diem meal allowance of up to \$50.00 per day which will be paid in cash to representative by the Executive Director.
- b) Guidelines for partial days are breakfast \$10.00; Lunch \$15.00; and dinner \$25.00
- c) Detailed receipts are not required for meals.

13.05 Entertainment

Unless provided for in the budget, all expenditures are subject to approval by the Executive Director and the Director of Administration in the first instance, and if disputed, by the Executive Committee.

13.06 Failure to Attend

If an authorized individual cannot attend a meeting or event, the Provincial office must be notified prior to the activity so that flight and hotel reservations can be cancelled. In event that no notification is given without reasonable excuse, the member will be responsible for the costs incurred.

13.07 Reimbursement of Expenses

All approved expenses are to be submitted to the ALA office 15 days from the occurrence of the expense. This applies to all funding in the current budget year for the ALA. (i.e. floor rentals, official fees, etc). Late submissions will not be considered for payment.

POLICY 14 – FINANCIAL PROCEDURES

- 14.01** All bank accounts are reconciled monthly.
- 14.02** Two signatures are required for all cheques issued.
- 14.03** Blank cheques are not to be signed.
- 14.04** E-transfers out are not permitted.
- 14.05** Expenses must be attached to each cheque issued for signing authority.
- 14.06** Expenses must be a budgeted expense unless approved by the Executive.
- 14.07** Financial statements are to be provided to the Board quarterly.
- 14.08** Detail financial statements must be presented at AGM.
- 14.09** Financial statements must be audited as per the Societies definition.

POLICY 15 - EMPLOYMENT STANDARDS

- 15.01** The Alberta Lacrosse Association adheres to the Alberta Employment Standards

POLICY 16 – ALA BOARD OF DIRECTOR ATTENDANCE

Local Governing Bodies will be fined \$250.00 for each Board of Directors meeting that a representative is not in attendance

POLICY 17– REGULATION REVISIONS

- 17.01** Revision to ALA Regulations may not be made from March 1 to August 31 in any given year.

POLICY 18– CAMP SANCTIONING

The Alberta Lacrosse Association is dedicated to player development. Co-operation with Member and Non-Member Lacrosse Camp Organizers by promotion and sanctioning of Camps aligns with the Strategic Directive 3.1 of player development.

- 18.01** All camps sanctioned by the ALA must be open to all ALA Members.
- 18.02** All camps sanctioned by the ALA must have all instructors/coaches adequately trained as per CLA Minimum Coaching Standards. List of instructor/coaches MUST be supplied.
- 18.03** Camps operating more than three (3) days must register players who were not registered with the ALA the previous regular season on document supplied by the ALA. ALA Registration fees will apply.
- 18.04** Entities must be registered as a Body Corporate.
- 18.07** The camp sanction fee for the year will be \$100 per camp to a maximum of \$500 in a ALA Fiscal year (September 1 to August 31).
- 18.08** The ALA will communicate only ALA sanctioned camps to the ALA Membership.

POLICY 19 – MODEL CONCUSSION POLICY AND PROTOCOL

19.01 Concussion Policy

The Alberta Lacrosse Association (ALA) is committed to maintaining the health of the community and believes that participating in the activities organized by ALA can lead to better health. Our activities, as do most physical activities, have an inherent risk of concussion. ALA recognizes that concussions are a significant public health issue because of their potential short- and long-term consequences. The ALA therefore enacts this policy and related protocols as tools to help prevent, recognize and properly treat concussions which may occur in our activities.

The ALA will endeavour to have all participants follow all treatment protocols, return to learn/work protocols and return to play protocols.

The proper treatment of a concussion is more important than participation in any sport/activity/work/school during the healing process.

19.02 Definitions

In this policy,

(a) Concussion means the definition of concussion from the 2016 Berlin consensus statement on concussion in sport:

Sport related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized in clinically defining the nature of a concussive head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

The clinical signs and symptoms cannot be explained by drug, alcohol, or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction, etc) or other comorbidities (eg, psychological factors or coexisting medical conditions).

In plain language, a concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g. headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and
- cannot normally be seen on x-rays, standard CT scans or MRIs.

(b) Suspected Concussion means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion, or is exhibiting unusual behaviour that may be the result of concussion.

(c) Concussion Diagnosis means a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that an individual with a suspected concussion be examined by a medical doctor or nurse practitioner.

19.03 Stages of Concussion Management

19.03.1 Education

ALA will see that every player, parent and coach receives annual concussion education prior to the beginning of each season. Education must include the following topics:

- Physiology of a concussion
- Early recognition of signs and symptoms of a concussion
- Sport injury culture
- Sport-specific concussion prevention strategy
- Concussion Action Plan (CAP) Protocol
- Return to learn/work protocol following a concussion

- Return to play protocol following a concussion.

19.03.2 **Prevention: Ensuring Safe Play - Concussion Prevention Strategies**

ALA requires that all activity within its purview follows the rules of the game and that the rules will be consistently enforced in order to effectively ensure safe play.

All ALA staff and participants will behave ethically at all times.

Sport-specific concussion prevention strategies as outlined in **T.I.P.S (The Injury Preventions Skills Manual)** will be implemented for all activity under the purview of ALA.

19.03.3 **Identification – Using the Concussion Action Plan (CAP)**

ALA requires that a Concussion Action Plan (CAP) be available and implemented at all activities and events in case of a concussion or suspected concussion.

A Concussion Action Plan (CAP) will allow proper care for athletes when a suspected concussion occurs. The CAP will provide appropriate direction to all individuals. **[SEE CAP PROTOCOL].**

19.03.4 **Documentation of Incident**

The ALA will use the Concussion Documentation Form to record the details of the incident and the athlete's progression through the stages of concussion management.

There are several times throughout the duration of the concussion at which information needs to be documented:

- Time of injury- record and monitor all signs and symptoms for 48 hours following the injury. (Note if signs get worse and if any from the “red flag” symptoms show follow the emergency protocol).
- During recovery- record how much school/work/sport time has been missed, this is valuable for the athlete if they ever sustain another concussion.
- Return to play- documentation needs to occur if the athlete has clearance from a medical doctor before returning to game play. There should be documentation from the athlete that states they have successfully returned to school/work full time without reoccurring symptoms as well as successfully exercised to exhaustion without reoccurring symptoms.

19.03.5 **Return to Learn [SEE RETURN TO SCHOOL PROTOCOL]**

This stepwise program starts with cognitive and physical rest. Follow each step through completion. If symptoms are severe at any step, stop and wait until the symptoms are gone for 24 hours and start back at the previous stage. Physical activity during return to learn is restricted to walking as tolerated.

19.03.6 **Return to Play [SEE RETURN TO SPORT PROTOCOL]**

Return to learn/work must be fully completed, the athlete must be in full time school environment without physical activity before starting return to play. Ensure that after completing a step, wait 24 hours before moving to the next step. The athlete must be asymptomatic throughout this process, if symptoms do come back, wait 24 hours after symptoms have subsided and when returning, start at the step previous. This should be medically guided.

9.04 Stages of Concussion Management and Associated Documents

Education

- Resources for Education of Players, Parents and Coaches

Prevention

- Sport-specific Concussion Prevention Strategy

Identification

- Concussion Action Plan

Management Procedures for a Diagnosed Concussion

- Return to School Protocol
- Return to Sport Protocol
- Documentation Protocol (in development)
- Communication Protocol

POLICY 20– TEAM ALBERTA

20.01 Player Fees

20.01.1 All Team Alberta Players will submit team fees to the ALA Office or ALA representative by the deadline communicated for that given year.

20.01.2 Payment arrangements for players, in need, are approved on a case by case basis by the ALA Executive Director.

20.01.3 All Player fees must be paid in full before the National Competition.

20.02 ALA Sponsorship and Fundraising

20.02.1 All sponsorship and fundraising of Team Alberta will be allocated to the applicable team budget.

20.02.2 All sponsorship and fundraising monies are to be forwarded to the ALA office and deposited in to the applicable team account.

20.02.3 All sponsorship and fundraising must be received 15 days after the National Championship for applicable team.

20.03 Expenses

20.03.1 All team expenses are to be approved by the ALA Director of High Performance or the ALA Executive Director.

20.03.2 All team expenses will be sent to the ALA Office, paid by the ALA, and applied to the applicable team budget.

20.03.3 All expenses must be received 15 days after the National Championship for applicable team.

20.04 Team Alberta Refunds and /or Profit and Loss Statements

20.04.1 Team Alberta refunds will not be provided until all applicable gaming funds and reports are received.

20.04.2 All Team Alberta team refunds and/or profit and loss statement will be sent to the parents of Team Alberta by December 31 of the year following the National Championship.