

TOURNAMENT GUIDE





Alberta Lacrosse Association

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HOW TO USE THIS GUIDE

This guide was created to help make hosting tournaments as easy as possible for Clubs and groups interested in doing so. Planning a successful tournament takes time and volunteer commitment. This guide is to help get you from start to finish as seamlessly as possible.

Is there something you think we forgot to include? Please let us know by emailing info@albertalacrosse.com.



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HOST RESPONSIBILITIES

Hosting a tournament takes time and a group of dedicated volunteers. ALA tournament play will follow rules as set forth in the Lacrosse Canada Rulebook and the ALA Bylaws and Regulations. Below are the items a group is responsible for when hosting a tournament.

- Assigning a Tournament Chair to oversee the operations of the tournament by supervising registrations and ensuring ALA rules of play are followed.
- Ensuring that tournament rules, as per ALA Regulations, are sent out with the application forms. The rules are to comply with the Lacrosse Canada Rulebook and ALA Bylaws and Regulation.
- Ensuring the tournaments follow ALA Regulations 11 and 28. Failure to comply will result in a \$750.00 fine.
- Ensuring that game structure, overtime rules, and suspension guidelines, as per ALA Regulation 28, have been posted in an accessible spot adjacent to the scoreboard.
- Submitting a completed tournament schedule to the ALA (info@albertalacrosse.com) and ALRA RIC assigned to your tournament, at least two weeks prior to the start of the first game of the tournament.
- Providing all arena officials. Only appointed officials will be permitted in the time box.
- Completing scoresheets for all team players and bench personnel. If a team chooses to use stickers they need to be placed on all three copies.
- Request ALRA RIC to advise timekeeping officials that copies of scoresheet must be returned to registrar's desk.
- Upon completion of tournament, making sure the Discipline Chair ensures the following information is sent to the ALA office within 48 hours after the final game of the tournament:
 - Tournament Standing Report
 - Discipline Log, with any required accompanying game sheets



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TEAM REQUIREMENTS

Teams participating in ALA-sanctioned tournaments must adhere to all ALA Regulations and Bylaws. Some key items regarding teams, include:

- Rosters are as per the ALA registration system. All players must be registered with the ALA. Out-of-province players are not permitted on ALA teams.
- Out-of-province teams are required to have a valid travel permit.
- Overaged players are not permitted unless granted exemption from the ALA Executive.
- Player affiliations are as per Regulation 28.
- Coaches are required to meet Lacrosse Canada Minimum Coaching Standards.
- Trainers are required to meet Lacrosse Canada Standards.



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GAME STRUCTURE

Tournament game structure will follow that of Regulation 28. Some key points regarding game structure, include:

Schedule

- Maximum games allowed per team and / or player in a single day is three (3).
- Teams cannot be scheduled for more than three (3) games in any given day, and need to have at least 2-hour break between each scheduled game.

Length of Games

- U7 - As per Lacrosse Canada Rulebook Option L.
- U9 - Games will be three (3) fifteen-minute runtime periods, no clock stoppage (1 hr time allowance).
- U11 - Games will be three (3) fifteen-minute runtime periods, no clock stoppage (1 hr time allowance).
- U13 - Games will be two (2) fifteen-minute and one (1) twenty-minute stop time periods, (1.25 hr time allowance).
- U15 and U17 - Games will be three (3) twenty-minute stop time periods (1.5 hr time allowance).

Mercy Rule

If a goal differential of six (6) or more goals is present at any time during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within four (4) goals, the clock shall return to stop time at that time.

Game Officials

- Timekeeper will be provided by the home team.
- Scorekeeper will be provided by the Visitor team.
- Both teams will provide penalty box personnel.

Overtime

- In Round Robin there will be five (5)-minute sudden victory periods until a goal is scored. There will be one (1)-minute rest period between each five-minute period.
- In Medal games only as per Lacrosse Canada:
 - Rule 20: Exception is made to rest time between periods, which will be five (5) minutes.

Tie Breaker

- In the event of a tie in point standings in a competition, final standings shall be determined as follows:
 - If two teams are tied, the winner of the game or games between the two teams advances. If a tie still exists, the goal average formula listed below will be used.
 - If three or more teams are tied, and if one team has defeated the other teams with which it is tied after round robin play, the team shall advance.



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- Otherwise, GOAL AVERAGE FORMULA: Only the goals scored in games between the tied teams are used in the goal average formula for tie breaking. Team with the highest ratio advances
- Otherwise, GOALS AVERAGE FORMULA: Only the goals scored in games between each other plus common opponents are used in the goal average for tie breaking. The team with the highest ratio advances.
- Otherwise, GOALS AGAINST FORMULA: Using goals for and against in all games played by the tied teams.

GOALS FOR _____
GOALS FOR + GOALS AGAINST

The formula is applied once to rank all tied teams.

GAME SHEETS

Only ALA game sheets are to be used for all tournaments. ALA game sheets can be ordered through the ALA for a \$8.25 for packages of 15. As the game sheet is the legal record of the event, ensure it is filled out clearly and concisely.

Use the following procedures for game sheets:

- Number game sheets.
- Order players numerically, according to jerseys.
- Ensure they are prepared 15 minutes prior to the scheduled game time.
- Make them available at the Host Table prior to each game.
- Rosters are to a maximum of 18 runners and 2 goalies.
- List all bench personnel.
- Print first and last names of each player.
- Mark Team Captain and/or Assistants (Captain - 'C', Assistant - 'A').
- Approved affiliated players to be listed as "AP".
- Home team changes jerseys if team colors are similar.
- In situations where an organization has more than one team operating within an age category, clearly indicate which team the game sheet covers.
- Both referees must sign the game sheet at the conclusion of each game.
- Referees will check the completed game sheet to ensure it is accurate. Only when the referees are sure the game sheet is complete and accurate, should they sign it. The accuracy of a game sheet is the responsibility of the referees. This includes, but not limited to, the number of players on the floor and bench personnel on the bench.
- Report incidents to Host Chair.



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OFFICIALS

ALA tournaments must use ALRA-carded Officials. Some key items regarding Officials, include:

- The assigned RIC will appoint Officials for the approved competition.
- A completed tournament schedule must be submitted to the RIC assigned to your tournament, at least two weeks prior to the start of the first game of the tournament.
- Officials' game fees are as per Regulation 32.
- ALRA invoices are to be paid within 10 days of receipt of invoice.
- Refer to the on-site assigned ALRA RIC for questions regarding:
 - Game rules interpretation.
 - Complaints regarding referee conduct.
 - Problems with timekeeping.



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DISCIPLINE

All ALA-sanctioned tournaments must follow ALA Regulation 21 regarding discipline and suspensions. Tournament infractions must be dealt with at the tournament. Key points regarding discipline procedures, include:

- Every tournament must appoint a Discipline Committee. This committee will be made up of the Tournament Chair, RIC, and one other volunteer from the Host Committee.
- Players and/or Bench Personnel who have received penalties calling for suspensions will be dealt with at the earliest possible time following the game.
- The Discipline Committee will conduct such interviews as may be necessary and render a decision as to the length of a suspension.
- The result of any decision must be communicated to the suspended party and their coach at the tournament by the Discipline Chair.
- The use of a suspended or ineligible player(s) will result in a forfeiture of the game plus a referral to the ALA Discipline Committee.
- Teams who have person(s) serving suspension need to indicate their names on the game sheet.
- Suspensions are to be served consecutively, and for the team that the suspension was given.
- All Five (5)-minute penalties and suspensions must be reported to the ALA Office within 48 hours of the tournament completion.

PROTESTS

To place an appeal, the appealing team must put a \$300 non-refundable bond forward.

The appeal must be made in writing and must be received no later than 30 minutes after the conclusion of the game.

If game conclusion time is missing from the game sheet the scheduled game time conclusion shall be used.

If the appeal is won, the fee will be refunded.

If any game or portion thereof is to be replayed, the refund will be given after that conclusion.



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OPTIONAL COMPONENTS

Some of the aspects that make a tournament more memorable are optional elements a Host Committee can choose to incorporate. Some of these optional elements include:

- Concession
 - Having a concession is a great way to keep people fed and make some extra revenue. If you don't have enough volunteers to run it yourself, consider offering the opportunity to a partner group.
- Merchandise and Apparel
 - Often a sought-after souvenir, tournament merchandise is another great revenue source.
- Awards
 - Consider including team awards for teams that place first through third. Individual player awards are also an option (Most Valuable Player, Best Defensive Player, etc).
- Sponsorship
 - Tournament sponsorship, whether in part or full, is a great way to help offset the costs of hosting a tournament.



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RESOURCES

REGULATION 11 – TOURNAMENTS

- 11.01 No team registered with the ALA shall compete in any tournament in Alberta unless that tournament has been sanctioned by the ALA.
- 11.02 A tournament is defined as a contest involving a number of teams who play against each other in a series of games and will require ALA sanctioning prior to taking place in the province.
- 11.03 The Box and Field Lacrosse Tournament Permit Request must be submitted to the ALA Office prior to November 1st complete with tournament rules for approval.
- 11.04 Prior to submitting tournament requests to the ALA, all requests must be approved by the Local Governing Body.
- 11.05 Men’s Field Lacrosse Tournament Rules and Regulations will be as per the ALA Provincial Invitational Tournament Regulations. Failure to comply with Regulation 29 will result in a \$750 fine.
- 11.06 Women’s Field Lacrosse Tournament Rules and Regulations will be as per the ALA Provincial Invitational Tournament Regulations. Failure to comply with Regulation 30 will result in a \$750 fine.
- 11.07 Major Box Lacrosse tournaments are as per RMLL Regulations.
- 11.08 The tournament schedule must be provided to the ALA office at least two (2) weeks in advance of the first game of the tournament. Teams cannot be scheduled for more than 3 games in any given day and less than two (2) hours apart.
- 11.09 The host organization of any tournament shall, within 48 hours of the end of its tournament, file with the ALA office and its Local Governing Body a report outlining any discipline problems, accompanied by the corresponding game sheet (if applicable) which resulted in 5 minute penalties and any suspensions of any official, player, coach, manager or other person. Tournament discipline is to be supplied on discipline template provided to discipline chair. Failure to supply discipline reports will result in a \$500 fine to the host organization. If the suspended official, player, coach, manager or other person is not a member of or subject to the jurisdiction of such Local Governing Body (i.e. a visiting team from another LGB or MA) the Local Governing body shall within 48 hours of receipt of such report forward a copy of same to such suspended parties Local Governing Body or equivalent authority which has jurisdiction over such suspended official, player, coach, manager or other person.



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- 11.10 All tournament chairs must supply the ALA office with the Tournament Standing Report (if not using the RAMP Tournament program) within 48 hours after the final game of the tournament. Failure to supply report will result in a \$500 fine to the host organization.
- 11.11 All tournaments are to have a Discipline Chair and Referee In Chief.
- 11.12 A tournament permit fee of \$150.00 is to accompany the Tournament Permit Request.
- 11.13 A non-refundable late filing fee of \$150.00 will be charged should the deadline not be complied with and if the tournament is sanctioned by the ALA
- 11.14 Approved tournaments requesting changes to dates or add divisions will be subject to a \$100 change fee.

REGULATION 28 – ALA MINOR BOX PROVINCIALS

28.01 General Policy

Each LGB will put forth teams in which to represent at Provincials

U16-A	Top two teams from the WRLL
U14-A	League Champion from GELC & CDLA
U12-A	League Champion from GELC & CDLA
U16-B	League Champion representing each LGB + host (if requested)
U14-B	League Champion representing each LGB + host (if requested)
U12-B	League Champion representing each LGB + host (if requested)
U16-female	Top two from GELC & CDLA
U14-female	Top two from GELC & CDLA
U12-female	Top two from GELC & CDLA

- 28.01.1 All participants shall abide by all Lacrosse Canada Rules of Box Lacrosse.
- 28.01.2 The Lacrosse Canada Coaches Code and the Lacrosse Canada Coaching Philosophy for Minor Lacrosse must be adhered to. Adherence to these guidelines will be monitored and interpreted by the Director High Performance or designate. The decision of the ALA Director of High Performance will be final.



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- 28.01.3 LGB's must submit to the ALA office the list on teams, coaching staff for each team and manager contact information. If the LGB fails to provide representation the LGB may be fined \$ 2500.
- 28.01.4 The Provincial Championship fee will be invoiced to each LGB in April of each calendar year based on the amount set out by the seasons approved financial budget.
- 28.02 Team Qualification
 - 28.02.1 All teams participating in Provincial Championships must be registered with the ALA registration system. The player rosters and bench personnel for the Provincial Championship will be those that are registered with the ALA, as per the ALA registration system.
 - 28.02.2 Affiliations are per ALA affiliation regulations and must be received by the ALA office 96 hours prior to the first game.
 - 28.02.3 Suspended players cannot be affiliated. If suspended, as an affiliate player, the suspension must be served with the players original ALA Registered Team.
 - 28.02.4 Teams leaving players at home for affiliated players will forfeit all provincial games and the head coach will be referred to discipline.
 - 28.02.5 There are NO exceptions to the affiliation regulation.
 - 28.02.6 All tournament formats are to be approved by the ALA Director of High Performance. Format will be either Round Robin or Best of Series depending on the division.



APPENDIX A



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TOURNAMENT CHECKLIST

PRIOR

- Ensure facility is available for tournament date and has all the required amenities.
 - Washrooms
 - Team changerooms
 - Officials' changerooms
 - Score clock
- Apply for approval to host tournament by November 1.
 - LGB President approval is required prior to sending to the ALA
- Request a Referee-in-Charge (RIC) from the ALRA.
- Set-up a Tournament Committees, including a Discipline Committee and assigning a Tournament Chair to oversee the operations.
- Draft a tournament schedule based on acquired floor time.
 - See Regulation 28 for specifics
- Develop an Emergency Action Plan to distribute to attending teams.
- Create a Tournament Package for interested teams. This should include:
 - Location
 - Accommodations
 - Places to eat
 - Divisions
 - Team fees
 - Tournament rules
 - Sponsors, if pursuing
- Promote tournament and recruit teams to attend via:
 - ALA website
 - Host website
 - Social media platforms
 - Email distribution lists
 - Word-of-mouth
- Order awards, apparel, and merchandise if including.
- Ensure ALA-approved balls and game sheets are in stock.
- Schedule volunteers:
 - Registration table
 - Timekeepers
 - Scorekeepers
- Communicate tournament updates to attending teams.
- Ensure you have a complete list of team managers' mobile phone numbers.
- Confirm team rosters are as per ALA Registration System and affiliations follow Regulation 28.



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DURING

- Ensuring that game structure, overtime rules, and suspension guidelines, as per ALA Regulation 28, have been posted in an accessible spot adjacent to the scoreboard.
- Ensure the tournament follows ALA Regulations 11 and 28.
- Request RIC to advise timekeeping officials that copies of scoresheet must be returned to registrar's desk.
- Promote tournament and updated results via:
 - Host website
 - Social media platforms
- Thank your sponsors, if pursuing, publicly if possible.

AFTER

- Ensure the Discipline Chair send the following information to the ALA office within 48 hours after the final game of the tournament:
 - Tournament Standing Report
 - Discipline Log, with any required accompanying game sheets
- Thank your volunteers and sponsors.
 - This will go a long way with both groups.