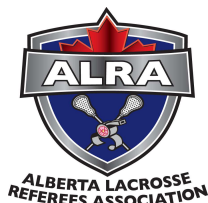


## **2022 Officials Handbook**

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## 1. List of Terms

CLA – Lacrosse Canada – [www.lacrosse.ca](http://www.lacrosse.ca)  
 ALA – Alberta Lacrosse Association – [www.albertalacrosse.com](http://www.albertalacrosse.com)  
 ALRA – Alberta Lacrosse Referee Association – [www.albertalacrosserefs.ca](http://www.albertalacrosserefs.ca)  
 CALL – Central Alberta Lacrosse League – [www.centralalbertalacrosse.com](http://www.centralalbertalacrosse.com)  
 CDLA – Calgary & District Lacrosse Association – [www.calgarylacrosse.com](http://www.calgarylacrosse.com)  
 GELC – Greater Edmonton Lacrosse Council – [www.gelc.ab.ca](http://www.gelc.ab.ca)  
 RMLL – Rocky Mountain Lacrosse League – [www.rockymountainlax.com](http://www.rockymountainlax.com)  
 SALA – Southern Alberta Lacrosse Association – [www.southernalbertalacrosse.com](http://www.southernalbertalacrosse.com)  
 Wheatland – Wheatland Lacrosse Association – [www.wheatlandlacrosse.com](http://www.wheatlandlacrosse.com)

## 2. Referee Code of Ethics

- I will faithfully enforce the rules of lacrosse in a just, impartial, and reasonable way
- I will adhere to all the policies and rules of the ALRA
- I will follow the dress code of the ALRA
- I will conduct myself in a manner that exemplifies sportsmanship and fairness whether as a referee or any other position in the sport
- I will promote the sport of lacrosse by being an example for others to follow
- I will honor the obligations of my position and strive to attain excellence in the performance of my duties.

## 3. Rule of Two

The rule of two is for the protection of minor aged athletes/officials and adult coaches and officials. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches/officials with a minor aged athlete/ official, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach/official and a minor aged athlete/ official must take place within earshot and view of the second coach/official, except for 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 may be recruited. This rule serves to protect minor aged athlete/ officials 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 that limit the instances of vulnerable situations whenever possible.

## 4. Dress Code

### 4.1 The Uniform

- Well-groomed and professional in appearance
- ALRA referees jersey with crest
- Approved black pants (track suit pants are not acceptable for Major Lacrosse)
- A black belt may be worn without a belt buckle
- Black socks
- No jewelry, i.e. necklaces, watches, etc. (Medic Alert bracelets are acceptable)
- Black runners are preferred for Minor Lacrosse (mandatory for Major Lacrosse)
- Come with all equipment required to perform duties as a referee
- CSA/NOCSAE approved helmet (visor optional).

#### 4.2 Pre and Post-Game Attire (Minor)

- No team logoed apparel
- Minimum standard is business casual (no athletic wear) for Major Lacrosse
- For Minor lacrosse, clean pants and collared shirt preferred.

#### 4.3 Business casual Game Attire (Major)

- Golf Shirt
- Dress pants or Khakis
- Close toed shoes (no crocks)

### 5. Contacts

#### 5.1 Executive Members

Position	Name	Email
President	Ray McCarthy	president@albertalacrosse.ca
VP Member Services	Kevin Kohut	vpdevelopment@albertalacrosse.ca
VP Finance	Jonathan Bennett	vpfinance@albertalacrosse.ca
VP Development	Julian Grbich	vpmemberservices@albertalacrosse.ca
VP Technical	Weston Kendall	vptechnical@albertalacrosse.ca
Executive Director	N/A	admin@albertalacrosse.ca

#### 5.2 Board of Directors

Position	Name	Email
CALL RIC	Cole Smith	call.ric@albertalacrosse.ca
CDLA RIC	David Thalheimer	cdla.ric@albertalacrosse.ca
GELC RIC	Terry Rocchio	gelc.ric@albertalacrosse.ca
RMLL RIC	David Westwood	rml.ric@albertalacrosse.ca
SALA RIC	Brent Woods	sala.ric@albertalacrosse.ca
Wheatland RIC	Rod Pettigrew	wheatland.ric@albertalacrosse.ca
Field RIC	Marty Gaffney	field.ric@albertalacrosse.ca
Past President	N/A	pastpresident@albertalacrosse.ca
Privacy Officer	Julian Grbich	privacyofficer@albertalacrosse.ca

#### 5.3 Assignors

Position	Name	Email	Levels Assigned
CALL Assignor	Julian Grbich	vpdevelopment@albertalacrosse.ca	All Minor Levels
CALL Assignor	Dale Henderson	call.assignor@albertalacrosse.ca	All Minor Levels
CDLA Assignor	David Thalheimer	cdla.ric@albertalacrosse.ca	All Minor Levels
CDLA Assignor	Logan Parsons	cdla.ric2@albertalacrosse.ca	All Minor Levels
GELC Assignor	Cameron Lafreniere	gelc.assignor@albertalacrosse.ca	All Minor Levels
GELC Assignor	Kevin Kohut	vpmemberservices@albertalacrosse.ca	All Minor Levels
RMLL Assignor	David Westwood	rml.ric@albertalacrosse.ca	Jr.A/Sr.B/Tier1
RMLL Assignor	Wes Kendall	vptechnical@albertalacrosse.ca	Tier2/Tier3/Sr.C/Jr&Sr Ladies
16U A-League	Joe Catalano	16U.assignor@albertalacrosse.ca	U-16 A-League
SALA Assignor	Tyrel White	sala.assignor@albertalacrosse.ca	All Minor Levels
Wheatland Assignor	Jason Dorland	wheatland.assignor@albertalacrosse.ca	All Minor Levels
Wheatland Assignor	Carmen Zayac	wheatland.assignor2@albertalacrosse.ca	All Minor Levels
Field Assignor	TBD	field.assignor@albertalacrosse.ca	All Levels

## 6. Game Fees

BOX LACROSSE			
Level	Pay Rate	Scheduling Fee	Total
U-8 (Tyke)	\$22.00 x 2 (\$44.00)	\$3.00	\$47.00
U-10 (Novice)	\$24.00 x 2 (\$48.00)	\$3.00	\$51.00
U-12 (Peewee)	\$31.00 x 2 (\$62.00)	\$3.00	\$65.00
U-14 (Bantam)	\$36.00 x 2 (\$72.00)	\$3.00	\$75.00
U-16 (Midget)	\$43.00 x 2 (\$86.00)	\$3.00	\$89.00
4 on 4	\$15.00 x 2 (\$30.00)	\$3.00	\$33.00
Junior Recreational	\$57.00 x 2 (\$114.00)	\$3.00	\$117.00
Jr B Tiers III, Jr Ladies	\$73.00 x 2 (\$146.00)	\$3.00	\$149.00
Jr B Tiers II	\$73.00 x 2 (\$146.00)	\$3.00	\$149.00
Jr B Tiers I Senior C	\$79.00 x 2 (\$158.00)	\$3.00	\$161.00
Junior A	\$85.00 x 2 (\$170.00)	\$3.00	\$173.00
Senior B	\$85.00 x 2 (\$170.00)	\$3.00	\$173.00
Senior Ladies	\$79.00 x 2 (\$158.00)	\$3.00	\$161.00
Masters	\$43.00 x 2 (\$86.00)	\$3.00	\$89.00
Standby Official	1/2 game fee as indicated		
Scheduling Fee	\$3.00 per game		
FIELD LACROSSE (Traditional 10 on 10)			
Level	Pay Rate	Scheduling Fee	Total
U-8 (Tyke)	\$21.00 x 2 (\$42.00)	\$3.00	\$45.00
U-10 (Novice)	\$21.00 x 2 (\$42.00)	\$3.00	\$45.00
U-12 (Peewee)	\$23.00 x 2 (\$46.00)	\$3.00	\$49.00
U-14 (Bantam)	\$26.00 x 2 (\$52.00)	\$3.00	\$55.00
U-16 (Midget)	\$32.00 x 2 (\$64.00)	\$3.00	\$67.00
U-19	\$39.00 x 2 (\$78.00)	\$3.00	\$81.00
Senior	\$52.00 x 2 (\$104.00)	\$3.00	\$107.00
Standby Official	N/A		
Scheduling Fee	\$3.00 per game		

- Officials working in any ALA sanctioned game, combine, or tournament will be provided the same game fee as above unless previously agreed upon by the ALRA Executive
- Officials working any league playoff medal game or ALA Provincial medal game are to be compensated at the regular season rate plus 10% per each official's rate per game. Any cancelled games will be subject to a lower assigning fee of \$3.00
- On occasion, the ALRA is requested to provide a standby (third) official. The primary purpose of this official is to stand in should one of the other officials be injured. The official is also responsible for monitoring the 30 second clock, timekeeper and scorekeeper. Should there be a request for a standby official, this official will be paid 1/2 of the respective per official game fee. The request for the standby official shall come in writing by the requesting team to the local Referee-In-Chief not less than 48 hours prior to the start of the game. The ALRA shall, whenever possible, use local officials for the 'third official' to avoid unnecessary cost to the LGB and Leagues.
- Referee in Chief fees for tournaments will be an hourly fee bench marked to the U-8 (Tyke) game fee rate. Mileage and per diem charges apply as per ALA Regulation 31.05.04.

## 7. Mileage

Mileage will be paid by the ALRA to officials that utilize a personal/private vehicle to get to and from games where they are assigned as an on-floor official (where applicable) under the following guidelines:

- Mileage will be paid to an official who drives to his/her game at a rate of \$0.40 per km when the round-trip distance (to and from the arena that the official is assigned to) is greater than 50 km. When the round-trip distance is less than 50km, mileage will not be paid
- Mileage is not paid in the officials' municipality
- When the round-trip distance is over 450 km, the travel arrangements must be agreed to by the ALA or the LGB responsible for payment.

## 8. Travel Time

The ALRA encourages carpooling for all officials. Where carpooling is employed, travel time will be paid under the following guidelines:

- Travel time is only paid to a passenger
- In situations where two (2) or more officials travel together to officiate at the same venue, travel time will be paid to the officials who are passengers at a rate of \$0.10/km when the round-trip distance (to and from the arena that the official is assigned to) is greater than 150 km.

**When being paid mileage/travel time you must enter who drove in the adjustments section in RAMP Assigning.**

## 9. Per Diem

A per diem will apply to referees that are away from home (travelling or refereeing). Referees travelling 200 km or more round trip will receive \$20.00. Overnight trips will be paid at a rate of \$50.00 per day.

## 10. Hotel Flights

If you require hotel/flights you must contact Alberta Lacrosse Manager of Officiating to arrange, no officials should book own hotels/flights without written permission from ALRA Executive.

## 11. Box Lacrosse – Rules of Play

Rules of play in Alberta shall be those of the CLA Rule Book for the current season. To ensure uniformity, there will be no variation of the CLA Rules and officials shall enforce CLA Rules with the following enhancements:

- Abuse by Fans (See ALA Regulation 22)
- Mouthguards (See ALA Regulation 14)
- Standardized Game Time for Box Lacrosse is as follows:

Division	Allotted Time	Warm-Up	Period 1	Period 2	Period 3	Period Break
U-6 (Mini-Tyke)	1 hour	5	15	15	15	3
U-8 (Tyke)	1 hour	5	15	15	15	3
U-10 (Novice)	1 hour	5	15	15	15	2
U-12 (Peewee)	1 ½ hours	5	15	15	20	2
U-14 (Bantam)	1 ½ hours	5	20	20	20	2
U-16 (Midget)	1 ½ hours	5	20	20	20	2
Junior B	2 ½ hours	30	20	20	20	10
Junior A	3 hours	60	20	20	20	10
Senior B	2 ½ hours	30	20	20	20	10
Masters	1 ½ hours	5	15	15	15	2

- Except as specifically amended herein, all Periods shall be stop time as per CLA guidelines. In Minor Box Lacrosse, except U-6 (Mini-tyke), U-8 (Tyke), U-10 (Novice), and in master's Lacrosse, the clock shall stop for goals, penalties, time-outs, and Officials discretionary stoppages (i.e. injury) with a minimum two (2) minute break between periods. In U-6 (Mini-tyke), U-8 (Tyke), and U-10 (Novice) each game or period, as applicable shall be run time except that the clock will be stopped for timeouts. In Major Lacrosse, the clock shall stop for ALL stoppages including Penalties, Time-outs, and Referee Discretionary Stoppages (i.e. injury), and Possession Changes with a minimum ten (10) minute break between periods
- In U-10 (Novice), U-12 (Pee Wee), U-14 (Bantam), and U-16 (Midget) Lacrosse, if five (5) minutes before the scheduled end time of the game time slot for league games, there is more than five (5) minutes left on the clock, the clock shall be reset to two (2) minutes and play shall continue in stop time to the end of the game, for each of U-12 (Pee Wee), U-14 (Bantam) and U-16 (Midget) box lacrosse and straight time for U-10 (Novice). As required, a game may be called at this time if an injury is present and cannot be taken care of in a timely fashion
- In, U-12 (Pee Wee), U-14 (Bantam), and U-16 (Midget) Lacrosse 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. In Major Lacrosse (Junior / Senior), running time may be applied and will continue only at the discretion and agreement of both coaches. In cases where goal differential exists and both coaches cannot agree on running time, both Referees' may, in the interest of game management and/or player safety, make a discretionary decision to apply running time
- Except in U-6 (Mini-tyke) and U-8 (Tyke), during running time portions of the game, all time penalties shall run at their normal designated time (Minor – 2 minutes, Major – 5 minutes, Misconduct – 10 minutes, etc.
- In the event a team is late for reasons outlined in CLA Rule 19, the officials may allow 5 minutes past the normal start time of the game for the team to arrive unannounced. If the team that has been delayed has made contact with the arena directly or via persons within the arena, the official shall provide an additional reasonable delay (up to 30 minutes) If less than two (2) full periods of any game have been completed, then, at the discretion of the Local Governing Body (Director of Development if no LGB is available), the game shall be considered incomplete and the remainder of the game may be rescheduled for a suitable time
- The standardized game length will be extended for the purpose of overtime subject to ALA Regulation 15.12
- The RULES OF PLAY outlined in this Regulation 15 shall apply to all games sanctioned by the Alberta Lacrosse Association (e.g. exhibition, regular season, playoff, and provincial played games). The ALA retains the right to enhance rules of play for the safety and betterment of the Sport of Lacrosse in the Province of Alberta
- During exhibition play, 15.04 may be modified with the agreement of both teams. When modifying 15.04, the Allotted Game Time, Warm-Up Time, Period Length and Period Break are to be pre-determined. In the event that 15.04 is modified, the referees officiating the game(s) are to be compensated according to the period lengths and allotted time for the next appropriate division (e.g. For a U-8 (Tyke), U-10 (Novice) or U-12 (Pee Wee) game where 3 x 20-minute periods are used, the officials will be compensated at a U-14 (Bantam) rate)
- There will be **NO SHOT CLOCK** at U-8 (Tyke) and U-6 (Mini-tyke).

#### 11.1 8U (Tyke) Rules

- In U-8 (Tyke), Option L will apply
- In CLA LTAD Option L, the fall back rule applies, as per the CLA Rulebook.

#### 11.2 10U (Novice) Rules

- All 10U (Novice) box lacrosse games shall be played in accordance with CLA LTAD Option L

### 11.3 Major Lacrosse Rules

- Major box lacrosse will be conducted according to the ALA and RMLL Rules, Regulations, and Policies

## 12. Assigning Procedure

### 12.1 Minor Lacrosse (CALL, CDLA, GELC, SALA, Wheatland)

Assignments will be completed through RAMP Assigning, typically 2-3 weeks before the date of the game. Once assigned you must accept/decline the game within a 48-hour period. It is imperative officials utilize the system to the fullest extent, as this is a direct reflection on the number of games you will receive in a season.

### 12.2 Major Lacrosse (RMLL)

Assignments will be completed through RAMP Assigning, typically 4-6 weeks before the date of the game. Once assigned you must accept/decline the game within a 48-hour period. Major lacrosse has a fine system in place for officials declining/turnback of games.

- Decline - \$2.00 per game
- Turnback - \$5.00 per game

Fines will be automatically deducted from your cheque every month, if an official owes for fines at the beginning of the next year you will not be able to register until that has been completed. It is imperative officials utilize the system to its fullest, as this is a direct reflection on the number of games you will receive in a season.

## 13. Game Day Procedure

All officials must follow the game day procedure noted below. By doing so this greatly reduces the chances of Officials missing their assignments, or Officials being late for their assignments.

- Call/Text your partner a minimum of two hours before your assigned game time to confirm their ability to make the game. If you do not know your partner's mobile number, you can look it up in your game details on the Ramp Assigning website. (as of right now the partner mobile number does not appear in the game details on the Ramp assigning app, however we have requested they add it). Confirm the arena location, game time, arrival time, and meeting location.
- Go through your gear bag and ensure you have all of your necessary equipment (helmet, jersey, pants, shoes, socks, string for repairing holes in nets and whistle)
- Leave with plenty time to ensure you arrive at the arena at least 30 minutes before game time. Allow extra time for traffic if necessary.
- If you do not hear from your partner within 30 minutes (90 minutes before game time) from your original call/text, contact your assignor. If you do not hear back from your assignor within 5 minutes, contact your RIC.
- If you have not heard back from your assignor or RIC informing you they have been in touch with your partner, or if they have found a replacement official by the time you get to the arena, looked for a qualified official in the stands. You will need to confirm with your assignor or RIC that this person is qualified to officiate with you.
- **If after following the above procedure, we were unable to find a certified official to join you, or you were unable to find one at the arena, the game will be canceled.**

**Under no circumstances does an official referee a game alone.**

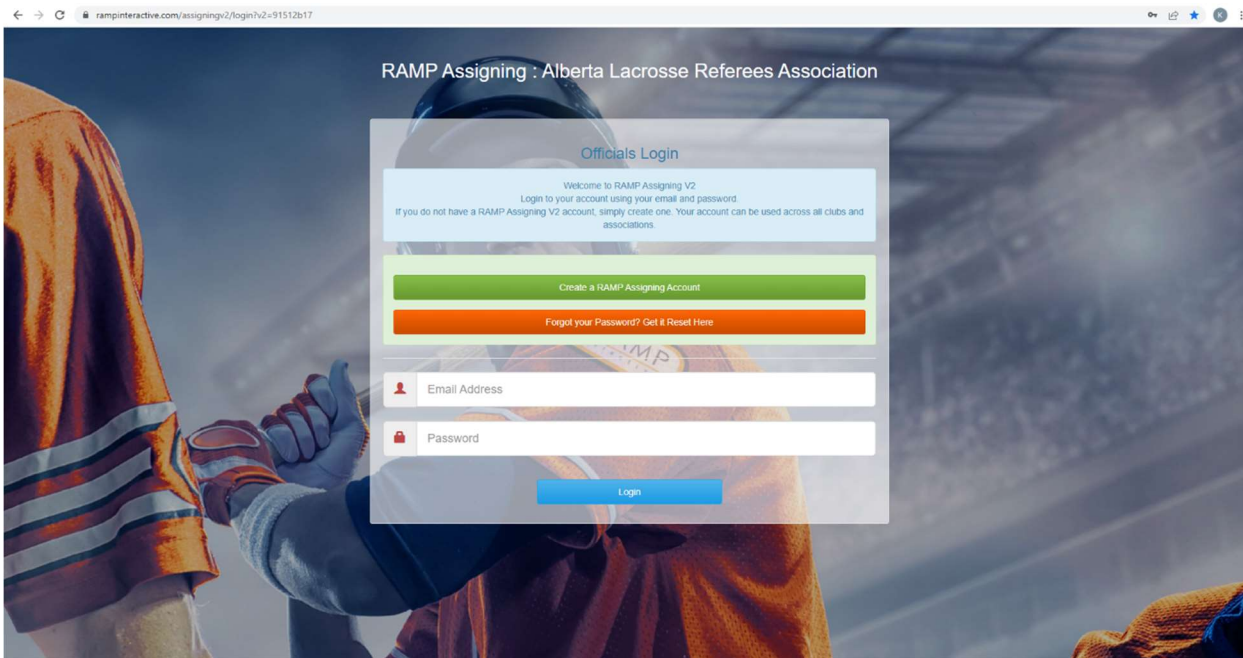


## 14. Official Assigning System

The ALRA uses a single point of assigning to track all lacrosse games in Alberta. All games will be assigned through RAMP Assigning, no games are to be accepted other than through Ramp Assigning.

### 14.1 Creating your RAMP Assigning Account

- You will receive a post clinic email provides you a link to the Ramp Assigning website. After clicking the link, you will be taken to the site which should look like this:



- Click on the “Create a RAMP Assigning Account”

RAMP Assigning : Alberta Lacrosse Referees Association

[Back To Login](#)  
[Reset Your Password](#)

### Create an Account

Create an account with Alberta Lacrosse Referees Association

Email

Password  Confirm

Last Name  First Name  DOB   
MM/DD/YYYY

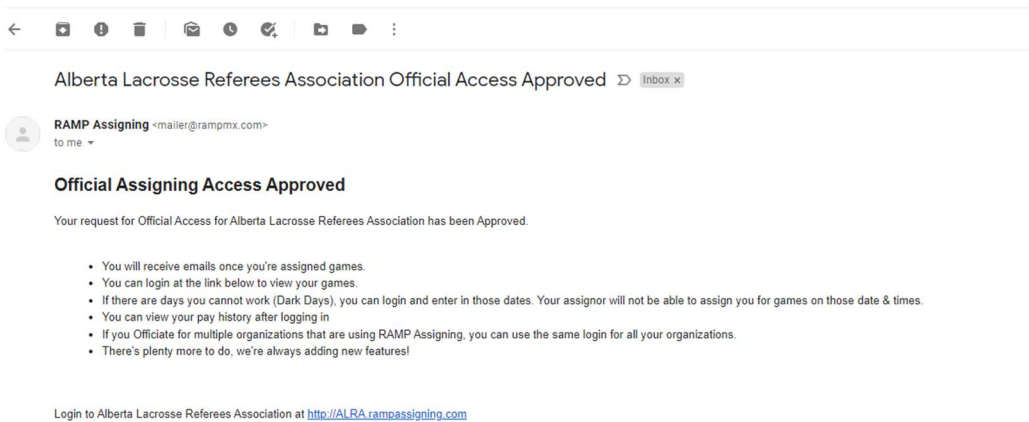
Secondary Email   
Secondary Emails also get Game Notifications

Cell #  Home #  Work #   
Please Enter at Least One Phone Number

Address  City  Postal Code  Prov

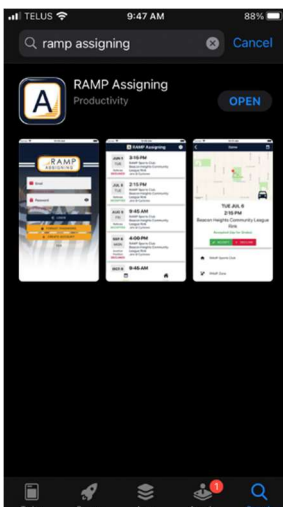
Official Zones  
☐ GELC  
☐ CDLA  
☐ RMLL  
☐ CALL  
☐ Wheatland  
☐ SALA

- Enter the Official's information in the cells available
- When selecting the Official Zones at the bottom, you will select the Zone in which you reside:
  - GELC – Greater Edmonton Lacrosse Council
  - CDLA – Calgary District Lacrosse Association
  - CALL – Central Alberta Lacrosse Association
  - Wheatland – Wheatland Lacrosse Association
  - SALA – Southern Alberta Lacrosse Association
  - RMLL – Rocky Mountain Lacrosse League (do not select this Zone, if you are to be an RMLL Official, this will be done for you)
- Click "Create Account"
- The account will need to be approved once submitted (please allow up-to 48 hours for this to be completed).
- If you do not create this account, you will not be assigned games.
- Once the account is created, please access the RAMP Assigning training video to provide you more insight into the functionality of the RAMP Assigning System.
- Once approved you will receive the following email:



#### 14.2 Downloading the RAMP Assigning App

- Once you receive your approval email, please download the RAMP Assigning App. When searching for the app please use "ramp assigning" and the correct app option should look like this:



- Once the app has downloaded, and as long as you have received your approval email, you should be able to login and familiarize yourself with the app

## 15. How you are paid

The ALRA is continuing to use a payment system called Plooto. Plooto is more secure, timely and cost-effective than the EFT (Electronic Fund Transfers) used previously. Plooto operates as a "mass" e-transfer, and you will have the option to link your bank account directly (for most institutions) or manually enter your direct deposit information in order to receive your monthly payment. **You are no longer required to send your direct deposit information to the ALRA.**

- Funds will be sent on or before the **15<sup>th</sup>** of every month for all games officiated the previous month. (ie. June 15 for games officiated May 1-31)
- All officials will receive an email directly from Plooto with instructions to deposit your email money transfer. Your unique security question answer will be emailed to you beforehand by the VP Finance.
- You will receive all emails to the same address you use to sign into your RAMP Assigning account, so ensure you have access to this account.
- **Your name in RAMP Assigning must match the name of the bank account you choose to deposit your funds into.** If you plan to deposit the funds into a bank account in a different name (ie. a parent/guardian account, or legal name), you must email the VP Finance. For security reasons, your bank may deny the transfer if the correct depositor's name is not entered into Plooto beforehand.
- If you can access your email account and your name matches the bank, no further action is required.

You are responsible for the accuracy of your bank account information. If you enter the wrong account number which causes your deposit to fail, the ALRA will deduct a \$2.00 CAD fee charged to us by Plooto.

You are responsible for securing your email account and ensuring the name on the bank account matches the name in Arbiter.

## 16. Development Opportunities

There are many different Development opportunities available to officials to better themselves. Officials interested should reach out to the LGB Referee-in-chief to discuss what avenue is best suited for them. Below are some of the current opportunities available to officials

- LGB Playoffs – earned through regular season assignments
- Minor Provincials – significant development/advancement
- Alberta Summer Games – U-14 A (Bantam A) – prepares referees for U-16 A (Midget A) and RMLL
- U-14 (Bantam) Challenge – available off years to Alberta Summer Games
- Minor Nationals – prepares referees for RMLL
- Major Provincials – move officials up within the RMLL
- Major Nationals – referees to represent Alberta, and refine skills
- Worlds/Professional – Expected to take leadership in ALRA

## 17. Insurance

Visit the ALA website for the Insurance Brochure

ALA – [www.albertalacrosse.com](http://www.albertalacrosse.com)