



South Edmonton Warriors Policy Handbook

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Any situation occurring within the South Edmonton Warriors that is not covered by the Policy Handbook, shall be assessed by the South Edmonton Warriors Executive on an individual basis. Any decision or ruling made will be considered official.

Membership

A member shall be:

- Any family registered with the South Edmonton Warriors or any non-parent coach, assistant coach, trainer, manager or executive member officially registered with the association.

The membership fee shall be the registration fee for a lacrosse player, such a fee being determined by the South Edmonton Warriors executive committee before each new box lacrosse year. Membership entitles each family one vote at all Annual General Meetings as long as they are a member in good standing (as defined by *South Edmonton Warriors Bylaws*).

The South Edmonton Warriors welcomes all members to attend Annual General Meetings to have an active voice in the operations of the South Edmonton Warriors. All executive meetings are open to the public at all times with the exception of any “in camera” portions.

Bylaws

The bylaws of the South Edmonton Warriors are available on the website of the South Edmonton Warriors Lacrosse Association. The bylaws are governed by the *Societies Act of Alberta* and can only be changed or amended by a vote of the membership as outlined in the bylaws.

Registration

General registration opens no later than the first week of January. Players will not be permitted on the floor if they have not paid their registration, unless alternate arrangements have been made with the Registrar.

Volunteer

The South Edmonton Warriors encourages that all members offer to volunteer in some capacity to assist the club and individual teams. We have volunteer opportunities that include but are not limited to: board of directors, casino volunteers, coaching, team management, jersey parents, time clocks and score sheets.

Refunds



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All refund requests must be submitted in writing to the Registrar. All refund requests will have a minimum \$100 administration fee applied and no refunds will be offered for anything other than relocation or medical reason.

Fair Play

The South Edmonton Warriors will follow all CLA, ALA and GELC rules of play at all times. The Warriors will encourage fair play so that all players have the opportunity to grow and develop their skills. The LTAD minimum standards as designated by ALA will be used to guide skill development.

Evaluations

The South Edmonton Warriors evaluates athletes in order to create parity based teams at their tier level at the Novice – Midget divisions following the direction approved by the Executive. Evaluations are completed by a third party and provided to the Division Director. Head coaches and Division Directors collaborate to form the teams based on these evaluations.

Tournaments

All tournaments in Alberta require a travel permit filed with the GELC office. If traveling outside of Alberta, a travel permit must be obtained from the ALA.

Equipment

The South Edmonton Warriors requires all players to wear the necessary certified equipment, as specified by the ALA, at all games and practices. CSA approved helmet with cage and mouth guards are mandatory at all times. Kneepads are recommended for Mini-Tyke through Novice but are not mandatory.

Goalie equipment will be provided to goalies of the Warriors wherever possible. The Equipment Director requires a \$300 cheque postdated for July 31, this will be returned when Goalie equipment is returned to the Equipment Director at seasons end and in the same condition it was issued and sanitized as per the Equipment Director's specifications; (with normal wear and tear taken into consideration). Goalies are responsible for purchasing their own jock/jill and helmet. Pee Wee, Bantam, and Midget goalies will also be responsible for providing their own stick if they are not satisfied with what the Warriors provide for them.

Jerseys

All jerseys are to be turned in to the team coach or manager at the end of every season. It is the responsibility of the team to ensure jerseys are washed and looked after properly by appointing a jersey



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parent. Jerseys should be returned after each game for laundering. A \$100 jersey replacement fee will be collected for a lost or damaged jersey.

Equipment Return

Coaches or managers are to arrange the return of jerseys, ball bags, first-aid kits and coaching supplies that were provided by the Warriors to the Equipment Director at the conclusion of the season as designated.

Coaching Requirements/Application Process

Applications will be reviewed by at least 2 Warriors Executive members and the category director to ensure that coaches have the required ALA Coaching Standard, as per GELC Regulations and ALA Regulations. The appointed Warriors Executive and Directors will review all applications and hold interviews in the event there are multiple applications for one team. Coaching applications must be submitted for all coaches regardless of past coaching experience with the Warriors. Coaching interviews will be conducted for all 'A' level coaching positions where multiple applications have been received. Interviews will be conducted by three executive members (excluding those with a conflict of interest). All coaches are expected to follow the *Code of Conduct* set out by the South Edmonton Warriors Lacrosse Club.

All coaches are to provide the Warriors Coaching Director or President with a copy of their coaching application and/or proof of course registration. If no coaches are available to coach that team, then they will forfeit games until the situation is rectified. The Warriors will request a Criminal record for all bench staff through the coach registration system and are valid up to 3 years which is in line with the current ALA policy. All coach training and criminal record checks are directly billed to the club. If a coach registers for a course and does not attend, they will receive an invoice to reimburse the club for the course fee. All bench staff must be 16 years of age or older and meet the minimum CLA standards. Any coaching staff under the age of 18 are limited in their duties as a coach and will be considered "helpers" or "junior coaches. Under 18 years of age "helpers" are allowed to assist at practices in a mentoring role for teams that are at least one age division or lower than the current division the "helper" is playing in. They are there to assist with the drills and be a good example to the younger players. They must have a helmet on at all times while assisting on the floor.

Concussion and Injury

Should a player become injured and require any form of medical attention, they must provide a doctor's note prior to returning to any participation in lacrosse. The South Edmonton Warriors will follow the Concussion Protocols as outlined on the ALA website.

Grievances and Discipline



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All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect. Unless otherwise specified, the procedure for resolving issues, concerns and grievances inside the South Edmonton Warriors is to take the matter through the following levels in order:

- i. Team manager;
- ii. Head coach;
- iii. Category director & Club President;
- iv. Disciplinary Committee

At the first parents meeting for the team, each head coach shall outline their manner in dealing with parent/guardian issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined in the parents meeting. The head coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parent/guardians; however, professional etiquette and common sense must be applied.

If you have an issue, concern or grievance, about or at a particular game, discuss the issue after waiting for 24 hours following the game. The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. A head coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.

- i. If the issues, concerns and grievances cannot be resolved with the coach/manager it must be put in writing, signed and delivered to the appropriate Division Director and President of the association.
- ii. The complaint must contain a description of the event, its location, the division involved etc. and a contact phone number. The Division Director may contact this person for clarification of the event in question to obtain further information.
- iii. Once the investigation has concluded, a written response will be sent to the Member (with a cc to the President) explaining the process taken and the outcome reached. Should the member feel that the issue is still not resolved; the issue will be forwarded on to the Executive for future investigation.
- iv. The South Edmonton Warriors Association recognizes the need for privacy and discretion in the gathering of all information.
- v. The Grievance Committee shall consist of 3–5 members of the South Edmonton Warriors Executive, Board of Directors and/or members in good standing.

Team Funds

All teams should create a team budget which should be agreed upon by the parents at the beginning of the season. Any funds remaining at the conclusion of the season must be returned to the families and noted in the final budget. If the team will be collecting and holding seed money or fundraising they should open a bank account, with dual custody involving members of two different families permitted to have signing authority on the account.



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Affiliation

The South Edmonton Warriors encourages affiliation within the ALA and GELC regulations. The final decision on allowing affiliation lies with compliance with the ALA and GELC regulations along with collaboration of the parents and the Warriors executive. If a coach does not feel that an affiliation is appropriate they should communicate with the Division Director.

Code of Conduct / Social Media

Membership and participation in the association's activities is a privilege not a right. Members, players and participants are required to abide by the bylaws and policies/procedures of the association, and behavior is expected to mirror the spirit of the bylaws, policies and procedures. All members and participants of the association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive, Board of Directors, members, employees and property of the association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, Executive, Board of Directors, members, employee or damage to the property of the association or of another association will not be tolerated. All members, fans and participants of the association shall respect the game of lacrosse and shall be held accountable to our *Code of Conduct*. The Warriors club will not tolerate loud, obscene, obnoxious coaches, managers, assistants, players, parent/guardians, or fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of the Warriors policy manual. Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Division Director and/or Coach to assist their child in changing before or after a game. Under no circumstances is a parent, guardian or fan to enter the opposing team's dressing room. Officials are not to be consulted regarding any infraction, rule or "missed call". If a team wishes to provide feedback about an official the head coach is encouraged to do so by completing a form provided on the ALA website. Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the association against such individual as provided in the bylaws or the Operational Policies and Procedures of the association. Any player, parent, or spectator found to be participating in harassment or abuse of any kind (including, but not limited to cyber-bullying, emails, social-media chatter or texting) will be dealt with immediately and will face the following disciplinary action:

- i. First offence: automatic 3 game suspension
- ii. Second offence: suspension to be determined by an in-person hearing

Travel & Expense Policy



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Any member of the South Edmonton Warriors Executive that travels for an ALA or GELC event (with board approval) is entitled to be reimbursed for their expenses. All expenses must be submitted with detailed receipt, invoice and completed expense form to the treasurer and will be subject to the following schedule of reimbursement.

- i. The South Edmonton Warriors will pay for travel in a privately-owned vehicle at the rate of \$0.51 per kilometer when travel is greater than 50 kms from the members' home excluding South Edmonton Warriors Club meetings.
- ii. Persons travelling to the same destination should pool their transportation whenever possible. In this case, only one person may claim for mileage.
- iii. All accommodations will be booked by the Warriors board member or designate and must be approved by the Warriors Executive. Accommodations will be charged to the individual's credit card.
- iv. Persons on South Edmonton Warriors business travelling alone will have the cost of the room paid. Any upgrades or incidentals are at the member's expense.
- v. Eligible persons will be entitled to a maximum daily per diem of \$50.00 for food and beverage excluding alcohol.

Confidentiality Policy

This policy applies to South Edmonton Warriors Lacrosse Club directors, officers, committee members, coaches, managers, volunteers, and employees (including contract personnel) (hereinafter "South Edmonton Warriors Representatives") who have access to confidential information. The following terms have these meanings in this policy:

- i. Copyright – the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic or commercial material, and to authorize others to do the same.
- ii. Intellectual Property – the creations of the mind: inventions; literary, artistic and commercial works; and symbols, names and images used in commerce.
- iii. Organization – includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and corporation.
- iv. Representatives – Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makes within the Warriors.

Application

South Edmonton Warriors Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any confidential information about South Edmonton Warriors acquired during their period of involvement/employment, unless expressly authorized to do so. South Edmonton Warriors Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any confidential information, without the express written consent



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of The South Edmonton Warriors Lacrosse Club. Warriors representatives will not use, reproduce or distribute such confidential information or any part thereof, without the express written consent of The South Edmonton Warriors Lacrosse Club. All files and written materials relating to confidential information of the South Edmonton Warriors will remain the property of the Warriors and upon request of South Edmonton Warriors, the Warriors Representative will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon such request. The term “confidential information” includes, but it not limited to the following:

- i. Names, addresses, email, telephone number, cell phone number, date of birth and financial information of South Edmonton Warriors Representatives and Members;
- ii. Information related to the programs, fundraisers, business or affairs of the South Edmonton Warriors or any Warriors Representative; and
- iii. Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information. South Edmonton Warriors Representatives may be asked to sign and date the Confidentiality Agreement upon employment or involvement with South Edmonton Warriors.

Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with the Warriors will be owned solely by the South Edmonton Warriors, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. The Warriors may grant permission for others to use such written material or other works, subject to such terms and conditions as the Warriors may prescribe.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with the South Edmonton Warriors Grievances and Discipline Policy.