



**FLAGSTAFF FUSION LACROSSE
ASSOCIATION**

POLICIES AND GUIDELINES

JANUARY 2020

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Flagstaff Fusion Lacrosse Association Policies and Guidelines

1.0 Program Outline

The Flagstaff Fusion Lacrosse Association, hereinafter called “FFLA”, is committed to providing its participants with a lacrosse program that improves physical and mental skills while providing a safe environment in which to learn and improve. Anyone interested in being involved as a player or team official with FFLA must be registered with Alberta Lacrosse Association or Canadian Lacrosse Association.

2.0 Registration

All players belonging to FFLA must be registered prior to going on the floor. Registration may be obtained from the FFLA website through the registration portal. On-line registration will be utilized as the primary registration format for players.

Any local player wanting to try-out for another association must have a Wheatland Lacrosse Association Release Request Form and the form can be obtained from the FFLA website or the President of FFLA. Prior to the release being completed the player must be registered and dues paid to the FFLA. If the player is successful in making the team, a request will come electronically through the HCR for a release which will be reviewed by the FFLA Registrar. Fees will be transferred from FFLA to the Association that player made the team for.

2.1 Early Registration

Early registration is held between January and March 1st of every year on the FFLA website at www.flagstafflacrosse.com

2.2 Regular Registration

Regular registration is held after March 1st until the ALA close date usually on the 15th of May. Online registration can be done at www.flagstafflacrosse.com

2.3 Registration Qualifications

All interested players are welcome in the FFLA program provided that:

- They are properly registered in the Alberta Lacrosse Association Registry;
- All applicable fees are paid.

2.4 Registration Fees

Registration fees are calculated on a yearly basis by FFLA as the amount of cost incurred by FFLA to offer the program at the particular age level of the registrant. This registration fee is paid by all registrants at each level, and represents the Canadian Lacrosse Association and Alberta Lacrosse Association fees per registrant along with the basic number of floor sessions at each age level and the cost of the floor sessions.

Fees must be paid by April 10th of the registration year. Any Players fees that are not paid by April 10th will not be permitted to participate with team activities until fees have been paid. A 10% charge will be added on to any fees that are due after April 10th. A payment structure plan can be negotiated with the Executive in privacy.

2.5 Registration Refunds

Requests for registration refunds are to be in writing. Refund requests are only eligible for the current lacrosse season. Refunds are granted as per the following schedule:

- a) Refunds from the registration date and prior to the time that the player has participated in any on floor activity shall be 100% of the registration fee paid.
- b) Refunds after a player has begun participating or been registered in the Alberta Lacrosse Association Registry will have a minimum of \$100.00 deducted for the FFLA Administration Fee, Alberta Lacrosse Association Fees and the Canadian Lacrosse Association Fees. In addition, a prorated refund amount will be calculated on the remainder based on participation. Participation will be based on the period of time from March to July for a total of 5 months. Participation will be calculated based on how many months or partial months (rounded to the next full month) were participated.
- c) President and Treasurer, in joint, are charged with the responsibility of using reasonable discretion with respect to portioned months, and have the authority to determine the final refund amount.
- d) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund.
- e) For players withdrawing as a result of personal injury, schedule b) would be applied.
- f) For players withdrawing as a result of a residential move outside of FFLA boundaries, a written application along with proof of new residence will be required. Schedule b)

would be applied. Prorating would be determined by the date that the written application is received.

- g) Any other registration refund requests will be reviewed on a case by case basis.

3.0 Team Personnel

Upon selection to any of the below described Team Personnel positions, each member must provide a Criminal Record Check to the Vice President. The Criminal Record Check will be valid for up to three years and be filed with Flagstaff Fusion Lacrosse Association before any participation with the team of the current lacrosse season. Failure to file both documents will result in the Team Personnel who is not compliant to be removed from any team activities until compliance has been met. Any faults will be dealt with by the Executive regarding status for the upcoming season's positions.

3.1 Coaches

- a) Application and selection process:

Applications are accepted on an annual basis by the FFLA from individuals that are interested in coaching a FFLA registered lacrosse team. Application forms may be obtained from the FFLA website. Prospective coaches may be asked to attend an interview session with a Coach Selection Committee. Deadline for applications is April 1st of each lacrosse season.

- b) Coach Selection:

See attached Schedule "A"

- c) Coaches Code of Conduct:

See attached Schedule "C"

- d) Head Coach Responsibilities:

- Complete all courses that are required by the CLA and ALA;
- Follow FFLA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Develop and administer all team rules;
- Report to FFLA as required;

- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors and on-floor/off-floor officials, and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

e) Assistant Coach Responsibilities:

- Complete all courses that are required by the CLA and ALA;
- Follow FFLA policies;
- Attend games and practices;
- Ensure that all players are given the opportunity to develop in a non-threatening environment;
- Ensure no hazing of players is tolerated;
- Assist the coach to develop and administer all team rules;
- Report to FFLA as required;
- Ensure that all players are properly and fully equipped when practicing and/or playing games;
- Show respect to all players, parents, competitors, and on-floor/off-floor officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Comply with the Coaches Code of Conduct.

3.2 Team Managers

Application and selection process is done by the Executive based on previous experiences. If more than one application is received and an amicable decision cannot be reached, one parent vote per child will be utilized in selecting the manager. Applications are accepted on an annual basis by FFLA from individuals that are interested in managing a FFLA registered lacrosse team. Application forms may be obtained from the FFLA website.

a) Responsibilities:

- Organize the off-floor operations of the lacrosse team;
- Organize team fundraising initiatives;
- Schedule floor times, lacrosse games, tournaments, and travel arrangements;
- Ensure the team roster is correct once received from the FFLA registrar;

- Maintain a team file containing team roster, team jersey record, player information sheets, financial reports and league contact information;
- Report to FFLA as required;
- Show respect to all players, parents, competitors, and on-floor/off-floor officials and to encourage all those associated with your team to act in a similar fashion;
- Be a positive role model for all those you encounter;
- Organize parent meetings and facilitate communication with players and parents. This responsibility cannot be over-emphasized. Lacrosse involves a very significant commitment, and parents have the right to have input and be informed of the operations of the team. Open lines of communication will improve the lacrosse experience for all concerned

3.3 Team Trainers

1. Responsibilities:

The role of the trainer is to monitor the risk level, be prepared to access emergency assistance, and to ensure that in the event of an injury, the player is maintained in a safe state until emergency help arrives.

2. Training and Certification:

Each registered team is allowed a trainer who has completed one of the following: St. John Ambulance Emergency First Aid Course of 8 hours (or more) or equivalent, Canadian Red Cross Standard First Aid & First Responder, Canadian Red Cross Sport First Responder & Sport Aid Course, Hockey Canada Safety Program (HCSP), or An appropriate designation (ex. MD, RN, Physiotherapist, police officer, Firefighter, Chiropractor, Registered Massage Therapist). Trainers are recommended to assist in the care of minor injuries, monitoring facilities to maintain a safe environment, and to be prepared to summon medical aid. It is not expected that team trainers deal with serious injuries.

3. Injury Reporting:

In the event of injury to a player or any registered team personnel, please follow the Alberta Lacrosse Association Policies. Please notify the FFLA Executive Committee so that they may assist with providing the information and procedures to the individual affected.

4. First Aid Kit:

Many minor injuries can be dealt with quickly and effectively if an adequately equipped first aid kit is available. FFLA provides each registered team with a first aid kit to use throughout the lacrosse season. It is the responsibility of each registered team to maintain the first aid kit and hand it in at the end of the season. A checklist will accommodate the kit.

5. Medical Information Sheets.

All registered minor lacrosse teams must carry up-to-date Medical Information Sheets. The information contained on the forms may be necessary in the event that emergency care is required. The information contained on these sheets is private and confidential and should be protected.

3.4 On Floor Officials

a) Qualifications:

- Be 14 years of age or older by December 31st of the current season.
- Have successfully completed an Entry/Level 1 or higher Alberta Lacrosse Referee Clinic.
- Be capable of handling a specific level of lacrosse.
- Officiate games according to the rules.

b) Evaluation:

- FFLA will maintain an On Floor Official reimbursement program that will help promote and improve the on-floor officials that officiate for the association.
- Each On Floor Official must complete three regular season, playoff or provincial games to qualify for the FFLA reimbursement program.

4.0 Players

All FFLA players must abide by the Players Code of Conduct.

a) Players Code of Conduct:

See attached Schedule "D"

b) Co-Ed Dressing Rooms:

In the Novice age group and younger, both genders may change in the same room at the same time in the presence of two adults. Players of different genders in Peewee age group and older are not to change in the

same room at the same time and it is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.

4.1 Player Movement:

Any permanent player movement to a division other than that which their age dictates must be approved by the FFLA President as per the Player Acceleration Policy or Overage Application Process.

This policy must follow Alberta Lacrosse Association player movement rules and regulations as found on the Alberta Lacrosse Association website.

Questions regarding the interpretation of this policy should be addressed to the FFLA Executive.

4.2 Player Acceleration:

Players must be registered in their appropriate age category within FFLA.

An Acceleration Request Form must be filled out and submitted to the FFLA Vice President for consideration by April 10th of the playing year.

Acceleration will be considered based on evidence of exceptional abilities and references from the previous lacrosse year's head coach.

Once your application has been reviewed by FFLA Executive, you will be notified of the decision by no later than April 15th. If you wish to appeal the decision a hearing will be set prior to the start of evaluations.

a) Acceleration Criteria:

To accelerate, a player must be ranked in the top of their age category based on the following:

A Tyke runner must evaluate in the top 5 on the top team in the next higher age category (Novice), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Novice), otherwise the player will be returned to their appropriate age category.

A Novice runner must evaluate in the top 5 on the top team in the next higher age category (PeeWee), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (PeeWee), otherwise the player will be returned to their appropriate age category.

A PeeWee runner must evaluate in the top 5 on the top team in the next higher age category (Bantam), otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category (Midget), otherwise the player will be returned to their appropriate age category.

For the Female Division a Novice/Pee Wee/Bantam runner must evaluate in the top 5 on the top team in the next higher age category, otherwise the player will be returned to their appropriate age category. A goalie must evaluate as number 1 in the next higher age category, otherwise the player will be returned to their appropriate age category.

If a player begins evaluations in their appropriate age category and the FFLA Executive and Division Director determine it is appropriate to move the player into the next higher age category for evaluation based on input from the evaluators, the above application procedure will be waived.

If an approved Acceleration Player is not ranked in the top 5 in their category after the first 2 evaluations, they will be returned to their appropriate age division.

Additional registration costs due to the advancement, are to be paid in full at the time of placement on a higher-level team.

The FFLA Executive may waive this procedure if required to accommodate special circumstances.

4.3 Affiliation:

Affiliation was created to assist the system by allowing teams relief when illness or injury occurs, not to increase the chance of winning with a “stacked” team.

This policy must follow Alberta Lacrosse Association & Wheatland Lacrosse Association affiliation rules and regulations as found on the respective websites.

Any coach requesting a player from another team must first make a request to the affected coach, then the player’s parents, and finally the player. The executive may be notified after the games have occurred, but they must be informed that an affiliated player(s) has been used and the reason for it.

Further questions regarding affiliation should be directed to FFLA.

Any issues or concerns with conforming to the policies will be directed towards the Discipline Director.

5.0 Parents

All parents of FFLA players must abide by the Parents Code of Conduct.

a) Parents Code of Conduct:

See attached Schedule "E"

6.0 Fund-Raising and Financial Accountability

Fund-raising is an important financial aspect of the FFLA program. FFLA requires that all of its members participate in the association fund-raisers as directed by the Executive.

Each year as part of player registration each family shall commit to fundraising events. This commitment would include selling all tickets that support fundraising drives and other initiatives that are approved by the FFLA Executive. This commitment shall be initiated by families by issuing an undated \$100.00 fundraising bond cheque at the time of registration to guarantee this commitment. The FFLA Treasurer shall hold these cheques uncashed for the season. Families may elect at time of registration to pay the fundraising bond versus participating in fundraising initiatives. The FFLA Fundraising Coordinator is responsible for tracking all families that have made their fundraising commitments and reporting to the Executive. Those families who have not completed their fundraising commitment will have their commitment cheques cashed at the end of the season no later than June 30th. The FFLA Treasurer shall ensure that all families' cheques are destroyed at the end of each season when they have completed their commitment.

FFLA understands the need for team fund-raising and supports the efforts of our teams to provide their players with quality lacrosse experiences.

FFLA makes the following requests of all teams that engage in fund-raising:

- Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team;
- Copies of these financial records must be made available to all parents;
- FFLA may request copies of these financial records.

a) Insurance Coverage:

All fund-raising activities must be sanctioned through the ALA in order to have insurance coverage. Should an accident occur as part of an unregistered activity, the team officials are liable.

b) Canvassing of Local Businesses:

FFLA requests that canvassing of our Business Community be kept to a minimum. Be sure to express your gratitude towards their donations.

It is expected that the revenues generated through team fund-raising are for the purpose of financing lacrosse experiences for the players.

7.0 Tournaments

FFLA is supportive of involvement of our teams and players in the experience of tournament lacrosse.

Any FFLA registered team which desires to participate in an away tournament may do so providing that the following conditions are satisfied:

- All policies and guidelines for FFLA are followed;
- The tournament has been officially sanctioned by the ALA;
- All necessary travel permits have been completed and filed;
- The involvement and support of players and parents has been received.

7.1 Provincial Tournaments

Any team electing to attend Provincials will require the submission of the ALA Minor Box Provincial Intent Form. The associated cost with the ALA Minor Box Provincial Intent Form will be paid by the team unless prior approval from the Executive is received.

8.0 Travel

No player shall be in control of a vehicle in which other players are passengers. Parents are requested to ensure that they drive to all team-related activities.

9.0 Zero Tolerance for Drugs and Alcohol

No drugs or alcohol are allowed at any FFLA sanctioned event. This includes, but is not limited to, arenas, dressing rooms, player boxes, penalty boxes and buses.

10.0 Conduct Management

Over the past several years it has become increasingly apparent that participating in the game, whether as a player, coach, official, or spectator, has become less enjoyable. People are leaving the game for the wrong reasons and with bad memories. Conduct of spectators, coaches, officials and players is increasingly more unacceptable, both on and off the floor.

FFLA views our lacrosse program as providing support and confirmation to the many excellent volunteers, coaches, officials and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. FFLA views this program as a vehicle to assist these people to further these values and make the game even better and more enjoyable.

One could view the FFLA lacrosse program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. FFLA encourages the majority to confidently come forward with energy and support the lacrosse program to make our game even better for all those involved.

FFLA defers to the Turning Point Policy and Procedures for Conduct Management.

10.1 Turning Point Policy and Procedures

See attached Schedule "G"

11.0 Floor Scheduling

It shall be the policy of FFLA that any floor that cannot be used by a team is to be returned to the Association as soon as possible in order for redistribution of that floor slot to occur.

Each FFLA registered team will be allocated floor time to be used for practices and for games. Each team is responsible to regulate throughout the year the amount of floor time that is used to ensure that they do not

exceed the floor time allotted to them. Once the allotted floor time is used up then any additional use of floor time will be charged to the team accordingly.

12.0 Apparel

FFLA recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play, cost benefits for equipment purchase and a unifying influence for players, team officials and followers.

12.1 Team Jerseys

All team game jerseys are provided by FFLA and remain the property of FFLA, under the direction of the Equipment Director. The jerseys are to be used for all league, playoff and exhibition games, and not to be used for practices.

Each team is responsible to clean jerseys throughout the year.

Inventory will be conducted and condition of each jersey will be recorded at the beginning and end of each lacrosse season. Any unnecessary damage to the jersey will be the responsibility of the team the jersey is assigned to and the team will be billed the replacement cost of the jersey.

12.2 Supplementary Clothing

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

13.0 Conflict of Interest Policy

It is in the best interest of Flagstaff Fusion Lacrosse Association to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, and volunteers of the FFLA identify situations that present potential conflicts of interest and to provide FFLA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Flagstaff Fusion Lacrosse Associations operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this

policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Flagstaff Fusion Lacrosse Association for goods or services.
- b. A director, officer, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between FFLA and an entity in which the director, officer, or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Flagstaff Fusion Lacrosse Association.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the association. All such circumstances should be disclosed to the board, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the association are not compromised by the personal interests of stakeholders in the association.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Flagstaff Fusion Lacrosse Association.

2. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, or member of the Board of Directors of Flagstaff Fusion Lacrosse Association or a major donor to Flagstaff Fusion Lacrosse Association or anyone else who is in a position of control over Flagstaff Fusion Lacrosse Association who has a

personal interest that is in conflict with the interests of Flagstaff Fusion Lacrosse Association.

- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Material Financial Interest" in an entity with a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Flagstaff Fusion Lacrosse Association is not a Contract or Transaction.

3. Procedures.

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that a Director or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Flagstaff Fusion Lacrosse Association has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of Flagstaff Fusion Lacrosse Association, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Flagstaff Fusion Lacrosse Association's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each director, officer, and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Flagstaff Fusion Lacrosse Association. Furthermore, directors, officers, and volunteers shall not disclose or use information relating to the business of Flagstaff Fusion Lacrosse Association for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
5. **Review of policy.**
 - a. Each director, officer, and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
 - b. Annually each director, officer, and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which she/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another non-profit organization, or ownership of a business that might provide goods or services to Flagstaff

Fusion Lacrosse Association. Any such information regarding the business interests of a director, officer, or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

14.0 Social Media Policy

1. Purpose

The purpose of this policy is to establish guidelines for the effective, appropriate and responsible use of Social Media and Social Networking sites and to ensure all teams and association personnel are aware that conduct deemed inappropriate may be subject to disciplinary action by FFLA.

The policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, YouTube, Instagram, Snapchat, and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as texting or BBM.

The policy will be applicable to all members of FFLA including Executive, Directors, Team Personnel, players and player's family members. FFLA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. FFLA also respects the right of all Teams and Association personnel to express their views publicly. At the same time everyone must be aware of the dangers social media and social networking can present.

2. Guidelines

- a) The FFLA website (www.flagstafflacrosse.com) will be the association's main website.
- b) Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including association and/or team personnel, players, corporate partners and the media can review social media

- communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Do not discuss injury information about any player. Only divulge information that is considered public.
 - e) Use your best judgement at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.
 - f) If requested to participate in an online network, as a direct result of your affiliation with or participation in FFLA, it is recommended that you receive permission for approval from FFLA.

3. Violations

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator
- Weather harm, physical or otherwise, resulted from the violation
- The circumstances of the violation
- The effect the violation had upon its recipient, the recipient's family, the team, the association, or the community
- Any previous social media violation history

The following are examples of conduct through social media and networking mediums that are considered violations of the FFLA Social Media Policy and may be subject to disciplinary action by the association.

- f. Any statement deemed to be publicly critical of the association officials or to the welfare of a team member, the association or an individual.
- g. Negative or derogatory comments about any of the team members, association, programs, players, on-floor and off-floor officials.
- h. Any form of bullying, harassment, intimidation or threats against players or officials.
- i. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

- Drug use
- Alcohol abuse
- Public intoxication
- Hazing
- Sexual exploitation, etc.

4. Discipline

Flagstaff Fusion Lacrosse Association will investigate reported violations of this policy in a manner set out by their Policies & Guidelines for other type of violations. If the investigation determines that a violation has occurred, the association will impose an appropriate penalty. Any appeal of the penalty will be dealt with as set out in the associations Policies & Guidelines for other types of violations.

15.0 Concussion and Other Injuries

1. Concussions

FFLA adheres to the Alberta Lacrosse Association concussion protocol that can be found here: <http://www.albertalacrosse.com/content/safety>. If a concussion is suspected, treat it as if one has occurred.

2. Other Injuries (not including concussion)

As a precaution, and to protect all parties, if a player sees a doctor due to an injury a doctor's note will be required to return to practice and game play. It is up to the parent and the team staff to ensure that this policy is adhered to.

16.0 Equipment Borrowing

A member family or outside organization may make a request to the executive to borrow equipment belonging to the Association. If the request is approved, a minimum \$250 deposit must be made, and the equipment will be signed out by completing a form with the equipment manager which will include noting any damage and taking pictures.

Schedule "A" Coach Selection

Head Coach Selection:

As most coaching applicants restrict their head coach application to their child's team, head coach placement within a division cannot be established until placement of the child occurs. If no other nominations for head coach are received for a particular team, the head coach nomination will be reviewed by the Executive for affirmation, provided that there are no deficiencies in the coaching application form and the skill of the nominated head coach is deemed appropriate for the level of lacrosse.

Where there are multiple nominations for head coach vying for the same team, the Executive will discuss the situation with each nominee and come to an amicable agreement. If no such agreement can be established, the Head Coach Selection Criteria will be utilized to determine the head coaching position in contention. Once a Head Coach has been selected, all other applicants will be informed of their status.

Head Coach Selection Criteria:

To ensure fairness and equality in the selection process, the following 6 key areas are examined for individuals competing for head coach positions. The key areas are examined and weighted to correlate with the guiding principles of FFLA. Scoring Nominees on each key area is a collaborative effort by the Executive based on the Coaching Criteria form.

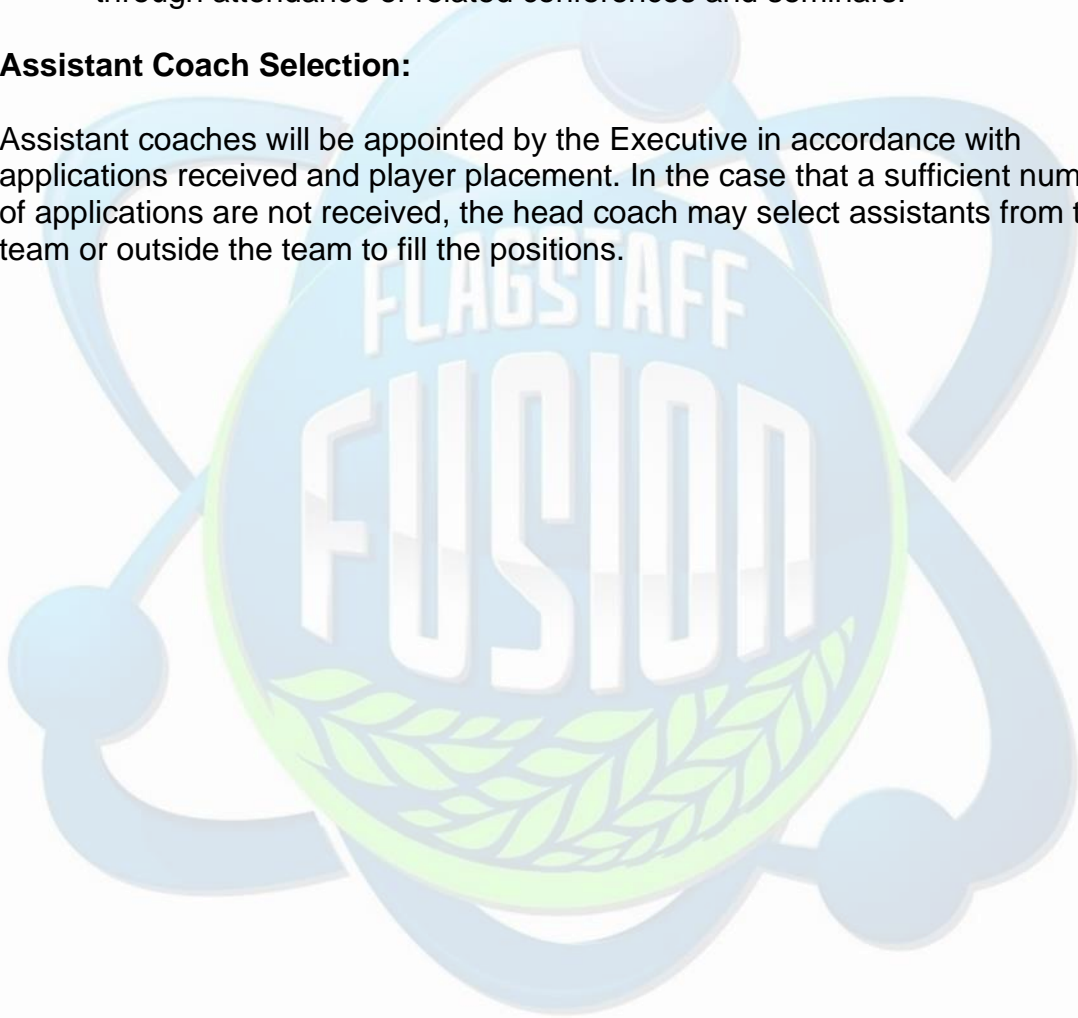
1. Coaching Credentials - weighting of 25
Rationale: Nominees applying for coaching positions should be recognized for ANY LACROSSE coaching certificates currently held and valid, in addition to any other coaching certificates (soccer, in-line hockey, ice hockey, etc.)
2. Coaching Progression - weighting of 20
Rationale: Recognition of skills a Nominee would gain while progressing through coaching divisions and positions attained.
3. Playing Experience - weighting of 15
Rationale: Nominees should be recognized for playing experience as Nominees participating in lacrosse and then going on to coach lacrosse have a unique insight into the game.
4. Coaching Philosophy - weighting of 35
Rationale: The Nominee's philosophy must emphasize skill development through fun for all levels of teams and must include team building through

on-floor and off-floor sessions and parent involvement; further, discipline must be a factor as chaos on the bench cannot be tolerated and must be addressed.

5. Coaching/Mentoring/Sports Psychology Training - weighting of 5
Rationale: A Nominee's commitment to coaching doesn't stop the moment the coach level certification is attained. The desire to understand how to communicate and understand the driving forces around motivation and the psychology of individuals participating in sports must be recognized through attendance of related conferences and seminars.

Assistant Coach Selection:

Assistant coaches will be appointed by the Executive in accordance with applications received and player placement. In the case that a sufficient number of applications are not received, the head coach may select assistants from the team or outside the team to fill the positions.



Schedule “B” Executive & Operations Committee Code of Conduct

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

1. Endeavour to represent the broader interests of members and/or stakeholders
2. Seek to balance their contribution as both an advisor and learner.
3. Be honest with others and true to themselves
4. Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
5. Be willing to be a dissenting voice, endeavor to build on other director’s ideas, offer alternative points of view as options to be considered and invite others to do so too.
6. On important issues, be balanced in one’s effort to understand other board members and to make oneself understood.
7. Once a board decision is made, support the decision even if one’s own view is a minority one.
8. Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with “one voice”.
9. Respect the confidentiality of information on sensitive issues, especially in personnel matters.
10. Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
11. Disclose one’s involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
12. Refrain from giving direction, as an individual board member, to the executive director or any member of staff.

13. Refrain from investigating or discussing the executive director's performance with staff members or stakeholders without board authorization

Schedule "C" Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of FFLA and failure to do so could result in the loss of coaching privileges.
2. Make sure that our players understand and abide by the Players Code.
3. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as lacrosse, will help them maintain their enthusiasm and make them better lacrosse players.
4. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without rules, there would be no game.
5. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
6. Develop team respect for the ability of the opponents, as well as for the judgement of officials and opposing coaches.
7. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from a physician authorizing play.
8. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children.
10. Reinforce the "Team" concept.
11. Treat the players, officials, and parents as you would like to be treated.
12. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game officials, and in general degrade themselves and the game.
13. Coaches are responsible for the conduct of their players and team officials during practices, games, and team functions.
14. Coaches are responsible for supervision of team dressing rooms.
15. Drugs and alcohol are not permitted at FFLA sanctioned events.

FFLA reserves the right to suspend coaches for violation of these rules.

**Schedule “D”
Players Code of Conduct**

1. Players must supply all of their own equipment which must be C.S.A certified and in satisfactory condition. Registered teams in the Tyke, Atom, PeeWee, Bantam & Midget age groups will be provided with one set of goaltender equipment which includes dangler, shin pads, monkey suit and goal stick.
2. Must obey all team rules.
3. Must conduct themselves in a respectable manner at all times.
4. The following WILL NOT be tolerated by FFLA:
 - Abuse of referees;
 - Abuse of team officials;
 - Abuse of off-floor officials;
 - Abuse of team mates;
 - Abuse of facilities;
 - Abuse of uniforms and equipment;
 - Use of drugs, alcohol, tobacco or vaporizer’s at any function associated with FFLA;
 - Swearing;
 - Disruptive behaviour.

FFLA reserves the right to suspend players for violation of these rules.

Schedule “E” Parents Code of Conduct

1. Cooperate with coaches, managers, trainers, etc.
2. Help coaches and managers as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the team manager and then to the Executive of FFLA through the formal complaint process.
3. Do your fair share with volunteering to help the team succeed on and off the floor.
4. Ensure that your child has proper and adequate equipment. Lacrosse is a physical game and quality equipment is necessary to avoid injury.
5. Encourage and support players of all ability levels.
6. Reinforce the “Team” concept.
7. Take an active part in your child’s lacrosse experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor box lacrosse program. Volunteers are always needed and appreciated.
11. Help your children have fun in lacrosse.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child will be proud of.
14. Represent FFLA with class and dignity.
15. Drugs and alcohol are not permitted at FFLA sanctioned events.

FFLA reserves the right to suspend parents and their players for violation of these rules.

**Schedule “F”
Turning Point Policy and Procedures
(Conduct Management)**

Objective:

FFLA aims to provide a program which plays a significant role in the development of a young person’s values, morals, social maturity, physical fitness and mental fitness.

FFLA promotes acceptable conduct which provides:

- Respect for persons;
- Protection from harm;
- Development of ethical conduct towards others;
- Notions of justice, fairness and equity;
- Caring attitudes;
- Freedom to enjoy and to flourish;
- Respect for the game.

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

The Turning Point Policy is not intended to be a new process for complaints about officiating or general lacrosse rules. The objective is to promote and ensure acceptable behaviour.

Definition of “Unacceptable Behaviour”:

An individual is displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of “unacceptable behaviour”, the **responsibilities** of FFLA, coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program’s objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

Complaint Handling Procedure:

A. Implementation Trigger:

The reporting of unacceptable behaviour by a director, spectator, coach, player or official is the trigger event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

B. Reporting Process:

FFLA encourages that if any team rules have been violated, then enforcement be dealt with on a verbal basis between the coach, team manager, parent and player. Communication is extremely important at this level so that all parties involved clearly understand the rules and that there has been a rule that has been broken. If a verbal reprimand has been issued then it must be reported to the FFLA Discipline Director.

If an incident occurs which meets the definition of unacceptable behaviour, and in the opinion of a player, spectator, coach, or official, is serious enough to warrant a formal complaint, then an Incident Report Form must be completed. The Incident Report Form should be submitted to the FFLA Discipline Director for review and actions.

- i. First Incident: if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out), there will be a verbal reprimand. Communication will be between the coach, manager, player and parent. FFLA Discipline Director must be notified of the incident and actions taken.
- ii. Second Incident: involving the same individual as the first incident, and if not considered serious (if it is considered serious then an Incident Report Form needs to be filled out) a written reprimand will need to be completed and signed between coach, manager, player and parent and then submitted to the FFLA Discipline Director. The Discipline Director will file and report to the FFLA Executive.
- iii. Third incident involving the same individual as the second incident, an Incident Report Form needs to be completed and submitted to the FFLA Discipline Director for investigation.

C. Enforcement:

Upon the submission of an Incident Report Form, the FFLA Discipline Director shall form a Discipline Committee including at least 2 other members of the FFLA Executive that have no relationship to anyone involved in the incident. The FFLA Discipline Director will resolve coming out of the

Discipline Committee has the power to hand out up to a 3 game suspension and to report to FFLA Executive. Any recommendation from the Discipline Director and the Discipline Committee of a suspension that is greater than 3 games must be presented to the FFLA Executive for approval and to determination of the length of the suspension.

D. Appeal Process:

Upon receiving a request for an appeal, FFLA will establish a Special Committee comprised of 3 members to hear any appeals related to the discipline or actions undertaken as a result of the outcome of an investigation. Appeals should be heard as soon as is practical (within 7 days). The appeal must contain a clear and concise summary of the grounds for the appeal. Notice of the appeal must be submitted to the President of FFLA within 5 days from the date of notification of discipline along with a bond of \$100.00. The bond will be forfeited if the appeal is denied. If the appeal is denied, further appeals can be made to Wheatland Lacrosse Association under the normal appeals process.

