

# **GELC**

**Coaches and Managers**

# **HANDBOOK**

## **2019**





202-303-69 Avenue NW, Edmonton Alberta, T6P 0C2

*March 18, 2019*

*Welcome back to those who have been coaching and managing and to those who are new to lacrosse, welcome to Canada's Summer Sport.*

*The GELC board of directors hopes with the efforts of our dedicated lacrosse volunteers through out the Greater Edmonton Area that we have a successful and rewarding Lacrosse season for 2019.*

*We want to remind coaches that they leave an impression on young people and often players do not return to the game because of the experiences they had with their coach and team mates, if everyone concentrates on providing a safe, postive experience for our players we will grow our game.*

***Good Coaches can change a game.***

***Great Coaches can change a life.***

## **10.01.2 CODE OF CONDUCT**

All Persons, Members, Players, Coaches, Managers, Trainers, officials and members of Members shall:

1. attempt at all times to work toward the goals and objectives of the GELC and the game of Lacrosse, and towards the betterment of its members;
2. strive to heighten the image and dignity of the GELC and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the GELC or the Game;
3. always be courteous and objective in dealings with other members;
4. except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the GELC;
5. strive to achieve excellence in the sport while supporting the concepts of Fair Play and a Drug-Free sport;
6. show respect for the cultural, social and political values of all participants in the sport;
7. as a guest in a foreign country, other province or other Association, abide by the laws of the host and adhere to any social customs concerning conduct.



### **Greater Edmonton Lacrosse Council**

**Telephone:** 780-466-0981

**Fax:** 780-463-0591

**Office Address:** #202 303- 69 Avenue NW, T6P 0C2

The office is located on the second floor of the Power Express Building.

**Email:** edmlax@telus.net

Scoresheets scanned and emailed to: gelcadm@telus.net

**Website:** www.gelc.ab.ca

## **Executive 2018-19**

<b>President</b>	Sean Aggus gelcpresident@gmail.com
<b>Vice President of Administration</b>	Cary Burgett burgettfinancial@gmail.com
<b>Vice President of Finance</b>	Tina Burkholder Tina95@shaw.ca
<b>Vice President of Organizational Development</b>	Norm Maxwell normmaxwell@gmail.com

## **Standing Committee Chairpersons**

<b>Discipline and Appeals</b>	Ron Simpson discipline@gelc.ab.ca
<b>Bingo and Gaming</b>	Lisa Mitchell titansmom4@icloud.com
<b>Referee-In-Chief</b>	Karl Ranta Gelc.ric@albertalacrosserefs.ca

## **Staff**

<b>Executive Director</b>	<b>Donna Haggstrom</b>	<b>780-466-0981</b> <b>780-908-6539</b> <b>edmlax@telus.net</b>
<b>Administrative Assistant</b>	<b>Natalie Williams</b>	<b>gelcadm@telus.net</b>



## Arenas

### **Arena Etiquette:**

1. Please Park in designated parking arenas provided at the arenas.
2. Prior to the team entering the dressing rooms of an arena, **a coach or manager MUST** get the dressing room key from the Attendant.
3. Check the dressing room for any damages or mess prior to your team entering the room.
4. Upon Completion of the game the dressing room must be vacated and left as it was found, the key returned to the attendant.
5. Each year we have reported to us vandalism in washroom and dressing rooms any damages done by your team will be charged back to the team via the club.
6. Please designate an adult to ensure the players' benches are left in a clean and tidy manner after you game as well.
7. Remind your spectators about keeping the Arenas clean and using the garbage cans.
8. Complaints about the arenas need to be addressed immediately with the GELC office staff.
9. In Spruce Grove you are required to bring your own lock with you.
10. Players and coaches who go on the floor are required to change foot wear to inside runners for play. If the team is sent running outside pre-game, please wear outside shoes and change.

Rink Locations are included on the GELC Schedules

## **Facilities and Scheduling Policies**

### **Practice Cancellations: (City of Edmonton Facilities)**

All floor time booked for practice will not be refunded. Make sure your club knows you are not using it so they can put another team in your place.

### **Game Rescheduling Policy: Deadline date of April 8, 2019**

There will be a one-week opportunity after the release of the schedules to accommodate any game changes due to the reasons below:

1. Games will be rescheduled for teams entering tournaments.
2. Game will be rescheduled for teams missing players due to school functions where by more than half of the team will be missing. (e.g. Graduation, or field trips)
3. **COACH and/or GOALIE** absence will not be considered a reason for rescheduling games.
4. **Please note if you have not requested a game change in the first week of the schedule your request at a later date may not be honored, and it will cost the team making the request a \$100.00 rebooking fee, charged to the club.**
5. No scheduled games in the first two weeks of the schedule will be rescheduled due to the necessity of obtaining officials for those games and not being able to cancel within the required notice.

### **Procedure to reschedule games will be as followed:**

1. Request sent to GELC office.
2. The request must include the reason for the reschedule and possible dates that would work on both team's schedules. (Check for conflicting dates on the two individual schedules)

### **Rescheduling of Games Related to Referee Non Attendance**

#### **When there is only one or no officials at the game.**

1. Email the Referee in Chief at [ric.gelc@gmail.com](mailto:ric.gelc@gmail.com), it goes to his phone and he can find out where the officials are.
2. Game shall not be played (as per ALRA rules).
3. Coaches and parents who are not ALRA members cannot officiate games.
4. Coaches and parents, or players who may be ALRA officials may officiate with permission of both teams' coaches. Documentation of this must occur on the game sheet and sent to the GELC office.

5. Games during the last scheduled week of play where officials do not appear to referee the game will not be rescheduled but will be awarded a tie in the standings. Prior to the last scheduled week, we (GELC) will reschedule the game on the final weekend prior to the start of playoffs.

### **Booking of Extra Floor time**

If you would like to book additional floor time for an exhibition game or practice, please check with your club's schedulers for available times.

### **Opening of Arenas**

The City of Edmonton policy on arena opening and closing is as follows:

The arenas shall be opened 45 minutes before the first scheduled event of the day.

The arena shall be vacated and closed by the attendant one-half hour after the last scheduled game or practice.

This is common in all facilities that the GELC uses.

### **Dressing Rooms – ALL Facilities**

Any and all unnecessary mess left in any dressing room used by the GELC will result in the offending team being levied a **minimum** \$100.00 clean up charge. This fee may be larger depending on the facility and charges incurred in that facility.

As a coach it is your responsibility to address any untidy or messy conditions with the Arena attendant before you accept the keys to the dressing room.

Alcohol, chewing tobacco, and sunflower seeds are not allowed in any areas of the arenas. If any of these items are found in any dressing rooms clean up fees may be charged.

Coaches it is your responsibility to ensure that sticks and balls are not used inside dressing rooms.

### **Arena Damage - All Facilities**

Any damage to the facilities that results in a charge being sent to the GELC or one of its member organizations will be charged to the responsible parties. It will be invoiced to the Club and dispersed from the club to the appropriate team or individual.

### **Playing Surface:**

Anyone shooting the ball around on the floor of an arena must have a helmet on, or they will be asked to leave the floor.

If at any time the Arena attendant is on the playing surface, no balls and sticks, will be allowed on the surface until the attendant has finished his responsibilities. You will be allowed on to the floor at the start of your scheduled floor time, if requested to leave the surface prior to that time please do.

**Anyone under the age of 18 must have a helmet on while on the floor. Coaches under the age of 18 must have helmets on while on the floor.**

## Concerns about Referees

Please send all referee issues to the GELC Referee-In-Chief Karl Ranta, at [gclc.ric@albertalacrosserefs.ca](mailto:gclc.ric@albertalacrosserefs.ca)

The following guidelines will be followed by the GELC Referee-In-Chief and the Alberta Lacrosse Referees Association.

1. Compliments are always welcome.
2. Concerns should be **directed to the GELC Referee-In-Chief and not to the referees on the floor** or any other referee in conversation or otherwise.
3. Referees will be disciplined, when necessary, by the Alberta Lacrosse Referee's Association.
4. All concerns must be:
  - a. In writing,
  - b. Must be sent within a minimum of 24 hours after the conclusion of the game, and no more than 72 hours after its conclusion. This will allow coaches the opportunity to process and reflect on the incident.
  - c. We will not investigate incidents that happened months earlier.
  - d. Must be a significant incident and/or pattern of unprofessional behavior. Missed calls do not qualify for review.
  - e. You must include your full name, what team you are with, your position with the team, as well as the date, time and location of the game and the referee (s) name/description if possible.
  - f. Include witness statements or contact information if possible.
  - g. Provide this information to your club President, the GELC office, in addition to the RIC.
5. Inappropriate Referee Conduct (swearing, yelling at spectators etc.) will be taken seriously. Such behavior by a referee may result in verbal, written warnings or suspension of the referee at the discretion of the Alberta Lacrosse Referee's Association.
6. If you have a concern as to the overall competence of a referee at a certain level of play, please let the GELC Referee-In-Chief know. Evaluations and mentorships are organized throughout the season but input regarding certain officials may result in directed mentoring.
7. Any general questions about the rules of play can be asked of the ALA Manager of Officiating, using the "ask the ref" feature on the ALRA website, or by emailing [raymond@albertalacrosse.com](mailto:raymond@albertalacrosse.com).



## **GELC DISCIPLINE**

### **A SPECIAL NOTE WITH RESPECT TO OFFICIALS ABUSE**

Discipline dispensed with respect to official's abuse verbal or otherwise after hearing from the relevant parties will be severe in the event the facts of the incident warrant same. There is no room in our game for official's abuse by players, coaches and/or fans of the game. They will be dealt with severely. Do not be the precedent setting example.

### **The GELC Discipline Committee for 2019**

Discipline Chair	Ron Simpson	discipline@gelc.ab.ca
RIC	Karl Ranta	Gelc.ric@albertalacrosserefs.com
Blues	Contact Club President	discipline@blueslacrosse.ca
Crush	Arden Turner	Discipline.leduccrush@gmail.com
Posse	Matt Martel, Posse	Discipline@parklandposse.com
Raiders	Stacey Meighen	discipline@beaumont RAIDERS.com
Rams	Martin Gautier	disciplinedirector@ramslacrosse.ca
Rebels	Contact Club President	Discipline_rebels@gmail.com
Rock	Jason McDonald	westlockdiscipline@gmail.com
Titans	Harry Willis	titanslaxpresident@gmail.com
Warriors	Cary Craig	disciplinechair@warriorslacrosse.ca
Wizards	Barb Smyth	vicepresident@wizardslacrosse.ca

## **Discipline and Suspensions**

The primary purpose of the Discipline Committee is to enforce the decisions made by our officials pursuant to the CLA rules of play.

The following is the Discipline and Suspensions criteria that all teams must follow when dealing with their players and coaches.

It is the **team's responsibility** to track and record suspensions appropriately.

It's the **club responsibility** to ensure the suspensions are being served. If not recorded on the game sheet they are not counted towards time served. Team management is required to make sure player's suspensions are recorded.

*The Players Name and game(s) associated to that suspension ie : 1 of 3*

*Suspensions for coaches and fans shall be recorded in the same manner as for players.*

**All suspensions are required to be written on the lines left for suspensions on the game sheets.**

***This includes all players, coaches, and spectators.***

***Please ensure all game sheets with suspensions are faxed, to the GELC office at 780-463-0591, scanned and emailed to the office at [edmlax@telus.net](mailto:edmlax@telus.net)***

***They may also scanned or a picture taken and emailed to [edmlax@telus.net](mailto:edmlax@telus.net); at the GELC office following the game to ensure suspensions are duly recorded.***

***In addition all game sheets with suspensions must be sent to your club discipline chair, for additional tracking and confirmation that the suspension has been served.***

**Any team who uses a player who is suspended will forfeit all team points gained in the games played with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative listed previously.**

**If the coach has not documented on the game sheet a suspended player correctly, and that player is verified as having sat out the game, the coach who signed off the game sheet as the head coach shall be suspended for the next game rather than the player sitting an additional game.**

A suspension status report will be sent to Club Discipline Representatives on a bi weekly basis. It is the responsibility of the club discipline representative to inform coaches, players and fans of their suspensions and of any hearings requiring their presence.

Please refer to them for your players / coach status suspensions.

All suspensions not served at the end of the season must be then served in the following season at whatever level / league you play that season. Check with your club discipline chair if you have players who need to sit a game from a previous year suspension not served.

Our jurisdiction to dispense discipline is derived from the by-laws and regulations of the GELC noted below along with the process for how hearings should they arise be necessary.

We will be meeting on the following Thursday's April 25, May 9, May 23, June 6 and June 20 and Tuesday July 9th will be the final wrap up meeting for the year. If there are no discipline issues to be heard there will be no meeting. Your club discipline chair will notify appropriate team officials should your presence be required at a hearing.

## 2019 DISCIPLINE CHART

Type	ALA Position	GELC Position
<b>Minor</b>		2 minute penalty
<b>Double Minor</b>		4 minute penalty
<b>Major</b>		5 Minute Penalty
<b>Game Misconduct CLA Rule 79</b>	As per CLA Rule 79, will result in the individual being suspended for the remainder of the game, immediately leave the venue or go to the dressing room	Remainder Of Current Game, Must Immediately Leave The Venue (Building), Or Go To The Dressing Room And Sit For Remainder Of Game In The Dressing Room. Game plus may be added for attempt penalties
<b>Match CLA Rule 80</b>	Match as per CLA Rule 80 will result in the individual being suspended from all ALA sanctioned activities. An incident report will be immediately filled out and sent to the committee	<b>As per ALA</b>
<b>Gross Misconduct CLA Rule 48</b>	As per CLA Rule 48 will result in a MATCH PENALTY with the individual being suspended from all further ALA sanctioned activities and the incident referred to committee	<b>As per ALA</b>
Infraction	ALA Position	GELC
5 Penalties In 1 Game - <b>Expulsion</b>	Remainder of Game	<b>Expulsion –remainder of the game</b>
Checking From Behind	Double Minor or Major Penalty and game misconduct	<b>Double Minor or Major &amp; Game Misconduct -</b>
Attempts To Butt End	In addition to CLA rule 35, a five minute major penalty, a game misconduct plus a one game suspension.	<b>Major &amp; Game Misconduct - Plus 1 Game If no match appears for the butt end</b>
Butt Ending	In addition to CLA Rule 35, the player will automatically receive a major penalty, asses a match penalty and an automatic two game suspension and a	<b>Major –with a match, -refer to Committee</b>

	referral to committee which may add a further suspension. The player may return to play if not notified by the committee	
Attempts To Kick	In addition to CLA Rule 57, a five minute major penalty, game misconduct, plus a one game suspension	<b>Major &amp; Game Misconduct - Plus 1 Game</b> <b>If no match appears for the kick</b>
Kicking	In addition to CLA Rule 57, the player will automatically receive a major penalty, assess a match penalty and an automatic two game suspension and a referral to committee which may add a further suspension. The player may return to play if not notified by the Committee	<b>Major –with a match, -refer to Committee</b>
Attempts To Spear	In addition to CLA Rule 65, a five minute major penalty, a game misconduct, plus a one game suspension.	<b>Major &amp; Game Misconduct - Plus 1 Game</b> <b>If no match appears for the spear</b>
Spearing	In addition to CLA Rule 65, the player will automatically receive a major penalty, a match Penalty and an automatic two game suspension and referral to committee, which may add a further suspension the player may return to play if not notified by the committee.	<b>Major –with a match, -refer to Committee</b>
Fighting	Major Penalty & Game Misconduct	<b>Major &amp; Game Misconduct</b>
Fighting In Last 10 Minutes Of Game	Major Penalty , Game Misconduct and an Additional Game	<b>Major &amp; Game Misconduct</b> Plus 1 Game
Fighting off the Floor	CLA Rule 45 player is suspended from any further lacrosse activities. an incident report will be forwarded to the committee and the player remains suspended until the committee directs otherwise.	<b>Gross Misconduct</b>
Fighting - Instigator Or Aggressor	As per CLA Rule 45(b) the player will receive a major for fighting and a game misconduct. Player will also be assessed a major for being the aggressor and the game	<b>As Per ALA</b> <b>Major and a game misconduct</b>

	misconduct along with the additional Game misconduct for having two majors in a game. As per ALA Regulation 15.02.13 player will be suspended for the remainder of the game immediately leave the venue and go the dressing room and the incident shall be referred to committee with the player remaining suspended until the committee directs.	
Restarting A Fight	In addition to CLA Rule 45(c) this action will result in player being assessed a match penalty	Match
2 <sup>nd</sup> Fight In The Season	Not included	An Additional 1 Game Suspension + Other Suspension
3 <sup>rd</sup> Fight Of The Season	Not included	Gross Misconduct
Face Masking	Not included	Match
2nd Game Misconduct In Same Game	Player will be suspended for the remainder of the game. Immediately leave the venue or go to the dressing room and the incident will be referred to committee with the player remaining suspended until the committee directs otherwise	AS per ALA
Reckless and Endangering Play	As per CLA Rule 30 will result in a match penalty, with the individual being suspended from all further ALA sanctioned activities and the incident is referred to committee	Match Penalty
Misconduct Off The Playing Floor	Refer to CLA Rule 79, with the individual being suspended from all further ALA sanctioned activities and the incident is referred to committee with the individual remaining suspended until the committee directs otherwise.	As per ALA
Abuse Of Game Officials	Match - Referred To Committee CLA Rule 28 with the individual being suspended from further ALA sanctioned activities with	Match

	such incident being referred to committee and Individual suspended until the committee directs otherwise	
Refusing To Play	as per CLA Rule 63, the team shall receive a bench minor penalty and be given one minute to start play. If the team still refuses to start play or should there be a recurrence later in the game, the Referee shall declare the game ended and forward a full report to committee. The game shall be forfeited by the team assessed the penalty. The head coach for the game being ended under this situation will receive a game misconduct and will be suspended and referred to Committee and will remain suspended until otherwise directed by the committee.	Head coach of the game must appear before the discipline committee if requested.
Abuse By Fans	Regulation 21 ALA as perceived by a Referee, Tournament Chair, or other ALA Executive Committee members, will result in having the referee have the coach ask his/her "fan" to immediately remove him/herself from the arena and not to return for the remainder of the game. The game will not resume until said fan is completely removed from the arena. If the fan refuses to leave within a reasonable time, the team to which the fan is related will forfeit the game. An incident report will be sent to the committee.	See GELC Regulation 15 an additional one game suspension
3 <sup>rd</sup> Game Misconduct In A Season and/or game expulsion in a season	A two game suspension and referral to the Committee which may further suspend although the individual has finished the two game suspension and resumed participation in lacrosse	Match

2 Majors In One Game		1 additional game in addition to any other required penalties
Coach Ejections		<p>1<sup>st</sup> Ejection of the playing season will receive an automatic one game suspension</p> <p>2<sup>nd</sup> Ejection will of the playing season will receive an automatic additional 3 game suspension</p> <p>3<sup>rd</sup> Ejection of the playing season the coach will have an automatic 5 game suspension and a mandatory discipline hearing.</p> <p>The head coach is to put on the game sheet which coach was ejected and if it is not submitted on the game sheet the head coach is to sit the additional games.</p>
Harassment Policy Violations		Any Harassment Policy violations called on the floor by an official with appropriate written documentation provided shall result in an automatic four (4) game suspension and a referral to discipline.

## ALA

### 17.03

If the penalty resulting in the automatic suspension is incurred in a tournament (other than the Club team Provincials) then the individual shall be suspended from participating in the applicable number of remaining tournament games and those games shall count toward the automatic suspension. The Tournament suspension if not fully served shall carry forward into regular season and/or league/provincial playoff games only.

## Incidents and Injuries

All coaches and/or managers are required to fill in the Incident Report if there are injuries that occur at a game resulting in a player not being able to continue the game for that time period.

The form can be found on line on the GELC website under forms.

The form needs to be submitted to the GELC office within 48 hours of the occurrence.

***Please note at tykes novice and pee wee, a head coach may questions a referee.***

***At all levels the only coach on a bench who may direct verbal comments, to the officials will be the head coach as determined prior to the first face off.***





**Section 2**  
**GELC Regulations and Policies**





# REGULATIONS

## REGULATION 1 - REGISTRATION

- 1.01** Except as hereinafter provided, no player shall be registered as a member of, or compete for, a team in any GELC match who has not been a bona fide resident of that team's Association as established by the GELC since April 1<sup>st</sup> of the current playing season (see Regulation 1.1 - Registration Residency Requirements).
- 1.02** If there is no team in the player's division in the Association in which the player resides, or if the player does not reside within any Associations boundaries, players must play in the Association which is nearest by ordinary travel, which has a team registered in his/her Division. A player may not establish residency for the principal purpose of playing or practicing Lacrosse.
- 1.03** The Boundaries of the GELC Associations, and are described in Regulation 14  
–Boundaries Description
- 1.04** In order for a player to play on a team outside of their home association. a, request must be submitted in writing to the GELC for approval via the home President. The player must be properly registered as per regulation 1.08. Any player movement will be granted by the GELC board of Directors based on team formation requirements. The decision of the board will be final and binding.
- 1.04.01** If an association does not have an A team, players from that association may be sent to try out in the designated try out zone for that Association. The designated zone.
- a) Zones for A division play are as follows:
    - (i) Titans/Beaumont
    - (ii) Rebels/Wizards/Rams
    - (iii) Posse/Rock/Blues
    - (iv) Crush/Warriors
  - b) Any disagreement or exceptions will be resolved by the Board of Directors of the GELC. All decisions will be final and not eligible for appeal.

- c) If cut by the A team in their zone the player reverts back to the home club for placement.
- d) A evaluations must be concluded by the third (3<sup>rd</sup>) Sunday of March yearly.
- e) Remaining evaluations must be completed by the first Sunday in April.
- f) Any Association within a zone may host an A team as long as they have a lower division team.
- g) **The zones mentioned above are for the purposes of “A” ball and have no relationship to girls divisions play.**

**1.05** Releases are to be done electronically using the ALA release process. Fees to be paid in accordance with the GELC fee transfer policy

**1.06** All releases shall be effective for one season only, players revert back to their home Association at the end of the playing season.

**1.07** If a player changes residence from one Association to another Association, no release from the player’s former Member in the Association he or she formerly resided in is necessary and the player shall, unless released, play for a team in the Association in which he or she resides pursuant to Regulation 1.01 and 1.02.

**1.08** A player must be registered and fees paid in full within the ALA approved registration program with their resident Association in the year that they are requesting a release from the resident Association. A release will not be considered for any player not registered in their home association.

## **1.1 Registration Residency Requirements**

**1.1.1** All players must, if requested, provide proof of residency as of April 1 of the current playing season. Acceptable proof is two pieces of the following documentation: parental or player’s driver’s license with current address on it, utility or cable bills documenting residency.

### **1.1.2**

For all players within the GELC whose parents do not reside together, the following will apply in determining residency:

- a) Residency will be determined by the parent who has custody of the player.  
Players must reside with at least one of their parents, or a legal guardian. Legal guardianship rules will apply.
- b) If parents share custody, the residency will be determined by where the player habitually resides.
- c) If there is no habitual residence, the GELC Box Committee will determine residency of the player based on documentation provided in 1.1.1 and the school in which the child is registered.
- d) Once residency is established the player must register within the established Association.

### **1.1.3**

If a parent or guardian knowingly registers a player outside of their resident Association that player shall be ineligible for a player transfer and may only play on a team in the Association in which they reside. The parent may appeal this decision to the GELC Board of Directors. If the Association in which they reside does not have a team at the player's division, the parent in future years shall be requested to provide proof of residency prior to registering any child in lacrosse within the GELC.

## **REGULATION 2 - TAMPERING**

### **2.0**

No player or potential player shall be contacted by anyone connected to a Member of an Association outside the Association in which the player or potential player resides' about playing for a team in another Association without first receiving written permission from the President of the Member of the Association in which the player or potential player resides. Failure to adhere to this regulation will result in discipline.

## **REGULATION 3 - RULES OF PLAY**

### **3.0**

Rules of play shall be those of the **CLA and ALA** Lacrosse Rules for the current season, with the exception of the GELC Regulations and/or Rules as adopted by the Association.

### **3.1 TOURNAMENTS**

No player or team registered with the GELC shall compete in any tournament in Alberta unless that tournament has been sanctioned by the ALA.

## **REGULATION 4 - COMPETITION**

**4.01** The GELC may conduct competitions in Lacrosse in the following Divisions or Categories. The breakdown of these divisions shall be consistent with those of the ALA, and CLA.

### **4.02 BOX LACROSSE**

1. Post Midget
2. Midget
3. Bantam
4. Pee Wee
5. Novice
6. Tyke
7. Mini Tyke

**4.03** Any exception to this regulation must be submitted for approval to the Board of Directors prior to or at the team declaration meeting.

## **REGULATION 5- MEMBER RESPONSIBILITY**

### **PLAYER, TEAM OFFICIAL ELIGIBILITY VIOLATIONS**

**5.0** Members shall be responsible to ensure that their players, team officials are eligible to participate with their play for their team in accordance with GELC, ALA and CLA Bylaws, Regulations and Rules.

**5.01** An ineligible player, or Team official includes the following:

- (a) A player or team official improperly registered within the GELC, ALA and CLA bylaws, Rules and regulations:
- (b) A suspended player or team (official) personnel;

- (c) A player improperly released in accordance with the GELC,ALA and CLA Bylaws and Regulations.
- (d) A player improperly affiliated to a team in accordance with the GELC affiliation regulations.

**5.02** Any complaints about parity shall be directed to the Vice President of Organizational Development. Who shall, after considering submissions from the complainant and the Member Association make a ruling and, in the event that the ruling is that Regulation 7.01 has been breached, make such direction to the Member Association as necessary The decision of the Vice President will be final and binding upon the Member Associations, Lacrosse Teams and Players and the decision is final and binding.

**5.03** The Vice President of Organizational Development shall periodically review the performance of teams within a Member Association where there is more than one (1) team in a Division and assess whether the Member Association has complied with Regulation 7.01. The reviews will take place within two (2) days after each member Association has before the regular season commences, conducted mandatory inter squad games between its teams in each category; and within two (2) days after one third of the Regular Season schedule has been completed. If the Vice Presidents assessment is that Regulation 7.01 has apparently been breached; then such shall be considered a complaint and Regulation 7.02 shall be followed.

**5.04** This regulation shall apply, with the necessary changes in detail, to all divisions, including the “A” Division.

## **REGULATION 6 - GELC CHAMPIONSHIPS**

**601** Regulations for the GELC Championship playoffs.

**6.01.1** In the event of a tie, final standing shall be determined by:

- First: Team with the greater number of wins finishes ahead;
- Secondly: Team record against each other;
- Thirdly: Goals for and against between the tied teams.  
Team with the highest ratio finished ahead;

- Fourthly: Goals for and against ratio between each other plus common opponents. Team with the highest ratio finishes ahead;
- Fifthly: Team with the lowest penalty minutes finishes ahead.

**6.01.2** In the event that a division has an uneven number of games played in it, the standing shall be ascertained by a formula as follows:

$$\frac{\text{Points}}{\text{Total points available}}$$

**6.02** The team that finishes first in the double knockout playoff of the Division after Regular Season play shall be awarded the respective Division Championship..

**6.03** At the conclusion of regular season play there shall be a Championship Tournament in the Novice, Pee Wee, Bantam and Midget Divisions. There may be two (2) or more Divisions in the Tournament being the GELC Championship and the subsequent GELC Consolation Divisions.

**6.04** The GELC Board of Directors shall, before the start of the Regular Season, determine whether there will be one or more Divisions in league play in each Division and, if so, how teams shall qualify for each Divisions championship round. All league play will be based on complete round robin formats. Where there are two (2) or more Divisions for Championship play in a Division, the GELC Championship Division will be composed of teams which finish with more points in the standings than the teams which participate in the GELC Consolation Division(s).

**6.05** The GELC reserves the right to place teams in whatever classification and series it may deem is in the best interest of the GELC.

**6.06** There shall be no championship in the Tyke, or Mini Tyke Division but there may be an Event to follow the regular season.

### **Regulation 7 –Box Lacrosse Parity**

**7.01** In Box Lacrosse, where a Member Association and or zone as described in 1.04.01 has more than one (1) team in a Division, that club Association and or zone will take reasonable steps to ensure that the teams are composed so that there is reasonable parity between the said teams. If this Regulation is breached by any Member then the GELC shall direct that Member to take such steps as are deemed necessary to achieve reasonable parity.



- 7.02** Any complaints about parity shall be directed to the Vice President of Organizational Development. Who shall, after considering submissions from the complainant and the Member Association make a ruling and, in the event that the ruling is that Regulation 7.01 has been breached, make such direction to the Member Association as necessary. The decision of the Vice President will be final and binding upon the Member Associations, Lacrosse Teams and Players and the decision is final and binding.
- 7.03** The Vice President of Organizational Development shall periodically review the performance of teams within a Member Association where there is more than one (1) team in a Division and assess whether the Member Association has complied with Regulation 7.01. The reviews will take place within two (2) days after each member Association has before the regular season commences, conducted mandatory inter squad games between its teams in each category; and within two (2) days after one third of the Regular Season schedule has been completed. If the Vice Presidents assessment is that Regulation 7.01 has apparently been breached; then such shall be considered a complaint and Regulation 7.02 shall be followed.
- 7.04** This regulation shall apply, with the necessary changes in detail, to all divisions, including the “A” Division

## **REGULATION 8 – AFFILIATION RULES**

- 8.0** Players may play a maximum of four (4) games in a season in a higher division or level which includes regular, GELC Championship Tournament, but not exhibition or other Tournament games.
- a) Players who are playing at an A level of a division may not play up on a C level team in the division higher, but they may play on a B or A level team.
  - b) Novice teams may only affiliate tyke players. They cannot affiliate novice players.
  - c) No team may affiliate a player from within their own division, including playoffs.
  - d) In girls divisions they may affiliate 6(six) times.
  - e) Exceptions may be made for goalies, with permission of the GELC Board.
  - f) Once a players own division has concluded its regular and GELC Championship Tournament, he/she may play an unlimited number of games in a higher division or level.

- 8.01** Teams in Associations where there are no available affiliates may affiliate players from another Association from within their own zone only, to the maximum affiliates.
- 8.02** Teams must ensure that they have consulted with player's parents or guardians of the players and the head coach of the player's rostered team. Rostered team's games take precedence.
- 8.03** Teams may affiliate only to their registered roster size, with the exception of players suspended by the GELC, who cannot be replaced while suspended. Teams with registered roster size of less than 16 shall be allowed to affiliate up to 16 players.
- 8.04** The GELC Board of Directors, may allow a player or players to register and play in a lower (only upon presentation of medical documentation indicating physical or mental developmental issues) or higher age division (if the Member which operates the involved teams consents, special circumstances exist and it does not threaten the viability of the team in that player's age division.) **Overaged approved players may not compete in provincials as per ALA.**
- 8.05** There shall be no right of appeal from the decision of the GELC Board of Directors as the case may be, under this Regulation
- 8.06** Affiliation rules specific to girls box lacrosse in the GELC shall follow Regulation 7 formatting with the exception that girls may also affiliate to boys teams at the same division or higher.
- 8.06.1** Novice Girls may not affiliate to novice boys teams. Novice girls playing on boy's teams may affiliate to pee wee girls.

## **REGULATION 9- REGISTRATION DEADLINES**

Deadline for player registrations as determined by the ALA shall be May 15th. Late player registrations may be accepted by the Registrar up to and including May 30 but there will be a \$50.00 penalty assessed to the registering Member for each player the Member so registers.

- 9.01** All GELC member Associations must provide to the GELC on the approved registration system, a player roster for each team by the Team's first scheduled season game.

- 9.02** A team cannot register more than twenty (20) and not less than twelve (12) players, Novice and up.
- 9.03** A team at Mini Tyke, cannot register more than nine (9) and less than six (6) players.
- 9.04** A team at Tykes, cannot register more than sixteen (16) and less than eight (8) players
- 9.05** If 9.02, 9.03 and 9.04 cannot be abided by in an Association, notification must go to the GELC Board of Directors

## **REGULATION 10- GELC SAFETY AND EQUIPMENT**

### **10.01 SAFETY POLICY**

The fundamental concepts of the safety policy are to establish a standard of care intended to reduce the risk of injury from contact which is inherent in and incidental to the sport and to identify the responsibilities of the various participants.

### **10.02 GENERAL**

Player safety and the use of proper equipment is the responsibility of many parties including:

- (a) players and parents (of minor players: 17 years of age and under as of January 1 of the current year) are responsible for providing and maintaining proper equipment;
- (b) coaches, trainers and team personnel are responsible for inspecting players' equipment and preventing the use of improper equipment;
- (c) game officials are responsible for enforcing the rules of the game;
- (d) all players are required to wear protective equipment as described and/or limited in the rules of play approved by the ALA and CLA;

- (e) in Box Lacrosse the use and/or prohibition on the use of protective equipment shall be as published by the ALA and CLA in the Rules of Box Lacrosse;
- (f) equipment shall be manufactured by a professional manufacturer, and shall not be altered in any way which will decrease the protection to the player, increase the risk of injury to an opponent or void the manufacturer's warranty;
- (g) any equipment which violates this policy and/or the rules of play will be removed from the game and, where required, appropriate penalties will be given;
- (h) where equipment dangerous to an opponent has been used, the game officials shall report the occurrence, via the standard incident report, to the appropriate governing body.

### **10.03 EQUIPMENT - HELMETS, FACE MASKS, GLOVES, GOALTENDING EQUIPMENT**

Please see the current regulations of the ALA and the CLA in regards to playing equipment.

All goaltender exemptions to be filed with GELC & CLA. and a representative from the team to have a copy of the filed exemption.

### **10.04 MOUTH GUARDS**

All minor players, excluding mini-tykes, during games, shall wear approved mouth guards. The mouth guards should all be of the type that fits to the upper teeth of the player.

### **10.05 SHOES**

Outdoor shoes are not permitted on playing surfaces.

### **10.06 GROIN PROTECTION** It is strongly recommended that all players wear such equipment.

**10.07 KNEE PROTECTORS**

It is recommended that all players in Mini-Tyke, Tyke, Novice, Peewee, Bantam, and Midget shall, in games, wear kneepads.

**REGULATION 11 - COACHING CERTIFICATION**

**REQUIREMENTS**

- 11.00** Box lacrosse coaches shall comply with minimum CLA standards for coaches as per the ALA approved regulations.

**REGULATION 12- REPLAYING OF GAMES**

- 12.00** The GELC Board of Directors has the jurisdiction to direct that a game that has been played or partially played, be replayed either in whole, or in part. In the event that a Member seeks a direction from the Board, or the Vice President of Organizational Development to replay the game, that member may make an application to the Board. Only a Member Association can make such an application. For greater certainty, an individual or team cannot make such an application.

An application may only be made in regard to Greater Edmonton Lacrosse Council (GELC) League, or Playoff games.

The application must be accompanied by a \$200.00 certified cheque made payable to the GELC and both must be delivered to the Vice President of Organizational Development via the GELC office.

The \$200.00 fee is refundable in the event of a successful appeal.

The only grounds upon which a game may be directed to be replayed in whole, or in part, are as follows:

- a) Where there has been a gross and flagrant violation of the Rules of Play by the on-floor or off-floor officials;
- b) Where there has been a deliberate violation of the Rules of Play by the on-floor or off-floor officials.

For greater certainty, mere errors in judgment or interpretations or missed calls by officials which are not gross or flagrant, are not grounds to grant the application.

This regulation shall not be interpreted to contradict any rule of the ALA or the CLA which requires that, in certain circumstances, games be replayed in whole or in part.

### **REGULATION- 13 ABUSIVE CONDUCT BY SPECTATORS**

- 13.01** Referees shall have the power to eject any spectator for conduct which is, in the view of the referee, detrimental to the game.
- a) The Game shall stop until the spectator has left the arena.
  - b) Management of both teams shall co-operate with the official in identifying the spectator in question. Should the spectator refuse to leave the arena, the game shall be declared a forfeit in favour of the team not connected to the offending spectator.
  - c) This shall be the subject of an official's game report, which shall be referred to the Discipline Committee, which may result in further action.
  - d) If no other action is taken the ejection shall be for one additional game.

### **REGULATION 14- FORFEITURE OF GAMES**

- 14.01** All games being forfeited must be done in writing to the GELC office and to the offended team. All forfeited games may be forwarded to the Discipline committee for review by the Vice President of Administration.
- 14.02** Forfeiture of games during GELC playoffs will result in the forfeiture of the playoff.

### **REGULATION 15 – BOUNDARIES DESCRIPTION**

- 15.0** The boundaries of the GELC shall be as follows:
- A) The city of Edmonton will be divided into three areas:**
- i) The West Edmonton Blues shall be responsible for the area north of the North Saskatchewan River to the City of Edmonton limits on the west side of St. Albert Trail and northern limits of

the city. As well, the boundaries of the Blues shall extend to highway 60 north of the North Saskatchewan River.

- ii) The South Edmonton Warriors shall be responsible for the area south of the North Saskatchewan River, to the City of Edmonton limits on the west, south and east sides.
- iii) The North Edmonton Wizards shall be responsible for the area north of the North Saskatchewan River to the City of Edmonton limits on the east side of St. Albert Trail, and the northern limits of the city. The boundaries of the Wizards shall include the military housing at Namao.

**B) Other Member Boundaries:**

- i) The Sherwood Park Titans shall be responsible for the County of Strathcona.
- ii) The Fort Saskatchewan Rebels shall be responsible for the City of Fort Saskatchewan and the communities north such as Gibbons and Redwater, and Bon Accord.
- iii) The Leduc Crush shall be responsible for the City of Leduc and surrounding area, including the communities of Calmar, Thorsby and Millet, and the rural municipalities surrounding Leduc.
- iv) The St. Albert Rams shall be responsible for the City of St. Albert and such communities as Morinville, Riviere Qui Barre and the rural municipalities surrounding St. Albert.
- v) The Westlock Rock shall be responsible for the communities of Westlock, Barrhead and surrounding municipalities.
- vi) The Parkland Posse shall be responsible for the Communities of Spruce Grove and Stony Plain, and the rural municipalities surrounding them.
- vii) Beaumont Raiders shall be responsible for the area from 41 avenue SW (TWP 512) east to RR221, south to Highway 21 following highway 21 northwest to Airport Road (TWP 502), west to the QE II highway, and then back north to 41 Avenue SW. (TWP512)

## Regulation 16 – GELC Club Tiering Format

### 16.01 The Tiering Chart

Team/Division	A	B	C
1	0	1	0
2- Pee Wee/Bantam	0	2 or	0
	1	0	1
3	1	1	1
4	1	1	2
5- Pee Wee/Bantam	1	2	2
	2	2	2
6	2	2	2
7	2	2	3
8	2	3	3
9	2	3	4
10	2	4	4

**16.02** An Association may make an application to the GELC Board of Directors to move a team to a higher or lower tier in a division.

**16.03** Novice boys, at the complete of one half the season, the teams shall be divided in groups based on numbers of teams and shall be seeded into the groups based on the first half season schedule.

**16.04** Girls divisions where 8 or more teams are competing at the completion of 6 games, the division may be divided into two or more divisions by recommendation of the GELC Board of Directors.

## Regulation 17 - Discipline Procedures

**17.00** The discipline committee of the GELC shall hear any complaint arising from the bylaws, regulations, policies or rules of the GELC as per bylaw 10.



- 17.01** All complaints must be in writing addressed to the discipline chair. Complaints shall be delivered by hand or courier to the GELC office. It may also be sent via email however it is the complainant's responsibility to follow up to ensure that it is delivered.
- 17.02** Upon receipt of the complaint, the chair shall appoint a committee of three persons, one of which may be the chair. The members of the committee shall be non-interested parties to the complainant.
- 17.03** The committee composition, time, date and location of the hearing shall be set within 14 days of receipt and acceptance of the complaint. It will be communicated in writing to all known interested parties.
- 17.04** The hearing shall be held within in 30 days of receipt and acceptance of the complaint.
- 17.05** The decision shall be provided in writing to all interested parties within 30 days of the completion of the investigation.
- 17.06** All decisions of the discipline committee shall be communicated to the complainant's member Association President.

### **Regulation 18 - Appeal Procedure**

- 18.00** The GELC board shall hear any appeal arising from the bylaws, regulations policies or rules of the GELC as per bylaw 10.
- 18.01** All appeals must be in writing and addressed to the president. Complaints shall be delivered by hand or courier to the GELC office. The appeal must be accompanied by a \$300.00 appeal fee.
- 18.02** Upon receipt of the appeal, the board shall appoint a committee of three persons, one of which may be the President. The members of the committee shall be non-interested parties to the complaint.
- 18.03** The committee composition, time date and location of the hearing shall be set within 14 days of receipt, and acceptance of the appeal and communicated in writing to all known interested parties.
- 18.04** The hearing shall be held within 30 days of receipt and acceptance of the complaint.
- 18.05** The decision shall be provided in writing to all interested parties within 30 days of the completion of the hearing.

- 18.06** All decisions of the appeal shall be communicated to the appellant's member Association President.

### **Regulation 19- Social Media**


The GELC board of directors and membership shall adhere to the ALA regulation on Social media.

### **Regulation 20 - GELC Tournament Permit**


All GELC teams wishing to participate in tournaments inside and outside of Alberta must have a league Tournament permit issued.

- 20.01** In order to have a Tournament permit issued the team must conform to the following:
- a) Minimum of 2 team officials from each team's coaching, management and training staff must have attended any mandatory Coaches training event as declared by the GELC for the current playing season.
  - b) Tournament permits will only be issued by the GELC office. (The club presidents will receive a copy of the signed permit as well as the team)
  - c) Additionally, teams with 45 penalty minutes or more in a single game, for two or more games, may not be granted a tournament permit or have their permit revoked by the GELC Board. This may be done within 48 hours via email.
  - d) Exceptions to this regulation and or appeals may be made to the GELC Executive and their decision on the matter shall be final.
- 20.02** **Teams entering tournaments without the GELC tournament permit.**  
The head coach shall be suspended for the number of games that were played by their team in the non- permitted tournament. A second occurrence will result in the head coach being required to attend the GELC discipline committee meeting.
- 20.03** Teams must email copies of all tournament games sheets to the GELC office within 48 hours of the completion of the tournament.



	
<b>Policy Number</b>	<b>Discipline Policy – Suspensions</b>
<b>Reason</b>	To provide requirements for the discipline committee actions on Suspension
	<p>Responsible for administration of the Suspension</p> <p>Once a suspension is given to a player coach, fan the following shall be the responsibility of the Team whose 's player, coach or fan has been suspended.</p> <ul style="list-style-type: none"><li>• The team is responsible to track and record suspensions properly.</li><li>• The head coach shall be the person responsible if not done properly.</li><li>• The Teams club is response to ensure that all suspensions have been served.</li><li>• If suspensions are not recorded on the next game of the team (other than exhibition games) they are not to be counted towards time served. And the head coach could be responsible for playing an ineligible player.</li><li>• The individuals name and game (s) associated to that t suspension are to be recorded ie: 1 of 3, 2, of 2. All suspension for players coaches, fans of a team are to be recorded in the same manner.</li><li>• All game sheets with suspensions must be scanned or faxed to the GELC office for administration of the suspension report immediately following suspended games.</li><li>• Teams using a player who is suspended will forfeit all team points gained in the games played with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative prior to playing the player or allowing an individual in the arena.</li><li>• A suspended fan may not be in any GELC contracted facilities during their suspension. Or attend any other games, while the suspension is in effect. le. If suspended from child one's game, may not attend child two's game or practices nor child one's practices, until such time as the suspension has been recorded as completed on the team where the suspension occurred.</li><li>• Player Suspension, a minor player may serve his suspension and be in attendance in the stands during the suspension unless told differently by the GELC discipline chair. A suspended player may not be in the dressing room or on the bench while suspended, from league, tournament exhibition and playoff games.</li><li>• Suspended coaches may not be in GELC contracted arenas during their suspension, they may not be on the bench with any other GELC team in any capacity whilst suspended.</li></ul>


	<ul style="list-style-type: none"> <li>• They may be in the stands at games for their other children if the suspension arose from a game in which one of their children participated in. They may not be on the bench at any other game until the suspension is completed with the team in which the suspension occurred. Unless given permission by the GELC discipline chair.</li> <li>• No suspension may be served at an exhibition game, they may be served at a tournament game provided the tournament was booked in advance of the suspension and not for the purpose of a player or coach sitting out a suspension.</li> <li>• All suspensions not completed by the end of the GELC playing season will be served in the following season at whatever level/or league the suspended coach or player is involved with in the next season they play or coach.</li> <li>• Fan suspensions not completed in the playing season will be served at what level the fans child is registered in.</li> </ul>
Approval Date	
To be reviewed by	


	
<b>Policy Number</b>	<b>Disclosure of Discipline Hearing Results and Actions Taken by the GELC Discipline Committee</b>
Reason	To protect the identification of minor aged individuals within the league in regards to disciplinary actions of the Discipline Committee or its panels.
	Discipline decisions are confidential and are only to be shared with the discipline committee and member discipline rep and affected individual, or in the case of a minor aged player their parent or guardian.
Approval Date	March 7,2016
To be reviewed by	October ,2016




<b>Policy Number</b>	<b>Dressing Room Policy</b>
Reason	To standardize dressing room use for all minor lacrosse players, to ensure a safe environment.
Mixed Team	The Greater Edmonton Lacrosse Council will allow co-ed dressing room situations to exist at the Mini-Tyke and Tyke levels, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum team shorts or I as well as a full t-shirt tall of which must be in good condition and without holes/tears.
Novice, Thru Post Midget Lacrosse Co-ed Environments	<p>Females and males will change in separate rooms</p> <ul style="list-style-type: none"> <li>- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled floor time unless otherwise indicated (to be there earlier) by the coaching staff.</li> <li>- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff. –</li> </ul> <p>The gender in the majority shall not begin changing, helmets, gloves and shoes excepted, prior to the departure of the lesser represented gender.</p> <p>When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first.</p> <p>Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.</p>
Use of Cell Phone in Dressing Room	The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any GELC league event.
Parents in Dressing Room Only allowed at Mini –tyke, Tyke, Novice	<p>Parents are permitted in the dressing room to assist their child in getting their lacrosse gear on and off. Once the child is dressed in their gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back into the dressing room to assist their child in removing their lacrosse gear, only after the coaching staff has had the opportunity to address any issues from the game or practice.</p> <p>In Pee Wee through Post Midget Divisions a parent will not be permitted in the dressing rooms other than the following exceptions: A medical emergency where the parents’ presence may be essential to the wellbeing of their child; and</p>


	An invitation is extended by the coaching staff.
Players sent to Dressing Room as a result of On floor Game misconducts/or injury	All divisions, pee wee and lower who have been removed from the game by the officials or due to injury must be accompanied to the dressing room by two responsible adults; 1 being a team bench staff. If the parent/guardian is in the facility they may accompany their child to the dressing room.
Approval Date	Approved February 5,2018
To be reviewed by	


	
<b>Policy Number</b>	<b>Team Jerseys</b>
Reason	To brand and identify each club from the other clubs in the association, so that teams in the league are readily identifiable from their club colors
	Each member colors are unique and are defined as per the approved affiliation request for membership in the GELC. Primary and secondary colors may not be changed in whole or in part by any member or team without council approval. Requests for changes must be submitted 3 weeks prior to the October Planning meeting for approval. CLA rule 9 Uniform applies.
Approval Date	March 7,2016
To be reviewed by	October, 2016

	
<b>Policy Number</b>	<b>Exhibition Games</b>
Reason	To ensure that games are sanctioned appropriately and have been assigned officials by the ALRA
	<b>An exhibition game between teams from two different GELC minor lacrosse clubs must be dealt with as follows:</b> <ul style="list-style-type: none"> <li>Both clubs require permission of their club's president</li> <li>The team hosting the exhibition game must supply floor time obtained thru their club's scheduler, or the GELC office.</li> </ul>

	<ul style="list-style-type: none"> <li>The host team is responsible for the cost of the games and the home club will be invoiced for the game by the ALRA.</li> <li>The above requirements must be contained in an email to the GELC office at <a href="mailto:edmlax@telus.net">edmlax@telus.net</a>. Sanctioned and approved exhibition games will show up on the GELC website as exhibition games, if no exhibition game appears it is not sanctioned.</li> <li>The GELC office will notify the ALA, the ALRA and both home club presidents of the game.</li> </ul> <p><b>An exhibition game between teams from two different LGB minor lacrosse clubs must be dealt with as follows:</b></p> <ul style="list-style-type: none"> <li>Both clubs require permission of their club's president</li> <li>The team hosting the exhibition game must supply floor time obtained thru their club's scheduler, or the GELC office.</li> <li>The host team is responsible for all costs associated with the game and their club will be invoiced the cost of the officials by the ALRA.</li> <li>The above requirements must be contained in an email to the GELC office At <a href="mailto:edmlax@telus.net">edmlax@telus.net</a>.</li> <li>Once received the GELC office will put the game on the schedule as an exhibition game and notify the following the ALA, the ALRA, the LGB presidents and club presidents of the game.</li> <li>You must have your game sanctioned by the GELC even if it occurs in another LGB.</li> </ul>
Approval Date	April 4, 2016
To be reviewed by	


	
<b>Policy Number</b>	<b>Goalies</b>
Reason	To provide guidance to all GELC teams on Goalie Play
	<p>If any GELC teams from pee wee B and in lower divisions have more than one goalie, the second goalie cannot be given the role of back-up goalie in all games.</p> <p>The teams with two or more goalies must rotate the goalies equally thru league play.</p> <p>Clubs must ensure in all levels, that all teams have a goalie before a team has a second goalie at any level.</p>
Approval Date	November 20 <sup>th</sup> , 2017
To be reviewed by	

	
<b>Policy</b>	<b>Rescheduling of League Games</b>
Reason	To maintain the league schedule appropriately
	<p>All rescheduling of games must be done via the GELC office</p> <p><b>Games may be rescheduled for the following reasons only:</b></p> <ul style="list-style-type: none"> <li>• Team has entered a tournament and requires the game to be rescheduled.</li> <li>• The majority of a team's players attend the same school and are not available due to a school function. For example, players graduations, school field trips.</li> </ul> <p><b>Games will not be rescheduled for the following reasons</b></p> <ul style="list-style-type: none"> <li>• coach absences</li> <li>• goalie absences,</li> <li>• game start time or locations</li> </ul> <p>Games will be rescheduled for a period of one week after the schedule is posted on line.</p> <p>After the one week reschedule period is complete, games may be rescheduled for a \$100.00 (one hundred dollars) reschedule fee. This fee will be invoiced to the member club of the team wishing the reschedule.</p> <p>It will be rescheduled with the approval of the two teams involved and the president of the club receiving the invoice.</p> <p>7 days minimum notice must be provided for the reschedule.</p> <p>The GELC will allow the league scheduler to make exceptions to this policy.</p>
Approval Date	
To be reviewed by	Board of Directors – Oct 2016


	
<b>Policy Number</b>	<b>Re-tiering of Teams in Pee Wee, Bantam and Midget Divisions</b>
Reason	To have a consistent method of applying team movement and the effects on the divisions being movement made in them.
	<p>The Vice President of Organization Development- Box Lacrosse shall be responsible for approving the re-tiering of any teams in the GELC Box Lacrosse League.</p> <p>Teams cannot have any wins in the division to request to be placed in a lower division.</p>



	<p>Teams may apply to be re-tiered provided that they have played at least 4 games in the division they were seeded to. The plus minus ratio in those games must exceed an average of 8 goals a game difference.</p> <p>The request to be re-tiered must come from the President of the club of the team requesting the re-tiering and must be provided by the Friday the week prior to the May long weekend, for re-tiering in the weeks following the May long weekend.</p> <p>No re-tiering will be considered after the Friday the week prior to the May long weekend in any division.</p> <p>If a club requesting that a team be moved to a lower division, already has a team in that division, the club must have a letter of acknowledgement from the team in the lower division accompanying the request.</p> <p>Teams requesting to move down a division take their points from the higher division down with them and those games count in the final division playoff standings.</p> <p>Teams may request to be moved up a division by the President of their club no later than the Friday the week prior to the May long weekend.</p> <p>They would take their points with them and they would be allowed to participate in the division playoffs.</p> <p>The Vice President of Organizational shall review all teams, and if he feels that a team should be moved up a division he would have the authority to do that.</p>
Approval Date	November 20,2017
To be reviewed by	

	
<b>Policy</b>	<b>Team Spectator Liaison</b>
Reason	To improve the player experience, to assist the officials and coaches at games with spectator management.
Position Requirements	<p>All GELC teams are required to have an adult volunteer be the team Spectator Liaison.</p> <p>Duties of the Liaison</p> <ul style="list-style-type: none"> <li>• Uphold the code of conduct of the GELC.</li> <li>• Introduce yourself to the officials and other teams Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison.</li> </ul>

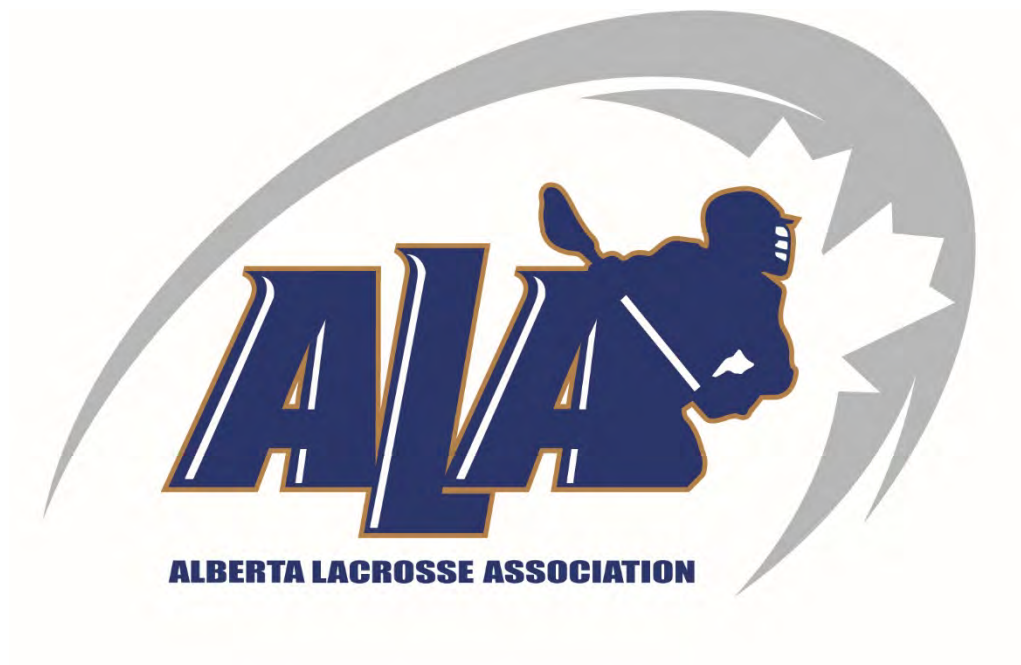
	<ul style="list-style-type: none"> <li>• At all games monitor the actions of the spectators who have come to the game to watch.</li> <li>• Speak with spectators as to appropriate behaviors.</li> <li>• Assist the coaching staff with crowd/and or remove of offensive individuals.</li> <li>• When team is requested to supply offending individuals names be the person responsible to providing to the head coach and referee.</li> <li>• If matters escalate please walk away and call the police.</li> </ul>
Inappropriate Behaviors	<p><b>Inappropriate behaviors include the following:</b></p> <ul style="list-style-type: none"> <li>• Banging on the glass, or boards.</li> <li>• Making abusive comments to the officials.</li> <li>• Verbally abusing players on either teams.</li> <li>• Getting into verbal sparring matches with opposing spectators.</li> <li>• Using profanity or making inappropriate gestures.</li> <li>• Engaging coaching staffs.</li> <li>• Going to areas of the arena that are not spectator seating.</li> <li>• Throwing objects.</li> <li>• Not leaving when asked to leave the facility.</li> </ul>
To be reviewed by	Accepted April 3, 2017 Review October 2017

	
<b>Policy Number</b>	<b>Complaint Procedures Policy</b>
Reason	To ensure that complaints filed in accordance with the GELC Harassment Policy or other complaints that may be received are handled in a safe, unbiased and timely manner.
	<p>The GELC will handle complaints in the following Manner.</p> <ol style="list-style-type: none"> <li>1) Complaint to be filed in writing with the GELC President, via the GELC office. It must come from the member club of the GELC. So the complaint must come thru the President of the complainants club.</li> <li>2) Complaint to be filed within 72 hours of the offense.</li> <li>3) Complaint to deal with specifics of the offense.</li> </ol> <p>Include the following in your complaint</p> <ol style="list-style-type: none"> <li>a) Name, email address, phone number of complainant if parent, the name of the child the resulting complaint is related too.</li> <li>b) Description of the complaint detailed including the following, <ol style="list-style-type: none"> <li>i) Date, time, location, if during a game the game number</li> <li>ii) Description of the complaint, please be detailed.</li> <li>iii) Names and email addresses of direct witnesses to the incident,</li> </ol> <p>if minor aged parental consent must be given to provide this information.</p> </li> <li>iv) A legible copy of the game sheet.</li> </ol>

	<p>4) Once the Complaint is received by the GELC President, a committee of three individuals shall be created within 15 days of the receipt of the complaint.</p> <p>5) A hearing shall be held within 15 days of the creation of the Committee, at the best efforts of the GELC administration to hold that meeting.</p> <p>6) The complaint will be sent to the respondent's club president for presentation to the respondent, the respondent may submit in writing a document in response that will be send to the committee and to the complainant.</p> <p>7) The complaint and the respondent are not at liberty to arbitrarily share any documentation received outside of the people directly involved in the complaint and the complaint committee.</p> <p>8) Invited to attend the meeting will be the Club president, the complainant, the minor aged player if applicable. The Respondent, the minor aged player if applicable and the club president of the respondent.</p> <p>9) The committee may invite key eye witnesses to attend as well.</p> <p>10) The committee will meet with the Complaint first and then the respondent.</p> <p>11) Should the complainant not appear the complaint will be considered dropped and no further action taken.</p> <p>12) Should the respondent not appear the complaint will be forwarded to the discipline committee for action.</p> <p>13) The respondent may ask for one hearing date deferral of no longer than 5 days from the original hearing, or as approved by the Committee in consultation with the two club presidents.</p> <p>14) The committee shall have 10 days to forward their decision after the hearing date to the GELC for distribute and action as required. The decision shall be forwarded to the two club presidents the complainant and the respondent.</p> <p>15) The decision of the Committee will be final.</p> <p>16) Should the matter be referred to the discipline committee or a discipline panel, the respondent shall be notified of the time and date of the hearing and be in attendance.</p> <p>17) The results of the discipline hearing will be provided to the respondent only if directly related to a minor aged player.</p>
Approval Date	March 14, 2016
To be reviewed by	October 2016



**Section Three**  
**Alberta Lacrosse Association Regulations, Insurance, Tournament,**  
**Team Alberta Information**





# **Alberta Lacrosse Association Regulations that Effect GELC League Play**

For the full version please go to [www.albertalacrosse.com](http://www.albertalacrosse.com) and look under the  
Administration link and Bylaws and Regulations

## **REGULATION 9 - EXHIBITION GAMES**

All exhibition games between teams from different Local Governing Bodies or teams, without a local governing body must be sanctioned by the ALA.

- 9.01** All teams are to have written permission from the appropriate Local Governing Body or club President (for teams without a Local Governing Body).
- 9.02** The host team must supply floor time and assure scheduling and payment of officials through the Alberta Lacrosse Referees Association.
- 9.03** Confirmation of all requirements must be supplied to both Local Governing Body Presidents or Club President (for teams without a Local Governing Body) and the ALA office at [lisa@albertalacrosse.com](mailto:lisa@albertalacrosse.com)
- 9.04** The ALA office will confirm sanctioning once all requirements are met.

## **REGULATION 10 – TRAVEL PERMITS**

- 10.01** All teams which travel, out of the jurisdiction of the ALA, shall complete and file the necessary Travel Permit Request complete with roster of players, coaches and team management with a fee of \$75 cashable cheque and \$250 bond cheque to the ALA office. All players and personnel must be registered with the ALA. All coaches must meet the CLA Minimum Standards for applicable division. Upon return to Alberta, all copies of game sheets must be filed with the ALA office within 5 days. Once the game sheets are received by the ALA Office the \$250.00 bond cheque will be returned upon the filing of the games sheets with the ALA office. If the game sheets are not filed then the bond check will be cashed. All competitions must be sanctioned by Member Associations of the Canadian Lacrosse Association or in the case of Internationals competitions by the analogous governing bodies. Upon approval of the request the team may travel to the competition.
- 10.02** The Travel Permit Request must be filed with the ALA Office 15 days prior to the departure date.
- 10.03** A non-refundable late filing fee of \$75.00 will apply to all teams failing to file the travel permit on time.
- 10.04** Approval or disapproval will be given within 7 days after the travel permit has been received.

- 10.05** When a party applies for a travel permit the Executive Director checks all credentials and confirms that everything is in order. If everything is in order, the Executive Director, then gives conditional approval. The Director of High of Performance then sanctions the travel permit. If the Director has any issues he/she must refer the issue to the Executive Committee for discussion and approval.
- 10.06** Any team playing ineligible players, traveling without proper authorization, or valid travel permit will be subject to a \$500 fine and the coach will receive an automatic one year suspension.
- 10.07** No team associated with a club that is part of the ALA may play or participate outside the jurisdiction of the ALA without first obtaining permission. Permission is obtained acquiring a Travel Permit from the ALA. No ALA team is permitted to purchase independent insurance and travel outside the jurisdiction of the ALA.
- 10.08** Travel permits may not be issued for age divisions with players eligible to tryout for TEAM ALBERTA on Team Alberta tryout weekends

#### **14.04 Playing Surface**

- 14.04.1** ALA Members who allow individuals on the playing surface during game period intermission without a helmet and face mask are subject to a first offence being a fine in the amount of \$250, and a second or subsequent offence being a fine in the amount of \$500. This regulation applies to all individuals under 18 years of age. The fine will be payable by the home club.
- 14.04.2** Players, coaches, referees, and volunteers (under 18 years of age on December 31 in the year in which they wish to participate) must wear a helmet on the playing surface excluding coaches on the bench during a game.

### **REGULATION 15- RULES OF PLAY**

- 15.01** Rules of play in Alberta shall be those of the CLA Rule Book for the current season. In order to ensure uniformity, there will be no variation of the CLA Rules and officials shall enforce CLA Rules with the following enhancements:
- 15.02** Abuse by Fans (See Regulation 19)
- 15.03** Mouthguards (See Regulation 14)
- 15.04** Standardized Game Time for Box Lacrosse is as follows:

Division	Allotted Time	Warm-Up/Training	Period/Game 1	Period/Game 2	Period 3/Game	Period Break
Division	Allotted Time	Warm-Up/Training	Period/Game 1	Period/Game 2	Period 3/Game	Period Break
Mini-Tyke	1 hour	5	15	15	15	3
Tyke	1 hour	5	15	15	15	3



Novice	1 hour	5	15	15	15	2
PeeWee	1 ¼ hours	5	15	15	20	2
Bantam	1 ½ hours	5	20	20	20	2
Midget	1 ½ hours	5	20	20	20	2
Junior B	2 ½ hours	30	20	20	20	10
Junior A	2 ½ hours	30	20	20	20	10
Senior B	2 ½ hours	30	20	20	20	10
Masters	1 ¼ hours	5	15	15	15	2

- 15.05** Except as specifically amended herein, all Periods shall be stop time as per CLA guidelines. In Minor Box Lacrosse, except Minityke, Tyke, Novice, and in Masters 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 Minityke, Tyke, and 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.
- 15.06** In Novice, Pee Wee, Bantam, and 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 Pee Wee, Bantam and Midget box lacrosse and straight time for 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.
- 15.07** In, Pee Wee, Bantam and 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.
- 15.08** Except in Minityke and 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.
- 15.09** 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)
- 15.10** 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.

- 15.11** The standardized game length will be extended for the purpose of overtime subject to Regulation 15.12.
- 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, tournament, 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.
- 15.13** During tournament play, 15.04 may be modified at time of application for the tournament with the approval of the Director of High Performance. 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 Tyke, Novice or Pee Wee game where 3 x 20 minute periods are used, the officials will be compensated at a Bantam rate).
- 15.14** There will be NO SHOT CLOCK at Tyke and Minityke.
- 15.15** **Minityke rules**
- 15.15.1** In Minityke, Option L will apply. (Individual organizations will decide whether or not to use a goalie (based on number of players, availability of equipment, etc)
- 15.15.2** In LTAD option L, the following shall apply in addition to CLA Rule book:
- a) Fall Back Rule applies as per CLA Rule Book
  - b) Games will be cross floor to a maximum of two (2) games per floor.
  - c) Each team shall be composed of three players, one designated goalkeeper and a recommended 6 substitute players for a total recommended team size of ten players.
  - h) Use of a soft ball is recommended, for skill development reasons, but the decision of which ball will be used will be left up to the Local Governing Body.
  - i) Each Minityke floor time will be broken up into four 15 minute segments. Each floor time will begin with a 15 minute skill session, followed by a 15 minute game session, followed by a 15 minute skill session, and finishing with a 15 minute game session.
- 15.16** **Tyke rules**
- 15.16.1** In tyke, Option L will apply.
- 15.16.2** In CLA LTAD option L, the following shall apply in addition to the CLA Rule book:
- a) Fall Back Rule applies as per CLA Rule Book

## **15.17 Novice Rules**

- 15.17.1** All Novice box lacrosse games shall be played in accordance with CLA Rules according to LTAD Option L.

## **REGULATION 21- COACHING CERTIFICATION REQUIREMENTS**

- 21.01** Each team in Field and Box lacrosse shall comply with CLA Minimum Standards for coaches. In order to be eligible to coach, all coaches must meet the requirements of the ALA Minimum Standards as applicable to each discipline of lacrosse.
- 21.02** In all games (including regular league, playoffs, tournaments), teams are required to have all bench personnel who are on the bench meet the CLA Minimum Standards. In practices, teams are required to have at least one of the supervising coaches trained as per CLA Minimum Standards.
- 21.03** In all games for Provincials, Alberta Summer Games, and games sanctioned on travel permits, teams are required to have all bench personnel who are on the bench meet the CLA Minimum Standards.
- 21.04** Bench personnel are determined as per ALA Registration system for each team (as per Regulation 6). Bench moms can handle off bench circumstances but must be registered. Only coaches with appropriate training and certified trainers are allowed on the bench.
- 21.05** All Female only teams must have one registered female coach as per the ALA Registration system.
- 21.06** All coaches must be 16 years of age in the year he/she wishes to attend a coaching clinic and coach an ALA sanctioned team.
- 21.07** Coaches who are approved to challenge Community Development must complete their workbooks within two weeks of the approval. Coaches not complying must attend a Community Development clinic.
- 21.08** All workbooks required after attending a NCCP clinic must be completed by March 1 of the following year.
- 21.09** CLA Minimum standards will be verified by the ALA Office upon request.
- 21.10** Coaches not meeting the Minimum CLA Standard will be suspended for the following year from coaching until the required criteria have been met.

## **REGULATION 22 - TRAINER CERTIFICATION REQUIREMENTS**

- 22.01** Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:
- a) Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
  - b) Canadian Red Cross Standard First Aid & First Responder
  - c) Canadian Red Cross Sport First Responder and Sport Aid course

- d) Hockey Canada Safety Program (HCSP)
- e) An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist).

From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.

- 22.02** The ALA recognizes only one trainer per team to address those specific activities (activities which would not include coaching athletes).

## **REGULATION 23 - PROVINCIAL PLAYOFF REGULATION**

- 23.01** The ALA reserves the right to place teams in the classification and series deemed to be in the best interest of the ALA.

## **REGULATION 24– ALA MINOR BOX PROVINCIALS**

### **24.01 General Policy**

- 24.01.1** All participants shall abide by all Canadian Lacrosse Association Rules of Box Lacrosse.

- 24.01.2** The Canadian Lacrosse Association's Coaches Code and the CLA Coaching Philosophy for Minor Lacrosse must be adhered to. Adherence to these guidelines will be monitored and interpreted by the Director High Performance or designate. The decision of the ALA Director of High Performance will be final.

- 24.01.3** Local Governing Bodies, Clubs, or Member teams, wishing to participate in Provincial tournaments MUST register using the "Provincial Championship Intent Form" to participate along with a \$650.00 Provincial Championship intent fee per team by the date indicated on the Intent Form. If the Local Governing Body, Club, or team fails to provide representation after submitting an intent at the Provincial Championship then the intent fee will be forfeited and the club will be fined \$ 2000.

- 24.01.4** All provincial divisions require two (2) teams that are recognized by the ALA.

- 24.01.5** Competition intent fees are due to the ALA office by June 1.

### **24.02 Team Qualification**

- 24.02.1** All teams participating in Provincial Championships must be registered with the ALA registration system. The rosters for the Provincial Championship will be those that are registered with the ALA, as per the ALA registration system.

- 24.02.2** Local Governing Bodies who do not have a recognized league must register these teams with the ALA to qualify to participate in the Provincial Championship Tournament. Intent fees are due to the ALA office by June 1.

- 24.02.3** A player may only play for one team and in one division in the Provincial Championship in any weekend.

**23.02.4** All tournament formats are to be approved by the ALA Director of High Performance. The preferred format will be Round Robin.

### **24.03 Final Standings Tie Break Formula**

**24.03.1** In the event of a tie in point standings in a competition, final standings shall be determined as follows:

**24.03.1.1** If two teams are tied, the winner of the game or games between the two teams advances. If a tie still exists, the goal average formula listed below will be used.

**24.03.1.2** If three or more teams are tied, and if one team has defeated the other teams with which it is tied after round robin play, the team shall advance. Otherwise the team with the best goal average shall advance.

**24.03.1.3** The goal average is calculated by dividing the total goals for, by the total goals for plus the total goals against. Only the goals scored in games between the tied teams is used in the goal average formula for tie breaking. The team with the greater resultant number shall advance.

GOALS FOR

GOALS FOR + GOALS AGAINST

The formula is applied once to rank all tied teams.

**24.03.1.4** If a tie still exists between teams, the winner of the game(s) between the two teams advances.

### **24.04 Player Eligibility**

All players must be duly registered with the ALA registration databank and listed on the team's roster, for the current year.

### **24.05 Coach and Trainer Eligibility**

**24.05.01** All coaches must be duly registered as coaches with the ALA registration databank for the current year.

**24.05.02** All Trainers must be duly registered as trainers with the ALA registration databank for the current year.

**24.05.03** All Coaches must meet CLA Coaching Standards.

**24.05.04** All trainers must meet ALA Standards as per ALA Regulations,

### **24.06 Playing Area**

Only ALA authorized coaching/trainer personnel, player personnel, officials, LGB representatives and the ALA representative are permitted in the dressing room, bench area and playing surface during game play.

## 24.07 Minor Box Provincial Rules

All teams or Associations that host a Provincial Tournament within the Province of Alberta will comply with the rules set out as follows.

### 24.07.1 Minor Box Playing Rules

- a) The Canadian Lacrosse Association Rules of Box Lacrosse apply with the exception of punishments for infractions of the rules where those punishments are by ALA Rules more severe than the CLA's.
- b) The Canadian Lacrosse Association's Coaches Code and the CLA Coaching Philosophy for Minor Lacrosse must be adhered to. Adherence to these Guidelines will be monitored and interpreted by the ALA Representative.
- c) All games will start on time unless otherwise decided upon by the ALA Representative.

WARM UP: there will be a three (3) minute warm-up before game time.

- e) Game Times:

**Novice** games will be three (3) fifteen minute runtime periods, no clock stoppage (1 hr time allowance).

**Pee Wee** games will be two (2) fifteen minute and one (1) twenty minute (20) stop time periods, (1.5 hr time allowance).

**Bantam and Midget** games will be three (3) twenty minute (20) stop time periods (2 hr time allowance).

If a goal differential of six (6) or more goals is present at anytime 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.

- f) The 30-second clock will be in effect for all minor levels
- g) **STRAIGHT TIME PENALTIES:** a two (2) minute penalty running time, to start at start of play (whistle).
- h) **STOP TIME:** the clock will stop only when: 1. A penalty is called, 2. A face-off takes place, 3. A goal is scored, or 4. A referee signals for the clock to stop.
- i) There will be a three (3) minute rest period between periods
- j) **HOME** teams must be prepared to change their jersey if asked to do so by the Referee.
- k) **SHOT CLOCK:** will be operated by an ALRA official; **TIME KEEPER** will be provided by the **HOME** team; the **SCOREKEEPER** will be provided by the **VISITOR**; and both will provide penalty box personnel.
- l) **OVERTIME:** all games are to be played out (including round robin).

- m) In Round Robin there will be five (5) minute sudden victory periods until a goal is scored. There will be one (1) minute rest period between each five (5) minute period.
- n) In Medal games only as per CLA. Rule 20: exception is made to rest time between periods, which will be (5) minutes.
- o) All games are to be played out (including round robin). TWO points for a win and ZERO points for a loss are awarded.

## **24.08 Discipline at Provincials**

### **24.08.1 General**

See Bylaw 10, and Regulation 17

### **24.08.2 Procedures**

The ALA Representative will adhere to and interpret the ALA Bylaws and Regulations.

The Provincial Host in conjunction with the ALA Representative will Oversee, organize and interpret all rules, guidelines on behalf of the ALA. The Provincial Discipline Committee will consist of ALA Representative, Tournament RIC and Member of Host Committee. The membership of the provincial discipline committee will be announced to all teams prior to commencing tournament play.

### **24.08.3 Appeals**

To place an appeal, with the Provincials Discipline Committee, the appealing team must put a \$100 non-refundable bond forward. The appeal must be made in writing and must be received no later than 30 minutes after the conclusion of the game. If game conclusion time is missing from the game sheet the scheduled game time conclusion shall be used. If the appeal is won the fee will be refunded. If any game or portion thereof is to be replayed, the refund will be given after that conclusion. The decision of the Provincials Discipline Committee is final unless the sanction carries beyond the tournament.

## **24.09 ALA Representative**

In the regulations for Provincial Championship Tournaments, the ALA Representative will be that person who is appointed by the Director of High Performance and a Member of the host Local Governing Body

## **24.10 Provincial Trophies**

Provincial Trophies are to be returned to the ALA office by the ALA AGM of the completion year at the club's cost. Clubs failing to return trophies by the deadline will be fined \$250 per month to the replacement value of the trophy which there is no appeal. Damaged trophies will be invoiced to LGB.

## **ALA Policies**

### **POLICY 1- ZERO TOLERANCE STATEMENT OF POLICY**

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

### **POLICY 5 – RULE OF TWO**

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

### **POLICY 7– SOCIAL MEDIA**

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



ALA Bylaw 11. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines maybe disciplined

## **POLICY 9 – APPROPRIATE COMMUNICATION**

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

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

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

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

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

**9.05** Favours one or more children to the exclusion of others (for example, paying a lot of attention to, giving or sending personalized gifts\*, or allowing privileges that are excessive, unwarranted or inappropriate).

**9.06** Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken in a work/volunteer related setting, with prior written consent from the parent/guardian, and in circumstances in which the parent/ guardian and your supervisor is aware that pictures are being taken may be permissible provided the organization has approved the activity in advance and has put procedures in place to ensure the pictures will be stored in a location only accessible to those with a need to access and removed when no longer

required for the purpose for which they were taken.

- 9.07** Offering or providing rides to a child in your personal vehicle, or in the organization's vehicle, except when your supervisor is aware of and has approved it and express parental consent has been granted, or in emergency situations. *You must report all* rides you give to a child, whether in your own vehicle or in the company vehicle, to your supervisor.
- 9.08** Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit or personal.
- 9.09** Showing a child material that is sexual in nature, including signs, cartoons, graphic novels, calendars, literature, photographs, and screen savers, displaying or keeping such material in a location where it is reasonably possible that a child may see it, or making such material available to a child
- 9.10** Physically or emotionally harming a child.
- 9.11** Intimidating or threatening a child.
- 9.12** Making fun of a child.
- 9.13** Whether or not a particular behavior or action constitutes inappropriate behaviour will be a matter determined by the organization having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

## **POLICY 15– MODEL CONCUSSION POLICY AND PROTOCOL**

### **15.01 Concussion Policy**

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

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

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

### **15.02 Definitions**

In this policy,

**(a) Concussion** means the definition of concussion from the 2012 Zurich consensus statement on concussion in sport:

*Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces<sup>1</sup>.*

In plain language, a concussion:

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

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

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

## **15.03 Stages of Concussion Management**

### **15.03.1 Education**

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

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

### **15.03.2 Prevention: Ensuring Safe Play - Concussion Prevention Strategies**

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

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

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

### **15.03.3 Identification – Using the Concussion Action Plan (CAP)**

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

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

#### **15.03.4 Documentation of Incident**

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

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

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

#### **15.03.5 Return to Learn [SEE RETURN TO LEARN PROTOCOL]**

This stepwise program starts with cognitive and physical rest. Follow each step through completion. If symptoms are severe at any step, stop and wait until the symptoms resolve and continue as tolerated. Physical activity during return to learn is restricted to walking as tolerated.

#### **15.03.6 Return to Play [SEE RETURN TO PLAY PROTOCOL]**

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

### **15.04 Stages of Concussion Management and Associated Documents**

Education

- Resources for Education of Players, Parents and Coaches

Prevention

- Sport-specific Concussion Prevention Strategy

Identification

- Concussion Action Plan

#### Management Procedures for a Diagnosed Concussion

- Return to Learn Protocol
- Return to Play Protocol
- Documentation Protocol (in development)
- Communication Protocol





## **Alberta Lacrosse Programs for 2019**

### **Lacrosse in School**

Date: Ongoing

Cost: \$350 for a full day program and \$200 for a half-day program.

#### **[Request a School Visit Today!](#)**

The Alberta Lacrosse Association is ecstatic about the launch of our Lacrosse in School program! The program will allow students of elementary age groups to experience the fast-paced and exhilarating game of lacrosse in an intimate, interactive, and educational atmosphere.

The program will introduce students to the game of lacrosse and emphasize physical literacy while promoting a healthy lifestyle. Furthermore, we will speak about the importance of positive goal setting, as well as the importance of community and reciprocity. Additionally, the instructors will present the many opportunities that lacrosse can bring to individuals and by extension their communities such as educational opportunities, interpersonal and leadership skills, and respect.

The program itself consists of two separate sections. It begins with an introductory session where students will learn the rules of lacrosse, help instructors demonstrate proper skills, and learn the history of the game. The second portion consists of a gym class setting where students will have a hands-on experience with the game of lacrosse.

### **2019 Alberta Midget A Boys Showcase**

Date: May 17-19, 2019

Cost: \$350/team

Location: Sherwood Park Arena and Sports Center

The Midget A Showcase will bring all Midget A teams together into a tournament weekend to highlight the best Midget lacrosse players in Alberta. This showcase will be hosted by the ALA and provide the province's top minor lacrosse players an opportunity to test themselves at the midpoint of the box lacrosse season. The Alberta Lacrosse Association is sponsoring the event to provide an avenue to increase the profile of Midget A lacrosse in the province. The tournament games will also be used to develop and evaluate Alberta's top officials. This showcase environment will bring together the best in lacrosse at the Midget division. Each team will be guaranteed 4 games.

### **2019 Alberta Lacrosse Bantam Challenge**

Date: August 9-11, 2019

The ALA is excited to announce the Bantam Challenge which will be open to all Male Bantam players scheduled for August 9-11 in Calgary, Alberta. The Challenge will be a weekend focused on box and field lacrosse training with elite level coaches from in and out of the province. The objective of the weekend is to provide players with an excellent development opportunity working alongside their peers and with experienced lacrosse coaches.

This is an Alberta Lacrosse Association event that will conduct box lacrosse and field lacrosse sessions to build lacrosse skills, tactical knowledge, and game awareness. Professional coaches will work with the players throughout the weekend. The weekend will be comprised of skill sessions and controlled scrimmages.

### **Aboriginal Coach Module**

Cost: TBD

Date: May 12, 2019

Location: Alberta Lacrosse Association Office

## **David Fehr Classic Tyke and Novice Festival**

Date: July 10th-14th, 2019

Location: Calgary, Alberta

### **Hotel Information**

Team Package:

- Rates are **229.00 CAD** (Single - Double) per room, per night with Full Hot Breakfast Buffet, Parking, and Wi-Fi included.
- Rates are net, non-commissionable and are subject to 4% Alberta Hotel Tax, 5% GST and 3% DMF.
- Additional \$10 per extra person, per room.

The room release date is **June 10, 2019**; any team bookings after this date will be subject to room and rate availability only.

Please contact Kryzell Perlas to book your team's accommodations. (Kryzell Perlas | (403) 450-5717 | [kryzell.perlas@innvesthotels.com](mailto:kryzell.perlas@innvesthotels.com))

## **Team Alberta**

*Alberta will be participating in the Midget (Box Lacrosse), Bantam Female (Box Lacrosse), U15 (Men's Field Lacrosse), and U19 (Women's Field Lacrosse)*

**[TEAM ALBERTA REGISTRATION](#)** (Registration Deadline June 5th) | **[Team Alberta Head Coach Application](#)**

### **Tournament Location and Dates**

U15 Men's Field - August 29th to September 2nd - Kelowna

U19 Women's Field - August 3rd to 7th, 2019 - Peterborough

Bantam Female - August 19th to 25th, 2019 - Coquitlam

Midget Box - August 19th to 25th, 2019 - Coquitlam

### **Try-Out Dates**

June 7th-9th, 2019 in Calgary, Alberta

### **Registration Fees**

- Midget Boy's Box - CAD\$85.00
- Bantam Female Box - CAD\$85.00



- Midget (U15) Field - CAD\$85.00
- U19 Women's Field - CAD\$85.00

## Team Alberta Requirements

### Eligible Ages

Players who have not applied by the deadline date will **NOT** be permitted to try-out.

- Players must register as a runner or goalie, not both.
- Players must be registered and playing for a lacrosse club or team in the applicable sector that is under the jurisdiction of the Alberta Lacrosse Association (ALA) for the 2019 playing season.
- Players may be required to attend more than one try-out camp.
- Players, Club & Team Alberta coaches are strongly encouraged to work together to allow obligations to both teams to be met. Recommended priority is club games followed by Team Alberta activities.
- If selected, players and parents are required to sign and adhere to the ALA Code of Conduct.
- Players are to follow the criteria and rules as set up by the Canadian Lacrosse Association

*\*Players must supply a non-refundable fee of \$85.00 to the Alberta Lacrosse Association for Team Alberta regional tryouts. The \$85 fee will include a tryout gift. Final tryout camp will be a non-refundable \$50 fee.*

*\*\*Refunds for tryout fee will only be considered for Medical reasons. A Doctors note is required. Refunds are subject to approval and a \$10 administration fee.*

Please, direct questions to the [Senior Director of Development Paul Rai](#)

## Minor Box Provincials



Date: July 10th-14th, 2019

Location: Calgary South Soccer Center

### Hotel Information

#### Team Package:

- Rates are **229.00 CAD** (Single - Double) per room, per night with Full Hot Breakfast Buffet, Parking, and Wi-Fi included.
- Rates are net, non-commissionable and are subject to 4% Alberta Hotel Tax, 5% GST and 3% DMF.
- Additional \$10 per extra person, per room.

The room release date is **June 10, 2019**; any team bookings after this date will be subject to room and rate availability only.

Please contact Kryzell Perlas to book your team's accommodations. (Kryzell Perlas | (403) 450-5717 | [kryzell.perlas@investhotels.com](mailto:kryzell.perlas@investhotels.com))

**Alberta Lacrosse Association  
Minor Box Provincial Championship Team Intent Form**

This form must be filled out with a \$650.00 intent fee per team intending to compete in the applicable Alberta Lacrosse Association Provincial Championship. Teams who fail to attend will forfeit their intent fee and the club will be fined \$ 2000. Teams who do not submit this form will be declared ineligible for Provincials.

Rosters will be those registered with the ALA.

The form must be returned no later than **June 1** complete with a \$650 intent fee to:

Lisa Grant  
Executive Director, Alberta Lacrosse Association  
Suite 4 – 9 Chippewa Rd  
Sherwood Park, AB T8A 6J7  
[lisa@albertalacrosse.com](mailto:lisa@albertalacrosse.com)

Local Governing Body \_\_\_\_\_

Club \_\_\_\_\_

Team \_\_\_\_\_

**Team's Registered Division within League Play:**

Division	A	B	C	Girls
Pee Wee				
Bantam				
Midget				

All teams participating in Provincial Championships must be registered with the ALA registration system. The rosters for the Provincial Championship will be those that are registered with the ALA, as per the ALA registration system.

Local Governing Bodies or ALA Members who do not have a recognized league must register these teams with the ALA to qualify to participate in the Provincial Championship Tournament. Intent fees are due to the ALA office by June 1.

Before signing this form I have read the Rules of Competition (Regulation 24) for the Alberta Lacrosse Association Provincials as posted on the [www.albertalacrosse.com](http://www.albertalacrosse.com) website and know that I will be able to field a team in accordance with those rules.

Team Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Team Contact phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_





## Limitations and Main Exclusions for Sport Accident and Medical

No benefit shall be payable for any loss resulting directly or indirectly; wholly or partially from any of the following causes:

- a) Purchase, repair or replacement of eyeglasses, contact lenses or prescriptions thereof (except as otherwise provided);
- b) Sickness or disease either as a cause or effect;
- c) Any intentionally self-inflicted injury;
- d) Any of the hazards of aviation except while riding as a fare paying passenger in a licensed aircraft operating on a regular scheduled service between airports;
- e) Declared or undeclared war, terrorist act, invasion or civil war, or any act thereof;
- f) Service in the armed forces of any country;
- g) Any benefits that are available under any Government Health Insurance Plan, whether enrolled in such a plan or not;
- h) Dental and/or other expense benefits shall be for the excess of expenses payable under any other benefit or policy;
- i) An insured person who is not a resident of any Canadian province that has enacted Medical Care Legislation unless stated specifically in this policy;
- j) An insured person is under the influence of alcohol and operating any vehicle or means of transportation or conveyance while his or her blood alcohol is over 80 milligrams in 100 millilitres of blood;
- k) While the Insured Person is under the influence of a drug or substance which is controlled as specified under the Controlled Drug and Substances Act (Canada) unless taken pursuant to the advice of and in strict accordance with the instructions of a duly licenced Physician;
- l) An insured person is on full-time active duty in the armed forces or organized reserve corps of any country or international authority.

This insurance is subject to and shall not contravene any Federal or Provincial statutory requirements with respect to hospital or medical plans, nor shall it duplicate any benefits, which are provided under any Federal or Provincial Hospital or Medical Plans, or any other policy providing a reimbursement indemnity.

Mail completed form to:

Alberta Lacrosse Association  
9 Chippewa Road, Unit 4  
Sherwood Park, Alberta  
T8A 6J7  
Tel: (780) 464-1861  
[www.albertalacrosse.com](http://www.albertalacrosse.com)



Please phone for confirmation or if you have any questions. Note this is not a loss of wage policy. Some reimbursements have limits or caps.

*The description of coverage herein is not complete and binding on the Insurance Company. The policy issued to the Alberta Lacrosse Association and on file in their offices takes precedence over this information pamphlet. In the event of any discrepancy, the policy takes priority.*

**Warren Hill Risk Management and  
Insurance Broker Services Inc.**  
Suite 105, 2420 Meadowpine Blvd.  
Mississauga, Ontario  
L5N 6S2  
Tel: (855) 202-7132  
[www.warrenhill.ca](http://www.warrenhill.ca)

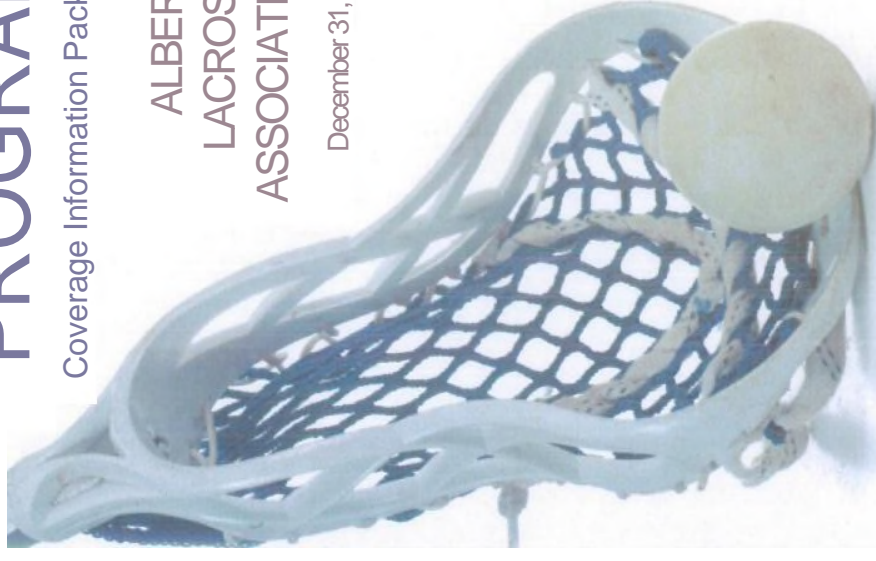


# INSURANCE PROGRAM

Coverage Information Package

ALBERTA  
LACROSSE  
ASSOCIATION

December 31, 2017



**WH** WARREN HILL  
RISK MANAGEMENT  
INSURANCE BROKER SERVICES INC.



## ALBERTA LACROSSE ASSOCIATION MEMBERS INSURANCE PROGRAM

### Sport Liability Insurance

#### Why Liability Insurance?

Unfortunately, no matter how careful you are or what safety measures you take, accidents can happen. You can be sued by anyone who claims injury or damages resulting from sport activities. While you may not be liable, defending a legal action can be costly. Liability insurance protection will pay for defense costs as well as damages awarded against you for covered activities within the scope and limit of the policy. Liability Insurance gives you protection and peace of mind.

#### Who is Insured?

An Association or League registered with the Alberta Lacrosse Association who have paid their current dues and are in good standing. The requirement is that 100% of your members within your Association or League participate in the Insurance Program.

#### Who is Covered?

Members of your organization, including participant members, executives, managers, coaches, trainers, officials, employees, and volunteers while acting within the scope of their duties on your behalf.

#### Activities Covered

Sanctioned or authorized events, including related training, within your sport discipline.

### General Liability Insurance

The policy through Certain Underwriters at Lloyds of London, will respond for defense costs and those sums that the Insured becomes legally obligated to pay as compensatory damages as described within the Insurance Policy as a result of a bodily injury or damage to property of others. This includes participants, spectators, property of lessors and others resulting from your operations as sanctioned by the Alberta Lacrosse Association.

**Limit \$10,000,000 per occurrence**  
**\$10,000,000 Annual Aggregate**

Including the following extensions:

- Premises, Property, and Operations
- Products and Completed Operations
- Bodily Injury and Property Damage
- Blanket Contractual
- Personal Injury (libel and slander)
- Cross Liability severability of interest
- Non-owned Automobile

- Tenants Legal Liability \$5,000,000

A Deductible of \$500 applies to all covered claims

### Directors and Officers Insurance

Directors and Officers, through Intact Insurance, may be sued for actual or alleged errors or omissions while performing their duties as officials of the organization (ALA). D&O Insurance will pay those sums the organization, directors and officers become legally obligated to pay as compensatory damages because of a wrongful act.

**Limit - \$2,000,000 & Aggregate Limit**

### Sport Accident Insurance

Coverage is for sanctioned activities including practices, games, and team travel. One plan covers Employees, Executive Officers, Managers, Coaches, Officials, Participants, and Sanctioned Event Volunteers all of whom are under age 75 throughout the entire season through AIG Canada.

**Principal Sum Benefits - Up to \$50,000**

Including the following:

**Accidental Death & Dismemberment - up to \$50,000**

In the event of accidental death occurring within 52 weeks of an accident.

**Disability - Up to \$50,000**

- Permanent and Total Disability payment is payable after 12 months of total and permanent disability cannot perform at least 2 Activities of Daily Living without assistance from another person, for the remainder of his or her life.
  - Loss of Speech, Hearing, Sight, and/or Other Impairments are subject to the amount payable within the benefit schedule and payable such Loss occurs within 365 days after the date of accident causing such Loss.
  - Two Times the Principal Sum for an accident causing Quadriplegia, Paraplegia, or Hemiplegia.
- Excess Medical Reimbursement - up to \$10,000**  
 For costs not insured by a Provincial Medical Plan incurred within 52 weeks of the accident including crutches, splints, medical braces, and prescription drugs related to the injury. Excess physiotherapy/chiropractor is limited to \$300 for anyone individual during the policy year.

**Out-of-Province Medical Reimbursement - up to \$10,000**

If bodily injury is sustained by an individual outside the province in which he/she is normally domiciled, but inside Canada, and he/she shall within 30 days from the date of an accident require the services of a licensed Doctor of Medicine, Osteopath or Chiropractor, and incur additional expenses excess of the benefits available under any Canadian federal or provincial hospital and/or medical plan.

**Emergency Transportation Benefit - up to \$500**  
 Reimbursement for the cost of an ambulance transport from arena or field to the nearest hospital, clinic, or doctor's office.

**Rehabilitation - up to \$15,000**

Up to \$15,000 for special occupational training due to accident and expenses are incurred within 2 years from the date of the accident.

**Tutorial Fees Reimbursement - up to \$2,000**

Up to \$2,000 for tutorial services made necessary by post accident confinement.

**Fracture Benefit - up to \$500**

A percentage of principal can be paid to fracture of bone or bones including chip and linear fractures. (Amount varies; depend on the type of injury).

**Dental - Up to \$15,000**

Dental treatment resulting from an accidental injury to sound natural teeth and completed within 52 weeks of the accident. Dentures and removable teeth limited to \$200

**Eyeglasses and Contact Lenses Expense - up to \$100**

For repair or replacement of eyeglasses or contact lenses when damage results from an accident, which requires the insured person to receive treatment by a physician or dentist.

### Out of Canada Excess Medical Insurance

Excess Medical coverage for Employees, Executive Officers, Managers, Coaches, Volunteers, Officials and Participating Members under age 75 whose Travel out-side Canada is approved and sanctioned by the Alberta Lacrosse Association, and whose name is registered with the Association prior to traveling. Coverage is in excess of any Provincial Government Health Plan.

**Limit \$2,000,000 per lifetime**

**Return and escort of dependent Children under age 18 - up to \$5,000**

Exclusion b) as listed in this information pamphlet is removed for this coverage only. Pre-existing conditions are excluded under sickness and illness coverage.



**Return to:**

**Alberta Lacrosse Association**  
9 Chippewa Road, Unit 4  
Sherwood Park, Alberta T8A 6J7



**AIG Insurance Company Of Canada**  
120 Bremner Boulevard, Suite 2200  
Toronto, ON M5J 0A8  
ahclaimscan@aig.com

**Accident Claim Form**

**IMPORTANT:** This claim form must be **validated** by your Association (section on reverse). Once the claim form is complete and original itemized invoices attached, mail to **Alberta Lacrosse Association** within 30 days following the accident.

**Name of Policyholder: Alberta Lacrosse Association**

**Policy No.: SRG 9150757**

Insured's Surname: \_\_\_\_\_ Insured's Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. (daytime): \_\_\_\_\_  
Email: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth (M/D/Y): \_\_\_\_\_ Sex: ☐ Male ☐ Female

1. Date of Accident (M/D/Y): \_\_\_\_\_ Date of Initial Medical attention (M/D/Y): \_\_\_\_\_

2. Location and full details of accident and nature of injury sustained: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Company who carries your Group Hospital or Medical Insurance: \_\_\_\_\_  
\_\_\_\_\_

4. Name and address of Family Physician: \_\_\_\_\_  
\_\_\_\_\_

5. Name and contact information of witness to this accident: \_\_\_\_\_  
\_\_\_\_\_

6. Name and address of Surgeons or Specialists who provided treatment regarding this accident: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL INFORMATION NOTICE:** I understand that the information provided by me on this claim form and otherwise in respect of my claim, is required by AIG Insurance Company of Canada, its reinsurers and authorized administrators (the "Insurer") to assess my entitlement to benefits, including but not limited to determining if coverage is in effect, investigating the applicability of exclusions and co-ordinating coverage with other insurers. For these purposes, the Insurer will also consult its existing insurance files about me, collect additional information about and from me, and where required, collect information from and exchange information with, third parties.

**CERTIFICATION:** The statements I provide in completing this claim form and otherwise in respect of my claims are true and complete to the best of my knowledge and belief. In the event of a false or misleading statement in the making of this claim, coverage can be cancelled, payment of benefits denied and past claims payments recovered. I agree to refund to the Insurer, the amount of any payments made in the event that such amounts should not have been paid in respect of my claim.

**AUTHORIZATION:** I authorize, for a period of not less than twelve and not more than twenty-four months from the date hereof, any physician, practitioner, health care provider, hospital, health care institution, medical organization, clinic and any other medical or medically related facility, any insurance company or reinsurance company, workers compensation board or similar plan or organization, benefit plan administrator, federal, territorial or provincial government department, or any other corporation or organization, institution or association (including obtaining information from the group policyholder or my employer) to release and exchange with AIG Insurance Company of Canada.

AIG Insurance Company of Canada, or representatives thereof, all personal health information, benefit payment, employment or financial information about me or any other information or records about me in its possession that is requested while administering my claim. I agree that a reproduction of this authorization shall be as valid as the original.

Name of Insured's Parent/Guardian (if under age 18 - print please): \_\_\_\_\_

Signature of Insured or Insured's Parent/Guardian (if under age 18): \_\_\_\_\_

Date (M/D/Y): \_\_\_\_\_

### PHYSICIAN'S STATEMENT

Name of Patient: \_\_\_\_\_

Full description of injury sustained: \_\_\_\_\_

Date of First Attendance (M/D/Y): \_\_\_\_\_ Date of Actual Loss (M/D/Y): \_\_\_\_\_

Is loss permanent and irrecoverable? Give degree of loss: \_\_\_\_\_

Is condition direct result of an accident? ☐ Yes ☐ No

Did any disease or previous injury contribute to loss? ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

Was Patient hospitalized? ☐ Yes ☐ No If yes, give Hospital Name and Address: \_\_\_\_\_

Names and Addresses of other Physicians or Surgeons, if any, who attended the Patient: \_\_\_\_\_

Are you related to or in a business relationship with this patient? ☐ Yes ☐ No

**These statements are true and complete to the best of my knowledge and belief.**

Name of Attending Physician (please print) : \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Attending Physician: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### ASSOCIATION STATEMENT

Name of Individual: \_\_\_\_\_ Name of Club: \_\_\_\_\_

The Individual is: ☐ Member ☐ Volunteer

Was the individual a member or volunteer on the date of the accident? ☐ Yes ☐ No

Did the injury occur while Insured was participating in an activity recognized by the Association? ☐ Yes ☐ No

Please attach a copy of your incident report related to this event (if available).

Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**The furnishing of forms shall not be an admission of liability by the Company.**



**Section 4**  
**Team Management Guidelines & Resources**





## **Team Organization – Roles and Responsibilities**

**Please remember successful teams are based on a broad range of people helping the team fulfill their goals. Ask for the help you need to ensure a successful season for all participants.**

### **Communication**

Communication is essential to the smooth operation of your team. The first priority for the Head Coach is to recruit a Team Manager. Once a team manager is in place, a parent information meeting should be scheduled to discuss:

- The goals you have for the team;
- The expectations that you have established and what actions will be taken if these expectations are not met;
- How ongoing communication will be conducted (e-mail, telephone, or team software such as Team Snap);
- The team emergency action plan and handout the sports medical information form;
- What volunteer positions need to be filled, their roles and why they are required;
- Team budget – how many tournaments would the team like to participate in? Cash call vs. fundraising?

Have all parents fill out a contact information sheet, complete with names of parents, address, home/cell phone numbers, and email addresses as the information contained in the registration form may not contain all necessary contacts.

### **Volunteer Roles**

- 1) Head Coach
- 2) Assistant Coaches
- 3) Team Manager
- 4) Trainer or First Aid Person
- 5) Treasurer
- 6) Jersey Parent (x2)
- 7) Team Spectator Liaison
- 8) Fundraising Coordinator
- 9) Snack Parent

## **Duties of a Team Manager**

The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.

Duties which may be allocated to the Team Manager include, but are not limited to:

- a. Creation of a contact list for the team to be distributed to all parties
- b. If you want, you can make a card sized laminated copy to pass out to the team.
- c. Recruiting and organizing volunteers
- d. Oversee the budget preparation, fundraising and expenditures for the team
- e. Scheduling for timekeepers, scorekeepers and shot clock
- f. Submission of incident reports and tracking discipline
- g. Preparation, completion and submission of game sheets
- h. Organization of team pictures
- i. Tournament Entries
  - a) Establish if the team can attend a tournament, check with parents for desire to enter tournaments, availability, your league schedule
  - b) Contact the tournament, to see if they have room for you.
  - c) If you have a league game make sure you request a game change in the required time or if it is after the request for changes deadline you have collected any rescheduling fees as well.
  - d) Collect the entry fee. (Your club may pay for a tournament)  
Parents may have to pay the entry fee, or you can fundraise.
  - e) If your tournament is out of the province ensure you have a travel permit, and if for some reason your tournament is unsanctioned you have ALA permission to participate in it.
  - f) A GELC tournament permit is required for all teams entering tournaments (per GELC Regulation 20)

# Team Sample Budget

## Heat Bantam “A” 2019 Final Budget

### Revenue

#### Parent Cash Call

17 x \$100	\$ 1,700.00
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#### Donations-

Home Hardware	\$ 500.00
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Randy's Reno's	\$ 500.00
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\$2,700.00

#### Fundraising

Bottle Drive May 5	\$ 300.00
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Silent Auction May 12	\$ 1,000.00
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\$1,300.00

#### Total Revenue

**\$4,000.00**

### Expenses

#### Tournament Entries

Blues Ice – Breaker	\$800.00
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Axeman Tournament	\$800.00
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\$1,600.00

#### Other Expenses

Meals for Axemen Tournament	\$ 775.00
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Accommodations in Calgary for Axeman Tourney	\$1,125.00
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Year-end party and thank for coaches	\$ 250.00
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Team pictures & sponsor appreciation	\$ 250.00
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#### Total Other Expenses

\$2,400.00

#### Total Expenses

**\$4,000.00**

**NOTE: Preliminary and final team budgets are required to be submitted to your club treasurer.**

## **You're at the Arena – It's Game Night - What needs to Be Done**

1. The home team will provide minor officials to run the time clock, 30 sec clock and fill out the game sheet. These individuals will be working for the referees and therefore may not cheer for either team or speak to the players in the penalty box.
2. Visiting team should provide one minor official for in the box to assist the two from the home team.
3. Jersey colors: Home team has choice of colours but may be asked to change colours by the officials if required.
4. Coaches are responsible for the behavior of staff and players on the bench as well as for fans in the stands.
5. It is required that each team have a team spectator liaison identified at each game, to deal with fans in the stands.
6. A team will receive 2 points for a win, 1 for a tie, and 0 for a loss.

### **Tips for Completing the Game Sheets**

There is a booklet available for purchase that is designed to provide information on everything you need to know about scorekeeping.

The **Box Lacrosse Minor Officials Guide** is available for purchase at the GELC office or the ALA office. Cost is \$6.00 each.

**Before the game the following must be filled out on the game sheet:**

**Provide a copy of the Abbreviations to use on the game sheet. It is located in this manual.**

- Game number
- Level
- Arena
- Date
- Start Time
- Referee
- Official Scorer
- Game Timer
- 30 Second Timer
- Home team name, colour and roster\*
- Visiting Team name, colour and roster\*
- First name, last name. In numerical order\*
- Coaches names and signatures must be on the game sheet in the appropriate spot
- Note on the game sheet it indicates color this means the jersey colour for that game but you also need to make sure you're the team name is included

### **Use of Stickers on Game Sheets:**

- If you are going to use stickers you must do the following
  - ✓ Make sure the sticker conforms to the lines on the roster section of the game sheet, three stickers must be provided one for each copy, Clear work the best.
  - ✓ The sticker must line up with the lines on the game sheet.
  - ✓ **You may not add your club logos to the stickers**
  - ✓ **Coaches names cannot be on the stickers.**

### **During the game:**

- Cross out Home and Visitor Time outs as they occur

- Fill in penalties
- Fill in goals
- Fill in assists (#1 and #2)

**After the game:**

- Tally home and visitor penalty minutes in total PM box.
- Tally home and visitor scoring in final score circle
- Write goals, assists, and penalty next to the appropriate player under Player Information
- Winning team – to score online the game and upload the game sheet in a manager that can be read by the GELC administration.

## *Abbreviations for Score Sheets*

Abbreviation	Penalty	ABB	PENALTY
ABO	ABUSE OF OFFICIALS	HO	HOOKING
AGG	AGGRESSOR	HOS	HOLDING STICK
AI	ATTEMPT TO INJURY	HB	HOLDING THE BALL
BB	BENCH MINOR	ICC	ILLEGAL CROSS CHECK
BDG	BOARDING	IE	ILLEGAL EQUIPMENT
BST	BROKEN STICK	IEG	ILLEGAL EQUIPMENT GOALIE
BE	BUTT ENDING	IS	ILLEGAL SUBSTITUTION
CHG	CHARGING	INS	INSTIGATOR
CFB	CHECKING FROM BEHIND	INT	INTERFERENCE
CIC	CHECKING IN CREASE	KP	KICKING PLAYER
CI	CREASE INTERFERENCE	LPBE	LEAVING THE PENALTY BOX EARLY
CV	CREASE VIOLATION	LB	LEAVING THE PENALTY BENCH
CC	CROSS CHECKING	OL	OBSCENE LANGUAGE
DOG	DELAY OF GAME	PS	PENALTY SHOT
ELB	ELBOWING	PABO	PHYSICAL ABUSE OF OFFICIAL
FM	FACE MASK	RO	ROUGHING
FOB	FALLING ON BALL	2X5	SECOND MAJOR IN A GAME
FINT	FAN INTERFERENCE	SL	SLASHING
EXP 5TH	FIFTH PENALTY IN GAME	SP	SPEARING
FI	FIGHTING	TS	THROWING STICK
FH	FREE HAND	3 <sup>RD</sup> MAN	THIRD MAN IN
GI	GOALIE INTERFERENCE	TMM	TOO MANY MEN
HBH	HANDLING BALL IN HANDS	TR	TRIPPING
HB	HEAD BUTT	UR	UNECESSARY ROUGHNESS
HS	HIGH STICKING	USC	UNSPORTSMANLIKE CONDUCT
HO	HOLDING	WA	WRAPAROUND
HOS	HOLDING STICK		
HB	HOLDING THE BALL	GM	GAME MISCONDUCT
EXP	EXPLUSION	GRM	GROSS MISCONDUCT
MP	MATCH PENALTY		
M	MISCONDUCT		



# Alberta Lacrosse Association



Date: April 17, 2019

Location: Bill Hunter Arena

Level: Bantam A

Game # 5035

Visitors/Color: Warriors / Red				GOALS					PENALTIES							
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Min	Reason	Off	Start	On
G 01	Adam James				1	15:16	07	13		1	13	2	SL	16:13	16:13	17:43
G 06	Jason Smith				1	7:11	07			1	17	2	CHS	3:27	3:27	11:07
08	Casey Jones				2	10:18	13	40	07	2	15	2	RO	14:06	14:06	13:10
11	Denver Hayes				3	9:46	13	28		3	11	5	FE	3:00	3:00	0:00
13	Lee Grey				2	5:07	24	16		3	15	2	HS	1:00	1:00	1:15
15	Simon Carey				3	4:10	25									
16	Ben Bell															
21	Carter Bright															
25	Terrian Webster															
26	Garth Paulin															
29	Kelvin Brown															
40	Jesse Davis															
43	Birk Ward															
81	Harley Davidson															
87	Bob Barker															
Bench Penalties																
Game Totals																
17 Carter Bright				Susp 2/3												
				Susp												
Coach: Rusty Gray				signature: Rusty Gray												
Coach: Barry Bright				signature: Barry Bright												
Coach: Lester Townsend				signature: Lester Townsend												
Coach/Trainer: Rusty Gray				cert number: 81726451					Time Outs							
Home/Color: Blues / Blue				GOALS					PENALTIES							
#	Players Names	G	A	PIM	Pr	Time	Goal	Asst	Asst	Pr	#	Min	Reason	Off	Start	On
G 01	Tucker Anderson				1	11:45	18	40		1	18	2	HS	12:16	12:16	10:16
G 08	Tony Satz				1	10:00	10	27	41	1	17	2	ICC	10:00	10:00	4:00
10	Mike Simpson				1	5:08	54			1	20	2	RO	2:27	2:27	0:00
11	Phillip Thompson				2	13:10	33	13		2	23	2	LSC	13:10	13:10	11:10
13	Andy Bashman				2	12:34	13	20		1	40	2	SL	5:34	5:34	5:07
17	Neil Bowen				2	2:30	27			3	12	2	CFB	10:50	10:50	0:00
18	Marko Leitz				2	1:05	13			3	17	2	CFB	10:50	10:50	0:50
19	Marko Leitz				3	9:08	88	89		3	10	5	FE	3:00	3:00	0:00
20	Russ Mann				3	1:15	13	17								
21	Matt Anderson															
23	Alex Hunter															
27	Nick Smead															
48	Leanne Hansen															
41	Leanne Carlson															
86	Leanne Carlson															
88	John Leary															
89	Leanne Hansen															
Bench Penalties																
Game Totals																
				Susp												
				Susp												
Coach: Christian Gray				signature: Christian Gray												
Coach: Dwight Schulte				signature: Dwight Schulte												
Coach:				signature:												
Coach/Referee: Roxanne Smith				cert number: 07723387					Time Outs							
Start Time: 7:30pm				End Time: 7:30pm					Referee 1: Level 3							
Timekeeper: Donna Heston									Print name: John Sago							
Scorekeeper: Nantane Williams									Referee 2: Level 3							
Phone # 781-777-7777									Print name: Dan Tary							
									Signature: John Smead							
									Signature: Dan Tary							

Enter the starting goalie 1st, alternate goalie 2nd, the rest of the team in NUMERICAL order

White - League

Yellow - Winning Team

Pink - Losing Team



<b>GELC Mini Tyke, Tyke T - Shirt order form Only</b>		
Please fax back to the GELC office by May 3 780-463-0591 email to gelcadm@telus.net		
	Team Name:	
	Team Contact:	
	Contact email Address:	
	<b>Phone Number:</b>	
	email address:	
	Player Name	Size
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
	<b>Total youth small</b>	
	<b>Total Youth medium</b>	
	<b>Total Youth large</b>	
	<b>Total Youth extra large</b>	
	<b>Total adult small</b>	

Please note if this is not turned in there is a chance your team will not receive t shirts at the year end event
Note T shirts are for children only not the coaches

## Request to Change Game(s)

Please provide the following form with any requests for game movement. The only acceptable requests are tournaments, ALA sanctioned events, and or school functions for example graduations.

**Game movement requests must be made in writing by April 8<sup>th</sup> 2 pm.**

Game Number:	Date:
Time:	Location:
Home Team:	Visiting Team:
Date of Request:	
Reason for request:	
Dates that could be acceptable to play the game on:	
Person making the request on behalf of the team	
Phone:	Email:
This must be send in via fax: to 463-0591or scanned (pdf format) and emailed to gelcadm@telus.net	
Game change made to Teams notified and officials notified.	



## **GELC Incident Report**

The GELC has moved the Incident Report to an online reporting, you will find this under the forms section on the website.

This is to be used with regard to any injury, that occurs in a game that requires the player not to return to the floor in that game.

This report should also be used for any incidents outside the ordinary.

Parent being removed from the game, arena issues etc.

Please ensure this report is filed within 48 hours of the game. As well ensure that your players parents have received any necessary documents for insurance puposes from ALA.

Contact [Lisa@albertalacrosse.com](mailto:Lisa@albertalacrosse.com)

## **Junior and Adult Lacrosse in the Greater Edmonton Area**

There are numerous junior and senior Clubs in Edmonton and area.

Following the completion of the Midget level of Minor Lacrosse (ages 15 and 16), male and female players enter Major Lacrosse.

Junior B Tier two teams are hosted by the Edmonton Warriors, Sherwood Park Titans Major Lacrosse Club, North Edmonton Parkland Posse and Crude Lacrosse Club.

Junior B Tier One clubs are hosted by the Edmonton Warriors, the Crude, Fort Saskatchewan Rebels and the Outlaws Junior B Tier One.

Junior A Lacrosse is hosted by St. Albert Miners.

Senior C Lacrosse is hosted by the Warriors and Miners.

Senior B lacrosse in Edmonton by the Warriors, in St. Albert as the St. Albert Miners, and in Beaumont by the Outlaws.

Junior Ladies Lacrosse is hosted by the Greater Edmonton Area Saints, the Titans Majors sponsor the Lady Titans and the Drillers out of St. Albert.

Senior ladies take to the floor as the Bandits hosted in Beaumont, and the Senior Lady Titans. In Sherwood Park

You are welcome to go visit [www.rockymountainlax.com](http://www.rockymountainlax.com) to find a schedule for each division. The teams would enjoy seeing you attend their games. Please note entrance fees are charged at most Junior A, B and Senior games.

**Interested in Playing  
Edmonton Masters Lacrosse - Wants You**  
<http://www.edmontonmasterslacrosse.ca>

For information on Masters Men's and Ladies lacrosse please visit their website. Both men's and women's games are played on Sunday evenings at Bill Hunter and they practice (shinny lacrosse) on Wednesday evenings at Coronation.



## Team Entry Instructions

### **If Association uses a RAMP WEBSITE:**

If your Association already uses a RAMP website, you can sync your league schedule, standings and statistics to your team microsite on your local association website by using the following process:

1. Login to your Association team website and click on the “SETTINGS” tab.
2. At the bottom of the page select from dropdowns our league “Greater Edmonton Lacrosse or GELC”, then the current season, division and team. Below this add your “GELC ” User Name and Password provided above and click “Save Settings”
3. Once you click “Save Settings”, go to the bottom of the page and if you already have added your roster to your Association team microsite, you can now select your players and move this player information to the League. This way you do not need to re-add information to the league that you have already added to your Association team microsite. You can now get automatic league schedule and statistics directly to your Association team microsite!!! Additionally, you can fill out league Game Sheet summaries from your Association login.

### **If Association does not have a RAMP WEBSITE:**

1. Go to GELC homepage
2. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#)
3. Enter your team LOGIN and PASSWORD (This will be provided by GELC)
4. Click LOGIN
5. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
6. Click SETTINGS
7. If needed edit your email address to that of your manager or point person for GELC messages
8. Change your password if you so choose.
9. Click LEAGUE PLAYERS
10. Click ADD MULTIPLE PLAYERS OR you can add individually
11. Enter in your all your team’s players information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses of the players.
12. Click SUBMIT
13. For affiliate players, click ADD PLAYER
14. Enter in the affiliate player’s information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players. If the jersey number is not going to be a consistent number for this affiliate player, then enter their

number as a 99 or high nineties number that would not be a real number used on your team. Player stats will be tracked by player name, not jersey number.

15. Click the AFFILIATED (AP) box
16. Do NOT click hide from the public.
17. Click SUBMIT
18. Click STAFF MEMBERS
19. Click ADD STAFF MEMBER
20. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number.
21. Click SUBMIT
22. Click ADD STAFF MEMBER
23. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number
24. Click SUBMIT
25. Click ADD MULTIPLE STAFF
26. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Alberta Lacrosse Provincial Team Roster. You do not need to enter email addresses or cell numbers for these individuals.
27. Click SUBMIT
28. Please note: Do not delete players as the season progresses, as this will delete all those player's stats to date. Do not change the roster if jersey numbers change - enter statistics by using player names if the numbers do not match.
29. Your team entry is complete. Click SIGN OUT

## **RAMP Gamesheet Management Process**

### **Important info to know:**

The "HOME" team, is responsible for inputting the game sheet information into the website within 48 Hours of completion of that game. Once a Game Sheet has been inputted into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors in the note section of the game to advise HOME team.

All Exhibition and Tournament games are to be inputted.

All mini tyke games are to be inputted by the HOME TEAM a score of 0-0. No stats but gamesheets are to be uploaded.

The process for submitting Game Sheets to the league and inputting them on the website are as follows:

1. Any game that results in an Incident Report must also be emailed to the GELC office, in addition to being scanned and uploaded to the website, within the specified time period in the regulations (48 Hours).
2. (All Game Sheets must be scanned in PDF format)

### **HOME Team Entry (within 24 hours of game finish):**

1. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#) (or your associations homepage)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN

4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAMESHEET
8. Enter the Home Team **SCORE**
9. Enter in the Visitor Team **SCORE**
10. Click the box **GAME IS FINISHED**
11. Click SUBMIT
12. Click the menu button **ROSTER**
13. If you do not see a player's name listed that is on the game sheet, click the ADD PLAYER button and enter all the fields, then click SUBMIT
14. Click only the players that played during the game on both teams (using the gamesheet for info). Do not alter or modify the jersey numbers that you see already on the screen. Just use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates
15. Click UPDATE ROSTER
16. Click menu button **GOALS**
17. Enter all goal information. Each Goal requires entry for:
  - P (Period)
  - Min (Minute)
  - Sec (Second)
  - Sc (Scorer by jersey number)
  - A (First and second assist by jersey number)
18. Do NOT Enter goal type definition
19. Click UPDATE GOALS
20. Click menu button **PENALTIES**
21. Enter # of Home penalties and enter number of Visitor penalties. **Please ensure all Game Misconduct penalties are entered separately from the initial infraction.**
22. Click button UPDATE # OF ROWS
23. Enter all penalty information. Each penalty requires entry for:
  - P (Period)
  - # (Player Jersey #)
  - Serv (Player Jersey # who Served the Penalty)
  - Min (Minute of game in which Penalty was called)
  - Sec - Second of game in which Penalty was called.
24. Click UPDATE PENALTIES
25. Click menu button **GOALIES**
26. **ONLY** enter the following information for all goalies that played during the game. Do not enter any of the other fields.
  - # (Jersey number of Goalie)
  - Min (Minutes Played)
27. Click UPDATE GOALIES
28. Click the menu button **UPLOAD FILES**
29. If you are on a mobile smart device (cell phone): You will have the option "Take Photo or Photo Library" appear. Uploaded game sheets must be scanned. (There are many free "Scan

to PRF” apps for smartphones that you can use clear and legible, otherwise you will be asked to upload again. Click SUBMIT

30. If you are on a home computer: find your gamesheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you’ve found your saved gamesheet, click on it, then OPEN.

**NOTE:** Please ensure you select the type of upload as well (Game Sheet, or Other). You can also supply any notes to the upload.

31. Go through the tabs one more time to ensure accuracy
32. Go to :Final Score” tab
33. Click SUBMIT
34. All mandatory entry is now complete.
35. Click SIGN OUT
36. You must check on the verification of this game by the other manager. If they report errors, you are responsible to correct them in a timely manner and then follow-up with the other team to have them UPDATE THE VERIFICATION STATUS. If you do not make your corrections, the GELC and/or the Visiting Team Manager will pursue contact with you to correct.

#### **VISITING Team Entry (within 48 hours of game finish):**

1. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#) or (your associations homepage)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and it is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version game sheet? The game sheet is the official record and cannot be altered after the referee signs it.
11. Click on VERIFICATION STATUS drop down arrow.
12. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
13. If there were errors that you noticed from the home team’s entry, click THERE ARE ERRORS. Click UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
14. Click SIGN OUT
15. If there were errors, you must check on the fixing of this game by the other manager. If you have reported errors, they are responsible to correct them in a timely manner and then follow-up with you to UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to correct. Should this not be completed in an acceptable timeframe by the GELC Statistician, they could be fined for late entry.



## **Game Sheet Management FAQ's PLEASE READ and UNDERSTAND COMPLETELY!**

- Game Sheets MUST be input into the website within 48 hours of the game being completed.
  - Game Sheets with an incident report MUST be UPLOADED on the website IMMEDIATELY.
  - All Game Sheet uploads MUST be legible. PLEASE check the uploads/images/pdf files prior to uploading to ensure that the Category Director can read the information clearly.
  - ALL game stats MUST be input in including all penalties and goals.
  - REMEMBER that NO CHANGES can be made to a Game Sheet other than what is written on the game sheet. The only thing we VERIFY is that the input of the Game Sheet is "EXACTLY" how it appears on the original game sheet.
  - Once you are satisfied that the game sheet has been fully entered, then click the "SUBMIT" box on the first tab of the game sheet entry.
  - NEVER use any of the following characters when naming your game sheet file to be uploaded. Tilde (~) Number sign (#) Percent (%) Ampersand (&) Asterisk (\*) Braces ({ }) Backslash (\) Colon (: ) Angle brackets (< >) Question mark (?) Slash (/) Plus sign (+) Pipe (|) Quotation mark (")
- These characters will result in a successful upload, **however**, when you click on the Game Sheet to view it then it will not open and an error message will result.



## **SPORTS MEDICAL INFORMATION FORM**

### To be completed by the athlete & parents

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Health Care # \_\_\_\_\_ Province \_\_\_\_\_

IN CASE OF AN EMERGENCY WHOM CAN WE NOTIFY (in case we cannot contact you):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Family Doctor's Name \_\_\_\_\_

Date of Last Physical \_\_\_\_\_  
Month Year

Explain "Yes" answers below:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Have you ever been hospitalized? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever had surgery? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you presently taking any medications or pills? _____                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you presently taking any vitamins or supplements? _____                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any allergies (medicine, bees or other stinging insects)? _____                | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever passed out during or after exercise? _____                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been dizzy during or after exercise? _____                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had chest pain during or after exercise? _____                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever had high blood pressure? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you ever been told that you have a heart murmur? _____                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you ever had racing of your heart or skipped heartbeats? _____                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Has anyone in your family died of heart problems or a sudden death before age 50? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you have any skin problems (itching, rashes, acne)? _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever had heat or muscle cramps? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever been dizzy or passed out in the heat? _____                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do you have trouble breathing or do you cough during or after activity? _____             | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do you use any special equipment (braces, mouth guard, eye guards, etc.)? _____           | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Do you use any dental appliances? _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Have you had any problems with your eyes or vision? _____                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do you wear glasses or contacts or protective eyewear? _____                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Have you had any other medical problems (infectious mononucleosis, diabetes, etc.)? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Have you had a medical problem or injury since your last evaluation? _____                | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Have you had any unexplained weight change? _____   | <input type="checkbox"/> | <input type="checkbox"/> |

24. When was your last tetanus shot? \_\_\_\_\_

25. When was your last measles immunization? \_\_\_\_\_

Explain "Yes" answers (Indicate Question Number)

**HEAD INJURIES / CONCUSSIONS:**

26. Have you ever had a seizure? ..... ☐ Yes ☐ No  
27. Have you ever had a head injury?..... ☐ Yes ☐ No  
28. Have you ever had a concussion or been "knocked out", had your "bell rung"? ..... ☐ Yes ☐ No  
If YES, please list: Number: \_\_\_\_\_  
Date(s) Activity at the time Length of unconsciousness (minutes) Length of time before full return to Activity

---

29. Did you have any persistent problems with:  
Memory YES NO Dizziness YES NO Headaches YES NO  
If YES, please indicate:  
Date(s) Activity at the time Length of time sensation/strength changes persisted?

---

**NECK INJURIES / BURNERS / STINGERS:**

30. Have you ever had a neck injury (i.e., strain, sprain, fracture, etc.)..... ☐ Yes ☐ No  
31. Have you ever had a stinger, burner or pinched nerve?..... ☐ Yes ☐ No  
(a burning or numb feeling in the shoulder or arm after a hit to the head, neck or shoulder - a.k.a. "brachial plexus stretch injury")  
If YES, please list: Number: \_\_\_\_\_  
Date(s) Activity at the time Length of time sensation/strength changes persisted?

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32. Check any of the areas that you have **INJURED IN THE PAST** and explain the injury below:

Hand \_\_\_ Elbow \_\_\_ Neck \_\_\_ Hip \_\_\_ Shin/Calf \_\_\_ Wrist \_\_\_ Arm \_\_\_ Chest \_\_\_ Thigh \_\_\_ Ankle \_\_\_  
Forearm \_\_\_ Shoulder \_\_\_ Back \_\_\_ Knee \_\_\_ Foot \_\_\_

Year of injury Type of Injury Side (right, left, both) Is it still a problem? (Yes/No)

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33. Do you have any incompletely healed injury? ..... ☐ Yes ☐ No  
If yes, which injury?

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\*\*\* Your physician should check any medical condition or injury problem before participating in a sports program \*\*\*

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted; the team management will take me to the hospital/Medical Doctor if deemed necessary. I hereby authorize the training staff/physician and nursing staff to undertake examination, investigation and necessary treatment. I also authorize release of information to appropriate people (Coaches, Trainers, Physician) as deemed necessary by the Trainer.

*I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.*

Athlete Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Tournament Permit Approval Form

### Contact Information

Team	
Name	
Home Phone	
Cell Phone	
E-Mail Address	

### Tournament

Provide the name of the Tournament or Tournaments the team is wishing to attend

Tournament Name	Tournament Times

### Coaches/Trainers

Name all coaches and trainers, please indicate level of coaches training achieved

Name	Position on Team, Head Coach/ Asst Coach, Trainer	Coaches Training and Level Achieved

### League Games

Does this team have league games, pre, post or during the tournament that would be effected by the team attending this tournament.

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### Out of Province Tournaments

Has the team applied to the ALA for a Travel Permit to attend an out of town Tournament

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## Acknowledgement of the Head coach of Regulation 20 as below

Name	
Signature	
E-Mail Address	

## Approval

### For GELC office use only:

Coaches appropriately trained	
2 members who attended Coaching event	
Name	
Signature	
Date	

## GELC Regulation

### Regulation 20 - GELC Tournament Permit

All GELC teams wishing to participate in tournaments inside and outside of Alberta must have a league Tournament permit issued.

#### 20.01

In order to have a Tournament permit issued the team must conform to the following:

- e) Minimum of 2 team officials from each teams coaching, management and training staff must have attended any mandatory Coaches training event as declared by the GELC for the current playing season.
- f) Tournament permits will only be issued by the GELC office.(The club presidents will receive a copy of the signed permit as well as the team
- g) Additionally teams with 45 penalty minutes or more in a single game, for two or more games, may not be granted a tournament permit or have their permit revoked by the GELC Board. This may be done within 48 hours via email.
- d. Exceptions to this regulation and or appeals may be made to the GELC Executive and their decision on the matter shall be final.

#### 20.02

Teams entering tournaments without the GELC tournament permit.  
The head coach shall be suspended for the number of games that were played by their team in the non- permitted tournament. A second occurrence will result in the head coach being required to attend the GELC discipline committee meeting.

#### 20.03

Teams must email copies of all tournament games sheets to the GELC office within 48 hours of the completion of the tournament.

## Submission of Application

Please note this application must be scanned and submitted to the GELC office [edmlax@telus.net](mailto:edmlax@telus.net), no later than 8 days prior to the tournament the team is intending to attend. It will be signed off and returned by the GELC office. Please ensure you return your tournament game sheets

# ALA TOURNAMENT LISTING 2019

Club	Division	Level	Location	Dates	Contact	Email
Brooks	PeeWee to Midget	B	Brooks	April 12-14	Mike Materi	mike@brookslacrosse.ca
Blues	Tyke to Midget	A-B	Edmonton	April 26-28	Leanna Dziwenka	leannadziwenka@gmail.com
High River	Tyke to Midget	B & C	High River	April 26-28	Bobbi Jo Zimmer	zimmer49@shaw.ca
Okotoks	Tyke to Midget	B & C	Okotoks	May 3-5	Jen Hoyle	okotokstournaments@gmail.com
Axemen Sabrecats	Novice to Midget	A & C	Calgary	May 10-12	Crystal Kluetsch	timberfest@axemenlacrosse.com
Beaumont	Novice	B	Beaumont	May 10-12	Echo Koble	tournament@beaumontaiders.com
Beaumont	Novice	Female	Beaumont	May 10-12	Echo Koble	tournament@beaumontaiders.com
Lakeland	Tyke to Midget	B	Cold Lake	May 10-12	Amy Martin	amy_martin19@hotmail.com
Lakeland	Pee Wee and Bantam	Female	Cold Lake	May 10-12	Amy Martin	amy_martin19@hotmail.com
Sylvan Lake	Novice to Midget	B	Sylvan Lake	May 10-12	Pat Hanson	trish035@telus.net
<b>Midget Showcase</b>	<b>Midget</b>	A	<b>Sherwood Park</b>	<b>May 17-20</b>	<b>Paul Rai</b>	<b>paul@albertalacrosse.com</b>
<b>Midget Showcase</b>	<b>Midget</b>	Female	<b>Sherwood Park</b>	<b>May 17-20</b>	<b>Paul Rai</b>	<b>paul@albertalacrosse.com</b>
Parkland Posse	Pee Wee	A-B	Parkland County	May 17-20	Jerry George	scheduler@parklandposse.com
Parkland Posse	Bantam	A-C	Parkland County	May 17-20	Jerry George	scheduler@parklandposse.com
Leduc	Tyke to Novice	B-C	Leduc	May 18-19	Tana Lewis	Tournaments.leducrush@gmail.com
Leduc	Pee Wee	C	Leduc	May 18-19	Tana Lewis	Tournaments.leducrush@gmail.com
Red Deer	Tyke to Bantam	A & B	Red Deer	May 18-20	David Clark	traditionlives@reddeerlacrosse.com
Lethbridge	Novice to Midget	B	Lethbridge	May 24 - 26	Natasha Sarauwatan	lethbridgefloorbusters@gmail.com
CDLA	Novice - Midget	Female	Calgary	May 24 - 27	Don Payne	dsp01@telus.net
Titans	Pee Wee to Midget	A & C	Sherwood Park	May 31-June 2	Harry Willis	Tournament@sherwoodparktitans.ca
Titans	Novice	B	Sherwood Park	May 31-June 2	Harry Willis	Tournament@sherwoodparktitans.ca
Titans	Novice to Midget	Female	Sherwood Park	May 31-June 2	Harry Willis	Tournament@sherwoodparktitans.ca
Strathmore	Novice to Midget	B/Pee Wee C	Strathmore	May 31-June 2	Jonathan Peters	president@strathmorelacrosse.com
Lac La Biche	Tyke - Pee Wee	C	Lac La Biche	May 31-June 2	Will Cox	93willcox@gmail.com
<b>TEAM ALBERTA</b>	<b>Bantam Female/Midget Male</b>	<b>Box</b>	<b>Calgary</b>	<b>June 8-9</b>	<b>Paul Rai</b>	<b>paul@albertalacrosse.com</b>
<b>TEAM ALBERTA</b>	<b>U 19 Women's/U15 Men's</b>	<b>Field</b>	<b>Calgary</b>	<b>June 8-9</b>	<b>Paul Rai</b>	<b>paul@albertalacrosse.com</b>
St Alberta Rams	Tyke to Midget	B	St. Albert	June 7-9	Gillian Anderson	tournamentdirector@ramslacrosse.ca
St Alberta Rams	Pee Wee & Bantam	C	St. Albert	June 7-9	Gillian Anderson	tournamentdirector@ramslacrosse.ca
St Alberta Rams	Novice to Midget	Female	St. Albert	June 7-9	Gillian Anderson	tournamentdirector@ramslacrosse.ca
Medicine Hat	Novice to Midget	B	Medicine Hat	June 7-9	Kristen Liefso	kliefso@telus.net
Innisfail	Novice to Midget	B	Innisfail	May 31-June 2	Dara Gooder	innisfailsos@yahoo.com
CDLA	Pee Wee to Midget	A - C	Calgary	June 28 - July 1	Kimberly Natt	canadaday@calgarylacrosse.com
CDLA	Novice	A	Calgary	June 28 - July 1	Kimberly Natt	canadaday@calgarylacrosse.com
CDLA	Pee Wee to Midget	Female	Calgary	June 28 - July 1	Kimberly Natt	canadaday@calgarylacrosse.com
<b>Provincials</b>	<b>All Minor</b>	<b>All</b>	<b>Calgary</b>	<b>July 10-14</b>	<b>Lisa Grant</b>	<b>lisa@albertalacrosse.com</b>
<b>David Fehr Classic</b>	<b>Tyke and Novice</b>	<b>All</b>	<b>Calgary</b>	<b>July 10-14</b>	<b>Lisa Grant</b>	<b>lisa@albertalacrosse.com</b>
<i>Lacoka Lacrosse</i>	<i>Tyke to U19</i>	<i>Men's/Women's Field</i>	<i>Lacombe</i>	<i>July 20-21</i>	<i>Angela Nygaard</i>	<i>president@lacokalacrosse.com</i>
<b>Bantam Challenge</b>	<b>Bantam</b>	<b>Box and Field</b>	<b>Calgary</b>	<b>August 9-11</b>	<b>Paul Rai</b>	<b>paul@albertalacrosse.com</b>
<i>Calgary Field</i>	<i>Novice to Junior</i>	<i>Men's/Women's Field</i>	<i>Calgary</i>	<i>August 17-18</i>	<i>Maria Deltz</i>	<i>mdeitz@calgaryfield.com</i>
<i>Edmonton Razorbacks</i>	<i>Tyke to Midget</i>	<i>Field</i>	<i>Edmonton</i>	<i>August 24-25</i>	<i>Jason Schmidt</i>	<i>jasonschmidt49@gmail.com</i>
<b>Field Provincials</b>	<b>Novice to Junior</b>	<b>Men's/Women's Field</b>	<b>Leduc</b>	<b>September 6-8</b>	<b>Lisa Grant</b>	<b>lisa@albertalacrosse.com</b>