

GELC POLICIES

POLICY 1- BINGO –FORT ROAD BINGO ASSOCIATION

All GELC clubs are provided with an equal opportunity to obtain bingo slots in the GELC bingo dates as per FRBA, clubs may opt in yearly, and commitment to a one-year allocation of events. Volunteer spots offered (and then required to be filled) will be based on size of club (team numbers each year) and length of time the club has committed to working the bingos. Once a club accepts slots in the rotation it is their responsibility to send volunteers to the scheduled event.

In the event they are unable to fulfil their required bingo allotments they must provide 7 days notification of not being able to fulfil the requirement to the bingo chair.

All volunteers' names are to be in to the GELC Bingo Chair a minimum of 48 hours prior to the scheduled bingo.

Should a scheduled club not send in the volunteer's names in the required 48 hours the Bingo Chair is required to find the necessary volunteer workers from other sources.

Should a clubs volunteers show up at a scheduled bingo event and the Bingo chair has found other volunteers due to the club not providing adequate notification, the volunteers whom the bingo chair has found as replacements will be provided the bingo spots and the offending clubs volunteers sent home, with no payment made to the club.

The GELC bingo chair must supply to all club fundraising, volunteer coordinators or, bingo chairs a copy of the Policies and Guidelines of the Fort Road Bingo Association.

The GELC bingo chair will assign specific jobs to the volunteers in attendance at an event prior to the event.

The GELC bingo chair will supply to the Bingo Hall 24 hours prior to a scheduled event a list of volunteers with positions and their phone numbers for the GELC appointed bingo chairman and FRBA use.

Fort Road Bingo Association required that the GELC supply 5 or 7 workers at minimum for an event. The GELC requires that an additional worker be placed on the list, who will be sent home upon the arrival of all other required volunteers. The additional worker's club will receive a .5 share of the proceeds of a given bingo if the additional worker is sent home and had arrived at the hall prior to the scheduled required time to be in attendance. The shares shall be divided by 5.5 and or 7.5, for distribution.

Volunteers at bingo will be provided a meal in accordance with the recommendation of the AGLC.

One hundred percent of the bingo profits will be divided amongst the clubs supplying volunteers, proportionately in accordance with the number of volunteers supplied.

Should the GELC be faced with Discipline from the Fort Road Bingo Association it will be acted upon as follows:

The GELC bingo chair shall maintain a record of which club's volunteers failed to act in accordance with the regulation of Fort Road Bingo and as such subject the GELC to finds or warnings from the bingo association.

The fines shall be paid by the GELC operating account, but when the accounting is done for the allocation of funds, the allocation will be done, then the clubs who have contributed to the GELC fines with have their proportional share of the fine will be removed from the allotted funds to their account.

The GELC will provide to all club's credit notes for their allotment of bingo funds.

Should a clubs volunteer not show up or be late and cause the Fort Road Bingo Association to issue a warning, fine or to pull a bingo from the GELC, the club shall forfeit the funds that worker should have earned during that event and shall have a worker removed from the next bingo event, for each incident.

Should the GELC be fined the clubs that have contributed to the fine shall have their share of the fine removed from their fund allocation prior to distribution. The funds not distributed to clubs shall remain with the GELC and not divided to the other clubs in attendance.

POLICY 2 - DRESSING ROOM POLICY

2.1 Teams 6U-8U

The Greater Edmonton Lacrosse Council will allow co-ed dressing room situations to exist at the 6U and 8U levels, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum team short as well as a full t-shirt which must be in good condition and without holes/tears.

2.2 Teams 10U-16U

2.2.1 Females and males will change in separate rooms.

2.2.2 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.

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.

The gender in the majority shall not begin changing, helmets, gloves and shoes excepted, prior to the departure of the lesser represented gender.

When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first.

Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

2.3 Use of Cell Phones 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.

2.4 Parents in Dressing Rooms

2.4.1 6U, 8U, 10U Parents

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.

In 12U thru 16U 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 an invitation is extended by the coaching staff.

2.5 Players Sent to the Dressing Room as a result on a Game Ejection

All divisions, 12U 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.

POLICY 3- Club to Club Transferred Player Fees Policy

To ensure that all clubs financial requirements are met prior to the completion of the season in a timely and fair manner.

3.1 Invoicing and Fee Transfers

Invoicing shall be sent by Host Club to the Transferring Club by May 15. If the Host Club has not invoiced the Transferring Club by the 15th of May of the current playing season, they may forfeit the right to collect the fees.

All transfer fees between clubs must be paid by June 15th, of the current playing season. The club who has not received the funds will have to request the bad standing at the next scheduled GELC BOD meeting.

3.2 Home club retention of Partial Fees

All clubs may retain \$75.00 of each member registration to cover off Transferring Club general expenses.

The invoice amount is the lesser of:

1. The Transferring Club fees less \$75; or
2. The Host Club fees

3.3 Volunteer requirements

Volunteer requirements remain with the transferred player's home club.

3.4 Zone Teams

Clubs within one of the four zones may have an agreement that differs for the above regarding A team cost. This agreement must be filed with the GELC office once approved by the appropriate clubs. Each year the agreement must be signed off on and filed.

POLICY 4- Team Spectator Liaison

All GELC teams are required to have an adult volunteer be the team Spectator Liaison, to assist coaches and officials at games with spectator management.

4.1 Duties of the Liaison

- Uphold the code of conduct of the GELC.
- Introduce yourself to the officials and other teams Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison.
- At all games monitor the actions of the spectators who have come to the game to watch.
- Speak with spectators as to appropriate behaviors.
- Assist the coaching staff with crowd/and or remove of offensive individuals.
- When team is requested to supply offending individuals names be the person responsible to providing to the head coach and referee.
- If matters escalate please walk away and call the police.

4.2 Inappropriate Behaviors of fans:

- Banging on the glass, or boards.
 - Making abusive comments to the officials.
 - Verbally abusing players on either teams.
 - Getting into verbal sparring matches with opposing spectators.
- Using profanity or making inappropriate gestures.
- Engaging coaching staffs.
- Going to areas of the arena that are not spectator seating.
- Throwing objects.
- Not leaving when asked to leave the facility.

POLICY 5-Exhibition Games

5.1 Exhibition games between teams within the GELC

- Both clubs require permission of their clubs president
- The team hosting the exhibition game must supply floor time obtained thru their club's scheduler, or the GELC office.
- The host team is responsible for the cost of the games and the home club will be invoiced for the game by the ALRA.
- The above requirements must be contained in a email to the GELC office At edmlax@telus.net.
Sanctioned and approved exhibition games will show up on the GELC website as exhibition games, if no exhibition game appears it is not sanctioned.
- The GELC office will notify the ALA, the ALRA and both home club presidents of the game.

5.2 Exhibition games between teams in two different LBG's Associations clubs:

- Both clubs require permission of their clubs president
- The team hosting the exhibition game must supply floor time obtained thru their clubs scheduler, or the GELC office.
- 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.
- The above requirements must be contained in a email to the GELC office at edmlax@telus.net.
- 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.
- You must have your game sanctioned by the GELC even if it occurs in another LGB.

POLICY 6- Goalies

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. The teams with two or more goalies must rotate the goalies equally thru league play. Clubs must ensure in all levels, that all teams have a goalie before a team has a second goalie at any level.

POLICY 7 – CLUB JERSEYS

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.

POLICY 8- Travel Policy

Teams traveling outside of the ALA boundaries must obtain a Travel Permit from the ALA Vice President.

All teams participating in tournament or exhibition games shall supply the GELC office with copies of all games sheets played while out of the GELC area, within twenty four hours of the completion of the tournament or exhibition game. Any and all discipline shall be recorded on the game sheet.

POLICY 9- Harassment Policy

The GELC is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The GELC will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, language or an offence for which a pardon has been granted.

- 9.01 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the GELC that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 9.02 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 9.03 The following types of harassment are intolerable, whether or not individuals complain:
 - 9.03.1 Sexual Harassment - unwelcomed sexual behavior such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
 - 9.03.2 Racial Harassment - racial slurs, jokes or name calling based upon race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
 - 9.03.3 Abuse of Authority - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function: intimidation, threats, blackmail or coercion.
 - 9.03.4 It is the overall objective of the GELC Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 9.04 Harassment which is unintentional may be stopped by informing the harasser(s) that the behavior is offensive. If the behaviors continue, the individual should file a complaint in the manner described in the GELC Complaint Review Policy.
 - 9.04.1 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the GELC Complaint Review Policy.
 - 9.04.2 The GELC takes any complaint seriously and will investigate and respond in a sensitive and timely manner.
 - 9.04.6 The GELC believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
 - 9.04.6. 1 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the GELC Complaint Review Policy.

POLICY 10- Complaint Procedures

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.

The GELC will handle complaints in the following Manner.

- 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.
- 2) Complaint to be filed within 72 hours of the offense.
- 3) Complaint to deal with specifics of the offense.

Include the following in your complaint

- i) Name, email address, phone number of complainant if parent, the name of the child the resulting complaint is related too.
 - ii) Description of the complaint detailed including the following,
 - iii) Date, time, location, if during a game the game number
 1. ii) Description of the complaint, please be detailed.
 - iii) Names and email addresses of direct witnesses to the incident,
If minor aged parental consent must be given to provide this information.
 - iv) A legible copy of the game sheet.
- 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 9) The committee may invite key eyewitnesses to attend as well.
 - 10) The committee will meet with the Complaint first and then the respondent.
 - 11) Should the complainant not appear the complaint will be considered dropped and no action will be taken.
 - 12) Should the respondent not appear the complaint will be forwarded to the discipline committee for action.
 - 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.
 - 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.
 - 15) The decision of the Committee will be final.
 - 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.
 - 17) The results of the discipline hearing will be provided to the respondent only if directly related to a minor aged player.

POLICY 11 –Re-Tiering of Teams in 12U – 16U Divisions

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.

- 11.1 Teams cannot have any wins in the division to request to be placed in a lower division.
- 11.2 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.
 - 11.2.1 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.
- 11.3 No re-tiering will be considered after the Friday the week prior to the May long weekend in any division.
- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 Teams requesting to move up, would take their points with them and they would be allowed to participate in the division playoffs.

The Vice President of Organizational shall review all teams, and if he feels that a team should be moved up or down a division, he would have the authority to make that change.

POLICY 12- Suspensions

Once a suspension is given to a player coach or fan the following shall be the responsibility of the Team whose 's player, coach or fan has been suspended.

- The team is responsible to track and record suspensions properly.
- The head coach shall be the person responsible if not done properly.
- The Team's club is response to ensure that all suspensions have been served.
- If suspension is 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.
- The individuals name and game (s) associated to that t suspension are to be recorded i.e.: 1 of 3, 2, of 2. All suspension for players coaches, fans of a team are to be recorded in the same manner.
- All game sheets with suspensions must be scanned and emailed to the GELC office for administration of the suspension report immediately following suspended games.
- Teams using a player who is suspended will forfeit all team points gained in the game's player 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.
- 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 ones game, may not attend child twos game or practices nor child ones practices, until such time as the suspension has been recorded as completed on the team where the suspension occurred.
- 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.

- 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.
- 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.
- 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.
- 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.
- Fan suspensions not completed in the playing season will be served at what level the fans child is registered in.

POLICY 13 – Awards Policy

To appreciate, recognize and honor contributions made by individuals to the sport of lacrosse that enhance the game within the GELC

President Award- Lifetime membership

The President Award may be presented yearly to someone who meets the following criteria.

1. Outstanding service to the sport of lacrosse and the GELC.
2. Past or present member of the Board of Directors of the GELC, coaches, or officials of the game.
3. Members who may be considered are club presidents, club representatives on committees, Board committee chairs, and or Board executive members.

These people will be considered lifetime members of the Greater Edmonton Lacrosse Council. Written nominations must be submitted to the GELC Executive board via the GELC office by the 1 of November yearly. The award may be presented yearly.

Coaching Award

The coaching Award may be presented annually to a coach, or assistant coach from one of the member clubs of the GELC.

1. Required to have the minimum coaching requirements for the level that he currently is coaching at.
2. Sets an example of positive leadership, and development of teams and individuals.
3. Shall have been a member of the coaching ranks of the GELC for more than one season.
4. Nomination must have an endorsement from a member of the coaches club.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1st of November yearly. The award may be presented yearly.

Officials Award

The officials Award may be presented annually to an official or member of the Alberta Lacrosse Referees Association.

1. Be a current member of the ALRA.
2. Be a past member of the ALRA who should be duly recognized for his/her past efforts on behalf of the sport of Lacrosse in the GELC.

3. Nomination comes with an endorsement from more than one individual.
4. Game management skills, interpersonal skills with the coaches, and players are important criteria.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1st of November yearly. The award may be presented yearly.

Club President

The club President Award may be presented annually to a current president, or past president of a GELC member club.

1. Provided direction to their membership.
2. Attended GELC board of director meetings as the Club Board member, bringing club information and channeling GELC information back to their club.
3. Make extra contributions to the functioning of the GELC and its committees.
4. Have their nomination endorsed by a member of the club's board of directors.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1st of November yearly.