

**High River Lacrosse Association Policy Manual
(updated January 2016)**

Table of Contents

1. REGISTRATION:	
1.1 Fees	2
1.2 NSF Cheques	2
1.3 Program Withdrawal Refunds	3
2. EVALUATIONS:	
2.1 Evaluation Process	3-6
3. PLAYER RELEASES:	
3.1 Player Release.....	6-7
3.2 Player Release “A players”	7
4. EQUIPMENT:	
4.1 Mandatory Equipment	7-9
5. COACHING:	
5.1 Coaching Security Clearances	9
5.2 Coaching Course Refunds	9-10
6. SUPERVISION:	
6.1 Dressing Room Supervision	10-11

1.1 POLICY: REGISTRATION FEES

Purpose: To outline the process of the fee structure that is used when registering a player with High River Lacrosse Association.

Registration Process:

- Registrations can be done on-line, by mail or at the registration evening dates are set up during the months of January and February.
- Any registrations that are received after the closing deadline of February 28th will be put on a waiting list and subject to \$25.00 late registration fee.
- It will be at the discretion of the High River Lacrosse board as to the acceptance of late player registrations as the team formation must be completed well almost 6 weeks in advance of the season start-up.

Registration Fees:

- Fees for the various age groups are outlined on the High River Lacrosse Association website and on the registration forms. **highriverlacrosse.com**
- Fee payments can be made on –line by credit card, cash or cheque. If paying by cheque the payment can be made in one payment (date registered) or by postdating two installment payments (one for the registration date and the balance due no later than March 31st)
- Cheques are to be made payable to “High River Lacrosse Association”
- A player will be considered “un-registered” until the entire registration fee is paid

Players will NOT be allowed to participate in any of the lacrosse activities until the FULL amount of registration fees are paid for or unless arrangements have been made with and agreed to with the High River Lacrosse Association Registrar.

Policy created March 2008

Policy updated April 2009

1.2 POLICY: NSF CHEQUES

Purpose: To ensure appropriate and complete payment of fees for High River Lacrosse Association programs.

All NSF cheques will be charged \$ 30.00 fee, payable by the registered player/family.

Re: Registration Fees- Full payment of all outstanding fees must be made in cash prior to the player starting evaluations or the beginning of the year, or the player will be ineligible to play until all fees are paid in full.

Policy created March 2008

Policy updated April 2009

1.3 POLICY: PROGRAM WITHDRAWAL REFUNDS

Purpose: To identify all conditions in which players/family members would be refunded registration fees.

If a withdrawal from a program is necessary, the following procedures will occur:

- After registration deadline: 100% fee refund less \$ 50.00 administration fee
- After 1st Evaluation: 75% fee refund less \$ 50.00 administration fee
- After Final Evaluation: 50% fee refund less \$50.00 administration fee
- After League Start-up: NO refund will be given unless approved by the High River Lacrosse Executive

Injuries:

In the event of an injury occurring to a player that would prevent them from continuing to the end of the season a medical report will be required before the High River Lacrosse Association Executive to consider a refund.

Special Circumstances:

Should there be other circumstances that require a player to not be able to complete the season this can be brought to the High River Lacrosse Association Executive to be dealt with on a case-by-case basis. (i.e.) family crisis; immediate re-location to another town/city; etc.

Policy created March 2008

Policy updated April 2009

2.1 POLICY: Evaluation Process

PURPOSE:

1.) To outline the process that the High River Lacrosse Association will follow to evaluate a player's performance for team placement in all division levels (Tyke through Midget) with the club. This policy will clearly provide a standard evaluation process that was designed to create a fair and unbiased process for every player at every level and ensure that coaches, players and parents understand the process and how it works.

2.) This policy has been developed to assist the coordinators and evaluators work through a process in a manner that achieves fair and unbiased results for the players.

High River Lacrosse Association is a member of the Calgary Lacrosse District Association (CDLA) and must follow the set of guidelines and rules set out by its board regarding tiering and parity.

TIERING:

High River Lacrosse Association division levels are formed by age group and then teams in each division are formed by skill level. The number of teams in each division are determined by the number of players that are registered in each division.

CDLA requires that certain age groups field a number of “A” “B” and “C” skill level divisions based on the total number of teams registered in each division. CDLA defines “A” players as typically being the most skilled players within the division and requiring the most competitive level of play, while “C” players are typically associated with a more recreational and lower competitive level of play.

Since the number of teams is based on registration numbers in each division, the number of “A”, “B”, and “C” teams cannot be determined until registration and evaluation is complete.

PARITY:

When a division has more than one team at each level, (i.e. 2 Pee Wee “C” Teams) players will be placed on teams using a parity system. Parity is defined as using a mixed level of players to form a balance of the overall skill level on a team. (i.e.) combination of “A”, “B”, and “C” players.

This may create a wide skill level between the players that were evaluated at the top skills and the players at the bottom of a certain level.

TEAM SIZE GUIDELINES:

There are many factors to consider when creating team sizes in each division and these include lung capacity and fitness levels, performance levels (become more intense as age level increases), social lives at different ages, injuries, suspensions, etc.

CLA states that a team cannot register more than 20 players on a team.

The following is only a **guideline** as to what High River Lacrosse Association uses to determine optimum team sizes. Goalies will not be added into the team sizes below:

Tyke- 12-16 runners

Novice- 12-16 runners

Pee Wee 14-16 runners

Bantam 15-18 runners

Midget 15-18 runners

EVALUATION PROCESS:

1. **Evaluation grouping-** each level will be evaluated in their own group on separate dates and times than other levels. (i.e.) Tyke, Pee Wee, Bantam, etc.
2. **Player’s performance-** each player will go through a minimum of 2 days of varied activities including movement of ball drills, shooting and scrimmage skills, and effort for the evaluators to view and assess.
3. **Team/ Player review-** after the evaluation observation process is completed and each player has been evaluated, then the evaluator group meets and ranks each player according to the combined scores given to that player. This score system will then rank each player in the level that they were assessed to be at: either level “A”, “B”, or “C”.
4. **Team Assignment-** the player will then be placed on a team in High River Lacrosse Association that is appropriate to the level that the player was evaluated at. This will be done by a panel of people including the Evaluation coordinator, coaches and board members.
5. **Team Registration-** All players will be notified of their placement and the team they will be playing on. The registrar will then be responsible for notifying CDLA and ALA with all the team rosters.

SKILLS:

1. Players- will be evaluated on the following skills: catching, passing, cradling, shooting, loose ball retrieval, game sense and play execution while scrimmaging.
2. Goalies- will be evaluated in both skills and scrimmages and will be placed on a team at the level that the evaluators ranked them to be at through the same process of the other team players.

EQUIPMENT:

All players must have ALL proper and required lacrosse equipment during evaluations. If a player does not have the appropriate equipment, they will not be allowed to go on the floor to participate in the evaluations and will be scored a 0 (zero) on that floor time. (see policy on mandatory equipment)

MISSED EVALUATION CONSEQUENCES:

If a player misses an evaluation, then the player will be assessed at a 0 (zero) score for the evaluation that is missed.

If a player will need to miss an evaluation session(s), the player must inform the Evaluation Coordinator or the High River Lacrosse Association President of this prior to not attending the evaluation date. This notification must be given in writing at least 24 hours prior to the evaluation date. If proper notice has been given to the Evaluation Coordinator or President, then the player will not be penalized for the missed evaluation and his/her score will be averaged.

In the event of an injury, sickness, or special circumstance of a player that results in all of the evaluation sessions being missed, then this will be dealt with on a case- by -case basis with the Evaluation Coordinator and the President.

GRIEVANCES:

Any concerns or issues arising about your own child's evaluations must be submitted in writing to the High River Lacrosse Association board of Directors within 72 hours of placement. ONLY your child's scores and team placement will be discussed.

EVALUATORS RULES AND CRITERIA:

High River Lacrosse Association is committed to making the evaluation process as fair as possible for each player. It must be understood by all that evaluating a player has many variables that will be considered during the evaluation process. The evaluation process is done by a group of evaluators who are "volunteers" that will have a varying degree of experience with the game of lacrosse. Each evaluating person's coaching skills and knowledge will vary and will be encouraged to evaluate each player to the best of their judgement on the player's skills and there will be a degree of subjectivity during this process.

- 1) An evaluator will not be allowed to evaluate a division in which their child is participating.
- 2) Evaluators will be spread out on the floor and not grouped together to avoid discussions during evaluations.
- 3) Evaluators will not be allowed to discuss or compare player's scores.
- 4) Evaluators should avoid any discussions with players and parents in the division he/she is evaluating

before, during or after the evaluation.

- 5) Evaluators will have their score sheets collected immediately after floor times by the Evaluation Coordinator.
- 6) A Coordinator will not be able to govern in the same division that their child will be playing in.

Policy created March 2008

Policy updated April 2009

3.1 POLICY: PLAYER RELEASE

Purpose: To outline the process by which a player can be released from the High River Lacrosse Association to play within another lacrosse association/club.

High River Lacrosse Association is governed by ALA (Alberta Lacrosse Association) and CDLA (Calgary District Lacrosse Association) and these are the guidelines that are following the player release procedure:

All High River Lacrosse Association members will adhere to the rules as defined by CDLA Rules and Regulations. The following CDLA guidelines are as follows:

1. No player may be released by his/her club after May 1st.
2. A player wishing to be released from their home lacrosse club to play for another club in any given season must apply to their own home club's executive as per attached form.
3. Each player release request will be considered by their club on a per-case basis.
4. Any player wishing to transfer from one quadrant/club to another must:
 - a. Present a copy of the approved release to the registrar of the new quadrant/club.
 - b. Register with the new quadrant/club three weeks to the beginning of the season.
5. Once a review by the home club executive had occurred, and if considered by them to be acceptable, the "Player Release Form" will be signed by both the home club President and the Vice President to validate the release. If the release request is accepted, then the "Player Release Form" will be sent to the player with a copy of the release form to be sent to the CDLA. Upon CDLA's receipt of the signed "Player Release Form", the player will be released by the home club to play for another quadrant/club.
6. If both clubs (i.e. the releasing club and the receiving club) agree to the release, the release will be in effect. If one of the two clubs do not agree, CDLA policy 24.3 states, the release request must come to a committee. This will be chaired by the CDLA President or designate and have two other CDLA members, who are not associated with either of the clubs/quadrants, sit on the committee to deal with the release process. The committee's decision will be final.
7. If the player applies for a release from a club, the home club reserves the right to first consider alternatives solutions within the club before signing the "Player Release Form".
8. The home club must notify the player of the release decision within five days of receiving the "Player Release Form".
9. Players will automatically not be eligible for a Player Release if:
 - a. They apply to play for another quadrant before receiving an approved release form.
10. Once the home club releases players, they are automatically released to play for the receiving club. A release is only good for one season and the player must re-apply to be released from their home club for any future seasons.
11. Players whose full-time residence has moved outside their original quadrant/club's boundaries prior to

the start of the season are automatically released from the club and will become a player in the quadrant/club that they have move into.

12. CDLA will have final approval on ALL releases.
13. No member quadrant/club shall permit any player from another member quadrant/club to participate in lacrosse in its jurisdiction who has not met all the above requirements.
14. Releases are required for the Winter and Field lacrosse leagues.

Additional Clause:

A release is only applicable for a given program in minor box lacrosse. (i.e.) Midget league. Should a player register to play for any other club governed program and desire to play for a different club, then the complete above process must be repeated. Currently Winter Lacrosse and Field Lacrosse are separated clubs and are NOT governed by any of the CDLA clubs.

Policy created March 2008

Policy updated April 2009

3.2 POLICY: PLAYER RELEASE “A PLAYERS”

High River Lacrosse Association will retain the right to have a limit of 3 players able to make the “A” team at each division level for Pee Wee A, Bantam A and Midget A. HRLA’s decision for limiting numbers will be made by the HRLA board annually at each level of Pee Wee, Bantam, and Midget to ensure that the lacrosse program maintains growth and development within the High River Lacrosse Association.

Policy created January 2016

4.1 POLICY: MANDATORY EQUIPMENT

Purpose: To inform players, parents, coaches and managers of what equipment is required by each player to play in the High River Lacrosse Association to prevent and minimize the potential for serious injuries while playing the sport of lacrosse.

High River Lacrosse Association is governed by ALA (Alberta Lacrosse Association) and CDLA (Calgary District Lacrosse Association) and these are the guidelines that are followed when it comes to wearing proper and mandatory equipment in Lacrosse.

Mouthguards:

All participants registered with the High River Lacrosse Association are required to wear a mouth guard during all practices and games. All mouth guards must adhere to the specifications as defined in the ALA/CDLA rules

and regulations.

Helmets:

All helmets must adhere to the specification as defined in the ALA and CDLA rules and regulations.

All participants registered with High River Lacrosse Association are required to wear a helmet any time a player is on the floor. This includes all practices and games.

Any player under the age of 17 and who is registered with High River Minor Lacrosse Association must always have a helmet on while on any bench, even if they are not playing during a game. (i.e.) opening doors, assistant coaching, etc.

Information Access:

For further information about ALA and CDLA rules and regulation please see the following: CLA- Canadian Lacrosse Association www.canadianlacrosseassociation.ca

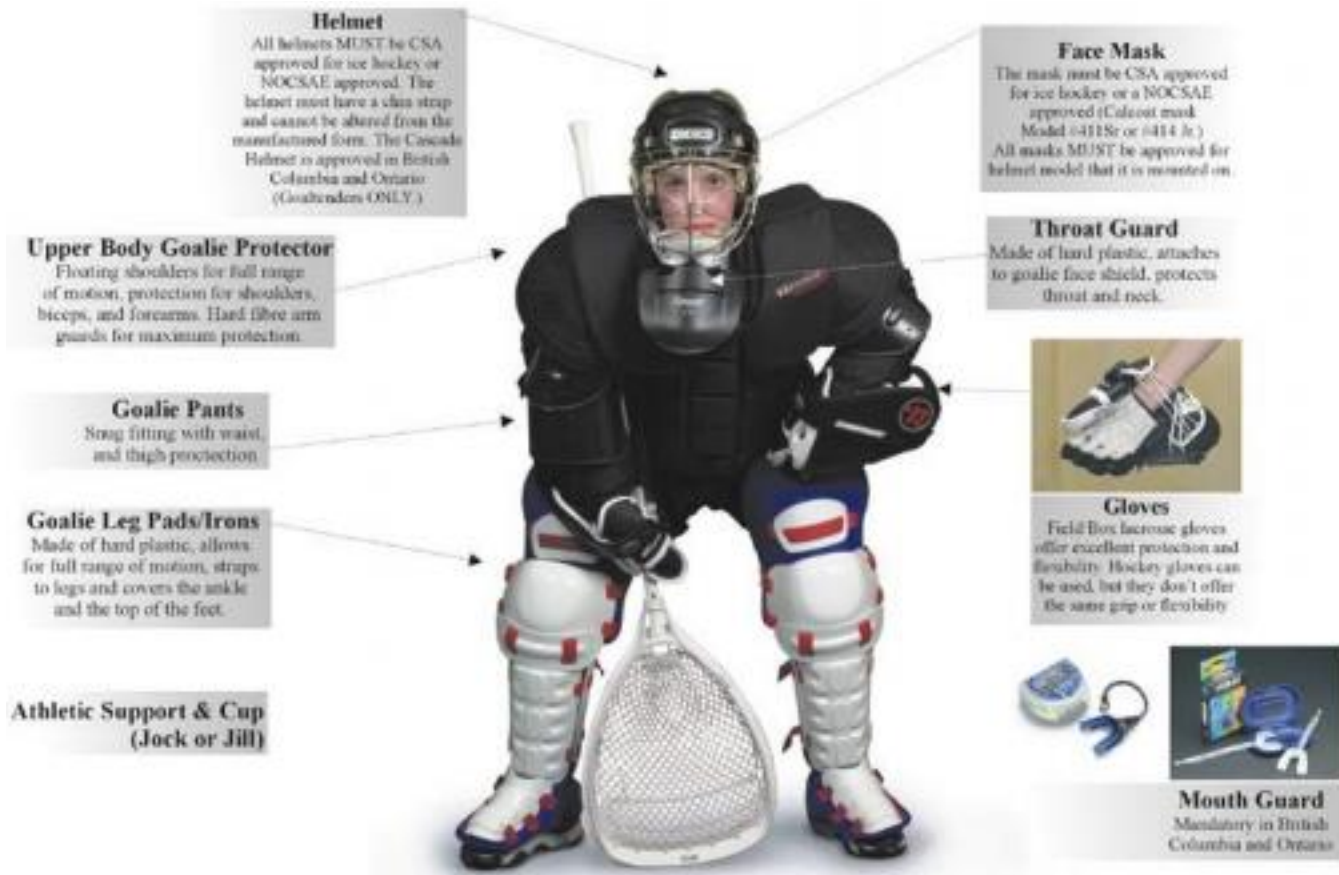
ALA- Alberta Lacrosse Association www.albertalacrosse.com

CDLA- Calgary District Lacrosse Association www.calgarylacrosse.com

Policy created March 2008

Policy updated April 2009





5.1 POLICY: COACH SECURITY CLEARANCE

Purpose: To ensure the safety and well being of all players during the season/program by doing as much screening of our coaches and volunteers as we can.

High River Lacrosse Association will make all efforts to seek out coaches who have a history of appropriate behaviors when working around children and youth.

High River Lacrosse Association will require all coaches and assistant coaches to provide an updated copy (within the last 12-month period) Police Record Check and a Child Welfare Check to the Vice President of the board. The results will be held in strict confidence and reviewed only by the Vice President and the Coaching Coordinator.

High River Lacrosse Association Board will inform a coach of any ineligibility issues that may arise from the background checks and feel are a conflict of the ideals and the coaching philosophy embraced by the board.

Policy updated April 2009
Policy created in March 2008

5.2 POLICY: COACHING COURSE REFUNDS

Purpose: To provide clarity for all conditions in which money will be refunded to coaches.

All coaches taking courses for NCCP coaching certification will be refunded by the High River Lacrosse Association once the following is provided to the Treasurer of the board:

- Proof of certification in the same year that the certification is received.
- Receipt with the amount of course fees paid by the coach

Proof of these items will entitle the coach to receive a full refund on the course fees paid

Policy created March 2008
Policy updated April 2009

6.1 POLICY: DRESSING ROOM SUPERVISION

Purpose: To clearly define the roles and responsibilities of a coach for the supervision of a given player during practice, games and team events. 1. All

teams (boys, girls, mixed):

All teams/players must always have an adult supervisor/coach in dressing rooms.

There should always be an attempt made to have two (2) supervisors in the dressing rooms with players at any time.

If players or parents of players are uncomfortable with players showering or changing in the dressing rooms, then this should be done at home or away from the facility.

A parent/guardian designate will be available for each game for the following:

- Dressing room security
- Removed player from floor play (penalty)

a) Female Teams:

A male coach/supervisor may be present in the dressing room with female players when there is a team meeting and/or in the presence of another female adult supervisor.

No male coaches shall be in the girls dressing room while changing or showering activities are occurring. **b) Male Teams:**

A female coach/supervisor may be present in the dressing room with male players when there is a team meeting and/or in the presence of another male adult supervisor.

No female coaches/supervisors shall be in the boys dressing room while changing or showering activities are occurring.

c) Mixed Teams:

Any girl playing on a boys' team shall be accompanied by her parent while in the dressing room. At all times a male coach will be accompanied by a female coach /parent if only females are in the dressing room.

IMPORTANT NOTE:

Parents/guardians are responsible for their own children and if you are unable to remain at the location of practice/game/ team event, the it is your responsibility to ensure the coach involved with your son/daughter is aware of the situation and agrees to allow the player to remain at the facility on his/her own accord.

Policy created March 2008

Policy updated April 2009