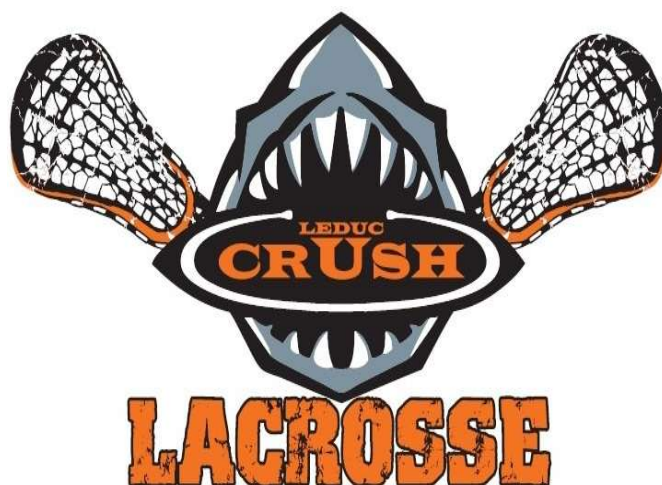


# Leduc Lacrosse Club



## POLICIES

June 2025

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# CODE OF CONDUCT AND ETHICS

As a member of the Leduc Lacrosse Club, I agree to comply with the following Code of Conduct and Ethics throughout my interaction during any program, game, event, activity put on by the Leduc Lacrosse Club, GELC, ALA or any other affiliate of the Canadian Lacrosse Association. In the event there is a conflict between this and the ALA Code of Conduct and Ethics the ALA will take precedence.

## ***Be Respectful***

- I will be respectful in all my interactions as a member of LLC at all times while being engaged in any lacrosse activity.
- I will not Abuse, Discriminate, Bully or Harass (as defined by the ALA code of Conduct and Ethics Policy 4.0 2022) any member including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, parents, guardians, and spectators at any event.
- I will respect the property of others and not cause willful damage.

## ***Show Sportsmanship***

- I will treat all members (as outlined above) with dignity and in a manner that enhances their self esteem.
- I will not publicly criticize an individual and will consistently show sportsmanship and leadership in all interactions.
- I will promote the sport in a constructive and positive manner.

## ***Use of Drugs, Alcohol, Tobacco and Cannabis***

- I will not use, encourage, distribute the use of performance enhancing drugs or methods. LLC adheres to the Canadian Anti-Doping Program, associating with anyone found to have been in violation will result in immediate expulsion.
- Minors are prohibited from consuming, being offered, or in possession of any alcohol, tobacco, and cannabis.

## ***Power of Authority***

- I will not use any authority I may have in an attempt to coerce, bully or abuse at any event.

## ***Support***

- I will abide by decisions of the governing body though I may disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

## ***Defamation***

- I will not make erroneous or defamatory statements about the club, its members or any other affiliate within the organization.

## ***Minimize Conflict***

- I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst all members of the lacrosse organization

## ***Violations***

- I understand that failure to follow the code of conduct and ethics will warrant disciplinary action club level and potentially GELC and ALA level.

# DISCIPLINE POLICY

The Leduc Crush Lacrosse Association is committed to ensure all athletes, coaches, officials, administrators, volunteers and spectators are treated equally. In the event of complaints and misconduct LLC will follow the following policy (ALA -Discipline and Appeal V 1.0 Oct 6, 2024)

All members of LLC are responsible for adhering to our governing bodies (ALA, GELC and LLC) **Bylaws, Policies** and **Code of Conduct and Ethics** in any setting or activity in which the LLC is being represented. This may include but not limited to - drop ins, tryouts, practices, camps, tournaments, meetings, team building activities.

Behavior outside of these standards may result in disciplinary action such as sanction, removal and/or legal action.

**Misconduct** – behavior that violated the Code of Conduct and Ethics, Rules, Bylaws, Policy's, including but not limited to – unsportsmanlike conduct, harassment, discrimination, violations of Code of Conduct.

**Disciplinary Committee** – a group appointed by the governing body to review and adjudicate disciplinary matters.

**Appeal Panel** – a group appointed to review disciplinary decisions.

## REPORTING MISCONDUCT

- All misconduct observed needs to be in writing to the discipline director, along with all evidence of the incident (photos, video) Anything not received in writing will not be addressed, such as text messages, phone calls ect.
- All reports and investigations are handled confidentially and will not be shared unless required by law.

## CHAIN OF COMMUNICATION

Parent/Team < Coach/Manager < Level Director < Club Discipline officer < GELC < ALA < LCA

In your complaint, evidence of the actions from the previous chain are required.

## Investigation Process

1. Review of the misconduct report to determine if a formal investigation is warranted.
2. A review panel will review the evidence, interview relevant individuals and prepare their findings.
3. Hearing Notice will be given to the member in question in writing of the disciplinary action with time and place of hearing and evidence supporting the sanction.
4. At the hearing the member has a right to
  - a. Attend the hearing
  - b. Present their evidence
  - c. Be accompanied by a representative
5. A decision will be made based on evidence presented and may impose sanctions, warnings, fines, suspensions, or expulsion.
6. The chair if the discipline committee has the authority (if all parties agree) to deal with complaints on a binding summary basis without holding a full panel hearing.

## **DISCIPLINATY STANDARDS**

1. Written Warning -If the incident does not involve criminal activity, physical force or violence
2. Fines
3. Suspension from Participation
4. Expulsion from club
5. Legal Action

## **DISCIPLINARY STAGES**

1. Informal – Minor issues / Standard Suspensions
  - a. ALA or GELC rules mandate a suspension for a rule violation, game officials confirm in writing and the coach implements
  - b. Non-Standard Suspension
    - i. For incidents warranting action Coaches much report before the next game
    - ii. The level director will investigate may involve consult with officials, parents, players, spectators
2. Formal
3. Appeal – Review of disciplinary decisions

If the individual is unsatisfied with the resolution and has other evidence to suggest such they may appeal in writing along with a \$300 fee (refundable if the decision is overturned) to the discipline chair with the new evidence for an appeal within 15 days of receiving the decision with the following

- A statement of the decision which is being appealed
  - Statement and evidence for the grounds for appeal
  - Statement outlining the facts
  - A statement of the desired outcome
4. The appeal panel will review the evidence brought forth and may at its discretion hear oral arguments.
  5. The appear panel may uphold, modify, or overturn the original decision.

# **DRESSING ROOM POLICY**

The Leduc Crush Lacrosse abides by the dressing room policy as laid out by the GELC and ALA. When a team is CO-ED.

## **MINI TYKE/TYKE**

Must arrive in full equipment or wear a minimum team shorts and full t-shirt (no holes).

## **NOVICE/MIDGET**

Both genders shall congregate in one dressing fully dressed not more than 15 min prior to scheduled floor time.

The lesser represented gender shall depart not more than 15 min after the game/practice.

Due to facility limitations, dressing and showering shall be done in shifts with the gender of majority going first. The lesser represented gender may use the shower facilities once fully vacated by previous gender.

## **CELL PHONE**

Use of a cell phone camera/video, any camera, video recorder or PDA is prohibited in any facility change room during a lacrosse event.

## **PARENTS IN DRESSING ROOM**

Parents are only permitted in the dressing for Mini Tyke, Tyke and Novice only to assist in getting their lacrosse gear on and off. The parent is required to leave once the parent is dressed/undressed.

All other divisions parents are not permitted in the dressing room with the exception of

- A medical emergency where the parents' presence is essential for the child's wellbeing.
- When extended by the coaching staff.

# DROP IN POLICY

Try to arrive between 20 and 30 minutes before the drop-in time to give people the chance to pay and direct them to the change rooms, and for you to get set up.

Bring out banner, sticks, balls and GELC bag with cash box. lock up the cash box until needed again.

Set up registration table – tape banner to front of table – clear tape is in the banner tube.

Chairs can be borrowed from the tables by the hockey rink.

Check if change rooms are open – if not you will have to go to the front desk and request the rooms be unlocked.

Put bag of sticks behind the table and use sign out sheet in binder to keep track of who borrowed sticks and that they were returned.

Collect fee for drop in and put in cash box – there is a \$50 float for change – there may be more in the cash box if some drop-ins have occurred – treasurer will empty periodically.

As this is a Lacrosse sanctioned activity, we are subject to liability and all members who step on the field must sign in prior to doing so.

After drop in take down banner and put in tube.

Make sure ball bag, stick bag, banner tube and bag with cash box are returned to the locker and it is locked. Make sure the nets have been pulled off the field so they are not damaged. Check change rooms to make sure they are tidy. Return chairs if any were borrowed.

**It is our Club's responsibility to leave everything tidy after use and make sure everything is put away.**

# FINANCIAL AUDIT POLICY

The entire executive board is responsible for the care of the money and to ensure that it is being handled properly. An audit is simply a detailed review of your financial records. The benefit of an annual audit is the confidence it gives the members that the financial house is in order, the audit verifies the numbers, ensures accuracy, and assesses procedures. Audits are often done at the end of the fiscal year, after the bulk of the school years activity has been completed. that is in mid- to late summer. There should be very little other financial activity at this time

**Audit Committee** consists of 2 to 3 people who have not had access to the cheque book or bank account. Questions may arise about the details of the operations; it can be helpful to include an officer. Organizing the documents

- Bank statements for the year
- Bank account reconciliation reports
- Check register (remove it from your cheque book and keep the blank checks in your possession)
- Canceled checks
- A list of transactions (the transactions journal if you use a computer-based bookkeeping system)
- Reimbursement and check request forms, including receipts/invoices for all expenditures
- Deposit slips
- Monthly treasurer reports and annual budget
- Any written treasurer procedures or training materials

## What the Auditors do

- Verify that all checks written during the year are accounted for, approved, signed, substantiated, and not defaced, and that they have been posted to the proper budget category.
- Verify that all deposits made during the year have been logged accurately and assigned to the proper budget category.
- Review the bank statements for any unusual fees or withdrawals (check printing fees, for example). Verify proper recordkeeping for these items. Ensure the account was reconciled each month.
- Verify that the treasurer reports add up from month to month.
- Complete a worksheet that summarizes the year's financial activity, including beginning cash balance, total receipts during the audit period, disbursements, and ending cash balance, among others. This is often called the financial review worksheet.
- Suggest improvements to internal controls such as record-keeping and cash-handling, if needed.
- Assess the group's performance against its budget, if requested.

## The Auditors Report

The auditor should submit a signed statement that the review has been completed and the books have been found to be in order. If the auditor found any exceptions during the course of the review, such as an unrecorded check or a mathematical error, those should be noted and included in the report, along with the steps taken to correct the exception. The report should also include the completed financial review worksheet.



# **BOARD EXPENSES/RENUMERATION**

## **EXPENSES**

- Only expenses that have budgeted and approved are considered for reimbursement
- Detailed receipts are required for reimbursement. All receipts must include
  - Date
  - Details
  - Purpose of cost
  - Signature of member claiming the cost.
- Up to 2 board members will be eligible to claim expenses for attendance to the ALA Annual General Meeting at the following costs
  - Hotel at cost max 2-night stay (no hotel will be paid for less than 50km one way)
  - Meals \$50/ day (no meals will be paid for less than 50km one way)
  - Gas at cost (no mileage will be given for less than 50km one way)

## **RENUMERATION**

Members of the Board who fulfill their full term will

1. Receive a \$300 RAMP credit towards a registration for 1 child.
2. Members who do not have a child playing will receive a \$100 honorarium paid out on the completion of their 1-year term by August of the year in which they volunteered.

# REGISTRATION AND REFUND POLICY

Registration Opens December early January.

- a. Early registration discounts are offered until February 20 of the current year.
- b. Multi Athlete family discount is 10% on all registrations after the first one.

Registrations received after the closing deadline may be subject to a late fee of \$100 and may be subject to a wait list.

Late registrations will only be accepted at the discretion of the board.

A player is not deemed to be registered until the entire registration fee is paid, including fundraising and volunteer cheque is received.

Players released to other clubs will not be required to full fill the volunteer commitment but will be required to fulfill the fundraising commitment.

All released players are not members of the club for the current playing season.

A player will not be permitted to participate until all fees are paid.

Requests for refunds must be submitted in writing to the board for Review.

Each refund will be considered on a case-by-case basis in consideration of the following guidelines

- All refunds regardless of reason are subject to a \$75 admin fee
- Refunds requested prior to March 15 will be fully refunded minus the admin fee.
- Refunds after April 1 will be prorated by week roughly 15 weeks (Mar 15 – Jun 28)
- No refunds will be given after the first team game or on a case-by-case basis

Payment must be received in full prior to February 20 at 11:59 pm mt for the early registration discount to apply

All Refunds are subject to a \$75 Administration fee + any additional fee that the club may have already paid such as insurance and association fees.

No refunds will be given if a player of family is sanctioned at any time during the season

Financial assistance can be requested through:

<https://www.kidsportcanada.ca/alberta/edmonton/apply-for-assistance>

<https://jumpstart.canadiantire.ca/pages/apply>

# CLUB TO CLUB TRANSFER POLICY

As outlined with the GELC

All players released by their home club become members of the new club until the end of the playing season when they will revert back to the home club.

Released members are required to fulfill their home clubs fundraising commitment.

Released members are not required to fulfill their home clubs volunteering commitment.

Invoicing shall be sent by the host club to the transferring club by May 15 of the current playing season.

If the host club has not invoiced by May 15, they may forfeit the right to collect.

All transfer fees between clubs must be paid by June 15 of the current playing season. If not, they will be received in bad standing within the GELC.

The invoice must be the lesser of

- The transferring club fee less \$75 or
- The host club fee

Volunteer requirements remain with the transferred players home club.

# SOCIAL MEDIA AND NETWORKING POLICY

The Leduc Crush Lacrosse Association holds the entire membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

Not make any statement deemed to be publicly critical of any association officials or detrimental to the welfare of a but not limited to athletes, coaches, officials, volunteers, managers, administrators, parents, guardians, and spectators

Refrain from divulging confidential information of a personal or team related nature. Including but not limited to player injuries; trades or other player movement, game strategies; or any other matter of a sensitive nature to a team, the Association or an individual.

Not make any negative or derogatory comments about any of the arena or facility staff, opposing teams, coaches, players, officials, parents/guardians, directors, League and/or LLA, programs, or sponsors.

Not make any comment that can be interpreted as a form of bullying, harassment, intimidation or threats against arena or facility staff, opposing teams, coaches, players, officials, parents/guardians, directors, League and/or, programs, or sponsors.

Not make any comment that can be interpret as Inappropriate, derogatory, racist, or sexist.

Not post any photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

- Drug/Alcohol use/Abuse/Intoxication
- Hazing
- sexual in nature

Not make any comment that can alarm other individuals or to misrepresent fact or truth.

If requested to participate in an online network, as a direct result of your affiliation with or participation in the LLA. The LLA recommends and request that you obtain approval from the Association Board in order to protect our brand.

Social media and comments such as 'texting 'are on the record and can be instantly published and available to the public and media. Everyone including to coaches, players, officials, parents/guardians, family members and supporters can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

# SPONSORSHIP POLICY

All Donation/Sponsorships help the club focus on ensuring the kids get to play by keeping costs down.

Funds help pay for floor time, jerseys, equipment upkeep, coaching and skill building.

Team Jerseys - \$2500

- Includes 20 jerseys (19 and 1 goalie home or 19 and 1 goalie away)
- Large logo on (Sleeve, back)
- Social Media Recognition
- Have your company showcased all over the greater Edmonton Area

Common items that are sponsored

Pinnies

Tournament Sponsorship

Community

Sponsorship of Awards

Tournament swag (for participants)

Kindness

# TEAM POLICY

All teams must create a budget which is approved by a majority of the parents (51%) at the beginning of the season and again at the conclusion.

Any additions to the budget must be approved by a majority of the parents.

Any remaining funds must be returned to the families with a statement of account.

Each team is permitted to have up to 5 bench staff limited to the following

- 1 head coach
- 3 assistant coaches
- 1 medic

Any other bench staff will not be covered by the club and the team/individual will be required to cover the insurance and registration costs for that member if voted and approved by the team parents.

All Bench staff must have their volunteer screening in by May 15 to the club.

If a team wins a spot in provincials the club will assist the team with their entry fees by contributing up to \$1000 to that team.

At this time the Registration fee is covered by the GELC.

Managers can now reschedule their games with the other teams if both parties agree.

# TEAM KIT POLICY

Each team will receive the following:

Goalie Equipment: shin pads, pants, chest protector, dangler, gloves, stick

Level 1 First aid kit

40 Lacrosse balls (additional balls must be purchased through the club at a cost of \$5)

A kit deposit cheque in the amount of \$750 (\$250 per jersey set, \$150 balls, \$100 first aid kit) which will be retained by the club and may be used for

- a. The replacement of any damaged Jersey beyond normal wear and tear
- b. Cleaning of any Jersey that is stained or visibly dirty.
- c. Replacement of any missing balls
- d. Replenishment or replacement of the First Aid Kit

The deposit will be returned to the team upon receipt and inspection of the kit by the club's equipment manager (or a member in kind and a representative of the team)

All Jerseys are to be washed inside out and hung to dry. They are not to be put in a dryer.

All Jerseys are to be kept in good repair, ensuring any necessary repairs are made by the team.

Equipment must be returned within a week of the team's final game.

Upon return, please ensure all Jersey kits are:

- a. Clean
- b. in good repair
- c. in numerical order
- d. all facing the same direction

# VOLUNTEER POLICY

Volunteers keep our organization running smoothly and assist with keeping costs down.

3. An undated Cheque or EMT is required for \$150 before the season begins.
4. Each family is required to perform approx. 6 hours of volunteer credit for the club.
5. Families that have been released to another club are released from their volunteer commitment for LLC.
6. Volunteer options that are available to fulfill this commitment are
  - Board Member
  - Coach
  - Team Manager

TEAM VOLUNTEER – Do the position < 85% of time (self fill if absent)

- Team Jersey Parent
- Box parent
- Parent Liaison
- Leduc Rodeo
- Club sponsored tournament
- Club Casino
- GELC Casino/Bingo
- City Sponsored events - Canada Day



# VOLUNTEER SCREENING POLICY

To support the safety of our athletes, we are committed to adhering to ensuring those who are in the direct position of trust are screened properly.

A volunteer is an individual who chooses to undertake in a service or activity for the club. All bench staff, coaches and managers or any other persons who are in the direct position of trust of a child will be required to provide to the club a

- a. **Police Record Check** (valid for 3 years)
- b. **Vulnerable Sectors Check**

These records are subject to PIPA and can only be disclosed to individuals making the decisions regarding the volunteer

Failure to provide these will result in being ineligible for the position.

If an accepted volunteer is tried and convicted during the season they must notify the club immediately.

We will not knowingly place a person with a conviction of certain offences in the position to care for your child. Those with the following will not be accepted

## **Lifetime**

- Any type of sexual assault
- Invitation to sexual touching
- Sexual interference, bestiality, or sexual exploitation
- Procuring sexual activity
- Indictable criminal offences for youth abuse
- Any court order forbidding the individual to have contact with children under the age of 14
- Any convictions related to child pornography

## **Five (5) Years**

- Assault
- Any weapons offence
- Conviction under any controlled drug and substance act
- Criminal driving offences

## **Until resolved through the judicial system**

- Outstanding convictions or charges pending for any violent offence
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving
- Outstanding convictions or charges pending for sexual offences