

**LETHBRIDGE LACROSSE ASSOCIATION
REGULATIONS**

(LAST REVISED SEPTEMBER 2024)

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Regulation 1 - Purpose

1.1 The Regulations are intended to:

- provide assistance and direction to those who are responsible for the operation of minor and major lacrosse teams registered with the Lethbridge Lacrosse Association (the "LLA"); and
- serve as a resource for our members including players, coaches, parent/guardians, volunteers, officials and community members with an interest in lacrosse and this Association.

1.2 Contradictions between the Regulations and the Association's Bylaws (should they exist) shall be resolved by reference to the Bylaws. There are many other resources available on the LLA website at: www.lethbridgelacrosse.com

Regulation 2 - Revision of Regulations

2.1 LLA Regulations should be reviewed on a regular basis to ensure the continue to meet the evolving needs of the Association and its members. Any Regulation can be revised, edited or deleted by simple majority of the Directors at any Board meeting. Written notice, including the proposed wording of the revision, must be given to the Board prior to the meeting at which the vote will be cast. Any significant changes to LLA Regulations will be communicated to the membership at the Annual General Meeting ("AGM").

2.2. Any member (as defined in the LLA Bylaws) wishing to initiate a revision of LLA Regulations may do so by providing a copy of the proposed revision to the Board. The member initiating the revision may request to present the motion to the Board in person.

2.3 The Board is encouraged to review current LLA Regulations in September of each year with the intent of presenting a summary of approved revisions (if any) to the AGM.

Regulation 3 - Bylaws and Regulations

3.1 The Lethbridge Lacrosse Association is a registered not-for-profit society. Our objective is to promote, teach and perpetuate the game of Lacrosse in Southern Alberta utilizing an athlete-centered philosophy. Governance and conduct of the Association is subject to the Bylaws, Regulations, and policies of (in ascending order):

- our local **club** (Lethbridge Lacrosse Association or "LLA");
- our **local governing body** (Southern Alberta Lacrosse Association or "SALA" for minor lacrosse and Rocky Mountain Lacrosse League or "RMLL" for major lacrosse);
- our **provincial governing body** (Alberta Lacrosse Association or "ALA"); and
- our national governing body (Lacrosse Canada or "LC").

3.2. The current LLA By-Laws are posted on the LLA website. SALA, RMLL, ALA and LC Bylaws and Regulations are posted on their respective websites. Best efforts have been made to ensure LLA Bylaws and Regulations are consistent with the Bylaws and Regulations of all our governing bodies, however any contradictions (should they exist) shall be resolved by deference to the Bylaws and Regulations of the higher authority.

Regulation 4 - Rules and Long Term Athletic Development (LTAD)

4.1. Players registered with the LLA shall follow all LC, ALA and SALA (minor) / RMLL (major) rules of play at all times.

4.2. **The LLA encourages fair play so that all players have the opportunity to grow and develop their skills.** The LLA is fully committed to the stages of Long Term Athletic Development (LTAD) of the Government of Canada and will do everything in its power to ensure that our participants are adequately trained to ensure that fair LTAD is incorporated into our team practices and games and players are taught the importance of honesty, integrity and respect. The LTAD minimum standards as designated by ALA will be used to guide skill development.

Everyone involved in sport, from parents and spectators to athletes, officials and coaches can and should play a part in promoting LTAD. The most effective way to do this is to be aware of the seven stages of LTAD and what is appropriate at various age and competitiveness levels.

The most current document outlining the Government of Canada's LTAD principles is *Long-Term Development in Sport and Physical Activity* (2019), available at:
<chrome-extension://efaidnbmnnnibpcajpcgiclfndmkaj/https://sportforlife.ca/wp-content/uploads/2019/06/Long-Term-Development-in-Sport-and-Physical-Activity-3.0.pdf>

The National Coaching Certification Program also has a good summary at:
chrome-extension://efaidnbmnnnibpcajpcgiclfndmkaj/https://coach.ca/sites/default/files/archive/2020-02/CAC_7516A_11_LTAD_English_Brochure_FINAL.pdf

Regulation 5 - Registrations: Dates and Fees

- 5.1 Registration shall open January 1st and run until May 15th. Registration fees include:
- participation in the annual LLA Floorbusters Memorial Tournament for U9 to U17 LLA division teams
 - LLA assigned floor times
 - referee fees
 - approved training
 - game jerseys & equipment
 - insurance (regular season and coverage for "pay to play" LLA winter lacrosse, field lacrosse, recreational lacrosse, and ALA sanctioned camps.

5.2 LLA members required to do so (players, coaches, managers, and trainers) shall register using the RAMP online registration portal.

5.3 Fees may be paid by cheque, electronic funds transfer, or credit card payment through RAMP. Dishonoured cheques will be assessed a \$50 NSF fee; credit card payments may be subject to a convenience fee of 3% to offset LLA processing costs.

5.4 The Board may, at its sole discretion, **discount** registration fees payable. For information purposes only, previous discount offers were available for:

- players registering as a full-time goalie
- female players
- players of indigenous descent
- "early bird" registration (prior to February 1st)
- families registering multiple players (3 or more players per household) Discounts applicable to the current season will be posted on the LLA registration page prior to opening registrations.

5.5 Any player registering after rosters have been set for the season will be placed on the appropriate Division team with the lowest number of players. If rosters are full, late registering players may be placed on a waiting list and LLA cannot guarantee a season.

5.6 NO PLAYER will be permitted on the floor until registration fees have been paid in full and player medical forms are submitted.

Regulation 6 - Team Selection and Rosters (U7-U17):

6.1 Per SALA Regulations, LLA is a **parity** club for its minor lacrosse program. **Anyone**, regardless of experience or skill level, who wishes to register and play **minor** lacrosse in Lethbridge may do so.

6.2. Team size shall be determined by registration numbers at the start of the season. If required, LLA will apply for the necessary permission for teams to play from higher authorities should under- or over-sized rosters result from actual registration numbers.

6.3 **Balanced parity teams** are the goal at the beginning of each season for B parity lacrosse. There are several factors that influence team development: coaching, team bonding, injuries, parent & player commitment, additional training (eg. dryland activities), etc. Not all teams progress through the season at the same rate, and parity based on skill evaluation does not equal parity based on performance.

6.3 The LLA, through the Director of Coaching & Player Development ("CPD Director)", will rigorously pursue an equal balance of skill, talent and potential for all the club's teams, as per Article 4.3.1 (f) of the LLA Bylaws. The CPD Director will conduct and evaluate pre-season mass-practice evaluations with the assistance of former coaches, current and former Junior players, and Age Coordinators at the CPD Director's discretion. Only the CPD Director's final assessments and evaluations will be considered for team selection.

6.4 After the evaluations are complete, teams will be selected based on the combined average scores. ***At no time will outside opinions be considered in the team balancing process - this includes parents, players and members of the Executive Board.**

Once rosters have been set, the CPD Director will work in conjunction with Age Coordinators to assign coaching staff to each team taking into account having the parent coach their own child. Head coaches will be selected based on experience as well as other criteria.

Once the CPD Director has made a decision (for rostering or coaching assignments), it is final.

6.5 The LLA, however, reserves the right to form at its sole discretion competitive “A” level teams in any age divisions that do not compromise the integrity of B parity programming. Roster for “A” competitive teams is the responsibility of that team’s head coach.

6.6 Player/Parent Requests - Acknowledging that many factors must be considered to balance parity teams, requests will *only* be entertained in the case of:

- **players new to lacrosse that want to play with the friend that brought them to the club; or**
- **>siblings wishing to play with siblings.**

No other criteria will be considered and requests are discouraged as they will be denied.

Regulation 7 - Refunds

7.1 In certain situations, registration fees *may* be refunded by the LLA. The Board's determination with respect to all refunds (regardless of circumstance) is final.

A player **refund request** must be completed in writing and submitted to LLA for:

- withdrawal / cancellation of registration if on a wait list;
- withdrawal / cancellation of registration due to relocation outside LLA boundaries;
- season-ending injury (cannot "return to play" per policy).

All requests received will be approved or denied on a player-by-player basis. Pro-rated refunds (adjusted for portion of season played, ALA insurance costs, etc.) less a \$25 administration fee deducted by the LLA will be paid out on return of any equipment issued to the player. Injured players who maintain their spot on the roster are not eligible for any refund.

7.2 LLA Initiated Refunds (Acts of God) - In the event circumstances arise outside the control of the LLA (for example: the Covid-19 pandemic of 2020) which cancel, delay, or otherwise prevent the club from participating in any given box lacrosse season, the Board shall call a special meeting to determine a one-time refund or pro-rated discount policy for that season's registration fees. The Board shall take into consideration any charges levied by the club's governing bodies as well as any costs already incurred preseason that need to be paid. Refunds in such an instance will not be charged an administration fee and no request needs to be submitted by the club's members.

Regulation 8 - Volunteer Requirements

8.1. LLA requires **one (1) team volunteer per player who is responsible for a minimum of ten hours of team related service.** Individuals committed to **team staff** roles (head **coach**¹, **assistant coaches (as selected by head coach)**, **trainer**², **team manager, jersey parent**) are exempt from additional volunteering shifts. Other volunteer roles include, without limitation:

- **minor officials:** for **each** game, **five (5)** volunteers to cover:
 - scoresheet
 - scoreclock
 - shot clock
 - penalty box (x2)

➤ **Floorbusters personnel** (as needed):

- set up
- floor manager
- raffle table
- 50/50

8.2. It is the responsibility of the team to ensure that all volunteer requirements have been met. LLA may, if requested by the team, assess a fine of up to \$250.00 for any failure to perform volunteer duties requested or assigned.

¹ To be considered a "coach", personnel must have been recruited by the Director of Coaching & Player Development and have completed all required NCCP certification courses as mandated for the level volunteered for.

² To be considered a "trainer", personnel must have completed St. John's or similar First Aid Training and/or be professional employed as a medical doctor, nurse, paramedic or firefighter.

Regulation 9 - Tournaments

9.1 LLA is proud to host the Floorbusters Memorial Tournament each season. All LLA teams shall participate.

9.2 The Team (and not LLA) is required to do the following for all other tournaments:

- (a) ensure they are registering in the correct division and competition level;
- (b) ensure bench staff hold the proper credentials required by the tournament's rules;
- (c) inform the LLA President and/or Age Coordinator, who will advise the SALA scheduler of the tournament dates as soon as they are known; and
- (d) **pay all fees and associated costs** (including but not limited to registration, travel, accommodations, etc.) LLA therefore **strongly recommends** that any plans for extra-league activity (tournaments) be discussed with players and parents in advance.

9.3 **LLA does not sanction travel to tournaments outside of Alberta.** If attending a tournament outside of Alberta, a travel permit must be obtained from the ALA once the proposed date has been approved by the LLA and SALA scheduler.

9.4 Both the Canada Day Tournament and Provincials occur post-season and, as such, teams do not require approval to register and attend. Teams should notify LLA prior to submitting their Intent to Play at either of these events so LLA can make appropriate post-season practice floortime arrangements (if possible). Teams qualifying for Provincials will have additional practice floortime paid for by the LLA.

Regulation 10 - Equipment

10.1 The LLA requires players to wear all necessary certified equipment (as specified by the ALA) at **all games and practices**. CSA or NOCSAE approved helmet with cage and mouth guards are mandatory at all times. Kneepads are recommended for U7 & U9 but not mandatory.

10.2 Goalie equipment will be provided by the LLA on receipt of a \$500 deposit paid prior to goalie gear being distributed. Gear must be returned at the end of the season in the same condition it was issued and sanitized as per the Equipment Manager's specifications (with normal wear and tear taken into consideration) and then the deposit will be returned. Goalies must purchase their own helmet.

10.3 Goalies may provide their own equipment if they are not satisfied with what LLA provides.

10.4 Game Jerseys – Jerseys are provided by the LLA to each team and must be returned at the end of every season. Each team should appoint a Jersey Parent to ensure the jerseys are washed and looked after properly (jerseys should never go home with players.) The LLA will collect a \$100 replacement fee for a lost or damaged jersey.

10.5 Equipment Return – Coaches or team managers are to arrange the return of jerseys, ball bags, first-aid kits, and any other supplies provided by LLA at the conclusion of the season as designated.

Regulation 11 - Coaching Requirements/Application Process

11.1 Coaching applications are submitted to the Director of Coaching & Player Development ("CPD Director"). The CPD Director will request coach applications prior to the start of the season. Head coach applications must be submitted regardless of past coaching experience with LLA

11.2 Applicants must include their NCCP certification number, previous experience, desired age group, and reasons for wanting to coach. Applications will be reviewed to ensure that coaches have the required Coaching Standard.

11.3 The CPD Director will review all applications and hold interviews in the event there are multiple applications for one appointment

11.4 All coaches will be required to complete a criminal record check.

11.5 All coach training that is provided through ALA is directly billed to the club. If a coach registers for a course and does not attend, they will receive an invoice to reimburse the club for the course fee.

11.6. All coaches are expected to follow the Code of Conduct Bylaws and policies set out by the ALA, SALA, and the LLA.

11.7 Any coaching staff under the age of 18 are limited in their duties as a coach and will be considered “helpers” or “junior coaches” allowed to assist at practices in a mentoring role for teams that are at least one age division or lower than their current playing division. They must have a helmet on at all times while assisting on the floor or on the bench during games.

Regulation 12 - Concussion & Injury/Return to Play

12.1 Should a player become injured and require any form of medical attention, they must provide a doctor's note prior to returning to any participation in lacrosse.

12.2 LLA will follow the concussion protocols as outlined on the ALA website.

Regulation 13 - Team Funds

13.1 All teams should create a team budget which is presented to the parents at the beginning of the season. This is not a final document and additional funds may be required as needed throughout the season.

13.2 Team budgets must include line items for tournament fees, tournament and/or overnight league game travel expenses for non-parent coaches, team equipment (such as lacrosse balls), and extra-floor time if required.

13.3. Any funds remaining at the conclusion of the season must be returned either to the families or LLA.

13.4 All teams will be assigned an individual LLA bank account at the beginning of the season. Team managers have the authority to pay for expenses but must also have approval from either the LLA President or Treasurer.

Regulation 14 - Affiliation

The ALA does not have a clear affiliation process for minor lacrosse, only a tampering clause in Regulation 2 that requires a team seeking affiliation to first obtain the permission of the President of an LGB before contacting a coach.

SALA also does not have clear rules regarding the process of affiliation, only a similar tampering clause in its Regulation 2 requiring a team to obtain permission from the President of the boundary in which the player or potential player resides.

For LLA teams seeking affiliation outside LLA this is the affiliation process.

14.1 After these steps are followed, teams outside and inside LLA seeking affiliation must follow these steps.

- (a) The team seeking affiliation, either the head coach or team manager, must first obtain permission from the player's head coach for permission to contact the player/family. This permission cannot be unreasonable denied;
- (b) If the player and family confirm an interest in affiliation, the coach or manager must then send a formal written request for affiliation to the player's coach for approval, with the parents and LLA President copied on the e-mail;
- (c) Once the players' coach approves, parents must also reply to that e-mail and formally approve;

- (d) This process applies to all affiliations, including those to higher age divisions, and any A or tournament teams, including the SALA Sting;
- (e) Players are not allowed to affiliate if missing scheduled games for their regular team, unless the head coach approves.

Regulation 15 – Confidentiality Policy

This policy applies to LLA Board and committee members, coaches, managers, volunteers, and employees (including contract personnel) (hereinafter “Lethbridge Lacrosse Representatives”) who have access to confidential information.

The following terms have these meanings in this policy:

- I. **Copyright:** the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic or commercial material, and to authorize others to do the same.
- II. **Intellectual Property:** the creations of the mind: inventions; literary, artistic and commercial works and symbols, names and images used in commerce.
- III. **Organization:** includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and corporation.
- IV. **Representatives:** Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makers within LLA.

Application

Lethbridge Lacrosse Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any confidential information about the LLA acquired during their period of involvement/employment, unless expressly authorized to do so.

Lethbridge Lacrosse Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties (including social media) any confidential information, including film and photography, without the express written consent of Lethbridge Lacrosse and player’s parents or guardians.

Lethbridge Lacrosse representatives will not use, reproduce or distribute such confidential information or any part thereof, without the express written consent of LLA.

All files and written materials relating to confidential information of LLA remain the property of LLA and upon request of LLA, the Lethbridge Lacrosse Representative will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon such request.

The term “confidential information” includes, but it not limited to the following:

- i. Names, addresses, email, telephone number, cell phone number, date of birth and financial information of Lethbridge Lacrosse Representatives and Members;
- ii. Information related to the programs, fundraisers, business or affairs of LLA or any Lethbridge Lacrosse Representative; and
- iii. Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information.

Lethbridge Lacrosse Representatives may be asked to sign and date a Confidentiality Agreement upon employment or involvement with Lethbridge Lacrosse.

Intellectual Property

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with Lethbridge Lacrosse will be owned solely by Lethbridge Lacrosse, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Lethbridge Lacrosse may grant permission for others to use such written material or other works, subject to such terms and conditions as Lethbridge Lacrosse may prescribe.