



LETHBRIDGE LACROSSE ASSOCIATION

POLICY MANUAL

(LAST REVISION: 25 OCTOBER 2020)

Table of Contents

Heading	Page
Purpose	3
Policy Revision.....	3
Organization & By-Laws	3
Rules & Fair Play	4
Membership: Fees & Voting.....	4
Registration: Dates & Fees	5
Team Selection & Rosters	6
Refunds	7
Volunteer Requirements	8
Tournaments.....	9
Equipment.....	9
Coaching Requirements / Application Process	10
Concussion & Injury / Return to Play	11
Grievances & Discipline	11
Team Funds.....	12
Affiliation	12
Code of Conduct / Social Media	12
Confidentiality Policy.....	13

Purpose

This **Policy Manual** is 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.

Contradictions between this manual and the Association’s Bylaws (should they exist) shall be resolved by reference to the Bylaws. There are many resources available (forms, information, publications, links to training, etc.) posted on the LLA website and we encourage all of our members to make use of them. Our website is located at: www.lethbridgelacrosse.com

Policy Revision

LLA Policy should be reviewed on a regular basis to ensure it continues to meet the evolving needs of the Association and its members. Any Policy 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 Policy will be communicated to the membership at the Annual General Meeting ("AGM").

Any member (as defined in the LLA Bylaws) wishing to initiate a revision of LLA Policy 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.

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

Organization & By-Laws

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):

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- 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** (Canadian Lacrosse Association or "CLA").

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

Rules & Fair Play

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

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 Fair Play Principles of the Government of Canada (Fitness and Amateur Sport) and will do everything in its power to ensure that our participants are adequately trained to ensure that fair play is incorporated into our team practices and games and players are taught the importance of honesty, integrity and respect. The long term athlete development ("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 fair play. The most effective way to do this is to lead by example: to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. **Fair Play Canada's Codes of Conduct** are posted on the LLA website.

Membership: Fees & Voting

While expressly defined in the LLA By-Laws, for the purposes of this Policy Manual a **member** is:

- any family of a player registered with the Lethbridge Lacrosse Association (herein after the "**LLA**") or

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- any **non-parent** coach, assistant coach, trainer, manager or executive member officially registered with the LLA.

The **membership fee** shall be the annual registration fee set by the LLA Board.

Provided they are in good standing, members are entitled to:

- hold elected office on the Board;
- be appointed by the Board as a Coordinator; and
- cast **one (1) vote per paid LLA registration** at all Annual General Meetings. The LLA welcomes all members to attend Annual General Meetings to have an active voice in the operations of the LLA.

Registration: Dates & Fees

Registration shall open January 1st and run until May 15th. Registration fees include:

- participation in the annual LLA Floorbusters Tournament for U10 to U17 LLA division teams
- LLA assigned floor times
- referee fees
- approved training
- game jerseys & equipment
- insurance

and other related costs for the regular box lacrosse league season and playoffs as well as continuing insurance coverage for "pay to play" LLA winter lacrosse and ALA sanctioned camps. LLA members required to do so (players, coaches, managers, trainers, and Executive Directors) shall register using the RAMP online registration portal. 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.

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.

Players are encouraged to register early: when the LLA knows for sure what the numbers are for the season it's much easier to set the team rosters, assign coaches and start booking floortimes. 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.

NO PLAYER will be permitted on the floor until registration fees have been paid in full.

MINOR LACROSSE (U6-U17):

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.

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.

MAJOR LACROSSE (Junior Program):

Please refer all inquiries to the Junior B Tier 1 Cudas management team.

Team Selection & Rosters

Balanced parity teams are the goal at the beginning of each season. There are a number of 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.

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. 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.

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.

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.

Refunds

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.

PLAYER INITIATED REQUESTS FOR REFUND – MINOR (U6-U17):

A **refund request** (the form is available on the website) must be completed 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.

PLAYER INITIATED REQUESTS FOR REFUND – MAJOR (Junior Program):

Please refer all inquiries to the Junior B Tier 1 Cudas management team.

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 pre-season 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.

Volunteer Requirements

LLA requires **one (1) team volunteer per player**. Individuals committed to **team staff** roles (**coaches¹, trainer², team manager, jersey parent**) are exempt from volunteer 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

LLA **recommends** (but does not require) that each team designate (by election or appointment) minor official volunteers to their team staff to ensure that qualified individuals trained for and ready to fulfill that duty (whether required by home/away rules or not) are available. It is the responsibility of the team to ensure that all volunteer requirements are / have been met. LLA may, if requested by the team and recommended by the Age Coordinator, assess a fine of up to \$150.00 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.

Tournaments

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

In addition to Floorbusters, each LLA minor team may attend one (1) additional **sanctioned** tournament in Alberta during the regular season (on a case by case basis, LLA may approve a team's participation in more than one tournament depending on scheduled league play.)

The Team (and not LLA) is responsible to:

- ensure they are registering in the correct division and competition level;
- ensure bench staff hold the proper credentials required by the tournament's rules;
- inform the Age Coordinator **and** the SALA scheduler of the tournament dates as soon as they are known; and
- **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, Provincials, etc.) be discussed with players and parents in advance.

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 Age Coordinator and SALA scheduler.

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 their Age Coordinator prior to submitting their Intent to Play at either of these events so that LLA can make appropriate post-season practice floortime arrangements (if possible.)

Equipment

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

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.

Goalies may provide their own stick and/or jock/jill if they are not satisfied with what LLA provides.

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 per jersey replacement fee will be collected for any lost or damaged jersey.

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.

Coaching Requirements / Application Process

Applications to coach should be submitted to the Director of Coaching & Player Development ("CPD Director") before the start of the season and should include a copy of their coaching certification or proof of course registration and their criminal record check. Applications will be reviewed to ensure that coaches have the required Coaching Standard.

All coach training that is provided through LLA 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.

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

Coaching applications must be submitted for all coaches regardless of past coaching experience with LLA.

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

All bench staff must be 16 years of age or older and meet the minimum CLA standards. Any coaching staff under the age of 18 are limited in their duties as a coach and will be considered "helpers" or "junior coaches". Under 18 years of age "helpers" are allowed to assist at practices in a mentoring role for teams that are at least one age division or lower than the current division the "helper" is playing in. They are there to assist with the drills and be a good example to the younger players and must have a helmet on at all times while assisting on the floor.

Concussion & Injury / Return to Play

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. LLA will follow the Concussion Protocols as outlined on the ALA website.

Grievances & Discipline

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect. Unless otherwise specified, the procedure for resolving issues, concerns and grievances in Lethbridge Lacrosse is to take the matter through the following levels **in order**:

- i. Team manager;
- ii. Head coach;
- iii. Age Coordinator (cc President);
- iv. Disciplinary Committee.

At the first parents' meeting for the team, each head coach will outline their manner in dealing with parent/guardian issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined in the parents' meeting.

The head coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parent/guardians; however, professional etiquette and common sense **must** be applied. If you have an issue, concern or grievance, about or at a particular game, **wait for 24 hours following the game** to discuss.

The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. A head coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.

- I. If the issues, concerns and grievances cannot be resolved with the coach/manager it must be put in writing, signed and delivered to the appropriate Age Coordinator and President of the association.
- II. The complaint must contain a description of the event, its location, the division involved etc. and a contact phone number. The Age Coordinator may contact this person for clarification of the event in question to obtain further information.
- III. Once the investigation has concluded, a written response will be sent to the Member (with a cc to the President) explaining the process taken and



the outcome reached. Should the member feel that the issue is still not resolved, the issue will be forwarded on to the Executive for future investigation.

- IV. The LLA recognizes the need for privacy and discretion in the gathering of all information.
- V. The Grievance Committee shall consist of 3–5 members of the LLA, from the Executive, Board and/or Members in good standing.

Team Funds

All teams should create a team budget which is signed by the parents at the beginning of the season, and again at the conclusion of the season. This budget must be provided to the Age Coordinator. Any funds remaining at the conclusion of the season must be returned to the families and noted in the final budget. If the team will be collecting and holding seed money or fundraising they should open a bank account, with dual custody involving members of two different families permitted to have signing authority on the account.

Affiliation

Affiliation will be initiated by the team requesting the affiliate. An affiliation will not be granted if it requires the player to miss their own team's game. The final decision on allowing affiliation lies with the parents and LLA Board and must be approved by SALA. If a coach does not feel that an affiliation is appropriate they should communicate with the Age Coordinator and/or the Director of Coaching & Player Development.

Code of Conduct / Social Media

Membership and participation in LLA activities is a privilege not a right.

Members, players and participants are required to abide by the By-Laws and policies/procedures of the LLA, and behaviour is expected to mirror the spirit of the Association.

All members and participants of the LLA shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive, Board of Directors, members, employees and property of the LLA. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, Board, members, facility employees or damage to the property of the



LLA or of another association will not be tolerated in any form. All LLA members, fans and participants shall respect the game of lacrosse and shall be held accountable to our Code of Conduct. The association will not tolerate loud and/or obscene and/or obnoxious behaviour from any coaches, managers, assistants, bench staff, players, parents/guardians, or fans. Such individuals will be subject to disciplinary action as outlined herein.

Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Age Coordinator and/or Coach to assist their child in changing before or after a game. Under no circumstances is a parent, guardian or fan to enter the opposing team's dressing room.

Officials are not to be consulted regarding any infraction, rule or "missed call". If a team wishes to provide feedback about an official the head coach is encouraged to do so by completing a form provided on the ALRA website.

Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the association against such individual as provided in the bylaws or the Operational Policies and Procedures of the association.

Any player, parent, or spectator found to be participating in harassment, abuse or obnoxious behaviour, (including, but not limited to cyber-bullying, emails, social-media chatter or texting) will be dealt with immediately and will face the following disciplinary action:

- i. First offence: automatic 3 game suspension
- ii. Second offence: suspension to be determined by an in-person hearing

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 any confidential information, without the express written consent of Lethbridge Lacrosse.

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.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with Lethbridge Lacrosse's Grievances and Discipline Policy – Grievance Committee.