



OKOTOKS RAIDERS LACROSSE ASSOCIATION (ORLA)

Registration

POLICY: REGISTRATION PROCESS / FEES

Purpose: To establish the process of associated fee structures for program registrations

Registration process:

- Registrations are accepted commencing early January.
- Any registrations received after the closing deadline (February 14) are subject to a \$ 100.00 late registration fee and may be wait listed.
- It will be the discretion of the respective Division Coordinator or Director of Programming as to the acceptance of late player registrations as team formation must be completed well in advance of the season.

Registration Fees:

- Fees for the associated programs are as indicated under the "Registration & Program Fees" tab on our website.
- Fee payments can be made via Debit, Visa, MasterCard and if approved, by Cheque. Payment can be paid in either one payment (date registered), or two installment payments (one dated the date registered and the balance due no later than 1 week prior to commencement of season)
- **A player is not deemed "registered" until the entire registration fee is paid**
- **The registrant is placed on an "unregistered list" until full payment is received**
- A player will NOT be permitted to participate until 100% of the program fees are paid prior to the Evaluations process, or unless special arrangements have been made and agreed to by the Okotoks Raiders Director of Registration (Registrar). Cheques are to be made payable to Okotoks Raiders Lacrosse Association (ORLA).

POLICY: MULTI PLAYER DISCOUNT

A multi-player discount is available for families where there are 3 or more registrations from the same family (or extended family) residing at the same primary residence

- full registration cost will be applied to the oldest 2 registrants;
- the remaining registrants will be discounted by 50% each

The multiplayer discount includes all divisions from Mini-tyke to Midget levels. All requests should be made to the Director of Registration.

Please note that the Volunteer cheque is required for all registered players and the maximum for a family is 2 volunteer commitments.

POLICY: GOALIE REGISTRATION

The Okotoks Raiders Lacrosse Association is committed to provide the opportunity for all players to play goal. Owning your own equipment does not guarantee a full-time position as goalie on a team.

Players wishing to play goal have two options:

- OPTION 1 – ORLA provides goalie gear and player pays full registration fee
- OPTION 2 – Player provides own certified goalie gear and is required to pay the full registration fee. All player owned goalie gear is subject to inspection by the Equipment Coordinator. The Volunteer commitment fee is required for all registered players.



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POLICY: NSF CHEQUES

Purpose: To ensure appropriate and timely payments for the Okotoks Raiders Lacrosse Association.

NSF cheques will be assessed a \$25.00 fee, payable by the registered family/player. Full payment of all related outstanding fees must be made, money order or bank draft, by April 15.

If such payment is not made by this date, the player will be placed on a waiting list and he/she will be ineligible to play until the total fee payment has been received.

POLICY: FINANCIAL ASSISTANCE

Purpose: To define all conditions regarding financial assistance to a player regarding registration fees and/or equipment.

Should a player/family wish to participate in one of the Okotoks Raiders Lacrosse Association programs, but is unable to afford the expenditure involved, the player/family can seek financial assistance from the KidSport program:

info@kidsportfoothills.ca

www.kidsport.ab.ca

Other support programs are also available and there are other avenues a family/player can pursue. If the KidSport or any other support program proves to be unsuccessful, the player/family can then make a formal request to the ORLA Executive (through the Registrar) to apply for financial assistance for the current year.

Please note that the Volunteer commitment cheque is still required.

POLICY: PROGRAM WITHDRAWAL REFUNDS

Purpose: To identify all conditions regarding refunding of monies to players.

The process of performing player evaluations, determining team levels and numbers of players, requires significant volunteering effort and substantial operating costs. In the event that withdrawal from a program is necessary, the following course of actions will apply:

- **All Cases:** \$50 non-refundable administration fee will be assessed on all registrations, regardless of cancellation date
- **Before Evaluations:** 100% fee refund less \$50 administration fee
- **After Final Evaluation:** 50% fee refund less \$50 administration fee
- **After League Startup:** NO refund unless approved by ORLA Executive.

There may be cases where an injury would prevent a player from continuing to participate in the program. In this case, a medical certificate will be required before the ORLA Executive is able to consider any associated refund.

After Evaluations have concluded, a lack of interest or change of sport will not be considered as grounds for a refund.



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Commitment

POLICY: VOLUNTEER COMMITMENT

Purpose: To ensure that every family participates in making the Okotoks Raiders Lacrosse Association as successful as possible by volunteering for one or more credit-associated specified jobs in order to attain a minimum time-commitment during the season.

The ORLA Executive has identified many types of job functions which occurs both in-season or throughout the entire year. To ensure successful operations, it is imperative that the membership base volunteer to perform these tasks or that additional help be hired to complete the tasks. It is expected that ALL volunteering obligations will be met by the registrants' family member(s). If the family is unable to complete a task, then the registrant must make alternate arrangements and inform the Volunteer or Division Coordinator.

If a family does not complete their volunteer commitment (100 points per registrant to a maximum 200 points/family), their volunteer commitment deposit or cheque will be cashed. All cheques are to be made payable to Okotoks Raiders Lacrosse Association and postdated for June 15. It is up to each family to be aware whether they have completed their volunteer commitment.

Notes: There is no allowance for partial volunteering or partial payment, a 100% volunteering effort or 100% payment (\$ 200) is required and expected.

POLICY: COACHING SECURITY CLEARANCE

Purpose: To ensure the safety and wellbeing of players during the course of a program, by securing coaches who have a history of appropriate / desired behavior.

The Okotoks Raiders Lacrosse Association seeks coaches who have a demonstrated history of behavior that is consistent with the ideals and coaching philosophy embraced by the club. As such, all coaches are subject to a police background check. The results of the check will be held in strict confidence, reviewed only by the ORLA Board and the Coaching Coordinator. ORLA will inform a coach of ineligibility should they feel that the results of the background check are in conflict with the ideals held by the club.

POLICY: PLAYER/ COACHING/PARENT ZERO TOLERANCE

Purpose: To define conditions endorsed by the Okotoks Raiders Lacrosse Association to curb undesirable behavior/conduct displayed during seasonal play, both on and off the lacrosse floor.

CDLA has defined minimum suspensions to be served during league games by the Player/Coach/Person(s) involved in the pertinent infraction(s).

The Okotoks Raiders Lacrosse Association will impose a graduated method of additional suspensions should the same infraction continue to be incurred by the person(s)

The following guidelines will be adhered to:

- 1st account of an infraction will result in the Minimum CDLA suspension;
- Subsequent infractions will result in the individual being suspended until such time that an ORLA Board hearing is held and the future rights of the Player/Coach/Person are determined.



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The ORLA Executive will investigate ALL suspensions to determine the nature of the infraction in terms of the degree of unnecessary behavior displayed. The ORLA Executive reserves the right to enforce additional game suspensions as it deems appropriate for the situation. Internal grievances brought forth to the ORLA Board will be investigated and dealt with by the ORLA Disciplinary Committee and/or the CDLA Disciplinary Board as necessary.

The ORLA Executive reserves the right to expel a Player/Coach/Person from the club should undesirable conduct continue to be displayed.

Zero Tolerance Standard (from CDLA)

The issue of inappropriate behavior in minor lacrosse is a growing concern. The following guidelines are designed to remind all players, coaches, officials, league officials, parents and spectators to maintain a sportsmanlike and respectful atmosphere before, during and after all lacrosse related events.

Working together we can minimize these negative behaviors. Coaches, team managers, parents and spectators can be positive role models by setting an example for others. Violators may be subject to disciplinary action by the ORLA Discipline Committee.

Inappropriate or disruptive behavior shall include

- 1) Use of obscene or vulgar language in a boisterous manner to anyone at any time;
- 2) Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing or threat of physical violence;
- 3) Any actions that inhibits the viewing pleasure of other spectators;
- 4) Throwing of any object in the spectators' viewing area, player's bench, penalty box or on the playing surface, directed in any manner as to create a safety hazard; or
- 5) Unwarranted or unwanted physical contact.

Sanctions may be placed on any offending individual that could include game or seasonal suspensions, educational or referee training courses.

You, and only you, are responsible for your actions. If you feel yourself crossing the line, take action by removing yourself from the situation.

Supervision

POLICY: MIXED GENDER SUPERVISION

Players must be supervised at all times.

Purpose: To ensure appropriate supervision of all players within the Okotoks Raiders Lacrosse Association

This pertains to all teams. (Boys, Girls, Mixed)

Players must be supervised at all times while in the playing facilities. Supervision is specifically required while players are in the changing rooms. Alone supervisor personnel should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) adults should be present together, which is referred to as the 'Two deep method of supervision'. If players or parents are uncomfortable with regards to changing or showering at the arena, they should do so at home.



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Female teams

- At all times no male shall be present in the dressing room, on the player bench, on the practice floor, or any team event without the accompaniment of an approved female coach or female parent supervisor.
- No male coach shall be present in the girls' dressing room while players are changing or showering.
- At all times, no male coach will be permitted any physical contact with the female player. In the case of injury, an accredited male trainer may be required to contact a female player only upon consent from the player and the attending female supervisor.
- The players' parent, designated guardian or female coach must dress (assist) female players.

Mixed teams

- Any girl playing on a boys' team shall be accompanied by her parent or designated guardian while the girl is in the dressing room. At all times a male coach must be accompanied by a female coach or female parent supervisor if only girls are present in the room.
- A female supervisor should be present at all team events i.e.: games, practices, dry land, etc.
- It is the expressed opinion of the ORLA Executive that parents, who have girls playing on boys lacrosse teams, should be present at all team functions. Please refer to the Supervision policy as well.

POLICY: PLAYER SUPERVISION

Purpose: To state the boundaries of responsibility of a coach for the supervision of a given player during practice, game or team event.

The parent/guardian/authorized parent designate of any given player shall accompany player to all games, practices and team events, and shall ensure the scheduled event is still being conducted. A parent/guardian/authorized parent designate of a player will remain for the duration of the practice, game or team event to:

- Provide moral support for the player and the team;
- Be available in the case of an emergency and/or injury related to a player; and
- Provide additional supervision support in off floor situations, such as:
 - Dressing room security
 - Removed player from floor play (penalty).

Notes

Legally, parents are responsible with regard to criminal or civil matters for their children until the child has reached the age of 18. The Okotoks Raiders Lacrosse Association provides the means for children to enjoy and learn the sport of lacrosse. Attendance, transportation and supervision are the responsibility of the parents/guardians of the players. If you are unable to remain at the venue, please ensure the respective coach is aware of the situation and agrees to allow the player to remain on his/her own accord.

Equipment

POLICY: MANDATORY EQUIPMENT

Purpose: The purpose of this policy is to inform the player, parents and coaches of what equipment is required by each player, over and above the defined CDLA requirements, in order to prevent/minimize the potential for serious injuries while playing the sport of Lacrosse.



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Mouth-guards

All participants registered with the Okotoks Raiders Lacrosse Association are required to wear a mouth guard during both practices and games. All mouth-guards must adhere to the specifications as defined in the ALA/CDLA Rules & Regulations.

Helmets

All participants registered with the Okotoks Raiders Lacrosse Association are required to wear a CSA approved helmet any time that the player is on the floor; including pre-game or pre-practice times. All participants registered with the ORLA that are not playing during a game and are on the bench shall have a helmet on at all times. All helmets must adhere to the specifications as defined in the ALA/CDLA Rules & Regulations.

Lacrosse Sticks

All sticks must adhere to the specifications as defined in the ALA/CDLA Rules & Regulations.

POLICY: EQUIPMENT/JERSEY DEPOSIT

Purpose: To ensure that the player/team is responsible for return of jerseys and/or equipment to equipment manager.

Jerseys are and will remain the property of the Okotoks Raiders Lacrosse Association.

While a Jersey deposit has not been requested of any ORLA teams, it is the responsibility of the Coaches and Team Managers to ensure the Jerseys have been returned to the Association at the completion of the season of play. See the Club Supplied equipment policy for care and management of the Club Jerseys

Goalie equipment is distributed to each player who has committed to tending goal for a team. The Parents of the goalie are responsible to provide an equipment deposit bond cheque in the amount of:

- \$ 250.00 for Tyke;
- \$ 500.00 for all other divisions;
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At the end of the playing season, the deposit cheque will be returned or destroyed when the goalie equipment is returned to the Equipment Coordinator

Where the team has multiple goalies with shared equipment, the team is responsible for the care, maintenance and management of the equipment and for the deposit bond.

POLICY: CLUB SUPPLIED EQUIPMENT

Purpose: To inform the members, players and coaches of what equipment is made available at no charge to a team, and the associated responsibility to the club for the use of this equipment.

Goalie Equipment

The Okotoks Raiders Lacrosse Association will supply each team with a set of goalie equipment (goalie bond is required, see Equipment/Jersey deposit). The responsibility for the equipment is assigned to the head coach or team manager if there is no permanent goalie assigned to the team. Permanent goalies will be responsible for their equipment assigned to them for the season.

The responsible coach or goalie will sign out all equipment from the Equipment Coordinator. A \$ 250.00 bond for the Tyke Division and a \$ 500.00 bond for Novice, Peewee, Bantam & Midget Divisions (postdated to July 7th) are required for use of the goalie equipment. The cheque will be returned upon the return of the goalie equipment to the ORLA Equipment Coordinator.



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Goalie equipment supplied by the Okotoks Raiders Lacrosse Association:

- Chest/Body Armour
- Goalie Pants
- Shin Pads
- Goalie Equipment Bag
- Throat Guard
- Goalie Stick (optional).

All goalie equipment must be returned to the equipment coordinator no later than **July 7th. There shall be NO Exceptions unless pre-approved by the Equipment Coordinator.** This is to insure that the equipment is repaired (as required) and cleaned prior to being stored and made ready for the next season.

Goalies wishing to lease equipment for the Winter Lacrosse League must contact the Equipment Coordinator to make arrangements. The ORLA will lease the goalie equipment to the player for \$ 200.00 with a \$ 500.00 deposit. The player and/or parent will sign a letter agreeing to pay the replacement cost or \$1,500.00, whichever is greater, if the equipment is not returned or is abused. The lease will be in writing and is to specify the date for return before the next regular season play.

The purchase of used goalie gear will require ORLA Board approval.

Team Jerseys:

The Okotoks Raiders Lacrosse Association supply each team with one set of Jerseys (and a second color if available, typically for the 'A' level teams) for the regular season games.

All jerseys are signed out to the coach or manager under the following terms and conditions:

- Jerseys are handed out in a clean organized condition. They must be returned in the same condition. **Jerseys must be washed and numerically ordered in the bag.**
- Jerseys are **NOT** to be handed out to the players for the season. Each team should assign an Equipment Manager to maintain the team jerseys. This person should be responsible for bringing the jerseys to the games; collecting the jerseys afterwards, and for the general up-keep of the jerseys, including washing them and any minor repairs.
- All Equipment pickups/ exchanges / returns are done by appointment only. Please email or call the ORLA Equipment Coordinator to arrange a time.
- **Name bars are NOT permitted on any Jerseys.**
- **Jerseys are NOT to be worn for practices or scrimmages.**
- Equipment damaged through the normal wear and tear of the season will be repaired or replaced by ORLA at no charge. Please contact the Equipment Coordinator. In some cases jerseys may be in need of minor repair. We ask that you find a volunteer(s) from your team to perform minor repairs as required. Should you determine that a jersey is in need of professional repair or replacement, please contact the Equipment Coordinator.
- All jerseys (Cleaned and Organized) are due back to the equipment coordinator no later than **July 7th - NO Exceptions unless pre-approved by the Equipment Coordinator.**

Game Balls:

The ORLA will supply each team with six (6) game balls + twenty (20) practice balls for the season. It is expected that all balls be returned at the end of the season.

General Requirements:

The ORLA **cannot** accept substitute equipment for lost/damaged equipment without the approval of the Equipment Coordinator.



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Lost or damaged equipment due to neglect/ misuse / unreturned equipment are the sole responsibility of the team and or player. Should this situation occur, please contact the Equipment Coordinator to discuss the matter

If you have any questions or require more information please contact the Equipment Coordinator.

Evaluation Process

The evaluation format may/will be revised as the need arises.

[Revised February 12, 2017]

POLICY: To define the process that will be adhered to by all division levels to evaluate a player's performance for team placement, and to ensure that all players are evaluated in an unbiased and neutral environment.

OVERVIEW

The ORLA evaluation process has been designed to determine the overall skill level of each player in Tyke through Midget.

“A” TRYOUT EVALUATION PROCEDURE:

Okotoks Raiders in conjunction with the Calgary Knights and High River Heat merge together to form A teams under the team name HOKs. The HOKs play in the CDLA A lacrosse league in the Pee Wee, Bantam and Midget Divisions.

These team evaluations occur prior to club evaluations. Any player wishing to tryout must be registered with their home club for that season and then pay the evaluation fee to their club prior to stepping on the floor.

Evaluators will be from clubs in the CDLA and players will be evaluated on a standardized skills form and then ranked. Players are required to attend a minimum of one evaluation to be considered for a roster spot.

The Merge Committee will determine the roster size up to the maximum as per ALA regulations.

The rosters will be selected and posted within 24 hrs of the final tryout by all clubs at the same time.

Any player not making an A team will then be eligible for their respective club team and attend that evaluation process and be placed according to their ranking in that process.

EVALUATION SESSIONS

Evaluation Rating Sheets will be used for each evaluation session. Using assigned identification numbers, evaluators will score each player on speed, stick skills, defensive skills, floor awareness and heart. It is these scores which will be used to rank players and determine movement between groups, if required. Ideally, the same evaluators will be used for each session leading to the formation of a team. Evaluators will evaluate all players on the floor. Groups will be comprised of approximately thirty players divided into two sides. The two sides will be unbalanced. One group should be stronger than the other in skill level. After each evaluation session, movement may occur between groups based on the evaluators'



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rankings. The objective is to move players into like skilled groups for the next evaluation session. Players will be scored against the players participating in their group only. At the conclusion of evaluations, players will be ranked numerically. Groups will be evaluated based on a combination of skills drills and scrimmages. The breakdown of which will be determined by the Division Director. Novice and older divisions will be primarily scrimmage with directors placing an emphasis on game sense (ie.no end to end scoring)

GOALIES

- Goaltenders will be evaluated based on stick skills, game sense and attitude during evaluation sessions. Goaltenders will be placed in evaluation groups using the same pre-seeding criteria for runners.
- When more than two goalies are on the floor they will rotate from bench - to net, to net, at ten minute intervals.

In divisions with multiple groups, goaltenders may be required to be on the floor for back to back evaluation sessions.

ABSENTEEISM

Absenteeism will be dealt with as follows:

- Players absent from the first evaluation session will be placed in the group for session two that they would have been originally placed.
- Players who attend the first evaluation session, but are absent from a subsequent session or sessions will be placed in the group consistent with their ranking from session one.
- Players who miss all evaluation sessions will be placed on a team after consultation with the Coach and the Technical Director.

TEAM SELECTION

The number of players on a team is based on the number of registrants in that division and the number of teams being formed. Players will be placed on teams based on their final evaluation rank. It is the goal of ORLA to have teams fully rostered, made up of like player abilities and to promote affiliation from lower level teams when the opportunity arises. To ensure that all players are placed on the right skilled team, player movement may occur any time prior to the second league game, before rosters are submitted to the ALA.

In divisions with more than one team competing at the same level (i.e. two 'C Teams'); the goal is to achieve parity between the two teams.

In divisions where there is not one goalie per team, teams that end up without a goalie, will be given an extra player. They will then find someone willing to play goal, or have players take turns playing goal from that team roster.

In divisions where teams have more than one goaltender, goaltender allocations will be determined by the Age Group Coordinator and Coach Coordinator.

Goaltenders for teams within a division will be assigned based on final evaluation ranking with input from the coach and Age Group Coordinator.



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Coaching Courses

POLICY: COACHING COURSES FEES REIMBURSEMENT

Purpose: To identify all conditions regarding refunding of monies to coaches.

In order to receive a refund for any coaching course the coach needs to provide the following:

- Proof of **Community Introduction** (Mini-Tyke / Tykes) certification will entitle a coach to full refund of course fees in the **same year** the certification is awarded.
- Proof of **Community Development** (Novice / PeeWee) certification will entitle a coach to full refund of course fees in the **same year** the certification is awarded.
- Proof of **Competitive Introduction** (Bantam / Midget) certification will entitle a coach to full refund of course fees in the **same year** the certification is awarded.

Player Release

POLICY: PLAYER RELEASE

Purpose: To define the process/procedures by which a player can be released from the Okotoks Raiders Lacrosse Association to play with another lacrosse club.

1. A player wishing to be released from their home lacrosse club to play for another club in any given season must apply to their home club executive as per form attached.
2. The clubs will consider each player release request on a per-case basis.
3. Any player wishing to transfer from one club to another must:
 - a. be registered with their home club
 - b. present a copy of the approved release to the registrar of the new club;
 - c. register with the new club three (3) week prior to the start of the season;
4. If both clubs (i.e., the releasing club and the receiving club) agree to the release, the release will be into effect. If one of the two clubs does not agree, CDLA policy 24.3 states, the release request must come to a committee, chaired by the CDLA President or designate, and, in addition, two other CDLA members, who are not associated with either of the clubs involved in the release process. The committees' decision will be final.
5. No member club shall permit any player from another member club to participate in lacrosse in its jurisdiction who has not met all the above requirements.

Team Alberta Bursary Policy

Registered Raiders players (boys and girls) are eligible to apply for a Team Alberta Bursary in the same season the player is selected and competes in the CLA National Box Tournament. Each member in good standing must fill out the Team Alberta Bursary form and submit it to the club President of ORLA, prior to July 31st of the year the National Box Tournament is held.

The amount available per player will not exceed \$500.00. Funds will be drawn from annual tournament profits, if the Board deems monies available. Any monies not released from tournament profits for the Bursaries, will stay in the general fund.

Funds will be paid, after Aug 15th of the season of participation, by the ORLA treasurer.