

Olds Lacrosse Association

Policy and Procedures Handbook

Mission Statement

All teams will play fairly and to the best of their ability while having fun.

Introductory Statement

The following pages give a detailed guidelines of all items relating to Olds Lacrosse Association and the procedure in which these guidelines are to follow.

Policy Statement

Realizing the importance of fair play, successful achievement and having fun, we earnestly want each and every person involved with Olds Lacrosse Association to enjoy themselves and reach their goals of success, fun and fair play. Therefore we adopt the following policies:

1. To improve and be efficient at all skills in the sport of Lacrosse.
2. Set an example of fairness and sportsmanship in all dealings of teammates, competitors and those in authority.
3. Maintain safe equipment, clean and tidy appearances of self and all premises.
4. Provide knowledgeable and skilled coaches, referees and volunteers of the sport to all teams in our club/association.
5. Promote respect for all those in authority as well as those assisting as volunteers (eg: referees, time keepers, coaches and their staff, etc.)
6. Recognize those who give volunteer time with a suitable gratuity.
7. To keep the lines of communication open to those who are promoting the sport of Lacrosse in our club/association. To keep all persons in our club current in their skill level (eg: clinics, workshops, meetings, etc.)
8. Promote an atmosphere that will enhance enthusiasm and efficiency.

Olds Lacrosse Association Policy and Procedure Handbook

Index

- | | |
|------------------------------|--------|
| 1. Season | Page 1 |
| A. Practice Time | |
| B. Game Times | |
| C. Uniforms | |
| D. Team Equipment | |
| E. Tournaments | |
| 2. Training Seminars | Page 2 |
| A. Coaches Clinics | |
| B. Referee Clinics | |
| C. Shot Clock | |
| D. Time Keeper | |
| 3. Safety | Page 3 |
| A. Playing Surface | |
| B. Team Change Room | |
| C. Fan Viewing Area | |
| D. Referee Room | |
| E. Player Equipment | |
| 4. Security | Page 4 |
| A. Personal Items | |
| B. Team Equipment | |
| i. First aid kit | |
| ii. Jerseys | |
| iii. Goalie equipment | |
| iv. Lacrosse balls | |
| v. Game sheets | |
| C. Post Season Storage | |
| D. Current Season Storage | |
| E. Confidentiality | |
| F. Practice | |
| 5. Grievances and Discipline | Page 5 |
| A. Verbal | |
| B. Written | |
| C. Referee | |
| D. Coach and Staff | |
| E. Player | |
| F. Fans | |
| G. Conflicts Between Teams | |
| 6. Updating Club Equipment | Page 6 |
| A. Jerseys | |
| B. Equipment | |

7. Communication	Page 7
A. Team players	
B. Coach, Coach Staff and Team	
C. Coach and Executive	
D. Volunteers	
8. Executive Team	Page 8
A. Length of each term, Duties of each member, Revisions	
9. Scheduling	Page 9
A. Practice Times	
B. Games	
C. Tournaments	
10. Team Formation	Page 10
A. Team Formation	
B. Head Coach	
11. Registration Refunds	Page 11
A. Non-Refundable	
B. Refunds	
C. Other Considerations	
12. Recognition of Volunteers and Sponsors	Page 12
A. Gratuities	
13. Volunteer Hours and Fundraising	Page 13
A. Requirements	
B. Considerations	
C. Fundraisers	
14. Membership	Page 14
A. Reference	
B. Eligibility	
15. Player Registration	Page 15
A. Movement of Players	
B. Intent	
C. Affiliation	

Section 1 – Season

The Lacrosse season is dependent on center availability and scheduling.

- A. **Practice Time:** Lacrosse practice will be a minimum of twice weekly for each team Novice and up and one practice weekly for Tyke/Mini Tyke at designated center, and specific times with the options of increasing practice times to suit their team needs.
- B. **Game Attendance:** Each team will attend their games with no less than six (6) players in accordance to lacrosse rules.
- C. **Uniforms:** Will be worn of playing surface during a game with said uniforms being uniform in color and style. All team members will wear proper fitting safety gear, runners and carry legal sized sticks. The referee will have the last say and the option of removing unsafe equipped players as stated in lacrosse rules.
- D. **Team Equipment:** Each team will be provided with safe goalie equipment that is uniform in size. A posted dated Bond cheque will be given prior to equipment being handed out. Pee wee and up goalie parents will give a \$350 Bond and a coach of Novice and lower will give a \$150 Bond. Each level will also provide a non-refundable \$35 equipment cleaning cheque from the goalie parent. If more then one goalie, it is up to the parents involved to decide whom submits the \$35 cheque and it is up to the parent(s) to split the amount equally among each other. 25 balls will be given to the coach at each level after a \$25 Bond has been given at the beginning of each season and game balls will be provided to the referee by the hosting team. If coach needs more balls, it will be up to the coach to purchase themselves. The Bond will be destroyed at the end of the year if all 25 balls are returned. Goalie nets as in accordance to lacrosse rules will be correct in size and mesh will be such that the Lacrosse balls will not pass through it. Clocks and score boards will be in working order and checked prior to the season and games as per lacrosse rules. The upkeep of such equipment is the Association's responsibility.
- E. **Tournaments:** Hosting and attending tournament are at the discretion of each coach and staff with the permission of the president and one executive board member. All requirements for the tournament will be met prior to accepting the invitation.

Note: All prior policies will be in accordance with lacrosse rules. Where there is a conflict between lacrosse rules, by-laws and Olds Lacrosse Association policy, the lacrosse rules stand as the determining factor (final say).

Section 2 – Training Seminars

- A. **Coaching Clinics:** Each team will have a lacrosse carded coach. Non-carded interested parties will attend appropriate clinics for team level coaching. Coaches clinics will be paid by Olds Lacrosse Association and compensation for mileage when submitted to treasurer will be reimbursed if traveling out of town is necessary.
- B. **Referee Clinics:** Each game will have two carded referee for the team level competing. Interested persons will attend referee workshops as outlined in lacrosse rules. The association will pay workshops fees and mileage if workshop is out of town.
- C. **Shot Clock:** Each hosting team will provide a volunteer adult to work the shot clock. The team will provide a shot clock schedule and sign-in sheet. If the volunteer is not experienced in the use of a shot clock an instruction on the use of a shot clock will be provided prior to scheduled game. This instruction on use will be the responsibility of the scheduled person.
- D. **Time Keeper:** Each hosting team will provide an adult volunteer to keep the score sheets during the game. Score keeping sheets will be provided by hosting team from the association. Each coach will then provide the score keeper with a team list. It is the score keepers responsibility to communicate with the referee on penalties, score, assists, etc.

Section 3 – Safety

- A. **Playing Surface:** All playing surfaces will be in accordance to lacrosse rules. The surface will be free of debris and maintained by centers staff. It is the responsibility of the association to put proper measured lines on the playing surface prior to the season.
- B. **Team Change Rooms:** All teams are responsible for keeping assigned dressing room tidy and clean from debris at home as well as away. All dressing rooms will be left as clean as how the team found them. This applies to games and practices.
- C. **Team Bench:** All teams will tidy the bench area post each game and practice. Picking up all debris and equipment.
- D. **Referee Room:** A private change room will be provided for referees by hosting team. The change room will be checked by a coach designated player for tidiness and cleanliness before and after each game.
- E. **Fan Viewing Area:** This area for fans to view the game and practices will be set up by the facility in which the hosting team is playing. The viewing area will be safe, clean and tidy. This will be a facility responsibility.
- F. **Player Equipment:** All players will provide for themselves personal body safety equipment in accordance to the lacrosse rules. The referee will have the right at the first stoppage of play to examine all equipment and enforce all infractions as in lacrosse rules.

Section 4 – Security

- A. **Personal Items:** All personal items brought to the facility will be the responsibility of that person. All misplaced item enquires would be directed to facility management.
- B. **Team Equipment:** During lacrosse season the team staff will be responsible for all team equipment (eg: goalie equipment, first aid kit, jerseys, balls, etc.) as well as game sheets on game day.
- C. **Post Season Storage:** All team equipment will be returned to the Association Equipment Manager by each team equipment manager. Post season inventory will then be done by Association Equipment Manager plus one or more persons. Stocking and purchasing of equipment will then be submitted to the Executive Board prior to next season beginnings.
- D. **Current Season Storage:** During the lacrosse season the club equipment will be stored, when necessary, in a designated room in the home town facility. Access to the equipment will be through the Association Equipment Manager.
- E. **Confidentiality:** All conflicts and circumstances within the team that is relevant to the team will be kept confidential and only when necessary will be discussed through proper channels (eg: in writing to discipline board, president, C.A.L.L., etc.)
- F. **Practice:** Team practice will be done at schedule times with personal safety equipment worn during practice times. The coach of the practicing team has the right to deny any player access to team practice if that player does not have the correct and safe equipment on. Game jerseys will not be worn for practices and the player wearing it for practice will be considered not wearing proper attire for practice.

Section 5 – Grievances and Discipline

The Olds Lacrosse Association will appoint one executive board member and acquire from registered team members one parent designated as parent liaison to sit on a committee to settle grievances.

- A. **Verbal:** Voiced grievances can be addressed to one or more committee members but it does not necessarily mean that the grievance will be acted upon.
- B. **Written:** Grievances submitted in writing will be addressed by appointment with committee and a follow up action will be addressed and filed appropriately. The grievance discipline action is final and will be kept confidential. Only the person who filed the grievance and the person the grievance is against plus the committee members will have knowledge of the discipline.
- C. **Referee:** Referee guidelines for grievances have their own committee and written grievances can be submitted in writing to that committee through the president of the club.
- D. **Coach and Staff:** All coach and staffing issues will be reviewed and acted upon when submitted in writing.
- E. **Player:** All player issues will be reviewed and acted upon when submitted in writing.
- F. **Fans:** Any abuse from fans will not be tolerated and immediate eviction will take place. The fans actions are directly the responsibility of the team in which they are supporting. As such the team will be asked to evict the fan either by opposing team coach via the referee or the referee themselves.
- G. **Conflicts Between Teams:** The hosting team will show friendliness and respect to the guest team, however, when the hosting team and the guest team are in conflict the team players as well as the team will be disciplined according to the infraction in the lacrosse rules. The coach will also have the final say in an appropriate discipline in regards to the conflict.

Section 6 – Updating Club Equipment

- A. **Jerseys:** Club jerseys will be kept in good repair, clean and tidy. When necessary, jerseys will be replaced. During the lacrosse season each team will be assigned a certain number of jerseys. The coach and staff are then responsible for those assigned jerseys. A record of those jerseys will be kept by the club equipment manager to the team equipment manager. A \$150 Bond cheque will be collected at registration of each season from the parent. If jersey is returned at the end of the season in same condition as given the \$150 Bond will be destroyed. During post season the jerseys will be returned, inspected and replaced as needed.

- B. **Equipment:** The goalie parent from Peewee and up will return the goalie equipment, team manager or coach will collect the rest of the clubs equipment and return it to the association equipment manager at the season. If all goalie equipment is returned in the same condition as given, the Bond will be returned to parent. If all goalie equipment is returned in the same condition as given from Novice and lower, the Bond will be returned to the coach. If all balls are returned, the ball Bond will be returned to the coach. The equipment will be inventoried, replaced as necessary and stored in accordance to policy. (This does include jerseys as well).

Section 7 – Communication

- A. **Team Players:** Communication between team players will be with respect and with no profanity. The coach will discipline the disrespectful player as the coach deems. The coaches word is final in this discipline action.
- B. **Coach, Coach Staff and Team:** The coach and coaching staff will communicate with the team respectfully and with no profanity. When a team member feels that unjust treatment is being dealt out a written report can be submitted to the grievance committee.
- C. **Coach and Executive:** When the coach needs clarification of an issue that issue can be brought to the attention of the president and dealt with at a board meeting. All issues will be in writing and treated with confidentiality.
- D. **Volunteer:** All communication between volunteers can be made in writing, verbal or in person. When warranted issues can be addressed to the executive board person the issue pertains to.

Section 8 – Executive Team

See Olds Lacrosse Association By-Laws for term lengths, duties and definition of each position.

Section 9 – Scheduling

- A. **Practice Times:** Lacrosse practice will be a minimum of twice weekly for each team Novice and up and one practice weekly for Tyke/Mini Tyke at designated center. Each practice time will be a minimum of one hour with the option for the coach to increase or decrease that time as scheduling allows or as center schedule allows. When rescheduling is necessary the coach and staff will notify the team players of the rescheduling.

- B. **Games:** Scheduling of games are as scheduled by assigned committee and this schedule is to go to the team's coach. It will be the coach and staff's job to communicate this schedule to the team players. When a reschedule is necessary the coach of the hosting team and guest team are to do this between themselves. Letting those who it concerns know of such rescheduling.

- C. **Tournaments:** A tournament committee will be formed by adult volunteer and all activities pertaining to tournament, including scheduling will be done by such committee.

Section 10 – Team Formation

When numbers in a specified age division warrant that more than one team needs to be created, Olds Lacrosse Association will designate players to those teams as per the following specified methods (parity as clarified by CALL and ALA):

- A. **Team Formation:** The objective is to have teams as equal to each other as possible. To that end, Olds Lacrosse Association will implement a team selection process that is standardized, fair and transparent. Olds Lacrosse Association may choose to establish a committee of no less than three people to manage this process. Olds Lacrosse Association may choose to contract the services of an independent third party to assist with all or part of the process. Olds Lacrosse Association will publish the procedures to be used at least two weeks before the selection process is implemented.

When more than one person is willing to step up as head coach for a specified age division, Olds Lacrosse Association will use the following as guidelines:

- B. **Head Coach:** Coaches will be selected through a coach selection sub committee with no less than 5 board members present. Coaches will be selected on education, experiences and willingness to learn. Selection committee will also take into consideration any previous issues submitted.

Section 11 – Registration Refunds

Olds Lacrosse Association recognizes that there may be circumstances when player(s) are unable to complete a lacrosse season and when their parent(s) and/or legal guardian(s) is (are) entitled to a refund. This defines those circumstances, rates and procedures for determination of that (those) entitlements.

This applies only to registration fees paid.

- A. **Non-Refundable:** A reasonable portion of all registration fees will be deemed non-refundable (\$50 administration fee) and is clearly indicated as such on the registration form.
- B. **Refunds:** All requests for refunds must be received in writing. The correspondence must include the date it was written, it must indicate the date on which the player(s) ceased participation in Association activities (practices and games) and it must provide detailed evidence as to why the activities were ended. A medical note will be needed to support medical reasons cited. Written accounts from coaches and informed bystanders would also be helpful. Refunds of fees (net of the non-refundable portion) will be prorated as per the following schedule:

- Up to and including April 15 – 75%

- Up to and including May 1 – 50%

Refunds after May 1 (this is the deadline for player registration to ALA) will only be considered for medical reasons and only if supported by a doctor's certificate.

NOTE: Refunds will not be provided in situations where disciplinary action has been implemented.

- C. **Other Considerations:** For circumstances not covered by this, the Olds Lacrosse Association board will make separate decisions on a case by case basis.

NOTE: Player's must first be registered in their home club prior to processing any requests for release to play in a different club.

Section 12 – Recognition of Volunteers and Sponsors

- A. **Gratuities:** All volunteers and sponsors will be recognized through gratuities, public notices of recognition or both.

Section 13 – Volunteer Hours and Fundraising

- A. **Requirements:** Parents are required to participate with scheduled time slots for score keeping/ time keeping/ shot clock as determined by team's manager. If a parent default's on their scheduled time slots without notifying the manger and/or finding a replacement parent for the shift their volunteer bond cheque will be cashed at the discretion of the board. When the association is hosting tournament(s) or provincials participation is considered mandatory volunteer hours.
- B. **Considerations:** Volunteer hours may be considered for coaching/ managing/ bench personnel or transporting of team members. Agreement with how team volunteer hours will be completed needs to be clarified with both the board and team manager first.
- C. **Fundraisers:** Olds Lacrosse Association may choose to participate in fundraiser(s) and it will be the obligation of the player/ parent(s) to participate in the fundraising within the parameters determined by the board. If a player/ parent(s) default on the fundraising obligation it is the discretion of the board to cash the volunteer bond.

Section 14 – Membership

- A. **Reference:** This is intended to support and supplement Article 1 of the Bylaws
- B. **Eligibility:** Membership in the Association is a privilege, not a right.

Memberships are issued on the basis of a “family unit”. In other words, all parents/guardians and siblings under the age of eighteen (18) living at the same address are recognized under a single membership. The administration of membership rights for family arrangements outside this situation will be considered by the board on a case by case basis.

A person wishing to further the objects, goals and aims of Olds Lacrosse Association and living in the Town of Olds and District, may apply in writing to the board for membership. Normally this person will fit one of the following descriptions:

- The parent or guardian of a child or children wishing to participate in the association’s activities.
- A team and/or on-field official, or the parent or guardian thereof, registered with the Canadian Lacrosse Association who has designated Olds Lacrosse Association as their “home”. (Team officials must also be prepared to sign required team affiliation card(s) and/or to be added to the necessary team sheet(s), pending approval.)

Filling out the Association’s registration materials will satisfy the condition of applying in writing.

Potential members living outside the designated Olds Lacrosse Association boundary may apply for membership; they will need to supply written permission from their home association before their application can be considered.

The board may also place other conditions on the membership application process. These conditions may include, but not limited to:

- Payment or the promise of Association fees and dues, according to the rates and schedule approved by the board.
- Signing a waiver or voluntary assumption of risk agreement.
- Signing a personal conduct agreement or similar document.
- Providing a certified medical report from a physician.

The board shall have the discretion to accept or refuse an application for membership. The board may restrict membership of an individual if not in good standing from previous year. If any outstanding fees have not been collected (eg: goalie equipment cleaning fees), must be paid prior to current year registration, otherwise the board may choose not to accept the registration.

Section 15 – Player Registration

Olds Lacrosse Association makes every effort to place players on the team for which they are best suited. Despite these efforts, on occasion, a player is placed in an untenable position. This policy is designed to provide an additional avenue to remedy that situation and to assist players in having a more enjoyable lacrosse season.

This policy applies to all teams in its respective division.

- A. **Movement of Players:** In the event that the head coach and the parent(s)/guardian(s) of the player in question unanimously agree that the player is better served by dropping down from the team to which s/he was initially selected, they will make that recommendation in writing to the board. The board will make the decision then apply in writing to the board and members of CALL.
- B. **Intent:** The only intent of this policy is to salvage a player's season. Coaches of the lower teams are not allowed to manipulate their line ups by calling upon the players registered in this manner. Coaches attempting this practice will be severely reprimanded by the board.
- C. **Affiliation:** In the event that a lower team finds itself in an emergency situation, the head coach or manager can seek board permission to access a player or two on a limited basis.

Notice

All policy and procedure section when in direct conflict with Olds Lacrosse Association By-Laws or the Canadian Lacrosse Association handbook the Olds Lacrosse Association By-Laws and Canadian Lacrosse Association handbook will take precedencies over these preceding sections.