



Sabrecats Lacrosse Association

Policies and Procedures Manual

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1.0 GENERAL

The Policies and Procedures Manual, as described herein, shall serve to assist the Board of Directors and other members in carrying out the Articles and Bylaws of the Sabrecats Lacrosse Association (the “Association” or “Sabrecats”) as set forth in the Sabrecats Bylaws (the “Bylaws”). Where a conflict exists between the Bylaws and the Policy and Procedures Manual, the Bylaws shall have precedence.

The Policies and Procedures Manual may be revised from time to time by the Sabrecats Board as they deem necessary.

Note: Sections within these Policies & Procedures that are in ‘*blue, bold and italicized*’ font, intend to reference the specific language from the Sabrecats Bylaws, although the section numbers may differ between the two documents.

1.1 Mission Statement

To make lacrosse a fun and rewarding experience for all participants through a program that provides an organized and disciplined approach to developing lacrosse skills.

1.2 Objectives of Sabrecats Lacrosse Association

To encourage, promote, coordinate, improve and provide the means to enhance the experience of all those who wish to play, coach or otherwise become involved in the sport of lacrosse.

To also provide a safe, fun, and fair environment to promote the improvement of the participants’ basic lacrosse skills, coaching skills, and referee development.

2.0 AGM / GENERAL MEETING / SPECIAL MEETING

2.1 Annual General Meeting (AGM)

All General Meetings, including the Annual General Meeting, shall be open to the public.

The Annual General Meeting of the Society shall be held in the city of Calgary and an Annual General Meeting shall be held once in every calendar year and not more than 16 months after the holding of the preceding Annual General Meeting.

Notice will be given a minimum of 14 days in advance and circulated by email and/or posted on the Association website. The notice will state the place, date and time of the Annual General Meeting and any business requiring a special resolution.

The Annual General Meeting deals with the following matters:

- *Consideration and approval of the financial statements and the reports of the Board, auditors, and other officers of the Society*
- *The election of an auditor and the fixing of the auditor’s remuneration*
- *Election of directors*
 - *Persons nominated for Treasurer should have a financial background, preferably a professional accounting designation*
- *Other specific motions that any member has given notice of before the meeting is called.*

Fifteen (15) members shall constitute a quorum at the Annual General Meeting.

An AGM shall be deemed to be fairly constituted if at least fifteen (15) members in good standing within Sabrecats Lacrosse Association are in attendance. This shall also constitute a quorum for purpose of items requiring membership approval.

2.2 General Meeting

General meeting may be called at any time by the Treasurer/Secretary upon instructions of the President or Board.

Notice will be given a minimum of 14 days in advance and circulated by email and/or posted on the Association website. The notice will state the place, date and time of the Special Meeting and any business requiring a special resolution. If a special resolution is required at the meeting, then 21 days notice is required.

2.2.1 Agenda for General Meeting

Only the matter(s) set out in the notice for the General Meeting are considered at the General Meeting.

2.2.2 Procedure at the General Meeting

Any General Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

2.3 Special Meeting

A Special Meeting may be called by the President or Treasurer/Secretary upon:

- *Resolution of the Board of Directors to that effect; or*
- *On the written request of at least five (5) Directors. The request must state the reason for the Special Meeting and the motions(s) intended to be submitted at this Special Meeting; or*
- *On the written request of at least one-third (1/3) of the number of registered players. The request must state the reason for the Special Meeting and the motions(s) intended to be submitted at such Special Meeting.*

Notice will be given a minimum of 8 days in advance and circulated by email and/or posted on the Association website. The notice will state the place, date and time of the Special Meeting and any business requiring a special resolution. If a special resolution is required at the meeting then 21 days notice is required.

2.3.1 Agenda for Special Meeting

Only the matter(s) set out in the notice for the Special Meeting are considered at the Special Meeting.

2.3.2 Procedure at the Special Meeting

Any Special Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

2.4 Voting

Only Sabrecats Lacrosse Association members in good standing are eligible to vote.

A member has one (1) vote, to a maximum of two votes per family. A show of hands decides every vote, unless in the circumstances the President of the meeting determines that it is appropriate to use secret ballots, or if at least five (5) voting members present request that the vote be by secret ballot in which case the vote will be conducted by secret ballot.

Any Officer shall also be a member and be eligible to vote at any validly constituted meeting of members, however; an Officer who is also a parent of a child registered to play lacrosse with the Association shall only be allowed one (1) vote at any such Meeting.

The President has the casting vote in the case of a tie vote.

A voting member may not vote by proxy.

A majority of votes of the voting members present decides each issue and resolution, except where these Bylaws or governing law provide otherwise.

The President declares a resolution carried or lost. This statement is final, and does not have to include the number of votes 'for and against' the resolution.

Note: "Member" means; any parent or legal guardian of a child registered to play lacrosse for the playing season falling within the fiscal year, however a maximum of two parents or legal guardians of any such child shall be eligible to vote at any validly constituted meeting of the Members.

3.0 MEMBERSHIP

Membership shall be open to Parents or Legal Guardians of a minor child or to a player over the age of 18 who participates in lacrosse activities under the jurisdiction of the Sabrecats Lacrosse Association and who has paid the necessary registration fee(s) approved by the Board of Directors.

Membership shall be open to previous players of Sabrecats Lacrosse who have paid, if necessary, the membership or association fee(s) approved by the Board of Directors.

3.1 Members in Good Standing

A Member of Sabrecats Lacrosse is in good standing when;

- The Member is listed within the Registration List of Members.
- The Member is up to date in respect to the payment of the person's annual membership dues.
- The Member is up to date in respect to the payments and obligations associated with the Volunteer Bond or any other Volunteer Policy as approved by the Board of Directors from time to time.
- The Member is not suspended pursuant to **Section 33.0** hereof.

3.2 Rights and Privileges of Members

Members shall enjoy the rights and privileges of membership in Sabrecats Lacrosse, as set out in the Bylaws and Policies and Procedures as determined by the Board from time to time.

- *All members in good standing have the right to attend and vote at the Annual General Meeting, General Meeting or Special Meeting.*
- *All members in good standing have the right to stand for office on the Board.*
- *No Member is, in their individual capacity, liable for any debt or liability of the Society.*

- Receiving notice of the Annual General Meeting, General Meeting, or Special Meetings.
- Speaking at the Annual General Meeting, General Meeting, or Special Meetings.
- The entitlement to one (1) vote at the Annual General Meeting pursuant to **Section 3.1** or any Special Meeting pursuant to **Section 3.1** hereof, if such Member has voting membership.

3.3 Membership Withdrawals

Any member wishing to withdraw from membership may do so upon written notice to the Board through its Executive Director or Secretary and may be refunded fees in an amount determined by the Board.

Any member in arrears for fees and assessments will not be allowed to register in the Association in subsequent years until the delinquent amounts have been settled to the satisfaction of the Board of Directors.

The refund amount not to be greater than any membership fees paid for the current year.

3.4 Expulsion or Suspension

All members are obligated during Sabrecats Lacrosse activities to conduct themselves accordingly to the Policies and Procedures and Bylaws of this Society.

The Directors may expel or suspend, with or without conditions, any members from membership and/or from participating in the Sabrecats Lacrosse program, by resolution of the Directors passed by a two thirds majority of the votes cast at a properly called Directors meeting if;

3.4.1 *The conduct of the member is determined by the Directors, in their sole discretion; to be improper, unbecoming or contrary to the interests or reputation of Sabrecats Lacrosse Association or;*

3.4.2 *The member commits a breach of the Bylaws or policies, rules or regulations of Sabrecats Lacrosse Association, that are in effect from time to time.*

3.4.3 If the Member has not complied with the obligations of the Volunteer Bond Program, the Member may not be allowed to participate in any Sabrecats Lacrosse program(s) or event(s) from January 1st until the end of the membership year, or to register with Sabrecats Lacrosse in subsequent years until delinquent amounts have been settled to the satisfaction of the Board of Directors.

3.4.4 If the Member has not paid, when they are due, the annual Membership dues or any other fees or assessments as set by the Board. Any Member in arrears for fees and assessments will not be allowed to participate in any Sabrecats Lacrosse Program(s) or event(s) from January 1st until the end of the membership year.

3.5 Calgary District Lacrosse Association (Rules & Regulations)

All members of Sabrecats Lacrosse must adhere to the Bylaws and Playing Rules & Regulations, as outlined in the current season's rule book as published on the CDLA website.

<http://calgarylacrosse.com/content/regulations-policies>

4.0 EXECUTIVE & BOARD OF DIRECTORS

In addition to the President, Vice President(s), Treasurer, Secretary, the Board will also consist of at least three (3) elected Directors.

A person appointed or elected as a Director becomes a Director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a Director if they were not present at the meeting but consented in writing to act as Director before the appointment or election or if they acted as a Director pursuant to the appointment or election.

Any Director or Officer may be removed from the Board of Directors by a vote of no less than 75% of the Board for any cause which the Board may deem reasonable.

All Board of Directors are to be invited to this meeting via email with the date, time & location. Quorum must be met.

4.1 Executive

The Executive shall be responsible to the general membership and shall have full control and management of the Society within the Bylaws to serve the best interests of the membership.

In the event a vacancy occurs during the year, the Executive shall be empowered to appoint a replacement from the membership for the balance of the term.

The Executive is defined as the; President, Vice President Major, Vice President Minor, Treasurer and Secretary.

4.1.1 Executive Meetings

An Executive Meeting can be called if there are decisions that may require immediate attention; and that which do not fall outside the existing Policy & Procedures or Bylaws.

Any action that may require a vote by the Executive; all Executive members must be invited and in attendance, either in person or by Conference Call; to conclude a decision. The President would vote in the event of a tie.

Any motions, voted on and passed by the Board of Directors cannot be overturned by the Executive without first going back to the Board of Directors at the next scheduled Board meeting. In the event the decision is needed prior to the next scheduled meeting, an "emergency" Board meeting can be called; whereby quorum requirements must be met. Only matters set out for the meeting will be addressed.

The Executive may approve any un-budgeted expenditures that may arise; to a maximum of \$1000, whereby a decision is required prior to the next scheduled Board of Directors meeting.

Any un-budgeted expenditure over \$1000 must be reported to the Board of Directors at the next scheduled meeting to be voted on by the Board.

All Executive Meeting decisions must be communicated to the Board, at the next scheduled monthly Board meeting.

4.2 Director Integrity

It is the expectation of all members of Sabrecats Lacrosse that each Board Member will consistently display high moral and ethical standards in the conduct of their duties.

- 4.2.1** If a Board member displays behavior that has been determined by the remaining Directors to be improper, unbecoming, or likely to endanger the interests or reputation of the Sabrecats Lacrosse Association, it should be brought to the attention of the Board immediately by any member who has witnessed such behavior.
- 4.2.2** Upon receiving a complaint by a member dealing with inappropriate behavior of a Board member, a Special Meeting of the Board will occur within 10 days of the complaint being filed. At that meeting the complaint will be reviewed and the Board member whose integrity has been questioned will be given an opportunity to be heard by the remaining Board Members.
- 4.2.3** At the Special Meeting the Board will vote on whether to suspend or expel the Board Member whose behavior or integrity has been questioned. Any Director or Officer may be removed from the Board of Directors by a vote of no less than 75% of the Board Members in attendance for any cause which the Society may deem reasonable. All Board of Directors are to be invited to this meeting via email with the date, time and location. Quorum must be met.
- 4.2.4** Any member of the Board that has three consecutive unexcused absences will have their standing on the Board brought into question. The Board will review the member's attendance and the member may be suspended or expelled from the Board.

4.3 Evaluation Ethics for Board Members

Board members shall:

- 4.3.1** Support the evaluation process as outlined in the Evaluation Procedures & Guidelines Manual and in the spirit the evaluation process is intended.
- 4.3.2** Refrain from requesting the ranking or assessment information for any registered player while the Evaluations are being conducted; unless they are a part of the Evaluation team.
 - Exception being that of the President and Vice Presidents; with regards to official Association business.
- 4.3.3** Ensure any additional Board or CDLA responsibilities/commitments are still being attended to and not left; due to being involved in Evaluations.
- 4.3.4** Not use their position or their title to gain information or unsolicited involvement in the Evaluation process or in any situation arising during Evaluations.

Any violation of one or more of the above responsibilities or ethics could result in disciplinary actions by the Sabrecats Lacrosse Board and could result in the removal of that Board member.

5.0 BOARD COORDINATORS

A 'Board Coordinator' is defined as a non-voting position within the Sabrecats Lacrosse Board; including, but not limited to; Age Division Coordinators, Photo Day Coordinator, etc.

A person appointed a Board Coordinator becomes a Board Coordinator if they were present at the meeting when being appointed and did not refuse the appointment. They may also become a Board Coordinator if they were not present at the meeting but consented in writing to act as a Board Coordinator before the appointment or if they acted as a Board Coordinator pursuant to the appointment.

In the event a vacancy occurs during the year, the Executive shall be empowered to appoint a replacement from the membership for the balance of the term.

Any Board Coordinator may be removed from their position by a vote of no less than 75% of the Board Members in attendance for any cause which the Board may deem reasonable. All Board of Directors are to be invited to this meeting via email with the date, time & location. Quorum must be met.

6.0 BOARD MEETINGS

6.1 Frequency

Meetings of the Board shall be held as often as may be required, but at least every second month and shall be called by the President.

Board of Directors meetings are typically held on the first Wednesday of the month at a location identified by the Secretary or Executive Director.

6.2 Quorum

At a meeting of the Board of Directors quorum for the Board of Directors will consist of 50% + 1 of voting board members; provided that at least one member of the Executive Committee is in attendance. A meeting of the Board, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions by or under the regulations of the Society for the time being vested in or exercisable by the Directors generally.

6.3 Procedures

All meetings shall follow an Agenda as prepared by the Chairperson and distributed at the start of the meeting. Normally the President will chair the meeting; in his absence a Vice President will act as Chairperson.

The President or Vice President must be in attendance to Chair all Board meetings, and the agenda should include a report from each Director unless special circumstances exist.

Only Board Members or invited guests are permitted to attend Board Meetings.

6.4 Minutes

The Secretary and/or the Executive Director may record the minutes of the meeting. Minutes from the previous meetings shall be distributed prior to the meeting or read at the meeting. The minutes from the previous meeting shall be either adopted or amended by the Board.

6.5 Motions

All matters of policy and those involving finances shall be presented in the form of a motion and decided upon by a vote of the Board members present.

6.6 Voting

All motions and other voting matters shall be decided by a quorum with the President casting the deciding vote in the event of a tie.

A Director may proxy their vote only if a motion has been communicated in writing prior to the meeting. A Director can provide their vote via proxy to the Executive Director in writing to be communicated at the meeting.

6.7 Conflict of Interest

Any member in good standing who wishes to accept a nomination for a Sabrecats Lacrosse Board position must complete a Conflict of Interest statement. An admission of Conflict of Interest will not necessarily exclude a candidate from holding a position on the Sabrecats Lacrosse Board.

7.0 FINANCES

7.1 Signing Authority

All payments shall be made in the form of cheques drawn on the appropriate account of the Association. For payment, any two of the following may sign all cheques: President, Treasurer, and/or Executive Director.

7.2 Payment Procedures

All invoices shall be approved prior to payment by the President, Treasurer, and/or Executive Director. Expenses must be attached to each cheque issued for signing authority.

Blank cheques are not to be signed. E-transfers out are not permitted. Expenses must be a budgeted expense unless approved by the Sabrecats Executive.

No invoice or refund will be paid without the proper documentation to support the request.

7.3 Banking Arrangements

The Treasurer shall establish all necessary banking arrangements including signing authorities.

All bank accounts are to be reconciled monthly.

7.4 Financial Review / Auditing

The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified Accountant or by two members of the Society elected for that purpose at the Annual General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual General Meeting of the Society.

The Board of Directors, for any reason, may request that the financial records and corresponding statements also be externally reviewed by a duly qualified Accountant.

Financial Statements are to be provided by the Board quarterly.

The fiscal year of the Society in each year shall be: October 1 – September 30.

The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to Director(s) having charge of same. Each member of the Board shall have access to such books and records.

7.5 Annual Budget

The budget meeting must be attended by at least the President, Vice President(s), Treasurer, and Secretary of the Sabrecats Board of Directors.

A preliminary budget is to be prepared by the Treasurer for the purpose of setting registration

revenues once per player/per team expenses are set by the CDLA.

All members of the Sabrecats Board shall be entitled to reimbursement, with prior consent, for reasonable expenses incurred while engaged in business approved by the Sabrecats Lacrosse Association.

7.6 Budget

Sabrecats Lacrosse will operate within an approved budget that will provide for adequate and competitive development of players and coaches, required floor time, referee fees for games, and other appropriate costs as approved by the Sabrecats Lacrosse Board; while keeping the Registration Fee increases within reason.

7.6.1 Procedure

Each year, the Sabrecats Lacrosse Board will determine Registration Fees, in consultation with the Treasurer; for each age level, for the upcoming year based on the anticipated expenses for the coming year as set by the CDLA.

With input from the Directors, and the general Board, the Treasurer will create the budget for the upcoming year.

Once the operating budget is approved by the Sabrecats Lacrosse Board, the Treasurer will provide a report on the spending versus budget with explanations of variances at each Board Meeting.

7.7 Registration Fees & Major Fundraising Activities

All Registration fees and Major Fundraising activities for the forthcoming season shall be reviewed annually against projected expenses. Fees for each Age Division will be set to approximate the cost to the Association for a player in that age division.

The following Board members must be involved in the annual budgeting process: President, Vice-President(s), Treasurer, Secretary, Director of Apparel and Branding, Director of Equipment, Director of Coaches, Director of Development and Director of Fundraising. The Executive Director must also be involved in the annual budgeting process. Any other Board members and contract personnel may be involved upon request.

7.8 NSF Cheques

All NSF cheques are subject to a fee set at the discretion of the Board. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by the bank.

7.8.1 Procedure

NSF fees will be \$40 per occurrence. All NSF fees will be in addition to any payments which were dishonored or returned NSF by the payee's financial institution.

7.9 Equipment Reserve

Sabrecats Lacrosse is to provide team equipment (jerseys, coaching materials and when necessary goalie equipment), as required, for each team (Novice through Midget); by using an 'Equipment Reserve Account' fund. Mini Tyke and Tyke jerseys are provided with jerseys that they are permitted to keep which is funded through registration fees. The Equipment Reserve Account is kept separate from General Operating funds and shall be established at the financial institution used for the Sabrecats Lacrosse Association (in accordance with Section 7.3).

7.9.1 Procedure

Each year the Sabrecats budget is to provide for the replacement or repair of jerseys and/or equipment as recommended by the Director of Equipment.

An amount, as determined by the Sabrecats Lacrosse Board will be allocated to the 'Equipment Reserve Account', for jerseys and equipment purchases.

Each year the Sabrecats Lacrosse Board, in consultation with the Director of Equipment, will review the adequacy of the 'Equipment Reserve Account' fund.

7.10 Donations

The Sabrecats Lacrosse Association is a not-for-profit Society and graciously accepts donations; however, we are unable to commit to areas of funding. We will make every reasonable effort to use donations in the area that was specified.

7.11 Donation Tax Receipts

Sabrecats Lacrosse Association is a not-for-profit Society and cannot issue tax receipts for donations. Sabrecats Lacrosse may issue a letter to a donating party acknowledging receipt of the donation.

Upon request, a letter acknowledging the donation may be issued by the Sabrecats Treasurer or Executive Director for program donations, or the Team Manager for team donations.

Sabrecats Lacrosse Association will only issue Registration Tax Receipts for the Registration Fee(s). Members can print their own tax receipts by logging into their Family Account or by contacting the Executive Director.

8.0 COMMUNICATIONS

8.1 Community

Sabrecats Lacrosse shall communicate to its members and the Community at large through several means of communication. The Sabrecats Lacrosse website will be the main source of communication and it is the responsibility of the constituents to regularly check the website at: www.sabrecatslax.com

Any of the following means of communication may be used:

- Email notifications.
- Periodic newsletters.
- Reports in community newsletters.
- Information sheet at Evaluations.
- Verbal reports at the Annual General Meeting.
- Division Coordinators, Coaches, and Team Managers.
- Notices posted on the website.
- Any other communication medium as determined by the Board.

8.2 General

All correspondence, written or verbal, to any Director on matters of significance should be reported at the following Board Meeting. Responses when deemed appropriate should be made known to all Directors.

8.3 Calgary District Lacrosse Association & Sabrecats Lacrosse Communication Process

Copies of all written correspondence to or from the CDLA should be made available to Members of the Board as soon as it is convenient to do so.

Members of Sabrecats Lacrosse should not communicate matters of concern directly to the CDLA unless directed to do so by the President of Sabrecats Lacrosse. Rather, all matters shall be communicated in writing, to a Director who shall in turn bring forward to the Board. **If deemed necessary, the matter will be communicated to the CDLA by the Sabrecats Lacrosse President.**

Sabrecats would like to encourage all Members to follow the approved communication process for all matters of concern. Any member contacting the CDLA directly will be redirected to the Sabrecats Lacrosse Association. Further information with regards to reporting an incident; refer to **Section 30.0** of these Policies and Procedures.

Note: The Sabrecats President may deviate from this communication process depending on the severity of the matter/concern being brought forward and may bring such concern to the appropriate CDLA Representative.

9.0 REGISTRATION

ALL registration information for each season can be found on the Sabrecats website: www.sabrecatslax.com

9.1 Dates

Registration opens on January 1st of each year and closes at 11:59pm March 15th. **Online registration is the only registration method available.**

9.2 Boundaries

You must register with the Association that has been assigned to your Community as per the playing Rules and Regulations of the CDLA. All new Registrants may be asked to provide acceptable Proof of Residency (POR) at the time of registration. Existing members can be asked at any time to produce current acceptable POR to maintain membership.

Sabrecats invite all players aged 4 to 16 (as of December 31st) that live or have an approved player release in the communities listed on the CDLA website.

For details visit: www.calgarylacrosse.com

Note: "Proof of Residency" must be provided upon request, as per the CDLA's Rules and Regulations. Failure to do so could result in the player's suspension and or removal from the Association.

9.3 Age Categories

Player ages as of December 31st of that calendar year, will determine their Division:

Division	Age
Mini-Tyke	4, 5 & 6
Tyke	7 & 8
Novice	9 & 10
Pee Wee	11 & 12
Bantam	13 & 14
Midget	15 & 16
Junior B Tier II	17, 18, 19, 20 & 21

9.4 Legal Name & Age Verification

All registrants may be required to provide proof of legal name and age. Birth Certificates and Passports are the acceptable forms of proof.

9.5 Fees

All players must register and pay their fees. Fees for each Age Division will be established by the Board as described in **Section 7.7**

9.5.1 Forms of Payment

Acceptable forms of payments are collected in the following manner:

- Online Credit Card – Payment made in full at time of registration
- Cheque or Money Order
- Financial Assistance – Kidsport, Evenstrength, etc.
- Honorariums (accepted only as submitted by the Executive Director on behalf of the member).

Further details regarding these payment options can be found on the Sabrecats website:
www.sabrecatslax.com

9.5.2 Fee Completion

No registration is considered complete without payment. Failure to pay registration fees in full will result in the member becoming a “Member not in Good Standing”.

Previous amounts owing must be paid before future registrations will be accepted. No transfers or releases will be granted until all fees owing are paid in full.

9.6 Financial Assistance

There are several options available for Financial Assistance. Please refer to our website. You can also contact the Executive Director for further information. All financial assistance matters will be coordinated by the Executive Director and are **handled with the strictest of confidence.**

9.7 Late Registration

The Board will assess and approve the amount of the late registration fee when the Registration Fees are set each year. Individual exceptions for the late fee may be considered and a decision will be determined by the Executive Director and/or the President.

Registrations received after the deadline each season will be accepted based on availability and subject to a late fee for returning members.

9.8 Refund of Fees

Situations will arise where families choose to, or are required to, withdraw from the Sabrecats.

The time and date stamp on the email sent to the Executive Director requesting the withdrawal will be used to determine the applicable refunds where necessary.

The Administration fee is \$75 and is non-refundable.

Note: Sabrecats reserves the right to review and adjust withdrawal fees based on individual circumstances including, but not limited to, health-related circumstances and relocations.

9.8.1 Withdrawal Process

- 9.8.1.1 Email the Executive Director with the desire to withdraw registration.
- 9.8.1.2 Once this notification is received, the Executive Director will withdraw the Member from the CDLA database.
- 9.8.1.3 Effective immediately the Member is no longer permitted to participate in any Sabrecats on-floor or off-floor activities; **no exceptions.**
- 9.8.1.4 The Executive Director will notify you once the withdrawal process has been completed. Once a player has fully withdrawn, they are not permitted to register again until the following season. This is known as the "Waiting Period".
- 9.8.1.5 If there are unique circumstances, Sabrecats may choose to waive this "Waiting Period" requirement depending on the time of year and/or direction from the CDLA.

9.8.2 Refund Policy

Full refunds, less a \$75 Administrative fee, will be issued for any Member choosing to withdraw up to one day prior to your Age Category Evaluation start date.

Once your Age Group Evaluations have begun, the following Withdrawal Fees for Member refunds will apply:

- 9.8.2.1 Withdrawal during Evaluations: 50% withdrawal fee will be charged in addition to the \$75 Administrative fee.
- 9.8.2.2 Withdrawal any time after the last date of your age group evaluation: 100% non-refundable.
- 9.8.2.3 Withdrawal due to injury: will be prorated based on date of withdrawal in addition to the \$75 Administrative Fee
- 9.8.2.4 For "A" Team Tryouts
 - Withdrawal from "A" Team Tryouts during "A" Team Tryouts: "A" Tryout fee 100% non-refundable.
 - Withdrawal anytime after the last date of "A" Team Tryouts from Age Group Evaluations: 100% non-refundable "A" Team Tryout fee as well as Age

Group Registration fees

- Withdrawal due to injury: will be prorated based on date of withdrawal less a \$75 Administration fee

9.8.2.5 Credit card refunds are completed within 72 hours; from the date the Executive Director receives the withdrawal notice.

9.8.2.6 A cheque refund will be completed after notification that the cheque payment has cleared. The refund cheques are processed at the end of each month.

9.8.2.7 If a refund cheque is required, the cheque will only be made payable to the person identified on the account as having made the original payment, unless the notes indicate that the payment was provided by someone else.

10.0 PLAYER RELEASES

The Policy for “Player Releases”, in or out of the Sabrecats Lacrosse Association, shall conform to the policies of the CDLA. Any member in arrears for fees and assessments will not be granted a transfer to a new Association until delinquent amounts have been settled to the satisfaction of the Executive.

11.0 FUNDRAISING

11.1 General

All major Sabrecats fundraising projects are to be coordinated by the Sabrecats Board of Directors or responsible persons assigned by the Board of Directors. This is to ensure that projects do not conflict with those of other Sabrecats fundraising efforts and other organizations in the community or the Calgary District Lacrosse Association (CDLA).

11.2 Sponsorship

Sponsorship of individual teams is discouraged but rather donations should be used for general purposes. Sponsorship identification decals or patches must not be attached to Sabrecats jerseys in any form.

11.3 Individual Teams

Individual teams are permitted to raise funds up to \$10,000 annually. Upon request, teams may be required to provide detailed financial accounting to the Sabrecats Treasurer by July 30th.

Individual teams may raise in excess of \$10,000 annually, although the team must notify, via email, the Sabrecats Treasurer and President. Teams need to provide information regarding the use of the funds, method of fund raising, and duration of project including a detailed financial plan by May 31st. The Sabrecats Treasurer will ensure notification has been provided to the Sabrecats Board. The team must also provide, via email, detailed financial statements to the Sabrecats Treasurer, monthly.

Teams hosting a raffle cannot do so under Sabrecats Association and **MUST APPLY AT THE TEAM LEVEL**; example: Sabrecats Novice 4. Teams must be approved for an eligible license from Alberta Gaming and Liquor Commission (AGLC). Teams must comply with the guidelines and proper gaming licensing for all raffles as provided by the AGLC. Further licensing details, fees and obligations can be found on the AGLC website.

11.3.1 Team Budgets / Fund Raising

Teams are permitted to raise funds.

The team budget must be discussed and agreed upon by at least 75% of the parents/guardians

at the team's first team meeting.

Team funds are to be held and distributed from a Team Bank Account.

Teams must spend the **publicly raised funds** in the current season; as per the team's approved budget.

Any **publicly raised funds** which remain unspent at the end of the season are to be donated to Sabrecats.

11.3.1.1 Unspent publicly raised funds CANNOT be re-distributed to the parents/guardians of the team.

Cash contributions ("cash call"), which the parent/guardian has made to the team that have not been spent, are to be reimbursed to the parent/guardian who made the contribution; up to the amount of the original "cash call" amount.

Teams are to remain reasonable and sensitive to financial and social challenges; with regards to the amount of financial burdens placed on their players' families.

11.3.1.2 The Sabrecats urge teams to use careful discretion with cash calls and would remind the teams to be respectful of the individual situations of team members/families.

At the end of the season, an accounting of all cash collections and expenditures is to be provided to the parents/guardians and the Sabrecats Treasurer if requested.

11.4 Raffles and 50/50 Draws

Teams may run Raffles or 50/50 draws to raise funds at the team level. However, the individual team must register with Alberta Gaming and Liquor Commission (AGLC) and get the appropriate license from the Registry.

Failure to obtain a license can result in a fine from AGLC. Sabrecats will NOT be liable for any team fine that is levied.

Visit the AGLC website for all rules and regulations pertaining to Raffles and 50/50 draws etc.

11.5 Casino Revenues

Casino revenues are to be recorded to the profit and loss accounts in a systematic basis that provides matching of the revenue with the associated expenses in accordance with the AGLC policy.

As expenses are incurred, an equal amount should be removed from the deferred Casino revenue account and recorded in the profit and loss account as Casino revenue. This will continue until the deferred Casino revenue account is reduced to zero.

11.6 Support – Parents, Players & Teams

All parents, players and teams are expected to support the fundraising activities initiated by the Sabrecats. The Sabrecats has the right to withhold certain privileges, including floor time, from teams failing to support fundraising activities.

Sabrecats shall also have the right to rebate a portion of the funds raised to individual teams who have demonstrated exceptional support of such fundraising activities.

12.0 PLAYER EVALUATIONS AND PLACEMENTS

12.1 General

Player evaluations shall be held for each age category prior to the selection of teams in each season.

All players will be evaluated to ensure that they have an opportunity to demonstrate their abilities and skills. The number of evaluation sessions shall be sufficient to adequately assess the player's skill level relative to that of other players in the same age category.

Player evaluations shall be coordinated by the Director of Evaluations who reports to the Sabrecats Board.

12.2 Evaluation Procedures & Guidelines Manual

The "Evaluation Manual" shall;

- Be updated on a continual basis and any changes will have been approved by the Board.
- Be made available on the Sabrecats website for review.
- Provide a breakdown of the procedures and standards for conducting evaluations.
- Be maintained by the Evaluation Committee; chaired by the Director of Evaluations.

12.3 Age Level Player Exceptions

Age level player exceptions will only be considered for two reasons: preservation of program and player safety (medical reason). If you are wanting to request a player exception, please contact the Executive Director.

The Sabrecats President presents the player exception requests to the CDLA Board. The CDLA Board votes on each request at the Team Numbers Meeting in March.

12.4 Communications

During Evaluations, Board Members and the general membership (parents/guardians) shall follow the proper lines of communication and direct all suggestions, opinions and concerns to their respective Age Group Coordinators. The Coordinators are responsible for responding in a timely fashion, and if required, to follow up with the Director of Evaluations and/or the Sabrecats Board.

12.5 Player Evaluation by Coach

Coaches may be requested to submit an evaluation of each player, on their team, at the conclusion of the season. The previous season evaluation may form part of the player's placement process.

12.6 Player Placement

The goal of player placement is to assign a player to a team comprised of players with similar skills and abilities. The procedure for player placement shall be as set forth in the "Evaluation Manual".

12.6.1 Player Placement Adjustments

Adjustments to player placements on teams will follow the guidelines outlined in the "Evaluation Procedures & Guidelines Manual".

12.7 Evaluation Placement Inquiry Process

The Evaluation Placement Inquiry Process is with regards to the evaluation of an athlete.

General information regarding the evaluation process and team selection process is available at www.sabrecatslax.com or from an Age Group Coordinator.

A placement inquiry of the evaluation received by one specific athlete must be in writing to the appropriate Age Group Coordinator **within 48 hours** of notification of the player's team assignment, and it must include the following:

- A \$150 Inquiry Fee, payable to Sabrecats Lacrosse Association. The fee will be refunded if the Evaluation Placement Inquiry Committee overturns the original team assignment.
- A copy of the email (time/date stamp) of the notification of the player's team assignment.
- The player's assigned evaluation scrimmage sessions attended and any missed sessions.
- Previous lacrosse experience of the player.
- Any additional information that is relevant to the player placement inquiry.

12.7.1 Evaluation Placement Inquiry Committee

The written request is to be reviewed by the Vice President for that age group, the Director of Evaluations (or designate), the Age Group Coordinator and one other member of the Sabrecats Board, together known as the **Evaluation Placement Inquiry Committee**.

Their review will consist of analyzing:

- The pre-seeded assignment of the player.
- The on-floor evaluation report of each evaluation floor time.
- Confirmation of ranking within the evaluation matrix.

The Evaluation Placement Inquiry Committee will attempt to address the evaluation inquiry request within 72 hours of receiving it. They will meet with the parents/ legal guardians and/or player and communicate the decision in writing to the player and/or Parents/Guardians.

If the Parents/Guardians are not satisfied with the outcome of the Evaluation Placement Inquiry Committee's findings, the Parents/Guardians may file an appeal to the President of Sabrecats Lacrosse. The Parents/Guardians must complete an **Evaluation Placement Appeal Form**, which can be requested from the Director of Evaluations or the Executive Director.

12.8 Evaluation Placement Appeal

The **Evaluation Placement Appeal Guideline Form** is required to advance an appeal and is intended to assist in ensuring that adequate information is provided such that the Appeal Committee can make an appropriate determination.

If the appeal is not made on the Appeal Form or if the Form is not completed **it shall be automatically dismissed with no further appeal.**

12.8.1 Factors that are considered in the process of an Evaluation Appeal:

- Is there room for movement such that team sizes remain compliant with CDLA guidelines? This includes the guidelines for team size and differentiation of team sizes within an association.
 - **Note:** No player will be moved down a team as a result of an appeal from another player. As such, the compliance with the aforementioned guidelines is of great importance.
- Is there an error in the evaluation calculations that determined placement of the player? Reference should be made to the procedures in place in the Sabrecats Evaluation Manual.
- Was there an illness, injury, health concern or other extenuating circumstance that impacted the player's performance in evaluations and was that taken into consideration in the evaluation and in a manner consistent with the Sabrecats Evaluation Manual?

- **Note:** An appeal will not necessarily be successful as a result of an injury, illness or health concern.
- The position of the player in relation to the desired team.
 - For example, is the player next on the depth chart in terms of players being placed on a particular team?
- Was the appeal made in the timelines required by the Sabrecats?
 - Refer to **Section 12.9.3** of the Sabrecats Policies & Procedures.
 - Was the appeal made in writing to the Sabrecats Board of Directors?

12.8.2 Factors that are **NOT** considered in the process of an Appeal:

- Desire to play with particular player/players on another team.
- Desire to play for particular Coach or Assistant Coach on another team.
- Desire not to play with particular player/players on the assigned team.
- Desire not to play for particular Coach or Assistant Coach on the assigned team.
- Previous year(s) performance or placement alone.
- Placement in relation to another particular player or particular players; and;
- Such other reasons as the Committee may advise.

Note: Appeals made for such reasons as mentioned in **Section 12.8.2** of the Sabrecats Policies and Procedures will be denied.

12.8.3 Appeal Timeline

Appeals must be received within 48 hours of notification of player's placement on a team based on their evaluation.

13.0 COACHES

13.1 Orientation / Coach Meetings

Each season, once Evaluations have reached their conclusion and Coaches are determined, the Director of Coaches, President and Vice President(s) will host a "Coaches Meeting".

This meeting will be held to orient all Coaches and Division Coordinators with regards to the Policies & Procedures. It is **mandatory for all Head Coaches** to attend this meeting.

13.2 Coach Selection Committee

General information regarding the Coach Selection process is available on www.sabrecatslax.com or from Director of Coaches.

The Coach Selection Committee will be chaired by the Director of Coaches and consist of the following positions; Age Group Coordinators and Vice Presidents. All Coach appointments will be reviewed by the President.

13.3 Coach Applications

Prospective Coaches will be required to submit an application outlining their experience, qualifications and philosophy of coaching. Failure to complete the application process in its entirety may impact the selection process.

All potential 'Independent Coaches' (non-parent coaches), must supply a resume with references and will be interviewed. Selected 'Independent Coaches' will also be required to complete a Police Information Check and complete all coaching certification required by Sabrecats, CDLA, ALA, and Canada Lacrosse; by the set deadline.

Preference may be given to 'Independent Coaches' – i.e. non-guardian, particularly for A Teams; in the age category of Pee Wee and older.

The application should be submitted to the Director of Coaches by the deadline date set by the Board.

The complete process for the upcoming season is available on the Sabrecats website for review:

www.sabrecatslax.com

13.3.1 Coach Application Procedure

- a. The Coach Selection Committee will receive the list of potential Coaches from the Director of Coaching.
- b. The Coach Selection Committee will review the Coaching Evaluations from the previous year and summarize the results.
 - The Committee will confirm the list of acceptable Head Coaches and Assistant Coaches for the upcoming season.
 - There may be instances where Coach Applicants are not awarded coaching positions due to unacceptable Coach evaluations or previous behavior not consistent with the 'Fair Play Code' of ethics.
 - Candidates will be informed of the decision by the Coach Selection Committee.
- c. The Director of Coaches may consult with the Age Group Coordinators and other Board members familiar with the Coach applicants, just prior to the final round of player evaluations for each age level for the purpose of identifying potential Head Coaches and Assistant Coaches.
 - A list of potential coaches for each Age Category is to be prepared.
 - All Head Coaches are vetted and approved by the Executive
- d. Head Coaches, for each team in each Age Category, are to be selected after the final evaluations are completed apart from 'Independent Coaches'. 'Independent Coaches' will be selected prior to the commencement of Evaluations, provided they have met the criteria;
- e. The names & experience of unsuccessful Head Coaches and other acceptable Coach applicants are to be provided to the successful Head Coach who in consultation with the Director of Coaches; will choose their Assistant Coaches.
 - In some instances, the Director of Coaches may suggest the best Assistant candidate based on previous evaluations and coaching experience.
- f. After placements have been determined, all Coach Applicants will be notified.

13.4 Certification

All Coaches in **all** Age Groups require certain certification and **MUST** obtain the required certification as outlined by Sabrecats Lacrosse, the CDLA, ALA, and Canada Lacrosse for the respective Age Group, **by the communicated deadline**.

With **prior approval** from the Director of Coaches, Head Coaches and Assistant Coaches; who are registered on the CDLA Official Roster for the current season; will be reimbursed 100% of the fees associated with completed, approved & required certification courses.

Refer to the **Coach Reimbursement Form** for submission requirements and deadlines, which can be found on the Sabrecats website; www.sabrecatslax.com under the 'Coaches' tab; following the links within.

Important Notes:

Sabrecats Coaches, who **have not** completed the required Canada Lacrosse Association, ALA, or CDLA courses/certification by the deadline date for the current lacrosse season, will be removed from their Official Roster until such time that the course(s) have been completed.

The Coach will not be allowed on the floor for any practices or sanctioned events including but not limited to practices, games and tournaments until the Certification(s) are met.

Depending on the circumstances and deadlines, the Coach may not be added back to the Official Roster at all. A replacement Coach, who holds the required certifications, may need to be added to the roster to ensure the team remains an eligible team, and is properly certified according to the ALA; by the required deadlines.

Due to insurance reasons, NO individuals are allowed on the floor, unless they are on an Official Team Roster.

13.5 Police Information Check (PIC) and Vulnerable Sector Check (VSC)

To help provide a safe environment for our players, Sabrecats Lacrosse requires ALL Coaches, and Assistant Coaches to complete and pass a mandatory Police Information Check (PIC) and Vulnerable Sector Check (VSC), in order to officially be registered on a team roster.

A PIC and VSC is valid for 3 seasons. All PIC and VSC's will start in the current season of approval and expire at the end of the 3rd season. A record of the PIC and VSC will be maintained on the Coach's file with Sabrecats Lacrosse Association. Although, PIC and VSC's are valid for three years the Sabrecats reserve the right to request a new check be completed at any time.

The Sabrecats has an account set up with the Calgary Police Service (CPS) and as such, there is no cost to the member to complete the PIC. If a member chooses to pay for any part of the PIC, or if there is a need for further fingerprinting etc, those expenses are solely the coach's responsibility.

Note: Sabrecats Coaches, who have not complied with this request by end of May, of the current season, will be removed from the team roster.

13.5.1 Process to Complete the PIC and VSC

If you have a PIC/VSC that has been completed for another organization in the last 3 years

- a. Submit a copy of your completed PIC/VSC documentation via email to the Sabrecats Executive Director at execdirector@sabrecatslax.com.
- b. If you have completed an online Calgary Police Service PIC/VSC, you can login to your account and share the results with the Sabrecats Lacrosse Association

The Sabrecats Lacrosse Association will provide a volunteer letter required to obtain your PIC/VSC located at www.sabrecatslax.com. It is the responsibility of the coach to meet all required deadlines.

Coaches can apply for the PIC/VSC using the online ePIC system

- a. You will need the PIC letter AND 2 pieces of government issued ID
- b. To start the process, visit - <https://policeinformationcheck.calgarypolice.ca/>
- c. If you need to go in person, take your volunteer letter with you. If you have to pay any fees, be sure to keep your receipt and send it to execdirector@sabrecatslax.com.

13.5.2 Process for Consideration

A PIC/VSC that comes back with any results will be reviewed as per the procedures below:

- Upon receipt of a PIC/VSC with a result, the information must be presented to the Director of Coaches within 3 days of receiving the notification for review.
- The Director of Coaches will call a meeting of the PIC committee.
- A **“Police Information Check – Action Form”** must be filled out for every PIC that has a result listed. The completed form must be scanned to the Executive Director before a Coach can be added to the team roster.

- All copies of the PIC Action Form are to be held by the Executive Director.

Guidelines for acceptance of a coaching application or the continuation of a coaching position upon receiving a PIC/VSC result shall be determined by the following:

- The Coach would receive an immediate permanent suspension and removed from the team roster when one (1) or more of the following offences is presented:
 - Violent crime of any kind;
 - Pedophile or sexual crime of any kind;
 - Sexual or physical abuse of any kind;
 - Any crime or offence that the Sabrecats Board of Directors deems to place a Player, Coach, Parent or the Association at risk
- Continuation of coaching may occur with a **completed PIC Action Plan Form** when one (1) of the following offences is presented:
 - Impaired driving
 - Fraud or embezzlement; and
 - Any crime or offence that the Sabrecats PIC Committee or Board of Directors deems not to place a Player, Coach, Parent or the Association at risk.

13.6 Rule of Two

The Rule of Two is for the protection of the child as well as the coach and official. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches/officials with an athlete/ young official. Especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach/official and an athlete/young official must take place within earshot and view of the second coach/official, except for medical emergencies. One of the coaches/officials must also be of the same gender as the athlete/official. Should there be a circumstance where a second screened and NCCP trained or certified coach/official is not available, a screened volunteer, parent, or adult can be recruited. This rule serves to protect minor athletes/ young official in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environments amongst others.

13.7 Coach Evaluations

Coach Evaluations are to be completed for all Coaches at least once during the lacrosse season. Coach Evaluations will be reviewed by the Director of Coaches.

The Director of Coaches will work with the Executive Director to have the parents/guardians complete an online Coach Evaluation; through Survey Monkey, or a program as approved by the Board. A summary of the Coach Evaluations will be prepared by the Director of Coaches.

Feedback may be provided to Head Coaches. The request is to be made in writing at the conclusion of the season. Discussion with individual Coaches will be at the discretion of the Director of Coaches.

13.8 Coach Mentor Program

Sabrecats participates in the Coach Mentor Program as endorsed by CDLA and Canada Lacrosse. Experienced Coaches from the Sabrecats program are recruited to become Coach Mentors. Coach Mentors provide a resource to other Sabrecats Coaches for things such as, although not limited to; practice plans, and drills. Coach Mentors are permitted to be on the bench for any Sabrecats team; as determined by the Director of Coaches.

Coach Mentors may participate in the development of coaches by observing team practices and games to provide feedback to the team's coaching staff. Coach Mentors are expected to help multiple teams at various age levels over the course of the season.

1. Potential Coach Mentors are identified by the Director of Development and the Director of Coaching
2. Teams can request help or evaluation from a Coach Mentor at any time by contacting the Director of Development.

14.0 TEAM MANAGERS

Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-floor organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team Managers should be highly organized and fully committed to the team. Team Managers are encouraged to review the Manager's Manual so they fully comprehend the role.

All teams are to have one Team Manager. Team Managers are to be selected at the start of the season by the Head Coach, in consultation with the Assistant Coaches and parents/guardians. Where possible it is recommended that Team Managers NOT be related to anyone on the teams' Coaching staff; as they should represent a non-biased liaison between coaching staff and parents/guardians.

15.0 OFFICIAL TEAM ROSTERS

All Sabrecats teams will be registered in the ALA Registration System and submitted to the CDLA by their age category deadline, and according to the current Rules & Regulations surrounding the submission of team rosters; as per CDLA, and ALA.

15.1 Sanctioned Games – Bench Staff

During sanctioned games, only the individuals that are listed on the team roster are permitted to be on the bench. Any Coach, who is required to be on the bench of another team, MUST have the Sabrecats Director of Coaches prior approval.

15.2 Process

1. The Age Group Coordinator will forward the pending rosters (players and bench staff) to the Executive Director for each team in their Age Category.
2. The Head Coach/Team Manager must have a parent/guardian for each player verify their child's contact information and communicate any changes to the Executive Director.

16.0 PLAYER AFFILIATIONS

Affiliated players may ONLY be used to replace an injured or absent player. Affiliated players may NOT be affiliated to replace a suspended player.

The use of Affiliate Players MUST follow the rules set out by the CDLA. The Rules and Regulations regarding player affiliation can be found on the CDLA website. Any discrepancy between these Policies and Procedures and CDLA Rules and Regulations; the latter will apply.

IMPORTANT: The affiliation rules for tournaments and ALA Provincials are different than those for the CDLA regular season and City Playoffs. Please refer to the CDLA website for regulations for using Affiliate players for tournaments as well as Provincials.

To use an Affiliate Player in a regular season game or city playoffs, the following procedures must be followed. Failure to do so may result in the Coach being suspended.

- Contact the Head Coach of the team from which you are requesting an affiliate player and ask them who they recommend
- Contact the player/parent(s)/guardian(s).
- Write the player name on your game sheet label and indicate 'AP' beside their name.

17.0 OFFICIAL GAME REPORT (GAME SHEETS)

Sabrecats will provide each team with enough game sheets for their League home games. If you require additional game sheets please contact the Director of Equipment at equipment@sabrecatslax.com.

Please refer to the CDLA website www.calgarylacrosse.com for game results reporting procedures.

The Home team provides the game sheet which must be filled out completely and signed by each Head Coach prior to each game.

Team Captains and Assistants should be indicated with a 'C' and 'A' next to their name, as well as any affiliated players; must be indicated with 'AP' next to their name.

Any suspended player or coach should be indicated with a SERV 1 of 1 or SERV 1 of 2, etc, next to their name; depending on the duration of the suspension for multigame suspensions.

18.0 TEAM CAPTAINS AND ASSISTANTS

There are not to be any full-time Captains and/or Assistant Captains in the Age Categories below Pee Wee. If a team decides to use the 'C' and/or 'A' on the players' jerseys; they will be required to rotate the 'C' and/or 'A' among all of the players of the team over the lacrosse season.

The selection of the Captains and/or Assistant Captains is the responsibility of the Coaching staff and under no circumstances are players to be involved in the selection of Captains and/or Assistant Captains.

Any Captain or Assistant Captain, who becomes suspended by CDLA for verbally abusing an Official, will lose the privilege of being the Captain or Assistant Captain immediately.

The "C's" and "A's" should NOT be permanently affixed to the jersey. Individuals can either loosely sew them on or provide stickers – DO NOT use hockey tape as it damages the jerseys

18.1 Selection Criteria

For Pee Wee and above, the Coaching staff has the option in making the selections for a full time Captain and Assistant(s) and should consider the following selection criteria:

- 18.1.1** Good knowledge of the Rules and Regulations as they are the on-floor team representatives.
- 18.1.2** Good role model for teammates (hardworking, skilled, etc).
- 18.1.3** Good communicator (comfortable talking to players, officials and coaches).
- 18.1.4** Well respected by Coaches and Players.

The selections are to be made in consultation with the other Coaches. The selections should not be a popularity vote but recognize that this is an asset if the player is well liked and respected by teammates.

The Coaching staff should take sufficient time to identify players that meet the above criteria during games and practices to reduce possibility of having to remove a player as a Captain or Assistant Captain.

19.0 VOLUNTEER BOND PROGRAM

19.1 Purpose

Sabrecats is a **VOLUNTEER based organization**. The purpose of implementing a Volunteer Bond Program is to encourage our members to become involved in the operation and the overall **SUCCESS** of Sabrecats.

19.2 Volunteer Bond (VB) Amount

League	Amount	Frequency	Age Categories
Community Lacrosse	\$200	Per Season, Per family	Mini-tyke, Tyke, Novice, Pee Wee, Bantam & Midget

19.2.1 Payment

If a family does not fulfill its commitment, the bond will be cashed.

19.3 Overview

Every family will be required to commit to a Volunteer Bond. This is a commitment to 'your' Association either in dollars or service.

All "Association Approved Roles" within Sabrecats have their job descriptions listed in the **Appendix Section** of the Sabrecats Policy and Procedure Manual.

It is up to each family to ensure that they fulfill their volunteer obligation AND report their credits to the Sabrecats as instructed by the Director of Volunteers.

The parents or guardians of each minor lacrosse player are asked to perform their own Volunteer Bond. Families can appoint some other responsible adult to perform their volunteer duties; however, the Director of Volunteers must be notified in advance.

This is a mandatory program, and as such, those who have not complied will not be able to register for the following season until their Volunteer Bond commitment is met either through dollars or service.

Volunteers can fulfill their Volunteer Bond for the **upcoming season, between January 1 and July 31 of that year**.

Note: Volunteers may be needed for an "Association Approved" role outside of these dates, these roles will be evaluated case by case, and approved by the Board.

19.4 Volunteer Bond Reporting

Volunteer hours are to be reported and submitted as instructed by the Director of Volunteers.

Those specific directions can be found on the Sabrecats website at: www.sabrecatslax.com

Note: Only when the Volunteer Bond completion has been submitted and reviewed for accuracy by the Director of Volunteers will the family's bond be considered fulfilled.

19.5 Volunteer Bond Reporting Responsibility

Deadline to submit the Volunteer Bond Completion is – July 31

It is up to each family to ensure they have fulfilled their volunteer obligation AND reported their credits to Sabrecats.

Volunteer Bond Completion is to be submitted by the required deadline.

- If an Association approved volunteer opportunity presents itself after the deadline submission volunteers MUST inform the Director of Volunteers and/or the Executive Director of their intentions to volunteer.
- Their volunteer bond status will be considered PENDING until completed by service or monies.

19.5.1 Volunteer Bond Refunds

If a Volunteer Bond is cashed, as a result of a family not submitting their Volunteer Bond Completion by the deadline

- Upon submission of the VB Completion, a refund of the Volunteer Bond will be processed.

If a family had “Opted Out” any time during the season, and then volunteered in an “Approved Association” role, it is still the family’s responsibility to submit the VB Completion.

- Upon submission of the VB Completion, a refund of the Volunteer Bond will be processed.

19.6 Opting Out of Volunteer Bond

There are 2 ways in which a family can “Opt Out” of the Volunteer Bond Program:

19.6.1 Opt Out – at the time of Registration by:

- 19.6.1.1** Choose the non-volunteer option during registration and pay your \$200 bond at that time.

19.6.2 Opt Out – at any point during the season by:

- 19.6.2.1** Contacting the Director of Volunteers who will process a \$200 non-volunteer invoice to your profile which you can then pay by credit card or cheque.

20.0 INSURANCE

20.1 Accident Insurance (Coaches and Players)

Accident Insurance for Coaches and Players of all Age Categories shall be obtained through the ALA as part of the ALA registration process. This insurance will only be available to those players and coaches listed on the Official Roster of each team submitted and approved by the Sabrecats.

20.2 Board of Director Insurance

Sabrecats Lacrosse Association also provides Director and Officer Liability coverage while acting on behalf of the associations through the ALA.

20.3 Canada Lacrosse Association (CLA) Insurance

The Canada Lacrosse Association (CLA) is strictly a supplemental insurer. If you have access to any

other insurance, you must pursue it through them first. The CLA may cover those costs not covered by your primary insurance to their policy limits.

An Injury Report Form **MUST** be submitted directly to the ALA within 90 days of the injury and completed in its entirety or the form will be returned. These Injury Report Forms can be requested through the Sabrecats Executive Director.

The CLA and each of the Branches of which Canada Lacrosse is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of the CLA. Coverage includes any officer, director, employee, coach, volunteer worker, instructor, referee or member of a Committee, while acting within the scope of his/her duties.

It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams **provided all are registered** with or affiliated with the CLA.

You are covered;

- During CLA/Branch sanctioned events (League games, Tournaments, Practices, Training Camps, when playing 'member teams' only and during sanctioned fund raisers and events).
- During transportation directly to and from the arena or venue for a sanctioned event.
- In accommodations at a hotel during a CLA/Branch sanctioned lacrosse activity.

Important Notes:

Sanctioned Events take place within clearly defined parameters set out by your Association and its members. These can include association, team and league scheduled practices, games, evaluation/tryouts and related activities. These activities, which would qualify as "normal" lacrosse program delivery, all fall within the scope of regular day to day operations of a Minor Lacrosse Association and do not require specific sanctioning authority. However, program extensions such as dry land training camps, exhibition games and tournaments, all require separate specific sanctioning.

There are also times when activities fall outside of what is normal programming. These kinds of activities usually occur away from the arena venue. It is important that you check with your Minor Lacrosse Association if planning an event outside of normal programming such as fundraising and team social events, as such events may be deemed as high risk and insurance coverage would not apply.

21.0 OFF FLOOR OFFICIALS (Timekeepers & Scorekeepers)

For Community lacrosse, each team must supply Off-Floor Officials for all games. The Home Team will be responsible for the Timekeeper and Shot Clock and the Visiting team will be responsible for the Scorekeeper.

There should be one (1) Timekeeper, one (1) Shot Clock, and one (1) Scorekeeper for each game, as well as one (1) volunteer for each penalty box. The Team Manager, or designate, should set up a schedule and ensure all Off-Floor Officials are aware of the dates they have been assigned.

Guidelines – Refer to the CDLA Playing Rules and the ALA "Off-Floor Officials Manual"

Note from the ALRA (Alberta Lacrosse Referees Association) Rules & Regulations:

All Off-Floor Officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As NEUTRAL Off-Floor Officials assisting the referee in proper conduct of the game they are significant contributors to the management of the game. If their behavior warrants disciplinary action, they may be relieved of their duties by the Referee or other CDLA official.

Note: Any discrepancy between the ALRA Playing Rules and Sabrecats Off-Floor Officials, the CDLA Playing Rules will take precedence.

22.0 REFEREES

22.1 Referee Grievance Process

All grievances in regard to an On-Floor Official, must be filed with the Alberta Lacrosse Referees Association. The Head Coach is responsible for submitting the grievance report. Forms can be found on the ALRA website at: <http://www.albertalacrosserefs.com/>

The report should provide a clear, concise and factual outline of the problem that is giving rise to the grievance. In addition to the factual outline, the report must include the following:

- a) Date and Time of Game
- b) Arena
- c) Team Division and Age Category
- d) Head Coach Name
- e) Head Coach Phone number
- f) Opposing Team

If in the process of reviewing the grievance, it is discovered that any member of the team filing the grievance acted in an unacceptable manner, then these findings will be forwarded to the Sabrecats Board and disciplinary action may be taken against the offender(s).

23.0 SAFETY

The safety of all participants is a focus of the Sabrecats Lacrosse Association. All participants in the Sabrecats are to apply safety concepts to all on-floor and off-floor activities.

All players are to conform to the equipment requirements as indicated in the playing rules of CDLA.

Players are not permitted on the floor without a registered Coach, Coach Mentor or other Sabrecats insured person.

Team activities are to have at least one Coach in attendance. All teams are to be supplied with a First Aid Kit. This First Aid Kit is to be available at all team activities, and a First Aid process should be established.

23.1 ePACT– Medical Information

All registered players must have a current medical form on file. All Medical Forms will be collected via the ePACT emergency network. Information will be sent at the start of the season, whereby all families will be requested to fill/submit the Medical Form by a required deadline.

23.2 Emergency Plan

All teams must have an Emergency Plan in place, which identifies three (3) people with specific responsibilities as follows:

23.2.1 Person #1:

Responds to the injury on the floor.

This would be the registered Coach on the roster with Safety Training.

23.2.2 Person #2:

If required, will call 911

Would serve as the initial contact for the EMS response team to direct them to the injured player.

23.2.3 Person #3:

To obtain the Medical Record of the player and provide to the EMS team.

24.0 EXHIBITION AND TOURNAMENT GAMES

Sabrecats encourages teams to participate in Exhibition and Tournament play, provided it does not place excessive time commitments or financial burdens on the players and their families.

Team Managers and Head Coaches need to consult the CDLA and/or ALA rules covering processes with regards to Exhibition games and Tournament play and how to apply for the proper sanctioning.

Exhibition games

- Send game requests to exhibition@calgarylacrosse.com with your game details (teams, date, time, location)
- CDLA office will enter game into your schedule and request referees on your behalf
- You will be contacted once referees have been assigned to your game
- Upon game completion, you must login and enter game rosters, major penalties and upload the game sheet within 24 hrs.

When players participate in a tournament, particularly 'Out of Town Tournaments', they are the responsibility of the Coaching staff at all times that the player is without Parent/Guardian supervision.

All games played outside of Alberta, require a Travel Permit as per ALA guidelines. Failure to obtain and carry a travel permit with the team on the trip may result in Coach Suspension. Refer to the ALA website for the most up to date information and processes.

25.0 ATTENDANCE POLICY (Players & Coaches)

Sabrecats recognizes that regular participation in practices and games is an integral part to the development of our lacrosse coaches, and players and the success of our lacrosse program. Head Coaches should ensure that there are 'Team Rules' in place and signed by every player and parent, to support the importance of attendance.

26.0 CODE OF CONDUCT, FAIR PLAY CODE, AND TEAM RULES

Code of Conduct identifies the standard behavior, which is expected of all Sabrecats members including; Players, Coaches, Parents/Guardians, Directors, Coordinators and Volunteers.

The Sabrecats is committed to providing an environment in which all individuals are treated with respect. Members of the Sabrecats shall conduct themselves in a fair and responsible manner. Members shall refrain from comments or behaviors that are disrespectful, malicious, offensive, abusive, racist or sexist.

For issues, specific to Bullying (Code of Conduct), refer to **Section 27.0**. While participating in any Sabrecats activities or events, members shall avoid behavior which brings Sabrecats or the sport of lacrosse into disrepute.

Failure to comply with the Code of Conduct may result in disciplinary action in accordance with the Sabrecats Discipline Policy, and/or those set forth by CDLA, ALA and/or CLA. Such action may include the member losing privileges that come with membership to the Sabrecats Lacrosse Association, up to and including suspension or possible removal from the Sabrecats.

There is a zero-tolerance policy on the transportation or possession of any alcohol or illegal drugs within any floor, arena or dressing room that is being used at that time by a Sabrecats or any other Minor Lacrosse Team. Violations to this policy will be dealt with by the Sabrecats Board.

There is a zero-tolerance policy on using chewing tobacco within any floor, arena or dressing room, which is being used by a Sabrecats or any other Minor Lacrosse Team. Violations to this policy will be dealt with by the

26.1 Parent Code of Conduct & Fair Play Code Forms

Discussion of Fair Play Code and Parent Code of Conduct should be on the agenda of all Parent Meetings at the beginning of the season.

At the beginning of every season, each Coach, Parent/Guardian and Player must sign the following two (2) documents; at the time that of the Parent Meeting. Signed documents are then to be submitted to the Team Manager. Failure to submit would warrant the status of "Member not in Good Standing", whereby further disciplinary action may result.

26.1.1 Fair Play Codes (Sabrecats, CDLA, ALA, Canada Lacrosse).

26.1.2 Parent Code of Conduct.

Once all forms have been submitted, the Team Managers are to enclose all documents into one envelope to be kept on the bench at all times.

26.2 Team Rules

It is at the discretion of the team Coaching Staff to clearly state what constitutes inappropriate behavior and the consequences for such behavior. These Team Rules should be clearly communicated to the Parents/Legal Guardians and Players, at the beginning of the season.

Some examples of inappropriate behavior would be things such as, but not limited to:

- a) Unexcused absences.
- b) Disruption of team practice(s) or game(s).
- c) Repeated refusal to follow coaching instructions.
- d) Inappropriate language.
- e) Disrespect for Coaches, team members and Officials.

The Head Coach is also responsible for the allocation of playing time to players during games, they should ensure that over a two to three game period, the playing time per player is relatively equal.

27.0 BULLYING/HARASSMENT POLICY

The Sabrecats have instituted a zero-tolerance policy regarding Bullying and Harassment. Bullying is a common denominator of harassment, in that bullying tends to be several small incidents over a period of time. Harassment is a form of discrimination. Discrimination is treating someone differently based on age, race, national or ethnic origin, color, religion, sex, sexual orientation, family status, marital status, physical or mental disability.

The following types of harassment will not be tolerated whether or not individuals complain:

1. Sexual Harassment: Includes inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
2. Racial Harassment: includes racial slurs, jokes or name calling based on race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes or derogatory nicknames.
3. Abuse of Authority: improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats,

Bullying is defined as a conscious, willful, deliberate and hostile activity marked by a real or perceived imbalance of power, intent to harm, and/or threat of aggression. The behavior is repeated or has the potential to be repeated over time.

Bullying can occur in many different forms including:

Verbal Bullying - name-calling, sarcasm, teasing, spreading rumors, threatening, and sexual comments.

Social Bullying - mobbing, scapegoating, spreading rumors, embarrassing someone in public, excluding others from a group, ganging up and group teasing.

Physical Bullying - hitting, poking, pinching, chasing, shoving, rude hand gestures, kicking coercing, destroying or stealing belongings and hazing.

Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.

Harassment and bullying cause injury to health such as; stress, anxiety, and depression. Over time, bullying and harassment can result in psychiatric injury and trauma. The impact of bullying and harassment can leave lifelong scars, trauma and/or pain. Our intention is to provide a respectful and a safe environment for all members within Sabrecats.

28.0 SOCIAL MEDIA POLICY

The Sabrecats understand and appreciate the importance of Social Networking as it relates to the personal and professional lives of its members. This immediate and public forum provides unique opportunities for networking. However, it also provides an unsupervised medium for inappropriate conduct to occur; conduct which can be detrimental to the welfare of the Sabrecats and its members.

The Sabrecats will hold its members to a Code of Conduct that is responsible and refrains from comments or behaviors that are disrespectful, malicious, offensive, abusive, racist or sexist. For situations regarding "Cyber-bullying", also refer to Section 27.0. When using Social Media, members should assume at all times that they are representing Sabrecats Lacrosse, their community, their team and the CDLA.

Failure to comply with the Social Media Policy may result in disciplinary action in accordance with the Sabrecats Discipline Policy, and/or those set forth by CDLA, ALA and/or CLA. Such action may include the member losing privileges that come with membership within the Sabrecats, up to and including suspension or possible removal from the Sabrecats.

29.0 ALCOHOL, TOBACCO AND DRUG POLICY

29.1 Alcohol

All players, team officials and volunteers must respect the laws regarding consumption of alcohol in the jurisdiction of the event (either provincially/territorially or internationally). Underage drinking will not be tolerated.

No team official, athlete, game official or volunteer should or should have consumed alcohol with parents of athletes during the time of an ALA sanctioned event while under the care and control of athletes.

Team officials should not consume alcohol in the presence of underage players.

No team member, team officials or volunteers shall be intoxicated at any time between leaving home to travel to and returning home from an ALA event.

29.2 Tobacco

All players and Team officials must respect the laws surrounding tobacco and tobacco products in the jurisdiction of the event (provincially/territorially or internationally). The Sabrecats discourages the use of tobacco products and vapes.

Team Officials and players should not use tobacco, tobacco products, and vapes in the presence of underage players.

29.3 Drugs

The Canadian Government legalized Cannabis however, athletes subject to the Canadian Anti-Doping Program (CADP) must be aware that this does not affect the status of cannabis in sport. Cannabis continues to be a prohibited substance and a positive test can still result in a sanction.

The ALA position statement on substance abuse shall apply to all competitions.

All players and team officials must respect the laws surrounding drugs in the jurisdiction of the event (Canada and International). The stricter standard shall apply.

No athlete, official, coach or volunteer shall take either illegal or performance enhancing drugs. No team official or parent shall recommend or condone the use of illegal or performance enhancing drugs.

Any individual who has knowledge of the use of illegal or performance enhancing drugs must report the infraction immediately to team management or a ALA official.

Failure to follow the above guidelines could result in a Code of Conduct violation.

30.0 REPORTING AN INCIDENT

30.1 Within Sabrecats Lacrosse

Those who attempt to address problems on a team or within the Sabrecats will not be disparaged; in particular players will not be negatively impacted based on the actions of their Parent/Guardian who may file a report.

It is expected however, that all problems be addressed in a constructive manner with respect and courtesy. Abuse will not be tolerated or accepted, while constructive contributions will always be appreciated. Anonymous inquiries or complaints cannot be addressed collaboratively and as such, may not be responded to.

A person ("Complainant") who experiences, witnesses, or has reason to believe that unacceptable conduct has occurred, must first adhere to the **"24 Hour Rule – Cooling off Period"**, review the **"Parent Code of Conduct"** and **"Fair Play Form"**. Once those have been followed and reviewed this person may then contact the Team Manager and/or Head Coach to try and resolve the situation.

30.2 Informal Resolution

If a resolution cannot be achieved at the team level, then the "Complainant" may contact the Sabrecats Age Group Coordinator along with the Age specific Vice-President. The Age Group Coordinator along with the Age specific Vice-President, in a neutral, unbiased capacity; will receive information regarding the incident(s) and where appropriate, assist in the "Informal Resolution" of the matter.

If there is a conflict of interest with the Age Group Coordinator along with the Age specific Vice-President, and they are unable to act in this capacity, they must remove themselves, and find a suitable replacement.

If an acceptable “**Informal Resolution**” is reached, then the Age specific Vice-President will:

- 30.2.1** Send a written communication to both parties, setting out the understanding/agreement. Receipt of this written communication **MUST** be acknowledged by both parties;
- 30.2.2** Assist in bringing about whatever administrative or other action is needed to implement the resolution;

30.3 Formal Incident Process

If no Informal Resolution can be achieved, or the matter is deemed more urgent, or if the Informal Resolution was breached, then a **Formal Incident Form** must be filed.

The Formal Incident Form:

- May be accessed on the Sabrecats website, or by contacting the Executive Director:
- Must be completed in its entirety
- Must contain a copy of the Informal Resolution.
 - Once the Formal Incident Form has been submitted to the Age specific Vice-President, the Age specific Vice-President is to attach a copy of the Informal Resolution.

Once the **Formal Incident Form** has been completed, Age specific Vice-President will forward all completed information to the Director of Discipline. The Director of Discipline will assist the Age specific Vice-President to a resolution. If there is no resolution, then the Age specific Vice-President is to contact the President to convene a Disciplinary Committee.

30.4 Resolution Timeframe

Once an incident has occurred, the complainant is to adhere to the “**24 Hour Rule – Cooling Off Period**”.

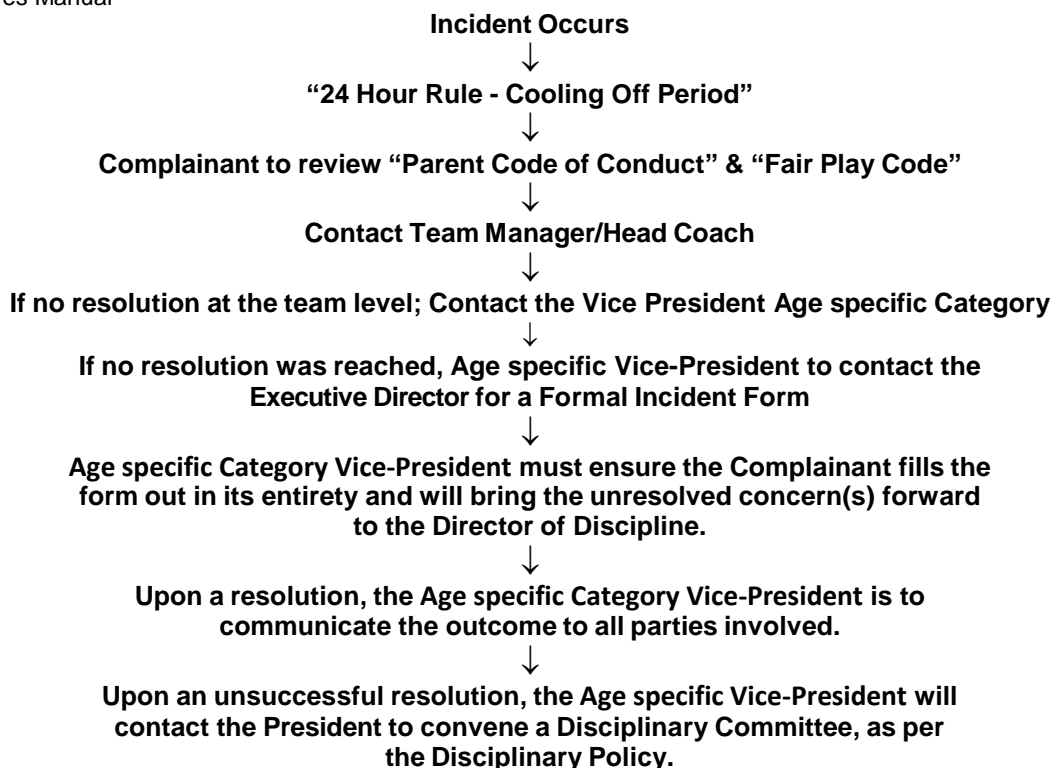
Once this period has passed, they may contact the Team Manager and/or Head Coach. If no resolution can be agreed to at the team level, the Team Manager and/or Head Coach is to then contact their Age specific Vice-President **in ONE email** explaining the incident/situation.

The time and date stamp on the email sent to the Age specific Vice-President will be utilized with respect to the response time, and although the goal is to resolve incidents as quickly as possible, there are times during the year whereby email traffic is at its peak.

The target response time is 48 hours from the time/date stamp on the email, and the length of time to come to a final resolution will vary on a case by case basis.

If no resolution was reached, the Age specific Vice-President will contact the Executive Director for a Formal Incident Form. The Age specific Vice-President will review the form to ensure the Complainant completes the Form in its entirety and will then present the information to the Director of Discipline to assist with further resolution decisions.

Following a resolution with the Director of Discipline, the Age specific Vice-President is to communicate the outcomes to the applicable parties; including but not limited to; Complainant, Team Manager/Coach.



30.5 Complaint received from outside of Sabrecats Lacrosse

If a complaint or incident is reported from someone outside of Sabrecats; such as persons from other Associations, Facilities, CDLA etc., the Board may deviate from the afore mentioned steps; and proceed accordingly given the circumstances with which they were presented. A **Formal Incident Form** may still be required; as deemed necessary.

Issues regarding Sabrecats players, coaches and/or spectators may be brought forward by people that are not members of Sabrecats. These issues are required to be reported, in writing, to the Sabrecats President. If the person bringing the issue forward is a member of another Minor Lacrosse Association, the written report **MUST** be sent by that Association's President/or alternate.

30.6 Complaint received regarding Non-Team Issues

All issues that do not concern the operation of a team, shall be communicated by submitting the **Formal Incident Form** and submit to the Sabrecats Executive Director, whereby the Form will be forwarded to the appropriate department.

31.0 DISCIPLINE POLICY

31.1 Disciplinary Committee

This Committee will deal with infractions regarding Code of Conduct and will be chaired by the Director of Discipline and shall include up to 3 Board of Directors, as appointed by the President; ensuring no Conflicts of Interest exist.

Conflicts of Interest must be disclosed by members of the Disciplinary Committee prior to beginning any investigative process; or as soon as a Conflict of Interest presents itself.

The Disciplinary Committee has the authority to determine the outcome(s) including; any disciplinary

actions or suspension(s) that may be warranted; following the investigation.

31.2 Disciplinary Intentions

It is the intention of the Sabrecats that each incident will be dealt with in an objective, fair and consistent manner with appropriate consequences for the severity of the actions.

Part of the strength of any Association is its ability to solve problems and deal with conflict. It is our intent to deal with incidents and conflict in a constructive and respectful manner.

Please remember, that the Sabrecats is an organization based on VOLUNTEERS and that Directors, Coaches, Managers and Coordinators are all giving a great deal of time and effort to the Sabrecats.

31.3 Disciplinary Outcomes

The Committee shall investigate and may prepare a written report of their findings including; a summary of the investigation, corrective action(s) and/or suspension details.

The Sabrecats recognizes the sensitive nature of matters falling within various Policies, most especially the difficulties associated with an incident involving unacceptable conduct.

The Sabrecats also recognizes that matters must be dealt with confidentially; however, no absolute guarantee of confidentiality of information and/or documentation provided or obtained; can be provided.

Disclosure of such information and/or documentation may be required to appropriately conduct the investigation.

The decision(s) of the Disciplinary Committee will be communicated by the Director of Discipline. A copy of the decision will be kept on file.

32.0 ENFORCEMENT – CODE OF CONDUCT, SOCIAL MEDIA, & BULLYING

32.1 General Enforcement

The primary objective is to promote safety and ensure acceptable behavior by Sabrecat members.

Any reported incident(s) of conduct unbecoming by/or towards players, coaches, officials, parents or other volunteers, will be reviewed on a case by case basis.

Incidents occur with varying degrees; therefore, the enforcement of such conduct, may also fluctuate given the circumstances presented.

To implement appropriate enforcement, the Disciplinary Committee may review documents such as but not limited to; Sabrecats Policies & Procedures, Bylaws, CDLA Regulations, conduct interviews, and may take into consideration; any previous disciplinary action or suspensions on file.

32.2 Social Media Enforcement

The following are examples, although not limited to, conduct through Social Media and other networking platforms that are considered violations of the Social Media Policy and which may be subject to disciplinary action by the Sabrecats, at the discretion of the Executive and Disciplinary Committee.

- 32.2.1** Statements which are critical of Sabrecats volunteers, its programs, on-floor or off-floor officials, players, sponsors, facility staff or any other participant.

- 32.2.2** Divulging confidential information that may include, but not limited to:
- 32.2.2.1** Medical history (injuries or other).
 - 32.2.2.2** Game plans or strategies.
 - 32.2.2.3** Parent and/or player names, addresses, phone numbers, email addresses etc.
 - 32.2.2.4** Other information deemed confidential.
- 32.2.3** Sharing photos, videos or comments which promote negative influences or criminal behavior, including but not limited to:
- 32.2.3.1** Drug use,
 - 32.2.3.2** Alcohol abuse,
 - 32.2.3.3** Public intoxication,
 - 32.2.3.4** Sexual exploitation, etc.
- 32.2.4** Online activity that contradicts current policies of the Sabrecats.
- 32.2.5** Inappropriate, derogatory, racist or sexist comments of any kind that contradict policies.

Note: Social Media should not be used to address/air complaints. Always use channels provided by Sabrecats

32.3 Bullying Enforcement

The CDLA has instituted specific rules around bullying behavior. In all cases, the CDLA Rules and Regulations supersede this internal document. Any reported incident of bullying towards players, coaches, officials or parents will automatically be reviewed by members of the Sabrecats Executive and Disciplinary Committee on a case by case basis.

At a minimum, the following zero-tolerance policy will be in effect:

Player bullying a Player;

- **Offence 1** – Miss 1 period of play during a sanctioned game
- **Offence 2** - Suspension from a Sanctioned game. An Exhibition game will not count.
- **Offence 3** - Suspension from all sanctioned games and team activities; pending a disciplinary hearing with the Sabrecats Executive, player and Parents/Guardians.

Adult bullying a Player

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc., pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from the Sabrecats.

Adult bullying an Adult

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc. pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from Sabrecats.

Depending on the seriousness of the bullying and circumstances, the Calgary Police Service can be used as a resource during the enforcement period.

This is not intended to be a process for complaints about officiating or general lacrosse rules. The objective is to promote safety and ensure acceptable behavior by Sabrecats members.

If you feel the need to report an incident, please contact your Coach, or Team Manager. If you don't feel comfortable reporting to your Coach, or the Team Manager, then contact the Age specific Vice President. If it is deemed more urgent, the matter should then follow the Formal Incident Reporting process.

33.0 SUSPENSIONS

33.1 General

All participants in Sabrecats are to review the CDLA rules regarding suspensions.

Suspension of a Player's, Coaches' or Parent/Guardian's privileges will be necessary when evidence exists that there is consistent or flagrant disregard for the philosophy or standards of the Sabrecats, CDLA, ALA or CLA.

A Team Official who permits a suspended player to be on the floor during a game (or a practice in certain circumstances), will be subject to disciplinary action from the CDLA and/or the Sabrecats.

Head Coaches, in consultation with their coaching staff, have the authority to increase the suspension period recommended by the CDLA, if circumstances warrant.

For continuity, a spreadsheet may be maintained by the Sabrecats Board to ensure that all disciplinary issues are maintained from year to year.

33.2 Player Suspension

Actions by a player that would cause him to be considered for suspension by the Sabrecats should be brought to the attention of the President and the Director of Discipline.

The Sabrecats Executive shall initially review the severity of the action(s) brought forward to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Player may be temporarily suspended from all team activities until the conclusion of the investigation and the decision has been communicated.

33.3 Coach Suspension

Actions by a Coach that would cause him to be considered for suspension by the Sabrecats should be brought to the attention of the President, Director of Discipline and the Director of Coaches.

The Sabrecats Executive shall initially review the severity of the action(s) brought forward to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Coach may be temporarily suspended from all team activities until the conclusion of the investigation and the decision has been communicated.

33.4 Parent/Guardian Suspension

Actions by a Parent/Guardian that would cause either to be considered for suspension by the Sabrecats should be brought to the attention of the Sabrecats Board or the Executive.

The Sabrecats Board or the Executive shall initially review the severity of the action(s) brought forward; to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Parent/Guardian may be temporarily suspended from attending team activities until the conclusion of the investigation and the decision has been communicated.

33.5 Suspension Appeal

Any Player, Coach or Parent/Guardian suspended shall have the right to appeal the suspension.

An **Appeal Form** must be submitted in writing, within 5 days of receipt of the Disciplinary Committee's

decision(s). An Appeal Form should be requested from the Executive Director.

33.5.1 Appeal Forms & Fees

Appeal Forms shall be accompanied by a non-refundable cash payment or certified cheque for **\$150**; payable to the Sabrecats Lacrosse Association and submitted to the Sabrecats Executive Director.

33.5.2 Appeal Committee

The President shall chair the Appeal Committee and will appoint a minimum of 3 Directors to hear the appeal ensuring no Conflict of Interest exists.

33.5.3 Appeal Timeline

The President shall, within 5 business days of receipt of the written Appeal Form & the Appeal Fee, arrange a date for the appeal hearing and give notice by email of the date to the person making the appeal.

This date and time may not be rescheduled, unless there are extenuating circumstances and is approved by the President. Failure to attend the Appeal will forfeit the Appeal and the Appeal Fee.

Any disciplinary action or suspension initially issued by the Disciplinary Committee will remain in effect until the Appeal process has reached its conclusion.

33.5.4 Appeal Meeting

The time limit for this presentation will be a maximum of 15 minutes. The length of the question period is determined by the Appeals Committee; at its sole discretion. Once the question period is over, the Appeals Committee will meet privately to deliberate on the appeal and make its decision.

33.5.5 Appeal Decision

In deciding the appeal, the Appeal Committee may uphold the decision of the Disciplinary Committee, substitute its decision or modify the Disciplinary Committee's action.

The decisions of the Appeal Committee will be communicated by the President by email. A copy of the decision will be kept on file. The ruling by the Appeal Committee is final.

34.0 GRIEVANCES

34.1 Management

As required, the President shall strike a Grievance Committee to hear grievances that arise from time to time from within the general membership. The President shall select no less than three Directors and up to five Directors to participate on the committee.

Sabrecats believes in the “**24-Hour Rule – Cooling off Period**” whereby individuals are expected to use this ‘cool off’ period before making any complaints/grievances.

Any member of the Grievance committee will step aside and be replaced by another member, in any grievance that involves them personally or where a conflict of interest is present.

34.2 Hearings

Upon receiving a written complaint from within the general membership, the President shall convene the Grievance Committee to review the complaint.

A hearing with the Member(s) raising the complaint shall be arranged at a mutually agreeable time within 5 business days of reviewing the complaint.

The Member(s) raising the complaint shall receive the decision of the Grievance Committee within 5 business days of the hearing.

35.0 EQUIPMENT

35.1 Sabrecats Lacrosse Colors

The colors of the Sabrecats shall be Black, Red & Gold.

35.2 Jerseys

Where possible; "Home and Away" sets of jerseys will be issued to all teams participating in a division league organized by CDLA. **The "Home" jersey is the Sabrecats white jersey.**

Teams will assume financial responsibility for all equipment and jerseys issued to them. It will be their duty to ensure that all equipment & jerseys are returned in good condition at the conclusion of the season. Failure to maintain or return equipment and/or jerseys by those responsible for care and maintenance on each team may result in being placed as a "Member Not in Good Standing".

35.2.1 General Equipment Guidelines

General rules/guidelines regarding Sabrecats equipment:

- 35.2.1.1** All players are to conform to the equipment requirements as indicated in the playing rules of CDLA.
- 35.2.1.2** Sabrecats will not provide any equipment to players - with the exception of jerseys and in some cases shorts. Where applicable goalie gear may be provided.
- 35.2.1.3** During games, all teams are required to wear the jerseys supplied by the Sabrecats that display the colors and logo adopted by the Sabrecats. No Sabrecat team is permitted to use a "3rd jersey" or any alternate jersey during the lacrosse season. It is also required that during games, all players are to wear the Sabrecat shorts.
- 35.2.1.4** Name bars will not be permitted on any Sabrecats supplied jersey.
- 35.2.1.5** Alterations are not permitted on any Sabrecats supplied jersey without the consent of the Director of Equipment.
- 35.2.1.6** All Jerseys and Equipment are to be returned to the Director of Equipment by the posted deadline date as posted on the Sabrecats website.
- 35.2.1.7** The return date will typically occur prior to **July 30th** of each season and will include necessary instructions for the return.
- 35.2.1.8** At least once a year, preferably in the Fall, the Director of Equipment will complete an inventory of all equipment and provide the inventory listing to the Sabrecats Treasurer and Executive Director.

35.2.2 Jersey Parent

Team jerseys must be retained by a Team Jersey Parent for every team; they are not to

be used in practices and are not to be sent home with individual players.

People responsible for lost jerseys will be required to reimburse Sabrecats for the replacement cost of the jersey(s).

For further details regarding the responsibilities of the Jersey Parent, refer to the **Appendix Section** of this Policy and Procedure Manual.

35.3 Equipment - On-floor

All teams will be supplied with a coach's bag and bucket of lacrosse balls. Any other on-floor equipment they deem necessary is the responsibility of the coaches and at team cost.

35.4 First Aid Kits

All teams will be provided with a fully stocked First Aid Kit.

It is the teams' responsibility to maintain the stock of this kit during the season. The First Aid Kits are to be returned to the Director of Equipment at the end of the season along with the game jerseys and coach's bag; by the communicated deadline as posted on the Sabrecats website.

If a team is still participating in practices/games after the posted return date, then an email should be sent to the Director of Equipment arranging an alternate drop off time.

All First Aid Kits **MUST** be present on the player's bench during ALL practices and games.

35.5 Goalie Equipment

The Sabrecats will supply appropriate goalie equipment, as required, to individuals and teams.

All goalies are required to wear appropriate clothing underneath of their equipment. This is to protect the equipment and cut down on wear and tear.

All goalie equipment must be returned to the Sabrecats by September 30. The deposit cheque will be cashed on October 1st if the equipment has not been returned. The Director of Equipment-Goalies will then have the equipment cleaned and inventoried.

If the goalie equipment is assigned to a team, then the Coach or Team Manager will sign a form signifying their responsibility for the safe return of the equipment and an equipment deposit cheque may be requested. The value of the deposit will be determined by the Sabrecats Board.

If the goalie equipment is assigned to an individual, then the parents/guardians will sign a form signifying their responsibility for the safe return of the equipment. A deposit will be required at the time of fitting. The value of the deposit will be determined by the Sabrecats Board.

Goalies requesting the use of goalie equipment during the off-season for the purpose of attending a lacrosse camp or goalie clinic must apply to the Director of Equipment-Goalies. Equipment may be rented to Sabrecat members at the discretion of the Director of Equipment-Goalies. The rental rates for off-season use of goalie equipment will be set by the Sabrecats Board.

35.6 Purchasing

All major equipment purchases shall be made only after receiving at least three bids from reputable suppliers for the items in question. The Director of Equipment and/or the Director of Equipment-Goalies shall review the bids and make a recommendation to the Sabrecats Board for approval.

35.7 Requests for Proposal / Request for Quote

A Request for Proposal (RFP) relating to all approved Sabrecats apparel will be requested every two years by the Director of Apparel.

An RFP should be completed to ensure Sabrecats is receiving the best pricing/service with regards to the apparel purchased. An RFP should clearly outline specifics such as, but not limited to; requirements, quantity, number of pieces, processes, pricing and deadline.

The bidding process starts when the RFP is released for public viewing. Companies and contractors interested in fulfilling the RFP should submit all requested information by the deadline. After the deadline, the proposals undergo a review process by the Director of Apparel who will then make a recommendation to the Board for their approval.

35.8 Disposal

Worn or surplus equipment may be disposed of to the members of the Community or if deemed unusable will be disposed of in an appropriate manner. The Director of Equipment shall price the equipment with approval of the Board. Notice shall be given to the Community as to the equipment for sale, price and date of sale. If there is more than one request to purchase the equipment, the successful purchaser shall be selected by the Sabrecats Board.

36.0 SABRECATS APPAREL, BRANDING & LOGO

36.1 Apparel/Branding

In order to preserve the Sabrecats brand, only Sabrecats approved suppliers are to be used for ordering team apparel. Information regarding apparel will be made available on the Sabrecats website.

All apparel bearing the Sabrecats Logo and name must be approved by the Board of Directors and cannot be altered or reproduced without the consent of the Board of Directors.

The use of players' names/numbers on apparel can be a safety and security concern. The decision to place names/numbers on such apparel should be at the discretion of the parent(s).

Note: "Apparel" DOES NOT refer to Sabrecats Lacrosse game jerseys. Apparel instead refers to such items as, but not limited to; Jackets, T-shirts, Hoodies, Track Pants etc.

If a Coach/Team fails to use an approved supplier and instead obtains unapproved apparel through another company, disciplinary action may occur resulting in, but not limited to; suspension of the Coach; until such time that the problem can be resolved to the satisfaction of the Board.

Sabrecats will not be responsible for reimbursing the team/families for any unapproved garments/items purchased and such garments/items will be confiscated.

36.2 Sabrecats Lacrosse Logo

The Sabrecats logo may ONLY be used with the expressed written consent of the Director of Apparel or alternate approved Sabrecats Board of Director(s). Any use without prior permission is strictly prohibited.

36.3 Team Names

All Sabrecats Lacrosse Association team names will be the; '**Sabrecats**' followed by the age group and level of play (ie Sabrecats Peewee B3)

37.0 FLOOR

37.1 Management and Assignment

The management and scheduling assignment of the following items is the responsibility of the CDLA

37.1.1 Practices and League games

The management and scheduling assignment of the following items is the responsibility of the Sabrecats:

37.1.2 Evaluations

37.1.3 Preseason Practices

37.1.4 Conditioning Camps (as required)

37.1.5 Tournaments as sanctioned by the Association

37.1.6 Special programs

All matters concerning the management and assignment of floor times should be directed to the Executive Director.

The CDLA will attempt to make an equitable allocation of floor times across all teams within a division and will not give preference to one division over another division.

Practice times will be sourced from Community Arenas, City of Calgary arena's and surrounding Rural Arenas; to meet the aggregate needs of the Sabrecats.

37.2 Unused Floor Times

It is the responsibility of each Coach or Team Manager to notify the Executive Director as soon as possible if they are unable to use a scheduled floor time. Teams may be penalized as defined in **Section 38.4** for floor that goes unused.

37.3 Irregularities

Coaches and Managers should report any irregularities such as improper cleaning, late arena openings, or double booking to the Executive Director so that the Association may address the problem with the CDLA and the applicable arena personnel.

37.4 Return Floor Policy

The following is the Return Floor Policy for Sabrecats teams for allotted practice times. If a team cannot use a scheduled practice time, **it is the teams' responsibility to find a replacement team.**

Steps for finding a replacement team:

- If you know of a team who would reciprocate practices with you, contact them first. If that team is unable to reciprocate a practice, but can take the practice you are offering, your team may need to just give up the time to that team to avoid any penalty.
- If you do not know of any team to contact, then contact your Age Group Coordinator to request Team Manager's contact information; for the purpose of proactively looking for a replacement team.

37.4.1 Return Floor Policy Penalty

If all attempts to finding a replacement team are unsuccessful, the team may still have the following penalty applied; as approved by the Executive:

- Pay the cost of the floor time; on the contract.

If a team fails to notify the Executive Director of a time that went unused, prior to the date of the time; for example; the team had no intention of using the floor time, the team will be penalized; as approved by the Executive:

- Pay **twice** the cost of the floor time on the contract.

37.4.2 Weather Conditions

In situations where weather conditions make travel to the arena facility unsafe, teams will not be penalized. In these cases, the decision to let the floor go unused should be made by the Coach **on the evening before or on the morning** of the floor time. The Executive Director **MUST** still be notified.

- Every effort will be made to replace this floor time if extra time becomes available.
- If a replacement time is found and is refused by the team, no further replacement time will be given.

38.0 ARENAS & PUBLIC BUILDINGS

38.1 Etiquette & Arrival Times

Please **RESPECT** the Arenas & Public Buildings that you attend for games, practices, tournaments, dry land etc.

Team Management is responsible for their own behavior as are parents and guests. The Head Coach is responsible for the behavior of their players and all coaching staff.

As per the CDLA guidelines the following list of behaviors should be adhered to:

- Cleanliness – dressing rooms should be left in a similar state to where it was upon arrival, the last person leaving should ensure it is tidy.
- Teams must not linger in dressing rooms; all players should be out of the room no longer than 30 minutes after their scheduled time.
- Arrival times – Teams will not be granted access to dressing rooms more than 60 minutes prior to games (Note: this may be amended as required by the Arena facility). Coaches that want their teams there earlier must advise players to keep equipment outside the arena.
- **Equipment in hallways blocking access to emergency exits is a safety violation and will not be tolerated by the facilities.**
- No use of lobbies, stairs, and/or hallways as warm up areas. **This is an insurance risk and disrupts other users.** Please have teams warm up outside, or in some cases arenas may have designated areas to utilize.
- Respect the arena staff – these people are paid to do a job; disrespect or verbal abuse will not be tolerated.
- No use of chewing tobacco and/or alcohol in and around dressing rooms.

38.2 Dressing Room, Arena, & Public Building Damages

Upon arrival:

Coaches **MUST** report any damages observed in the dressing room or if the room was left a mess from the previous team; to the Arena Attendant immediately.

If this is not done, and the Arena Attendant finds damage unreported, then the last team noted as being in the dressing room may be charged. If Sabrecats is liable for any damages/charges, then Sabrecats may forward these charges to the team involved.

If it is found that there was unbecoming behavior by any of the aforementioned, including disruptive behavior, abusive language, physical altercations or vandalism in any lacrosse arena/public building, a Disciplinary Committee Meeting may be convened, and further actions may be taken. Including any or all of the following:

- 38.2.1** Payment for property damage.
- 38.2.2** Suspension from participating in game play.
- 38.2.3** Suspension from being a spectator at minor lacrosse game(s).
- 38.2.4** Involvement of Police authorities if deemed necessary with possible charges.

39.0 PICTURE DAY

All teams are to participate in the Team Photo sessions that are organized by the Sabrecats. Each player will receive one 'Photo', which has been included in the cost of registration. No registration refunds will be made for players who are unable to attend the photo session.

Picture Day will occur at the beginning of May.

The color of jersey to be worn on Picture Day will be communicated to the Team Manager and posted on the website. Players are to wear the Sabrecats designated game jersey and shorts. Players not in compliance may be asked to stand in the back row.

The Picture Day process and schedule will be communicated each season through the Team Manager and posted to the website as soon as the information becomes available.

40.0 MISCELLANEOUS

40.1 Board Member Accessibility

Each Member of the Board shall make their email addresses available within the community and encourage parents to contact them. Phone numbers would be available upon request.

40.2 Distribution of Bylaws and Policy and Procedures Manual

The Bylaws and the Policy and Procedures Manual will be available to all Members on the Sabrecats website.

APPENDIX A - APPROVED ASSOCIATION VOLUNTEER ROLES

Board Member

Player/Goalie Development Committee Member

Apparel Committee Member

Discipline Committee Member

Age Group Coordinator

Team Equipment Distribution/Return Assistants

Financial Auditor/Team Auditor

Equipment Assistants

Apparel Sales Volunteer

Miscellaneous Volunteer Help

Photo Day Coordinator

Photo Day Assistant

Roughnecks 50/50 Coordinator

Roughnecks 50/50 Seller

Memorial Tournament Coordinator

Memorial Tournament Volunteer

Head Coach

Assistant Coach

Team Manager

Team Treasurer

Team Jersey Coordinator

Evaluators

Evaluation Assistants

APPENDIX B - EXECUTIVE ROLES

President

A person elected to one of the positions of Vice President for the previous term shall fill the office. The President shall, upon completion of his term, act as the Past President, in an advisory capacity to the Executive and the Board.

The President shall perform the duties of the office of President as follows:

- ***Shall be an ex-officio member of all committees.***
- ***Shall preside at all Directors meetings of the Association.***
- ***Shall not vote except to cast a deciding vote.***
- ***Oversee all Directors and is responsible for all duties of the Association.***
- ***Preside at the Annual General Meeting.***
- ***Shall be the official representative of the Association at Calgary District Lacrosse Association (CDLA) and Alberta Lacrosse Association (ALA) meetings***
 - 2-year term.
 - Executive Committee Member.
 - Chairs the Appeals Committee.
 - In the event where a VP or any other Director has a Conflict of Interest, the President will step in.
 - Has signing authority for the Association bank accounts.
 - Approves 'transfers' and 'releases'.
 - The President will carry all eligible votes to represent Sabrecats Lacrosse Association as a member of the CDLA and/or ALA. In the event that, the President is unable to represent the Sabrecats Lacrosse Association vote with CDLA and/or ALA then it will be passed to another Sabrecats Lacrosse Association Board of Director, as approved by the Sabrecats Board. The position of the vote is to be determined by the Sabrecats Board.
 - Prepares the agenda for the Board of Director meetings; with input from the Directors.
 - Participates in the preparation & review of the Annual Operating Budget & Financial Statements.
 - Absolute last line, in all Disciplinary issues.
 - Promotes Fair Play and discipline.
 - Approves Evaluation data and team selection volunteers.
 - Ensures that all Coaches undergo and complete the Police Information Check (PIC); as required by the Association
 - Performs all required Press Releases through the media; as required by the Board.
 - Direct Reporting includes, but not limited to: Treasurer, Secretary, Vice President Major, Vice President Minor, Vice President Girls, All Directors, Legal Counsel, Executive Director/Administrator, Registrar, and Webmaster.
 - Supports and provides direction, as required to: to all Board members.

Vice President Major (Bantam, Midget, and Junior)

The person elected to the position of Vice President Major, may on the completion of their term, fill the position of President for the following term.

Duties of the Vice President Major include but are not limited to:

- Attend and participate at monthly Board Meetings
- Attend the Annual General Meeting
- Reports to the President
- Has voting rights
- 2-year term
- Shadow and observe the role of the President
- Executive Committee Member
- Chairs the Disciplinary Committee for Bantam, Midget and Junior Divisions
- Point of contact regarding any complaints or Informal Resolutions Bantam, Midget and Junior Divisions
- Member of the Coach Selection Committee for Bantam, Midget and Junior Divisions
- Has signing authority for association bank accounts (if required)
- Participates in the preparation & review of the Annual Operating Budget & Financial Statements
- Shall preside at all General and Special meetings of Sabrecats Lacrosse Association and all meetings of the Executive; in the absence of the President

- The VP Major may act on behalf of the President in the event that
 - The President is absent from any meetings of Sabrecats Lacrosse Association.
 - The President is unable to fulfill the duties of the Chair due to a conflict of interest
 - The Board of Directors accepts the President's resignation.
- Accompany the President to various external meetings (President's Council, CDLA and/or ALA meetings, etc).
- primary point of contact for coaches and managers regarding discipline concerns on or off the floor (suspensions, conduct by players, parents and/or coaches) for Bantam, Midget and Junior divisions with support from Director of Discipline
- Field calls &/or emails from association members
- Liaise with members and listen to concerns within Sabrecats Lacrosse Association. Bring various concerns and issues forward to the Board on behalf of the constituents.
- Support and provide direction, as required to the following; Director & Assistant Director of Coaching, Director & Assistant Director of Evaluations, and Director of Discipline for all areas, issues and concerns Bantam, Midget and Junior divisions.

Vice President Minor (Mini-Tyke, Tyke, Novice, Peewee)

The person elected to the position of Vice President Minor, may on the completion of their term, fill the position of President for the following term.

Duties of the Vice President Minor include but are not limited to:

- Attend and participate at monthly Board Meetings
- Attend the Annual General Meeting
- Reports to the President
- Has voting rights
- 2-year term
- Shadow and observe the role of the President
- Executive Committee Member
- Point of contact regarding any complaints or Informal Resolutions Mini Tyke, Tyke, Novice and Peewee divisions
- Member of the Coach Selection Committee for Mini Tyke, Tyke, Novice and Peewee divisions
- Has signing authority for association bank accounts (if required)
- Participates in the preparation & review of the Annual Operating Budget & Financial Statements
- Shall preside at all General and Special meetings of Sabrecats Lacrosse Association and all meetings of the Executive; in the absence of the President
- The VP Minor may act on behalf of the President in the event that:
 - The President is absent from any meetings of Sabrecats Lacrosse Association.
 - The President is unable to fulfill the duties of the Chair due to a conflict of interest
 - The Board of Directors accepts the President's resignation.
- Accompany the President to various external meetings (President's Council, CDLA and/or ALA meetings, etc).
- primary point of contact for coaches and managers regarding discipline concerns on or off the floor (suspensions, conduct by players, parents and/or coaches) for Mini Tyke, Tyke, Novice and Peewee divisions with support from Director of Discipline.
- Field calls &/or emails from association members
- Liaise with constituents and listen to concerns within Sabrecats Lacrosse Association. Bring concerns and issues forward to the Board on behalf of the association members
- Support and provide direction, as required to the following; Director & Assistant Director of Coaching, Director & Assistant Director of Evaluations, and Director of Discipline for all areas, issues and concerns associated Mini Tyke, Tyke, Novice and Peewee divisions.

Treasurer

Persons nominated for Treasurer should have a financial background, ideally a professional accounting designation.

The Treasurer shall perform the duties of the office of the Treasurer which shall include:

- ***Attend and participate at monthly Board Meetings.***
- ***Attend the Annual General Meeting.***

- ***Reports to the Board.***
- ***Shall properly account for the funds of the Society and keep such books as may be directed.***
- ***Shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting; a statement duly audited of the financial position of the Society and submit a copy of the same for the records of the Society.***
- Shall be responsible for overseeing the association finances
- File Annual Society returns.
- Has voting rights.
- 2-year term.
- Must be a signing authority for all bank accounts; along with the President & Executive Director.
- Executive Committee Member.
- Presents an annual financial statement of all operations for presentation at the AGM.
- Prepares annual audit file for review.
- Prepares the annual budget with input from Sabrecats Lacrosse Association Board & Executive Director.
- Shall conduct correspondence on behalf of the Board.
- Prepares and files applications to the AGLC in conjunction with the Executive Director
- Prepares and submits all reports to the AGLC in conjunction with the Executive Director.
- Report at monthly Board meetings updates of current financial status; including financial statements vs. budget variance explanations for the last accounting period.
- Shall work with the Executive Director as required for relevant business of the Association.
- Maintains accounting records and back-up data.
- Reconciles all bank accounts.
- Works with the Registrar to reconcile the registration numbers to the financial records.

Secretary

Secretary shall perform the duties of the office of the Secretary which shall include:

Attend and participate at monthly Board Meetings.

- 2-year term
- Attend the Annual General Meeting.
- Reports to the Board.
- Shall be responsible for minutes of board meetings and communicating those to the board
- Maintain the Bylaws & Policy and Procedure Manual along with the Executive Director

Past President

The President shall, upon completion of his term, act as the Past President, in an advisory capacity to the Executive
Duties of the Past President include but are not limited to:

- 2-year term
- Does not have a vote
- If requested, can sit on a committee
- If requested, can preside at all Directors meetings
- If requested, can oversee all Directors and be responsible for all duties concerning Sabrecats Lacrosse
- If requested, can preside at the Sabrecats Annual General Meeting
- If requested, can be an official representative of Sabrecats at the Calgary District Lacrosse Association

APPENDIX C - DIRECTOR AND ASSISTANT DIRECTOR ROLES

Director of Branding & Apparel

Duties of the Director of Branding & Equipment include but are not limited to:

- 2-year term
- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Has voting rights.
- Responsible for all apparel & apparel sales.
- Ensure consistency in presentation, standardization and imagery of Sabrecats Lacrosse Association apparel
- Authority / Approval of Communication, Imagery and Standardizations of Sabrecats Lacrosse Association (with Director of Communications and Executive Director).
- Ensures that apparel is present at all Association functions. Events will vary.
- Responsible to work with the approved apparel provider.
- Present new ideas for apparel and accessories, to the Board for approval.
- Maintain inventory records of Sabrecats Lacrosse Association owned apparel.

Director of Coaches

Duties of the Director of Coaches include but are not limited to:

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Reports to the Vice Presidents.
- Has voting rights.
- 2-year term.
- Responsible for understanding the required coaching certifications
- Oversees the Police Information Check (PIC) process and ensures **all** Coaches are compliant by the communicated deadline.
- Ensures **all** Coaches have proper certification for the Association as per guidelines set by Sabrecats Lacrosse Association, CDLA and/or ALA & CLA, by the communicated deadline.
- Responsible to verify **all** Coaches listed to teams, and their certifications by the communicated deadline.
- Submits reports to the Sabrecats Lacrosse Association Board; as required.
- Chairs the Coach Committee selection process.
- Communicates decisions with all Coach Applicants after teams have been assigned.
- Develops and maintains the format and guidelines for the evaluation of Coaches.
- Develops and maintains Coach Evaluation material; mid-season and year end and will arrange Coach Review's and reference checks as required.
- Host all Coaches meeting.
- Shall arbitrate any disputes arising among Coaches or between Members and Coaches.
- Participate in Coach disciplinary hearings & grievances, as required.
- Work with the Vice Presidents and Director of Discipline on any coach suspension.
- Distribute related CDLA and/or ALA, and CLA information to coaches; in a timely manner.
- Ensures that each Coach has access to an up to date CDLA and/or ALA Rules & Regulations book.
- Mentor and support Coaches throughout the year.
- Supports Age Group Coordinator recruiting coaches

Director of Legal

Duties of the Director of Legal include but not limited to:

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Reports to the Vice Presidents.
- Has voting rights.

- Oversees By-Laws and ensures filing of appropriate documentation under the Societies Act
- Advises on legal matters and reports on on-going issues to the Board
- 2-year term.

Director of Discipline

The responsibilities and functions of the Director of Disciplinary include but not limited to

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Reports to the Vice Presidents.
- Has voting rights.
- 2-year term.
- Supports the VP's hear appeals from disciplinary measures taken by the CDLA Disciplinary Chair against a Sabrecats player, parent, or coach
- Supports the VP's to hear charges brought against any Participant and coach;
- gathers statements from appropriate individuals when required by an internal investigation or as requested by the CDLA or ALA Discipline Chair
- chairs the discipline hearing regarding association discipline concerns

Director of Evaluations

Duties of the Director of Evaluations include but are not limited to:

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Reports to the Vice Presidents.
- Has voting rights.
- 2-year term.
- Shall be responsible for coordinating and overseeing player/goalie evaluations and ensure players are assigned to teams at their appropriate playing levels.
- Shall arbitrate any disputes arising during player evaluations and keep the Board up to date on such issues along with Vice Presidents of appropriate age group.
- Shall chair the ongoing Evaluation Review Committee and present proposals to the Board for changes to the Player Evaluation Process.
- Should attend all floor times during evaluations.
- In communication with Director of Volunteers with regards to volunteers for evaluation process
- Support and provide direction, as required to: Evaluation Coordinators, Evaluators & on floor Evaluation Instructors.
- Be present in all team formation meetings (where a conflict does not exist)

Director of Volunteers

Duties of the Director of Volunteers include but are not limited to:

- 2-year term
- Attend and participate at monthly Board Meetings.
- Attends the Annual General Meeting.
- Has voting rights.
- Point of contact for Sabrecats Lacrosse Association regarding volunteer opportunities.
- Ability to assign members to volunteer opportunities in special events, tournaments, and other positions as requested by the Board.
- Responsible for tracking the Volunteer Bond for the membership and keeps the Board up to date with the program.
- Works with the Executive Director &/or Treasurer in the management of the Volunteer Bond finances.
- Works with Age Group Coordinators to organize volunteers for Evaluations.
- Works with Memorial Tournament Coordinator for volunteer component
- Works with Photo Day Coordinator for volunteer component
- Ensures Volunteer Bond Completions are done

Director of Equipment

Director of Equipment - Goalies

Duties of the Directors of Equipment include but are not limited to:

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Has voting rights.
- 2-year term
- Dispose of Equipment no longer needed by Sabrecats Lacrosse Association.
- Maintain up to date information on recommended equipment for players and goalies.
- Shall act as approval authority for expenses specifically related to equipment purchases.
- Prepare yearly equipment budget and prepares an inventory list and budget requirement for equipment prior to budget meeting.
- Responsible for all equipment & jerseys (manages the purchases and maintenance).
- Reports to the Board on needs or changes to budget and obtains three (3) bids (written quotes) on all purchases over \$500.
- Purchases not budgeted for must receive approval from the Board.
- Ensures that all equipment is returned to stock by September 30th.
- Organize Coach's bags for distribution – including notifying the Executive Director of required ordering

The following are the responsibilities **related to jerseys**:

- Maintaining accurate inventory of distributed jerseys and all unused jerseys.
- Order jerseys for Mini Tyke and Tyke each season
- Shall distribute jerseys to team Coaches at the beginning of the year and maintain an accurate inventory of same.
- Collect jerseys from all Coaches or Team Manager's at the end of the year.
- Replacement of lost or damaged jerseys during the regular season.
- Proper storage of jerseys in the off season.
- Maintain an accurate inventory of all jerseys and oversee repair or replacement of jerseys as required.
- Ensure all Coaches know jerseys are NOT to be worn during practices
- Ensure all coaches are aware that they must assign Jersey Parents

The following are the responsibilities **related to goalie equipment**:

- Maintaining accurate inventory of all goalie equipment.
- Distribute goalie equipment to all Coaches Tyke and Novice consisting of a storage bag, leg pads, chest protector, cup, gloves, stick and throat protector. Maintain an accurate inventory of such.
- Distribute goalie equipment required at Novice, Peewee, Bantam, and Midget and maintain accurate records.
- Collect equipment from goalies and/or Coaches at the end of the year and maintain accurate records
- Oversee repair and/or replacement of goalie equipment.
- Obtain postdated deposit cheques for goalie equipment in accordance with Policies and Procedures.
- Shall recommend and oversee purchases of new and replacement equipment.

Director of Player/Coach Development

Duties of the Director of Player/Coach Development include but are not limited to:

- 2-year term
- Attend monthly Board meetings.
- Attends the Annual General Meeting.
- Develop a yearly plan and budget for Development Program(s).
- Develops and implements the Player, Coach & Goalie Development program(s) as approved by the Board.
- An outside company may be used as a resource for creating and/or providing on floor instruction for the development program(s) as approved by the Board.
- Oversee the Conditioning Camp; as required.

- The development programs (i.e., Try-it day, goalie camps). Working in conjunction with the Director of Coaches may be required.
- Coach Development
 - Develops and manages programs for the development of coaches.
 - Develops and manages programs for the development of Coach Mentors.
 - Recruits Coach Mentors as required.
 - Reviews requests from teams for Coach Mentors and assigns Coach Mentors.
 - Develop and maintains Coaching Resources (practice plans, etc).
 - Provides supplementary training and development for Coaches; as required.
 - Arranges coach practice and game reviews; as required.
- Player Development:
 - Develops and manages programs for the development of players.
 - Coordinates player development through various specialty clinics.
- Monitor a sample of team practices throughout the season to ensure processes are being followed.
- Present concerns to the Board for review and if needed, the Disciplinary Committee may become involved.
- Provide a detailed financial summary of the program(s) at year-end.
- Provide supplementary training and development for the Coaches, as required

Director of Communications

Duties of the Director of Communications include but are not limited to:

- Attend and participate at monthly Board Meetings as required.
- 2-year term
- Attend the Annual General Meeting as required.
- Provides assistance to the Executive Director in a timely manner in posting information to website the
- Has voting rights.
- Responsible for all internal and external major communications on Sabrecats website
- To provide assistance to any Director or Coordinator requiring communication mediums.
- Social Communication management (Twitter, Facebook & Instagram).
- Ensure consistency in presentation, standardization and imagery of Sabrecats Lacrosse Association communication.
- Authority / Approval of Communication, Imagery and Standardizations of Sabrecats Lacrosse Association
- Responsible for all website maintenance.
- Responsible for domain renewal and maintenance.
- Communicate with Board members concerning website issues.

Director at Large

The purpose of the Director at Large position is to be filled by someone who has previous experience in good standing on the Sabrecats Lacrosse Association Board of Directors (SLA BOD). This person needs to have enough experience to effectively provide guidance and direction to the Board while representing the interests of all members. This person will have an active role on the SLA BOD.

The person who fills the seat as Director at Large can be nominated by any current member in good standing with SLA. The nomination is to be presented to the SLA Board of Directors and the acceptance of the nomination is to be voted on at a BOD meeting.

The person elected to the position will have previously, for a minimum of 2 years held a voting position on the SLA Board. A maximum of three (3) Director at Large positions are to be filled at any one time. It is not mandatory for any or all seats to be filled.

Duties of the Director at Large include but are not limited to:

- Attend and participate at monthly Board meetings.
- Attend the Annual General Meeting.

- Reports to the President.
- Has voting rights
- At minimum, one (1) Director at Large will oversee/assist with internal disputes as per the SLA Policies & Procedures, SLA Bylaws, CDLA and/or ALA Rules & Regulations, ALA guidelines and/or CLA guidelines.
- Must assist within a special project committee as approved by the BOD.
- Is prohibited from holding any other position on the BOD.
- Field calls &/or emails from members and liaise with members; bringing concerns forward to the Board.

APPENDIX D - CONTRACT ROLES

Executive Director/ Registrar

Duties of the Executive Director include but are not limited to:

- This position within the Sabrecats Lacrosse Association is a paid contract position.
- Remuneration for this position will be decided by the Board on an annual basis to maximum \$15,000/year
- Executive Director will report to the President on day to day responsibilities
- To perform any duties of the Program as requested by the President.
- Attend and participate at monthly Board Meetings.
- Attend ALA AGM
- Attend CDLA Board Meetings as well as AGM
- Attend the Sabrecats AGM
- This position does not have voting rights at the monthly Board Meetings
- Assist with keeping an account of all monies, bank accounts, investments and special events organized by the Program.
- Develop, implement and maintain processes and relationships creating a consistent and reliable approach to the operations of the Program.
- Responsible for all internal and external major communications.
- Assist with maintaining the Bylaws, Policies & Procedures, & related documents, and manuals
- Facilitate a smooth transition between outgoing and incoming Executive Members to ensure the progress made by the previous Board is maintained.
- Assist with the ongoing operational issues of the Program and support the roles within the Board to reduce the risks of volunteer burnout.
- Provide support to each Director by developing and maintaining support systems for their individual portfolios. Provide assistance to any Director or Coordinator requiring communication mediums.
- Organizing and hosting the Fall AGM.
- Assist in the process for the communication of all registration requirements - collection of Registration fees and refund fees when required.
- Board of Directors Meetings; prepare and distribute agenda for meetings as required, prepare documentation, presentations as required
- Annual General Meeting; Distribute notification of Meeting, Agenda and Minutes of previous meetings; prepare presentations and documents required and when needed; act as Recording Secretary for the Annual General Meeting.
- Develop and maintain working relationships with other Lacrosse Associations.
- Support and provide direction to Sabrecats Lacrosse Team Managers with regards to communications and processes that are to be followed.
- Assist the Director of Volunteers with securing volunteers for the various events throughout the season.

Duties of the Registrar include but are not limited to:

- Communicate with Board members concerning registration issues.
- Responsible to ensure the approved Registration Fees are implemented.
- Ensure proper procedures are in place to handle player releases and that they are followed.
- Shall arrange for and carry out the registration of players for the Program.
- Gather player registration information and forward to required members of the BOD in a timely manner.
- Coordinate the advertising of player registration information within the community.
- Prepare registration forms and information for the website
- Shall ensure all teams are properly registered with the CDLA & ALA.
- Shall ensure all floor requested for lacrosse related events such as evaluations, tournaments, conditioning camps, development programs, and clinics; has been booked;
- Liaise on a regular basis with CDLA to ensure scheduling is complete
- Setting up of registration system including payments, boundaries, information auditing
- Coordination and scheduling of all floor times
- Overseeing all Special Events, as decided on by the Board (i.e. Try-It Day).
- Marketing/Advertising Activities (including registration publicity).
- Send "Flash" & "Bulletin" E-mails to the membership.

- Communication of any CDLA and/or ALA updates to membership.
- Single point of communication(s) between the Sabrecats and CDLA and ALA – meetings, team submissions, policies and procedures

Technical Director

Duties of the Technical Director include but are not limited to:

Objectives of the Technical Director of Development

- 1) **Coach Development:** To provide coaches of all levels with timely, adequate, and appropriate information, programs, and resources that will allow coaches to:
 - Confidently volunteer as a coach or assistant coach regardless of their Lacrosse experience
 - Create a positive and fun learning environment that promotes player retention
 - Effectively and properly develop the individual Lacrosse skills of their players at various levels
 - Effectively and properly develop team Lacrosse concepts and systems at various levels
 - Gain an understanding of the rules of the game
 - Understand and implement the Sabrecat Association's development path and principles, to provide players with a consistent learning experience and set of skills.
- 2) **Player and Goalie Development:** To provide players of all levels, on an optional basis, supplemental training programs and resources that will allow them to:
 - Develop specific lacrosse skills through specialized programs, i.e. goalie, shooting, stick stringing, etc.
 - Prepare during the preseason through the provision of conditioning camps at various levels
 - Determine if lacrosse is a good fit for them, i.e. "Try-It Days"

The Responsibilities of the Technical Director will be as follows:

- 1) Coach one of our Association "A" Teams as needed
- 2) Provide "Start-Up" Coaching Clinics at the beginning of the season. The clinics should:
 - Be broken into age groups with material that is relevant to the development objectives of that age group
 - Reinforce the Sabrecat philosophy and policies of athlete development
 - Provide coaches with proper and adequate instruction on the skills that need to be learned at each age group or level
 - Provide coaches with instruction regarding the options and proper execution of team systems and special teams at various levels, i.e. transition, bench management, power play, etc.
 - Provide instruction regarding the proper execution of drills / games relevant to the age group, including the key teaching points for each drill.
 - Execute a portion of the drills to ensure they are understood and to demonstrate proper error identification and correction techniques.
 - Provide a review of some relevant rules that coaches should be aware of at that age group.
- 3) Attend practice for each team
 - Communicate with coaches in advance to understand their current needs
 - Coach the coaches to properly run drills, identify and correct, and communicate with the team
 - Determine which coaches may need or want additional assistance
- 4) Provide optional specialty clinics for coach or player development
 - Goalie
 - Shooting
 - Stick Stringing / Equipment issues
 - Transition Options
 - Power play / Penalty Kill Strategies
 - Bench Management
 - Rules Interpretation / Explanation

- “Bring your question”
- 5) Develop a core group of experienced and knowledgeable coaches within the organization that can assist in coaching clinics, practices, and mentorship.
 - 6) Provide input as requested to the Coach Selection committee