

# GELC

Coaches and Managers

# HANDBOOK

## 2022



## 10.01.2 CODE OF CONDUCT

All Persons, Members, Players, Coaches, Managers, Trainers, officials and members of Members shall:

1. Attempt at all times to work toward the goals and objectives of the GELC and the game of Lacrosse, and towards the betterment of its members;
2. Strive to heighten the image and dignity of the GELC and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the GELC or the Game;
3. Always be courteous and objective in dealings with other members;
4. Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the GELC;
5. Strive to achieve excellence in the sport while supporting the concepts of Fair Play and a Drug-Free sport;
6. Show respect for the cultural, social and political values of all participants in the sport;
7. As a guest in a foreign country, other province or other Association, abide by the laws of the host and adhere to any social customs concerning conduct.



### **Greater Edmonton Lacrosse Council**

**Telephone:** 780-466-098 **Fax:** 780-463-0591

**Office Address:** #202 303- 69 Avenue NW, T6P 0C2

*The office is located on the second floor of the Power Express Building.*

**Email:** edmlax@telus.net **Website:** www.gelc.ab.ca



202-303-69 Avenue NW, Edmonton Alberta, T6P 0C2

28 March 2022

The GELC would like to welcome you to your new role as a Coach/Manager. You are a critical part to the team, and we are proud of our exceptional volunteers who dedicate their valuable time and energy to promote, encourage and facilitate the sport of lacrosse. Our success is based on the support of our volunteers, I would like to thank the returning coaches and managers for their continued support. For the new coaches and managers thank you for stepping up and taking on the responsibilities of guiding our young players to reach for their goals. The efforts of these individuals giving countless hours of energy and time collectively helps build a strong organization that in turn raises better citizens and athletes.

The mission of the GELC is to build the complete player and develop a well-rounded citizen. We want our players to be here for their entire minor lacrosse career and to provide lacrosse opportunities for all our lacrosse players that help them grow and reach their next desired level of play.

We have a commitment to teaching players to:

- Love the game of lacrosse and have fun!!
- Be generous in winning and more importantly, graceful in losing
- Be fair and display sportsmanship both on and off the floor
- Be obedient to the rules and respect the officials
- Work for the good of the team and put the team first
- Conduct yourself with honour and dignity, representing the GELC and your home club.
- Always strive to be the best you can be, and remember, it's just a game!!

A lacrosse season should not solely be judged on wins and losses. The smiling faces leaving the arena each day should measure our successes. The overall experience is what matters.

Yours in lacrosse,  
Tim Stewart  
President  
Greater Edmonton Lacrosse Council

## Executive 2021 - 2022

<b>President</b>	Tim Stewart president@gelc.ab.ca
<b>Vice President of Administration</b>	Barb Smyth vicepresidentadministration@gelc.ab.ca
<b>Vice President of Finance</b>	Rene Couturier vicepresidentfinance@gelc.ab.ca
<b>Vice President of Organizational Development</b>	Vacant

## Standing Committee Chairpersons

<b>Discipline and Appeals</b>	Ron Simpson discipline@gelc.ab.ca
<b>Bingo and Gaming</b>	Lisa Mitchell
<b>Referee-In-Chief</b>	Terry Rocchio gelc.ric@albertalacrosserefs.ca

## Staff

<b>Executive Director</b>	<b>Donna Haggstrom</b>	<b>780-466-0981 780-908-6539 edmlax@telus.net</b>
<b>Administration</b>	<b>Anna-Lise Hobday</b>	<b>gelcadm@telus.net</b>

## Arenas

### **Arena Etiquette:**

1. Please Park in designated parking arenas provided at the arenas.
2. Prior to the team entering the dressing rooms of an arena, **a coach or manager MUST** get the dressing room key from the Attendant.
3. Check the dressing room for any damages or mess prior to your team entering the room.
4. Upon Completion of the game the dressing room must be vacated and left as it was found, the key returned to the attendant.
5. Each year we have reported to us vandalism in washroom and dressing rooms any damages done by your team will be charged back to the team via the club.
6. Please designate an adult to ensure the players' benches are left in a clean and tidy manner after you game as well.
7. Remind your spectators about keeping the Arenas clean, and using the garbage cans.
8. Complaints about the arenas need to be addressed immediately with the GELC office staff.
9. In Spruce Grove you are required to bring your own lock with you.
10. Players and coaches who go on the floor are required to change foot wear to inside runners for play. If the team is sent running outside pre game please wear outside shoes and change.

Arena Locations are included on the GELC website

## **Facilities and Scheduling Policies**

### **Practice Cancellations: (City of Edmonton Facilities)**

All floor time booked for practice will not be refunded. Make sure you club knows you are not using it so they can put another team in your place.

### **Game Rescheduling Policy: Deadline date of: TBD**

There will be a one-week opportunity after the release of the schedules to accommodate any game changes due to the reasons below:

1. Games will be rescheduled for teams entering tournaments.
2. Game will be rescheduled for teams missing players due to school functions whereby more than half of the team will be missing. (e.g. Graduation, or field trips)
3. **COACH and/or GOALIE** absence will not be considered a reason for rescheduling games.
4. **Please note if you have not requested a game change in the first week of the schedule your request at a later date may not be honored, and it will cost the team making the request a \$100.00 rebooking fee, charged to the club.**
5. No scheduled games in the first two weeks of the schedule will be rescheduled due to the necessity of obtaining officials for those games and not being able to cancel within the required notice.

### **Procedure to reschedule games will be as followed:**

1. Request sent to GELC office.
2. The request must include the reason for the reschedule and possible dates that would work on both team's schedules. (Check for conflicting dates on the two individual schedules)

### **Rescheduling of Games Related to Referee Non-Attendance**

#### **When there is only one or no officials at the game.**

1. Email the Referee in Chief at [gelc.ric@albertalacrosserefs.ca](mailto:gelc.ric@albertalacrosserefs.ca), it goes to his phone, and he can find out where the officials are.
2. Game shall not be played (as per ALRA rules).
3. Coaches and parents who are not ALRA members cannot officiate games.
4. Coaches and parents, or players who may be ALRA officials may officiate with permission of both teams' coaches. Documentation of this must occur on the game sheet and sent to the GELC office.

5. Games during the last scheduled week of play where officials do not appear to referee the game will not be rescheduled but will be awarded a tie in the standings. Prior to the last scheduled week, we (GELC) will reschedule the game to the final weekend prior to the start of playoffs.

### **Booking of Extra Floor time**

If you would like to book additional floor time for an exhibition game or practice, please check with your clubs schedulers for available times.

### **Opening of Arenas**

The City of Edmonton policy on arena opening and closing is as follows:  
The arenas shall be opened 45 minutes before the first scheduled event of the day.  
The arena shall be vacated and closed by the attendant one-half hour after the last scheduled game or practice.  
This is common in all facilities that the GELC uses.

### **Dressing Rooms – ALL Facilities**

All unnecessary mess left in any dressing room used by the GELC will result in the offending team being levied a **minimum** \$100.00 clean up charge. This fee may be larger depending on the facility and charges incurred in that facility.

As a coach it is your responsibility to address any untidy or messy conditions with the Arena attendant before you accept the keys to the dressing room.

Alcohol, chewing tobacco, and sunflower seeds are not allowed in any areas of the arenas. If any of these items are found in any dressing rooms clean up fees may be charged.

Coaches it is your responsibility to ensure that sticks and balls are not used inside dressing rooms.

### **Arena Damage - All Facilities**

Any damage to the facilities that results in a charge being sent to the GELC or one of its member organizations will be charged to the responsible parties. It will be invoiced to the Club and dispersed from the club to the appropriate team or individual.

### **Playing Surface:**

Anyone shooting the ball around on the floor of an arena must have a helmet on, or they will be asked to leave the floor.

If at any time the Arena attendant is on the playing surface, no balls, and sticks, will be allowed on the surface until the attendant has finished his responsibilities. You will be allowed on to the floor at the start of your scheduled floor time, if requested to leave the surface prior to that time please do.

**Anyone under the age of 18 must have a helmet on while on the floor. Coaches under the age of 18 must have helmets on while on the floor.**

## Concerns about Referees

Please send all referee issues to the GELC Referee-In-Chief, Terry Rocchio, at [gelcric@albertalacrosserefs.ca](mailto:gelcric@albertalacrosserefs.ca)

The following guidelines will be followed by the GELC Referee-In-Chief and the Alberta Lacrosse Referees Association.

1. Compliments are always welcome.
2. Concerns should be **directed to the GELC Referee-In-Chief and not to the referees on the floor** or any other referee in conversation or otherwise.
3. Referees will be disciplined, when necessary, by the Alberta Lacrosse Referee's Association.
4. All concerns must be:
  - a. In writing.
  - b. Must be sent within a minimum of 24 hours after the conclusion of the game, and no more than 72 hours after its conclusion. This will allow coaches the opportunity to process and reflect on the incident.
  - c. We will not investigate incidents that happened months earlier.
  - d. Must be a significant incident and/or pattern of unprofessional behavior. Missed calls do not qualify for review.
  - e. You must include your full name, what team you are with, your position with the team, as well as the date, time and location of the game and the referee (s) name/description if possible.
  - f. Include witness statements or contact information if possible.
  - g. Provide this information to your club President, the GELC office, in addition to the RIC.
5. Inappropriate Referee Conduct (swearing, yelling at spectators etc.) will be taken seriously. Such behavior by a referee may result in verbal, written warnings, or suspension of the referee at the discretion of the Alberta Lacrosse Referee's Association.
6. If you have a concern as to the overall competence of a referee at a certain level of play, please let the GELC Referee-In-Chief know. Evaluations and mentorships are organized throughout the season, but input regarding certain officials may result in directed mentoring.
7. Any general questions about the rules of play can be asked of the ALA Manager of Officiating, using the "ask the ref" feature on the ALRA website, or by emailing [raymond@albertalacrosse.com](mailto:raymond@albertalacrosse.com).

# Discipline Section



## GELC DISCIPLINE

### A SPECIAL NOTE WITH RESPECT TO OFFICIALS ABUSE

Discipline dispensed with respect to official's abuse verbal or otherwise after hearing from the relevant parties will be severe in the event the facts of the incident warrant same. There is no room in our game for official's abuse by players, coaches and/or fans of the game. They will be dealt with severely. Do not be the precedent setting example.

### The GELC Discipline Committee for 2022

Discipline Chair	Ron Simpson	discipline@gelc.ab.ca
RIC	Terry Rocchio	gelc.ric@albertalacrosse.ca
Blues	Catrina Hartmann	president@blueslacrosse.ca
Crush	Arden Turner	Discipline.leducrush@gmail.com
Posse	Matt Martel	Discipline@parklandposse.com
Raiders	Stacey Meighen	discipline@beaumont RAIDERS.com
Rams	Martin Gautier	disciplinedirector@ramslacrosse.ca
Rebels	Dan Gartner	discipline@fortsaskrebels.com
Rock	Jason McDonald	westlockdiscipline@gmail.com
Titans	Karen Wellner	president@sherwoodparktitans.ca
Warriors	Cary Craig	disciplinechair@warriorlacrosse.ca
Wizards	Barb Smyth	president@wizardslacrosse.ca

### **Discipline and Suspensions**

The primary purpose of the Discipline Committee is to enforce the decisions made by our officials pursuant to the CLA rules of play.

The following is the Discipline and Suspensions criteria that all teams must follow when dealing with their players and coaches.

It is the **team's responsibility** to track and record suspensions appropriately.

It's the **club responsibility** to ensure the suspensions are being served. If not recorded on the game sheet they are not counted towards time served. Team management is required to make sure player's suspensions are recorded.

*The Players Name and game(s) associated to that suspension i.e.: 1 of 3  
Suspensions for coaches and fans shall be recorded in the same manner as for players.*

**All suspensions are required to be written on the lines left for suspensions on the game sheets.**

***This includes all suspended players, coaches, and fans.***

***Please ensure all game sheets with suspensions are uploaded to the game in Ramp immediately following the game***

***In addition, all game sheets with suspensions must be sent to your club discipline chair, for additional tracking and confirmation that the suspension has been served.***

**Any team who uses a player who is suspended will forfeit all team points gained in the games played with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative listed previously. If a coach allows a suspended player to play the coach will be suspended for the next day.**

**If the coach has not documented on the game sheet a suspended player correctly, and that player is verified as having sat out the game, the coach who signed off the game sheet as the head coach shall be suspended for the next game rather than the player sitting an additional game.**

A suspension status report will be sent to Club Discipline Representatives on a biweekly basis. It is the responsibility of the club discipline representative to inform coaches, players, and fans of their suspensions and of any hearings requiring their presence. Please refer to them for your players / coach status suspensions.

All suspensions not served at the end of the season must be then served in the following season at whatever level / league you play that season. Check with your club discipline chair if you have players who need to sit a game from a previous year suspension which has not served.

Our jurisdiction to dispense discipline is derived from the by-laws and regulations of the GELC noted below along with the process for how hearings should they arise be necessary.

We will be meeting on the following Thursday's May 5, May 19, June 2, and June 16. Tuesday July 5th will be the final wrap up meeting for the year. If there are no discipline issues to be heard there will be no meeting. Your club discipline chair will notify appropriate team officials should your presence be required at a hearing.

## 2022 DISCIPLINE CHART

Type	ALA Position	GELC Position
<b>Minor</b>		2 minute penalty
<b>Double Minor</b>		4 minute penalty
<b>Major</b>		5 Minute Penalty
<b>Game Misconduct CLA Rule 79</b>	As per CLA Rule 79, will result in the individual being suspended for the remainder of the game, immediately leave the venue or go to the dressing room	Remainder Of Current Game, Must Immediately Leave the Venue (Building), Or Go To The Dressing Room And Sit For Remainder Of Game In The Dressing Room. Game plus may be added for attempt penalties
<b>Match CLA Rule 80</b>	Match as per CLA Rule 80 will result in the individual being suspended from all ALA sanctioned activities. An incident report will be immediately filled out and sent to the committee	<b>Minimum two game suspension and may be required to appear before discipline as per the discipline chair</b>
<b>Gross Misconduct CLA Rule 48</b>	As per CLA Rule 48 will result in a MATCH PENALTY with the individual being suspended from all further ALA sanctioned activities and the incident referred to committee	<b>As per ALA May not be at or inside a GELC arena until resolution and or suspension served</b>
Infraction	ALA POSITION	GELC POSITION
<b>5 Penalties In 1 Game - Expulsion</b>	Remainder of Game	<b>Expulsion –remainder of the game</b>
Checking From Behind	As per CLA rule 38	<b>Double Minor or Major &amp; Game Misconduct - match</b>
Attempts To Butt End	In addition to CLA rule 35, a five minute major penalty, a game misconduct plus a one game suspension.	<b>Major &amp; Game Misconduct - Plus 1 Game If no match appears for the butt end</b>

INFRACTION	ALA POSITION	GELC POSITION
Butt Ending	In addition to CLA Rule 35, the player will automatically receive a major penalty, asses a match penalty and an automatic two game suspension and a referral to committee which may add a further suspension. The player may return to play if not notified by the committee	<b>Major –with a match, -refer to Committee</b>
Attempts To Kick	In addition to CLA Rule57, a five minute major penalty, game misconduct, plus a one game suspension	<b>Major &amp; Game Misconduct - Plus 1 Game If no match appears for the kick</b>
Kicking	In addition to CLA Rule 57, the player will automatically receive a major penalty, asses a match penalty and an automatic two game suspension and a referral to committee which may add a further suspension. The player may return to play if not notified by the Committee	<b>Major –with a match, -refer to Committee</b>
Attempts To Spear	In addition to CLA Rule 65, a five minute major penalty, a game misconduct, plus a one game suspension.	<b>Major &amp; Game Misconduct - Plus 1 Game If no match appears for the spear</b>
Spearing	In addition to CLA Rule 65, the player will automatically receive a major penalty, a match Penalty and an automatic two game suspension and referral to committee, which may add a further suspension the player may return to play if not notified by the committee.	<b>Major –with a match, -refer to Committee</b>
Fighting	Major Penalty & Game Misconduct	<b>Major &amp; Game Misconduct</b>
Fighting In Last 10 Minutes Of Game	Major Penalty , Game Misconduct and an Additional Game	<b>Major &amp; Game Misconduct Plus 1 Game</b>

INFRACTION	ALA POSITION	GELC POSITION
Fighting off the Floor	CLA Rule 45 player is suspended from any further lacrosse activities. An incident report will be forwarded to the committee and the player remains suspended until the committee directs otherwise.	<b>Gross Misconduct</b>
Fighting - Instigator Or Aggressor	As per CLA Rule 45(b) the player will receive a major for fighting and a game misconduct. Player will also be assessed a major for being the aggressor and the game misconduct along with the additional Game misconduct for having two majors in a game. As per ALA Regulation 20.02.7 player will be suspended for the remainder of the game immediately leave the venue and go the dressing room and the incident shall be referred to committee with the player remaining suspended until the committee directs.	As Per ALA Major and a game misconduct
Restarting A Fight	In addition to CLA Rule 45(c) this action will result in player being assessed a match penalty	Match
2 <sup>nd</sup> Fight In The Season	Not included	An Additional 1 Game Suspension + Other Suspension
3 <sup>rd</sup> Fight Of The Season	Not included	Gross Misconduct
Face Masking	Not included	Match
2nd Game Misconduct In Same Game	Player will be suspended for the remainder of the game. Immediately leave the venue or go to the dressing room and the incident will be referred to committee with the player remaining suspended until the committee directs otherwise	AS per ALA

INFRACTION	ALA POSITION	GELC POSITION
Reckless and Endangering Play	As per CLA Rule 30 will result in a match penalty, with the individual being suspended from all further ALA sanctioned activities and the incident is referred to committee.	Match Penalty
Misconduct Off The Playing Floor	Refer to CLA Rule 79, with the individual being suspended from all further ALA sanctioned activities and the incident is referred to committee with the individual remaining suspended until the committee directs otherwise.	As per ALA
Abuse Of Game Officials	Match - Referred To Committee CLA Rule 28 with the individual being suspended from further ALA sanctioned activities with such incident being referred to committee and Individual suspended until the committee directs otherwise	Match
Refusing To Play	ALA Regulation 20.02.21 CLA Rule 63 A six game suspension to the head coach	Head coach of the game must appear before the discipline committee if requested.
Abusive Conduct by Spectators	Regulation 21 ALA as perceived by a Referee, Tournament Chair, or other ALA Executive Committee members, will result in having the referee have the coach ask his/her "fan" to immediately remove him/herself from the arena and not to return for the remainder of the game. The game will not resume until said fan is completely removed from the arena. If the fan refuses to leave within a reasonable time, the team to which the fan is related will forfeit the game. An incident report will be sent to the committee.	See GELC Regulation 13 an additional one game suspension

INFRACTION	ALA POSITION	GELC POSITION
3 <sup>rd</sup> Game Misconduct In A Season and/or game expulsion in a season	A two game suspension and referral to the Committee which may further suspend although the individual has finished the two game suspension and resumed participation in lacrosse	As per ALA
2 Majors In One Game		1 additional game in addition to any other required penalties
Coach Ejections		1 <sup>st</sup> Ejection of the playing season will receive an automatic one game suspension 2 <sup>nd</sup> Ejection will of the playing season will receive an automatic additional 3 game suspension 3 <sup>rd</sup> Ejection of the playing season the coach will have an automatic 5 game suspension and a mandatory discipline hearing. The head coach is to put on the game sheet which coach was ejected and if it is not submitted on the game sheet the head coach is to sit the additional games.
Harassment Policy Violations		Any Harassment Policy violations called on the floor by an official with appropriate written documentation provided shall result in an automatic four (4) game suspension and a referral to discipline.

## ALA

### 21.03

If the penalty resulting in the automatic suspension is incurred in a tournament (other than the Club team Provincials) then the individual shall be suspended from participating in the applicable number of remaining tournament games and those games shall count toward the automatic suspension. The Tournament suspension if not fully served shall carry forward into regular season and/or league/provincial playoff games only.

## Coaches Communication with Officials

**Please note at 8U, 10U and 12U, a head coach may question a referee.**

At all levels the only coach on a bench who may direct verbal comments, to the officials will be the head coach as determined prior to the first face off.

## Section 2

# GELC Regulations and Policies



**GREATER EDMONTON LACROSSE COUNCIL  
REGULATIONS**

**REGULATION 1-REGISTRATION**

- 1.01** Except as hereinafter provided, no player shall be registered as a member or compete for, a team in any GELC match who has not been a bona fide resident of that team's Association as established by the GELC since April 1 of the current playing season. (See Regulation 1.1 –Registration Residency Requirements).
- 1.02** If there is no team in the player's division in the Association in which the player resides, or if the player does not reside within any Associations boundaries, players must play in the Association which is nearest by ordinary travel, which has a team registered in his/her division a player may not establish residency for the principal purpose of playing or practicing Lacrosse.
- 1.03** The Boundaries of the GELC Associations, are described in Regulation 15-Boundaries Description.
- 1.04** For a player to play on a team outside of their resident Association a request must be submitted in writing to the GELC for approval via the Resident Association's President. The player must be properly registered as per regulation 1.08. Any player movement will be granted by the GELC Board of Directors based on team formation requirements. The decision of the board will be final and binding.
- 1.04.1** The designated zones for A division play are as follows:
- i. Titans/Beaumont
  - ii. Rebels/Wizards/Rams
  - iii. Posse/Rock/Blues
  - iv. Crush/Warriors
- a) Any disagreement or exceptions will be resolved by the Board of Directors of the GELC. All decisions will be final and not eligible for appeal.
  - b) If cut by the A team in their zone the player reverts to the resident Association for placement.
  - c) A Tier evaluation must be concluded by the third (3<sup>rd</sup>) Sunday of March yearly.
  - d) Remaining evaluations must be completed by the Second (2<sup>nd</sup>) Sunday in April yearly.

Any Association within a zone may host an A team if they have a lower division team.

- **Regulation 10.04.1 e) suspended February 28<sup>th</sup> Special Meeting for the 2022 playing season.**

e) **The zones mentioned above are for the purposes of “A” lacrosse and have no relationship to girls’ divisions.**

**1.05** The GELC Board of Directors, may allow a player or players to register and play in a lower (only upon presentation of medical documentation indicating physical or mental developmental issues) or higher age division (if the Member which operates the involved teams’ consents, special circumstances exist, and it does not threaten the viability of the team in that player’s age division.) **Overaged approved players may not compete in provincials/tournaments as per ALA regulations.**

**1.06** As per ALA regulation 5.04.4 Overaged players are not permitted to participate in provincials/tournaments unless the player has approval by the ALA Executive by May 15<sup>th</sup>. Leagues approving overaged players MUST have parents sign a waiver and witnessed by a league representative confirming they understand participation in tournaments and provincials is prohibited.

**1.07** Releases are to be done electronically using the ALA release process. Fees are to be paid in accordance with the GELC fee Transfer policy.

**1.08** All releases shall be effective for one season only, players revert to their resident Association at the end of the playing season.

**1.09** If a player changes residence from one Association to another Association, no release from the player’s former Association is required, and unless released the player must play for a team in the Association in which her or she resides pursuant to Regulation 1.01 and one 1.02.

**1.10** A player must, be registered and fees paid in full within the ALA approved registration program with their resident Association in the year that they are requesting a release from the resident Association. A release will not be considered for any player not registered in their resident Association.

## **1.1 Registration Residency Requirements**

**1.1.1** All players must, if requested, provide proof of residency as of April 1 of the current playing season. Acceptable proof is two pieces of the following documentation: parental or player’s driver’s license with current address on it, utility or cable bills documenting residency.

**1.1.2** For all players within the GELC whose parents do not reside together, the following will apply when determining residency:

- a) Residency will be determined by the parent who has custody of the player. Players must reside with a least one of their parents, or a legal guardian. Legal guardianship rules will apply.
- b) If parents share custody, the residency will be determined by where the player habitually resides.

- c) If there is no habitual residence, the GELC Board of Directors will determine residency of the player based on documentation provided in 1.1.1 and the school in which the child is registered.
- d) Once residency is established the player must register within the established Association.

**1.1.3** If a parent or guardian knowingly registers a player outside of their resident Association that player shall be ineligible for a player transfer and may only play on a team in the Association in which they reside. The parent may appeal this decision to the GELC Board of Directors. If the Association in which they reside does not have a team at the player's division, the parent in future years shall be requested to provide proof of residency prior to registering any child in lacrosse within the GELC.

**1.2** **All players who live in a buffer zone may choose to play in one of the clubs in their designed buffer zone. The Chosen Club will become their home club for lacrosse purposes. This applies to new lacrosse players only.**

#### **REGULATION 2-TAMPERING**

**2.0** No player or potential player shall be contacted by anyone connected to a Member of an Association outside the Association in which the player or potential player resides' about playing for a team in another Association without first receiving written permission from the President of the players or potential players resident Association. Failure to adhere to this regulation will result in discipline.

#### **REGULATION 3- RULES OF PLAY**

**3.0** Rules of play shall be those of Lacrosse Canada and **ALA** Lacrosse Rules for the current season, except for the GELC Regulations and or Rules as adopted by the Association.

##### **3.1 TOURNAMENTS**

No player or team registered with the GELC shall compete in any tournament in Alberta unless that tournament has been sanctioned by the ALA.

#### **REGULATION 4- COMPETITION**

**4.01** The GELC may conduct competitions in Lacrosse in the following Divisions or Categories. The breakdown of these divisions shall be consistent with those of the ALA, and Lacrosse Canada.

##### **4.02 BOX LACROSSE**

- a) **18U**
- b) **16U**
- c) **14U**
- d) **12U**
- e) **10U**
- f) **8U**
- g) **6U**

**4.03** Any exception to this regulation must be submitted for approval to the Board of Directors prior to the team declaration meeting.

#### **REGULATION 5- MEMBER RESPONSIBILITY – PLAYER, TEAM AND OFFICIAL ELIGIBILITY VIOLATIONS**

**5.0** Members shall be responsible to ensure that their players, team officials are eligible to participate with their team in accordance with GELC, ALA and Lacrosse Canada Bylaws, Regulations and Rules.

**5.01** An ineligible player, or Team official includes the following:

- a) A player or team official improperly registered within the GELC, ALA and Lacrosse Canada bylaws, Rules and Regulations.
- b) A suspended player or team (official) personnel.
- c) A player improperly released in accordance with the GELC, ALA and Lacrosse Canada Bylaws and Regulations.
- d) A player improperly affiliated to a team in accordance with the GELC affiliation regulations.

**Regulation 6- GELC CHAMPIONSHIPS**

- 6.01** Regulations for the GELC Championship playoffs.
- 6.01.1** In the event of a tie, final standings shall be determined by:
- First: Team with the greater number of wins finishes ahead.
  - Secondly: Teams record against each other.
  - Thirdly: Goals for and against between the tied teams.  
Team with the highest ration finished ahead.
  - Fourthly: Goals for and against ratio between each other plus  
common Opponents. Team with the highest ration finishes ahead.
  - Fifthly: Team with the lowest penalty minutes finishes ahead.
- 6.01.02** In the event that a division has an uneven number of games played in it, the standings shall be ascertained by a formula as follows:
- $$\frac{\text{Points}}{\text{Total Points Available}}$$
- 6.02** The team that finishes first in the double knockout playoff of the Division after the Regular Season play shall be awarded the respective Division Championship.
- 6.03** At the conclusion of regular season play there shall be a Championship Tournament in the 10U, 12U, 14U, and 16U, divisions. There may be two (2) or more Divisions in the Tournament being the GELC championship and the subsequent GELC Consolation Divisions.
- 6.04** The GELC Board of Directors shall, before the start of the Regular Season, determine whether there will be one or more Divisions in league play in each division and if so, how teams shall qualify for each Divisions championship, the GELC championship Division will be composed of teams which finish with more points in the standings than the teams which participate in the GELC Consolation Divisions(s).
- 6.05** The GELC reserves the right to pace teams in whatever classification and series it may deem is in the best interest of the GELC.
- 6.06** There shall be no championship in the 8U, or 6U division but there may be an event to follow the regular season.

**REGULATION 7- BOX LACROSSE PARITY**

- 7.01** In Box Lacrosse where a Member Association and or zone as described in 1.04.01 has more than one (1) team in a division, that Member Association and or zone will take reasonable steps to ensure that the teams are composed so that there is reasonable parity between the said teams. If this Regulation is breached by any Member, then the GELC shall direct that member to take such steps as are deemed necessary to achieve reasonable parity.

- 7.02** Any complaints about parity shall be directed to the Vice President of Organizational Development. Who shall, after considering submissions from the complainant and the Member Association make a ruling and, in the event that the ruling is that Regulation 7.01 has been breached, make such direction to the Member Association as necessary. The decision of the Vice President will be final and binding upon the Member Associations, Lacrosse Teams and Players and the decision is final and binding.
- 7.03** The Vice President of Organizational Development shall periodically review the performance of teams within a Member Association where there is more than one (1) team in a Division and assesses whether the Member Association has complied with Regulation 7.01. The reviews will take place within two (2) days after each member Association has before the regular season commences conducted mandatory inter squad games between its teams in each category; and within two (2) days after one third of the Regular Season schedule has been completed. If the Vice Presidents' assessment is that Regulation 7.01 has apparently been breached; then such shall be considered a complaint and Regulation 7.02 shall be followed.
- 7.04** This regulation shall apply, with the necessary changes in detail, to all divisions, including the "A division.

### **REGULATION 8 – AFFILIATION RULES**

- 8.0** Players may play an unlimited number of times in a season in a higher division or level.
- a) Players who are playing at an A level of a division may affiliate to a higher division team.
  - b) 10U teams may only affiliate 8U players. They cannot affiliate 10U players.
  - c) No team may affiliate a player from within in their own division, including during playoffs.
  - d) Girls are considered B division in terms of affiliation.
  - e) 10U girls may not affiliate to 10U teams. 10U girls playing on 10U teams may affiliate to 12U girl's teams.
- 8.01** Teams must ensure that they have consulted with player's parents or guardians of the players and the head coach of the player's rostered team. Rostered teams' games take precedence.
- 8.02** Teams may affiliate only to their registered roster size, Teams with registered roster size of less than 15 runners shall be allowed to affiliate up to 15 players plus 2 goalies.
- 8.03** Suspended players cannot be replaced while suspended.
- 8.04** Affiliation rules specific to girl's box lacrosse in the GELC shall follow Regulation 8 formatting with the exception that girls may also affiliate to boys' teams at the same division or higher.

### **REGULATION 9- REGISTRATION DEADLINES**

- Deadline for player registrations as determined by the ALA shall be May 15<sup>th</sup>. Late player registrations may be accepted by the Registrar up to and including May 30<sup>th</sup> but there will be a \$50.00 penalty assessed to the registering member Association for each player the Member so registers.
- 9.01** All GELC member Associations must provide to the GELC on the approved ALA registration system, a player roster for each team by the Team's first scheduled season game.
- 9.02** A team cannot register more than twenty (20) and not less than twelve (12) players, 10u and up.
- 9.03** A team at 6U, cannot register more than nine (9) and less than seven (7) players.

**9.04** A team at 8U, cannot register more than sixteen (16) and less than eight (8) players.

## **REGULATION 10- GELC SAFETY AND EQUIPMENT**

### **10.01 Safety Policy**

The fundamental concepts of the safety policy are to establish a standard of care intended to reduce the risk of injury from contact which is inherent in and incidental to the sport and to identify the responsibilities of the various participants.

### **10.2 GENERAL**

Player safety and the use of proper equipment is the responsibility of many parties including:

- (a) players and parents (of minor players: under 16 years of age and under as of January 1 of the current year) are responsible for providing and maintaining proper equipment.
- (b) coaches, trainers, and team personnel are responsible for inspecting players' equipment and preventing the use of improper equipment.
- (c) game officials are responsible for enforcing the rules of the game.
- (d) all players are required to wear protective equipment as described and or limited in the rules of play approved by the ALA and Lacrosse Canada.
- (e) in Box Lacrosse the use and/or prohibition on the use of protective equipment shall be as published by the ALA and Lacrosse Canada in the Rules of Box Lacrosse.
- (f) equipment shall be manufactured by a professional manufacturer and shall not be altered in any way which will decrease the protection to the player, increase the risk of injury to an opponent or void the manufacturer's warranty.
- (g) any equipment which violates this policy and/or the rules of play will be removed from the game and, where required, appropriate penalties will be given.
- (h) where equipment dangerous to an opponent has been used, the game officials shall report the occurrence, via the standard incident report, to the appropriate governing body.

### **10.03 Equipment – Helmets, Face Masks, Gloves, Goal Tending Equipment**

Please see the current regulations of the ALA and Lacrosse Canada in regard to playing equipment.

All goaltender exemptions to be filed with the GELC, ALA and Lacrosse Canada and a representative from the team is to have a copy of the filed exception to attach to each game sheet.

### **10.04 Mouth Guards**

All minor players, excluding 6u, during games, shall wear approved mouth guards. The mouth guards should all be of the type that fits to the upper teeth of the player.

### **10.05 Shoes**

Outdoor shoes are not permitted on playing surfaces.

### **10.06 Groin Protection**

It is strongly recommended that all players wear such equipment.

**10.07 Knee Protectors**  
It is recommended that all players in 6u-16u shall, in games, wear kneepads.

**REGULATION 11- COACHING CERTIFICATION REQUIREMENTS**

**11.00** Box Lacrosse coaches shall comply with minimum Lacrosse Canada standards for coaches as per the ALA approved regulations.

**11.01** **Box Lacrosse coaches who have not completed appropriate training for the level they are coaching in the current year, will be removed from all team benches for GELC playoffs.**

**REGULATION 12- REPLAYING OF GAMES**

**12.00** The GELC Board of Directors has the jurisdiction to direct that a game has been played or partially played, by replayed either in whole, or in part. If a member seeks a direction from the Board, or the Vice President of Organizational Development to replay the game, that member may make an application to the Board. Only a Member Association can make such an application. For greater Certainty, an individual or team cannot make such an application.

An application may only be made regarding Greater Edmonton Lacrosse Council (GELC) League, or Playoff games.

The application must be accompanied by a \$200.00 certified cheque made payable to the GELC and both must be delivered to the Vice President of Organizational Development via the GELC office.

The \$200.00 hearing fee is non - refundable.

The only grounds upon which a game may be directed to be replayed in whole or in part, are as follows:

- a) Where there have been a gross and flagrant violation of the Rules of Play by the on-floor or off-floor officials.
- b) Where there has been a deliberate violation of the Rules of Play by the on-floor or off-floor officials.

For greater certainty mere errors in judgement or interpretations or missed calls by officials which are not gross or flagrant, are not grounds to grant the application.

This regulation shall not be interpreted to contradict any rule of the ALA or Lacrosse Canada which requires that, in certain circumstances, games be replayed in whole or in part.

**REGULATION 13 - ABUSIVE CONDUCT BY SPECTATORS**

**13.01** Referees shall have the power to eject any spectator for conduct which is, in the view of the referee, detrimental to the game.

- a) The Game shall stop until the spectator has left the arena.
- b) Management of both teams shall cooperate with the official in identifying the spectator in question. Should the spectator refuse to leave the arena, the game shall be declared a forfeit in favour of the team not connected to the offending spectator.
- c) This shall be the subject of an official's game report, which shall be referred to the Discipline Committee, which may result in further action. Offending spectators name, to be provided by offending members coach to be recorded on the game sheet.
- d) If no other action is taken the ejection shall be for one additional game.

**REGULATION 14-FORFEITURE OF GAMES**

**14.01** All game being forfeited must be done in writing to the GELC office and to the offended team. All forfeited games may be forwarded to the Discipline committee for review by the Vice President of Administration.

- 14.02** Forfeiture of games during GELC playoffs will result in the forfeiture of the playoff.

### **REGULATION 15-BOUNDARIES DESCRIPTION**

**15.0** The boundaries of the GELC shall be as follows:

**A) The City of Edmonton will be divided into three areas:**

1) West Edmonton Blues boundaries:

North To Highway 16 (Yellowhead), East to St. Albert Trail, south to the North Saskatchewan River and West to 231<sup>st</sup> Street.

2) South Edmonton Warriors boundaries:

The northern and western boundaries are the North Saskatchewan River within the City of Edmonton Boundaries, east to the Anthony Henday and south to Ellerslie Road.

3) North Edmonton Wizards boundaries:

East and South to the North Saskatchewan River, West to Groat Road/St. Albert Trail, North to Anthony Henday, including the area north of Henday and east to 50h Street, North to Hwy 37.

**B) Other Member Boundaries:**

1) **Fort Saskatchewan Rebels Boundaries:**

Area north of Hwy 16, east of North Saskatchewan River to Hwy 855, north to Hwy 45, west to Hwy 831, north to TWP 590, west to Hwy 830, south to Hwy 37, east to Hwy 15

2) **Leduc Crush Boundaries:**

The City of Leduc and surrounding area, including the communities of Devon, Calmar, Thorsby and Millet, Area includes Leduc. Boundaries are west to Hwy 770, south to Hwy 616, east boundary is Hwy 21, north to Airport Road, west to Hwy 2, north to TWP 510. Also includes community of Millet.

3) **St. Albert Rams Boundaries:**

St. Albert and surrounding area. Area boundaries are Anthony Henday, east to Hwy 28 / 803, north to TWP 572, west to Hwy 777, south to Hwy 642, east to RR 13 / 12A, south to Hwy 37, east to Hwy 44, south to Meadowview Drive, east to Ray Gibbon Drive.

4) **Sherwood Park Titans Boundaries:**

Hwy 16 to the north, RR210 / 210A to the east, Hwy 14 to the south, Anthony Henday to the west

5) **Beaumont Raiders Boundaries:**

The Boundaries of the Beaumont Raiders are as follows TWP 510 east to RR221, south to Hwy 623, west Hwy 21, following highway 21 northwest to Airport Road TWP502, west to the

Hwy2 and then back north to TWP510. Includes the community of New Sarepta.

- 6) The Westlock Rock Boundaries:  
shall be responsible for the communities of Westlock, Barrhead and surrounding rural municipalities.
- 7) The Parkland Posse Boundaries:  
The east boundary shall be Hwy 60 from the North Saskatchewan River to Meadowview Drive, west to Hwy 44 and north to Hwy 37 (excluding community of Villeneuve). The north boundary shall be Hwy 37 / Hwy 44. West boundary will be Hwy 765 from Hwy 43 to Hwy 16, west to Hwy 39 / 779, south to Hwy 627, east to Hwy 770, south to North Saskatchewan River

**15.01**

**Buffer Zones -January 25-2021**

1. CFB Edmonton Buffer Zone

Anthony Henday North to Highway 37, Highway 28 East to 50 street.

Players may choose to play in either the Rams or Wizards clubs if they reside in this buffer zone.

2. Northwest Buffer Zone

North to Big Lake and The Sturgeon River, West to Ray Gibbon and Anthony Henday Drives, South to Hwy 16 and West to Hwy 60. Players may choose to play in either the Rams or Blues clubs if they reside in this buffer zone.

3. South Metro Buffer Zone

Northern boundary is Ellerslie Road, East to Hwy 21, South to TWP 510, West to the North Saskatchewan River.

This also includes the area north of Ellerslie Road to Hwy 14 from Hwy 21 to RR34.

Players may choose to play in one of the following clubs Warriors, Raiders, or Crush.

4. West Metro Buffer Zone

North to Hwy 16, East to 231<sup>st</sup> Street, And RR261. South to the North Saskatchewan River and West to Hwy 60.

Players may choose to play in one of the following clubs Posse or Blues.

5. Legal Buffer Zone (added with consultation of Rams and Rock)

Area east of Hwy 2, north to TWP 590, east to TWP 243(Hwy 803), south to TWP572

Player may choose to play in either the Rams or Rock clubs.

### **REGULATION 16- GELC CLUB TIERING FORMAT**

- 16.01** The GELC Vice President of Organizational Development shall after 5 games, review all divisions. Should a split in the division be required a B1 /B2 division would be created and rescheduled at the same time as the 10U Division reschedule.
- 16.02** In the 10U division, at the completion of one half the season, the teams shall be divided in groups based on the total numbers of teams in the division, and then be seeded into said appropriate skill groupings based on the first half of the season schedule. The first round to be complete by the 2<sup>nd</sup> weekend in May.
- 16.03** In all girls' divisions where 8 or more teams are competing at the completion of 6 games the division may be divided into two or more divisions by recommendation of the GELC Vice President of Organization Development.

### **REGULATION 17 DISCIPLINE PROCEDURES**

- 17.00** The discipline committee of the GELC shall hear any complaint arising from the bylaws, regulations, policies, or rules of the GELC as per bylaw 10.
- 17.01** All complaints must be in writing addressed to the discipline chair. Complaints shall be delivered by hand or courier to the GELC office. It may also be send via email however it is the complaint's responsibility to follow up to ensure that it is delivered.
- 17.02** Upon receipt of the complaint, the chair shall appoint a committee of three persons, one of which may be the chair. The members of the committee shall be non-interested parties to the complainant.
- 17.03** The committee composition, time, date, and location of the hearing shall be set within 14 days of receipt and acceptance of the complaint. It will be communicated in writing to all known interested parties.
- 17.04** The hearing shall be held within 30 days of receipt and acceptance of the complaint.
- 17.05** The decision shall be provided in writing to all interested parties within 30 days of the completion of the investigation.
- 17.06** All decisions of the discipline committee shall be communicated to the complainant's member Association President.

### **REGULATION 18 APPEAL PROCEDURE**

- 18.00** The GELC Board shall hear any appeal arising from the bylaws, regulations policies or rules of the GELC as per bylaw 10.
- 18.01** All appeals must be in writing and addressed to the president. Complaints shall be delivered by hand or courier to the GELC office. The appeal must be accompanied by a \$300.00 appeal fee.
- 18.02** Upon receipt of the appeal, the board shall appoint a committee of three persons, one of which may be the President. The members of the committee shall be non-interested parties to the complaint.
- 18.03** The committee composition, time date and location of the hearing shall be set within 14 days of receipt, and acceptance of the appeal and communicated in writing to all known interested parties.
- 18.04** The hearing shall be held within 30 days of receipt and acceptance of the complaint.
- 18.05** The decision shall be provided in writing to all interested parties within 30 days of the completion of the hearing.
- 18.06** All decisions of the appeal shall be communicated of the appellant's member Association president.

### **REGULATION 19- SOCIAL MEDIA**

The GELC board of directors and membership shall adhere to the ALA regulation on social media.

## **REGULATION 20- GELC TOURNAMENT PERMISSION FORM**

All GELC teams wishing to participate in any tournaments must have a league tournament permission form approved by the GELC office.

### **20.01 In order to have a Tournament Permission form approved the team must conform to the following:**

- a) A minimum of 2 team officials from each teams coaching, management and training staff must have attended any mandatory GELC coaches training event as declared by the GELC for the current season.
- b) The team officials above must be registered officials to the team.
- c) The Club presidents will receive a copy of the signed permission form as well as the team.
- d) Teams with 45 penalty minutes or more in a single game, for two or more games, may not be granted a tournament permission form or have their form revoked by the GELC executive.
- e) Exceptions to this regulation and or appeals may be made to the GELC executive and their decision on the matter shall be final.

**20.02** Teams entering tournaments without a signed GELC Tournament Permission form shall have the team head coach suspended for the number of games that were played by their team in the non-permitted tournament. A second occurrence will result in the head coach being required to attend a hearing of the GELC discipline committee.

**20.03** Teams must email copies of all tournament game sheets to the GELC office within 48 hours of completion of the tournament. If not received the head coach will be suspended until receipt of the game sheets.

### **REGULATION 21- REGULATION REVISIONS**

**21** Revision of GELC policies may not be made from March 1 to August 1 in any given year.

***Accepted February 6,2022***

## **GELC POLICIES**

### **POLICY 1- BINGO –FORT ROAD BINGO ASSOCIATION**

All GELC clubs are provided with an equal opportunity to obtain bingo slots in the GELC bingo dates as per FRBA, clubs may opt in yearly, and commitment to a one-year allocation of events. Volunteer spots offered (and then required to be filled) will be based on size of club (team numbers each year) and length of time the club has committed to working the bingos. Once a club accepts slots in the rotation it is their responsibility to send volunteers to the scheduled event.

In the event they are unable to fulfil their required bingo allotments they must provide 7 days notification of not being able to fulfil the requirement to the bingo chair.

All volunteers' names are to be in to the GELC Bingo Chair a minimum of 48 hours prior to the scheduled bingo.

Should a scheduled club not send in the volunteer's names in the required 48 hours the Bingo Chair is required to find the necessary volunteer workers from other sources.

Should a clubs volunteers show up at a scheduled bingo event and the Bingo chair has found other volunteers due to the club not providing adequate notification, the volunteers whom the bingo chair has found as replacements will be provided the bingo spots and the offending clubs volunteers sent home, with no payment made to the club.

The GELC bingo chair must supply to all club fundraising, volunteer coordinators or, bingo chairs a copy of the Policies and Guidelines of the Fort Road Bingo Association.

The GELC bingo chair will assign specific jobs to the volunteers in attendance at an event prior to the event.

The GELC bingo chair will supply to the Bingo Hall 24 hours prior to a scheduled event a list of volunteers with positions and their phone numbers for the GELC appointed bingo chairman and FRBA use.

Fort Road Bingo Association required that the GELC supply 5 or 7 workers at minimum for an event. The GELC requires that an additional worker be placed on the list, who will be sent home upon the arrival of all other required volunteers. The additional worker's club will receive a .5 share of the proceeds of a given bingo if the additional worker is sent home and had arrived at the hall prior to the scheduled required time to be in attendance. The shares shall be divided by 5.5 and or 7.5, for distribution.

Volunteers at bingo will be provided a meal in accordance with the recommendation of the AGLC.

One hundred percent of the bingo profits will be divided amongst the clubs supplying volunteers, proportionately in accordance with the number of volunteers supplied.

Should the GELC be faced with Discipline from the Fort Road Bingo Association it will be acted upon as follows:

The GELC bingo chair shall maintain a record of which club's volunteers failed to act in accordance with the regulation of Fort Road Bingo and as such subject the GELC to finds or warnings from the bingo association.

The fines shall be paid by the GELC operating account, but when the accounting is done for the allocation of funds, the allocation will be done, then the clubs who have contributed to the GELC fines with have their proportional share of the fine will be removed from the allotted funds to their account.

The GELC will provide to all club's credit notes for their allotment of bingo funds.

Should a clubs volunteer not show up or be late and cause the Fort Road Bingo Association to issue a warning, fine or to pull a bingo from the GELC, the club shall forfeit the funds that worker should have earned during that event and shall have a worker removed from the next bingo event, for each incident.

Should the GELC be fined the clubs that have contributed to the fine shall have their share of the fine removed from their fund allocation prior to distribution. The funds not distributed to clubs shall remain with the GELC and not divided to the other clubs in attendance.

## **POLICY 2 - DRESSING ROOM POLICY**

### **2.1 Teams 6U-8U**

The Greater Edmonton Lacrosse Council will allow co-ed dressing room situations to exist at the 6U and 8U levels, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum team short as well as a full t-shirt which must be in good condition and without holes/tears.

### **2.2 Teams 10U-16U**

**2.2.1** Females and males will change in separate rooms.

**2.2.2** Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled floor time unless otherwise indicated (to be there earlier) by the coaching staff.

The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

The gender in the majority shall not begin changing, helmets, gloves and shoes excepted, prior to the departure of the lesser represented gender.

When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first.

Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

### **2.3 Use of Cell Phones in Dressing Room**

The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms during any GELC league event.

### **2.4 Parents in Dressing Rooms**

#### **2.4.1 6U, 8U, 10U Parents**

Parents are permitted in the dressing room to assist their child in getting their lacrosse gear on and off. Once the child is dressed in their gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back into the dressing room to assist their child in removing their lacrosse gear, only after the coaching staff has had the opportunity to address any issues from the game or practice.

In 12U thru 16U Divisions a parent will not be permitted in the dressing rooms other than the following exceptions:

A medical emergency where the parents' presence may be essential to the wellbeing of their child; and an invitation is extended by the coaching staff.

### **2.5 Players Sent to the Dressing Room as a result on a Game Ejection**

All divisions, 12U and lower who have been removed from the game by the officials or due to injury must be accompanied to the dressing room by two responsible adults 1 being a team bench staff. If the parent/guardian is in the facility they may accompany their child to the dressing room.

## **POLICY 3- Club to Club Transferred Player Fees Policy**

To ensure that all clubs financial requirements are met prior to the completion of the season in a timely and fair manner.

### **3.1 Invoicing and Fee Transfers**

Invoicing shall be sent by Host Club to the Transferring Club by May 15. If the Host Club has not invoiced the Transferring Club by the 15<sup>th</sup> of May of the current playing season, they may forfeit the right to collect the fees.

All transfer fees between clubs must be paid by June 15<sup>th</sup>, of the current playing season. The club who has not received the funds will have to request the bad standing at the next scheduled GELC BOD meeting.

### **3.2 Home club retention of Partial Fees**

All clubs may retain \$75.00 of each member registration to cover off Transferring Club general expenses.

The invoice amount is the lesser of:

1. The Transferring Club fees less \$75; or
2. The Host Club fees

### **3.3 Volunteer requirements**

Volunteer requirements remain with the transferred player's home club.

### **3.4 Zone Teams**

Clubs within one of the four zones may have an agreement that differs for the above regarding A team cost. This agreement must be filed with the GELC office once approved by the appropriate clubs. Each year the agreement must be signed off on and filed.

## **POLICY 4- Team Spectator Liaison**

All GELC teams are required to have an adult volunteer be the team Spectator Liaison, to assist coaches and officials at games with spectator management.

### **4.1 Duties of the Liaison**

- Uphold the code of conduct of the GELC.
- Introduce yourself to the officials and other teams Spectator Liaison at the start of the game as the Name of the Team, spectator Liaison.
- At all games monitor the actions of the spectators who have come to the game to watch.
- Speak with spectators as to appropriate behaviors.
- Assist the coaching staff with crowd/and or remove of offensive individuals.
- When team is requested to supply offending individuals names be the person responsible to providing to the head coach and referee.
- If matters escalate please walk away and call the police.

### **4.2 Inappropriate Behaviors of fans:**

- Banging on the glass, or boards.
  - Making abusive comments to the officials.
  - Verbally abusing players on either teams.
  - Getting into verbal sparring matches with opposing spectators.
- Using profanity or making inappropriate gestures.
- Engaging coaching staffs.
- Going to areas of the arena that are not spectator seating.
- Throwing objects.
- Not leaving when asked to leave the facility.

## **POLICY 5-Exhibition Games**

### **5.1 Exhibition games between teams within the GELC**

- Both clubs require permission of their clubs president
- The team hosting the exhibition game must supply floor time obtained thru their club's scheduler, or the GELC office.
- The host team is responsible for the cost of the games and the home club will be invoiced for the game by the ALRA.
- The above requirements must be contained in a email to the GELC office At [edmlax@telus.net](mailto:edmlax@telus.net).  
Sanctioned and approved exhibition games will show up on the GELC website as exhibition games, if no exhibition game appears it is not sanctioned.
- The GELC office will notify the ALA, the ALRA and both home club presidents of the game.

### **5.2 Exhibition games between teams in two different LBG's Associations clubs:**

- Both clubs require permission of their clubs president
- The team hosting the exhibition game must supply floor time obtained thru their clubs scheduler, or the GELC office.
- The host team is responsible for all costs associated with the game and their club will be invoiced the cost of the officials by the ALRA.
- The above requirements must be contained in a email to the GELC office at [edmlax@telus.net](mailto:edmlax@telus.net).
- Once received the GELC office will put the game on the schedule as an exhibition game and notify the following the ALA, the ALRA, the LGB presidents and club presidents of the game.
- You must have your game sanctioned by the GELC even if it occurs in another LGB.

## **POLICY 6- Goalies**

If any GELC teams from pee wee B and in lower divisions have more than one goalie, the second goalie cannot be given the role of back- up goalie in all games. The teams with two or more goalies must rotate the goalies equally thru league play. Clubs must ensure in all levels, that all teams have a goalie before a team has a second goalie at any level.

## **POLICY 7 – CLUB JERSEYS**

Each member colors are unique and are defined as per the approved affiliation request for membership in the GELC.  
Primary and secondary colors may not be changed in whole or in part by any member or team without council approval.  
Requests for changes must be submitted 3 weeks prior to the October Planning meeting for approval. CLA rule 9 Uniform applies.

## **POLICY 8- Travel Policy**

Teams traveling outside of the ALA boundaries must obtain a Travel Permit from the ALA Vice President.  
All teams participating in tournament or exhibition games shall supply the GELC office with copies of all games sheets played while out of the GELC area, within twenty four hours of the completion of the tournament or exhibition game. Any and all discipline shall be recorded on the game sheet.

## **POLICY 9- Harassment Policy**

The GELC is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The GELC will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, language or an offence for which a pardon has been granted.

- 9.01 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the GELC that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 9.02 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 9.03 The following types of harassment are intolerable, whether or not individuals complain:
  - 9.03.1 Sexual Harassment - unwelcomed sexual behavior such as 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, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
  - 9.03.2 Racial Harassment - racial slurs, jokes or name calling based upon race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
  - 9.03.3 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, blackmail or coercion.
  - 9.03.4 It is the overall objective of the GELC Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 9.04 Harassment which is unintentional may be stopped by informing the harasser(s) that the behavior is offensive. If the behaviors continue, the individual should file a complaint in the manner described in the GELC Complaint Review Policy.
  - 9.04.1 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the GELC Complaint Review Policy.
  - 9.04.2 The GELC takes any complaint seriously and will investigate and respond in a sensitive and timely manner.
  - 9.04.6 The GELC believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
  - 9.04.6. 1 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the GELC Complaint Review Policy.

## **POLICY 10- Complaint Procedures**

To ensure that complaints filed in accordance with the GELC Harassment Policy or other complaints that may be received are handled in a safe, unbiased, and timely manner.

The GELC will handle complaints in the following Manner.

- 1) Complaint to be filed in writing with the GELC President, via the GELC office. It must come from the member club of the GELC. So, the complaint must come thru the President of the complainants club.
- 2) Complaint to be filed within 72 hours of the offense.
- 3) Complaint to deal with specifics of the offense.

Include the following in your complaint

- i) Name, email address, phone number of complainant if parent, the name of the child the resulting complaint is related too.
  - ii) Description of the complaint detailed including the following,
    - iii) Date, time, location, if during a game the game number
    1. ii) Description of the complaint, please be detailed.
  - iii) Names and email addresses of direct witnesses to the incident,  
If minor aged parental consent must be given to provide this information.
  - iv) A legible copy of the game sheet.
- 4) Once the Complaint is received by the GELC President, a committee of three individuals shall be created within 15 days of the receipt of the complaint.
  - 5) A hearing shall be held within 15 days of the creation of the Committee, at the best efforts of the GELC administration to hold that meeting.
  - 6) The complaint will be sent to the respondent's club president for presentation to the respondent, the respondent may submit in writing a document in response that will be send to the committee and to the complainant.
  - 7) The complaint and the respondent are not at liberty to arbitrarily share any documentation received outside of the people directly involved in the complaint and the complaint committee.
  - 8) Invited to attend the meeting will be the Club president, the complainant, the minor aged player if applicable. The Respondent, the minor aged player if applicable and the club president of the respondent.
  - 9) The committee may invite key eyewitnesses to attend as well.
  - 10) The committee will meet with the Complaint first and then the respondent.
  - 11) Should the complainant not appear the complaint will be considered dropped and no action will be taken.
  - 12) Should the respondent not appear the complaint will be forwarded to the discipline committee for action.
  - 13) The respondent may ask for one hearing date deferral of no longer than 5 days from the original hearing, or as approved by the Committee in consultation with the two club presidents.
  - 14) The committee shall have 10 days to forward their decision after the hearing date to the GELC for distribute and action as required. The decision shall be forwarded to the two club presidents the complainant and the respondent.
  - 15) The decision of the Committee will be final.
  - 16) Should the matter be referred to the discipline committee or a discipline panel, the respondent shall be notified of the time and date of the hearing and be in attendance.
  - 17) The results of the discipline hearing will be provided to the respondent only if directly related to a minor aged player.

## **POLICY 11 –Re-Tiering of Teams in 12U – 16U Divisions**

The Vice President of Organization Development- Box Lacrosse shall be responsible for approving the re-tiering of any teams in the GELC Box Lacrosse League.

- 11.1 Teams cannot have any wins in the division to request to be placed in a lower division.
- 11.2 Teams may apply to be re-tiered provided that they have played at least 4 games in the division they were seeded to. The plus minus ratio in those games must exceed an average of 8 goals a game difference.
- 11.2.1 The request to be re-tiered must come from the President of the club of the team requesting the re-tiering and must be provided by the Friday the week prior to the May long weekend, for re-tiering in the weeks following the May long weekend.
- 11.3 No re-tiering will be considered after the Friday the week prior to the May long weekend in any division.
- 11.4 If a club requesting that a team be moved to a lower division, already has a team in that division, the club must have a letter of acknowledgement from the team in the lower division accompanying the request.
- 11.5 Teams requesting to move down a division take their points from the higher division down with them and those games count in the final division playoff standings.
- 11.6 Teams may request to be moved up a division by the President of their club no later than the Friday the week prior to the May long weekend.
- 11.7 Teams requesting to move up, would take their points with them and they would be allowed to participate in the division playoffs.

The Vice President of Organizational shall review all teams, and if he feels that a team should be moved up or down a division, he would have the authority to make that change.

## **POLICY 12- Suspensions**

Once a suspension is given to a player coach or fan the following shall be the responsibility of the Team whose 's player, coach or fan has been suspended.

- The team is responsible to track and record suspensions properly.
- The head coach shall be the person responsible if not done properly.
- The Team's club is response to ensure that all suspensions have been served.
- If suspension is not recorded on the next game of the team (other than exhibition games) they are not to be counted towards time served. And the head coach could be responsible for playing an ineligible player.
- The individuals name and game (s) associated to that t suspension are to be recorded i.e.: 1 of 3, 2, of 2. All suspension for players coaches, fans of a team are to be recorded in the same manner.
- All game sheets with suspensions must be scanned and emailed to the GELC office for administration of the suspension report immediately following suspended games.
- Teams using a player who is suspended will forfeit all team points gained in the game's player with the suspended player. If a team is in doubt if a player is under suspension, they should have this cleared up with their club discipline representative prior to playing the player or allowing an individual in the arena.
- A suspended fan may not be in any GELC contracted facilities during their suspension. Or attend any other games, while the suspension is in effect.  
le. If suspended from child ones game, may not attend child twos game or practices nor child ones practices, until such time as the suspension has been recorded as completed on the team where the suspension occurred.
- Player Suspension, a minor player may serve his suspension and be in attendance in the stands during the suspension unless told differently by the GELC discipline chair. A

suspended player may not be in the dressing room or on the bench while suspended, from league, tournament exhibition and playoff games.

- Suspended coaches may not be in GELC contracted arenas during their suspension, they may not be on the bench with any other GELC team in any capacity whilst suspended.
- They may be in the stands at games for their other children if the suspension arose from a game in which one of their children participated in. They may not be on the bench at any other game until the suspension is completed with the team in which the suspension occurred. Unless given permission by the GELC discipline chair.
- No suspension may be served at an exhibition game, they may be served at a tournament game provided the tournament was booked in advance of the suspension and not for the purpose of a player or coach sitting out a suspension.
- All suspensions not completed by the end of the GELC playing season will be served in the following season at whatever level/or league the suspended coach or player is involved with in the next season they play or coach.
- Fan suspensions not completed in the playing season will be served at what level the fans child is registered in.

### **POLICY 13 – Awards Policy**

To appreciate, recognize and honor contributions made by individuals to the sport of lacrosse that enhance the game within the GELC

#### **President Award- Lifetime membership**

The President Award may be presented yearly to someone who meets the following criteria.

1. Outstanding service to the sport of lacrosse and the GELC.
2. Past or present member of the Board of Directors of the GELC, coaches, or officials of the game.
3. Members who may be considered are club presidents, club representatives on committees, Board committee chairs, and or Board executive members.

These people will be considered lifetime members of the Greater Edmonton Lacrosse Council. Written nominations must be submitted to the GELC Executive board via the GELC office by the 1 of November yearly. The award may be presented yearly.

#### **Coaching Award**

The coaching Award may be presented annually to a coach, or assistant coach from one of the member clubs of the GELC.

1. Required to have the minimum coaching requirements for the level that he currently is coaching at.
2. Sets an example of positive leadership, and development of teams and individuals.
3. Shall have been a member of the coaching ranks of the GELC for more than one season.
4. Nomination must have an endorsement from a member of the coaches club.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1<sup>st</sup> of November yearly. The award may be presented yearly.

#### **Officials Award**

The officials Award may be presented annually to an official or member of the Alberta Lacrosse Referees Association.

1. Be a current member of the ALRA.
2. Be a past member of the ALRA who should be duly recognized for his/her past efforts on behalf of the sport of Lacrosse in the GELC.

3. Nomination comes with an endorsement from more than one individual.
4. Game management skills, interpersonal skills with the coaches, and players are important criteria.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1<sup>st</sup> of November yearly. The award may be presented yearly.

**Club President**

The club President Award may be presented annually to a current president, or past president of a GELC member club.

1. Provided direction to their membership.
2. Attended GELC board of director meetings as the Club Board member, bringing club information and channeling GELC information back to their club.
3. Make extra contributions to the functioning of the GELC and its committees.
4. Have their nomination endorsed by a member of the club's board of directors.

Written nominations must be submitted to the GELC Executive board via the GELC office by the 1<sup>st</sup> of November yearly. The award may be presented annually.

## **Section 3**

# **Alberta Lacrosse Association Regulations, Insurance, Tournament, Team Alberta Information**





# **Alberta Lacrosse Association**

*Enhance character, community, and culture through lacrosse.*



## **MINOR BOX PROVINCIAL CHAMPIONSHIP INTENT FORM**

Any club planning to compete in Alberta Lacrosse Association (ALA) Provincial Championships must state their intent to do so by submitting a *Minor Box Provincial Championship Intent Form*. This form must be submitted with a \$650.00 intent fee per team intending to compete in the applicable ALA Provincial Championship. Teams who fail to attend will forfeit their intent fee and the club will be fined \$2000. Teams who do not submit an intent form will be declared ineligible for Provincials.

All teams participating in Provincial Championships must be registered with the ALA registration system. The rosters for the Provincial Championship will be those that are registered with the ALA via registration system.

Local Governing Bodies (LGB) or ALA Members who do not have a recognized league must register these teams with the ALA to qualify to participate in the Provincial Championships.

### **LOCAL GOVERNING BODY (LGB):**

**CLUB:**

**TEAM:**

### **DIVISION WITHIN LEAGUE PLAY:**

*Before signing this form I have read the Rules of Competition (Regulation 28) for the Alberta Lacrosse Association Provincials as posted on the [albertalacrosse.com](http://albertalacrosse.com) website and know that I will be able to field a team in accordance with those rules.*

**TEAM CONTACT NAME:**

**EMAIL:**

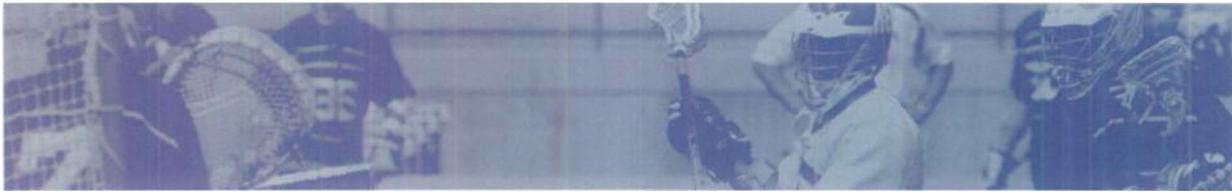
**SIGNATURE:**

**DATE OF INTENT SUBMISSION:**

*Deadline to submit Provincial Championship intent declaration is June 1<sup>st</sup> of the championship year.*

**Please return intent form and fees to:**

Executive Director  
Alberta Lacrosse Association  
PO Box 37005 Mayland Heights  
Calgary, AB T2E 8V1  
[info@albertalacrosse.com](mailto:info@albertalacrosse.com)



## Limitations and Main Exclusions for Sport Accident and Medical

No benefit shall be payable for any loss resulting directly or indirectly; wholly or partially from any of the following causes:

- a) Purchase, repair or replacement of eyeglasses, contact lenses or prescriptions thereof (except as otherwise provided);
- b) Sickness or disease either as a cause or effect;
- c) Any intentionally self-inflicted injury;
- d) Any of the hazards of aviation except while riding as a fare paying passenger in a licensed aircraft operating on a regular scheduled service between airports;
- e) Declared or undeclared war, terrorist act, invasion or civil war, or any act thereof;
- f) Service in the armed forces of any country;
- g) Any benefits that are available under any Government Health Insurance Plan, whether enrolled in such a plan or not;
- h) Dental and/or other expense benefits shall be for the excess of expenses payable under any other benefit or policy;
- i) An insured person who is not a resident of any Canadian province that has enacted Medical Care Legislation unless stated specifically in this policy;
- j) An insured person is under the influence of alcohol and operating any vehicle or means of transportation or conveyance while his or her blood alcohol is 80 milligrams in 100 milliliters of blood;
- k) While the insured person is on full-time active duty in the armed forces or organized reserve corps of any country or international authority.

This insurance is subject to and shall not contravene any Federal or Provincial statutory requirements with respect to hospital or medical plans, nor shall it duplicate any benefits, which are provided under any Federal or Provincial Hospital or Medical Plans, or any other policy providing a reimbursement indemnity.

Mail completed form to:

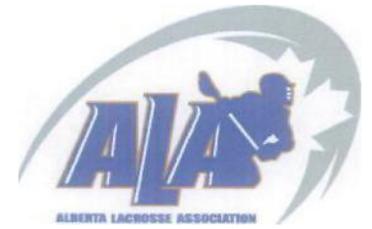
Alberta Lacrosse Association  
 Box 3018  
 Sherwood Park, Alberta  
 T8H 2T3  
 Tel: (780) 907-0239  
[www.albertalacrosse.com](http://www.albertalacrosse.com)



Please phone for confirmation or if you have any questions. Note this is not a loss of wage policy. Some reimbursements have limits or caps.

*The description of coverage herein is not complete and binding on the Insurance Company. The policy issued to the Alberta Lacrosse Association and on file in their offices takes precedence over this information pamphlet. In the event of any discrepancy, the policy takes priority.*

**Armour Insurance Broker Ltd.**  
 Head Office:  
 1-30 Topflight Drive  
 Mississauga, Ontario  
 L5S 0A8  
 Tel: (877) 452-5127  
[www.armour-insurance.com](http://www.armour-insurance.com)

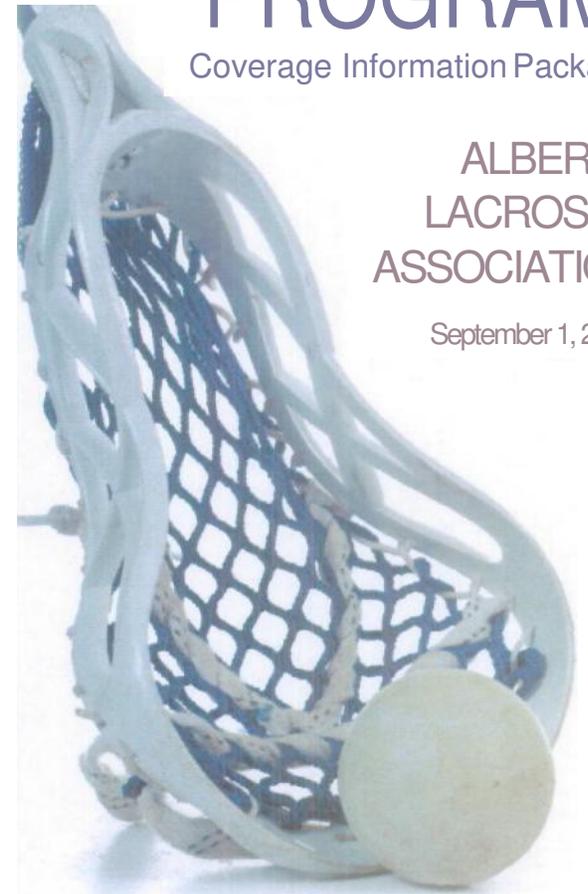


# INSURANCE PROGRAM

Coverage Information Package

ALBERTA  
LACROSSE  
ASSOCIATION

September 1, 2020





## ALBERTA LACROSSE ASSOCIATION MEMBERS INSURANCE PROGRAM

### Sport Liability Insurance

#### Why Liability Insurance?

Unfortunately, no matter how careful you are or what safety measures you take, accidents can happen. You can be sued by anyone who claims injury or damages resulting from sport activities. While you may not be liable, defending a legal action can be costly. Liability insurance protection will pay for defense costs as well as damages awarded against you for covered activities within the scope and limit of the policy. Liability Insurance gives you protection and peace of mind.

#### Who is Insured?

An Association or League registered with the Alberta Lacrosse Association who have paid their current dues and are in good standing. The requirement is that 100% of your members within your Association or League participate in the Insurance Program offered by Aviva Insurance through K&K Insurance.

#### Who is Covered?

Members of your organization, including participant members, executives, managers, coaches, trainers, officials, employees, and volunteers while acting within the scope of their duties on your behalf.

#### Activities Covered

Sanctioned or authorized events, including related training, within your sport discipline.

### General Liability Insurance

The policy will respond for defense costs and those sums that the Insured becomes legally obligated to pay as compensatory damages as described within the Insurance Policy as a result of a bodily injury or damage to property of others. This includes participants, spectators, property of lessors and others resulting from your operations as sanctioned by the Alberta Lacrosse Association.

**Limit \$5,000,000 per occurrence**  
**\$5,000,000 Annual Aggregate**

Including the following extensions:

- Premises, Property, and Operations
- Products and Completed Operations
- Bodily Injury and Property Damage
- Blanket Contractual
- Personal Injury (libel and slander)

- Cross Liability severability of interest
- Non-owned Automobile
- Tenants Legal Liability \$1,000,000

A Deductible of \$5,000 applies to all covered claims

### Directors and Officers Insurance

Directors and Officers may be sued for actual or alleged errors or omissions while performing their duties as officials of the organization (ALA). D&O Insurance will pay those sums the organization, directors and officers become legally obligated to pay as compensatory damages because of a wrongful act.

**Limit - \$2,000,000**

**Retention - \$1,000**

### Sport Accident Insurance

Coverage is for sanctioned activities including practices, games, and team travel. One plan covers all participants, managers, coaches, executives, and field officials throughout the entire season through Certain Underwriters at Lloyds of London.

#### Principal Sum Benefits - Up to \$50,000

Including the following:

#### Accidental Death & Dismemberment - up to \$50,000

In the event of accidental death occurring within 52 weeks of an accident.

#### Disability - Up to \$50,000

- Immediate payment for an accident causing Quadriplegia, Paraplegia, or Hemiplegia.
- Permanent and Total Disability payment is payable 365 days from the date of the accident.
- Loss of Speech, Hearing, Sight, and/or Other Impairments are subject to the amount payable within the benefit schedule and payable within 52 weeks of the accident.

#### Excess Medical Reimbursement - up to \$10,000

For costs not insured by a Provincial Medical Plan incurred within 52 weeks of the accident including crutches, splints, medical braces, and prescription drugs related to the injury. Excess physiotherapy is limited to \$300 for anyone individual during the policy year.

#### Out-of-Province Medical Reimbursement - up to \$10,000

For medical expenses which have incurred within 52 weeks of the accident outside the individuals residence Province and not covered by their Provincial Medical Plan

#### Emergency Transportation Benefit - up to \$500

Reimbursement for toe cost of an ambulance transport from arena or field to the nearest hospital, clinic, or doctor's office.

#### Rehabilitation - up to \$15,000

For special occupational training due to accident.

#### Tutorial Fees Reimbursement - up to \$2,000

Up to \$2,000 for tutorial services made necessary by post accident confinement.

#### Fracture Benefit - up to \$500

A percentage of principal can be paid to fracture of bone or bones including chip and linear fractures. (Amount varies; depend on the type of Injury).

#### Dental - Up to \$15,000

Dental treatment resulting from an accidental injury to sound natural teeth and completed within 52 weeks of the accident. Dentures and removable teeth \$200 limit

#### Eyeglasses and Contact Lenses Expense - up to \$100

For repair or replacement of eyeglasses or contact lenses when damage results from an accident, which requires the insured person to receive treatment by a physician or dentist.

### Out of Canada Excess Medical Insurance

Excess Medical coverage for Employees, Executive Officers, Managers, Coaches, Volunteers, Officials and Participating Members under the age of 75 whose Travel out-side Canada is approved and sanction by the Alberta Lacrosse Association, and whose name is registered with the Association prior to traveling. Coverage is in excess of any Provincial Government Health Plan.

#### Limit \$1,000,000 per eligible person

#### Return and escort of dependent Children under age 18 – up to \$5,000

Exclusion b) as listed in this information pamphlet is removed for this coverage only. Pre-existing conditions are excluded under sickness and illness coverage.



# Alberta Lacrosse Association

*Enhance character, community, and culture through lacrosse.*



## TRAVEL AUTHORIZATION REQUEST FORM

Teams wanting to travel outside of Alberta must receive authorization from the Alberta Lacrosse Association (ALA) office. For a team to travel outside of Alberta, the following must be in place in addition to authorization received by the ALA office.

- All players, coaches, and team personnel must be registered with the ALA.
- All players and team personnel are to abide by ALA Bylaws and Regulations and that of the host association.
- All competitions must be sanctioned by Member Associations of Lacrosse Canada or in the case of international competitions by the corresponding governing bodies.
- All teams that wish to travel outside of Alberta are required to complete and file the *Request for Travel Authorization Form* with the ALA office, including the team roster, a fee of \$150.00 cashable cheque, and \$250 bond cheque.
- Upon return, all copies of game sheets must be filed with the ALA office within 5 days. Once filed the \$250.00 bond cheque will be returned. If the game sheets are not filed then the bond cheque will be cashed.

**CLUB:**

**TEAM NAME:**

**DISCIPLINE:**

**BOX**

**FIELD**

**LEVEL:**

**HEAD COACH:**

**ASSISTANT COACH:**

**TRAINER:**

**DO YOUR HEAD COACH, ASSISTANT COACH, AND TRAINER MEET LACROSSE CANADA STANDARDS?\***

*\*Coaches and trainers must meet the Lacrosse Canada (LC) minimum standards. LC standards can be found attached to this form.*

**ARE ALL YOUR PLAYERS AND TEAM PERSONNEL REGISTERED WITH THE ALA?**

**COMPETITION NAME:**

**COMPETITION DATES:**

**TO:**

**DOES THIS COMPETITION CONFLICT WITH ANY LEAGUE COMMITMENTS?**

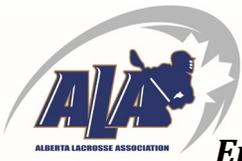
**INDIVIDUAL REQUESTING PERMIT:**

**EMAIL:**

**RELATIONSHIP TO TEAM:**

**DATE OF REQUEST SUBMISSION:**

*Deadline to submit authorization request for travel is a minimum of 15 days prior to the departure date. A non-refundable late filing fee of \$75.00 will apply to all late requests.*



# ***Alberta Lacrosse Association***

***Enhance character, community, and culture through lacrosse.***

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**Please return request form, team roster, and fees to:**

Executive Director

Alberta Lacrosse Association

PO Box 37005 Mayland Heights

Calgary, AB T2E 8V1

[info@albertalacrosse.com](mailto:info@albertalacrosse.com)



# ***Alberta Lacrosse Association***

***Enhance character, community, and culture through lacrosse.***

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## **Lacrosse Canada Coaching Standards**

Community Development (TRAINED)

U11/10U, U13/12U

Competition Introduction (TRAINED or CERTIFIED, depending on coach position)

U15/14U, U17/16U, U19/18U, Junior, Senior

Competition Development (TRAINED or CERTIFIED, depending on coach position)

Team Canada, Canada Games

Note: All Alberta Lacrosse Association coaches are required to have a clean criminal record check, including vulnerable sector search



**Return to:**

**Alberta Lacrosse Association**  
PO Box 37005 Mayland Heights  
Calgary, AB T2E 8V1  
info@albertalacrosse.com



**AIG Insurance Company Of Canada**  
120 Bremner Boulevard, Suite 2200  
Toronto, ON M5J 0A8  
ahclaimscan@aig.com

**Insurance Claim Form**

**IMPORTANT:** This claim form must be **validated** by your Association (section on reverse). Once the claim form is complete and original itemized invoices attached, mail to **Alberta Lacrosse Association** within 30 days following the accident.

**Name of Policyholder: Alberta Lacrosse Association**  
**Policy No.: SRG 9150757**

Insured's Surname: \_\_\_\_\_ Insured's Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. (daytime): \_\_\_\_\_  
Email: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth (M/D/Y): \_\_\_\_\_ Sex:  Male  Female

1. Date of Accident (M/D/Y): \_\_\_\_\_ Date of Initial Medical attention (M/D/Y): \_\_\_\_\_

2. Location and full details of accident and nature of injury sustained: \_\_\_\_\_  
\_\_\_\_\_

3. Name of Company who carries your Group Hospital or Medical Insurance: \_\_\_\_\_  
\_\_\_\_\_

4. Name and address of Family Physician: \_\_\_\_\_  
\_\_\_\_\_

5. Name and contact information of witness to this accident: \_\_\_\_\_  
\_\_\_\_\_

6. Name and address of Surgeons or Specialists who provided treatment regarding this accident: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL INFORMATION NOTICE:** I understand that the information provided by me on this claim form and otherwise in respect of my claim, is required by AIG Insurance Company of Canada, its reinsurers and authorized administrators (the "Insurer") to assess my entitlement to benefits, including but not limited to determining if coverage is in effect, investigating the applicability of exclusions and co-ordinating coverage with other insurers. For these purposes, the Insurer will also consult its existing insurance files about me, collect additional information about and from me, and where required, collect information from and exchange information with, third parties.

**CERTIFICATION:** The statements I provide in completing this claim form and otherwise in respect of my claims are true and complete to the best of my knowledge and belief. In the event of a false or misleading statement in the making of this claim, coverage can be cancelled, payment of benefits denied and past claims payments recovered. I agree to refund to the Insurer, the amount of any payments made in the event that such amounts should not have been paid in respect of my claim.

**AUTHORIZATION:** I authorize, for a period of not less than twelve and not more than twenty-four months from the date hereof, any physician, practitioner, health care provider, hospital, health care institution, medical organization, clinic and any other medical or medically related facility, any insurance company or reinsurance company, workers compensation board or similar plan or organization, benefit plan administrator, federal, territorial or provincial government department, or any other corporation or organization, institution or association (including obtaining information from the group policyholder or my employer) to release and exchange with AIG Insurance Company of Canada.

AIG Insurance Company of Canada, or representatives thereof, all personal health information, benefit payment, employment or financial information about me or any other information or records about me in its possession that is requested while administering my claim. I agree that a reproduction of this authorization shall be as valid as the original.

Name of Insured's Parent/Guardian (if under age 18 - print please): \_\_\_\_\_

Signature of Insured or Insured's Parent/Guardian (if under age 18): \_\_\_\_\_

Date (M/D/Y): \_\_\_\_\_

**PHYSICIAN'S STATEMENT**

Name of Patient: \_\_\_\_\_

Full description of injury sustained: \_\_\_\_\_  
\_\_\_\_\_

Date of First Attendance (M/D/Y): \_\_\_\_\_ Date of Actual Loss (M/D/Y): \_\_\_\_\_

Is loss permanent and irrecoverable? Give degree of loss: \_\_\_\_\_  
\_\_\_\_\_

Is condition direct result of an accident?  Yes  No

Did any disease or previous injury contribute to loss?  Yes  No If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Was Patient hospitalized?  Yes  No If yes, give Hospital Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Names and Addresses of other Physicians or Surgeons, if any, who attended the Patient:  
\_\_\_\_\_  
\_\_\_\_\_

Are you related to or in a business relationship with this patient?  Yes  No

**These statements are true and complete to the best of my knowledge and belief.**

Name of Attending Physician (please print) : \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Attending Physician: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ASSOCIATION STATEMENT**

Name of Individual: \_\_\_\_\_ Name of Club: \_\_\_\_\_

The Individual is:  Member  Volunteer

Was the individual a member or volunteer on the date of the accident?  Yes  No

Did the injury occur while Insured was participating in an activity recognized by the Association?  Yes  No

Please attach a copy of your incident report related to this event (if available).

Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**The furnishing of forms shall not be an admission of liability by the Company.**



# **Alberta Lacrosse Association**

*Enhance character, community, and culture through lacrosse.*



## **8U AND 10U FESTIVAL TEAM INTENT FORM**

Any club planning to compete in Alberta Lacrosse Association authorized festivals must state their intent to do so by submitting an *8U and 10U Festival Team Intent Form*. This form must be submitted with a \$750.00 intent fee per team intending to compete in the applicable Alberta Lacrosse Association 8U and 10U Festival. Teams who fail to attend will forfeit their intent fee. Teams who do not submit this form will be declared ineligible for the Festival.

Rosters will be those registered with the ALA Registration System. Affiliation of players are as per Regulation 28. Overaged players are not permitted unless approved by ALA executive by May 1.

Every effort will be made to create even divisions and/or even pools within a division. To achieve this, all teams will be assigned to pools based on league and tournament performance from the most recent season.

**LOCAL GOVERNING BODY (LGB):**

**CLUB:**

**TEAM:**

*Before signing this form I have read the Rules of Competition (Regulation 28) for the Alberta Lacrosse Association Provincials as posted on the [albertalacrosse.com](http://albertalacrosse.com) website and know that I will be able to field a team in accordance with those rules.*

**TEAM CONTACT NAME:**

**EMAIL:**

**SIGNATURE:**

**DATE SIGNED:**

**DATE OF INTENT SUBMISSION:**

*Deadline to submit festival team intent is June 1st complete with a \$750 intent fee.*

**Please return intent form and fee to:**

Executive Director  
Alberta Lacrosse Association  
PO Box 37005 Mayland Heights  
Calgary, AB T2E 8V1  
[info@albertalacrosse.com](mailto:info@albertalacrosse.com)

# **Alberta Lacrosse Association Regulations Pertinent to GELC League Play**

For the full version please go to [www.albertalacrosse.com](http://www.albertalacrosse.com) and look under the Administration link and Bylaws and Regulations

## **REGULATION 9 - EXHIBITION GAMES**

All exhibition games between teams from different Local Governing Bodies or teams, without a local governing body must be sanctioned by the ALA.

- 9.01** All teams are to have written permission from the appropriate Local Governing Body or club President (for teams without a Local Governing Body).
- 9.02** During exhibition play, the number of players dressed for major lacrosse may be modified with the agreement of both teams. Teams can dress up to twenty-two (22) runners and three (3) goalies.
- 9.03** The host team must supply floor time and assure scheduling and payment of officials through the Alberta Lacrosse Referees Association.
- 9.04** Confirmation of all requirements must be supplied to both Local Governing Body Presidents or Club President (for teams without a Local Governing Body) and the ALA office at [info@albertalacrosse.com](mailto:info@albertalacrosse.com)
- 9.05** The ALA office will confirm sanctioning once all requirements are met.

## **REGULATION 10 – TRAVEL PERMITS**

- 10.01** All teams which travel, out of the jurisdiction of the ALA, shall complete and file the necessary Travel Permit Request complete with roster of players, coaches and team management with a fee of \$150 cashable cheque and \$250 bond cheque to the ALA office. All players and personnel must be registered with the ALA. All coaches must meet the Lacrosse Canada Minimum Standards for applicable division. Upon return to Alberta, all copies of game sheets must be filed with the ALA office within 5 days. Once the game sheets are received by the ALA Office the \$250.00 bond cheque will be returned upon the filing of the game sheets with the ALA office. If the game sheets are not filed, then the bond check will be cashed. All competitions must be sanctioned by Member Associations of the Lacrosse Canada or in the case of international competitions by the analogous governing bodies. Upon approval of the request the team may travel to the competition.
- 10.02** The Travel Permit Request must be filed with the ALA Office a minimum of 15 days prior to the departure date complete with coaching staff, trainers and player roster

- 10.03** A non-refundable late filing fee of \$150.00 will apply to all teams failing to file the travel permit on time.
- 10.04** Approval or disapproval will be given within 7 days after the travel permit has been received.
- 10.05** When a party applies for a travel permit the Executive Director checks all credentials and confirms that everything is in order. If everything is in order, the Executive Director, then gives conditional approval. The Director of High of Performance then sanctions the travel permit. If the Director has any issues, they must refer the issue to the Executive Committee for discussion and approval.
- 10.06** Any team playing ineligible players, unapproved bench personnel on game sheet traveling without proper authorization, or valid travel permit will be subject to a \$500 fine and the coach will receive an automatic one year suspension.
- 10.07** No team associated with a club that is part of the ALA may play or participate outside the jurisdiction of the ALA without first obtaining permission. Permission is obtained by acquiring a Travel Permit from the ALA. No ALA team is permitted to purchase independent insurance and travel outside the jurisdiction of the ALA.
- 10.08** Travel permits may not be issued for any blackout dates

#### **REGULATION 11 –TOURNAMENTS**

- 11.01** No team registered with the ALA shall compete in any tournament in Alberta unless that tournament has been sanctioned by the ALA.
- 11.02** A tournament is defined as a contest involving a number of teams who play against each other in a series of games and will require ALA sanctioning prior to taking place in the province.
- 11.03** The Box and Field Lacrosse Tournament Permit Request must be submitted to the ALA The Box and Field Lacrosse Tournament Permit Request must be submitted to the ALA Office prior to November 1st.
- 11.04** Prior to submitting tournament requests to the ALA, all requests must be approved by the Local Governing Body.
- 11.05** Box Lacrosse tournament Rules and Regulations will be as per the ALA Provincial Regulations. Failure to comply with Regulation 27 will result in a \$750 fine.
- 11.06** The tournament schedule must be provided to the ALA office at least two (2) weeks in advance of the first game of the tournament. Teams cannot be scheduled for more than 3 game in any given day.

- 11.09** The tournament schedule must be provided to the ALA office at least two (2) weeks in advance of the first game of the tournament. Teams cannot be scheduled for more than 3 games in any given day and less than two (2) hours apart
- 11.10** The host organization of any tournament shall, within 48 hours of the end of its tournament, file with the ALA office and its Local Governing Body a report outlining any discipline problems, accompanied by the corresponding game sheet (if applicable) which resulted in 5 minute penalties and any suspensions of any official, player, coach, manager or other person. Tournament discipline is to be supplied on discipline template provided to discipline chair. Failure to supply discipline reports will result in a \$500 fine to the host organization. If the suspended official, player, coach, manager or other person is not a member of or subject to the jurisdiction of such Local Governing Body (i.e. a visiting team from another LGB or MA) the Local Governing body shall within 48 hours of receipt of such report forward a copy of same to such suspended parties Local Governing Body or equivalent authority which has jurisdiction over such suspended official, player, coach, manager or other person.
- 11.11** All tournament chairs must supply the ALA office with the Tournament Standing Report within 48 hours after the final game of the tournament. Failure to supply report will result in a \$500 fine to the host organization.
- 11.12** All tournaments are to have a Discipline Chair and Referee In Chief.

#### **14.04 Playing Surface**

- 14.04.1** ALA Members who allow individuals on the playing surface during game period intermission without a helmet and face mask are subject to a first offence being a fine in the amount of \$250, and a second or subsequent offence being a fine in the amount of \$500. This regulation applies to all individuals under 18 years of age. The fine will be payable by the home club.
- 14.04.2** Players, coaches, referees, and volunteers (under 18 years of age on December 31 in the year in which they wish to participate) must wear a helmet on the playing surface excluding coaches on the bench during a game

#### **REGULATION 15- RULES OF PLAY BOX LACROSSE**

- 15.01** Rules of play in Alberta shall be those of the Lacrosse Canada Rule Book for the current season. In order to ensure uniformity, there will be no variation of the Lacrosse Canada Rules and officials shall enforce Lacrosse Canada Rules with the following enhancements
- 15.02** Abuse by Fans (See Regulation 23)

**15.03** Mouthguards (See Regulation 14)

**15.04** Standardized Game Time for Box Lacrosse is as follows:

Division	Allotted Time	Warm-Up/Training	Period/Game 1	Period/Game 2	Period 3/Game	Period Break
Mini-Tyke	1 hour	5	15	15	15	3
Tyke	1 hour	5	15	15	15	3
Novice	1 hour	5	15	15	15	2
PeeWee	1 ¼ hours	5	15	15	20	2
Bantam	1 ½ hours	5	20	20	20	2
Midget	1 ½ hours	5	20	20	20	2
Junior B	2 ½ hours	30	20	20	20	10
Junior A	3 hours	60	20	20	20	10
Senior B	3 hours	30	20	20	20	10
Masters	1 ¼ hours	5	15	15	15	2

**15.05** Except as specifically amended herein, all Periods shall be stop time as per Lacrosse Canada guidelines. In Minor Box Lacrosse, except 6U, 8U, 10U, and in Masters Lacrosse, the clock shall stop for goals, penalties, time-outs, and Officials discretionary stoppages (i.e. injury) with a minimum two (2) minute break between periods. In 6U, 8U, and 10U each game or period, as applicable shall be run time except that the clock will be stopped for timeouts. In Major Lacrosse, the clock shall stop for ALL stoppages including Penalties, Time-outs, and Referee Discretionary Stoppages (i.e. injury), and Possession Changes with a minimum ten (10) minute break between periods (i.e. injury), and Possession Changes with a minimum ten (10) minute break between periods

**15.06** In 10U, 12U, 14U, and 16U Lacrosse, if five (5) minutes before the scheduled end time of the game time slot for league games, there is more than five (5) minutes left on the clock, the clock shall be reset to two (2) minutes and play shall continue in stop time to the end of the game, for each of 12U, 14U and 16U box lacrosse and straight time for 10U. As required, a game may be called at this time if an injury is present and cannot be taken care of in a timely fashion

**15.07** In 12U, 14U, and 16U Lacrosse if a goal differential of six (6) or more goals is present at any time during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within four (4) goals, the clock shall return to stop time at that time. In Major Lacrosse (Junior / Senior), running time may be applied and will continue only at the discretion and agreement of both coaches. In cases where goal differential exists and both coaches cannot agree on running time, both Referees' may, in the interest of game management and/or player safety, make a discretionary decision to apply running time

**15.08** Except in 6U and 8U, during running time portions of the game, all time penalties shall run at their normal designated time (Minor – 2 minutes, Major – 5 minutes, Misconduct – 10 minutes, etc.

- 15.09** In the event a team is late for reasons outlined in Lacrosse Canada Rule 19, the officials may allow 5 minutes past the normal start time of the game for the team to arrive unannounced. If the team that has been delayed has made contact with the arena directly or via persons within the arena, the official shall provide an additional reasonable delay (up to 30 minutes)
- 15.10** If less than two (2) full periods of any game have been completed, then, at the discretion of the Local Governing Body (Director of Development if no LGB is available), the game shall be considered incomplete and the remainder of the game may be rescheduled for a suitable time
- 15.11** The standardized game length will be extended for the purpose of overtime subject to Regulation 15.12
- 15.12** The RULES OF PLAY outlined in this Regulation 15 shall apply to all games sanctioned by the Alberta Lacrosse Association (e.g. exhibition, regular season, playoff, and provincial played games). The ALA retains the right to enhance rules of play for the safety and betterment of the Sport of Lacrosse in the Province of Alberta.
- 15.13** During exhibition play, 15.04 may be modified with the agreement of both teams. When modifying 15.04, the Allotted Game Time, Warm-Up Time, Period Length and Period Break are to be pre-determined. In the event that 15.04 is modified, the referees officiating the game(s) are to be compensated according to the period lengths and allotted time for the next appropriate division (e.g. For 8U, 10U or 12U game where 3 x 20 minute periods are used, the officials will be compensated at a 14U rate)
- 15.14** There will be NO SHOT CLOCK at 8U and 6U
- 15.15** **6U rules**
- 5.15.1** In 6U, Option L will apply. (Individual organizations will decide whether or not to use a goalie (based on number of players, availability of equipment, etc)
- 15.15.2** In LTAD option L, the following shall apply in addition to Lacrosse Canada Rule book:
- a) Fall Back Rule applies as per Lacrosse Canada Rule Book
  - b) Games will be cross floor to a maximum of two (2) games per floor.
  - c) Each team shall be composed of three players, one designated goalkeeper and a recommended 6 substitute players for a total recommended team size of ten players.
- 15.16** **8U rules**
- 15.16.1** In 8U, Option L will apply. 15.16.2 In Lacrosse Canada LTAD option L, the following shall apply in addition to the Lacrosse Canada Rule book:
- a) Fall Back Rule applies as per Lacrosse Canada Rule Book
- 15.17** **10U Rules**
- 15.17.1** All 10U box lacrosse games shall be played in accordance with Lacrosse Canada Rules according to LTAD Option L

## **REGULATION 17 – 16U A LEAGUE**

The Alberta Lacrosse Association (ALA 16U A Box Committee will be comprised of one representative from each LGB with a team competing in the league, the Director of Development of the Alberta Lacrosse Association. The chair of the ALA 16U box committee will be the Director of Development. This committee will set for the direction of the league and make decisions related to the operations of the league. Each LGB will have one vote on league decisions with the Director of Development having a vote.

### **17.01 League Composition**

The league will be comprised of 16U A teams registered in an LGB

### **17.02 Team Boundaries**

Team boundaries will follow the current boundaries established within each LGB. Any boundary questions or adjustments should be made through the appropriate LGB. The boundary adjustments must be communicated to the 16U A Box Committee Chair.

### **17.03 Declaration for Entry into the League**

Teams applying to participate in the Alberta 16U Box League must declare to the Committee by February 15 for entry into the upcoming season. The application must provide the following information:

- CLUB AND LGB SUPPORT
- PROPOSED BOUNDARIES

### **17.04 League Playing Rules**

- 17.04.1** The league will follow all the rules and regulations of the Alberta Lacrosse Association as per ALA Regulation 15. There will be no overtime games in regular season play.
- 17.04.2** Any ties in end of season standings will follow the Alberta Lacrosse tie breaking formula as per ALA regulation 28.
- 17.04.3** The League will follow Regulation 21 for Automatic and Other Suspensions.
- 17.04.4** Regulation 20 – Enforcement of Offence/Defence Tactic in Minor Lacrosse will be strictly enforced.

### **17.05 Affiliation Process**

- 17.05.01** Affiliations are drawn from a pool of 10 Affiliated players declared for each team by May 1st of each season. Affiliate players may consist of club or Zone team players from a level below or division below
- 17.05.02** Suspended players cannot be affiliated. If suspended, as an affiliate player, the suspension must be served with the players original ALA Registered Team.

- 17.05.03** Player affiliations may not be withheld from registered team unless there is a conflict with the rostered teams regular scheduled game or practice.
- 17.05.04** Illegal affiliations will result in a \$50.00 fine for the first occurrence. The second occurrence will result in a \$50.00 fine and a one game suspension. The third occurrence will result in a discipline referral to the 16U Box Committee.
- 17.05.05** Affiliations for Provincial Play shall follow the Affiliation rules as per Regulation 28.

#### **17.06 League Discipline Committee**

Discipline within the league will be handled by a League Discipline Committee comprised of Director of Development and each LGB's Discipline rep.

#### **17.07 League Schedule**

**17.07.1** The league schedule will be based on the following framework. There will be two regions of teams North (GELC) and South (CDLA)

Each team will play one home and one away game vs their regions teams, plus each team will play one game vs the other region evenly split as home and away games. Approximately a 15 games season

##### **South Region Teams**

- Calgary Sabercats
- Calgary Axemen
- Calgary Hornets
- Calgary HOKS Rockyview
- Rage Red Deer Chiefs

##### **North Region Teams**

- Sherwood Park Titans
- South Edmonton Warriors
- Edmonton North
- Parkland Posse Saskatchewan
- SWAT

#### **17.08 League playoffs**

Each regions top 4 teams will qualify for the playoffs; all playoffs will be single game elimination 1 vs 4 and 2 vs 3 for first round, the winners of each series will play a one game regional championship game, the winners of each regional championship series will play in the league championship game, which is to be Scheduled in Red Deer

#### **17.09 Exhibition Games and Tournaments**

**17.09.1** Any team wishing to play an exhibition game must comply with ALA Regulation 9. All league commitments must be met prior to permission being granted. All exhibition game costs will be paid by the teams as per ALA Regulation 9.

**17.09.2** Any team wishing to attend an out of province tournament comply to ALA Regulation 10 – Travel Permits. No tournament game shall be substituted for any scheduled league game.

**17.09.3** There will be 2 weekends of league play each year which will have no games scheduled, one in May and one in June each year so teams can attend tournaments outside of Alberta. The ALA director of development confirms these weekends each year and provides the dates to the GELC and CDLA schedulers.

### **17.10 Rescheduling of League Games**

No league or playoff game will be altered or rescheduled unless special permission is granted. By the ALA director of development permission will not be granted unless the date(s) and time(s) of the rescheduled game(s) have first been obtained, which date(s) and time(s) are mutually agreed on by both teams. Rescheduling of game(s) must be submitted for approval 7 days before the scheduled game(s) with the new time(s) and date(s). All change fees as per ALA Regulation 32 will be responsibility of the requesting team.

### **17.11 Game Reports**

**17.11.1** The home team is responsible for supplying the game sheet, to their LGB and the ALA Office. All affiliate players (AP) shall be designated as such on the game sheet beside the player's name.

**17.11.2** In order to ensure no sanctions will be applied to your team the game sheet must be submitted by midnight of the game day.

## **REGULATION 20 – ENFORCEMENT OF OFFENCE / DEFENCE TACTIC IN MINOR LACROSSE**

**20.01** The purpose of the enforcement is to ensure that minor box lacrosse players are given full opportunity to develop their offensive and defensive skills. The development and enjoyment of the players is the key principle that needs to be protected. The enforcement of the policy is in place as a deterrent and is to be used when there are valid concerns. Abuse of the enforcement policy will not be tolerated by the ALA.

**20.02** The definition of a team using an offense / defence system will be when a team continuously incorporates a system in which a player, or players, are played on one end of the floor only. All players shall remain on the floor for both an offensive and defensive possession in each playing shift. A team will be deemed to have violated the policy if one or more players are found to be only playing in a defensive or offensive possession for more than one playing shift, or if a player, or players show a consistency of playing predominantly in only a defensive or offensive position during the game. The above only applies to all even-strength situations

- 20.03** At all Minor box lacrosse, the LGB President/ ALA Coach Developer/Lacrosse Ambassador will be responsible for determining if a team is using an offense / defence system during the game
- 20.04** If the LGB President/ ALA Coach Developer/Lacrosse Ambassador determines that an offense / defence system is being used by a coach in a game, the ALA representative will advise the offending team coaches at the end of the current period of play..
- 20.05** The first infraction will result in the removal of the Head Coach for the remainder of the game, or the Coach in charge of the bench if the Head Coach has previously been removed or suspended. If the violation occurs in the final period of the game, the Head Coach or the Coach in charge of the bench will be suspended for the following game.
- 20.06** The second infraction during the season will result in the expulsion of the Head Coach, or the Coach in charge of the bench if the Head Coach has previously been removed or suspended, for the remainder of the season. The suspended Coach or Coaches and the club involved will be referred to the ALA Discipline Committee for further review.
- 20.07** If a team does not have certified coaches from the ALA Registration System sufficient to complete the season, the team will forfeit all further games.

#### **REGULATION 25 - COACHING CERTIFICATION REQUIREMENTS**

- 25.01** Each team in Field and Box lacrosse shall comply with CLA Minimum Standards for coaches. In order to be eligible to coach, all coaches must meet the requirements of the ALA Minimum Standards as applicable to each discipline of lacrosse.
- 25.02** In all games (including regular league, playoffs, exhibition, tournaments), teams are required to have all bench personnel who are on the bench meet the Lacrosse Canada Minimum Standards. In practices, teams are required to have at least one of the supervising coaches trained as per Lacrosse Canada Minimum Standards.
- 25.03** In all games for League, Provincials, Alberta Summer Games, and games sanctioned on travel permits, teams are required to have all bench personnel who are on the bench meet the Lacrosse Canada Minimum Standards.
- 25.04** Bench personnel are determined as per ALA Registration system for each team (as per Regulation 6). Only coaches with appropriate training and certified trainers are allowed on the bench.

- 25.05** All Female only teams must have one registered female coach as per the ALA Registration system and correlating to the game sheet
- 25.06** All coaches must be 16 years of age in the year he/she wishes to attend a coaching clinic and coach an ALA sanctioned team.
- 25.07** Challenges at the Community Development level are not permitted.
- 25.08** All workbooks required after attending a NCCP clinic must be completed by March 1 of the following year. Coaches who have not completed the workbook by their deadline are suspended until the workbook as passed the Lacrosse Canada grading process.
- 25.09** Lacrosse Canada standards will be verified by the ALA Office upon request.
- 25.10** All coaching clinic requests are to be submitted to the ALA office by November 1 yearly by the local governing body. Late submissions will not be considered.

#### **REGULATION 26 - TRAINER CERTIFICATION REQUIREMENTS**

- 26.01** Trainers must have the appropriate certification. Appropriate certification is defined as one of the following:
- a) Any St. John Ambulance Emergency First Aid course of 8 hours (or more) or equivalent
  - b) Canadian Red Cross Standard First Aid & First Responder
  - c) Canadian Red Cross Sport First Responder and Sport Aid course
  - d) Hockey Canada Safety Program (HCSP)
  - e) An appropriate designation (examples: MD; RN; Physiotherapist, Police Officer; Firefighter, Chiropractor; Registered Massage Therapist). From the above, please be clear CPR (as a stand-alone certification) is NOT an equivalency.
- 26.02** The ALA recognizes only one trainer per team to address those specific activities (activities which would not include coaching athletes).

#### **REGULATION 27 - PROVINCIAL PLAYOFF REGULATION**

- 27.01** The ALA reserves the right to place teams in the classification and series deemed to be in the best interest of the ALA.

#### **REGULATION 28 – ALA MINOR BOX PROVINCIALS / ALA TOURNAMENTS / DAVID FEHR CLASSIC REGULATION**

- 28.01** **General Policy**

- 28.01.1** All participants shall abide by all Lacrosse Canada Association Rules of Box Lacrosse.
- 28.01.2** The Lacrosse Canada Coaches Code and the Lacrosse Canada Coaching Philosophy for Minor Lacrosse must be adhered to. Adherence to these guidelines will be monitored and interpreted by the Director High Performance or designate. The decision of the ALA Director of High Performance will be final.
- 28.01.3** Local Governing Bodies, Clubs, or Member teams, wishing to participate in Provincial tournaments MUST register using the “Provincial Championship Intent Form” to participate along with a \$750.00 Provincial Championship intent fee per team by the date indicated on the Intent Form. If the Local Governing Body, Club, or team fails to provide representation after submitting an intent at the Provincial Championship then the intent fee will be forfeited and the club will be fined \$ 2000.
- 28.01.4** 16U teams are not required to submit an intent form as all teams in the 16U League are mandated to attend the Provincial Championship competition. The Provincial Championship fee of \$750 is due June 1.
- 28.01.5** All provincial divisions require two (2) teams that are recognized by the ALA.
- 28.01.6** Competition intent fees are due to the ALA office by June 1.
- 28.02** **Team Qualification**
- 27.02.1** All teams participating in Provincial Championships must be registered with the ALA registration system. The rosters for the Provincial Championship will be those that are registered with the ALA, as per the ALA registration system.
- 28.02.2** Teams may affiliate to a maximum of 15 players and 2 goalies. Any affiliate goaltenders must be dressed as goaltenders, on the bench, and will only be eligible to participate as a goaltender during Provincials. Teams may carry a maximum of two goalies. ALL affiliates must be drawn from the same club and in a lower division or lower tiered team in the applicable division competing. Tyke teams are permitted to affiliate first year aged tyke players.
- 28.02.3** Clubs teams without a division below or all teams in the club in the division or level below are attending provincials may affiliate to another team in their Local Governing Body. Players may not be affiliated if a conflict with their normal team exists. All players’ first obligation is to their regular club team
- 28.02.4** All changes must be approved by ALA Office/tournament representative 72 hours prior to the first game of the applicable Provincial Championship/Tournament.

**28.02.5** Suspended players cannot be affiliated. If suspended, as an affiliate player, the suspension must be served with the players original ALA Registered Team.

**28.02.6** Teams leaving players at home for affiliated players will forfeit all provincial games and the head coach will be referred to discipline.

**28.02.7** There are NO exceptions to the affiliation regulation.

**28.02.8** Local Governing Bodies who do not have a recognized league must register these teams with the ALA to qualify to participate in the Provincial Championship Tournament. Intent fees are due to the ALA office by June 1.

**28.02.9** All tournament formats are to be approved by the ALA Director of High Performance. The preferred format will be Round Robin

### **28.03 Final Standings Tie Break Formula**

**28.03.1** In the event of a tie in point standings in a competition, final standings shall be determined as follows:

**28.03.2** If two teams are tied, the winner of the game or games between the two teams advances. If a tie still exists, the goal average formula listed below will be used.

**28.03.3** If three or more teams are tied, and if one team has defeated the other teams with which it is tied after round robin play, the team shall advance.

Otherwise GOAL AVERAGE FORMULA: Only the goals scored in games between the tied teams are used in the goal average formula for tie breaking. Team with the highest ratio advances

**28.03.4** Otherwise GOALS AVERAGE FORMULA: Only the goals scored in games between each other plus common opponents are used in the goal average formula for tie breaking. The team with the highest ratio advances.

**27.03.5** Otherwise GOALS AGAINST FORMULA: Using goals for and against in all games played by the tied teams.

$$\frac{\text{GOALS FOR}}{\text{GOALS FOR} + \text{GOALS AGAINST}}$$

**28.03.6** The formula is applied once to rank all tied teams

### **28.04 Player Eligibility**

All players must be duly registered with the ALA registration databank and listed on the team's roster, for the current year. Overaged players are not permitted to participate in

provincials/tournaments unless the player has approval by the ALA Executive by May 1. Leagues approving overaged players MUST have parents sign a waiver and witnessed by a league representative confirming they understand participation in tournaments and provincials is prohibited.

**28.05 Coach and Trainer Eligibility**

**28.05.01** All coaches must be duly registered as coaches with the ALA registration databank for the current year.

**28.05.02** All Trainers must be duly registered as trainers with the ALA registration databank for the current year

**28.05.03** All Coaches must meet Lacrosse Canada Coaching Standards.

**28.05.04** All trainers must meet ALA Standards as per ALA Regulations,

**28.06 Playing Area Only**

ALA authorized coaching/trainer personnel, player personnel, officials, LGB representatives and the ALA representative are permitted in the dressing room, bench area and playing surface during game play

**27.07 Minor Box Provincial Rules**

All teams or Associations that host a Provincial Tournament within the Province of Alberta will comply with the rules set out as follows.

**27.07.1 Minor Box Playing Rules**

- a) The Lacrosse Canada Association Rules of Box Lacrosse apply with the exception of punishments for infractions of the rules where those punishments are by ALA Rules more severe than the Lacrosse Canada's
- b) The Lacrosse Canada Coaches Code and the Lacrosse Canada Coaching Philosophy for Minor Lacrosse must be adhered to. Adherence to these Guidelines will be monitored and interpreted by the ALA Representative.
- c) All games will start on time unless otherwise decided upon by the ALA Representative.

WARM UP: there will be a three (3) minute warm-up before game time.

e) Game Times:

10U games will be three (3) fifteen minute runtime periods, no clock stoppage (1 hr time allowance).

12U games will be two (2) fifteen minute and one (1) twenty minute (20) stop time periods, (1.25 hr time allowance).

14U and 16U games will be three (3) twenty minute (20) stop time periods (1.5 hr time allowance).

If a goal differential of six (6) or more goals is present at anytime during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within four (4) goals, the clock shall return to stop time at that time.

f) The 30-second clock will be in effect for all minor levels

g) STRAIGHT TIME PENALTIES: a two (2) minute penalty running time, to start at start of play (whistle).

h) STOP TIME: the clock will stop only when: 1. A penalty is called, 2. A face-off takes place, 3. A goal is scored, or 4. A referee signals for the clock to stop.

i) There will be a three (3) minute rest period between periods 40 | Page j) HOME teams must be prepared to change their jersey if asked to do so by the Referee.

k) SHOT CLOCK: will be operated by an ALRA official; TIME KEEPER will be provided by the HOME team; the SCOREKEEPER will be provided by the VISITOR; and both will provide penalty box personnel.

l) OVERTIME: all games are to be played out (including round robin). m) In Round Robin there will be five (5) minute sudden victory periods until a goal is scored. There will be one (1) minute rest period between each five (5) minute period.

n) In Medal games only as per Lacrosse Canada. Rule 20: exception is made to rest time between periods, which will be (5) minutes.

o) All games are to be played out (including round robin). TWO points for a win and ZERO points for a loss are awarded

<b>28.08</b>	<b>Discipline at ALA Provincials / ALA Tournaments / David Fehr Classic</b>
<b>28.08.1</b>	General See Bylaw 10, and Regulation 20
<b>28.08.2</b>	Procedures

The ALA Representative will adhere to and interpret the ALA Bylaws and Regulations.

**28.08.3 Appeals**

To place an appeal, with the Provincials/Tournament/ David Fehr Classic Discipline Committee, the appealing team must put a \$300 non-refundable fee forward. The appeal must be made in writing and must be received no later than 30 minutes after the conclusion of the game. If game conclusion time is missing from the game sheet the scheduled game time conclusion shall be used. If the appeal is won, the fee will be refunded. If any game or portion thereof is to be replayed. The decision of the Provincials/Tournament/ David Fehr Classic Discipline Committee is final unless the sanction carries beyond the tournament.

**28.09 ALA Representative**

In the regulations for Provincial Championship/David Fehr Classic, the ALA Representative will be that person who is appointed by the Director of High Performance

**28.10** Tournament Representative In the regulations, the Tournament Representative will be that person who is appointed by the host club.

**28.11** Provincial Trophies Provincial Trophies are to be returned to the ALA office by the ALA AGM of the competition year at the club's cost. Clubs failing to return trophies by the deadline will be fined \$250 per 41 | Page month to the replacement value of the trophy which there is no appeal. Damaged trophies will be invoiced to LGB

**REGULATION 35 – ALA AGM PROXY FORMS**

**35.01** The Alberta Lacrosse Association will only accept Proxy Forms completed in their entirety, including but not limited to name of who proxy is assigned to, personal information of head coach and signature of head coach providing the proxy..

**35.02** All Eligible Proxy Forms must be received 48 hours prior to the start of the AGM.

## **Team Alberta Dates and Places**

- Team Alberta 14U Female Box (Rose Engemann Trophy, Langley, BC, August 15 - 20, 2022)
- Team Alberta U15 Men's Field (Alumni Cup, Date and Location TBD)
- Team Alberta U19 Women's Field (Jenny Kyle Cup, Sherwood Park, AB, August 15 - 19, 2022)

**Section 4**  
**Team Management Guidelines & Resources**



## **Junior and Adult Lacrosse in the Greater Edmonton Area**

Did you know there are numerous junior and senior Clubs in Edmonton and area?

Junior B Tier two teams are hosted by the Edmonton Warriors, Sherwood Park Titans Major Lacrosse Club, Parkland Posse and Crude Lacrosse Club.

Junior B Tier One clubs are hosted by the Edmonton Warriors, The Crude, Fort Saskatchewan Rebels and the Beaumont Outlaws Junior B Tier One.

Junior A Lacrosse is hosted by St. Albert Miners.

Senior C Lacrosse is hosted by the Warriors and Miners.

Senior B lacrosse in Fort Saskatchewan by the Fort Saskatchewan Rebels, in St. Albert as the St. Albert Miners, and in Beaumont by the Outlaws.

Junior Ladies Lacrosse is hosted by the Greater Edmonton Area Saints, the Titans Majors sponsor the Lady Titans and the Drillers out of St. Albert.

Senior ladies take to the floor as Senior Lady Titans in Sherwood Park

You are welcome to go visit [www.rockymountainlax.com](http://www.rockymountainlax.com) to find a schedule for each division. The teams would enjoy seeing you attend their games. Please note entrance fees are charged at most Junior A, B and Senior games.

### **Interested in Playing Edmonton Masters Lacrosse - Wants You**

[www.edmontonmasterslacrosse.ca](http://www.edmontonmasterslacrosse.ca)

For information on Masters Men's and Ladies lacrosse please visit their website. Both men's and women's games are played on Sunday evenings at Bill Hunter and they practice (shinny lacrosse) on Wednesday evenings at Coronation.





## **Team Organization and Getting the Assistance you need as a Coach**

**Please remember successful teams are based on a broad range of people helping the team fulfill their goals. Ask for the help you need to have a successful season.**

- **You want to have a parent meeting before or probably even better after your first or second practice.**
  
- **You want to find or explain the following:**
  - **Assistant coach(s) if they have not be provided by your club**
  - **Trainer**
  - **A team Manager**
  - **Score Keepers –timers (instructions included in the manual)**
  - **Team policies**
  - **Expectations**
  - **Tournaments**
  - **Fundraising**
  
- **At the first meeting your Agenda may look something like this:**
  - **Introductions – Introduce yourself and any other coaching staff you may have**
  - **Tell the team and parents something about yourself**
  - **Lacrosse Experience, coaching experience**
  - **Have everyone else introduce himself or herself and identify who their player is.**
  - **Talk about your philosophy**
  - **Establish team expectations and policies**
  - **Ask for the assistance you need from the list above**
  
  - **After the meeting meet with the new team manager and pass what information you have to them, so they are comfortable filling team expectations.**
  
  - **You may want to discuss with the team manager who will look after getting game sheets to the GELC office and other similar duties.**

## Duties of a Team Manager

1. **Help the coach with the administrative responsibilities of a team.**
2. Create the following items for the team
  - a. Phone lists that include addresses, parent's names and cell phones and the players name and number.
  - b. If you want, you can make a card sized laminated copy to pass out to the team.
  - c. Make a list of volunteer requirements for the team  
Ensuring all parents are asked to help
    1. Scorekeepers and timers
    2. Uniform keepers – Washers
  - d. Tournament Entries
    - a) Establish if the team can attend a tournament, check with parents for desire to enter tournaments, availability, your league schedule
    - b) Contact the tournament, to see if they have room for you.
    - c) If you have a league game, make sure you request a game change in the required time or if it is after the request for changes deadline you have collected any rescheduling fees as well.
    - d) Collect the entry fee. (Your club may pay for a tournament)  
Parents may have to pay the entry fee, or you can fundraise.
    - e) If your tournament is out of the province ensure you have a travel permit, and if for some reason your tournament is unsanctioned you have ALA permission to participate in it.
3. Create a Team Budget (sample provided)
  - a. **All Team budgets are required to be provided to at the start of the season to club Treasurers and at the end of the season an accounting of funds collected need to be submitted to the Club treasurer as well.**
4. Team pictures arrange for either with your club or as an individual team pictures.
5. End of Season
  - a. Make sure the team has a season ending social event
  - b. Make sure you have thanked on behalf of the team any individuals who require thanking. Coaches, trainers, sponsors

# Team Sample Budget

## Heat Bantam "A" 2022 Final Budget

### Revenue

#### Donations-

Home Hardware	\$ 500.00	
Randy's Reno's	\$ 500.00	
		\$1,000.00

#### Fundraising

Bottle Drive May 5	\$ 300.00	
Silent Auction May 12	\$ 2,000.00	
		\$2,300.00

**Total Revenue** **\$3,300.00**

#### Total Expenses:

#### Tournament Entries

Blues Ice – Breaker	\$400.00	
Axeman Tournament	\$400.00	
		\$800.00

#### Other Expenses

Meals for Axemen Tournament	\$ 775.00	
Accommodations in Calgary for Axeman Tourney	\$1,225.00	
Year-end party and thank for coaches	\$ 250.00	
Team pictures & sponsor appreciation	\$ 250.00	

**Total Other Expenses** **\$2500.00**

**Total Expenses** **\$3,300.00**

## **You are at the Arena – Its Game Night - What needs to Be Done**

1. The home team will provide minor officials to run the time clock, 30 sec clock and fill out the game sheet. These individuals will be working for the referees and therefore may not cheer for either team or speak to the players in the penalty box.
2. Visiting team should provide one minor official for in the box to assist the two from the home team.
3. **Jersey colours: Home team jersey is dark visiting team jersey is light. The officials may request the home to change their jersey if teams are in a conflict with colours.**
4. Coaches are responsible for the behavior of staff and players on the bench as well as for fans in the stands.
5. It is required that each team have a team spectator liaison identified at each game, to deal with fans in the stands.
6. A team will receive 2 points for a win, 1 for a tie, and 0 for a loss.

### **Tips for Completing the Game Sheets**

Did you know you can purchase a booklet to help out with scorekeeping its called Box Lacrosse Minor Officials Guide, you can get a copy at the GELC office or the ALA office. Cost is \$6.75 each.

**Before the game the following must be filled out on the game sheet:**

**Provide a copy of the Abbreviations to use on the game sheet. It is located in this manual.**

- Game number
- Level
- Arena
- Date
- Start Time
- Referee
- Official Scorer
- Game Timer
- 30 Second Timer
- Home team name, colour and roster\*
- Visiting Team name, colour and roster\*
- First name, last name. In numerical order\*
- Coaches' names and signatures must be on the game sheet in the appropriate spot
- Note on the game sheet it indicates color this means the jersey color for that game but you also need to make sure you're the team name is included

### **Use of Stickers on Game Sheets:**

- If you are going to use stickers, you must do the following
  - ✓ Make sure the sticker conforms to the lines on the roster section of the game sheet, three stickers must be provided one for each copy, Clear work the best.
  - ✓ The sticker must line up with the lines on the game sheet.
  - ✓ **You may not add your club logos to the stickers**
  - ✓ **Coaches' names cannot be on the stickers.**

**During the game:**

- Cross out Home and Visitor Time outs as they occur
- Fill in penalties
- Fill in goals
- Fill in assists (#1 and #2)

**After the game:**

- Tally home and visitor penalty minutes in total PM box.
- Tally home and visitor scoring in final score circle
- Write goals, assists, and penalty next to the appropriate player under Player Information
- Home team – to score online the game and upload the game sheet in a manager that can be read by the GELC administration.

## *Abbreviations for Score Sheets*

<b>Abbreviation</b>	<b>Penalty</b>	<b>ABB</b>	<b>PENALTY</b>
ABO	ABUSE OF OFFICIALS	HO	HOOKING
AGG	AGGRESSOR	HOS	HOLDING STICK
AI	ATTEMPT TO INJURY	HB	HOLDING THE BALL
BB	BENCH MINOR		
BDG	BOARDING	ICC	ILLEGAL CROSS CHECK
BST	BROKEN STICK	IE	ILLEGAL EQUIPMENT
BE	BUTT ENDING	IEG	ILLEGAL EQUIPMENT GOALIE
CHG	CHARGING	IS	ILLEGAL SUBSTITUTION
CFB	CHECKING FROM BEHIND	INS	INSTIGATOR
CIC	CHECKING IN CREASE	INT	INTERFERENCE
CI	CREASE INTERFERENCE	KP	KICKING PLAYER
CV	CREASE VIOLATION	LPBE	LEAVING THE PENALTY BOX EARLY
CC	CROSS CHECKING	LB	LEAVING THE PENALTY BENCH
DOG	DELAY OF GAME	OL	OBSCENE LANGUAGE
ELB	ELBOWING	PS	PENALTY SHOT
FM	FACE MASK	PABO	PHYSICAL ABUSE OF OFFICIAL
FOB	FALLING ON BALL	RO	ROUGHING
FINT	FAN INTERFERENCE	2X5	SECOND MAJOR IN A GAME
EXP 5TH	FIFTH PENALTY IN GAME	SL	SLASHING
FI	FIGHTING	SP	SPEARING
FH	FREE HAND	TS	THROWING STICK
GI	GOALIE INTERFERENCE	3 <sup>RD</sup> MAN	THIRD MAN IN
HBH	HANDLING BALL IN HANDS	TMM	TOO MANY MEN
HB	HEAD BUTT	TR	TRIPPING
HS	HIGH STICKING	UR	UNNECESSARY ROUGHNESS
HO	HOLDING	USC	UNSPORTSMANLIKE CONDUCT
HOS	HOLDING STICK	WA	WRAPAROUND
HB	HOLDING THE BALL		
EXP	EXCLUSION	GM	GAME MISCONDUCT
MP	MATCH PENALTY	GRM	GROSS MISCONDUCT
M	MISCONDUCT		

## Team Entry Instructions

### **If Association uses a RAMP WEBSITE:**

If your Association already uses a RAMP website, you can sync your league schedule, standings and statistics to your team microsite on your local association website by using the following process:

1. Login to your Association team website and click on the "SETTINGS" tab.
2. At the bottom of the page select from dropdowns our league "Greater Edmonton Lacrosse or GELC", then the current season, division and team. Below this add your "GELC " User Name and Password provided above and click "Save Settings"
3. Once you click "Save Settings", go to the bottom of the page and if you already have added your roster to your Association team microsite, you can now select your players and move this player information to the League. This way you do not need to re-add information to the league that you have already added to your Association team microsite. You can now get automatic league schedule and statistics directly to your Association team microsite!!! Additionally, you can fill out league Game Sheet summaries from your Association login.

### **If Association does not have a RAMP WEBSITE:**

1. Go to GELC homepage
2. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#)
3. Enter your team LOGIN and PASSWORD (This will be provided by GELC)
4. Click LOGIN
5. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
6. Click SETTINGS
7. If needed edit your email address to that of your manager or point person for GELC messages
8. Change your password if you so choose.
9. Click LEAGUE PLAYERS
10. Click ADD MULTIPLE PLAYERS OR you can add individually
11. Enter in your all your team's players information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses of the players.
12. Click SUBMIT
13. For affiliate players, click ADD PLAYER
14. Enter in the affiliate player's information, including JERSEY NUMBER, FIRST NAME, LAST NAME (or initial if preferred). Do NOT enter email addresses or the players. If the jersey number is not going to be a consistent number for this affiliate player, then enter their number as a 99 or high nineties number that would not be a real number used on your team. Player stats will be tracked by player name, not jersey number.
15. Click the AFFILIATED (AP) box
16. Do NOT click hide from the public.
17. Click SUBMIT
18. Click STAFF MEMBERS
19. Click ADD STAFF MEMBER
20. Enter in your Head Coach name, position of Head Coach, email address, and cell phone number.
21. Click SUBMIT
22. Click ADD STAFF MEMBER

23. Enter in your Team Manager name, position of Team Manager, email address, and cell phone number
24. Click SUBMIT
25. Click ADD MULTIPLE STAFF
26. Enter the remainder of your team staff information (ex: Assistant Coaches, Trainer, Junior Coaches). This should include all team staff that will be listed on the Alberta Lacrosse Provincial Team Roster. You do not need to enter email addresses or cell numbers for these individuals.
27. Click SUBMIT
28. Please note: Do not delete players as the season progresses, as this will delete all those player's stats to date. Do not change the roster if jersey numbers change - enter statistics by using player names if the numbers do not match.
29. Your team entry is complete. Click SIGN OUT

### **RAMP Gamesheet Management Process**

#### **Important info to know:**

The "HOME" team, is responsible for inputting the game sheet information into the website within 48 Hours of completion of that game. Once a Game Sheet has been inputted into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors in the note section of the game to advise HOME team.

All Exhibition and Tournament games are to be inputted.

All mini tyke games are to be inputted by the HOME TEAM a score of 0-0. No stats but gamesheets are to be uploaded.

The process for submitting Game Sheets to the league and inputting them on the website are as follows:

1. Any game that results in an Incident Report must also be emailed to the GELC office, in addition to being scanned and uploaded to the website, within the specified time period in the regulations (48 Hours).
2. (All Game Sheets must be scanned in PDF format)

#### **HOME Team Entry (within 24 hours of game finish):**

1. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#) (or your associations homepage)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button GAMESHEET
8. Enter the Home Team **SCORE**
9. Enter in the Visitor Team **SCORE**
10. Click the box **GAME IS FINISHED**
11. Click SUBMIT
12. Click the menu button **ROSTER**
13. If you do not see a player's name listed that is on the game sheet, click the ADD PLAYER button and enter all the fields, then click SUBMIT
14. Click only the players that played during the game on both teams (using the gamesheet for info). Do not alter or modify the jersey numbers that you see already on the screen. Just use the names as verification, as some associations may change numbers during the year, or use different numbers for affiliates

15. Click UPDATE ROSTER
  16. Click menu button **GOALS**
  17. Enter all goal information. Each Goal requires entry for:
    - P (Period)
    - Min (Minute)
    - Sec (Second)
    - Sc (Scorer by jersey number)
    - A (First and second assist by jersey number)
  18. Do NOT Enter goal type definition
  19. Click UPDATE GOALS
  20. Click menu button **PENALTIES**
  21. Enter # of Home penalties and enter number of Visitor penalties. **Please ensure all Game Misconduct penalties are entered separately from the initial infraction.**
  22. Click button UPDATE # OF ROWS
  23. Enter all penalty information. Each penalty requires entry for:
    - P (Period)
    - # (Player Jersey #)
    - Serv (Player Jersey # who Served the Penalty)
    - Min (Minute of game in which Penalty was called)
    - Sec - Second of game in which Penalty was called.
  24. Click UPDATE PENALTIES
  25. Click menu button **GOALIES**
  26. **ONLY** enter the following information for all goalies that played during the game. Do not enter any of the other fields.
    - # (Jersey number of Goalie)
    - Min (Minutes Played)
  27. Click **UPDATE GOALIES**
  28. Click the menu button **UPLOAD FILES**
  29. If you are on a mobile smart device (cell phone): You will have the option "Take Photo or Photo Library" appear. Uploaded game sheets must be scanned. (There are many free "Scan to PRF" apps for smartphones that you can use clear and legible, otherwise you will be asked to upload again. Click SUBMIT
  30. If you are on a home computer: find your gamesheet file that you have saved in your browser. Please be sure your file is named simply with the game number (ex: Game 101). Once you've found your saved gamesheet, click on it, then OPEN.
- NOTE:** Please ensure you select the type of upload as well (Game Sheet, or Other). You can also supply any notes to the upload.
31. Go through the tabs one more time to ensure accuracy
  32. Go to "Final Score" tab
  33. Click SUBMIT
  34. All mandatory entry is now complete.
  35. Click SIGN OUT
  36. You must check on the verification of this game by the other manager. If they report errors, you are responsible to correct them in a timely manner and then follow-up with the other team to have them UPDATE THE VERIFICATION STATUS. If you do not

make your corrections, the GELC and/or the Visiting Team Manager will pursue contact with you to correct.

**VISITING Team Entry (within 48 hours of game finish):**

1. Click ADMIN LOGIN on the GELC homepage (top left corner) or [CLICK HERE](#) or (your associations homepage)
2. Enter your team LOGIN and PASSWORD
3. Click LOGIN
4. You are logged in and viewing the DASHBOARD of your team microsite within the GELC
5. Click LEAGUE GAMES
6. Find the game you have completed, preferably using the GAME NUMBER
7. Click the menu button labelled VERIFY
8. Review the section SCORE, Is it correct?
9. Review the section UPLOADED FILES, is there a file listed? Open the file, is it correct and it is it clear and legible?
10. Review all sections SUMMARY info, is everything correct and match the paper version game sheet? The game sheet is the official record and cannot be altered after the referee signs it.
11. Click on VERIFICATION STATUS drop down arrow.
12. If there are no errors, choose VERIFIED, click UPDATE VERIFICATION STATUS
13. If there were errors that you noticed from the home team's entry, click THERE ARE ERRORS. Click UPDATE VERIFICATION STATUS. Complete an entry in the YOUR NOTE section to explain what needs to be fixed. Click SAVE NOTE.
14. Click SIGN OUT
15. If there were errors, you must check on the fixing of this game by the other manager. If you have reported errors, they are responsible to correct them in a timely manner and then follow-up with you to UPDATE THE VERIFICATION STATUS. If they do not make your corrections and update the status, you as Visiting Team Manager will pursue contact with them to correct. Should this not be completed in an acceptable timeframe by the GELC Statistician, they could be fined for late entry.

**Game Sheet Management FAQ's PLEASE READ and UNDERSTAND COMPLETELY!**

- Game Sheets MUST be input into the website within 48 hours of the game being completed.
  - Game Sheets with an incident report MUST be UPLOADED on the website IMMEDIATELY.
  - All Game Sheet uploads MUST be legible. PLEASE check the uploads/images/pdf files prior to uploading to ensure that the Category Director can read the information clearly.
  - ALL game stats MUST be input in including all penalties and goals.
  - REMEMBER that NO CHANGES can be made to a Game Sheet other than what is written on the game sheet. The only thing we VERIFY is that the input of the Game Sheet is "EXACTLY" how it appears on the original game sheet.
  - Once you are satisfied that the game sheet has been fully entered, then click the "SUBMIT" box on the first tab of the game sheet entry.
  - NEVER use any of the following characters when naming your game sheet file to be uploaded.  
Tilde (~) Number sign (#) Percent (%) Ampersand (&) Asterisk (\*) Braces { } Backslash (\)  
Colon (:) Angle brackets (< >) Question mark (?) Slash (/) Plus sign (+) Pipe (|) Quotation mark ("")
- These characters will result in a successful upload, **however**, when you click on the Game Sheet to view it then it will not open and an error message will result.

## GELC 6U and 8U T - Shirt Order Form Only

Please email to [gelcadm@telus.net](mailto:gelcadm@telus.net) by May 3, 2022

	Team Name:	
	Team Contact:	
	Contact email Address:	
	Phone Number:	
	Player Name	Size
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

<b>Total youth small</b>	
<b>Total Youth medium</b>	
<b>Total Youth large</b>	
<b>Total Youth extra large</b>	
<b>Total adult small</b>	

Please note if this is not turned in there is a chance your team will not receive t shirts at the yearend event  
 Note T shirts are for children only not the coaches.

## Request to Change Game(s)

Please provide the following form with any requests for game movement.  
The only acceptable requests are tournaments, ALA sanctioned events, and  
or school functions for example graduations

Game movement requests must be made in writing by Date TBD: 2 pm.

Game Number:	Date:
Time:	Location:
Home Team:	Visiting Team:
Date of Request:	
Reason for request:	
Dates that may be acceptable to play the game on:	
Has Contact been made with the opposing team:	
Person making the request on behalf of the team:	
Name:	
Phone:	Email:
<p><b>This form must be scanned as a pdf and emailed to edmlax@telus.net</b></p>	
Office use only	
Notification provided to clubs _____ officials _____ Date: _____	

# PLAYOFF TIE BREAKER

Overtime for playoffs will be handled as follows:

For all preliminary games leading up to the Final and if necessary, games:

First a two-minute break will occur.

- Teams will stay on the same side of the floor.
- A 5-minute sudden death period will occur.
- If after the 5-minute sudden death period there is still a tie, a shot out will occur.
- Visiting team will shoot first then the home team with all runners participating until such time as a team scores one more goal than its opposition on equal shots on goal.

For final and if games (last two games only)

- A two minute break will occur.
- Teams will stay on the same side of the floor.
- A Regulation period will start, either 15 minutes, or 20 minutes as per division of play
- Sudden death will occur the first goals cored wins the game.
- Stop Time will be used.
- If at the end of the overtime period the game is still tied, the game will result in a shootout.
- All runners to participate; visitor shooting then home shooting until a goal is scored on equal shots on goal.

This rule was changed by the GELC executive on June 11th, 2015.

## **Incidents and Injuries**

All coaches and/or managers are required to fill in the Incident Report if there are injuries that occur at a game resulting in a player not being able to continue the game for that time period.

The form can be found on line on the GELC website under forms.

The form needs to be submitted to the GELC office within 48 hours of the occurrence.

