

**SHERWOOD PARK TITANS**  
**POLICIES AND PROCEDURES**



**LACROSSE**



**SHERWOOD PARK TITANS LACROSSE ASSOCIATION**  
(To be known henceforth as SPTLA)

**1. MEMBERSHIP:**

A member shall be: ***Any family registered with the Sherwood Park Titans, or any non-parent coach, assistant coach, trainer, manager, or executive member officially registered with the association.*** The membership fee shall be the registration fee for a lacrosse player, such a fee being determined by the SPTLA executive committee before each new box lacrosse season.

Membership entitles each parent or legal guardian one vote at all Annual General Meetings if they are a member in good standing. SPTLA welcomes all members to attend Annual General Meetings to have an active voice in the operations of the Sherwood Park Titans. All executive meetings are always open to the public except for any in camera portion.

**2. BYLAWS:**

The bylaws are available on the website of the SPTLA. The bylaws are governed by the Societies Act of Alberta and can only be changed or amended by a vote of the membership as outlined in the bylaws.

**3. FAIR PLAY:**

SPTLA will follow all CLA, ALA, and GELC rules of play always. SPTLA will encourage fair play so that all players can grow and develop their skills. The LTAD minimum standards as designated by ALA will be used to guide skill development.

**4. REGISTRATION:**

**4.1 POLICY: REGISTRATION PROCESS / FEES**

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

Registration process:

- Registrations will be accepted on the commencement of registration opening in early January.

- Any registrations received after the closing deadline may be subjected to a late registration fee and/or may be waitlisted.
- It will be the discretion of the respective Divisional Director as to the acceptance of late player registrations.

#### Registration fees:

- Fees for the associated programs are indicated under the “Registration & Program Fees” tab on our website.
- Fee payments can be made via Credit card or e-transfer. Any other payment must be approved prior to payment.
- A player will not be deemed “registered” until the entire registration fee is paid.
- A player will NOT be permitted to participate until 100% of the program fees are paid prior to any evaluations.

### **4.2: POLICY: REFUND POLICY**

**Purpose: To ensure appropriate and timely payments for the Sherwood Park Titans Lacrosse Association and identify conditions regarding refunding of fees to families.**

- All refunds, regardless of reason, are charged a \$25.00 admin fee.
- Refunds requested prior to April 1st, for any reason, will be fully refunded (minus the \$25 admin fee).
- After April 1st, refunds will be prorated by week (minus the \$25 admin fee).
- There will be no refunds after May 1st, unless provided documentation for medical reasons.
- Refunds will be made through mode of original payment.
- Refunds will be noted in RAMP to ensure the right number of players are recorded for payment to both GELC and ALA.
- NSF cheques are charged a \$ 20 fee.

### **4.3 POLICY: MULTIPLAYER DISCOUNT**

- A multi-player discount is available for families where there are 3 or more registrations from the same family (stepfamily) residing at the same primary residence.
- Full registration cost will be applied to the oldest 2 registrants, a 25% reduction for the 3<sup>rd</sup> player and 4<sup>th</sup> player or more will get 50% off registration.

### **4.4 POLICY: GOALIE REGISTRATION**

The SPTLA is committed to provide the opportunity for all players to play goal. Owning your own equipment does not guarantee a full-time position as goalie on a team. Players wishing to play goal have two options:

Option 1 – SPTLA provides goalie gear and player pays full registration fee. All player owned equipment used in addition to the provided goalie gear is subject to inspection by

the Equipment Manager. A deposit of \$800 will be required and returned upon the return of the equipment at the end of the season.

Option 2 – Player will provide own certified goalie gear and is required to pay the full registration fee. All player owned goalie gear is subject to inspection by the Equipment Manager.

#### **4.5 POLICY: FINANCIAL ASSISTANCE**

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

Should a player/family wish to participate in one of the SPTLA programs, but is unable to afford the expenditure involved, the player/family can seek financial assistance from the KidSport program or Jumpstart program.

<https://www.kidsportcanada.ca/alberta/edmonton/apply-for-assistance/>  
<https://jumpstart.canadiantire.ca/pages/apply>

Other support programs are also available and can be pursued if the KidSport or any other support program proves to be unsuccessful. The player/family can then make a formal request to the SPTLA Executive (through the Registrar) to apply for financial assistance for the current year.

#### **4.6 POLICY: SHERWOOD PARK TITANS ATHLETES FUND**

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

The Sherwood Park Titans Athletes Fund is completely dedicated to helping young lacrosse athletes with the financial support they need to be able to play for the Sherwood Park Titans. We believe that every child with a desire and passion for lacrosse should be part of a team, regardless of their limited access to finances.

The Sherwood Park Titans Athletes Fund provides grants to cover registration fees. Amount is up to the discretion of the Titan's board and is based on the family's circumstance at time of registration.

100% of the donations are targeted to go directly to athletes. Donations and gifts help support Titans players entry fees and team expenses.

#### **Eligibility:**

- Notice of Assessment (most recent tax year)
- Canada Child Benefit Notice
- AISH
- Income Support (Alberta Works, EI)
- Current Subsidized Housing Letter

If you are unable to provide any of these documents listed above, please contact the Sherwood Park Titans Treasurer at [treasurer@sherwoodparktitans.ca](mailto:treasurer@sherwoodparktitans.ca).

Please note, you will not be reimbursed for equipment purchased. However, if you need equipment – please reach out to the Equipment Manager as we may be able to assist with providing used lacrosse gear.

## 5. **FINANCES:**

### 5.1 **POLICY: FINANCIAL MANAGEMENT POLICY**

- All bank accounts are reconciled monthly. (as per ALA policy)
- Reconciliation between Ramp, Global Payments and the Bank is required monthly.
- Two signatures are required on all cheques issued by the Titans (as per ALA policy).
- Blank cheques are not to be signed (as per ALA policy).
- E-Transfers out are permitted, allowed with 2 approvals.
- E-Deposits are accepted.
- Use of mobile cheque deposit is accepted.
- Debit card for the use by the President for purchases under \$500 are accepted and reconciled monthly by the Treasurer. Expense management policy outlines requirements.
- Expenses must be attached to each cheque issued for signing. (as per ALA policy).
- Expenses must be a budgeted expense unless approved by the Executive (as per ALA policy).
- Treasurer reports to the Board quarterly with a cash flow summary, and any significant/unusual transactions.
- Financial statements are to be provided to the Board Quarterly (as per ALA policy).
- Detailed financial statements must be presented at the AGM (as per ALA policy).
- Financial statements must be audited as per the Societies definition (as per ALA policy).

ALA Web link (<http://www.albertalacrosse.com/content/bylaws-and-regulations>)

### 5.2 **POLICY: INVESTMENT MANAGEMENT POLICY**

**Purpose: Specifies general rules for investment / asset allocation, risk tolerance and liquidity requirements**

- SPTLA will hold a conservative asset and investment portfolio and will plan to assume minimal risk.
- SPTLA assets and investments will remain highly liquid. No long term (greater than one or more year) investments are authorized.
- Any short-term investments will have a term of 1 year or less.
- All assets (equipment and apparel) will be insured for theft, loss / damage.
- Equipment values will not exceed \$ 80,000 purchase price value.
- Apparel inventory will not exceed \$ 25,000 sale value, as an approximate for 1 year/18 months' worth of sales.

- SPTLA will hold a daily operating account and a daily savings account. The daily chequing will have a low or no monthly fee. The savings account will be used to gain interest income and keep cash available as needed.
- The SPTLA Executive will approve any new or changing investments.
- Daily chequing and savings are reconciled by the treasurer and bank information available to the Executive Board at any time.

### 5.3 POLICY: TEAM FUNDS

**Purpose: Outlines process for management of team funds (fundraising and cash call).**

All teams must create a team budget which is approved by the parents at the beginning of the season, and again at the conclusion of the season. This budget must be provided to the Divisional Director. Any funds remaining at the conclusion of the season may be returned to either the families and noted in the final budget or can be donated to the Players Fund as per team approval. If the team will be collecting and holding seed money or fundraising the expectation is that they open a bank account with dual signatures required involving members of two different families permitted to have signing authority on the account.

SPTLA has no oversight or liability over team accounts.

Please refer to a sample budget on the SPTLA webpage.

### 5.4 POLICY: SHERWOOD PARK TITANS EXPENSE POLICY

**Purpose: Specifies the process that the Sherwood Park Titans Lacrosse Association Executive Board members must follow to be reimbursed for their expenses**

- Reimbursed expenses are limited to those that are budgeted or have been approved in advance by the Board.
- Executive members of the board are entitled to claim expenses as approved by the President.
- Detailed receipts are required for all expenditures being claimed. The receipt will note the date, details of the purpose of the cost and signature of the member claiming the costs. No further expense report will be required.
- Members of the Board shall be eligible to claim expenses for attendance at the ALA Annual General Meeting at cost. Three members are approved and budgeted to attend annually.
- Meals shall not exceed \$50 a day.
- Transportation cost reimbursement is limited - the reimbursement of a rental car plus gas where participants are carpooling or 50 cents a km for personal vehicles. The President is required to approve exception reasons where participants use their own vehicles vs carpooling. If approved, the 50 cents/km will cover all wear and tear, gas, etc. for the use of a personal vehicle. Titans encourage participants to travel together to reduce costs to the club.
- Two-night stay at the hotel, and any relevant parking costs
- SPTLA will not reimburse for alcohol expenses.

## 5.5 POLICY: SPONSORSHIP OPPORTUNITIES

**Purpose:** Outlines the Titans sponsorship program. With community generosity we will be able to provide the players with an even greater experience.

**Team Jersey Sponsorship:** For \$2500 you will get your logo placed on one set of new jerseys. Sponsor responsible for providing the crests and the associated sewing cost.

- Maximum 5 years, jerseys may be replaced earlier than 5 years, one “set” means either home OR away set.
- Your company logo will be printed on the sponsorship page of our Titans website with a link to your webpage.
- A “Community Supporter” decal featuring the Sherwood Park Titans would be given to your business to display. The Families of the Sherwood Park Titans would be encouraged to support any business displaying this decal.
- A Mass email to the entire association thanking your organization for supporting the Titans.

**Titans Classic Tournament - Community Sponsor:** Your company ad will be printed on the sponsorship page of our Titans Classic Tournament program. The program is distributed at our annual Titans Classic Tournament which typically hosts 40+ teams from all over Western Canada.

- AD space is Full page \$500, half page \$350. Business card size \$200.
- Your company logo will be printed on the sponsorship page of our Titans website with a link to your webpage.
- A “Community Supporter” decal featuring Sherwood Park Titans would be given to your business to display. The Families of the Titans would be encouraged to support any business displaying this decal.
- A Mass email to the entire association thanking your organization for supporting Titans.

### **Sponsorship of Awards:**

- Sponsoring the MVP awards given to 1 player on each team for each tournament game. (Ex 75 games = 150 awards) Cost typically each would be \$5-10.
- Sponsoring the Heart and Hustle awards given to 1 player on each team for each tournament game. (Ex 75 games = 150 awards) Cost typically each would be \$5-10.

**Sponsorship Tournament Swag:** Sponsoring swag for the tournament player bags.

- Each year the tournament endeavors to give the players a “swag bag” for attending the tournament. (cost varies with items).
- Items may include such things as String backpacks, ear buds, sunglasses, water bottles etc, something with tournament branding for players to remember playing in the tournament.

**General Sponsor:** Options can Include:

- Sponsoring Sherwood Park Titans current initiative of the Titans Players Fund. (any amount).
- This is an account supported fund that Titan's members can donate to, that gives every kid, who may not be able to afford to play, a chance to try lacrosse.

**Sponsoring Year end Awards:** Sponsoring awards for the members who volunteer for the clubs. Some examples would be, Coach of the year, Volunteer of the year etc.

## **6. VOLUNTEERS:**

### **6.1 POLICY: VOLUNTEER OPPORTUNITIES**

**Purpose: To force volunteer activities that support SPTLA at the team and association level**

**Volunteers are the lifeblood of any sporting organization.** To recognize the volunteer activities that support the sport of lacrosse, SPTLA has policy formalizes the process and criteria for designating which activities result in credits being accumulated and governs the use of the credits moving forward.

#### **Defining Volunteer Credit Opportunities:**

- Titans Board will determine volunteer activities eligible for credits and provide information to members. This will typically be accomplished by promoting volunteer credits at the Annual General Meeting and requesting volunteers via player registration.
- The Registrar will work with the Bingo/Casino Chair to maintain a list of members interested in volunteering and communicate opportunities to those on the list.
- Opportunities will be filled on a first come, first served basis. The Chair will do their best to provide opportunities for all volunteers to participate.
- No shows and late arrivals have negative implications on the SPTLA resulting in fines or loss of future fundraising opportunities. Persons who commit to shifts are responsible for ensuring that the shift is completed, including finding a replacement.
- Persons who no show or arrive late are responsible for any fines or penalties levied and risk being removed from the volunteer list at the Chair's discretion.
- There is no upper limit to the number of credits a "family" can earn in a fiscal year.
- The current credit for a Bingo is \$100 per volunteer and \$200 per volunteer.



### **Use and Carry-Over of Credits:**

- Credits earned shall be applied during the fiscal year earned or next fiscal year. Credits not used by the end of the following year will be transferred to the Titans Athlete Assistance Fund
- SPTLA executive board may grant an extension on a case-by-case basis where a family has provided a specific plan to fully utilize their credit balance.
- Holders of credits may transfer their credits to other members of the SPTLA or direct them to the Titans Athlete Assistance Fund. Transfers must be requested in writing and are subject to approval by the Board.
- Under no circumstance will credits be converted to cash and paid out.

## **7. CONDUCT:**

### **7.1 POLICY: RESPECTFUL CONDUCT POLICY**

**Purpose: This policy applies to the importance of member's acknowledging SPTLA's Code of Conduct.**

- All players, parents, coaches, and team officials are required to sign the Titans Code of Conduct at the beginning of the season. Team Managers will provide the electronic copies of the completed forms to the Divisional Director, as well as retain a copy of the signed forms.
- SPTLA has the authority to remove / decline a member's registration if that member refuses to sign the SPTLA's Code of Conduct prior to the start of the season.

### **7.2 POLICY: PARENT LIAISON POLICY**

**Purpose: The Parent Liaison should be involved in communication with Titans parents during game time situations where there may be concerns around behavior that does not follow Titans Code of Conduct.**

- All teams with SPTLA are recommended to have a parent volunteer to be the Parent Liaison. The Liaison is in place to set expectations for Titans parents during game play.
- In a situation, where the Liaison is concerned that a parent is not following the Code of Conduct, they should approach the parent to discuss the situation and fully express their concern. This should be done in a reasonable and calm manner with the parent. Any anger or frustration should be dealt with by the 24-hour rule where a cooling off period of 24 hours is used.
- If the behavior continues at future games, the liaison should alert the appropriate Age Level Director who will decide if further action is required. If the Liaison and Age Level Director cannot come up with a solution, then the Age Level director will contact the VP and/or Discipline Chair for further guidance.

- Note, the Titans Parent Liaison is NOT responsible for any behavior of the opposing team's families.

### 7.3 POLICY: ANTI-ABUSE POLICY

**Background:** The SPTLA is committed to making our sporting environment a safe and caring place for all athletes, coaches, and members in good standing (hereafter called participants). We will treat each other with respect and refuse to tolerate abuse of any form in our association.

**Definitions:**

**“Facility”** means property on which the team's practices, games, or team functions are being held.

**“Harassment”** means repetitious improper conduct by an individual or group that is directed at and is offensive to another individual or group and that the individual(s) knew or ought reasonably to have known would cause offense or harm or intentionally or unintentionally upset the other party. Harassment is used to demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat (i.e. based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, family status, disability) shall be subject to disciplinary actions.

**“Intimidation”** means to make timid, frightened, or scared, or to discourage, restrain, or silence illegally or unscrupulously, as by threats or blackmail.

**“Bullying”** means the severe or repeated use by one or more participations of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another participant that has the effect of:

- Causing physical or emotional harm to the other participant or damage to his property.
- Placing the other participant in reasonable fear of harm to themselves or of damage to their property.
- Creating a hostile environment for the other participant.
- Infringing on the rights of the other participant.
- Examples of bullying may occur in various environments and may include, but not be limited to:
- Intentionally hurting someone physically by hitting, kicking, tripping, pushing.
- Harassment via electronic communication.

- Saying something hurtful using various forms of media, including but not limited to, print, text messaging, email, instant messaging, social networks, audio and/or video systems and technologies.
- The taking of pictures or video at a facility without consent of the participant and their parents (note the use of cell phones and recording devices in any locker room is strictly forbidden).
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's differences.
- Threatening or intimidating someone in a particular action.
- Spreading rumors about someone on purpose to be hurtful.
- Leaving someone out on purpose.
- Embarrassing someone on purpose.
- Stealing or purposely damaging another person's property.
- Ganging up on someone.

**“Procedure”**- All witnessed or unwitnessed complaints of bullying, intimidation or harassment of participants will be taken seriously and dealt with immediately following SPTLA's 7.7 Discipline and Complaint Policy.

Depending on the severity of the incident, punishment for the offender could include:

- Discussion with the offender and their parent(s)
- Offender writing a letter of apology to the victim.
- Sitting out a practice, period, or entire game
- Sitting out multiple practices or games

To decrease the likelihood of issues happening in the locker room pre/post practices or games in the U13 division and lower, coaches will be responsible to ensure a responsible party is in the locker room pre-game and post-game. Time of locker room supervision shall be determined by the individual coach ie) If they require players to arrive 45 minutes prior to start time, then that locker room must be supervised during that time.

#### **7.4 POLICY: MIXED GENDER SUPERVISION**

**Purpose:** To ensure appropriate supervision of all players within the Sherwood Park Titans Lacrosse Association

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

### **Women's Teams:**

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

### **Men's Teams:**

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

### **Co-Ed Teams:**

- A supervisor should be present at all team events ie: games, practices, dry land etc.

### **Transgender Players:**

- Please refer to the ALA policy regarding any transgender player.

## **7.5 POLICY: Player Supervision**

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

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

## **7.6 POLICY: Parents in Dressing Room**

**Purpose: To outline the guidelines around parents' presence in the change rooms**

**1) For levels U7, U9, U11:**

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.

**2) For levels U13, U15, U17:**

In U13 through U17 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.

## 7.7 DISCIPLINE AND COMPLAINTS POLICY

**Purpose: Sherwood Park Titans Lacrosse Association (SPTLA) is committed to providing an environment in which all Members are treated with respect and characterized by the value of fairness, integrity, and open communication.**

To ensure SPTLA follows a complaints process, that complaints are not misplaced or forgotten and are resolved.

To ensure SPTLA respects confidentiality of complaints and suggestions when requested.

To ensure SPTLA follows a disciplinary process, to protect Members, Players, Team Staff and Officials. The processes and conditions of the actions vary according to the nature of the misconduct.

### **General:**

- To ensure that the person(s) named in the complaint form is given an opportunity to clarify and assess the circumstances which led to the incident and to discuss proactively alternate reactions and actions.
- The discipline of members is for the protection of the public, players, and for the maintenance of standards and principles of the SPTLA,
- Membership and/or participation in SPTLA, brings with it many benefits and privileges. At the same time, Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with SPTLA Bylaws, Policies and Procedures and Code of Conduct. Irresponsible behavior by Individuals can result in severe damage to the image of SPTLA. Conduct that violates these values may be subject to sanctions pursuant to this policy.
- This statement of Disciplinary Policies and Procedures does not limit the freedom of SPTLA to recommend that further legal proceedings be taken in cases where this is deemed to be an appropriate course of action.

### **Application of this Policy:**

- This Policy applies to all Individuals as defined in the Definitions.
- This Policy applies to discipline matters that may arise during SPTLA business, activities, and events, including, but not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
- Discipline matters and complaints arising within the business, activities or events organized by entities other than SPTLA will be dealt with pursuant to the policies of these other entities unless accepted by SPTLA in its sole discretion.

- A disciplinary review hearing allows all parties an opportunity to clarify and assess the circumstances which led to the incident and to discuss proactively alternate reactions and actions. The Disciplinary Committee may issue additional suspension/punishment to the individual above GELC, ALA and CLA policies, but cannot reduce a decision from either of these bodies.
- This Policy only applies to written and signed complaints received by the SPTLA from SPTLA Members or practices, camps, travel associated with SPTLA activities, and any meetings of staff, committees, or the Board of Directors.
- Any violation of bylaws, policies, and procedures of SPTLA may be subject to sanctions pursuant to this policy.

A team member or team follower who repeatedly brings discredit to the team and Sherwood Park Titans the Discipline Procedures Sherwood Park Titans is governed by the authority of Alberta Lacrosse. Alberta lacrosse has recommended a specific communications procedure to be followed for contact dealing with it. Sherwood Park Titans has authorized the following procedure: Parent/Team > Coach/Manager > Level Director > Vice-President > President > GELC > Alberta Lacrosse Association>Canadian Lacrosse Association.

Sherwood Park Titans expect that all team officials, players, team followers, parents, or members to exhibit qualities of leadership which promote sportsmanship and decorum, considered with acceptable levels of propriety – towards opponents, game officials and spectators.

Behavior standards should be clearly defined and maintained throughout the season, within a climate of mutual respect. Occasionally, however, sanctions may be necessary, from an external source, for behavior which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above Sherwood Park Titans has the authority to discipline any player, team official, team follower, parent, or member. Matters requiring discipline must be brought to Sherwood Park Titans attention within 30 days of occurrence, failing which the matter must be brought to the Sherwood Park Titans Executive for approval prior to any further action being taken.

Three different disciplinary stages are possible, namely:

Stage 1 – The Informal Process

Stage 2 – The Formal Process

Stage 3 – The Appeal Process Sherwood Park Titans members are expected to follow the Code of Conduct. Some incidents which may warrant disciplinary action are as follows:

- Profanity by players, team officials or club representatives.
- A player who receives a game misconduct, gross or match penalty.
- A team assessed two or more bench minors in one game.
- A coach or bench assistant who is ejected from a game.
- A team, who in the opinion of the Level Director, is being assessed too many penalties of a serious nature.
- Rough violent, abusive, or gross behavior, on or off the floor.
- Use of alcohol or other illegal substances while representing Sherwood Park Titans through participation in a team activity.
- A parent or guardian who exhibits conduct unbecoming to the integrity of the Sherwood Park Titans program.
- Any team that fails to utilize floor time without prior notification.
- Any team official which is no longer fulfilling their duties be removed from the team and that Alberta Lacrosse and GELC to be notified.

### **Stage 1 – The Informal Process**

#### a) Standard Suspensions

Where the current Alberta Lacrosse or GELC rules/bylaws dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the suspension will be implemented by the coach in consultation with Category officials as a matter of routine.

#### b) Non-Standard Suspensions

When incidents occur involving players which may warrant action coach(es) shall report the incident as soon as possible, at least prior to the next game, for action.

The Level Director and coach(es) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident, they may consult such game officials, players, parents, or other observers that they may deem necessary to gain the relevant facts of the incident.

Any suspension to a player, coach, etc. exceeding one game may be matched by Sherwood Park Titans. The coach(es) implements the sanctions with the player(s) and the Level Director implements the sanctions with the coach(es). The Level Director reports the situation to the Vice-President and the President.

#### c) Verbal Reprimand

When incidents occur involving members of Sherwood Park Titans in situations other than as set out in a) and b) preceding, the incident shall first be reported to the Level Director and, if the incident involves officials, to the Vice-President. Provided the complaint does not involve criminal, physical force or violence, the Level Director, and the Vice President, if applicable, may work with the parties involved to resolve the matter without further escalation. Except as set out in a) and b) preceding, no member of Sherwood Park Titans may be issued any discipline other



than a verbal reprimand without a Disciplinary Committee being convened to review the matter. The Level Director shall report all incidents, whether warranting further escalation or not, to the Executive Committee.

#### d) Appeal

Notwithstanding the above, if a coach, player or parent feels that an issue has not been satisfactorily resolved through the Informal Process, such person may appeal the decision made in the process, by submitting an appeal in writing to the Vice-President Administration setting out the incident and the decision made in the Informal Process as well as the basis on which the decision is being appealed. Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, Sherwood Park Titans may elect to proceed directly to Stage 2 – the Formal Process and may impose an indefinite suspension on involvement with Association activities, including practices and games, pending resolution of the incident under Stage 2.

### **Stage 2 – The Formal Process**

The Vice-President, on receiving a written appeal from a Stage 1 decision or on request from a Level Director, shall convene a Disciplinary Committee.

The Disciplinary Committee shall consist of the appropriate Level Director, Vice-President and a member of the Sherwood Park Titans Board of Directors approved by the Vice-President/President and shall be no less than three people and shall follow the applicable provisions respecting committee membership set out in the Sherwood Park Titans Bylaws.

The Disciplinary Committee shall request that the complainant and any known witnesses complete Sherwood Park Titans Complaint Form and submit them to the Committee for review. The Committee may seek the input of such persons as the Committee believes have relevant information to assist the Committee in reaching its decision. The respondent shall be advised of the information reviewed by the Committee and shall be given an opportunity to respond to the complaint and to attend before the Committee to present evidence in relation to the complaint.

The Disciplinary Committee shall render a decision within a reasonable time and that decision shall be communicated to the respondent and a written record shall be kept on Association files.

#### a) Appeal

Notwithstanding the above, should a Sherwood Park Titans member feel that Stage 2 has not satisfactorily resolved the issue, the member may appeal to Stage 3 by writing to the Sherwood Park Titans Vice President, and submitting a \$350.00 Appeal Fee.

### **Stage 3 – Appeal of the Formal Process**

The Sherwood Park Titans Vice President, on receiving a written request for an appeal accompanied by the appeal fee, shall inform the President of the appeal and the President shall form an Appeal Committee of at least 5 people, but in any event being an odd number of people, and which Committee shall include 2 Executive Committee Members, at least one additional member of the Board of Directors and at least one person from the general membership. Members of the Disciplinary Committee may not sit on the Appeal Committee.

The meeting must be held not less than 14 days and not more than 30 days from the receipt of the written request for an appeal.

The Executive Committee shall provide up to 30 minutes of meeting time for the persons making the appeal to state their case.

The Executive Committee shall render its decision by majority motion.

The decision shall be final and binding on all parties, except for those avenues of recourse provided by Alberta Lacrosse or the Canadian Lacrosse Association

## **8. EQUIPMENT**

### **8.1 POLICY: MANDATORY EQUIPMENT**

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

- **Mouth-guards:** All participants registered with the SPTLA are mandated to wear a mouth guard during both practices and games. All mouthguards must adhere to the specification as defined in the ALA/GELC rules.
- **Helmets:** All participants registered with the SPTLA are required to wear a helmet during both practices and games. All helmets must adhere to the specifications as defined in the ALA/CDLA Rules & Regulations.
- **Lacrosse Sticks:** All sticks must adhere to the specifications as defined in the ALA/CDLA Rules & Regulations.

### **8.2 POLICY: EQUIPMENT/JERSEY DEPOSIT**

**Purpose: To ensure that the player/team is responsible for return of jerseys and/or equipment to the Sherwood Park Titans Equipment Manager.**

- Jerseys and pinnies are and will remain the property of the Sherwood Park Titans Lacrosse Association. Each Titans team coach is required to provide a jersey deposit in the amount of \$ 500.00 by credit card authorization to be held until July 15th of the current year. It is the responsibility of the Coaches to ensure the jerseys have returned to the Titans Association at the completion of the season play. See the club supplied equipment policy for care and management of the Club jerseys.
- Teams will be charged \$100/jersey or \$50/pinnie that is damaged or missing at the discretion of the Equipment Manager.
- Goalie equipment is distributed to each player who has committed to playing goal for a team. The Parents of the goalie are responsible to provide an equipment deposit in the amount of \$500 by credit card authorization dated until to July 15<sup>th</sup>.

### **8.3 POLICY: CLUB SUPPLIED EQUIPMENT**

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

#### **Goalie Equipment:**

The SPTLA will supply each team with a set of goalie equipment. The responsibility for the equipment is assigned to the head coach or team manager if there is no permanent goalie assigned to the team. Permanent goalies will be responsible for their equipment assigned to them for the season.

The responsible coach or goalie will sign out all equipment from the Equipment Manager.

Goalie equipment supplied by the Sherwood Park Titans Lacrosse Association:

- Chest/Body Armor
- Goalie Pants
- Shin Pads
- Goalie Equipment Bag/Throat Guard
- Gloves
- Goalie stick (optional)

All goalie equipment must be returned to the Equipment Manager no later than two weeks past the end of the playing season. There shall be NO Exceptions unless pre-approved by the Equipment Manager.

Goalies wishing to rent equipment for a Winter Lacrosse League must contact the Equipment Manager to decide. The SPTLA will rent the goalie equipment to the player for a \$500.00 deposit. The player and/or parent will sign a rental agreement. The rental agreement will be in writing and is to specify the date for return before the next regular season of play.

#### **Team Jerseys:**

The SPTLA will supply each team with jerseys. All jerseys are signed out in a clean, organized condition. They must be returned in the same condition.

- Jerseys must be washed and numerically ordered in the bag.
- Jerseys are NOT to be handed out to the players for the season. The coach will be responsible to maintain the team jerseys or assign a jersey parent for the team. This person should be responsible for bringing jerseys, including washing them and any minor repairs.
- All Equipment pick-ups / exchanges / returns are done by appointment only. Please email or call the Equipment Manager to arrange a time.
- Name bars are NOT permitted on any jerseys.
- Jerseys are NOT to be worn for practices or scrimmages.
- Equipment damaged through the normal wear and tear of the season will be repaired or replaced by SPTLA at no charge. Please contact the Equipment

Manager. In some cases, jerseys may need minor repair. We ask that you find a volunteer (s) from your team to perform minor repairs as required. Should you determine that a jersey needs professional repair or replacement, please contact the Equipment Manager.

- All jerseys (cleaned and organized) are due back to the Equipment Manager by July 15 of the current year at the end of the playing season. – NO exceptions unless pre-approved by the Equipment Manager.

### **Game Balls:**

The SPTLA will supply each team with 30 balls and one ball bag for the season. It is expected that all ball bags will be returned at the end of the season.

### **General Requirements:**

The SPTLA cannot accept substitute equipment for lost/damaged equipment without the approval of the Titans Equipment Manager.

## **8.5 POLICY: BRANDING, LOGO, APPAREL AND SUPPLEMENTARY CLOTHING**

**Purpose: To ensure that the Titans logo and brand remain consistent throughout the organization.**

Supplementary clothing is optional; however, it shall comply with the SPTLA logo, colors, and designs. All teams within the SPTLA shall ensure that all of the following items if ordered in any given year, regardless of who is paying for the cost of such items, shall be in the SPTLA approved colors and designs and shall only display the SPTLA approved logo, the player name and number. For clarity none of the following items shall have any other logos, team names or sponsor names in either logo format or written format. These restrictions apply to all team and player personal wear that is worn to show membership in the team, including:

Team jackets (all types)

- Team hoodies (all types)
- Track pants and sweats
- Team bags (if used)
- Pant shells (if used)
- Pre-game warm up gear (shirts, short, sweats)

The following items shall still be in the Association's colors and designs but may be used for additional logos (logo or written) if a different team crest is desired or a sponsor is used:

- Ball caps
- Practice jerseys
- Helmet Stickers

Teams are required to have Division Director approval prior to using any other color, design, and logo other than the Association logo to confirm appropriate application of this policy.

Supplementary Clothing - All supplementary clothing is purchased by parents as a matter of personal choice. No requirement is to be made by team officials regarding the purchase of supplementary clothing and no player shall be penalized for not participating in the purchase plan. Supplemental clothing purchases shall be made in accordance with the Association's guidelines and standards.

## **9. COACHES**

### **9.1 POLICY: COACH SELECTION**

**Purpose: To ensure that Titans coaches maintain the core values of the SPTLA, ALA and GELC.**

- Applications will be reviewed by the Coach Development Committee and then approved by other board members. The CDC (Coach Development Committee) will review all applications and interviews will be held if there are multiple applications for a one team.
- Coaching applications must be submitted for all coaches regardless of past coaching experience with the Titans. Coaching interviews will be conducted for all level coaching positions if more than one application. Interviews will be conducted by a panel of no less than 3 SPTLA Executive members. If necessary, the SPTLA Executive has the option to select interviewers who are not on the SPTLA Executive if they meet our conflict-of-interest standards.
- Members with players in which a conflict of interest may arise, must recuse themselves from the selections.
- All coaches are expected to follow the Code of Conduct set out by the ALA, GELC and the SPTLA.
- All coaches and bench staff are expected to take the Respect in Sport for coaches (as mandated by the ALA and/or the GELC).
- All bench staff must be 16 years of age or older and meet the minimum LC standards. Any coaching staff under the age of 18 are limited in their duties as a coach and would be considered “helper” or junior coaches. Under 18 years of age “helpers” are allowed to assist at practices in a mentoring role for teams that are at least one division or lower than the current division the “helper” is playing in. They are there to assist with the drills and be a good example to the younger players. They must always have a helmet on while assisting on the floor.
- All SPTLA coaches / bench staff must be registered in RAMP and certified with the appropriate coach training. SPTLA will cover the cost of registering the following: Head Coach, two Assistant Coaches, and manager. The registration fees for bench staff over and above will be covered by the team or coach. Please note, all women's teams must have one registered woman on their bench staff as per ALA regulations.
- An SPTLA coach may be registered as a Head Coach for one team and be an Assistant Coach or Co-Coach on a second team. The purpose of the Assistant Coaches is to cover the Head Coach role when the Head Coach is unavailable.

## 9.2 POLICY: COACHING CLEARANCE

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

- The SPTLA seeks coaches who have a demonstrated history of behavior that is consistent with the Code of Conduct and coaching philosophy embraced by the club. All coaches are subject to a police background check. The results of the check will be held in strict confidence by the CDC.
- SPTLA will inform a coach of ineligibility should they feel that the results of the background check and/or if there is a history of inappropriate/desired behavior that are against the ideals held by the club.
- Team officials will not be allowed into the dressing room or on the field of play until the official is registered into RAMP and has provided a CRC to the CDC no later than April 15.

## 9.3 POLICY: COACHING COURSES FEE REIMBURSEMENT

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

- All coach training that is provided through the GELC is directly billed to the club. If a coach registers for a course and does not attend, they will receive an invoice to reimburse the club for the course fee.

## 10. A-TEAM / EVALUATIONS

### 10.1 POLICY: EAST ZONE A-TEAM EVALUATION POLICY

**Purpose:** To ensure all players are placed properly to ensure development of all skill levels. This manual has been supported by the Executive Board of Directors of both Associations and developed by a volunteer membership committee.

Please see attached Addendum #1

## 11. SCHEDULED FLOOR

### 11.1 POLICY: NO USE POLICY

**Purpose:** To ensure that coaches / managers understand that if they chose not to use the practice floor times scheduled by the Titans that there may be a cost impact to their team

- Practices must be returned to the Titans (via [sptitansscheduler@gmail.com](mailto:sptitansscheduler@gmail.com)) within two weeks of the practice date.
- If the Titans are not notified within the required time frame the team will be invoiced \$100.00 no show fee.

## **12. CONFIDENTIAL POLICY:**

### **12.1. POLICY: CONFIDENTIALITY POLICY**

**Purpose:** To ensure that directors, officers, committee members, coaches, volunteers (hereinafter “Sherwood Park Titans Representatives”) who have access to confidential information understand the process involved in the safe handling of this information.

The following items have these meanings in the policy:

- i. Copyright** – the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or commercial material, and to authorize others to do the same.
- ii. Intellectual Property** – the creations of the mind: inventions; literary, artistic and commercial works; and symbols, names and images used in commerce.
- iii. Organization** – includes an association, a partnership, a person, an unincorporated association, a trust, a not-for-profit organization, a trade union and corporation.
- iv. Representatives** – Directors, officers, employees, committees, members, volunteers, coaches, contractors, and other decision makers within SPTLA.

#### **Application:**

SPTLA will not, either during the period of their involvement/employment or anytime thereafter, disclose to any person or organization any confidential information about Sherwood Park Titans acquired during their period of involvement/employment unless expressly authorized to do so.

SPTLA will not publish, communicate, divulge, or disclose to any unauthorized person, firm corporation, third party or parties any confidential information, with the express written consent of SPTLA.

SPTLA representatives will not use, reproduce, or distribute such confidential information or any part thereof, without the express written consent of the SPTLA.

All files and written materials relating to confidential information of SPTLA will remain the property of the SPTLA and upon request of the SPTLA, the representative will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon such request.

The term “confidential information” includes, but not limited to the following:

- Names, addresses, email, telephone number, cell phone number, date of birth and financial information of SPTLA Representatives and Members.
- Information related to the programs, fundraisers, business, or affairs of SPTLAs or any SPTLA Representative; and
- Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans and financial information.



Volunteers may be asked to sign and date the Confidentiality Agreement upon involvement with the SPTLA.

### **Intellectual Property:**

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with employment or volunteer involvement with SPTLA will be owned solely by the Titans, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. SPTLA may grant permission for others to use such written material or other works, subject to such terms and conditions as SPTLA may prescribe.

### **13. Affiliations**

**Purpose: Affiliation for SPTLA teams is to supplement a team in case of illness, injury, or other forms of absenteeism on the team.**

- Please review GELC Regulation 8.01 regarding the affiliation process.
- When selecting a player to affiliate, make sure you reference GELC Regulation 8 – Affiliation Rules for all regulations regarding player affiliations.
- Parents / Guardians of the player and the head coach of the player's rostered team must be consulted.
- Rostered teams take precedence.
- Coach or manager must complete the Titan Affiliation Request form found on the Titans website ([www.sherwoodparktitans.ca](http://www.sherwoodparktitans.ca)) on both the Coach and Manager tabs.

### **14. Enforcement:**

A breach of any provision in this policy may give rise to discipline in accordance with the SPTLA Discipline policy.

**THE ABOVE SPTLA POLICIES WERE RATIFIED BY THE SHERWOOD PARK TITANS BOARD IN FULL ON APRIL 9, 2024.**



## Addendum #1



### Table of Contents

#### 1. Philosophy and Objectives

- a) Zone Philosophy
- b) Objectives
- c) Rules

#### 2. Selection Process

- a) A Division / GELC A Tryouts

#### 3. Selection Criteria

- a) Number of Floor Times

#### 4. Team Selection

- a) Decision Making
- b) Communication

#### 5. Division Information

- a) 13U
- b) 15U
- c) 17U

#### 6. Late Registrants and Non-evaluated players

#### 7. Goalie Evaluation

#### 8. Evaluation Feedback

#### 9. Coach Selection

#### 10. Evaluation Appeals

#### 11. Appendix Evaluation Scoring Matrix

## 1. Philosophy and Objectives

### a) Zone Philosophy:

Evaluations are an important part to every season, and we recognize that it is important to each player, parent or guardian, evaluator and to each team to ensure that this process is designed to allow each player to demonstrate their skills and abilities. Our zone strives to provide a fair, open, impartial assessment of each player. The evaluations are governed entirely by a base of volunteers who have a varying degree of applicable lacrosse knowledge and who are encouraged to apply their best and consistent judgment of how the athletes are ranked. This will ensure the proper placement on teams best suited to develop each level of skill.

To this end, the following policy elements have been developed to assist the East zone, executives, coaches, and evaluations to work through the process in a manner that achieves the best result for the athletes. This policy will be posted on each club's website, which is available for access by the public.

### b) Objectives:

- To provide a fair and impartial assessment of a player's total lacrosse skills during the skill and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-floor evaluations of the current year and ensure that players are competing in the division that will best allow them to grow in skill and confidence.
- To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
- To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs.
- To form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing lacrosse during the season.

### c) Rules:

- The selection criteria will be the same for all players at each level, from U13 to U17 and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of our zone 'A' programs;
- Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Under no circumstances will evaluation results be released to

parent/guardians or players. The associations do not have the resources to release this information in a form that will educationally benefit and develop the player. This education and development is the responsibility of the coach and parent/guardian. The evaluation sheets and the ranking criteria is only made available to the Evaluation Committee. The Evaluation Committee at each level will be comprised of the Independent Evaluators, Division Directors from each club with consult from the Coaches for the final selections. The committee will be overseen by the Club President's to ensure the process has been conducted according to our policies.

- A member of the Evaluation Committee will remove himself from any discussions or decisions that are required to be made regarding his or her own child. Members of the Executive Board of Directors will not release evaluation data. As well, all members of the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released.
- Any new player that registers with their Association will have the opportunity to try out for the highest level in their division if the evaluation is prior to the cut-off date as determined by the GELC.
- The Executive Board of Directors will deal with any injury or illness, which prevents a player from completing the evaluations, on a case-by-case basis.
- Although it is impossible to eliminate subjectivity, or previous coach/player experiences, the selection process will reflect on-floor performance during the evaluation period. As a Zone, our goal in 'A' team formation is to have players of similar ability playing together at the most competitive level of play; where the athletes can participate equitably and have fun playing lacrosse during the season.

## 2. Selection Process

### a) A Division / GELC A Tryouts:

- 'A' lacrosse is intended for the player with advanced skills who is willing and able to commit to a more intense lacrosse experience.
- GELC East is made up of two minor lacrosse associations; the Sherwood Park Titans, Beaumont Raiders. A tryout opportunity will be provided for any GELC member in our region to play 'A' lacrosse if their home club cannot field an 'A' team. Players will not be granted a release to try out for another zone if they fail to make an 'A' team within the zone.
- Hosting an A team is based on the following criteria:
  - a. Our goal as a zone is to grow the game to a place where both clubs can host 'A' teams. Until our registration numbers can support that, the host team will be determined in each division by the club who has the greatest number of players registered in the RAMP system on Feb 15<sup>th</sup> each year. This is to ensure that each club will have adequate players available to field a lower division team as per GELC regulation.
  - b. Adherence to the GELC Regulation 20.01 Club Tiering Chart for U13/U15 (see below) in which a club must enter the B division if they only have registration

numbers to field one team.

- c. Adherence to the GELC Regulation 20.02 for 16U where teams must have a 50/50 ratio A to B. The extra team would be placed as a B level team.

# of Teams	A	B	C
1	n/a	1	n/a
2	1	n/a	1
3	1	1	1
4	1	1	2
5	1	2	2
6	2	2	2

- If no club has registration numbers to field a second team in a division, the club Presidents will appeal the GELC to field an 'A' team for the East Regional Zone under Regulation 20.03 of the GELC Handbook.
- Head Coach Selection for the GELC East 'A' Teams – Application for each division are due to your respective Club President by January 1. Interviews may be conducted prior to tryouts and a Zone coach will be named regardless of the club that will host the team.
- Head Coach Selection for this team will be selected by a panel of the Presidents (or designates, for example, Coaching Committee) from each club.
- Each player will have the opportunity to attend at least two tryout sessions prior to any players being released. The tryouts must be completed by the 1<sup>st</sup> Sunday in March. Players released from an 'A' team must return to their home association to play 'B'.
- Tryout fees to offset floor and related costs, are optional and shall be established annually by the three GELC East Associations. Players interested in trying out for 'A' will be required to submit a separate intent to tryout form.
- An independent group of evaluators (minimum 6) as approved by the member clubs and coaches will evaluate the players and provide evaluation data to the respective coach.
- Team size will be determined in cooperation with the coach and the respective associations after registration numbers are finalized.
- Prior to final placement on this team, parents will need to agree to full participation at this higher commitment level.

### 3. Selection Criteria

#### a) Number of Floor Times:

- There will be floor sessions for U13 to U17 Divisions including skills evaluation sessions comprised of individual and team skills and scrimmage sessions.
- Player placement will be assigned as explained in Appendix A/B – Evaluation Scoring Matrix
- Basic evaluation format is as follows:
  - Floor Time #1 – Individual Skills and Small Area Games
  - Floor Time #2 – Individual Skills and Small Area Games
  - Possible Floor Time # 3 – TBD
- The top 24 evaluated players will be posted the host club’s webpage. There will be additional coach lead floor sessions prior to coaches making their final cuts. If a player cannot attend more than one tryout, they should contact their division director to share that information with the evaluation committee.
- Once a player has been cut from the ‘A’ tryouts they should follow the schedule for their home club B/C evaluations.
- Number of floor times subject to floor availability.

### 4. Team Selection

#### a) Decision Making:

The Division Directors and Club President’s will ensure that the evaluation processes have been followed and will collect and tabulate the evaluator’s scores after Floor Time #2. Player placement ultimately is decided, using player’s evaluation scores and on-floor conduct and will be at the discretion of the Head Coach.

A player that did not finish in the Top 24 from the independent evaluators may not be placed on an ‘A’ team without approval from all.

#### b) Communication:

All evaluation communications will be done using the host team’s website and the division pages. All registered players will receive email notification of the dates via the Association’s website. It is ultimately the parent’s responsibility to check the host team website and to ensure that their player arrives prepared for their division’s evaluation dates and times. As the evaluations progress, the division directors will post groupings on their pages and notify any additional information to participants via email.

Player Interviews – Once in the coach led try-out sessions, all players should receive an interview with the Head Coach to be informed that they are being released or continuing to the team roster or further in try-outs. The Divisional Director and Coach Director for the host club should be present at these interviews as well.

## 5. Division Information

### a) U13:

- The number of teams in each tier will be based on registration numbers, as well as direction from the GELC.
- Each player is to be evaluated during (1-2) skill / SAG sessions and (1-2) full floor scrimmages.
- The selection of players to an 'A' team at these levels should be based on their overall lacrosse skills and willingness to learn.

### b) U15:

- The number of teams in each tier will be based on registration numbers, as well as direction from the GELC.
- In situations where there are too many or not enough players to achieve the minimum roster requirement, efforts will be made to partner with other GELC East Zone teams to find opportunities to ensure every registered player has a team to play on.
- Each player is to be evaluated during (1-2) skill session and SAG sessions and (1-2) full floor scrimmages.
- The selection of players to an 'A' team at these levels should be based on their overall lacrosse skills, teamwork, work ethic, physical fitness, familiarity with motion offence (2-man game) and respect for all parties involved.

### c) U17:

- The number of teams in each tier will be based on registration numbers, as well as direction from the GELC.
- In situations where there are too many or not enough players to achieve the minimum roster requirement, efforts will be made to partner with other GELC East Zone teams to find opportunities to ensure every registered player has a team to play on.
- Each player is to be evaluated during (1-2) skill and SAG sessions and (1-2) full floor scrimmages.
- The selection of players to an 'A' team at these levels should be based on their overall lacrosse skills, teamwork, work ethic, physical fitness, familiarity with motion offense (2-man game), physicality and self-awareness and respect for all parties involved.

**\*\*\*For 5.1 12U, 5.2 U15 and U17 If more than one A Team in a division, then the Snake Method will be used to develop the top 10-12 players on the two teams. The Head Coach (es) will be allowed to pick the final roster spots on the team.**

## **6. Late Registrants and Non-evaluated players:**

- Players that move into the Association's boundaries after the initial evaluations have ended or were unable to attend evaluations must be placed on a B/C team until their skill level can be properly determined by the Evaluation Committee and coaching staff.
- Initial placement within our associations will depend on the new player's previous association's placement and all attempts to make a similar placement will be made.
- The Division Directors as well as another non-biased member of the Board of Directors will conduct evaluations which will be both practice and game play based.
- The format to conduct these will have a subjective element, as they will be compared to the "general team" they are being evaluated. To be moved up and placed on a higher division team their demonstrated abilities must be superior to the team directly below.
- Placement of new players to the association on a permanent team should be completed in a timely fashion.
- An injured or ill player's placement (with a correlating physician's note only) will be at the sole discretion of the Divisional Director in consultation with the Zone Evaluation committee.
- Players that enter late into evaluations cannot become a 'lock' on any team.

## **7. Goalie Evaluation:**

The goalies will be evaluated during all players' evaluation sessions and ranked according to ability. Effort will be made to have at least one evaluator with more focus on the goaltender during final evaluations.

## **8. Coach Selection:**

During the month of May, the Zone will provide an opportunity to receive feedback on the current season's evaluation process. This feedback will be examined closely to ensure that the Association's process is continually improved. The evaluation feedback will not change the decided placement of the current season but will be used to improve processes for the upcoming season.

## **9. Coach Selection:**

The East Zone strives to ensure that each team has a qualified coach whose priority is to develop players on their team.

- The Coach Selection Committee is to consist of three Executive Board of Directors.

Interested Head Coaches from each club must submit a coach's resume or coach application form prior to February 1 each year to their respective Club President to be considered for a Head Coach position.

- The coach selection application and deadlines will be posted on all **three** Association web pages.
- Application forms, and current RCMP background checks should be included as part of the application package; background checks will be required for submission by all coaches (head and assistant coaches) by May 1<sup>st</sup> of the current playing season.
- Non-parent volunteer coaches will be encouraged to apply.
- Previous coach evaluation information (Coach Feedback forms) will be provided to the coach selection committee prior to coach selection.
- In cases of multiple applicants, interviews may be conducted; the Interview Committee will rank applicants applying for the same level with the position offered to the highest ranked position.
- The named Head Coach will be responsible to select his/her assistant coaches and will be provided a list of past volunteers and their coaching credentials to choose from.
- A parent Coach selection for a team is entirely dependent on the final placement of their player after evaluations.

## **10. Evaluation Appeals:**

Any appeals regarding evaluations must be put in writing and directed to the appropriate Club President.

## **11. Appendix A - Evaluation Scoring Matrix:**

The following scoring matrix will be provided to evaluators as a baseline for the scoring system. All players will be evaluated on a numerical scale of 1 (Weakest) to 5(Outstanding). These skill assessments will then be factored to create competitive teams for the scrimmage. A player should not be cut on skills alone without the opportunity to participate in a scrimmage.

### **U13 - U17 Divisions:**

- Players will be assigned to a group. They will be evaluated in each session and will receive evaluation scores at the end of each session. Independent players evaluators will be used to determine the evaluation scores.
- Players attending A Tryouts will be evaluated during the A Tryouts, in the same manner. If they are unsuccessful in being placed on an A team, then they will be assigned to their home associations B team.
- All evaluation scores will be tallied and averaged to determine the rank of the player.



Players will be evaluated on the following criteria:

Stick Skills		Athleticism		Offensive Skill	Defensive Skill
- Passing: Proper Technique	- Cradling: Do they do it?	- Shooting: Power	- Acceleration & Speed	- Movement	- Checking
- Passing: Accuracy	- Cradling: Proper Technique	- Shooting: Accuracy	- Strength to Battle Physically	- Picks	- Footwork
- Passing: Quality & Speed	- Cradling: Ball Protection	- Shooting: Velocity / Speed	- Fitness	- Positioning	- Positioning
- Catching: Proper Technique	- Loose Balls: Proper Technique		- Work Ethic		
- Catching: Consistency	- Loose Balls: Speed, Ability, Aggression				
- Catching: Ability to catch a poor pass					

Scoring for each above category will be as follows:

- 1 = Weak
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Excellent

Evaluation scoring may be done by a combination of: Drills, Small Area Games and Scrimmage Drills, Small Area Games and scrimmages will be structured to be appropriate for the age and division. Evaluators will be looking for certain scoring criteria for each drill but not limited to only score those criteria.

**Goalie Evaluations:**

- Goalies will be assigned to a group, with the players. They will be evaluated in each session and will receive evaluation scores at the end of each session. Independent goalie evaluators will be used to determine the evaluation scores.
- Goalies attending A Tryouts will be evaluated during the A Tryouts, in the same manner. If they are unsuccessful on been placed on an “A” team, then they will be assigned to the B/C groups and will be evaluated there as well.
- All evaluation scores will be tallied and averages to determine the rank of the goalie.

Goalies will be evaluated on the following criteria:

Stance Skills	Mobility / Movement Skills	Positioning Skills	Ball Control	Save Techniques	Game Situations
-Balance laterally & Forward / Backward -Mechanics (body and equipment positioning) when static or moving	- Shuffle but still fill the net when repositioning - Ability to react to loose ball - Choice when to react to loose ball	- Centerline on ball - Depth Adjustments - Squareness to the ball - Post mechanics (static set) - Post mechanics (dynamic set)	- Catching - Passing - Selection of pass - Accuracy of pass	- Selection - Execution - Rebound Control	- Ability to read & react - Recovery techniques for repositioning - Mental attitude

Scoring for each above category will be as follows:

- 1 = Weak
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Excellent

**COMPLAINT FORM - Appendix A**

<b>Date of Event:</b>	<b>Time:</b>
<b>Name of Person filing report:</b>	<b>Contact Information:</b>
<b>Location of Incident:</b>	<b>Level:</b>

**Name(s) of Individual(s) Involved in the Incident:**


**Details of the Incident (please be concise, accurate and non-judgmental):**

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**Name(s) of Witness(es) and Contact Information:**


**List task undertaken to resolve the situation - attach any pertinent communications (emails), score sheets, etc**

Signature of Filer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken:

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Signature of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint Committee Comments:

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Signature of Complaint Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Disciplinary action taken (if applicable):

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Signature of Disciplinary Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal action taken (if applicable):

Signature of Appeal Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_