

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 LC, ALA, and GELC rules of play always. SPTLA will encourage fair play so that all players can grow and develop their skills. The LTAD (Long Term Athletic Development) minimum standards as designated by ALA will be used to guide skill development.

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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” tab. 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 March 15th, 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.

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 3rd player and 4th 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.

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 (majority of 51%) at the beginning of the season, and again at the conclusion of the season. 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 Mass email to the entire association thanking your organization for supporting the Titans.
- Sponsorship funds will support the purchase of the jerseys with the balance going towards club programming.

Titans Classic Tournament - Community Sponsor: Your company ad will be posted on the Titans Classic Tournament webpage. The webpage is the main source of communication for our annual Titans Classic Tournament. Historically, the Titans Classic has hosted up to 40+ teams from all over Western Canada.

- Posting of your company's logo on the website will cost \$ 500.
- The logo posted on the website will include a link to your company's webpage.
- A Mass email to the entire association thanking your organization for supporting Titans.
- Sponsorship funds will go directly to support the cost of running the tournament.

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 a club 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 Sherwood Park Titans partnership with Lacrossing Barriers (any amount).

- The Lacrossing Barriers program offers those that are emotionally or physically disadvantaged the opportunity to play lacrosse.

Sponsoring Pinnies:

The club is looking for corporate sponsorship to pay for pinnies to be used by teams during practice.

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.

We realize there are opportunities for individual teams to receive sponsors. In this case, funds from the sponsor are sent to the team treasurer. It is important to note that as a non-profit organization, the Sherwood Park Titans DO NOT issue charitable tax receipts.

6. VOLUNTEERS:

6.1 POLICY: VOLUNTEER OPPORTUNITIES

Purpose: To encourage 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 that 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 Sherwood Park Titans are currently offering credits for working Bingos.
- The Registrar will work with the BingoChair 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.
- The SPTLA Board of Executive will also sign a code Code of Conduct to ensure that members understand their obligations and are held accountable for their actions.

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 always be supervised during team activities. This pertains to all teams in the SPTLA. Players must always be 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 male coach shall be present in the women's dressing room while players are changing or showering.
- At all times, no male 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 female coach shall be present in the men’s dressing room while players are changing or showering.
- At all times, no female 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 POLICY: Discipline and Complaints Policy

Purpose: The Sherwood Park Titans Lacrosse Association (SPTLA) is dedicated to creating a respectful environment characterized by fairness, integrity and open communication. This policy ensures complaints are handled properly, confidentiality is maintained, and disciplinary processes protect all members.

General Principles:

- Complaints must be addressed promptly and confidentially.
- Disciplinary actions protect members and uphold SPTLA standards.
- Membership in SPTLA comes with responsibilities, including adherence to bylaws, policies, and the Code of Conduct.
- Irresponsible behavior can damage SPTLA's image and may result in sanctions.
- SPTLA may recommend legal action if necessary.

Application:

This policy applies to all individuals involved in SPTLA activities or representing the SPTLA in any capacity. This includes, but is not limited to, drop-ins, come-try events, competitions, practices, training camps, travel and meetings. Complaints and discipline matters arising from non-SPTLA events will be handled by the relevant entities unless SPTLA decides otherwise.

Disciplinary Review Hearing:

A hearing allows all parties to clarify the incident and discuss alternative actions. The Disciplinary Committee can impose additional penalties but cannot reduce decisions made by the GELC, ALA or LC.

Complaints:

Only written and signed complaints from SPTLA members are considered. Violations of SPTLA bylaws, policies and procedures may lead to sanctions.

Communication Procedure:

Complaints should follow this chain of communication: Parent/Team > Coach/Manager > Level Director > Vice-President > GELC > Alberta Lacrosse Association > Lacrosse Canada

Behavior Standards:

All members must promote sportsmanship and respect towards opponents, officials and spectators. Sanctions for unacceptable behavior may include:

1. Verbal Reprimand
2. Written Reprimand
3. Suspension
4. Expulsion
5. Combination of the above

Disciplinary Stages:

1. Informal Process: Standard suspensions and minor issues
2. Formal Process: More serious violations.
3. Appeal Process: Review of disciplinary decisions.

Examples of Disciplinary Incidents:

- Profanity by players, officials or representatives
- Game misconduct or penalties
- Excessive team penalties
- Ejection of coaches or assistants
- Violent or abusive behavior

- Substance abuse during team activities
- Unbecoming conduct by parents or guardians
- Failure to utilize floor times without notice
- Non-fulfillment of duties by team officials
- Any behavior that goes against SPTLA's, GELC's or ALA's Code of Conduct.

Matters requiring discipline must be reported within 30 Days. Delayed reports need Executive approval for further action.

STAGE 1 - The Informal Process

a) Standard Suspensions:

- When Alberta Lacrosse or GELC rules mandate a suspension for a rule violation, and game officials confirm in writing, the coach will implement the suspension in consultation with Category officials.

b) Non-Standard Suspensions:

- For incidents warranting action, coaches must report the incident as soon as possible, at least before the next game.
- The Level Director and coaches will investigate the incident, consulting game officials, players, parents, or other observers as needed.
- Any suspension exceeding one game may be matched by Sherwood Park Titans. Coaches implement player sanctions, and the Level Director implements coach sanctions. The Level Director reports to the Vice-President and President.

c) Verbal Reprimand:

- For incidents not covered by a) and b) , the incident must be reported to the Level Director, and if, involving officials, to the Vice-President.
- If the complaint does not involve criminal activity, physical force, or violence, the Level Director and Vice-President may resolve the matter without further escalation.
- No member may receive discipline beyond a verbal reprimand without a Disciplinary Committee Review. All incidents must be reported to the Executive Committee.

d) Appeal:

- If a coach, player or parent is unsatisfied with the resolution, they may appeal by submitting a written appeal to the Vice-President, detailing the incident and the basis for the appeal.
- Stage 1 sanctions remain in effect until Stage 2 is complete
- For serious incidents, SPTLA may proceed directly to Stage 2 and impose an indefinite suspension pending resolution.

STAGE 2 - The Formal Process

1. Initiation:

- The Vice-President convenes a Disciplinary Committee upon receiving a written appeal from Stage 1 or a request from a Level Director.
- The Committee includes the Level Director, Vice President, and a Board member approved by the Vice-President/President, with at least three members.

2. Investigation:

- The Committee requests the complainant and witness to complete the Complaint Form - Appendix A attached.
- The Committee may seek input from relevant individuals.
- The respondent is informed of the reviewed information and given the opportunity to respond and present evidence.

3. Decision:

- The Committee renders a decision with a reasonable time.
- The decision is communicated to the respondent and recorded in Association files.

4. Appeal:

- If unsatisfied, a member can appeal to Stage 3 by writing to the Vice-President and submitting a \$ 350.00 appeal fee to the SPTLA.

STAGE 3 - The Appeal Process

1. Formation of Appeal Committee:

- The Vice-President informs the President, who forms an Appeal Committee of at least five members, including three Board members and one general member.
- Members of the Disciplinary Committee cannot sit on the Appeal Committee.

2. Hearing:

- The meeting is scheduled between 14 and 30 days from the appeal request.
- The appellant has up to 30 minutes to present their case.

3. Decision:

- The Appeal Committee renders its decision by a majority vote.
- The decision is final and binding, except for recourse provided by Alberta Lacrosse or Lacrosse Canada.

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 athletes U9 to U17 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 post-dated to July 15th.

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.

General Guidelines:

- Supplementary clothing is optional but must comply with SPTLA's logo, colors, and designs.
- All items ordered must display the SPTLA - approved logo, player name and number. No other logos, team names, or sponsor names allowed without review by SPTLA's merchandise director.

Items Requiring Compliance:

- 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, shorts, sweats)

Items Allowing Additional Logos:

- Ball caps
- Practice jerseys
- Helmet stickers

Approval Process:

- Teams must get board approval before using any colors, designs, or logos other than the Associations.

Teams are encouraged to use the online store on the Sherwood Park Titans website for all apparel purchases.

Team shorts are purchased through Sin Bin.

9. COACHES

9.1 POLICY: COACH SELECTION

Purpose: Ensure Titans coaches uphold the core values of the SPTLA, ALA and GELC.

Application Review Process:

- Coach Development Director or (if formed) Coach Development Committee (CDC), Reviews all applications.
- Interviews are conducted if multiple applications are received by one team. Interviews are held by a panel of at least two SPTLA Executive members. If deemed necessary, interviewers outside the SPTLA Executive may be selected, provided they meet conflict-of-interest standards.

Conflict of Interest:

- Members with potential conflicts of interest must recuse themselves from the selection process.

Expectation for Coaches:

- **Code of Conduct:** Adherence to the ALA, GELC and SPTLA codes.
- **Respect in Sport:** Mandatory training for head coaches as required by ALA and/or GELC.
- **Age Requirements:** Bench staff must be 16 years or older and meet LC standards. Coaches under 18 are considered “helpers” and can assist in practices for teams at least one division lower than their current division. Helpers must wear helmets while assisting on the floor.

Registration and Certification:

- **RAMP Registration:** All SPTLA coaches and bench staff must be registered and certified with appropriate training.
- **Cost Coverage:** SPTLA covers registration costs for the Head Coach, two Assistant Coaches and the manager. Additional bench staff registration fees are covered by the team or coach.
- **Women's Teams:** Must have at least one registered women on their bench staff as per ALA regulations.

Coaching Roles:

- **Head Coach:** Can be registered as Head Coach for one team and Assistant or Co-Coach for a second team.
- **Assistant Coaches:** Serve 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 VSC 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. MEDICAL AND INJURY POLICY

Purpose: The SPTLA is committed to the health and safety of all players. This policy outlines the procedures to follow in the event of a medical incident or injury during team activities.

1. Injuries During Games

If a player is injured during a game and is unable to play in that game, an injury form from the Greater Edmonton Lacrosse Council (GELC) must be completed and submitted, in accordance with GELC Policy

2. Injuries During Practices / Team Activities / Club Events

If a player is injured during a practice or any other team or club activity:

- The team manager will record the following:
 - Date, time and location of the incident
 - Details of the incident and injury.
 - Immediate actions taken and next steps (first aid administered, if emergency services were contacted, if medical follow-up is planned)
- This information will be kept on record for safety and follow-up purposes and will

be destroyed at the end of each season.

3. Concussion Protocol

All concussion-related injuries must follow Lacrosse Canada's Concussion Protocol. The full protocol is available through <https://lacrosse.ca/development/athletes/concussions/> and Alberta Lacrosse <https://www.albertalacrosse.com/content/lc-concussion-protocol>.

It is recommended that players in U13 and above do baseline testing prior to the start of the season.

4. Return to Play after Injury or Medical Incident

If a member of a team's coaching staff or the SPTLA Executive has concerns about a player/parents decision to return to play after an injury or medical incident.

- The coaching staff or SPTLA Executive may request documentation from the medical professional assuming patient care to confirm that the player is cleared to safely return to play.
- The documentation should also include any restrictions or accommodations that may be necessary, along with specific dates / timelines.

11. EVALUATIONS AND TEAM FORMATION

EVALUATION POLICY

Purpose: To ensure all players are placed properly to ensure development of all skill levels.



12. SCHEDULED FLOOR

12.1 POLICY: NO USE POLICY

Purpose: To ensure that coaches / managers understand that if they choose 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 within 15 days 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.
- Practices may be swapped with another SPTLA team if both teams are in mutual agreement. The head coach/manager must make arrangements directly with the team they would like to swap with. Both head coaches must be in agreement and both must submit the SPTLA online form: Practice Blackout / Change Request.
- If a team has blackout dates due to tournaments, the head coach/manager must complete the SPTLA online form: Practice Blackout / Change Request to inform the SPTLA Scheduler.
- A practice will not be rescheduled due to other sports, coach absence or goalie absence.

13. CONFIDENTIAL POLICY:

13.1. POLICY: CONFIDENTIALITY POLICY

Purpose: To ensure that board members, 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:

- 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.
- Intellectual Property** – the creations of the mind: inventions; literary, artistic and commercial works; and symbols, names and images used in commerce.
- Organization** – includes an association, a partnership, a person, an unincorporated association, a trust, a not-for-profit organization, a trade union and corporation.
- 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, without 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 is 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.

14. 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 and ALA Regulation 5A regarding the affiliation process.
- When selecting a player to affiliate, make sure you reference GELC Regulation 8 – Affiliation Rules and ALA Regulation 5A 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) on both the Coach and Manager tabs.

15. 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 15, 2025.

COMPLAINT FORM - Appendix A

Date of Event:	Time:
Name of Person filing report:	Contact Information:
Location of Incident:	Level:

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

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

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:

Signature of Respondent: _____ **Date:** _____

Complaint Committee Comments:

Signature of Complaint Committee Chair: _____ **Date:** _____

Disciplinary action taken (if applicable):

Signature of Disciplinary Committee Chair: _____ **Date:** _____

Appeal action taken (if applicable):

Signature of Appeal Committee Chair: _____ **Date:** _____