

SHERWOOD PARK TITANS LACROSSE ASSOCIATION

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 always follow all LC, ALA, and GELC rules of play. 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 registration process, fee requirements, and authority related to player acceptance and participation in SPTLA programs.

4.1.1 Registration Process

- Registration for SPTLA programs shall be conducted online and shall open on dates determined annually by the SPTLA Board of Directors, and shall close as determined by the ALA.
- Registrations submitted after the published registration deadline may be subject to a late registration fee and are not guaranteed acceptance. The acceptance of late registrants into SPTLA programs shall be at the discretion of the SPTLA Executive, subject to roster availability and applicable policies.
- Any transfer, release, or placement of a player with another GELC member club is not determined by SPTLA and shall be governed by the policies, rules, and approval processes of the GELC and the ALA.
- SPTLA does not have the authority to approve, deny, or guarantee a player's placement with another GELC member club.

4.1.2 Registration Fees & Payment

- Registration fees for SPTLA programs shall be published under the "Registration" tab on the SPTLA website.
- Accepted methods of payment include credit card and e-transfer. Any alternative method of payment must receive prior approval from the Association.
- A player shall not be deemed "registered" until 100% of the applicable registration fees have been paid.
- A player shall not be permitted to participate in evaluations, practices, games, or any other SPTLA activities until all required program fees have been paid in full.

4.1.3 Board-Approved Additional Fees and Fundraising Options:

- The Board of Directors may, at its discretion, approve the implementation of an additional registration-related fee, including but not limited to a raffle or fundraising fee, for a given season where additional funds are required to support Association operations, programming, or financial stability.

Where such a raffle or fundraising fee is implemented:

- Families may be provided the option to recoup some or all of the fee through participation in Board-approved fundraising activities, such as the sale of raffle tickets.

- Participation in fundraising activities does not guarantee full recovery of the fee and is subject to the terms, timelines, and conditions established SPTLA for that season.
- The structure, amount, eligibility, and opt-out provisions (if any) related to such fees or fundraising initiatives shall be determined annually by the Board and communicated to members prior to the start of the season.

The implementation of any additional fee or fundraising initiative is not guaranteed and shall be assessed and approved on a season-by-season basis by the SPTLA Board.

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, 50% of total fees will be refunded.
- There will be no refunds after April 15th, unless provided documentation for medical reasons.
- Refunds will be made through mode of original payment.
- Refunds will be documented in RAMP and the player's registration will be cancelled to ensure accurate registration numbers are reported.

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.
 - Families with 3 players are eligible for 25% off registration fees for their youngest player.
 - Families with 4 players or more are eligible for 50% off registration fees for their youngest player.

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 Director. 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 Director.

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://kidsportcanada.ca/alberta/edmonton/apply-for-a-grant/>
<https://jumpstart.canadiantire.ca/pages/individual-child-grants>

Other support programs are also available and can be pursued if 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 monthly 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).

Weblink to ALA Governance:

<https://www.albertalacrosse.com/content/governancehttps://www.albertalacrosse.com/content/governance>

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. 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** 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.
 - o Meals shall not exceed \$50 a day.
 - o 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 exceptional 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.

- o 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: All digital sponsorships include recognition on the Titans Classic Tournament website and across Titans social media platforms. Sponsorship visibility will occur before, during, and after the tournament, depending on sponsorship level.

Premium Sponsor - \$500

- Prominent logo placement on the Titans Classic Tournament website homepage
- Logo and business description on the Tournament Sponsors page
- One dedicated social media post recognizing your business as a Premium Sponsor
- Additional mentions in multiple tournament-related social media posts leading up to and during the event
- Recognition in a mass email sent to the entire Titans membership
- “Community Supporter” decal for your business

Supporting Sponsor - \$350

- Business name and logo listed on the Tournament Sponsors page of the Titans Classic website
- Inclusion in group sponsor recognition social media posts shared prior to and/or during the tournament

- Supporting Sponsors will be acknowledged together in posts that highlight multiple sponsors
- Logo and business name will be displayed at a consistent size and format alongside other Supporting Sponsors
- Business name listed in tournament-related communications
- “Community Supporter” decal for your business

Community Sponsor - \$200

- Business name and logo listed on the Tournament Sponsors page of the Titans Classic website
- Inclusion in a single group thank-you social media post shared after the tournament
 - Community Sponsors will be collectively acknowledged as part of a post-tournament appreciation message
- “Community Supporter” decal for your business

Most Valuable Player (MVP) Award Sponsorship

MVP Awards are presented to one player from each team in every tournament game, recognizing outstanding performance and sportsmanship.

- Awarded during each game throughout the tournament
- Example: *Approximately 75 games = 150 MVP awards*
- Typical cost: \$5-\$10 per award
- Sponsors will be recognized in connection with the awards through:
 - Prominent logo placement on the Titans Classic Tournament website homepage
 - Logo and business description on the Tournament Sponsors page
 - One dedicated social media post recognizing your business as a Premium Sponsor
 - Additional mentions in multiple tournament-related social media posts leading up to and during the event
 - Recognition in a mass email sent to the entire Titans membership
 - “Community Supporter” decal for your business

This sponsorship provides high visibility and direct connection to player recognition.

Heart & Hustle Award Sponsorship

Heart & Hustle Awards recognize players who demonstrate effort, determination, teamwork, and positive attitude—values that align strongly with community support.

- Awarded to one player per team per game
- Example: *Approximately 75 games = 150 Heart & Hustle awards*
- Typical cost: \$5-\$10 per award
- Sponsors will be recognized in connection with the awards through:

- Prominent logo placement on the Titans Classic Tournament website homepage
- Logo and business description on the Tournament Sponsors page
- One dedicated social media post recognizing your business as a Premium Sponsor
- Additional mentions in multiple tournament-related social media posts leading up to and during the event
- Recognition in a mass email sent to the entire Titans membership
- “Community Supporter” decal for your business

This option is ideal for sponsors who value character, effort, and sportsmanship.

Tournament Player Item or Experience Sponsorship

The Titans Classic Tournament may offer player items, experiences, or value-added elements as part of the tournament experience, depending on age division, logistics, and overall event planning for that season.

Sponsors may choose to support the tournament by providing or funding player-focused items, experiences, or giveaways that enhance the overall participant experience. These may be distributed to players during or in connection with the tournament at the discretion of the Tournament Committee.

Examples may include, but are not limited to:

- Apparel or gear items
- Practical or promotional items
- Tournament or event-related experiences
- Other age-appropriate player enhancements

Specific items, quantities, and distribution methods will be determined annually and may vary by division.

Tournament branding and/or sponsor recognition may be incorporated where appropriate and mutually agreed upon.

- Sponsors supporting player items or experiences will be recognized through:
 - Prominent logo placement on the Titans Classic Tournament website homepage
 - Logo and business description on the Tournament Sponsors page
 - One dedicated social media post recognizing your business as a Premium Sponsor
 - Additional mentions in multiple tournament-related social media posts leading up to and during the event
 - Recognition in a mass email sent to the entire Titans membership
 - “Community Supporter” decal for your business

This sponsorship offers long-term visibility, as players often continue using apparel or other items well beyond the tournament.

Become a Titans Classic Sponsor

All sponsorships help create a positive, memorable tournament experience while supporting the ongoing development of minor box lacrosse in our community.

To discuss sponsorship options for the Titans Classic Tournament or to customize a package, please contact: tournament@sherwoodparktitans.ca

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 physically or intellectually disabled the opportunity to play 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.

Team Level Sponsorships: SPTLA recognizes that individual teams may independently secure sponsors to support team-specific activities or expenses.

Under no circumstances will the SPTLA Treasurer, or any SPTLA Executive accept, process, deposit, hold, or distribute funds that are intended for a specific team or team-level sponsorship. SPTLA assumes no responsibility, oversight, or liability for team-level sponsorship funds. All financial responsibility, administration, and accountability for team-level sponsorships rests solely with the respective team.

As a non-profit organization, the Sherwood Park Titans do not issue charitable tax receipts for team-level sponsorships or donations.

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 a 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.
- SPTLA currently offers credits for working Bingos.
 - o The Registrar will work with the Bingo Chair to maintain a list of members interested in volunteering and communicate opportunities to those on the list.
 - o 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.
 - o 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.
 - o 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.
 - o There is no upper limit to the number of credits a "family" can earn in a fiscal year.
 - o The current credit for a Bingo is \$100 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. COMMITTEES:

7.1 POLICY: BOARD COMMITTEE FORMATION POLICY

Purpose: This policy establishes a framework for forming and managing committees within the Sherwood Park Titans Lacrosse Board. Committees can be created to support specific functions (for example: Tournaments, DropIns, enhance board efficiency, and engage members in focused areas of club development).

7.1.a Authority to Form Committees

- The Board of Directors has the authority to establish standing and ad hoc committees as needed.
- Committee formation must be approved by a majority vote of the Board.

7.1.b Types of Committees

- Standing Committees: Permanent committees that address ongoing needs (e.g., Finance, Fundraising, Player Development, Events).
- Ad Hoc Committees: Temporary committees formed for specific tasks or projects (e.g., Tournament Planning)

7.1.c Committee Composition

- Each committee shall have a minimum of three members.
- Members may include board members, club volunteers, and community stakeholders.
- A Committee Chair shall be appointed by the Board or elected by committee members, responsible for leadership and reporting.

7.1.d Roles and Responsibilities

Committees are responsible for:

- Developing and executing plans aligned with their mandate.
- Reporting progress and recommendations to the Board.
- Maintaining records of meetings and decisions.
- Ensuring alignment with club values and strategic goals.

7.1.e Meetings and Reporting

- Committees shall meet as needed to fulfill their responsibilities.
- Committee Chairs shall provide regular updates at SPTLA board meetings.

7.1.f Decision-Making

- Committees may make recommendations but do not have independent decision-making authority unless such authority is explicitly delegated by the Board.
- All major decisions must be approved and voted on by the Board, including but not limited to decisions with financial implications (e.g., budgets) and policies drafted or recommended by a committee.

7.1.g Term and Dissolution

- Ad hoc committees shall be dissolved upon completion of their task or by board resolution.
- Standing committees are reviewed annually for relevance and effectiveness.

7.1.h Code of Conduct

Committee members must follow all SPTLA Codes of Conduct. They are expected to:

- Act in the best interest of the club.
- Maintain confidentiality.
- Avoid conflicts of interest and disclose any potential issues.

8. CONDUCT:

8.1 POLICY: RESPECTFUL CONDUCT POLICY

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

- All players, parents/guardians, coaches, and team staff are required to acknowledge the applicable SPTLA Code(s) of Conduct through electronic confirmation during RAMP registration, which shall serve as the official acceptance of the SPTLA's Code(s) of Conduct for the season.
- The Sherwood Park Titans Code(s) of Conduct are available for review on the SPTLA website.
- 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 and staff members will also sign a Code of Conduct to ensure that members understand their obligations and are held accountable for their actions.
- SPTLA recognizes and supports the Alberta Lacrosse Association's Safe Sport framework, including the Alberta Universal Code of Conduct (AB UCC) and the Alberta Safe Sport Complaint Mechanism (ABSSCM). All members acknowledge that serious breaches of conduct may fall under the jurisdiction of the ALA and its independent third-party complaint process.

8.2 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 Division Director who will decide if further action is required. If the Liaison and Division Director cannot come up with a solution, then the Division 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.

8.3 POLICY: ANTI-ABUSE POLICY

Purpose: 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 8.7 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 i.e.) If they require players to arrive 45 minutes prior to start time, then that locker room must be supervised during that time.

8.3.1 Safe Sport Reporting

SPTLA supports the right of any participant, parent, volunteer, employee, or community member to report suspected maltreatment directly through the Alberta Safe Sport Complaint Mechanism (ABSSCM), operated by an independent third party on behalf of the Alberta Lacrosse Association.

- Serious incidents involving abuse, harassment, discrimination, sexual misconduct, violence, grooming, or retaliation may fall outside SPTLA's internal discipline process and will be assessed under the Alberta Universal Code of Conduct (AB UCC).
- Reports may be made confidentially and without fear of retaliation at:
<https://app.alias-solution.com/contact/en/ab100>
- If there is an immediate risk of harm, individuals should contact emergency services (911) and comply with all legally required reporting obligations.

8.4 POLICY: SUPERVISION AND MIXED-GENDER SAFEGUARDING

Purpose: To ensure appropriate supervision, safeguarding, and protection of all participants within SPTLA, and to establish clear standards of conduct and response related to supervision during all SPTLA activities.

General Supervision Principles

- Players must be appropriately supervised at all times during SPTLA-sanctioned activities, including but not limited to games, practices, training sessions, travel, and team events.
- Supervision is required at all SPTLA facilities, including arenas and dressing rooms.
- **At no time shall a single adult be alone with a player in a private or semi-private setting.**
- The presence of a minimum of two (2) screened and approved adults is required during team activities wherever reasonably possible. This is commonly referred to as the Rule of Two.
- A lone supervisor shall never be present in a dressing room with players while they are changing or showering.
- Players or parents/guardians who are uncomfortable changing or showering at an arena may choose to do so at home.
- Supervision arrangements must respect participant privacy and comply with Safe Sport principles at all times.

Female Teams

- No male individual shall be present in the female dressing room while players are changing or showering.
- Male coaches, trainers, managers, or volunteers may only be present at team activities when accompanied by an approved female coach or female parent supervisor.
- Physical contact by male staff with female players is prohibited.
- In the event of an injury, an accredited male medical professional may provide assistance only where necessary, and only with the consent of the player and in the presence of a female supervisor.

- Dressing or assisting female players is the responsibility of a parent/guardian or an approved female coach or supervisor.

Male Teams

- No female individual shall be present in the male dressing room while players are changing or showering.
- Female coaches, trainers, managers, or volunteers may only be present at team activities when accompanied by an approved male coach or male parent supervisor.
- Physical contact by female staff with male players is prohibited.
- In the event of an injury, an accredited female medical professional may provide assistance only where necessary, and only with the consent of the player and in the presence of a male supervisor.
- Dressing or assisting male players is the responsibility of a parent/guardian or an approved male coach or supervisor.

Co-Ed Teams

- At least two (2) approved adult supervisors must be present at all team activities.
- Supervision arrangements must respect participant privacy and comply with Safe Sport principles at all times.

Transgender Players:

- Please refer to ALA policy regarding any transgender player.

Violations, Reporting, and Enforcement

Any allegation, concern, or report of a breach of this policy shall be taken **seriously and acted upon immediately**, regardless of whether the conduct is later determined to be criminal in nature.

Upon receipt of a complaint or concern:

- The SPTLA Executive has the authority to immediately remove the individual from their volunteer, coaching, training, or team role on an interim basis pending review.
- SPTLA may impose interim measures to protect participants, including suspension from all SPTLA activities.
- The matter shall be reviewed in accordance with the SPTLA Discipline and Complaints Policy.
- Where applicable, the matter shall be reported to:
 - the Alberta Safe Sport Complaint Mechanism (ABSSCM),
 - the Alberta Lacrosse Association (ALA) or other governing bodies, and/or

- the RCMP or Police.

A determination by law enforcement that no criminal charges will be laid does not preclude SPTLA from imposing internal disciplinary action, including removal from volunteer roles, suspension, or expulsion, where conduct is found to violate SPTLA policies or Safe Sport standards.

Failure to comply with this policy may result in disciplinary action up to and including permanent removal from all SPTLA roles.

8.5 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.

8.6 POLICY: PARENTS IN THE 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.

8.7 POLICY: DISCIPLINE AND COMPLAINTS

Purpose: The SPTLA is dedicated to creating a respectful environment characterized by fairness, integrity, and open communication. This policy ensures complaints are handled appropriately, confidentiality is maintained, and disciplinary processes protect all participants.

General Principles

- Complaints must be addressed promptly and confidentially.
- Disciplinary actions exist to protect participants and uphold SPTLA standards.
- Membership in SPTLA carries responsibilities, including adherence to SPTLA bylaws, policies, and Codes of Conduct.
- Irresponsible behavior may damage SPTLA's reputation and may result in sanctions.
- SPTLA may recommend legal action where appropriate.

Application:

This policy applies to all individuals participating in or representing SPTLA in any capacity, including but not limited to players, parents/guardians, coaches, bench staff, officials, volunteers, executive, board members, staff, and spectators, during SPTLA-sanctioned activities.

This includes, but is not limited to, drop-in sessions, come-try events, practices, games, competitions, training camps, travel, and meetings.

Complaints or disciplinary matters arising outside of SPTLA-sanctioned activities shall be addressed by the appropriate governing body or organization, unless SPTLA determines there is a direct impact on the Association.

Jurisdiction and Governing Authority

SPTLA disciplinary authority is subordinate to the governing policies, rules, and procedures of the GELC, the ALA, and LC.

- Any discipline, complaint, suspension, or sanction involving **members of another club or association** (including players, parents/guardians, coaches, or bench staff) shall be handled in accordance with GELC and ALA policies, and is not determined by SPTLA.
- Where an incident involves participants from other member clubs, SPTLA may document the matter, and policy and procedure of our governing bodies will be followed.
- In the event of any conflict between this policy and GELC, ALA, or LC policies, the policies of the governing body shall prevail.

Jurisdiction and Safe Sport Matters

SPTLA's Discipline and Complaints Policy applies only to matters that **do not constitute maltreatment** as defined under the Alberta Universal Code of Conduct (AB UCC).

Complaints involving alleged maltreatment fall under the jurisdiction of the **Alberta Safe Sport Complaint Mechanism (ABSSCM)** and shall not be independently investigated or adjudicated by SPTLA.

SPTLA may implement interim measures to protect participants while a Safe Sport matter is under review and shall comply with all directives, outcomes, and sanctions issued by the ALA or its appointed third-party provider.

Disciplinary Review Hearing:

A disciplinary hearing provides all parties the opportunity to clarify the incident and discuss possible resolutions. The Disciplinary Committee may impose additional sanctions but cannot reduce or override sanctions imposed by GELC, ALA, or LC.

Complaints:

Written and signed complaints from SPTLA members are required for internal disciplinary processes, except where complaints are submitted through the ABSSCM, which may accept confidential or anonymous reports.

Where a complaint involves potential maltreatment, the matter shall be referred to the ABSSCM in accordance with this policy.

Violations of SPTLA bylaws, policies, procedures, or Codes of Conduct may result in sanctions.

Communication Procedure:

Complaints should follow the chain of communication:

Parent/Player > Coach/Manager > Division Director > Vice-President > GELC > ALA > LC

This chain of communication is intended for routine and internal matters only and does not prevent any individual from reporting concerns directly to the Alberta Safe Sport Complaint Mechanism.

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:

The following are **examples** of incidents that may result in disciplinary action. This list is **not exhaustive**, and any behavior that violates SPTLA, GELC, or ALA policies or Codes of Conduct may be subject to review:

- Profanity by players, officials, or representatives
- Game misconduct or penalties
- Excessive team penalties
- Ejection of coaches or assistants
- Bullying, harassing, violent, or abusive behavior (verbal, physical, or online)
- 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 other conduct deemed inappropriate or detrimental to the SPTLA

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

STAGE 1 - The Informal Process

Prior to initiating Stage 1, all complaints must be reviewed to determine jurisdiction in accordance with Section 8.7 – Jurisdiction and Safe Sport Matters.

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 officials.

b) Non-Standard Suspensions:

- For incidents warranting action, coaches must report the incident as soon as possible, at least before the next game, to their respective Division Director.
- The Division 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.
- The Discipline Chair with the support of the Division Director implements coach sanctions.
 - The Division 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 Division Director, and if, involving officials, to the Vice-President.
- If the complaint does not involve criminal activity, physical force, or violence, the Division 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 Division Director.
- The Committee includes the Division Director, Vice President, and a Board member approved by the Vice-President/President, with at least three members.

2. Investigation:

- The Disciplinary 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 Disciplinary Committee renders a decision within a reasonable time.
- The decision is communicated to the respondent and recorded in SPTLA files.

4. Appeal:

- If unsatisfied, a member can appeal to Stage 3 by writing to the Vice-President and submitting a \$ 350 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 (3) Board members and one (1) 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.

9. EQUIPMENT

9.1 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 required 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/CLA Rules & Regulations.
- **Lacrosse Sticks:** All sticks must adhere to the specifications as defined in the ALA/CLA Rules & Regulations.

9.2 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 \$ 300 by credit card authorization to be held until July 15th of the current year. It is the responsibility of the Head Coach to ensure the jerseys have been returned to the SPTLA 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/guardians of the goalie are responsible to provide an equipment deposit in the amount of \$800 by credit card authorization post-dated to July 15th.

9.3 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 Director.

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 Director no later than two weeks past the end of the playing season. There shall be NO Exceptions unless pre-approved by the Equipment Director.

Goalies wishing to rent equipment for a Winter Lacrosse League must contact the Equipment Director to decide. The SPTLA will rent the goalie equipment to the player for a \$ 800 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:
 - o Email: equipment@sherwoodparktitans.ca
- 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 Director. 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 Director.
- All jerseys (cleaned and organized) are due back to the Equipment Director by July 15 of the current year at the end of the playing season. – NO exceptions unless pre-approved by the Equipment Director.

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 Equipment Manager.

9.5 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/Apparel 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 Division Director approval before using any colors, designs, or logos other than SPTLA's

Teams are encouraged to utilize the official online store available on the SPTLA website and to work in coordination with the Merchandise/Apparel Director for team apparel and merchandise purchases. This approach supports consistency in branding, quality control, and existing Association vendor relationships.

Use of SPTLA-approved vendors and platforms is recommended wherever possible, but not mandatory, except where otherwise specified by Association policy.

Titans game shorts are mandatory for all players and must be purchased through **Sin Bin**, SPTLA's designated supplier for game shorts.

10. COACHES

10.1 POLICY: COACH SELECTION

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

Head Coach selection for all divisions and tiers shall be conducted in accordance with the roles, processes, committees, and procedures outlined in the **SPTLA Evaluation Policy (Appendix B)**, including but not limited to **Section 9 – Head Coach Selection** of that policy.

The Coach Development Director and Coach Selection Panel/Committee if established, is responsible for overseeing coach selection processes in alignment with the Evaluation Policy and ensuring that all selections are conducted fairly, transparently, and in the best interests of player development.

Where interviews are required under the Evaluation Policy, they shall be conducted by the appropriate selection panel or committee as defined in that policy.

Assistant Coach selection is the responsibility of the appointed Head Coach, subject to SPTLA registration, screening, and certification requirements.

Conflict of Interest:

Any individual involved in a coach selection process who has a real or perceived conflict of interest must declare the conflict and recuse themselves from the selection process, in accordance with the Evaluation Policy and SPTLA governance standards.

In the event of any inconsistency between this Policy & Procedure Manual and the Evaluation Policy, the Evaluation Policy (Appendix B) shall prevail.

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 properly in RAMP each season and certified with appropriate training.
- **Registration Cost Coverage:** SPTLA covers the ALA registration costs for the Head Coach, up to two (2) Assistant Coaches, and one (1) Team Manager, for a total of four (4) bench staff per team. Registration fees for any additional bench staff beyond the allotted four (4) shall be the responsibility of the team or head coach.
- **Female Teams:** Must have at least one registered female on their bench staff as per ALA regulations.

Coaching Roles:

- **Head Coach:** Can be registered as Head Coach for one (1) team and Assistant or Co-Head Coach for a second team.
- **Assistant Coaches:** Serve to cover the Head Coach role when the Head Coach is unavailable.

10.2 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 Vulnerable Sector Checks (VSC). All VSCs are valid for 3 years and must be uploaded to the coach's RAMP Registration every season.

- 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 bench staff will not be allowed into the dressing room or on the field of play until they are registered into RAMP and have provided a VSC to the CDC no later than April 15.

10.3 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.

11. 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, the Greater Edmonton Lacrosse Council (GELC) Injury Form 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 online: <https://lacrosse.ca/development/athletes/concussions/> and through 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.

12. EVALUATIONS AND TEAM FORMATION

12.1 EVALUATION POLICY

The SPTLA Evaluation Policy governs all matters related to player evaluations, team formation, coach selection processes, evaluation exemptions, appeals, and evaluation feedback.

The Evaluation Policy is attached to this Policy & Procedure Manual as **Appendix B** and is hereby incorporated by reference as part of the SPTLA Policies & Procedures.

The current Evaluation Policy was ratified and approved by the Sherwood Park Titans Board of Directors on December 21, 2025, and supersedes any previous evaluation-related policies, procedures, or practices.

In the event of any inconsistency between this Policy & Procedure Manual and the Evaluation Policy, the Evaluation Policy shall prevail.

The most current version of the Evaluation Policy shall be published on the Sherwood Park Titans Lacrosse Association website and/or official SPTLA communication platforms.

13. SCHEDULED FLOOR

13.1 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 SPTLA within two weeks of the practice date.
- If SPTLA is not notified within the required time frame the team will be invoiced \$100 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.

14. CONFIDENTIALITY:

14.1. 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:

- 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, 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 to 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.

15. AFFILIATIONS

Purpose: The purpose of player affiliation within SPTLA is to supplement a team in cases of illness, injury, or other temporary player unavailability, while maintaining compliance with governing body requirements.

15.1 AFFILIATION POLICY

All player affiliations within SPTLA shall be conducted in full compliance with the current affiliation policies, rules, and procedures of the ALA and the GELC.

SPTLA does not have the authority to approve affiliations that are not permitted under ALA or GELC regulations.

When considering a player for affiliation:

- The player’s rostered team shall take precedence at all times.
- The parent(s) or guardian(s) of the player and the Head Coach of the player’s rostered team must be consulted prior to any affiliation.
- Affiliations shall be used solely to address short-term player shortages and shall not be used to circumvent roster limits, evaluation outcomes, or competitive balance requirements.

15.2 AFFILIATION PROCESS

All affiliation requests must be submitted in advance using the **SPTLA Affiliation Request Form**, available on the SPTLA website.

Affiliation requests must be submitted by the Head Coach or Team Manager and are subject to verification and approval in accordance with applicable ALA and GELC policies and procedures.

16. TOURNAMENT PARTICIPATION OUTSIDE THE REGULAR SEASON

Purpose: To establish clear guidelines regarding participation by SPTLA members and teams in tournaments held outside of the regular SPTLA playing season, including, but not limited to, events such as the Calgary Canada Day Tournament and fall or winter 4-on-4 tournaments, and to distinguish between Titans-sanctioned team participation and independent, non-Titans team participation.

16.1 TITANS-SANCTIONED TEAM PARTICIPATION

Definition

A Titans-sanctioned team is an official SPTLA team rostered and sanctioned for the regular season that elects to participate in an external tournament using its original, season-approved roster.

Policy Guidelines

- **Sanctioning:** The team remains officially sanctioned by SPTLA for the purpose of the tournament.
- **Eligibility:** Only players registered to that Titans team for the applicable season may participate.
- **Affiliation:** Any affiliation must comply with applicable **SPTLA, GELC, and ALA affiliation rules** and shall not exceed permitted roster limits.
- **Governance:** All applicable **SPTLA, GELC, and ALA policies**, including Codes of Conduct and team management requirements, remain in effect.
- **Insurance:** Players are covered under **ALA insurance** through their active registration in RAMP.
- **Support:** At the discretion of the SPTLA Board, SPTLA is not obligated to provide additional resources, funding, or scheduling support.

14.2 POLICY: INDEPENDENT (“NON-TITANS”) TEAM PARTICIPATION

Definition

An independent, non-Titans team is any team formed outside of the regular SPTLA season that:

- is not an officially rostered Titans team for that season, and/or
- is created by selecting players from multiple teams, divisions, or organizations, and/or
- is assembled for the purpose of tournament participation only (e.g., select, rep, or mixed teams).

Policy Guidelines

- **Sanctioning:** Independent teams are not sanctioned by SPTLA and operate entirely outside the Association.
- **Selection and Management:** Player selection, coach selection, team management, and all operational decisions are made independently and are not overseen, approved, or controlled by SPTLA.
- **Governance and Accountability:** SPTLA has no responsibility, authority, or accountability for the actions, conduct, decisions, or outcomes of independent teams.
- **Insurance:** Players must be registered in RAMP to maintain ALA insurance coverage, where applicable. Insurance coverage is not administered or verified by SPTLA.
- **Financial Responsibility:** All costs associated with independent teams are managed internally and are not funded, reimbursed, or administered by SPTLA.

Representation and Branding:

Independent teams may not represent themselves as SPTLA or Titans teams in any capacity. This includes, but is not limited to:

- use of the SPTLA or Titans name
- logos or branding
- Titans jerseys or apparel

Independent teams are responsible for securing their own uniforms and branding that do not reference SPTLA, unless explicit written approval is granted by the SPTLA Board.

Operations: Independent teams are solely responsible for all logistics, including floor time, scheduling, communication, tournament registration, and coordination.

14.3 GENERAL PROVISIONS

- Participation in tournaments outside the regular ALA minor box lacrosse season is voluntary and does not form part of the Association's sanctioned programming unless expressly designated under Section 14.1.
- Individuals submitting tournament applications must clearly identify whether the team is Titans-sanctioned or independent at the time of registration.
- Nothing in this policy obligates SPTLA to support, endorse, recognize, or assume responsibility for independent teams.

16. 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 FEBRUARY 10, 2026.

Appendix A: Complaint Form

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 tasks 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: _____



Appendix B: Evaluation Policy

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APPROVAL AND RATIFICATION

This Evaluation Policy was reviewed, approved, and ratified by the Board of Directors of the Sherwood Park Titans Lacrosse Association on **December 21, 2025**.

This Policy is effective as of the date of ratification and supersedes any previous evaluation-related policies, procedures, or practices.

INTERPRETIVE NOTE

For the purposes of incorporation into the Sherwood Park Titans Lacrosse Association Policy & Procedure Manual, this Evaluation Policy is designated as **Appendix B**. All internal appendices to this Evaluation Policy are designated as **Appendix B-1 through Appendix B-4**.

1. Philosophy and Objectives

a) Titans 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. The Titans strive to provide a fair, open, impartial assessment of each player. The evaluations are conducted by members from our lacrosse community as well as Titans volunteers who have a varying degree of applicable lacrosse knowledge and who are encouraged to apply their best and consistent judgment in the evaluation of each athlete. 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 Sherwood Park Titans executives, coaches, and evaluators to work through the process in a manner that achieves the best result for the athletes. This policy will be posted on the club's website, which is available for access by the public.

b) Objectives:

- To provide a fair and impartial assessment of a player's lacrosse skills and attributes during the skills and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected or placed 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 attributes.
- To provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent from year to year as players move through the various levels of the SPTLA'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.
- To allow for the fair and transparent selection of coaches that will allow for the most development possible for all the Titans players on the team that coaches are selected to.

2. Governing of the Evaluation Process

a) Evaluation Committee:

- The board-appointed Evaluation Coordinator, Club President, and three volunteers will form the Evaluation Committee. Volunteers for the Evaluation Committee cannot be coaches. No division can have more than one volunteer selected from that division for the Evaluation Committee. It is the **responsibility of the Evaluation Committee to ensure that the Evaluation Policy has been followed.**

- When volunteer applicants for the Evaluation Committee are selected, an additional Executive Board member (either the Vice President, Treasurer, Secretary, or Registrar), along with the Club President and Evaluations Coordinator, will conduct the vetting and selection of volunteer applicants for positions with the Evaluation Committee.
 - When possible, volunteers selected for positions with the Evaluation Committee should represent a diverse range of involvement with the club, as well as diverse lacrosse backgrounds.
- A member of the Evaluation Committee **will remove him or herself** from any discussions or decisions that are required to be made regarding his or her own child.

b) Rules of Titans Evaluation Processes:

- Evaluations are documented and remain confidential. The evaluation sheets and the ranking criteria are only made available to the Evaluation Committee. 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.
 - However, upon request in the **U11 - U17 age divisions**, a player's tabulated evaluation scores may be released to the player and their parent/guardian.
- The scoring matrices used (See Appendix B and Appendix C) will be the **same for all players at each tier, from U11 to U17**. This ensures consistency in the evaluation process in tiered age divisions and in our U11-U17 female parity divisions, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of our programs;
 - A separate scoring scale (See Appendix A) will be used for **U9 evaluations**.
- When tabulating player scores from all sessions scored by Independent Evaluators, **with the exception of the U13-U17 'A' evaluations, a player's top score from the skills sessions and top score from the 5 on 5 scrimmages** will be used in the generation of player rankings.
- To reduce the potential for evaluator bias, players will not be allowed to take the floor wearing visible apparel from other lacrosse organizations, academies, or teams.
 - Examples: Team Alberta, Prairie Cup, Vimy Ridge Academy, Apex Field Lacrosse, Jr. Roughnecks, etc.
- All Titans evaluations, **with the exception of the U9 age division**, will consist of a mix of **both skill sessions and 5 on 5 scrimmages**.
 - Skill sessions will evaluate a player's individual skills, as well as team skills within a small area games setting, while 5 on 5 scrimmages will evaluate a player's lacrosse skills in a live-game setting.

c) Rules of 'A' Evaluation Processes:

- Each player trying out for an 'A' team **is required to attend one of the two skills sessions** scheduled for the evaluation process.
 - In the U11 age division, each player is also **required to attend one of the two 5 on 5 scrimmages, in addition to one of the two skill sessions** to proceed in the evaluation process.

- The Evaluation Committee will consider exemptions for players with extenuating circumstances that prevent them from meeting the attendance requirement for their respective age division, when an exemption is requested through the use of the **Evaluation Exemption Form**.
- The form can be found here:
 - [Evaluation Exemption Form](#)
 - o For further information, see Appendix D.
- When tabulating player scores from all sessions scored by Independent Evaluators, **in the U13-U17 'A' evaluations, a player's top score from any of the first three floor times** will be used in the generation of player rankings.
- Each player will have the opportunity to attend at least **three floor times** before the first round of releases.
- Players are being evaluated from the moment they enter a facility for their 'A' evaluation.
- Players who **do not indicate an intent to attend 'A' evaluations at the time of their player registration and before the 'A' intent deadline set by the registrar** will be **prohibited** from participating in 'A' evaluations.
- Any new player that registers with the Titans before the date set by the Registrar to declare an intent to attend 'A' evaluations, **and declares their intent to attend 'A' evaluations at the time of registration**, will have the opportunity to be evaluated for the 'A' team in their division.
- An evaluation 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 the 'A' team of another club if they fail to make the 'A' team of their home club.
- Prior to final placement on an 'A' team, parents will need to agree to the Titans 'A' Expectation Agreement and full participation at this higher commitment level.
- Evaluation fees to offset floor and related costs will be paid by every participant trying out for an 'A' team. **Evaluation fees are non-refundable**. Players interested in trying out for 'A' will be required to pay in full before evaluations begin.
- 'A' evaluations must be completed by the 1st Sunday in March.
- Players released from the 'A' evaluation process are expected to continue with the 'B' evaluation process.

d) Rules of the 'B', 'C', and Female Divisions Evaluation Processes:

- Each player participating in 'B' evaluations, or U11 - U17 female evaluations, **is required to attend one of the two skill sessions and one of the two 5 on 5 scrimmages**.
 - o Players who fail to do so will be placed on a 'C' team in age divisions where the Titans field a 'C' team.
 - The Executive Board of Directors will consider exemptions for players with extenuating circumstances that prevent them from attending a minimum of **one skill session and one 5 on 5 scrimmage**, when an exemption is requested through the use of the **Evaluation Exemption**

Form.

- The form can be found here:
 - [Evaluation Exemption Form](#)
 - For further information, see Appendix D.

e) Communication:

- Evaluation communications will be done using the SPTLA's website and division homepages on the SPTLA website. Evaluation-relevant information may also be posted on SPTLA social media accounts, although no evaluation-relevant information will be communicated exclusively through social media. All registered players will receive email notification of the dates via the SPTLA. It is ultimately the parent's responsibility to check the 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 updates on their pages and notify any additional information to participants via email.

3. Evaluation and Team Formation Software

a) Overview of Use of Software:

- To support consistency, accuracy, and transparency in evaluations, the Sherwood Park Titans Lacrosse Association may utilize digital evaluation and team formation software to assist with player scoring, ranking, team formation, and parity team balancing. The specific software used may vary from season to season at the discretion of the Board.
- The use of any digital evaluation or team formation tool is intended to **enhance fairness and consistency**, and to reduce both bias and administrative workload; however, **it does not replace the oversight and judgment of the Evaluation Committee, 'A' Coach Selection Panel, or Titans Coach Selection Committee.**
- The software may be used to:
 - Collect and tabulate Independent Evaluator scores electronically
 - Generate player rankings based on player scores from Independent Evaluators
 - Assist with the team formation process
- When the evaluation process is assisted with the use of software, the process will **continue to follow the team formation, team selection, and coach selection/placement methods outlined in this policy.** Namely, the software, when used will:
 - Generate rankings from the Independent Evaluator scores for the single skills session from the U9 evaluations to determine the formation of parity teams.
 - Generate rankings from the Independent Evaluator scores from the four (4) U11 evaluation floor times to determine selection to the U11 'A' team or placement with a U11 'B' or 'C' team.
 - Generate rankings from the Independent Evaluator scores from the first three (3) U13-U17 'A' team evaluation floor times to determine the Top 24 lists.

- Generate rankings from the Independent Evaluator scores from the four (4) U13-U17 'B' and 'C' floor times to determine placement with a 'B' or 'C' team.
- Generate rankings from the Independent Evaluator scores from the four (4) U11-U17 female division evaluation floor times to determine the formation of parity teams.

b) Use of Software in Parity Team Formation:

- In instances where the Titans will field multiple teams in the same age division tier, as well as in the U9 age division and the U11-U17 female divisions, the software will assist with the parity team formation process by:
 - Using the snaking method outlined in this Evaluation Policy to create parity between teams when there are multiple teams within the same age division tier, or within the U9 age division and the U11-U17 female divisions.
 - The software's automated tools will be used to take into account parity factors such as:
 - Skill of each player
 - Right- and left-handed players
 - Balancing of parent/coach assignments where applicable to ensure an even balance of coaching staff experience between teams
 - Following initial team formation, the Evaluation Committee will review the teams and may make **manual adjustments** after the playing of parity games to ensure teams are balanced.

4. Evaluation Formats

a) U9:

- Players in the U9 age division will be evaluated at a **single skills session** for the purpose of forming parity teams. The single skills session will consist of **drills and/or games** designed to allow Independent Evaluators to observe the **fundamental athletic ability** and **fundamental lacrosse skills** of the players in the U9 age division.
- Independent Evaluators will score players in the U9 age division using the **U9 Evaluation Scoring Matrix (See Appendix A)**.

b) U11 'A', 'B', and 'C':

- The four scheduled floor times for the U11 age division will **serve as the 'A', 'B', and 'C' team evaluations**, with every player in the U11 age division being evaluated for the 'A', 'B', or 'C' tiers at the same time.
- All U11 players will be evaluated across four floor times, run as follows:
 - Floor Time #1 – Individual Skills and Small Area Games
 - Floor Time #2 – Individual Skills and Small Area Games
 - Floor Time #3 – Full Floor 5 on 5 Scrimmage
 - Floor Time #4 – Full Floor 5 on 5 Scrimmage

c) U13-U17 'A':

- The first three floor times of each 'A' evaluation for the U13 to U17 age divisions, which players are **guaranteed to have the opportunity to attend**, will be run as follows:
 - Floor Time #1 – Individual Skills and Small Area Games
 - Floor Time #2 – Individual Skills and Small Area Games
 - Floor Time #3 – Full Floor 5 on 5 Scrimmage
- There will be additional coach led floor sessions prior to coaches making their final cuts.
 - In the U13 and U15 divisions, there will be **1-3 coach led floor sessions** following the conclusion of Floor Time #3.
 - In the U17 division, the number of coach led floor sessions will be up to the **Head Coach**.

d) U13-U17 'B' and 'C':

- Players participating in U13-U17 'B' and 'C' evaluations will be evaluated across four floor times, run as follows:
 - Floor Time #1 – Individual Skills and Small Area Games
 - Floor Time #2 – Individual Skills and Small Area Games
 - Floor Time #3 – Full Floor 5 on 5 Scrimmage
 - Floor Time #4 – Full Floor 5 on 5 Scrimmage

e) U11-U17 Female Divisions:

- Players in the U11-U17 female divisions will be evaluated with the purpose of forming parity teams across four floor times, run as follows:
 - Floor Time #1 – Individual Skills and Small Area Games
 - Floor Time #2 – Individual Skills and Small Area Games
 - Floor Time #3 – Full Floor 5 on 5 Scrimmage
 - Floor Time #4 – Full Floor 5 on 5 Scrimmage

f) Independent Evaluators

- An independent group of evaluators from the lacrosse community (minimum 5, where one Independent Evaluator is exclusively responsible for evaluating goalies), as approved by the Evaluation Committee, will evaluate players and provide evaluation data using the scoring matrices (see Appendices A-C) to the Evaluation Committee from the **one skills session** in the **U9 age division**, the **four floor times** in the **U11 age division**, the **four floor times** in the **U13-U17 'B' and 'C' evaluations**, and the **four floor times** in the **U11-U17 female division evaluations**, as well as for the **first three floor times** in the **U13-U17 'A' team evaluations**.
 - Independent Evaluators will be considered for selection on the basis of their past lacrosse coaching experience, playing experience, evaluation experience, and overall lacrosse knowledge.
 - Independent Evaluators selected for the evaluation process by the Evaluation Committee will be **free from conflicts of interest** in the evaluation process, as determined by the Evaluation Committee.

- A group of Independent Evaluators will **complete the entire independent evaluation process for the respective age divisions and tiers they have been assigned to.**
 - However, separate groups of Independent Evaluators may be assigned by the Evaluation Committee to complete the independent evaluation process at different age divisions and tiers.
 - Example: Independent Evaluator Group A is assigned to complete the independent evaluation process for the U13-U17 'A' team evaluations, while Independent Evaluator Group B is assigned to complete the independent evaluation process for the U11 age division evaluations.
- Independent Evaluators may be compensated for services provided as part of the evaluation process. The budget for such compensation will be determined by the SPTLA Board.

g) Goalie Evaluations

- The goalies will be evaluated during all players evaluation sessions and ranked over the sessions where Independent Evaluators are scoring players, as per the format for each respective age division.
 - Goalies will be scored by Independent Evaluators using the Goalie Evaluation Scoring Matrix (see Appendix C).
- One Independent Evaluator with previous goaltending experience in a playing or coaching capacity will exclusively evaluate the goalies during evaluations.

5. 'A' Team Selection

a) Selection to 'A' Team Roster (U11):

- The four scheduled floor times for the U11 age division will **serve as the 'A', 'B', and 'C' team evaluations**, with every player in the U11 age division being evaluated for the 'A', 'B', or 'C' tiers at the same time.
 - All players in the U11 age division are then placed with an 'A', 'B', or 'C' team after the conclusion of Floor Time #4.
- All players trying out in the U11 age division are **required to attend one of the two skills sessions** as well as **one of the two 5 on 5 scrimmages**.
 - Players who are unable to attend either one of the two skills sessions and either one of the two 5 on 5 scrimmages are required to complete the **Evaluation Exemption Form** should they wish to be considered for selection to the 'A' team.
 - The form can be found here:
 - [Evaluation Exemption Form](#)
 - For further information, see Appendix D.
- Independent Evaluators will grade players using the Evaluation Scoring Matrix (see Appendix B and Appendix C) for all four floor times of the U11 evaluation process.
- Following the conclusion of Floor Time #4, player evaluation scores from the Independent Evaluators will be tabulated by the Evaluation Committee.

- When tabulating player scores from the Independent Evaluators, a **player's top score from the skills sessions and top score from the 5 on 5 scrimmages** will be used in the generation of player rankings.
- Using the tabulated player evaluation scores, in conjunction with the U11 age division registration numbers, the Evaluation Committee will select **not less than 15 runners and one (1) goalie** for the U11 'A' team roster.
 - At its discretion, the Evaluation Committee may select up to 18 runners and two (2) goalies for the U11 'A' team roster, considering both U11 age division registration numbers and the skill level of players chosen beyond the 15 runners and one (1) goalie minimum.

b) Selection to Top 24 (U13-U17):

- Players trying out for an 'A' team in the U13-U17 age divisions **are required to attend one of the two skills sessions to be considered for selection to the Top 24**. Players are strongly encouraged to attend all scheduled evaluation sessions.
 - Players who are unable to attend either one of the two skills sessions are required to complete the **Evaluation Exemption Form** should they wish to be considered for selection to the Top 24.
 - The form can be found here:
 - [Evaluation Exemption Form](#)
 - For further information, see Appendix D.
- Independent Evaluators will grade players using the Evaluation Scoring Matrix (see Appendix B and Appendix C) for the **first three floor times** of an 'A' evaluation.
- Following the conclusion of Floor Time #3, player evaluation scores from the Independent Evaluators will be tabulated by the Evaluation Committee.
 - When tabulating player scores from the Independent Evaluators, a **player's top score from any of the first three floor times** will be used in the generation of player rankings.
- Using the tabulated player evaluation scores, the Top 24 players for each age division's 'A' evaluation will be posted to the SPTLA website.
- Players who are not selected to the Top 24 for their age division are released, and are **expected to continue with the 'B' evaluations** for their age division.
- In the event of ties for the 24th position in the rankings when player scores from the first three sessions are tabulated, all players tying for the 24th position will be selected to move forward with the 'A' evaluation process.
- A player that did not finish in the Top 24 from the Independent Evaluators ranking may not be placed on an 'A' team without approval from the Evaluation Committee.

c) Selection to 'A' Team Roster (U13-U17):

- Beginning with Floor Time #4, evaluation sessions will be led by the Head Coach of the 'A' team for that age division.
- Sessions will be designed by the Head Coach.
- Throughout the Top 24 selection process, the Head Coach will consider player attributes including but not limited to:
 - Balance of left-handed players and right-handed players
 - How a player's strengths mesh with the strengths of other players in the evaluation

- A player's previous playing experience
- How a player fits with other players in the evaluation
- Teamwork
- Body language
- Work ethic
- Physical fitness
- Attitude and willingness to learn
- **Moreover, the coach will select the team she/he feels is the best team based on their coaching strategies and philosophies.**
- Player releases will be made at the discretion of the Head Coach following the conclusion of Head Coach-led evaluation sessions, until the final team has been selected from the Top 24 group.
- Based on the registration numbers in each age division from U13-U17, as well as the skill level of players trying out for an 'A' team in each age division, the Evaluation Committee will make recommendations to each Head Coach on the number of players to select to the final 'A' team roster. However, the number of players selected to each 'A' team in the U13-U17 age divisions is **ultimately determined by each 'A' team's Head Coach.**

d) Player Interviews (U13-U17):

- Players who are released from the 'A' evaluation after Floor Time #4 or later will receive an in-person interview with the Head Coach to be informed that they are being released.
- Upon the conclusion of the final floor time for an 'A' evaluation, all players will receive an interview to be informed that they are being released, or that they have been selected to the team roster.
- Two members of the Evaluation Committee will be present when players are informed of their release, or their successful selection to the 'A' roster.
 - Upon a player's release following Floor Time #4 or later, after the player's interview with the Head Coach, the player's parents/guardians may request evaluation feedback from the Head Coach that released the player, as well as the detailing of key factors influencing the decision of the Head Coach.
 - The requesting of such feedback by a player's parents/guardians after a player's release following Floor Time #4 or later, is in addition to the ability to request the release of a player's scores from the Independent Evaluators to a player's parents/guardians, as is afforded to **every player participating in an 'A' evaluation.**

6. Formation of U9, 'B', 'C' and Female Divisions Teams

a) Formation of U9 Teams:

- In accordance with the Lacrosse Canada Long-Term Athlete Development framework, **teams in the U9 age division are formed as parity teams, with no skill level tiering.**
- Following the conclusion of the skills session, player evaluation scores from the Independent Evaluators will be tabulated by the Evaluation Committee.
- Using the tabulated player evaluation scores, and in consideration of the registration

numbers in the division, the Evaluation Committee will create parity teams in the U9 age division.

- Following the formation of the parity teams, a parity game will be played between each team formed in the same age division to ensure parity between the teams.
 - At its discretion, based on the result of the parity game(s), the Evaluation Committee will make adjustments to the rosters of the parity teams.

b) Formation of 'B' and 'C' Team (U11):

- The four scheduled floor times for the U11 age division will **serve as the 'A', 'B', and 'C' team evaluations**, with every player in the U11 age division being evaluated for the **'A', 'B', or 'C' tiers at the same time**.
- Players not selected to the 'A' team roster following the conclusion of the four U11 age division evaluation sessions will be placed on a 'B' or 'C' team roster based on the tabulated player evaluation scores.
 - When tabulating player scores from the Independent Evaluators, a **player's top score from the skills sessions and top score from the 5 on 5 scrimmages** will be used in the generation of player rankings.

c) Formation of 'B' and 'C' Team (U13-U17):

- Players who do not wish to be evaluated for an 'A' team, or players released from 'A' evaluations will participate in 'B' evaluations.
- Each player participating in 'B' evaluations **is required to attend one of the two skill sessions and one of the two 5 on 5 scrimmages**.
 - Players who fail to do so will be placed on a 'C' team in age divisions where the Titans field a 'C' team.
 - The Evaluation Committee will consider exemptions for players with extenuating circumstances that prevent them from attending a minimum of **one skill session and one 5 on 5 scrimmage**, when an exemption is requested through the use of the **Evaluation Exemption Form**.
 - The form can be found here:
 - [Evaluation Exemption Form](#)
 - For further information, see Appendix D.
- Independent Evaluators will grade players using the Evaluation Scoring Matrix (see Appendix B and Appendix C) for the **four floor times** of the 'B' evaluations.
- Following the conclusion of Floor Time #4, player evaluation scores from the Independent Evaluators will be tabulated by the Evaluation Committee.
 - When tabulating player scores from the Independent Evaluators, a **player's top score from the skills sessions and top score from the 5 on 5 scrimmages** will be used in the generation of player rankings.
- Using the tabulated player evaluation scores, and in consideration of the registration numbers in each division, the Evaluation Committee will place players on a 'B' or 'C' roster.

d) Formation of Two or More 'B' or 'C' Teams in the Same Age Division (U11-U17):

- Should registration numbers allow for two or more 'B' or 'C' teams to be formed in the same age division, team rosters will be formed via a parity snake draft conducted by the Evaluation Committee.
 - Left handed players and right handed players will be snaked separately to ensure an **even balance of skill among left handed players and right handed players on each team.**
 - When snaking the teams, **the skill and experience of a coaching parent of a player will be considered** to ensure the strength of coaching staffs are balanced for each team.
- In instances where there are two or more 'B' or 'C' teams formed in the same age division, following the formation of the 'B' or 'C' team rosters, a parity game will be played between each 'B' or 'C' team formed within the same age division to ensure parity between the teams.
 - At its discretion, based on the result of the parity game(s), the Evaluation Committee will make adjustments to the rosters of the 'B' or 'C' teams.
- **The Evaluation Committee will determine what tiers of play the Titans will allocate teams to play in**, where multiple allocation options are permitted, as per the GELC Tiering Format, **on the basis of the skill level of the body of players registered for a particular age division.**

e) Formation of Female Division Teams

- Each player participating in U11-U17 female division evaluations **is required to attend one of the two** skill sessions and **one of the two 5 on 5 scrimmages.**
 - The Executive Board of Directors will consider exemptions for players with extenuating circumstances that prevent them from attending a minimum of **one skill session and one 5 on 5 scrimmage**, when an exemption is requested through the use of the **Evaluation Exemption Form.**
 - The form can be found here:
 - [Evaluation Exemption Form](#)
 - For further information, see Appendix D.
- Independent Evaluators will grade players using the Evaluation Scoring Matrix (see Appendix B and Appendix C) for the **four floor times** scheduled for the U11-U17 female age divisions.
- Following the conclusion of Floor Time #4, player evaluation scores from the Independent Evaluators will be tabulated by the Evaluation Committee.
 - When tabulating player scores from the Independent Evaluators, a **player's top score from the skills sessions and top score from the 5 on 5 scrimmages** will be used in the generation of player rankings.
- Using the tabulated player evaluation scores, and in consideration of the registration numbers in each division, the Evaluation Committee will create parity teams in each age division.
- Following the formation of the parity teams, a parity game will be played between each team formed in the same age division to ensure parity between the teams.

- At its discretion, based on the result of the parity game(s), the Evaluation Committee will make adjustments to the rosters of the parity teams.

7. Team Tiering Process

- The GELC uses the GELC Tiering Format charts to determine what tiers of play teams can be allocated to play in by a club, based on the total number of teams a club is fielding within an age division.
- **The Evaluation Committee will determine what tiers of play the Titans will allocate teams to play in, where multiple allocation options are permitted, as per the GELC Tiering Format, on the basis of the skill level of the body of players registered for a particular age division.**
- The GELC Tiering Format is as follows:
 - **U11, U13, and U15:**

# of Teams	A	B	C
1	0	1	0
1	0	0	1
2	1	1	0
2	0	1	1
3	1	1	1
4	1	2	1
4	1	1	2
5	1	2	2
5	2	1	2
6	2	2	2
6	1	3	2
7	2	3	2
7	2	2	3
8	2	3	3

8	2	4	2
8	3	3	2

○ **U17:**

# of Teams	A	B
1	0	1
2	1	1
2	0	2
3	1	2
4	1	3
5	1	4
6	2	4
7	2	5

8. Late Registrants

- Players that move into the SPTLA boundaries after the initial evaluations have ended will be placed on a 'B' or 'C' team until their skill level can be properly determined by the Evaluation Committee.
- There will be **no placement on 'A' rosters permitted for late registrants.**
- Initial placement within our association will depend on the new player's previous playing experience. All attempts to make a similar placement will be made, using methods such as:
 - Game film submission
 - References or evaluations from current or past coaches
 - Player statistics
 - Previous evaluation reports from the player's previous home club
- Should it be determined by the Evaluation Committee as well as the Head Coach of the 'B' or 'C' team that the late registrant was initially placed with that the player's skills do not align with the 'B' or 'C' team, the player may be moved between a 'B' and 'C' team, but **not to the 'A' team.**
 - Such movement can occur **no later than two weeks from the date of the player's first practice or game** with the team the player was initially placed with.

9. Head Coach Selection

a) 'A' Coach Selection Panel (U13-U17 'A'):

- 'A' Head Coach selection for the U13-U17 'A' teams will be completed by the 'A' Coach Selection Panel.
 - The 'A' Coach Selection Panel will be made up of the Coaching Development Director and two panelists appointed by the Coaching Development Director.
 - The appointed panelists selected by the Coaching Development Director will be appointed on the basis of their past lacrosse coaching experience, playing experience, and overall lacrosse knowledge.
 - The appointed panelists selected by the Coaching Development Director will be **free from conflicts of interest** in the outcome of the U13-U17 'A' Head Coach selection process.
 - If the Coach Development Director has applied for an 'A' Head Coach position, the President will fill the role of the Coach Development Director when the Head Coach selection process is conducted for the age division in which the Coach Development Director has applied for an 'A' Head Coach position.

b) 'A' Head Coach Selection Process (U13-U17 'A'):

- Candidates for 'A' Head Coach positions will be asked to submit **three practice plans, a seasonal development plan, a brief summary of their coaching philosophies, a list of current lacrosse coaching certifications, a brief summary of their lacrosse coaching experience, as well as a minimum of two (2) coaching references** as part of their application package.
- Current vulnerable sector checks are required as part of the application package; background checks will be required for submission by all coaches (Head and Assistant Coaches) before they attend their first practice or game with a team.
- Applications for each 'A' team are due to the Coaching Development Director by December 31st.
- The 'A' Head Coach application form and deadlines will be posted on the SPTLA web page and will also be emailed to the previous season's membership. Communication of 'A' Head Coach position openings as well as the application deadline will also occur via social media.
 - Interviews will be conducted with candidates selected to move forward in the selection process by the 'A' Coach Selection Panel prior to the beginning of the 'A' evaluation processes. The successful candidate will be announced prior to the first floor time of each respective 'A' team's evaluation process.
 - In cases of multiple applicants for the same role, the 'A' Coach Selection Panel will select the Head Coach that the Panel feels is the most qualified to develop the players on each 'A' team. Criteria that will be considered by the Panel include, but are not limited to, a candidate's:
 - Past coaching experience

- Quality of submitted practice plans
- NCCP coaching certifications
- Coaching philosophies
- Fit with the 'A' age division the candidate has applied to
- The named Head Coach will be responsible to select their Assistant Coaches.

c) Titans Coach Selection Committee (U7-U11, U13-U17 'B' and 'C', Female Division):

- Head Coach selection for positions at the U7-U11 and U13-U17 'B' and 'C' age divisions and tiers, as well as for Head Coach positions in the U11-U17 female divisions will be completed by the Titans Coach Selection Committee.
 - The Titans Coach Selection Committee will be made up of the Coach Development Director and an Executive Board member, **excluding** the President (either the Vice President, Treasurer, Secretary, or Registrar) that is selected by the Coach Development Director. This Executive Board member, along with the Coach Development Director, are permanent members of the Titans Coach Selection Committee for the current season.
 - The Division Director of each division will then serve as the third member of the Titans Coach Selection Committee when Head Coaches are selected for the teams that each respective Division Director oversees.
 - Example:
 - The Coach Development Director selects the Registrar to serve on the Titans Coach Selection Committee. When Head Coach selections are made for the U15 'B' and 'C' age division and tiers, the Titans Coach Selection Committee would then be made up of the Coach Development Director, the Registrar, and the U15 Director. When Head Coach selections are made for the U11-U17 female division teams, the Titans Coach Selection Committee would be made up of the Coach Development Director, the Registrar, and the Female Director.
- When there are Head Coach vacancies at the U7-U11, and U13-U17 'B' or 'C' age divisions and tiers, and the U11-U17 female divisions, the Titans Coach Selection Committee (where the Division Director with the Head Coach vacancy is the third member of the Titans Coach Selection Committee) **is responsible for filling the Head Coach vacancy.**
- During the evaluation process, Division Directors are exclusively responsible for serving on the Titans Coach Selection Committee when Head Coach selections are made for the teams within their division, or a Head Coach search for a vacant position within a Division Director's division is conducted by the Titans Coach Selection Committee. Division Directors are further responsible for providing

logistical and administrative support as necessary within their division. Division Directors **are not responsible** for player evaluation, scoring, ranking, or team formation.

- In instances where a Division Director has applied for a Head Coach position in the division they are a Division Director for, the Division Director will remove themselves from the Titans Coach Selection Committee when Head Coach selections are made for their division.
 - The Coach Development Director will then select a second Executive Board member, **excluding** the President, to serve as the third member of the Titans Coach Selection Committee when Head Coach selections are made for the division where there is a conflict of interest.

d) Titans Coach Selection Process (U7-U11, U13-U17 'B' and 'C', Female Division):

- Candidates for U7-U11, U13-U17 'B' and 'C', and female division Head Coach positions will be asked to list **any current lacrosse coaching certifications** in their email expressing interest in a Head Coaching position to the Division Director of the age division they wish to be considered for, with the Coaching Development Director (coachingdevelopment@sherwoodparktitans.ca) in copy.
 - Relevant email addresses can be found here:
 - [Sherwood Park Titans Executive Contact Information](#)
- Current vulnerable sector checks are required as part of the application package; background checks will be required for submission by all coaches (Head and Assistant Coaches) before they attend their first practice or game with a team.
- **No interviews** will be conducted with candidates who have applied for a Head Coach position at the age divisions and tiers the Titans Coach Selection Committee is responsible for selecting Head Coaches for.
 - In cases of multiple applicants for the same role, the Titans Coach Selection Committee will select the Head Coach that the Committee feels is the most qualified to develop the players on each team. Criteria that will be considered by the Committee include, but are not limited to, a candidate's:
 - Past coaching experience
 - NCCP coaching certifications
 - Coaching philosophies
 - Fit with the age division and tier the candidate has applied to
 - The named Head Coach will be responsible to select their Assistant Coaches.

10. Evaluation Appeals:

- Appeals regarding the evaluation or coach selection process can be made via email to the President (president@sherwoodparktitans.ca) with the Evaluation Coordinator (evaluations@sherwoodparktitans.ca) in copy.
 - In your email, please **state the grounds that you are appealing on, and the specific section(s) of this Evaluation Policy that you believe has been**

violated.

- Appeals that do not involve a **violation of the Evaluation Policy will not be heard** by the Evaluation Committee.
 - If it is determined that a section of the Evaluation Policy has been violated, the Evaluation Committee will discuss the appeal and potential solutions.
- **All decisions of the Evaluation Committee are final.**

11. Evaluation Feedback

- The SPTLA will provide an opportunity each season for the membership to give feedback on that season's evaluation process. This feedback will be examined closely to ensure that the Evaluation Policy, evaluation processes, and coach selection processes are continually improved.
- The Evaluation Policy, evaluation process, and coach selection process feedback will not change any selection or placement decisions of the current season, but will be used to improve processes for the upcoming season.

Appendix B-1: U9 Evaluation Scoring Matrix

- The following Scoring Matrix will be used by Independent Evaluators for the single skills session that is scored by the Independent Evaluators in the U9 age division
- .Players will be scored on a simplified numerical scale of 1 to 3 as follows:
 - 1 = Below Expectations
 - 2 = Meets Expectations
 - 3 = Above Expectations
- Players will be scored across three categories, to receive a total score out of 9 for the single skills session:
 - Players will receive a score in each of the following three categories:
 - Stick handling & ball control
 - Movement & athleticism
 - Shooting & passing
- The bullet point items listed in each category are **not intended to be the exclusive criteria for scoring that category**, and Independent Evaluators will be encouraged to use their **best judgment and lacrosse knowledge and experience** when scoring a player in each category.
- The U9 Evaluation Scoring Matrix is as follows:

Stick Handling & Ball Control:

- Ability: Manages the stick and ball while under pressure or moving
- Cradling: Does the player consistently keep the ball in the stick while running? Does the player protect the ball when cradling? (Basic cradling motion, not expected to have perfect form)
- Loose balls: Does the player efficiently attempt to scoop the ball on the run using the stick rather than kicking or picking it up with their hand?

Movement & Athleticism:

- Overall athleticism: Fundamental movement skills, speed, acceleration, and agility
- Agility and dodging: Ability to change direction, run around/through obstacles, or dodge while carrying the ball
- General coordination: Overall body control, balance while running/stopping, and rhythm during movement

Shooting & Passing:

- Shooting and passing mechanics: Does the player attempt to use proper hand placement and a basic throwing motion toward the net or the player receiving the pass?
- Accuracy and power: Does the player aim for the net area or the player receiving the pass? Is the shot or pass accurate? How much power is behind the shot or pass? (Note: Power should be secondary to form/aim at this age)
- Under pressure: Can the player shoot or pass accurately under pressure?

Appendix B-2: U11-U17 Player Evaluation Scoring Matrix

- The following Scoring Matrix will be used by Independent Evaluators for all sessions that are scored by the Independent Evaluators in the U11-U17 male divisions, in all tiers, as well as for the U11-U17 female divisions, to score players in the session.
- All players will be scored on a numerical scale of 1 to 5 as follows:
 - 1 = Weak
 - 2 = Below Average
 - 3 = Average
 - 4 = Above Average
 - 5 = Excellent
- Players will be scored across four categories, to receive a total score out of 20 for each session, regardless of whether the session is a skills session or a 5 on 5 scrimmage.
 - Players will receive a score in each of the following four categories:
 - Stick skills
 - Athleticism
 - Offensive skills
 - Defensive skills
- The bullet point items listed in each category are **not intended to be the exclusive criteria for scoring that category**, and Independent Evaluators will be encouraged to use their **best judgment and lacrosse knowledge and experience** when scoring a player in each category.
- The Player Evaluation Scoring Matrix is as follows:

Stick Skills:

- Passing: Proper technique, accuracy, speed, ability to pass under pressure
- Catching: Proper technique, ability to catch under pressure, ability to catch a poor pass
- Cradling: Proper technique, ball protection
- Loose balls: Proper technique, speed, ability, aggression, do they win loose ball battles?
- Shooting: Speed, accuracy, shooting on the move, shooting under pressure, scoring ability, shot types (overhand, bounce, behind the back, etc.)

Athleticism:

- Acceleration, speed, agility
- Strength
- Fitness/endurance
- Work ethic, hustle, compete

Offensive Skills:

- Movement: Running through the defence, creating space, dodging ability (split, face, bull, etc.)
- Picks: On ball and off ball picks, slip picks, seals
- Positioning: Proper space from teammates, understanding of where they should be in offensive sets and odd-player transitions, does the player set up to make themselves a

threat?

- On ball and off ball play: Does the player work in a pair on ball and off ball to set picks, slip picks, or seals to create space for themselves or their offensive partner?
- Offensive IQ: Overall understanding of how to play team offence in an offensive set, offensive decision-making, ability to spread a defensive out, shot selection (high % vs. low %), identification of slow defensive changes, shot clock awareness, situational awareness, etc.

Defensive Skills:

- Checking: Body and stick checking ability, use of different stick checks, aggressiveness
- Footwork: Ability to stay with a player, maintain appropriate base, appropriate use of crossover steps, shuffle steps, drop steps, etc.
- Positioning: Picks up a player, space from teammates, understanding of where they should be in defensive sets and odd-player transitions
- On ball and off ball play: Does the player work in a pair on ball and off ball to communicate through picks, slip picks, and seals set by the offence?
- Defensive IQ: Overall understanding of how to play team defence in defensive sets, defensive decision-making, identification of offensive tactics and plays, communication as part of a defensive unit, identification of slow offensive changes, shot clock awareness, situational awareness, etc.

Appendix B-3: Goalie Evaluation Scoring Matrix

- The following Scoring Matrix will be used by Independent Evaluators for all sessions that are scored by the Independent Evaluators in the U11-U17 male divisions, in all tiers, as well as for the U11-U17 female divisions, to score goalies in the session.
 - One Independent Evaluator with previous goaltending experience in a playing or coaching capacity will exclusively evaluate the goalies during sessions scored by the Independent Evaluators.
- All goalies will be scored on a numerical scale of 1 to 5 as follows:
 - 1 = Weak
 - 2 = Below Average
 - 3 = Average
 - 4 = Above Average
 - 5 = Excellent
- Goalies will be scored across four categories, to receive a total score out of 20 for each session, regardless of whether the session is a skills session or a 5 on 5 scrimmage.
 - Goalies will receive a score in each of the following four categories:
 - Positioning & movement skills
 - Save skills
 - Goalie stick skills
 - Game situations
- The bullet point items listed in each category are **not intended to be the exclusive criteria for scoring that category**, and Independent Evaluators will be encouraged to use their **best judgment and lacrosse knowledge and experience** when scoring a goalie in each category.
- The Goalie Evaluation Scoring Matrix is as follows:

Positioning & Movement Skills:

- Movement: Laterally, forwards, backwards, is it quick yet controlled?
- Movement positioning: Does the goalie still fill the net and take up space as they are moving laterally, forwards, and backwards?
- Square to the ball: Is the goalie aware of where they are in space? Are they square to the ball after the ball moves?
- Post mechanics: Does the goalie hug the post when needed? Do they find their posts to center themselves?
- Depth adjustments: Does the goalie push out and sink in as optimal based on the position of the ball?
- Repositioning: Is the goalie able to reposition themselves after making a save?
- Stick positioning: Is the goalie's stick square on the ground and square to the ball? Does the goalie's stick stay square to the ground and the ball when moving?

Save Skills:

- Overall save ability: Does the goalie keep the ball out of the net?
- Save types: Is the goalie strong at all save types (pad, shoulder, stick, glove)?
- Saves in odd-player situations: Is the goalie strong at making saves in 3 on 2, 2 on 1, 1

on 0 situations?

- Odd-player situations: Can the goalie make a save in 3 on 2, 2 on 1, 1 on 0 transitions? Can the goalie make a save when on the penalty kill?
- Rebound control: Is the goalie able to corral the ball in the crease, or rebound the ball away from danger?

Goalie Stick Skills:

- Passing: Accuracy of the pass, selection of the pass. Does the goalie panic when making a pass out of the crease? Can the goalie make a transition pass?
- Loose balls: Is the goalie able to quickly corral loose balls? Does the goalie come out to play the ball when needed?

Game Situations:

- Anticipation: Does the goalie read the offence to anticipate and react to where the ball is going next?
- Clock awareness: Is the goalie aware of when a shot is coming with a low shot clock or low game clock?
- Picks: Does the goalie set picks for their defence as appropriate?
- Communication: Does the goalie communicate with their defence?

Appendix B-4: Evaluation Exemption Form and Information

- The Evaluation Committee will consider exemptions for players with extenuating circumstances that prevent them from meeting the attendance requirement for their respective age division, when an exemption is requested through the use of the **Evaluation Exemption Form**.
- The form can be found here:
 - o [Evaluation Exemption Form](#)
- For further information, see the following document:
 - o [SPTLA Evaluation Attendance and Exemption Information](#)