

# SHERWOOD PARK TITANS

## POLICIES AND PROCEDURES





**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 nonparent 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 as long as 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 open to the public at all times with the exception of any in camera portion.

**2. BYLAWS:**

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

**3. FAIR PLAY:**

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

**4. REGISTRATION:**

**4-1 POLICY: REGISTRATION PROCESS / FEES**

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

#### Registration process:

- Registrations will be accepted on the commencement of registration opening in early January.
- Any registrations received after the closing deadline may be subjected to a late registration fee and/or may be waitlisted.
- It will be the discretion of the respective Divisional Director as to the acceptance of late player registrations.

#### Registration fees:

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

### **4-2: POLICY: REFUND POLICY**

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

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

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

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

#### 4.4 POLICY: GOALIE REGISTRATION

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

- Option 1 – SPTLA provides goalie gear and player pays full registration fee. All player owned equipment used in addition to the provided goalie gear is subject to inspection by the Equipment Manager. A deposit of \$300 will be required and returned upon the return of the equipment at the end of the season.
- Option 2 – Player will provide own certified goalie gear and is required to pay the full registration fee. All player owned goalie gear is subject to inspection by the Equipment Manager.

#### 4.5 POLICY: FINANCIAL ASSISTANCE

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

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

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

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

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

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

- The Sherwood Park Titans Athletes Fund is completely dedicated to helping young lacrosse athletes with the financial support they need to be able to play for the Sherwood Park Titans. We believe that every child with a desire and passion for lacrosse should be part of a team, regardless of their limited access to finances.
- The Sherwood Park Titans Athletes Fund provides grants of up to \$ 100 per eligible child per season (April 1 – July 15) towards lacrosse fees. After all support programs have been exhausted.
- 100%of the donations are targeted to go directly to athletes. Donations and gifts help support a 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

**\*\*Note only one of the above documents must be provided.**

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

- Please note, you will not be reimbursed for equipment purchased. However, if you are in need of 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
- Expenses must be attached to each cheque issued for signing. (as per ALA policy).
- Expenses must be a budgeted expense unless approved by Executive. (as per ALA policy).
- Treasurer reports to the Board quarterly with a cash flow summary, and any significant/unusual transactions.
- Financial statements are to be provided to the Board Quarterly. (as per ALA policy).
- Detailed financial statements must be presented at the AGM. (as per ALA policy).
- Financial statements must be audited as per the Societies definition. (as per ALA policy).

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

### **5-2 POLICY: INVESTMENT MANAGEMENT POLICY**

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

- SPTLA will hold a conservative asset and investment portfolio and will plan to assume minimal risk.
- SPTLA assets and investments will remain highly liquid. No long term (greater than one or more year) investments are authorized.
- Any short-term investments will have a term of 1 year or less.
- All assets (equipment and apparel) will be insured for theft, loss / damage.

- Equipment values will not exceed \$ 80,000 purchase price value.
- Apparel inventory will not exceed \$ 25,000 sale value, as an approximate for 1 year/18 months' worth of sales.
- SPTLA will hold a daily operating account and a daily savings account. The daily chequing will have a low or no monthly fee. The savings account will be used to gain interest income and keep cash available as needed.
- The SPTLA Executive will approve any new or changing investments
- Daily chequing and savings are reconciled by the treasurer and bank information available to the Executive Board at any time.

### 5-3 POLICY: TEAM FUNDS:

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

- All teams must create a team budget which is approved by the parents at the beginning of the season, and again at the conclusion of the season. This budget must be provided to the Divisional Director. Any funds remaining at the conclusion of the season may be returned to either the families and noted in the final budget, or can be donated to the Athletes Fund as per team approval. If the team will be collecting and holding seed money or fundraising the expectation is that they open a bank account with dual signatures required involving members of two different families permitted to have signing authority on the account.
- SPTLA has no oversight or liability over team accounts.
- Please refer to a sample budget on the SPTLA webpage.

### 5-4 POLICY: SHERWOOD PARK TITANS EXPENSE POLICY:

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

- Reimbursed expenses are limited to those that are budgeted or have been approved in advance by the Board.
- Executive members of the board are entitled to claim expenses as approved by the President.
- Detailed receipts are required for all expenditures being claimed. The receipt will note 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.
  - a. Meals shall not exceed \$ 50 a day.
  - b. Transportation cost reimbursement is limited - the reimbursement of a rental car plus gas where participants are carpooling or 50 cents a km for personal vehicles. The President is required to approve exception reasons where participants use their own vehicles vs carpooling. If approved, the 50 cents/km will cover all wear and tear, gas, etc for the use of a personal

vehicle. Titans encourages participants to travel together to reduce costs to the club.

c. Two night stay at the hotel, and any relevant parking costs

- SPTLA will not reimburse for alcohol expenses.

## **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.** In order to recognize the volunteer activities that support the sport of lacrosse, SPTLA has policy formalizes the process and criteria for designating which activities result in credits being accumulated and governs the use of the credits moving forward.

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

- Titans Board will determine volunteer activities eligible for credits and provide information to members. This will typically be accomplished by promoting volunteer credits at the Annual General Meeting, and requesting volunteers via player registration.
- The Registrar will work with the Bingo/Casino Chair to maintain a list of members interested in volunteering, and communicate opportunities to those on the list.
- Opportunities will be filled on a first come, first served basis. The Chair will do their best to provide opportunities for all volunteers to participate.
- No shows and late arrivals have negative implications on the SPTLA resulting in fines or loss of future fundraising opportunities. Persons who commit to shifts are responsible for insuring that the shift is completed, including finding a replacement.
- Persons who no show or arrive late are responsible for any fines or penalties levied and risk being removed from the volunteer list at the Chair's discretion.
- There is no upper limit to the amount of credits a "family" can earn in a fiscal year.
- The current credit for a Bingo is \$100 per volunteer and casino is \$200 per volunteer.
- Each Executive Board Position receives a \$ 50 volunteer credit annually.

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

- Credits earned shall be applied during the fiscal year earned or next fiscal year. Credits not used by the end of the following year will be transferred to the Titans Athlete Assistance Fund
- SPTLA executive board may grant an extension on a case by case basis where a family has provided a specific plan to fully utilize their credit balance.

- Holders of credits may transfer their credits to other members of the SPTLA or direct them to the Titans Athlete Assistance Fund. Transfers must be requested in writing and are subject to approval by the Board.
- Under no circumstance will credits be converted to cash and paid out.

## **7. CONDUCT:**

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

**Purpose:** This policy applies, in general to incidents or allegations not addressed under the GELC Discipline Policy. However, depending on the nature of the incident, this policy may supplement any review or discipline considered by GELC:

- All players, parents, coaches and team officials are required to sign the Titans Code of Conduct at the beginning of the season. Team Managers will provide the electronic copies of the completed forms to the Divisional Director, as well as retain a copy of the signed forms.
- Anonymous allegations or complaints will not be considered.
- Allegations of breach of either the Titans Code of Conduct or Harassment Policy shall be made to the relevant Divisional Director as soon as it's practical to do so.
- The Director will form an ad hoc committee composed of the Group Director, Coach Director and the Vice President to review the allegation.
- Should the Director be in a conflict position, the item will be referred to the Vice-President and another Divisional Director shall be added to the Committee.
- The Committee will gather information from parties involved in the incident as well as witnesses to the alleged misconduct. The Committee's decision will take into account relevant policies established by the Alberta Lacrosse Association, Greater Edmonton Lacrosse Council and SPTLA.
- The Committee will report decisions and discipline rendered to the SPTLA Executive. Decisions of the Committee may be appealed by parties directly involved in the complaint to the SPTLA Executive. The decision of the SPTLA Executive is considered final.
- Serious matters may be referred by the Committee to the SPTLA Executive for further action

### **7.2 POLICY: ANTI-ABUSE POLICY:**

**Background:** The SPTLA is committed to making our sporting environment a safe and caring place for all athletes, coaches and members in good standing (hereafter called participants). We will treat each other with respect and refuse to tolerate abuse of any form in our association. Interventions for participants who engage in bullying, intimidation or harassment behaviors will be clearly outlined and behaviors will be assessed on a continuum from mild to severe that is deemed appropriate by the coach, divisional director and/or Titans executive members.



**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 offence 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 himself/herself or of damage to his/her 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 parent (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. After investigation, player complaints will be discussed with the coach, divisional director and/or SPTLA Executive and develop an appropriate strategy to deal with the complaint and assign consequences, if any. Should there be differing views on consequences for the offending participant, the association President shall have the final say.
- Depending on the severity of the incident, punishment for the offender could include:
  - Discussion with the offender and his parent(s)
  - Offender writing a letter of apology to victim
  - Sitting out a practice, period or entire game
  - Sitting out multiple practices or games
  - Suspension from the association for the entire year
  - Adult discipline shall be determined by the executive, governed by the Sherwood Park Titans Lacrosse Association bylaws
- To decrease the likelihood of issues happening in the locker room pre/post practices or games in the peewee division and lower, coaches will be responsible to ensure a responsible party is in the locker room pre-game and post-game. Time of locker room supervision shall be determined by the individual coach ie) If they require players arrive 45 minutes prior to start time, then that locker room must be supervised during that time.

**7.3 POLICY: MIXED GENDER SUPERVISION**

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

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

**Female Teams:**

- **No** male shall be present in the dressing room, on the player bench, on the practice floor, or any team event without the accompaniment of an approved female coach or female parent supervisor.

- No male coach shall be present in the girls dressing room while players are changing or showering.
- At all times, no male coach will be permitted any physical contact with the female player. In the case of injury, an accredited male trainer may be required to contact a female player only upon consent from the player and the attending female supervisor.
- The players' parent, designated guardian or female coach must dress (assist) female players.

**Mixed Teams:**

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

**Transgender Players:**

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

**7.4 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 with regard to 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 his/her own accord.

**8. EQUIPMENT**

**8.1 POLICY: MANDATORY EQUIPMENT:**

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

- Please refer to the ALA Equipment Policy 14.03.

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

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

- Jerseys are and will remain the property of the Sherwood Park Titans Lacrosse Association. Each Titans team is required to provide a jersey deposit in the amount of \$ 300.00 postdated to July 15<sup>th</sup>. It is the responsibility of the Coaches and Team Managers to ensure the jerseys have returned to the Titans Association at the

completion of the season play. See the club supplied equipment policy for care and management of the Club jerseys.

- Teams will be charged \$50/jersey that is damaged or missing at the discretion of the Equipment Manager.
- Goalie equipment is distributed to each player who has committed to playing goal for a team. The Parents of the goalie are responsible to provide an equipment deposit cheque in the amount of \$300 postdated to July 15<sup>th</sup> (for current season).

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

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

#### **Goalie Equipment:**

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

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

Goalie equipment supplied by the Sherwood Park Titans Lacrosse Association:

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

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

Goalies wishing to rent equipment for a Winter Lacrosse League must contact the Equipment Manager to make arrangements. The SPTLA will rent the goalie equipment to the player for \$300.00 deposit. The player and/or parent will sign a rental agreement. The rental agreement will be in writing and is to specify the date for return before the next regular season of play.

#### **Team Jerseys:**

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

- Jerseys must be washed and numerically ordered in the bag.

- Jerseys are NOT to be handed out to the players for the season. Each team should assign a Jersey Parent to maintain the team jerseys. This person should be responsible for bringing jerseys, including washing them and any minor repairs.
- All Equipment pick-ups / exchanges / returns are done by appointment only. Please email or call the Equipment Manager to arrange a time.
- Name bars are NOT permitted on any jerseys
- Jerseys are NOT to be worn for practices or scrimmages.
- Equipment damaged through the normal wear and tear of the season will be repaired or replaced by SPTLA at no charge. Please contact the Equipment Manager. In some cases jerseys may be in need of 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 is in need of profession repair or replacement, please contact the Equipment Manager.
- All jerseys (cleaned and organized) are due back to the Equipment Manager within two weeks of the end of the playing season. – NO exceptions unless pre-approved by the Equipment Manager.
- Security deposit will be withheld if jerseys are returned unwashed.

### **Game Balls:**

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

### **General Requirements:**

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

## **9. COACHES**

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

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

- Applications will be reviewed by the Coach Development Committee and then approved by other board members. The CDC (Coach Development Committee) will review all applications and interviews will be held in the event that there are multiple applications for a one team.
- Coaching applications must be submitted for all coaches regardless of past coaching experience with the Titans. Coaching interviews will be conducted for all level coaching positions if more than one application. Interviews will be conducted by a panel of no less than 5 other persons, with at least three executive members. If necessary, the SPTLA Executive has the option to select interviewers who are not on the SPTLA Executive as long as they meet our conflict of interest standards.
- Members with a conflict of interest may arise must recuse themselves from the selections.
- All coaches are expected to follow the Code of Conduct set out by the ALA, GELC and the SPTLA.

- All bench staff must be 16 years of age or older and meet the minimum CLA standards. Any coaching staff under the age of 18 are limited in their duties as a coach and would be considered “helper” or junior coaches. Under 18 years of age “helpers” are allowed to assist at practices in a mentoring role for teams that are at least one age division or lower than the current division the “helper” is playing in. They are there to assist with the drills and be a good example to the younger players. They must have a helmet on at all times while assisting on the floor. Rule of two applies to junior age coaches the same as athletes.

## **9.2 POLICY: COACH ETIQUETTE**

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

- The SPTLA seeks coaches who have a demonstrated history of behavior that is consistent with the Code of Conduct and coaching philosophy embraced by the club. All coaches are subject to a police background check. The results of the check will be held in strict confidence by the CDC.
- SPTLA will inform a coach of ineligibility should they feel that the results of the background check and/or if there is a history of inappropriate/desired behavior that are in conflict with the ideals held by the club.
- Team officials will not be allowed into the dressing room or on the field of play until the official is registered into RAMP and has provided a CRC to the CDC no later than May 1.

## **9.3 POLICY: COACHING COURSE 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.
- Alternate coaching courses will be reimbursed on a case by case basis.

## **10. A-TEAM / EVALUATIONS**

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

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

- Please see attached Addendum #1

## 11. **CONFIDENTIAL POLICY:**

### 11.1. **POLICY: CONFIDENTIALITY POLICY:**

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

The following items have these meanings in the policy:

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

#### **Application:**

- SPTLA will not, either during the period of their involvement/employment or anytime thereafter, disclose to any person or organization any confidential information about Sherwood Park Titans acquired during their period of involvement/employment unless expressly authorized to do so.
- SPTLA will not publish, communicate, divulge or disclose to any unauthorized person, firm corporation, third party or parties any confidential information, with the express written consent of SPTLA.
- SPTLA representatives will not use, reproduce or distribute such confidential information or any part thereof, without the express written consent of the SPTLA..
- All files and written materials relating to confidential information of SPTLA will remain the property of the SPTLA and upon request of the SPTLA, the representative will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon such request.

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

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

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

**Intellectual Property:**

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

**12. ENFORCEMENT:**

A breach of any provision in this policy may give rise to discipline in accordance with the SPTLA Respectful Conduct Policy (7.1).

**THE ABOVE SHERWOOD PARK TITANS LACROSSE ASSOCIATION POLICIES WERE RATIFIED BY THE SHERWOOD PARK TITANS EXECUTIVE BOARD IN FULL ON SEPTEMBER 15, 2020.**



# Addendum #1



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## **Philosophy and Objectives**

### **1.1 Zone Philosophy:**

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

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

### **1.2 Objectives:**

1. To provide a fair and impartial assessment of a player's total lacrosse skills during the skill and scrimmage sessions.
2. To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-floor evaluations of the current year and; ensure that players are competing in the division that will best allow them to grow in skill and confidence.
3. To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
4. To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs
5. 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.

### **1.3 Rules:**

1. The selection criteria will be the same for all players at each level, from Peewee to Midget and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of our zone 'A' programs;
2. Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Under no circumstances will evaluation results be released to parent/guardians or players. The associations do not have the resources to release this information in a form that will educationally benefit and develop the player. This education and development is the responsibility of the coach and parent/guardian. The

evaluation sheets and the ranking criteria is only made available to the Evaluation Committee. The Evaluation Committee at each level will be comprised of the Independent Evaluators, Division Directors from each club with consult from the Coaches for the final selections. The committee will be overseen by the Club President's to ensure the process has been conducted according to our policies.

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

## **2 Selection Process**

### **2.1 A Division / GELC A Tryouts:**

1. 'A' lacrosse is intended for the player with advanced skills who is willing and able to commit to a more intense lacrosse experience.
2. GELC East is made up of two minor lacrosse associations; the Sherwood Park Titans, Beaumont Raiders. A tryout opportunity will be provided for any GELC member in our region to play 'A' lacrosse if their home club cannot field an 'A' team. Players will not be granted a release to try out for another zone if they fail to make an 'A' team within the zone.
3. Hosting an A team is based on the following criteria:
  - a. Our goal as a zone is to grow the game to a place where both clubs can host 'A' teams. Until our registration numbers can support that, the host team will be determined in each division by the club who has the greatest number of players registered in the RAMP system on Feb 15<sup>th</sup> each year. This is to ensure that each club will have adequate players available to field a lower division team as per GELC regulation.
  - b. Adherence to the GELC Regulation 20.01 Club Tiering Chart for Peewee/Bantam (see below) in which a club must enter the B division if they only have registration numbers to field one team.
  - c. Adherence to the GELC Regulation 20.02 for Midget where teams must have a 50/50 ratio A to B. The extra team would be placed as a B level team.

d.

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

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

### 3 Selection Criteria

### **3.1 Number of Floor Times:**

1. There will be up to four sessions for Peewee to Midget Divisions including skills evaluation sessions comprised of individual and team skills and scrimmage sessions
2. Player placement will be assigned as explained in Appendix A/B – Evaluation Scoring Matrix
3. Basic evaluation format is as follows:
  - a. Session #1 – Individual Skills and Small Area Games
  - b. Session #2 – Individual Skills and Small Area Games

Coach Lead)

4. Player lists of who is continuing with the tryout will be posted on the host club's webpage after Sessions 2, 3 and 4. If a player cannot attend more than one tryout, they should contact their division director to share that information with the evaluation committee.
5. Once a player has been cut from the 'A' tryout's they should follow the schedule for their home club B/C evaluations.

## **4 Team Selection**

### **4.1 Decision Making:**

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

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

### **4.2 Communication:**

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

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

## **5 Division Information**

### **5.1 Peewee (12U):**

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

### **5.2 Bantam (14U):**

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

### **5.3 Midget (16U):**

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

***\*\*\*For 5.1 Pee wee (12U), 5.2 Bantam (14U) and Midget (16U) If more than one A Team in a division, then the Snake Method will be used to develop the top 10-12 players on the two teams. The Head Coach (es) will be allowed to pick the final roster spots on the team.***

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

1. Players that move into the Association's boundaries after the initial evaluations have ended or were unable to attend evaluations must be placed on a B/C team until their skill level can be properly determined by the Evaluation Committee and coaching staff.
2. Initial placement within our associations will depend on the new player's previous association's placement and all attempts to make a similar placement will be made.

3. The Division Directors as well as another non-biased member of the Board of Directors will conduct evaluations which will be both practice and game play based.
4. The format to conduct these will have a subjective element, as they will be compared to the “general team” they are being evaluated. In order to be moved up and placed on a higher division team their demonstrated abilities must be superior to the team directly below.
5. Placement of new players to the association on a permanent team should be completed in a timely fashion.
6. An injured or ill player’s placement (with a corroborating physician’s note only) will be at the sole discretion of the Division Director in consultation with the Zone Evaluation Committee.
7. Players that enter late into evaluations cannot become a ‘lock’ on any team.

### **Goalie Evaluation:**

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

## **7 Evaluation Feedback:**

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

## **8 Coach Selection:**

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

1. The Coach Selection Committee is to consist of **both** Club President’s, Directors of Coach Development and Evaluations Coordinators for the host Association. If one of the Selection Committee Members applies for a Head Coaching position or is unavailable, every effort will be made to fill that position by another member of the Executive Board of Directors.
2. Interested Head Coaches **from each club** must submit a coach’s resume or coach application form prior to January 1 each year to their respective Club President in order to be considered for a Head Coach position.
3. The coach selection application and deadlines will be posted on all three Association web pages.
4. Application forms, and current RCMP background check should be included as part of the application package; RCMP background checks will be required for

submission by all coaches (head and assistant coaches) by May 1<sup>st</sup> of the current playing season.

5. Non-parent volunteer coaches will be encouraged to apply.
6. Previous coach evaluation information (Coach Feedback forms) will be provided to the coach selection committee prior to coach selection.
7. In cases of multiple applicants, interviews may be conducted; the Interview Committee will rank applicants applying for the same level with the position offered to the highest ranked position.
8. The named Head Coach will be responsible to select his/her assistant coaches and will be provided a list of past volunteers and their coaching credentials to choose from.
9. A parent Coach selection for a team is entirely dependent on the final placement of their player after evaluations.

## **9 Evaluation Appeals:**

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

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

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

### **Peewee – Midget Divisions:**

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

Players will be evaluated on the following criteria:



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

Scoring for each above category will be as follows:

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

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

**Goalie Evaluations:**

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

Goalies will be evaluated on the following criteria:

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

Scoring for each above category will be as follows:

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