**VERMILION ROAR LACROSSE ASSOCIATION (VRLA)**

**POLICIES AND PROCEDURES**

**Mission Statement**

Vermilion Roar Lacrosse Association is dedicated to providing a positive athletic experience for boy and girl lacrosse players in Vermilion region. Our coaches, parents and volunteers are committed to developing each player’s character while teaching leadership, teamwork, and sportsmanship. Our goal is never to lose sight of the importance of character in building a team that is strong, healthy and with well-rounded athletes.

**VISION**

Our hope would be that these players, in the future, will become coaches or volunteers with our or another Association because of fond memories of a program that was the foundation and inspiration to their lacrosse experience.

**The Objectives of Vermilion Lacrosse Association (VRLA)**

1. Promote, govern and improve lacrosse in Vermilion

2. Encouraging our members, sponsors, supporters and team to support fair play, sportsmanship and respect.

3. Improve community spirit while maintaining and promoting a passion for the game of lacrosse

**Code of Conduct**

All Members, Players, Managers, Officials, Executive, Board of Directors, Committee Members, Managers, Coaches, Volunteers and Parents/Guardians shall:

1. At all times refrain from behaviour which may discredit or embarrass the VRLA or the game of lacrosse
2. Show respect for cultural, social, religious and political values of all participants in the game of lacrosse
3. Always be courteous and objective when dealing with other members of the Association
4. Support the concept of fair play and sportsmanship
5. As a guest in a foreign country, other provinces or other associations, abide by the laws of the host and adhere to any social customs concerning conduct.
6. Refrain from criticism of members or representatives of the VRLA.

**DIRECTIVE 1: MEMBERSHIP**

1. **A member shall be:**

Any family registered with VRLA or any nonparent coach, assistant coach, manager or executive member officially registered with the Association. The membership shall be the registration fee for a lacrosse player, coach and manger, such a fee being determined by the VRLA executive committee before each new lacrosse season.

**DIRECTIVE 2: MEMBERSHIP RESPONSIBILITY**

1. Membership entitles each family one vote per registration at all Annual and General Meetings, as long as they are a member in good standing (as defined by VRLA Bylaw#5). VRLA welcomes all members to attend Annual and General Meetings to have an active voice in the operations and future development of the VRLA. All executive meetings are open to the members at all times for their input, but not direction.

**DIRECTIVE 3: REGISTRATION, FEES and REFUNDS**

1. Fees: VRLA player fees will be set prior to registration and will be based on estimated cost of floor time.
2. Late registration fees will be dealt with on a year to year basis.
3. Respect in Sports (Parent Program)

The Respect in Sports parent program is a one of a kind Canadian program developed as an on-line training and certificate program. Sadly the most common reason for managers, coaches and young referees not to return to the sport is unacceptable parent behaviour. This program outlines a model for all parents to follow and is mandatory to get players registered into our program. With this tool we hope to have a safe and respectful environment for everyone involved in the VRLA. The cost for this certificate is minimal.

1. Refunds - After registration, any refunds given will have the Wheatland Lacrosse Association (WLA) and Alberta Lacrosse Association (ALA) deducted from the refund. Refunds will consist of the remaining money after deductions and will only be granted until May 15 of the current calendar year. In the case of injury that leaves a player unable to compete for the remainder of the season, fees will be pro-rated and the amount of refund will be at the discretion of the VRLA Board.
2. Deadline fees – Registration open dates will be set by the VRLA Board each year with the deadline for registration to coincide with the ALA registration closing date (generally around May 15)
3. Any member who has outstanding debts to VRLA, whether incurred as a consequence of registration or accrued during the season as a player, volunteer, or coach, shall be declared “Not in Good Standing”. A player, coach or volunteer, who is no longer in good standing, shall not be permitted to register for the next year of lacrosse. If the debt remains unpaid during the playing season 30 days after notice has been given to the member by the Treasurer or President; playing, coaching or volunteering privileges will be withdrawn immediately. The player, coach, or volunteer will be reinstated immediately upon receipt by the Treasurer if cash or certified cheque in the amount of the debt is paid.
4. Registrations will be accepted in a division up to the allotted roster size (Directive 6) as set by the VRLA. Registration is accepted on a first come first served basis accompanied by full payment of fees to the VRLA registration deadline. If a team has a full roster, then a wait list will be kept by the registrar and a second team will be created if enough registrations are received. In the event there are not enough registrations for two teams to be created the registrants may be combined to form one team.

**DIRECTIVE 4: RULES OF PLAY and “FAIR PLAY”**

1. VRLA will follow all Canadian Lacrosse Association (CLA), ALA, and WLA rules of fair play
2. A player will be denied access to the playing floor if the player/parent code of conduct form has not been completed prior to the first scheduled floor time
3. As VRLA is currently a ‘B’ parity league we will encourage fair play so that all players have the opportunity to grow and develop their skills. The LTAD (Long Term Athletic Development) minimum standards as designed by ALA will be used to guide skill development. The following is VRLA’s philosophy of fair play:
4. 6U/8U: Rolling Lines
5. 10U/12U: Encourage rolling lines. Penalty kill line allowed. Last 5 minutes of play, coach’s discretion for lines for tournaments and playoffs.
6. 14U/16U: Encourage rolling lines. Penalty kill and power play lines allowed, last 10 minutes of play coach’s discretion for lines for tournament and playoffs

**DIRECTIVE 5: Protection of Players**

1. For the protection of all players, cellphones, PDA’s, cameras and all other photography or recording equipment will be prohibited in any room in which players are dressing or undressing. For purpose audio playing devices will be allowed provided they do not have built in photography or recording equipment.
2. Female players playing on a co-ed team will have their own separate dressing room provided to them. At 6U,8U AND 10U, female and male players may dress with each other providing there is consent and at least 2 members (1 male, 1 female) present in the dressing room.
3. Persons who violate this policy will be subject to disciplinary action with potential legal ramifications.

**DIRECTIVE 6: TOURNAMENTS/PROVINCIALS**

1. According to WLA rules and regulations Mini Tyke and Tyke teams are required to attend a minimum of one festival and the yearend tournament within the WLA season (with the season dates specified by WLA). The VRLA will pay for the entry fee for one required festival.

**DIRECTIVE 7: PARITY, PLAYER MOVEMENT**

1. Parity: In the event that there is more than one team declared in a division, VRLA will take reasonable steps to ensure the teams are composed so there is reasonable parity between said teams. Whenever possible, parity will be determined by evaluations completed by the Coaching Coordinator and the potential Coaches that will match up new players with experienced players.
2. 6U: a team will be declared with the following minimum of 8 players and a second team will be declared at 16 players.
3. 8U: a team will be declared with the following minimum of 8 players and a second team will be declared at 16 players.
4. 10U: a team will be declared with the following minimum of 11 players and a second team will be declared at 22 players.
5. 12U: a team will be declared with the following minimum of 11 players and a second team will be declared at 22 players.
6. 14U: a team will be declared with the following minimum of 11 players and a second team will be declared at 22 players.
7. 16U: a team will be declared with the following minimum of 11 players and a second team will be declared at 22 players.
8. VRLA reserves the option to declare a second team for 10U/ 12U/ 14U/16U at 18 players.
9. Releases will not be granted to any non-registered member of the VRLA.
10. Releases will only be granted with written consent by the VRLA Executive.
11. Players must be registered in their age division. Player movement may be allowed, (provided player movement satisfies the rules of movement as set by ALA and WLA) at VRLA’s discretion. Requests for player movement must be in writing and addressed to the President of VRLA.
12. Permission to try out for an ‘A’ team or Team Alberta will be granted to any player who requests it.
13. Permission must be requested and granted by the President of VRLA. Once the player has successfully been accepted on to a team of which VRLA does not provide, and the player has registered with the VRLA, the player shall be conditionally released for one season to the receiving club. The only time a release will be denied is if that player would make the minimum number, as specified by the ALA, for VRLA to declare a team in that division.

**DIRECTIVE 9: VRLA SAFETY AND EQUIPMENT**

1. VRLA requires all players to wear the necessary certified equipment, as specified by the ALA, at all games and practices.
2. Mouth guards are mandatory at all times
3. Knee pads are recommended, but are not mandatory
4. Goalie equipment – Goalie equipment including a stick will be provided to goalies of VRLA who are in 6U to 12U and to all other divisions whenever possible. Gear must be returned at the end of the season in the same condition it was given and sanitized as per the Equipment Directors specifications (with normal wear and tear taken into consideration). Goalies are responsible for purchasing their own Jock/Jill and helmet. Oversize goalies need to get equipment exemptions prior to April 15 of every year.
5. Jerseys are to be turned in to their respective team’s Jersey Carrier at the end of every game. It is the responsibility of the team’s Jersey Carrier to insure jerseys are washed and looked after properly. A lost or damaged jersey will cost a player $100.00 replacement fee.
6. Equipment Return – Managers are to arrange the return of jerseys and goalie equipment to the Equipment Director at the conclusion of the season. Head coaches are responsible for the return of ball bags, first aid kits and coaching supplies that were provided by the VRLA.

**DIRECTIVE 10: TRAVEL OUTSIDE OF ALBERTA**

1. All teams travelling outside of Alberta require permission (permit) from the ALA and written notification to the VRLA.

**DIRECTIVE 11: COACHING REQUIREMENTS/APPLICATION PROCESS**

**Coaching Application Process:**

Coaching applications will be accepted up to one week prior to the lacrosse season starting. Applications will be reviewed by the Coach Coordinator Directors to ensure that coaches have the required ALA Coaching Standards, as per ALA Regulation 18. The Directors will review all applications and make recommendations to the VRLA Board, which will then make the final decision on coach placements

a) All coaches are expected to follow VRLA Directive 4 – Rules of Play

b) Executive Board and Board of Directors are welcome and encouraged to Coach, Assistant Coach, Manage or volunteer

c) All bench staff is expected to provide VRLA with a criminal record check with a vulnerable sector check

d) All coaches are expected to sign VRLA Coaching Code of Conduct.

**DIRECTIVE 12: DICIPLINE ISSUES/COMPLAINTS/PROPER PROTOCOL**

***ALL DISCIPLINE ISSUES MUST BE REPORTED IN WRITING TO THE DIRECTOR OF DISCIPLINE TO BE CONSIDERED****.*

Players, parents and members shall conduct themselves according to the WLA Code of Conduct at all times. Failure to adhere to this code may result in suspensions or removal from VRLA and/or its governing bodies.

**Discipline Procedure**

a) Written warning outlining the infraction by the Director of Discipline.

b) Meeting of the Discipline Committee, if required, to assess the discipline required. Minutes of any such meeting will be held in confidence and made available only to the parties involved.

c) A written report with the incident along with a written discipline order and any conditions that arise from the meeting of the Director of Discipline/Committee.

d) Follow up by the Director of Discipline

e) Release report from the Director of Discipline/Committee to the Board of Directors, after all conditions have been met. Final Reports are to be filed with VRLA Board documents.

f) Ongoing monitoring of the file by the Director of Discipline if required, or file closure.

***ALL DISCIPLINE ISSUES WILL REMAIN CONFIDENTIAL TO THE BEST OF THE ABILITY OF THE VRLA***

**Appeals**

1. Appeals to the Discipline decisions made by the VRLA must be submitted in writing to the WLA.

**DIRECTIVE 13: SPONSORSHIP AND FUNDRAISING**

**Sponsorship Contract Outline**

1. Sponsorship contracts will be maintained by the Sponsorship Director, with copies being made available to the Board at the time of sponsorship renewal and will be turned in at the end of the year for filing with VRLA Board documents.
2. There are a variety of sponsorship opportunities for local businesses to partner with VRLA. Documentation must accompany all transactions between businesses and the VRLA.
3. **Equipment Sponsorship** - Goalie equipment, lacrosse nets, shot clocks, whiteboards for coaches, erasable markers, ballbags lacrosse balls; an agreement will be drawn up and the sponsor expected to commit to one season. Sponsors will pay full cost at the time of agreement.

**DIRECTIVE 14: REGULAR BOARD MEETING NOTIFICATIONS**

1) Approval of minutes of Board meetings will be posted within five business days of date approval.

2) Next meeting notification will be posted no later than five business days after the meeting is scheduled.

**DIRECTIVE 15: DOCUMENT CONTROL**

1. Upon the resignation of an Executive or Board of Director Member, all documentation and VRLA belongings will be turned over to the VRLA within five business days.
2. The VRLA Secretary will be responsible for maintaining all records and files on behalf of the VRLA.
3. Supporting documentation will be held by the VRLA President so that in the event of loss while in the Secretary’s possession, back- up files exist.

**DIRECTIVE 16: ALLOTED FLOOR TIME PER DIVISION**

1. All teams in the VRLA have been allotted one practice time per week, depending on the division. General time will be as follows: 6U (1 hour), 8U (1 hour), 10U (1 hour), 12U (1 hour 15 min), 14U (1 hour 45 min), and 16U (1 hour 45 min).
2. All teams in the VRLA have been allotted one Game time per week, depending on the division. Time will be as follows: 6U (1 hour), 8U (1 hour), 10U (1 hour), 12U (1 hour 15 min), 14U (1 hour 45 min), and 16U (1 hour 45 min).
3. At times throughout the season, accommodation to weeknight league games will have to be made. The Floor time Director will make sure that any practices or games lost due to circumstances out of VRLA control will be made up.
4. Any extra floor time over and above the allotted floor time will be purchased at the team’s expense. Special requests for extra floor time can be made to the executive via team manager

**DIRECTIVE 17: VOLUNTEERISM**

1. Team specific duties such as Timekeeper, Game Sheet, Penalty Box, washing jerseys are all necessary for a successful season.
2. At this time VRLA does not collect a volunteer bond cheque to guarantee membership.

**DIRECTIVE 18: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The purpose of this is to inform you of the use to which player information, pictures, and game information (statistics) will be made and to obtain consent for such use.

1. Player information is collected and maintained to properly coordinate and operate Vermilion Roar Lacrosse Association program. It is also provided to the (WLA) Wheatland Lacrosse Association, (ALA) Alberta Lacrosse Association and other lacrosse leagues for purposes of tournament registration, game registrations, statistical information, any division the players team plays in, and insurance.
2. Players names, information, data photos and comments may also be used in team or league newsletters, annual reports, Vermilion Roar Lacrosse Association and Wheatland lacrosse association Websites, newspapers her Lacrosse or local publications.
3. Individual and team photos may be taken and displayed in local newspapers, local arenas and in businesses throughout Vermilion in honour of their support. Other reports and advertisements prepared by Vermilion Roar Lacrosse are permitted as well.
4. Players names and parent/guardian telephone, email, and other information may be used for the purposes of team, league, Vermilion Roar Lacrosse Association communication matters.
5. Player’s names may be included on lists for the purpose of team placement and tracking player statistics by team, league, Vermilion Roar Lacrosse Association and Wheatland Lacrosse Association and such statistics may be displayed on their websites.

**Directive 19: Social Media Policy**

1. Introduction

The policy will be applicable to all Association members of the ROAR LACROSSE, including coaches, players, officials, parents/guardians, family members and supporters.

ROAR LACROSSE recognizes the value of social media including the importance of social networking and respects the right of all ROAR LACROSSE teams and Association members to express their views publicly. At the same time, we as community members must be aware of the dangers social media and networking can present; everything you post is public information, a text or photo is completely out of your control once posted on line and instantaneously become the property of the site. The post may be searchable even after you remove it. What you post, could negatively affect your future or someone else’s future. Do you want to be responsible for that? Impulsive and irrational implications of non-consensual online sharing can cause embarrassment not only for the recipient(s) being targeted, but the person or person(s) doing the posting. Always ask permission and share online responsibility to control your digital foot print; be cognisant of what you will leave behind for your children. Players and parents/guardians are asked to be mindful of what they post on social media or networking related to ROAR LACROSSE two (2) hours prior to the start of a game and at least one (1) hour following the completion of a game**.** If you do have something negative that needs said; please wait 24 hours before you post or send your comment to your intended recipient(s). So please! Pause before you post!

The purpose of this policy is to educate the ROAR LACROSSE Community members on the risks of social media and to ensure all Teams and Association members are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the ROAR LACROSSE Association.

2. Social Media Guidelines

* The ROAR LACROSSE Association holds the entire membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
* Comments or remarks of an inappropriate nature which are detrimental to coaches, players, officials, parents/guardians, family members and supporters will not be tolerated and will be subject to disciplinary action.
* It should be recognized that social media and comments such as ‘texting ’are on the record and can be instantly published and available to the public and media. Everyone including to coaches, players, officials, parents/guardians, family members and supporters can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
* Refrain from divulging confidential information of a personal or team related nature. Avoid discussing injury information about any player. Only divulge information that is considered public.
* Use your best judgment at all times – Pause before you post! Once your comments are posted or sent, they cannot be retracted. You alone are responsible for your comments.
* If requested to participate in an online network, as a direct result of your affiliation with or participation in ROAR LACROSSE. The Roar recommends and request that you obtain approval from the Association Board in order to protect our brand.
* Players and parents/guardians are asked to be mindful of what they post on social media or networking related to ROAR LACROSSE two (2) hours prior to the start of a game and at least one (1) hour following the completion of a game**.** If you do have something negative that needs said, please wait 24 hours before you post or send your comment to your intended recipient(s). So please! Pause before you post!

3. Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the ROAR LACROSSE Social Media and Networking Policy and may be subject to disciplinary action by the ROAR LACROSSE Association director of discipline.

* Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a coach, athlete, parent/guardian, family members or Association supporter
* Divulging confidential information that may include, but is not limited to the following: players’ injuries; trades or other player movement, game strategies; or any other matter of a sensitive nature to a team, the Association or an individual.
* Negative or derogatory comments about any of the arena or facility staff, opposing teams, coaches, players, officials, parents/guardians, directors, League, programs, or sponsors,
* Any form of bullying, harassment, intimidation or threats against arena or facility staff, opposing teams, coaches, players, officials, parents/guardians, directors, League, programs, or sponsors
* Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
* drug use,
* alcohol abuse,
* public intoxication,
* hazing
* Sexual exploitation, etc.
* Online activity that contradicts the current policies of the ROAR LACROSSE or any of its Association members.
* Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the ROAR LACROSSE policies on these matters.
* Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. Discipline

The ROAR LACROSSE Association director of discipline will investigate reported violation(s) of this policy in the manner set out in the bylaws and policies of the ROAR LACROSSE Association. If the investigation determines that a violation has occurred, the Roar discipline committee will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in the ROAR LACROSSE Association discipline policies for other types of suspensions.

5. Summary

When using social media and networking mediums, the Roar members should assume at all times they are representing the Roar and/or its Associations members or Teams. All members of the Roar community should remember to use the same discretion with texting, social media and networking as they do with other traditional forms of media. Should the identity or image of any member of the Roar community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify The Roar director of discipline of any use of a player or team member’s image or likeness without the written consent of the Roar is strictly prohibited.

**Directive 20: Vermilion Roar Lacrosse Association Freedom of Information and Protection of Privacy**

The purpose of this is to inform you of the use to which player information, pictures, and game information (statistics) will be made and to obtain consent for such use

* 1. Player information is collected and maintained to properly coordinate and operate Vermilion Roar Lacrosse Association Program. It is also provided to the Wheatland Lacrosse Association (WLA), Alberta Lacrosse Association (ALA), and other lacrosse leagues for purposes of tournament registration, game registrations, statistical information, any division the players team plays in, and insurance.
  2. Players names, information, data photos and comments may also be used in team newsletters, annual reports, Vermilion Roar Lacrosse Association and Wheatland Lacrosse Association websites, newspapers or local publications.
  3. Individual and team photos may be taken and displayed in local newspapers, local arenas, and in businesses throughout Vermilion in honour of their support. Other reports and advertisements prepared by VRLA are permitted as well.
  4. Players names and parent/guardian telephone, email, and other information may be used for the purpose of team, league, VRLA communication matters
  5. Players names may be included on lists for the purpose of team placement and tracking player statistics by team, league, VRLA, and Wheatland Lacrosse Association and such statistics may be displayed on their websites

**Parent/Guardian Consent: (please initial accordingly)**

\_\_\_I have read and understood the uses that will be made of my personal information and agree to consent to these uses as they relate to my child.

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\_\_\_I have read and understood the that will be made of my personal information and **DO NOT** agree to consent to these uses as they relate to my child.

\_\_\_I understand it is my responsibility to inform the Vermilion Roar Lacrosse Association immediately regarding any change to these permissions. A new form will be needed to be completed at such time.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_

Name of Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_

END OF DOCUMENT