



POLICIES AND PROCEDURES

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Membership

A member shall be: Any family registered with the North Edmonton Wizards Club 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 North Edmonton Wizards Club executive committee before each new box lacrosse year.

Membership entitles each family one vote at all Annual General Meetings as long as they are a member in good standing (as defined by North Edmonton Wizards Lacrosse Club). The Wizards welcomes all members to attend Annual General Meetings to have an active voice in the operations of the North Edmonton Wizards Club. All executive meetings are open to the public at all times with the exception of any in camera portion.

Equity

The North Edmonton Wizards Lacrosse Club is committed to promoting equal access and opportunities to every individual to reach their maximum potential in fitness and excellence in the sport of lacrosse.

The Wizards Lacrosse Club defines equal access and opportunity as the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender, disability, age, marital status, indigenous status or family status.

Volunteer Requirements

North Edmonton Wizards Club requires that ONE volunteer position is filled per player up to a maximum of TWO commitments. If this requirement is not fulfilled a **\$200.00** volunteer fee will be charged per player.

Bylaws

The bylaws the North Edmonton Wizards Lacrosse Club are available on the club website. 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.

Registration

General registration opens no later than January 1. Players will not be permitted on the floor if they have not paid their registration and provided a volunteer commitment cheque, unless alternate arrangements have been made with the Registrar.

Refunds

All refund requests must be submitted in writing to the Registrar. All refund requests will have a minimum **\$25.00** administration fee applied and no refunds will be offered for anything other than relocation or medical reason. The board will use the following table when the refund request is made.

- **Refund requests prior to April 1 are subject to a \$25.00 Administration Fee**
- **Refund requests prior to May 15 are subject to a \$75.00 Administration Fee**
- **No refunds will be made after May 15 - NO EXCEPTIONS**

Fair Play

The North Edmonton Wizards Club will follow all CLA, ALA and GELC rules of play at all times. The North Edmonton Wizards 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.

Tournaments

All tournaments require a travel permit filed with the GELC office and Club president. If traveling outside of Alberta, a travel permit must be obtained from the ALA.

Equipment

The North Edmonton Wizards requires all players to wear the necessary certified equipment, as specified by the ALA, at all games and practices. CSA approved helmet with cage and mouth guards are mandatory at all times. Kneepads are recommended for Mini-Tyke and Tyke but not mandatory.

Goalie equipment will be provided to goalies of the Wizards wherever possible. A **\$1000.00** deposit cheque must be given before goalie gear is distributed. Gear must be returned at the end of the season in the same condition it was issued as per the Equipment Director's specifications; (with normal wear and tear taken into consideration) and then the deposit will be returned. Goalies are responsible for purchasing their own gloves, jock/Jill and helmet. Pee Wee, Bantam, and Midget goalies will also be responsible for providing their own stick if they are not satisfied with what the Wizards provide for them.

Jerseys – All jerseys are to be turned in to the team coach or manager at the end of every season. It is the responsibility of the team to ensure jerseys are washed and looked after properly by appointing a jersey parent. A **\$100.00** jersey replacement fee will be collected for a lost or damaged jersey. Equipment Return- Coaches or managers are to arrange the return of jerseys, ball bags and coaching supplies that were provided by the club to the Equipment Director at the conclusion of the season as designated.

Coaching Requirements / Application Process

Applications will be reviewed by the Coaching Director and a committee of no less than two other Board members to ensure that coaches have the required ALA Coaching Standard, as per GELC Regulations and ALA Regulations. The Directors will review all applications and hold interviews in the event there are multiple applications for one team.

Coaching applications must be submitted for all coaches regardless of past coaching experience with the North Edmonton Wizards Lacrosse Club. Coaching interviews will be conducted for all 'A' level coaching positions. Interviews will be conducted by executive members (excluding those with a conflict of interest)

All coaches are expected to follow the Code of Conduct set out by the ALA, GELC and the North Edmonton Wizards Lacrosse Club.

All coaches are to provide the Wizards Coaching Director with a copy of their coaching certification or proof of course registration and their criminal record check by April 1 of each year (subject to extenuating circumstances) If not provided, that coach will not be permitted to be on the bench for any game until it is provided. If no coaches are available to coach that team, then they will forfeit games until the situation is rectified. Criminal record checks are valid for three (3) years.

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.

All bench staff must be 16 years of age or older and meet the minimum CLA standards. They must have a helmet on at all times while assisting on the floor.

Concussion and Injury

Should a player become injured and require any form of medical attention, they must provide a doctor's note prior to returning to any participation in lacrosse. The North Edmonton Wizards will follow the Concussion Protocols as outlined on the [ALA Website](#).

Grievances and Discipline

All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect. Unless otherwise specified, the procedure for resolving issues, concerns and grievances in North Edmonton Wizards Club is to take the matter through the following levels in order:

- i. Team manager;
- ii. Head coach;
- iii. Divisional Director & Club President;
- iv. Disciplinary Committee for Club and GELC

At the first parents meeting for the team, each head coach will outline their manner in dealing with parent/guardian issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined in the parents meeting.

The head coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parent/guardians; however, professional etiquette and common sense must be applied. If you have an issue, concern or grievance, about or at a particular game, discuss the issue after waiting for 24 hours following the game.

The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with issues, concerns or grievances. A head coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.

- i. If the issues, concerns and grievances cannot be resolved with the coach/manager it must be put in writing, signed and delivered to the appropriate Division Director and President of the association.
- ii. The complaint must contain a description of the event, its location, the division involved etc. and a contact phone number. The Division Director may contact this person for clarification of the event in question to obtain further information.
- iii. Once the investigation has concluded, a written response will be sent to the Member (with a cc to the President) explaining the process taken and the outcome reached. Should the member feel that the issue is still not resolved; the issue will be forwarded on to the Executive for future investigation.
- iv. The North Edmonton Wizards Lacrosse Club recognizes the need for privacy and discretion in the gathering of all information.
- v. The Grievance Committee shall consist of 3–5 members of the North Edmonton Wizards Lacrosse Club, from the Executive, Board of Directors and/or members in good standing.

Complaints

Complaints in regards to any aspect of the North Edmonton Wizards Lacrosse Club shall be referred to the Board of Directors. The Board contact list is accessible at <http://www.wizardslacrosse.ca/executive>

Team Funds

All teams must create a team budget which is signed 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 must be returned to the families and noted in the final budget. If the team will be collecting and holding seed money or fundraising they should open a bank account, with dual custody involving members of two different families permitted to have signing authority on the account.

Affiliation

Locate the affiliation form under the Managers tab on the Wizards website and begin the process with your Head Coach. An affiliation will not be granted if it requires the player to miss their own game. By submitting this form, you acknowledge that your request is compliant with the GELC Affiliation Rules available to you in the GELC Coaches Handbook.

The Wizards encourages affiliation within the GELC recommendations. The final decision on allowing affiliation lies with the parents and the North Edmonton Wizards Club executive. If a coach does not feel that an affiliation is appropriate they should communicate with the Division Director.

Code of Conduct / Social Media

The North Edmonton Wizards Lacrosse Club support and promote the essential elements of fair play. Integrity, Fairness and Respect. Children learn by example. The actions of coaches, officials and parents can affect our children's values, perceptions and behavior. Our dedication to the essential elements of fair play will encourage our children to develop the positive values which teamwork in sport has to offer. The following principles of fair play apply to all participants:

- i. Respect the Rules
- ii. Respect the Officials and their decisions
- iii. Respect your opponent
- iv. Give everyone an equal chance to participate
- v. Maintain your self-control at all times
- vi. Be positive! Positive feedback in sports is ESSENTIAL.

The Wizards endorse the following fair play codes for players, coaches and parents to ensure that our community understands these elements, we are requiring that all players, coaches, parents/spectators abide by these governing principles. Failure to do so can lead to an association led investigation and/or disciplinary action, up to and including expulsion from the association.

For Athletes:

- i. I will participate because I want to, not just because my parents or coaches want me to.
- ii. I will play by the rules, and in the spirit of the game.
- iii. I will control my temper - fighting and "mouthing off" can spoil the activity for everyone.
- iv. I will respect my opponents.
- v. I will do my best to be a true team player.
- vi. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- vii. I will acknowledge all good plays/performances - those of my team and of my opponents.
- viii. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

For Coaches:

- i. I will be reasonable when scheduling additional games and practices, remembering that young athletes have other interests and obligations.
- ii. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- iii. I will ensure that all athletes get equal instruction, support and playing time.
- iv. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- v. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
- vi. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- vii. I will obtain proper training and continue to upgrade my coaching skills.

For Parents:

- i. I will not force my child to participate in sports.
- ii. I will remember that my child plays sports for his or her enjoyment, not for mine.
- iii. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- iv. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.

- v. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- vi. I will never ridicule or yell at my child for making a mistake or losing a competition.
- vii. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- viii. I will never question the official's judgement or honesty in public.
- ix. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- x. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

For Spectators:

- i. I will remember that children play sports for their enjoyment. They are not playing to entertain me.
- ii. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- iii. I will respect the officials' decisions and I will encourage participants to do the same.
- iv. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- v. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- vi. I will show respect for my team's opponents, because without them, there would be no game.
- vii. I will not use inappropriate language, nor will I harass athletes, coaches, officials or other spectators.

Any player, parent, or spectator found to be participating in harassment or abuse of any kind (including, but not limited to cyber-bullying, emails, social-media chatter or texting) will be dealt with immediately and will face disciplinary action.

Harassment

The Wizards Lacrosse Club is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability.

The Wizards Lacrosse Club will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, gender, disability, age, marital/family status, language or an offence for which a pardon has been granted.

- Harassment means any behavior by a person engaged in any paid or volunteer

capacity, role, or function with the ALA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

- Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

The following types of harassment are intolerable, whether or not individuals complain:

- Sexual Harassment - unwelcomed sexual behavior such as inappropriate sexual comments about a person's body or appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, petting or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
- Racial Harassment - racial slurs, jokes or name calling based upon race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.
- Abuse of Authority - improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.
- It is the overall objective of the ALA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.

Harassment which is unintentional may be stopped by informing the harasser(s) that the behavior is offensive. If the behaviors continue, or if an individual feels uncomfortable or threatened about confronting the harasser(s) on their own the individual should file a complaint in writing to the President & Vice President of the Wizards Organization.

The Wizards Lacrosse Club takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

The Wizards Lacrosse Club believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.

If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken by the Wizards Executive Board.

Tobacco / Vaping / Cannabis Policy

As per the City and surrounding County Bylaws, any player/coach/team personnel with the North Edmonton Wizards Lacrosse Club minor program will not be allowed tobacco/vaping/cannabis products of any type within any and all arena facilities or change rooms when playing, practicing or visiting.

Cell Phone / Recording Devices in Locker Rooms

The Use of all cell phone or recording devices in City of Edmonton Arenas is strictly prohibited.

Athletes are not permitted to have cell phones or recording devices in the facilities locker rooms for any reason. All violations of this policy will be dealt with by the divisional director and could face suspension.

Confidentiality Policy

This policy applies to North Edmonton Wizards Lacrosse Club directors, officers, committee members, coaches, managers, volunteers, and employees (including contract personnel) (hereinafter “North Edmonton Wizards Representatives”) who have access to confidential information.

The following terms have these meanings in this policy:

- xi. 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.
- xii. Intellectual Property – the creations of the mind: inventions; literary, artistic and commercial works; and symbols, names and images used in commerce.
- xiii. Organization – includes an association, a partnership, a person, an unincorporated association, a trust, a not for profit organization, a trade union and corporation.
- xiv. Representatives – Directors, officers, employees, committees, members, volunteers, coaches, contractors and other decision makes within North Edmonton Wizards.

Application

North Edmonton Wizards Lacrosse Club Representatives will not, either during the period of their involvement/employment or any time thereafter, disclose to any person or organization any confidential information about North Edmonton Wizards acquired during their period of involvement/employment, unless expressly authorized to do so.

North Edmonton Wizards Lacrosse Club Representatives 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 North Edmonton Wizards.

North Edmonton Wizards Lacrosse Club representatives will not use, reproduce or distribute such confidential information or any part thereof, without the express written consent of North Edmonton Wizards Lacrosse Club.

All files and written materials relating to confidential information of North Edmonton Wizards Lacrosse Club will remain the property of North Edmonton Wizards Lacrosse Club and upon request, the North Edmonton Wizards Lacrosse Club 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 it not limited to the following:

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

North Edmonton Wizards Lacrosse Club Representatives may be asked to sign and date the Confidentiality Agreement upon employment or involvement with North Edmonton Wizards Lacrosse Club.

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 North Edmonton Wizards Lacrosse Club will be owned solely by North Edmonton Wizards Lacrosse Club, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. North Edmonton Wizards Lacrosse Club may grant permission for others to use such written material or other works, subject to such terms and conditions as North Edmonton Wizards Lacrosse Club may prescribe.

Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with North Edmonton Wizards Lacrosse Clubs Grievances and Discipline Policy – Grievance Committee.