

# **CAMBRIDGE MINOR LACROSSE ASSOCIATION**



## **Representative Teams Operations Manual**

# **Coaches, Managers and Trainers**

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Please remember that all our time is valuable, and we are all volunteers, so we ask that communication is timely when asked for information. We look forward to working with all of you and your coaching staff. Please feel free to contact the Travel Director with regards to any concerns/issues/feedback.

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## **CMLA Representative Teams Rules & Guidelines**

**1.0**

### **1.0 Mission Statement**

The Cambridge Minor Lacrosse Association (CMLA) Travel (Rep) Team Rules of Operations provides guidance to Travel Team Officials

The CMLA Travel Program is tasked with providing an environment for all players to achieve their full potential, to learn in a positive environment and to develop not only in the game of Lacrosse but also in character. It is the desire of the CMLA to be recognized as a growing and competitive association in Lacrosse. This is not accomplished and measured by our win-loss records but by how we compete and conduct ourselves while participating in and promoting our game.

## **CMLA Representative Teams Rules & Guidelines**

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### **2.0 CMLA Travel Committee**

**The CMLA Travel Committee consists of the:**

- Travel Director
- Director of Coach and Player Development
- Discipline Committee as organized by the Executive

### 3.0 CMLA Travel Team Officials (Bench Staff)

#### Team Officials consist of:

- Head Coach
- Assistant Coach(es)
- Trainer
- Manager

The Head Coach is selected by the Coaches Selection Committee. The Head Coach is tasked with recommending other Team Officials and ratified by the CMLA Travel Committee for approval.

**All Team Officials (including any on-floor help over 18 years of age) MUST successfully complete ALL the following by the OLA Rep Box Coaches & Trainers Registration Deadline:**

- A Canadian Criminal Record Check in your own community
- All proper credentials according to the role (*See Appendix A: OLA Coaching Requirements*); and
- Properly register with the OLA through Sportzsoft

A Criminal Record check can be obtained by heading to the Waterloo Regional Police website <http://wrps.on.ca> and completing a basic Criminal record check online. This is free of charge for all volunteers.

### 4.0 CMLA Travel Team Officials (Bench Staff) Responsibilities

#### 4.1 Head Coach Responsibilities

Head Coaches selected must adhere to and enforce the constitution, rules and guidelines and CMLA Code of Conduct. It is also expected that all coaches will utilize common rules of good sportsmanship and always promote the game of lacrosse.

It is incumbent upon the Head Coaches in each age group to work together in terms of player selection, tryouts, and player development.

Head Coaches and Managers are asked to hold an initial parent meeting (CMLA Travel Director is to be present at all initial Parent meetings) to communicate the season's expectations and to communicate regularly through the season with parents. Coaches should ensure his/her objectives are stated clearly and understood regarding tournaments, budgets, and team rules. It is recommended that this be done in writing in the format of a team package and handed out at the beginning of the season.

It is the responsibility, but not limited to, of the Head Coach to:

- Ensure that all players and team officials uphold and promote good sportsmanship and always represent CMLA in a commendable manner
- Organize regular efficient and progressive practice sessions
- Have a season long plan for the development of his/her team

- Select his/her Assistant Coaches, Trainer, and Manager wisely. CMLA Travel Committee MUST approve the Head Coaches choice of such positions.
- Continually strive to upgrade his/her knowledge of the sport by attending clinics, reading, observing, and sharing with other experienced coaches.
- Appoint a responsible Team Manager who can carry the burden of the off-floor endeavours. This is an essential part of creating a successful team season.
- Ensure that all bench staff has appropriate credentials to coach and train at the level of the team.
- Establish and share during the tryout process: team goals, player expectations, the parameters that are to be set to achieve their realization.
- Ensure that all players have the required protective equipment, that all pieces of equipment are in satisfactory repair, properly sized and worn correctly, to offer the protection they were designed to provide.
- Be aware of and accountable for all team financial concerns and all budgets.
- All communication between the Head Coach and the CMLA regarding Team issues shall be completed via email with the Manager and Travel Director.
- Failure by the Head Coach to adhere to these rules may result in discipline by the CMLA.

#### 4.2 Team Manager's Responsibilities

The primary responsibility of the Manager is to carry out all off-floor team activities to allow and enable the Head Coach the opportunity to focus on the coaching aspects. These activities include but are not limited to:

- Establishing and administering all team related financial matters and the reporting of it to the team parents and the Treasurer as required
- Setting up Team bank account (*See Section 14.0 Team Finances*)
- Ensuring two signatories endorse all issued cheques
- Maintaining and keeping the account deposit books current
- Keeping receipts of all team related expenses for the year end expenses/budget
- Creating the Team Budget to be emailed to parents by May 1st, updated June 15th, and a final expense/budget at the end of the season after Provincials (*See Appendix C: CMLA Sample Budget/Expense Form*)
- Be responsible for bringing all player and coach cards to ALL tournaments (a player cannot go on the floor without a completed and approved player card), to be provided by the CMLA Registrar
- Be the communication link between parents and coaching staff
- Be the liaison between the team and CMLA Executive
- Arrange team tournament accommodations (hotel block booking)
- Arrange with CMLA Scheduler and receive approval for Exhibition games (*See Appendix D: Zone 8 IN-Zone Exhibition Form & Appendix E: OLA "Inter-Zone-Game" Guidelines*)
- Reinforce the philosophy of the Head Coach and CMLA
- Be responsible for updating & reporting the results of **ALL HOME AND AWAY GAMES** in accordance with the Zone 8 and CMLA reporting policies (*See Appendix F: Zone 8 Score Reporting and Gamesheet Policy*). Submission of game scores is due within 24 hours of game being played. Teams will be fined if this does not happen (Late Gamesheets/Scores \$10 / \$20 / \$50; Gamesheet Errors \$10).
- All communication between the manager and CMLA regarding team issues shall be completed via email, copying the Travel Director
- Failure by the Manager to adhere to these rules and guidelines may result in discipline by the CMLA

#### 4.3 Assistant Coach Responsibilities

It is the responsibility of the Assistant Coach(es) to reinforce the objectives and philosophies of the Head Coach and CMLA and to perform the duties of the Head Coach in his/her absence. The Assistant Coach(es) will undertake the responsibilities in the development, motivation and operation of the team as directed by the Head Coach.

#### 4.4 Trainers Responsibility

All trainers are required to have current First Aid training to be carded to a bench. The Trainer of each team shall have the responsibility for the care and safety of the players. Examples are (but not limited to):

- Gather Player Medical Information Form (*See Appendix S: Player Medical Information Form*) to ONLY be used in the case of an emergency/injury. All forms will be shredded at the end of the season.
- Ensuring the completion of the OLA Participant Serious Injury Report form (*See Appendix G: OLA Participant Serious Injury Report*) and advising parents of such responsibility
- Report to the Travel Director where a player or Team Official is removed from a game or misses one or more games due to team related injury
- Communicating with parents regarding player injuries, potential problems or complications and recommend care or remedial action
- Being responsible for and maintaining a well-stocked first aid kit
- Ensuring a doctor's note is provided by the Player and Parent before a player returns from an injury (Ex: concussion, broken bone, etc.) clearing them to resume play and provide a copy to the Travel Director

#### 4.5 Bench Staff Reminders

Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their players. This is particularly important when the coach and players are of the opposite sex and/or when the player is a younger person. Young players need a coach whom they can respect, therefore it is important to lead by example.

**The coach or parents should never be in a room (Ex: locker room) alone with a child that is not their player.** Where this is unavoidable, the door is to be left open and be within earshot of others. A parent or guardian should always be present when dealing with minors.

**Coaches or Trainers should not treat injuries out of sight of others.** Always use a 'two-deep' (two personnel or players) supervision system. Only personnel who are qualified in administering First Aid or treating sports related injuries should attempt to treat an injury.

#### 5.0 Tryouts

**No persons other than those approved by the Travel Committee are allowed to be on the floor during tryouts. Police Checks or Declarations must be provided PRIOR to any coach/assistant stepping on the floor for tryouts.**

- CMLA will assign floor time to each Travel team to conduct tryouts
- The Head Coach(es) will be provided a list of registered players within the specific age group(s)
- ALL players must be registered and in good standing with CMLA prior to stepping onto the floor for tryouts
- Where multiple teams exist in an age group, only players that have been released by Team One shall be allowed to tryout for the Team Two. Players may not skip first round tryouts to 'make' Team Two.

- If a player is unable to attend the first or second tryout, they are required to receive approval from the Head Coach in conjunction with the Travel Committee to participate in the remaining tryouts for that team
- If a player is injured and unable to participate in any tryouts, the player is required to provide a medical note to the Travel Committee. It will be the Head Coach and Travel Committee's decision to allow the player to make the team without an official tryout.

## **CMLA Representative Teams Rules & Guidelines**

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### **6.0 Teams and Team Composition**

Where multiple teams exist in an age group, the teams shall be selected on a "1" "2" "3" basis. Prior to the final selection deadlines player placement is at the discretion of the Head Coaches. In case of a player dispute, the coach of the higher team shall have priority. Any further conflicts should be escalated to the CMLA Travel Committee through the Travel Director

- Travel Coaches must roster a minimum of thirteen (13) runners and two (2) goalies where available. Exceptions must be brought to the CMLA Executive in writing for approval prior to any player being released to Team Two
- In the event two teams are warranted in the same division and the registration numbers will not be sufficient for the previous mentioned roster numbers, the teams shall be divided equal with the Team One granted first selection of an odd number of players available or a second goaltender. Exceptions must be brought to the Board of Directors in writing for approval prior to any roster deviation from the set standard.
- All Coaches are expected to provide a fair opportunity for all players to participate in tryouts

## **CMLA Representative Teams Rules & Guidelines**

**7.0**

### **7.0 Rosters**

#### **7.1 Rosters (Team)**

All CMLA Travel Teams must declare rosters to the Travel Director and as follows:

- **Immediately after individual team tryouts** all CMLA Teams must provide a Team Roster Form to the Travel Director. The CMLA will submit the Box rosters to the OLA for Provincial Tournament Play
- If roster changes occur, revised Team Rosters must be approved by The Travel Committee
- All Travel Teams must declare their final roster on or before the OLA deadline (Travel Director will notify Head Coaches of date)

Travel Team Roster must be no more than 23 runners plus 2 goalies, where there are more than one goalie trying out.

Any roster size variance must be reported to the Travel Director who will review with the Travel Committee. The Director of Travel must concur and seek ratification from the CMLA Executive.

Declared roster size for Travel Team One and Team Two teams will remain frozen until June 1st, the only exception being players which are an 'AP Player' from another CMLA team. Before the use of an 'AP Player' the **Travel Director is communicated to first**, who then receives approval from the Head Coach of the team involved and notifies the player.



Changes endorsed by the Travel Committee to a declared roster may be made on a one-for-one basis only up until June 1st, or what date the OLA Travel Deadline might be. Final Travel Team Rosters must be forwarded to the CMLA Travel Director on or before June 1st. The roster declaration must include each player's name, jersey number and date of birth.

The Head Coaches of the Team Two and Team Three teams must endeavour to allow player movement and development. All coaches MUST be kept involved and informed of all players status. It is expected that coaches will work together to foster player development and form the strongest teams possible.

## **7.2 Rosters (Administration)**

It is the responsibility of the Head Coach and/or Manager to:

- Complete Team Roster Form (*See Appendix B: OLA Provincial Roster Form*) and email to the Travel Director.
- Ensure that bench staff have obtained the proper credentials (coaches' course, first aid, police checks) and submit to the Travel Director where needed (it is also recommended to 'card' additional volunteers, if possible, as back up).
- At the conclusion of the lacrosse season, return all equipment (jerseys, balls/bucket, first aid kit, goalie equipment (if borrowed), iPad and binder) to the CMLA Executive.

## **CMLA Representative Teams Rules & Guidelines**

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### **8.0 Team and Movement of Players**

A minimum of six (6) players, one of which must be a goaltender, must be dressed at game time.

**Procedure for all Call-ups/AP Players; Email must be sent to the Head Coach and the Travel Director jointly for permission for use of a Player in a Higher Division or from Team 2-1 situations. No player can be used until approval has been received from BOTH the Head Coach and the Travel Director.**

The Corporation will permit movement of box players from the next lower age category team in the same organization in the following sequence:

*From an equal or lower division, up to 5 players may move up.*

*From the next higher division up to 3 players may move down.*

*No movement is permitted downward from any higher than one division.*

(Ex.) FROM:

C up to A (5 players)

C up to B (5 players)

C to C (5 players)

C down to D (3 players)

No movement permitted from C down to E (or lower division)

#### **NOTE 1:**

Any player of a minor lacrosse team, whose name appeared on the game sheet for the winning team in a minor lacrosse provincial championship game, will not be eligible to participate in any other minor lacrosse provincial championship tournament in that sector in the current year.

**NOTE 2:** If the next lower age category shall cover an age difference of more than two years, prior approval of the OLA shall be required prior to participation.

## 9.0 Playing Time

It is the policy of the CMLA that all Travel coaches earnestly pursue the ideal that players receive equitable playing time. Equitable does not mean equal, rather it means as equal as possible under a reasonable effort by the coach and bench staff over several games. It is recognized that players on any team are never of equal ability. It is also recognized that some games are of special importance that the coach may have to enhance their team's performance by adjusting playing time. To that end it is still expected that players with lesser ability will be utilized equally over several games.

It is quite acceptable to restrict playing time for the purpose of disciplinary actions when used reasonably and appropriately. It is also necessary to communicate all such actions of discipline to the player (and the parents and/or guardians of primary aged players).

## 10.0 Floor Times

### 10.1 Schedules

Travel teams will have a *maximum* **45** hours of home floor time + 2 exhibition home games paid for by CMLA. The 45 hours will include practices and approximately 6 Home Zone games. **Teams are NOT permitted to book box floor time independently.** Should additional floor time be required, contact the CMLA Scheduler to arrange. Charges for additional floor time will be billed directly to the team by the Scheduler and is payable to CMLA through the Treasurer. Floor time usage and billing disputes will be resolved by the Treasurer. Issues that cannot be resolved in this manner may be brought before the Travel Committee with potential discipline if non-payment occurs.

In the event a team needs to cancel a practice the additional floor time will be offered to other CMLA travel teams or cancelled if no team is available to utilize the time slot. Any floor time changes are to be forwarded to the Scheduler by either the Manager or Head Coach of the affected team. In the event floor time needs to be cancelled the City has a **14 Day Cancellation Policy**.

All Zone games must be played. In the event a game must be rescheduled, **DO NOT** contact the Zone Scheduler. You must contact CMLA's Scheduler at least **2 weeks prior** to the game having to be rescheduled (*See Appendix H: Zone 8 Game Cancellation Policy*).

All out of Zone games (exhibition games) must comply with the Zone 8 non-zone game policy and regulations (*See Appendix E: Appendix E: OLA "Inter-Zone-Game" Guidelines*). These games are to be scheduled and arranged by the Scheduler ONLY.

**Additional home Exhibition game costs (all inclusive) are as follows:**

**U7 Select - \$133 per game**

**U9 & U11 - \$151 per game**

**U13 & U15 - \$155 per game**

**U17 & U22 - \$163 per game**

**NOTE:** You cannot set up an exhibition game as a vehicle to have a player serve a suspension. The non-Zone game form must have been completed and approved by the Zone before any suspensions can be served. Only suspensions occurring before the date the form is received by the Zone may be served.

**Due to Insurance restrictions from the OLA, CMLA MUST be informed of all non floor related events. This will include dryland and team building events away from the arena. For the OLA insurance to be valid for all players CMLA must be aware of player events.**

### **10.2 Floor Time Conflicts**

- Managers shall have in their possession the CMLA issued schedule for their team, if there is a conflict the team scheduled for a game takes priority and assumes the floor
- If both teams have a scheduled practice, they should try to resolve the issue. If no resolution can be made (Ex: shared floor time, outside practice...) contact the Travel Director immediately for resolution.
- Last minute scheduling changes for practices (less than 14 days), teams will be fined the cost of the floor (\$69.98) if alternate scheduling is unavailable.
- Last minute scheduling for games (less than 2 weeks), teams will be fined according to the Zone 8 Fine Structure (*See Appendix I: Zone 8 Fine Structure*).
- In the event of a game and the visiting team does not show contact the CMLA Scheduler
- In the event a Game Official (ref/timekeeper/shot clock) does not show, contact CMLA RIC.

## **CMLA Representative Teams Rules & Guidelines**

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### **11.0 Tournaments**

CMLA has registered and is covering the initial entry fees for two OLA-sanctioned tournaments per team. These tournaments have been chosen in consultation with the Head Coach and the board. Each team will need to reimburse CMLA once the teams are finalized. The reimbursement is to be included in the Team Fees and should be paid back by **June 1st**.

Zone Playoff Tournaments/Round Robin Play are MANDATORY for U9, U11 and U13.

To qualify for Provincials, all teams must play a minimum 10 games PLUS 1 tournament. If you are denied a spot in a tournament, you must inform the Travel Director immediately for appeal review.

## **CMLA Representative Teams Rules & Guidelines**

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### **12.0 Fiscal Responsibilities**

Each Travel Team is required to pay the CMLA an amount consisting of the team's OLA Registration Fees plus a portion of the other costs in establishing a rep team (aka Travel Rep Fees , Jersey Rental Fee and Tournament Reimbursement) and is to be built into the Team Budget (*See Appendix C: CMLA Sample Budget/Expense Form*) and divvied up into a player's Team Fee. The exact amount of the total Team Fees and the date they are due will be determined by the Head Coach and Team Manager. The Team Manager is responsible for collecting the Team fees and submitting the Travel Rep Fee portion to the Treasurer. **CMLA Travel Rep Fee and Jersey Rental Fee portion must be paid to the Treasurer by May 15<sup>th</sup>. Reimbursement for tournaments must be paid to the Treasurer by June 1<sup>st</sup>.**

### 13.0 Non-Parent Expenses

CMLA Travel Teams will reimburse a Head Coach who is a non-parent/non-guardian of any child(ren) on the team they are coaching for hotel/camping accommodations while participating in OLA sanctioned events (tournaments, provincials, etc.) to a maximum of two (2) nights per event.

CMLA Travel Teams will reimburse non-parent/non-guardian Head Coaches for out-of-town mileage based on \$.35/km mileage fee standard DURING the season up to \$650.

The PAYEE must be the non-parent/non-guardian coach (any others will NOT be accepted). Official receipts must accompany the expense/mileage form (*See Appendix J: CMLA Team Official Reimbursement Form*) and will be paid out at the end of the season from the Travel Team budget.

**All non-parent/non-guardian expenses must be included in the team budget at the beginning of the season and must be clearly communicated to parents.**

### 14.0 Team Finances

CMLA has coordinated the opening of Team bank accounts with the TD Bank. **No personal accounts may be used as the team bank account. No two team accounts may be combined, each team account is to be separate.**

Each team is responsible for maintaining the team bank account. Two signatures are required on the account, the Team Manager and an additional signer. The two signatories must be non-related persons. No other bench personnel can be a signatory on the team bank account.

Team fees cannot be paid in lieu of other payments. If a parent is unable to make a planned team payment you are to contact the Treasurer for further assistance.

Accounts are to be **SETUP by May 1<sup>st</sup>** and **CLOSED by August 31<sup>st</sup>** as follows:

- (*See Appendix K: CMLA Financial Information Sheet*)

Once Team Budgets are set, families will pay their Team Fees to the Team Manager to be deposited into the team account.

- Travel Rep Fees:
  - U7 Select: **\$160** per player
  - U9 - U15: **\$220** per player
  - U17 & U22: Travel Rep Fees are **included** in their registration fees.
- Jersey Rental Fees:
  - **\$60**/player.
  - This fee is to offset the costs of storing jerseys, continually replacing old, stained and ripped jerseys and ensuring that all teams have 2 sets (home and away) every year as our community continues to grow.

CMLA Travel Fees and Jersey Rental Fees to be submitted to the Treasurer **by May 15<sup>th</sup>**. Reimbursement for tournaments to be submitted to the Treasurer **by June 1<sup>st</sup>**. All cheques to be made out to **CAMBRIDGE MINOR LACROSSE INC.**

All financial documents are the property of CMLA. All original team financial documents are the property of CMLA and will be surrendered by the team manager to the Treasurer upon request to do so. Financial documents include, but are not limited to, bank records, bank statements, bank passbooks, invoices, receipts, cheques used and unused and cash belonging to the team.

Each team is responsible for any fines levied or imposed against it or any team during CMLA activity. These **fines will be paid to CMLA** who will disburse them to the appropriate authority. Teams are **NOT** to pay any fines at the time of infraction as CMLA will be billed later by the OLA/Zone 8 for these fines. Fines will be paid by the player/coach involved and **NOT** from the Team bank account and is to be submitted by the Team Manager to the Treasurer. Any non-payment of fines will result in further discipline.

All receipts that are for team purchases throughout the season are to be provided to be Treasurer for end of the year budgeting. At the conclusion of the season, after budgets have been settled, teams are to return all unused cheques, bank cards, deposit books, etc. to the Treasurer.

## **CMLA Representative Teams Rules & Guidelines**

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### **15.0 Team Budgets**

The Team Manager, with input from the Head Coach, shall draft and submit the Team Budget to the CMLA Treasurer for approval. Once approved the onus rests on the Team Manager to present the approved budget to the parents via email and at the initial parent meeting. The budget should consist of, but not be limited to:

- CMLA Travel Rep Fees (*see above in 14.0 Team Finances*)
- Jersey Rental Fee
- Jersey/equipment deposit (\$500/team on **separate** cheque to be refunded upon return of all equipment in good condition)
- Tournament costs/fees
- Non-parent/non-guardian Head Coach expenses
- Additional first aid supplies (if needed)
- Team *extras* if decided (extra development, goalie training, exhibition games, additional floor time, team events, coaches thank you gifts, etc.)

Budgets are to be provided to parents at 3 intervals through the season.

1. At the start of the season via email and at the initial parent meeting
2. By June 15<sup>th</sup>, an up-to-date interim financial statement
3. A year end budget/actual financial statement is due to the Travel Director and Treasurer by August 31st, and to parents immediately following

**Failure to comply will result in a review with the Discipline Committee**

**16.0 Team Fundraising**

CMLA understands that teams may engage in fundraising activities in order to offset the cost of their Team Budget. All fundraising activities will require approval by the Travel Director. The CMLA Code of Conduct (*See Appendix R: Code of Conduct Contract*) must be adhered to. If the use of the Cambridge Minor Lacrosse Official Logo is to be used for fundraising (Ex: ticket printing, signage advertising, etc.), permission for the use of the logo must be presented to the Travel Committee.

In addition, the team Manager must provide full financial disclosure of the fundraising activities to the Travel Director and parents of the team.

**17.0 Sponsors**

Teams may independently arrange for Team Sponsorship if they choose. The sponsor is to be approved by the Travel Director. The revenue received from the sponsorship **MUST** appear as revenue on the team's financial statement.

CMLA does NOT allow Sponsorship bars to be added to the CMLA Team Jerseys. Any addition of such bars will result in the loss of the team's Jersey/Equipment deposit.

**18.0 Parent Responsibilities**

Parents make wonderful cheerleaders for their players and as such are expected to:

- Adhere to the Team commitment philosophy/rules as outlined in the parent meeting
- Allow the coaches the full opportunity to coach the team
- Help support, construct, build and develop the skills and characters of the players
- Assist their child in being fully prepared and on time for all team events
- Promptly pay player fees when due, or make alternate arrangements, if necessary
- Understand and adhere to the CMLA Code of Conduct (*See Appendix R: Code of Conduct Contract*)

**19.0 Equipment**

CMLA will provide each Travel Team a set of jerseys as approved by the CMLA Executive. Teams will also be provided with an iPad, balls for practices and games, and a basic first aid kit. Some goaltending equipment may be provided by CMLA through the Equipment Director. Each team is responsible for any additional equipment it deems necessary.

All CMLA supplied equipment remains the property of CMLA and becomes the responsibility of the Head Coach. An **Equipment Borrowing Agreement Form** will be signed at the start of the season, and all CMLA equipment must be returned at the conclusion of the season. If ALL borrowed equipment and jerseys are not returned or is returned broken or in unusable condition at the end of the season, the team will forfeit its \$500 Jersey/Equipment deposit.

All players on the playing surface, the bench or in the penalty box **MUST** always wear approved protective equipment. CSA approved helmets with full-face masks and properly fitted chinstraps and mouth guards **are mandatory at ALL times** (including games AND practices). Goalies **MUST** wear an approved throat protector AND a mouth guard. Goalies must wear division appropriate equipment (*See Appendix L: Goalie Equipment Exemption form*). There shall be no alteration to goaltender equipment which would be deemed illegal to the OLA.

**NO player under 18 years of age is allowed on the floor or bench without a helmet at any time, practice, game, warm up or assisting in a lower age group for practice.**

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## **CMLA Representative Teams Rules & Guidelines**

**20.0**

### **20.0 Travel Apparel**

Travel apparel includes:

- Team jersey issued by the CMLA
- CMLA approved Rep game shorts
- CMLA approved Rep short sleeve warm-up tee
- Off floor CMLA Rep polo shirt (to be worn to games and tournaments)
- Off floor khaki/beige shorts/pants
- CMLA (or plain black) Garment Bag

Rep game shorts, warm-up tee, polo shirts and garment bag can be purchased through CMLA approved vendor (see website).

Off floor khaki shorts/pants, plain black garment bag can be purchased at store of the player's choosing but must meet CMLA standards for appropriate travel wear.

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## **CMLA Representative Teams Rules & Guidelines**

**21.0**

### **21.0 Player Mentoring**

The Travel Director will attend the initial parent meeting to speak with parents and players for all teams. During the U15-U22 meetings, time will be taken to discuss with players the opportunity to mentor U5-U13 teams and players. CMLA encourages and asks that all coaches support their players to volunteer their time to further future leadership, coaching and skill capabilities, or to simply give back to the younger players within the CMLA. For younger volunteers, please use them to the best of their abilities in your practices. Get them involved in drills, working individually with players you may not have the time to work one on one with, etc. We are trying to build a lacrosse culture while developing players and future leaders/coaches.

## 22.0 Behavior

Players, coaches and spectators are expected to abide by the CMLA Code of Conduct (*See Appendix R: Code of Conduct Contract*) and always behave in a sportsmanlike manner. All signed Codes of Conduct must be handed over to the Travel Director once the Team has been set. It is recommended that the Coaches have an on-floor Code of Conduct meeting with all the Players to support the importance and consequences of any breaches of the Code during the season.

### **BULLYING WILL NOT BE TOLERATED.**

Floor must be vacated at the designated time. **Players must always be supervised in all City Arenas to facilitate a respect for the building, arena staff and spectators.** Any, and all damages caused by a player will be the responsibility of the Team, and the CMLA will enforce any payment of damages that might occur. There will be a no tolerance of players running around facilities during warm up or before/after games and practices. In addition, coaches are to keep a close eye on ball use in and outside of the facilities to keep damages to a minimum. Dressing rooms are to be vacated no later than 30 minutes after floor time has expired. No players are allowed on the floor if suspended.

## 23.0 Disputes and Grievances

The Travel Committee is empowered to act on any contested or inappropriate player movement or any other problems or disputes that may arise throughout the season.

Coaches and/or players have the right to appeal any such ruling to the CMLA Discipline Committee. The Discipline Committee is comprised of the Travel Director, Referee-In-Chief, and the Vice President of the CMLA Executive.

**If a complaint is received from a parent about a coach, referee, timekeeper, or any other serious matter, please have them wait the mandatory 24-hour period before attempting to resolve it.** The following are the appropriate steps to be followed:

1. 24-hour wait period
2. Issue is brought to the Parent Rep who acts as a liaison with coach/parent.
3. If an issue cannot be solved at the team level, the complainant will put the issue in writing to Parent Rep who will forward the issue to the Travel Director who will contact all parties in an attempt for resolution.
4. If prompt attention is not received, the issue will then be forwarded to the CMLA President for further review by the Discipline Committee.



**24.0 CMLA Executive Contact List**

We are providing a list of Executive Contacts that may be needed during the season for team concerns, scheduling, finances, website assistance or floor official delays. This listing is for the use of Team Officials only. Please do not hand this list out to parents unless necessary or requested to do so. Executive email contacts are available on the CMLA website that parents can access if needed (as well as a full listing Team Officials)

- Travel Director – Aaron O’Keefe – [aok0314@gmail.com](mailto:aok0314@gmail.com)
- Scheduler – Kalin Wilson – [cmla.scheduling@gmail.com](mailto:cmla.scheduling@gmail.com)
- Treasurer – Kim Ford – [highlanders.treasurer@gmail.com](mailto:highlanders.treasurer@gmail.com)
- RIC – Dylan Gillespie – [ric@cambridgeminorlacrosse.com](mailto:ric@cambridgeminorlacrosse.com)



**ONTARIO  
LACROSSE  
ASSOCIATION**

OLA COACHING REQUIREMENTS

The Ontario Lacrosse Association Coaching Requirements is designed in conjunction with the OLA's Coaching Pathway to support the progression of development and certification for coaches. Questions regarding the Coaching Requirements can be directed to the OLA VP Coaching, Rick Phillips, by email at [vpcoaching@ontariolacrosse.com](mailto:vpcoaching@ontariolacrosse.com).

Coaching Status	Box Divisions			
		Paperweight U9, U11, U13	U15, U17, U22	Junior – Major
	1 <sup>st</sup> Year Coach Must Have	Community Development	Community Development	Community Development
	2 <sup>nd</sup> Year Coach Must Have	Community Development	<b>Competitive Introduction</b>	<b>Competitive Introduction</b>
	<b>MR 2.12(a)</b>	Max Bench Staff: 4 Coaches + 1 Trainer	Max Bench Staff: 4 Coaches + 1 Trainer	Max Bench Staff: 5 Coaches + 1 Trainer

Coaching Status	Minor & Men's Field Divisions			
		U9, U11, U13	U15, U17	Junior – Senior
	1 <sup>st</sup> Year Coach Must Have	Community Development	Community Development	Community Development
	2 <sup>nd</sup> Year Coach Must Have	Community Development	<b>Competitive Introduction</b>	<b>Competitive Introduction</b>

Coaching Status	Women's Field Divisions			
		U9, U11, U13	U15, U17, U19	Junior Elite – Senior
	1 <sup>st</sup> Year Coach Must Have	Community Development	Community Development	Community Development
	2 <sup>nd</sup> Year Coach Must Have	Community Development	<b>Competitive Introduction</b>	<b>Competitive Introduction</b>

All OLA coaches attending a Lacrosse Canada (LC) National or World Lacrosse (WL) International Championship Event must be certified at the Competitive Introduction level in the sector they are participating in, as well as the Making Ethical Decisions online training module.



## 2022 OLA Provincial Team Roster Form

Instructions:


1. Complete this form in sentence case (not in capitals) in the provided formatting. Do not change the font size, colour, alignment or anything else within this document
  2. List your team's roster in "game sheet order" – goaltenders listed first, followed by players in ascending numerical order and bench staff in order of HC-T-AC-AC-M (5 bench staff maximum). Do not duplicate bench staff.
  3. Indicate any **house league AP** players in brackets followed by the player's name  
*EXAMPLE:* Jeramie Bailey (AP)
  4. Indicate any **rep AP players** in brackets signifying the player's division following the player's name  
*EXAMPLE:* Jeramie Bailey (U11)
- Submit the completed form in MS Word to your zone executive contact no later than Friday June 10, 2022.

CLUB NAME:

DIVISION:

TEAM 1 – 4:

[illegible]

Cambridge Minor Lacrosse Sample Budget		
<b>Tournaments</b>		
NOTL - 650.00	June 3-5 tournament entry fee	650.00
Provincials	Included in CMLA Travel Fees	0.00
Hotel – Holiday Inn Express	(NOTL June 3-5) non-parent coach	250.00
Hotel - Staybridge	(Provincials Aug 5-7) non-parent coach	400.00
<b>CMLA Fees</b>		
CMLA Travel fees	\$220 x 17 players	3570.00
Jersey Rental fee	\$60 x 17	1020.00
Jersey/Equipment deposit	To be reimbursed at end of season	500.00
<b>Misc Team Expenses</b>		
Exhibition games	2 x \$151	302.00
Additional first aid supplies		25.00
Goalie Development		100.00
Year End Party		150.00
	GRAND TOTAL	6967.00
	Individual player fee based on 17 players	409.82

1st installment DUE by April 25 \$204.91

2nd installment DUE by May 9 \$204.91

Cheques made payable to:

Cambridge Chiefs Novice 3



## Zone 8 Exhibition Game Form (2022)

### Match Details

<b>Host Team</b>		<b>Division of Play</b>	
<b>Host Team #</b>		<b>Host Zone</b>	Zone 8
<b>Visiting Team</b>		<b>Visiting Zone</b>	Zone 8
<b>Visiting Team #</b>		<b>Request Date</b>	

Game Date and Time: \_\_\_\_\_

Game Location: \_\_\_\_\_

(Arena Name + Town)

Referee Assignor: Avery Einboeden

(Host Club RIC's Name)

Host Team Manager's Name: \_\_\_\_\_

Zone 8 Director Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_, Game # \_\_\_\_\_

\_\_\_\_\_

#### *Instructions for Submission:*

1. Forward a completed copy of this form to the Zone 8 Director for approval at least one week prior to the scheduled game date
2. Host teams are required to schedule floor time, referees and time-keepers
3. The Hot Association is responsible for ensuring that all guidelines are followed

#### *Instructions for Post-Game:*

1. Game Misconducts, Gross Misconducts and Match Penalties incurred in Zone Exhibition Games will be subject to discipline hearings as determined by the Zone Director



## Zone 8 Exhibition Game Form (2022)



All organizers of minor box non-zone games are required to follow the Ontario Lacrosse Association's constitutional regulations related to games played outside of their zone's regular schedule. These regulations apply to all non-zone games, including exhibition games, interlock games, Fun Days and any other non-scheduled matches.

**MR6.01** Teams in the Corporation shall not be allowed to play matches with teams or players who have been suspended or expelled from the Corporation during the period of such suspension or expulsion. Clubs doing so knowingly shall be suspended automatically, subject to ruling by the Board of Directors.

**MR6.02** All teams intending to take part in non-zone games must submit completed OLA Non-Zone Game Form to both Zone Directors at least one week prior to scheduled game for authorization. All participants, players, bench personnel and game officials, must be in good standing. Game sheets for the games must be forwarded by the home club to the appropriate Zone designate within 48 hours. Any discipline matters resulting from the game will be dealt with under the direction of the home team's Zone Director.

**MR6.03** A player shall not play in an exhibition game or tournament unless as a member of the association with which he/she is signed.

Questions related to the regulations for Zone Exhibition games, or other specific circumstances should be directed to Zone 8 Director Eddy Jack at [zoneeightlacrosse@gmail.com](mailto:zoneeightlacrosse@gmail.com)

Arthur	Reg Holinshead	<a href="mailto:regholinshead@gmail.com">regholinshead@gmail.com</a>
Brantford	Christina Martin	<a href="mailto:christinamartin80@gmail.com">christinamartin80@gmail.com</a>
Cambridge	Jeff Lamkowski	<a href="mailto:president@cambridgeminorlacrosse.com">president@cambridgeminorlacrosse.com</a>
Centre Wellington	Nathan Joyes	<a href="mailto:president@cwmla.com">president@cwmla.com</a>
Guelph	Tricia Chilton	<a href="mailto:t_chilton@rogers.com">t_chilton@rogers.com</a>
Kitchener	Kevin Schmidt	<a href="mailto:kwmlapresident@gmail.com">kwmlapresident@gmail.com</a>
North Perth	Dawn Snell	<a href="mailto:dsnell@look.com">dsnell@look.com</a>
Owen Sound	Sharon McKeachinie	<a href="mailto:sharon@bmts.com">sharon@bmts.com</a>
West Grey	Adam Croll	<a href="mailto:adamcroll@gmail.com">adamcroll@gmail.com</a>



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## 2024 ONTARIO LACROSSE "INTER-ZONE-GAME" GUIDELINES

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Inter-Zone single games are not part of a team's approved Zone schedule, that are meant to enhance Zone schedules and encourage participation during the minor box season.

Inter-Zone Games may be scheduled for weekdays or weekends, including holiday weekends, depending on the schedule of the host association and the availability of officials. For officiating assignments and availability, regularly scheduled minor, junior and senior box lacrosse games and tournaments take priority over Inter-Zone Games. Officiating fees are required to be paid at the provincial rate under the current agreement schedule.

Inter-Zone Games may be requested by a hosting association according to the following guidelines:

1. Inter-Zone Games may not be used to serve suspensions, and suspended participants (coaches and players) may not take part in Inter-Zone Games.
2. Inter-Zone requests must be submitted at least fourteen (14) calendar days in advance of the proposed date using [this form](#). Forms which are incomplete will not be approved.
3. Approval of Inter-Zone Games will be issued within five (5) business days from the request submission date. Zone approval is required for both participating teams.
4. As a general rule, U7-U17 teams will be eligible for two (2) Inter-Zone Games for the first ten (10) scheduled Zone Games, and then one (1) Inter-Zone Game for every five (5) Zone games scheduled after.
5. Recovery of costs (floor time, officials, etc.) are to be divided equally between participating teams.
6. Game Sheet Inc. must be used to record Inter-Zone Games. Game outcomes will be included as part of MyLAX rankings and count towards the team's minimum number of games which are required to be played in order to qualify for Provincial Championship entry.
7. For situations not covered under these guidelines, a determination may be made by the OLA VP Minor in consultation with the host Zone Director and at least one other member of Minor Council.
8. Cancellation of an approved Inter-Zone Game will be subject to a fine of up to \$500.00 to the team who initiates the cancellation, payable to their opponent within 48 hours of decision or prior to the next scheduled game (whichever comes first). The fine amount is determined by the VP Minor.

### BLOCKED DATES

- U13A, U15A and U17A teams may not schedule Inter-Zone Games between the first and second weekends of "A" Qualifiers competition without approval of the "A" Qualifiers Coordinator, in addition to the Zone Directors.
- Inter-Zone Games may not be scheduled prior to the fourth Wednesday in April.
- Inter-Zone Games may not be played with less than seven (7) calendar days prior to the team's first date of Provincial competition.
- Inter-Zone Games take scheduled priority over both EPIC and Team Ontario Lacrosse events where that division is participating.





## Zone 8 Score Reporting and Gamesheet Policy



These fines have been put in place to enhance the accountability of the membership and to keep Zone 8 consistent with the operations across the Ontario Lacrosse Association.

### Immediate Score Reporting

In order to facilitate proper recording of scores, it is the responsibility of both the home (hosting) and away (visiting) associations to report scores from EVERY GAME they play to the Zone 8 Statistician within 24 hours of the scheduled game start time using the score reporting template found below. Failure to provide score results in the exact fashion outlined above (meaning all necessary parties copied and proper paperwork used) results in a \$10 fine being issued to the clubs. Fines will be assessed to the association on a monthly basis.

### Late Gamesheets

All gamesheets MUST be sent to the Zone Statistician ([zone8stats@gmail.com](mailto:zone8stats@gmail.com)) within 72 hours of the completion of the game. Failure to submit the official gamesheet or electronic copy of the official gamesheet within 72 hours results in a \$10 fine. All gamesheets received outside of the 72 hour window result in a \$20 fine. If a gamesheet is still not received within 10 days of the completion of the game a \$50 fine will be levied. Fines will be assessed to the association on a monthly basis.

### Reporting/Gamesheet Fine Structure

\$10 - score reporting not submitted to Zone Statistician within 24 hours

\$10 - failing to submit official game sheet by host club within 72 hours

\$20 - sending official gamesheet past 72 hour window

\$50 - if official gamesheet not received within 10 days of game being played

### Score Submission Template

Date: \_\_\_\_\_ Division: \_\_\_\_\_

Home Club: \_\_\_\_\_ (win/loss) Score: \_\_\_\_\_

Penalty Minutes: \_\_\_\_\_ Head Coach Suspension: \_\_\_\_\_

Visiting Club: \_\_\_\_\_ (win/loss) Score: \_\_\_\_\_

Penalty Minutes: \_\_\_\_\_ Head Coach Suspension: \_\_\_\_\_

Game Misconduct: \_\_\_\_\_ Gross: \_\_\_\_\_

Match: \_\_\_\_\_ Player #: \_\_\_\_\_ Team: \_\_\_\_\_





## PARTICIPANT SERIOUS INJURY REPORT

### ONTARIO LACROSSE ASSOCIATION

INJURY SUSTAINED BY # \_\_\_\_\_ OF \_\_\_\_\_  
(participant's name) (team)

SECTOR: **BOX / MF / WF** DIVISION: \_\_\_\_\_ DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

SANCTIONED GAME: ☐ \_\_\_\_\_  
(visiting team) (home team)

SANCTIONED PRACTICE: ☐ APPROXIMATE TIME OF DAY: \_\_\_\_\_ AM / PM

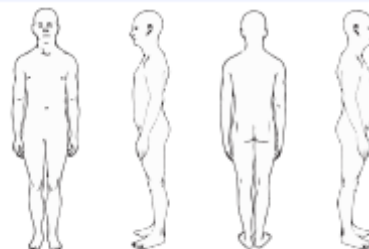
DESCRIBE IN DETAIL THE EVENTS, LEADING UP TO AND INCLUDING THE INJURY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### INJURY INFORMATION:

INJURY CONDITION: \_\_\_\_\_  
(laceration, suspected concussion, fracture, sprain, etc.)

AREA OF BODY: \_\_\_\_\_  
(left, right, both, N/A)



LOCATION:	ACTIVITY:	SOURCE:	OUTCOME:
<input type="checkbox"/> DEFENSIVE ZONE <input type="checkbox"/> NEUTRAL ZONE <input type="checkbox"/> OFFENSIVE ZONE <input type="checkbox"/> PLAYER'S BENCH <input type="checkbox"/> PENALTY BOX <input type="checkbox"/> GOAL CREASE <input type="checkbox"/> FACE-OFF DOT <input type="checkbox"/> OTHER _____	<input type="checkbox"/> ATTACKING <input type="checkbox"/> DEFENDING <input type="checkbox"/> PASSING / SHOOTING <input type="checkbox"/> FIGHTING <input type="checkbox"/> CHECKING <input type="checkbox"/> BEING CHECKED <input type="checkbox"/> SCRUM <input type="checkbox"/> OTHER _____	<input type="checkbox"/> NON-CONTACT INJURY <input type="checkbox"/> ILLEGAL CONTACT PENALTY <input type="checkbox"/> HIT BY BALL <input type="checkbox"/> COLLIDED w/ NET <input type="checkbox"/> COLLIDED w/ OPPONENT <input type="checkbox"/> COLLIDED w/ BOARDS <input type="checkbox"/> LEGAL CHECK <input type="checkbox"/> OTHER _____	<input type="checkbox"/> PENALTY CALLED ON OPPONENT <input type="checkbox"/> PENALTY CALLED ON INJURED PLAYER <input type="checkbox"/> PENALTY NOT CALLED <input type="checkbox"/> PRACTICE SITUATION

#### EMERGENCY SERVICES INFORMATION (IF APPLICABLE):

TRAINER'S NAME: \_\_\_\_\_ CERTIFICATION NUMBER: \_\_\_\_\_

PARAMEDIC'S NAME: \_\_\_\_\_ IDENTIFICATION NUMBER: \_\_\_\_\_

VERBAL REPORT MADE TO: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SCANNED COPIES EMAILED TO: 1. OLA OFFICE 2. ZONE DIRECTOR 3. PERSONAL COPY  
 Ontario Lacrosse, 1 Concorde Gate, Suite 200C, Toronto, ON M3C 3N6



## Zone 8 Game Cancellation Policy



Following approval of a final zone game schedule by the Zone Scheduler and Zone Director it is deemed official. All official scheduled games must be played

### Zone 8 No Show Policy

A club (team) who does not show up for a scheduled zone game will be fined \$300 per game.

### Rescheduling Games

When a game is rescheduled, the new mutually agreed upon game (between club schedulers) including date, time and location must be communicated to the Zone Scheduler within 48 hrs of the rescheduling request. The Zone Scheduler will then seek approval from the Zone Director.

- *All rescheduled games* will be subject to a \$10 administration fee which, will be issued to the club requesting the change, where both clubs mutually agree to the rescheduled time, date and location prior to Zone playoffs.
- If a game is rescheduled *less than 10 business days*, where both clubs mutually agree to the rescheduled time, date and location prior to Zone playoffs, a fine of \$75 will be issued to the club requesting the change.
- If a game is rescheduled *less than 48 hours*, where both clubs mutually agree to the rescheduled time, date and location prior to Zone playoffs, a fine of \$150 will be issued to the team requesting the change.
- When the visiting team initiates the rescheduling, the home team will be reimbursed \$100 from the Zone Council.

**Note:** Game time changes (example 6:00pm changed to 8:00 pm) which are mutually agreed upon will not result in a fine.

All game changes, additions and cancellations are to be communicated to both the Zone Director and the Zone Scheduler. Failure to communicate any changes or cancellations results in a \$50 fine plus additional fines as outlined above.

**Article 14: FINES & FEES SCHEDULE****Playing fines:**

- Gross Misconduct \$40.00
- Match Penalty \$40.00
- Game Misconduct (Coach) \$20.00
- Game Misconduct (Player) \$20.00

**Administrative Fines:**

- Late Gamesheets/Scores (see Zone Gamesheet Reporting Policy)
  - \$10 / \$20 / \$50
- Gamesheet Errors \$10
- Game Cancellation or Scheduling Changes
  - No Show \$300
  - Reschedule with less than 48 hrs \$150
  - Reschedule with less 10 business days \$75
- Attendance at Zone Meetings (see Article 5)
  - \$0 (first offense with regrets/report)
  - \$100 (second offense with regrets/report)
  - \$150 (third offense with regrets/report)
  - \$50 no show
- Zone Appeal Fee \$50



CMLA Reimbursement Form

Name of Person submitting: \_\_\_\_\_

Position (Head Coach/Team): \_\_\_\_\_

Reason for requesting reimbursement (check all that apply):

- ☐ Travel mileage (out-of-town game/tournament)
- ☐ Accommodations
- ☐ Tournament fee
- ☐ Other

Please fill out with exact details

Reason for Reimbursement	Details (out of town mileage please specify KM)	Total
<i>Ex: tournament hotel</i>	<i>Orillia tourney - Holiday Inn Express (non paren/non-guardian)</i>	<i>\$249.85</i>
<i>Ex: July 17th mileage</i>	<i>8 km each way - practice - 16km @.35/km</i>	<i>\$6.30</i>

Total amount for reimbursement: \_\_\_\_\_

Date: \_\_\_\_\_

Signed \_\_\_\_\_

(Remember to attach receipts, mileage to be paid to out of town coaches ONLY)

### Cambridge Minor Lacrosse Association Financial Information 2025 Season

#### BANKING:

Please have team bank account set up **by May 1st**.

There must be two signers on the account. This will be the Team Manager and one other person.

The Treasurer will be an additional signature if there are any questions regarding the accounts.

**Managers are to give both names to the treasurer, Kim Ford** at [highlanders.treasurer@gmail.com](mailto:highlanders.treasurer@gmail.com) to start the process.

CMLA will provide a letter to forward to TD Bank giving both parties permission to be signers on the account.

All signors must have a TD profile if they do not bank with TD. Managers and signors can visit any TD branch to create a profile if do not have one. A valid TD profile and it must include:

1. Full legal name and Date of Birth
2. Update employment history
3. Update the residential address and how long have been living there.
4. Your email and cell number
5. A photo ID.

Manager will contact **Cam Tran** at [Cam.Tran@td.com](mailto:Cam.Tran@td.com) to set up an account.

Once the account is open, cheques can be ordered at any TD branch or via the TD Customer Service Line.

Families can e-transfer to the email account associated with the team account, pay cash or can write a cheque to (Ex: Cambridge Minor Lacrosse U11-1). All cheques from the team account to the CMLA will be made to **Cambridge Minor Lacrosse Inc.**

#### BUDGETS AND FINANCIAL STATEMENTS:

Before your first team meeting, please email the budget to Kim for approval.

Please present all budgets this first meeting and receive approval from all families.

#### FEES TO CMLA:

CMLA Requires a Rep Travel Fee to offset costs of running a Rep Team. This fee includes ALL carding fees, insurance, zone fees, zone playoffs and the Provincial tournament in August.

- U7 Select: \$160/player
- U9-U15: \$220/player
- U17 & U22 fees are included in their registration fees

A Jersey Rental Fee of \$60/player is also required. Captain ("C") and Assistant ("A") letters/patches must be sewn onto jerseys if used. They cannot be glued or ironed on. These must be removed at the end of the season before returning jerseys.

Travel Fees and Jersey Rental Fees to be paid to CMLA on or **before May 15<sup>th</sup>**.

The CMLA has advanced the payment for your team's tournaments. Tournament Fees to be paid to CMLA by **June 1<sup>st</sup>**. All extra floor time/referee payments will be billed to your team and will be paid at the end of the season.

All bank accounts must be closed **by August 31**. Team accounts should not be charged bank fees. If you see that there are addition charges, please contact Cam Tran and he will reverse the charges. All teams must present a closing financial statement to all families at the end of the season.



**LACROSSE CANADA  
CROSSE CANADA**

## 2024 REQUEST FOR GOALKEEPER EQUIPMENT EXEMPTION

**Valid for the 2024 playing season only**

This form will not be accepted without photographs of the goalie in equipment.

**Please submit form to [wendyd@lacrosse.ca](mailto:wendyd@lacrosse.ca) by **May 31, 2024****

**Late submissions will not be accepted**

Player Name: \_\_\_\_\_

Address: \_\_\_\_\_

Player Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Exemptions applying for (please check all that apply)**

**Size of equipment permitted  
based on height**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Shoulder Pads

Leg Guards

Pants

**Size of equipment  
requested**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**Reason for request:** Please explain in detail why the larger size is required.


Parent/Player Contact Email: \_\_\_\_\_

Local Association Contact Email: \_\_\_\_\_

\_\_\_\_\_  
Local Association President Name  
(Please Print)

\_\_\_\_\_  
Local Association President Signature

\_\_\_\_\_  
Member Association Signature

Approved by LC

Not Approved by LC

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
S&E Committee Chair Signature



## 2023 Ontario Lacrosse "A" Qualifiers Provincial Championship Entry Form

### Ontario Lacrosse "A" Dates:

*First Weekend:*

**July 7-9**      Whitby, ON

*Second Weekend:*

**July 21-23**      Kitchener, ON

*Final Six Weekend:*

**August 4-6**      Whitby, ON

### "A" Qualifiers Entry Deadlines & Fees:

1. Teams entering the Ontario Lacrosse "A" Qualifiers Provincial Championships must submit their Entry Form and Entry Fees to the Ontario Lacrosse Association through their Club President. Do not include any teams that are attending the Ontario Lacrosse Festival on this form.
2. Any team that withdraws from the Ontario Lacrosse Provincial Championship after June 23<sup>rd</sup>, 2023 will forfeit its bond, and the association will be required to pay a fine of \$750.00 per team.
3. Any rule, policy, procedure, bylaw, regulation or conduct violation that results in a fine (including forfeits or defaults) will be invoiced to each Club following the Ontario Lacrosse Provincial Championships.
4. **Entry Deadline + Fee Deadline: June 15<sup>th</sup>, 2022 at 4:00pm (MR 1.09)**



Division	# of Minor Box Teams
U13	
U15	
U17	

**Total Number of Teams:**

× \$750.00/team =



By completing and submitting this form on behalf of **TYPE FULL ASSOCIATION NAME HERE**, I certify that the above number of teams will participate in the 2023 Ontario Lacrosse "A" Qualifiers.

Email all completed forms and payment to [fiona@ontariolacrosse.com](mailto:fiona@ontariolacrosse.com). Clubs are responsible for submitting full payment for all team entries to the OLA with this form. Payment options are cheque, e-transfer or Peloton transfer. The deadline to submit this form along with full payment is Thursday, June 15<sup>th</sup> (MR1.09) at 4:00 PM.

## Ontario Lacrosse Association Social Media Policy



All of us are very passionate about our involvement with lacrosse. At the Ontario Lacrosse Association, we believe that having a positive online presence is an important tool in our mission to “grow the game” – everyone is encouraged to tell the world about lacrosse and share their passion. Whether you do so by participating in a blog, a wiki, an online social network or any other form of online discussion is up to you.

That said, social media has changed the way that we talk to each other. In order to avoid any problems or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when you are posting on the internet as an identifiable member of the Ontario Lacrosse Association. Our social media policy covers all OLA members, including players, coaches, referees, volunteers who have signed a membership agreement or operate in any capacity on behalf of the Ontario Lacrosse Association. Non-compliance with this policy may be considered as misconduct, harassment, or in certain circumstances, contravention of the law.

Social Media may include (but is not limited to):

- Social networking sites (including Facebook, Twitter and Snapchat)
- Photo and video sharing sites (including Instagram, YouTube and Flickr)
- Personal blogs (including personal websites and podcasts)
- Public discussions and collaborations (including comments posted to news stories, forums and wikis)
- Any other form of mediated communication not covered under these guidelines

1. **Know the rules.** Familiarize yourself with and follow the Ontario Lacrosse Association Code of Conduct and Harassment Policy (which are in effect in both the real world and the online world). It’s perfectly fine to talk about your team/association/league/etc. and have healthy dialogue with the community, but it is not okay to use personal insults, obscenities, or engage in any conduct that would not be acceptable within an arena or field. Everyone who participates online appreciates and deserves respect and encouragement. Avoid posting anything that the average person believes could embarrass or disgrace our members, associations, affiliates, sponsors, partners and/or the game.
2. **Be a leader.** If you are selected to be the official spokesperson or member of a social media committee for a team/association/league/etc., be mindful of the fact that your posts represent everyone within the group that you belong to. Avoid engaging in offensive behaviour of any kind.
3. **Everything is public.** Be aware of perceptions. If you join a discussion, your audience may view your participation as acceptance of the posted views. Once you’ve clicked “send,” you can’t take it back. Even if you use privacy tools, assume that everything you write, exchange or receive online is public.
4. **Not everything is public.** The Ontario Lacrosse Association maintains a privacy policy which specifically forbids the sharing of personal or otherwise confidential information. It’s everyone’s job to protect this information and to prevent its use from promoting personal agendas or causes.
5. **Heads Up!** Be aware that non-lacrosse people will associate you with our sport when you identify yourself as such. Please ensure that all content that you post or engage with is consistent with our mission to grow the game. Everyone has the opportunity to be a great ambassador for lacrosse!
6. **Respect copyright.** If it’s not yours, don’t use it without asking permission and attributing the source.
7. **Be responsible.** You are personally responsible for the content that you publish. Common sense is a huge factor; if you find yourself wondering whether or not you should post something, review it. If you are still unsure and the content could be considered related to your team/association/league/etc., talk to your association representative, zone director, league commissioner or any staff person with the Ontario Lacrosse Association before clicking “send.”
8. **Consider the consequences.** Ontario Lacrosse Association members who use social media sites are required to follow the OLA’s Code of Conduct. This means that your interactions (and the content you exchange) could be subject to discipline through your team/association/league/etc., and/or through the Ontario Lacrosse Association under the OLA’s Bylaws, Rules and/or Regulations. Always think before you post!



## OLA Suspension Guidelines

<https://ontariolacrosse.com/content/administration/admin-documentation/2018-documentation/ola-suspension-guidelines-2018.pdf>

## OLA Minor Box Automatic Discipline Policy

<https://ontariolacrosse.com/content/administration/admin-documentation/tournament-directors-area/automatic-minor-discipline-policy-2023.pdf>

## OLA Minor Box Supplemental Discipline Policy-Team Penalty Minute Totals

<https://ontariolacrosse.com/content/administration/total-penalty-minutes-policy-1.pdf>

## CMLA Code of Conduct Contract

[https://cambridgeminorlacrosse.com/Public/Documents/manager/CMLA\\_code\\_of\\_conduct\\_contract.pdf](https://cambridgeminorlacrosse.com/Public/Documents/manager/CMLA_code_of_conduct_contract.pdf)

## Player Medical Information Form

[https://cambridgeminorlacrosse.com/Public/Documents/CMLA\\_med\\_form.pdf](https://cambridgeminorlacrosse.com/Public/Documents/CMLA_med_form.pdf)