



Sarnia Minor Lacrosse Association Policies & Procedures

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SECTION 1: GENERAL

1.01 Guidelines of this Document

These Policies and Procedures are intended to work with and support the Sarnia Minor Lacrosse Association (SMLA) Constitution & Bylaws. At no time shall the Policies and Procedures take precedence over the SMLA Constitution & Bylaws.

These Policies and Procedures are further intended to work as a guideline to the SMLA Board of Directors. The Board of Directors cannot determine all foreseeable situations. The Board of Directors reserves the right to evaluate and remedy at its sole discretion all variances from this document and on a case-by-case basis and render decisions it deems in the best interest of the SMLA.

1.02 Current Year & Season Start Date

The current Sarnia Minor Lacrosse Association Year shall be deemed the current calendar year that a Playing Member has registered to play lacrosse with the Sarnia Minor Lacrosse Association.

The Current Year's Season Start Date for SMLA Representative Teams/Players shall be the first scheduled floor time of a Playing Members Rep. Team after the SMLA scheduled selection/tryout floor times.

The Current Year's Season Start Date for the SMLA Fundamentals Program shall be the first scheduled floor time for a Playing Members age group.

SECTION 2: SMLA REPRESENTATIVE TEAMS

2.01 Rosters for Rep. Teams

Rep. Teams may carry the maximum number of players allowed by the OLA. The Board of Directors would like to see all Tier 1 Teams make a fully competitive team. It is requested the team take a minimum of 15 runners and 1 goalie. All Tier 2 Teams are to take a full complement of 18 runners, and 2 goalies (if available) and no less than 12 runners and 1 goalie. Under certain circumstances and based on registration, the Board of Directors may alter team numbers. Placement on a roster does not imply the player will dress for every game. It is preferred, but not mandatory, that the players dressed for the game are those players who "earned" their place on the roster through "hard work". All Tier 1 Rep. Teams must provide a roster to the Registrar by May 1st. All Tier 2 Rep. Teams must provide a roster to the Registrar by May 15th.

2.02 Tryouts and Selection for Rep. Teams

The SMLA will schedule a minimum of 3 tryouts prior to the beginning of the current lacrosse season. Coaching staffs are expected to complete their rosters no later than 24 hours after their

final scheduled tryouts. Players must attend a minimum of 2 out of 3 Tier 1 tryouts in their age category to be eligible to be released to the Tier 2 team if there is one for that age category.

All Member players will be allowed to attend the first two (2) Tier 1 Team tryouts before being released to the Tier 2 Team in their age category. When a player attends a tryout session, it is with the understanding that the player is attempting to obtain a roster spot at that level.

In keeping with this principle, when a player attends tryouts at the Tier 1 level and is offered a roster position at that level and declines that roster position, the player will be considered as refusing an assignment with the Representative program. As such the player will be automatically released from the Representative program and will need to request a refund. That player will not be permitted to try out at any lower level.

*EXAMPLE: A player attends **Peewee** **U13 Tier 1** tryouts and is offered a roster spot but refuses, stating that they want to play Tier 2. This player will be released from the Representative program, and not **be** allowed to try out for the Tier 2 team.*

Members of the Board of Directors or Members of another team's management will take no action or speak no words to influence the selection of players for a particular Rep Team. Player selection is the responsibility of the particular Rep. Team's coaching staff. This does not preclude a coach from requesting unbiased information from a former coach, as long as the information is restricted to the player's attributes as defined in the SMLA Mission Statement.

Parents are not to contact coaches at any point in time prior to or during tryouts to request their child is released from one team to go to another.

Team selection is at the sole discretion of the particular Rep. Teams coaching staff. In all instances of dispute, the Board of Directors shall have the final decision subject to review.

2.03 Fair Playing Time

Rep. Team players will receive essentially fair playing time in all exhibition games, Zone games, Zone Finals Days and tournament games. If the score is "out of hand" the coaching staff can use their discretion to give more floor time to weaker players. In Zone Finals Days elimination games and during Invitational Tournament play including the Provincial Festival, playing time is at the coach's discretion. It is expected the coaches will use good judgment, discretion and sound reasoning to determine playing time in those situations.

The policy also applies to bringing call up players (AP's) out to games and then not playing them. This is not appropriate. Likewise, it is not appropriate to give call up players more playing time than the teams rostered players. Fair playing time is to be given to all players participating in each game, not necessarily equal playing time.

Fair playing time does not apply in those situations where players are being disciplined by the teams coaching staff or the SMLA, or for a player missing numerous games or practices.

2.04 Dress Code and Uniforms

Players and Coaching Staff are expected to wear SMLA apparel designated for that season by the Board of Directors.

Rep. Team uniforms shall be comprised composed of the SMLA Team Jerseys, SMLA Team athletic shorts, like colored socks and other equipment required by the governing bodies. Shorts must be the same for all team members and must be approved by the Board of Directors. Players may be required to purchase additional SMLA Team Jerseys and SMLA Team athletic shorts if they lose their issued set. Arm bands, leg bands, kerchiefs and other extraneous items that would be visible and have no medical or health basis will not be worn unless approved by the Board of Directors.

2.05 Practice and Game Commitment

For Rep. Team players, the expectation is that they will attend all games and practices. If the player has a conflict with another activity or obligation, it will be is expected they will fill the lacrosse commitment first, unless they have received approval from the coach ahead of time.

2.06 Practices

All players are expected to be at regularly scheduled practices unless they notify their coach beforehand. It is within the coach's role to discipline players who miss practice without notification or who do not put forth a consistent effort to be at practice or a consistent and diligent effort in practice. Such discipline may include sitting out games. Repeated violations, at the discretion of the coach, will result in a Disciplinary Hearing. Coaches should keep in mind that as players get older; more conflicts may arise between practice time and work commitments, etc. Discretion should be used in these situations.

Rep. Team practices are comprised composed of two parts: (1) on-floor practice and (2) conditioning. Floor time should not be used for conditioning drills. Drills used for conditioning during floor time must be based on skill development (e.g. ball handling). Floor time should not be used for conditioning drills, which are punitive.

The conditioning element of a practice should occur immediately before or after the scheduled practice. Conditioning should not last more than forty-five minutes. The conditioning element is mandatory for all players.

2.07 Pre-Game Requirements

Players are expected to be appropriately dressed for warm-up activities forty-five minutes before the start of any game. Coaches may use their discretion to shorten this time to a minimum of thirty minutes to take into account distance traveled, time of the game, type of game, etc. Warm-up activities are mandatory and must be systematic and constructive.

2.08 Change Rooms

All Members of the SMLA are expected to keep change rooms clean during their use. It is proper etiquette that SMLA teams using change rooms, particularly in other venues, keep the

floors clean of tape and other debris. Teams that continually ignore this etiquette will be subject to disciplinary action.

When an adult, team management or otherwise is present in a change room, there must be at least one other adult (18 years of age) with them.

In female dressing rooms there must always be a female present over the age of 18 when another adult, team management or otherwise is present.

Any SMLA Member who willfully damages, defaces, or vandalizes change rooms or arena property will be subject to a Disciplinary Hearing.

SMLA Members are not to use lacrosse balls in the change rooms or any place in the arena other than the playing surface. This includes arenas at other venues.

There are to be no video recording devices in change rooms including video recording cell phones.

2.09 Curfews

Team management can use curfews in the management of a team. Curfews must be reasonable and must take into consideration the age level of the players. Curfews are to be used as preparation for games from a health point of view, not as a control of the players' social lives. Curfews are not to be used as a punitive measure for uninspired or undisciplined play. Team management must use common sense in setting curfews so there is a balance between team commitments and recreation.

2.10 Equipment

All SMLA equipment loaned to Members, players and team management remain the property of the SMLA and must be returned in good repair at the end of the season during the time posted by the Equipment Director. Members will provide a postdated cherub to cover the cost of their Rep. Team Jersey in the amount of the current replacement value. This amount will be determined each season according to the Board of Directors. This post-dated cherub must be provided to the SMLA held in the care of the member's team management as insurance for the asset prior to the player stepping on the floor for the season's first game. Team Manager's will provide confirmation to the Board of Directors of receiving the postdated cherub. Goalies will continue to need to provide a separate post-dated cherub for the cost of replacing the loaned equipment as set by the current Board of Directors.

The Equipment Director must approve any modifications to loaned equipment. Modifications to suit an individual's needs are at the expense of the player, unless otherwise approved by the Equipment Director. Unapproved Modifications that result in a players OLA expulsion and/or fines will be the sole responsibility of the player found in violation.

2.11 Fundraising

Members may not engage in fundraising activities for the respective teams without approval of the Board of Directors. This does not prohibit teams from having “internal” (within the team) fundraising activities, such as 20/20 draws. TO DISCUSS If a team wishes to do fundraising other than internal, they must submit an explanation and a full budget outline to the Board of Directors for approval before it begins. Any external fundraising that has been approved by the SMLA requires the team to submit a monthly report to the Board of Directors including a year’s end report. All fundraising is deemed completely voluntary and no member shall be made to fundraise for their respective team.

2.12 Team Finances

Rep. Team players are responsible for their individual transportation, meal and accommodation expenses associated with tournaments and out-of-town games.

Rep. Teams may set an additional internal budget to cover costs such as photocopying, game refreshments, etc. All budgets must be submitted to the Board of Directors by May 1st, and be approved by the Board of Directors.

Team managers need to open a bank account for their team finances that has a 2nd signer for cheque’s or withdraws. Team assessments will be paid by the team members to the team account and then the team manager and 2nd signer will give one cheque to the association from the team account at a designated meeting.

Rep. Teams are required to provide the Executive Board with a final statement of their team’s account by August 31st of that season or at the last Executive meeting of the season held in August.

2.13 Non-Parent Coaches

Non-Parent coaches may submit to the Board of Directors a SMLA Expense Form with hotel receipt(s) to receive 50% of the cost of accommodation expenses for three out-of-town tournaments, including Provincials.

If there are multiple non-parent coaches on one team we request that rooms are shared between these coaches when away.

The deadline for all non-parent coach reimbursements will be the 4th Sunday in August so that they may be paid out prior to the SMLA Annual General Meeting of the current year.

2.14 Expectations of a Player

A player is expected to display good sportsmanship at all times. The player must cooperate with the coaches, team-management and teammates. A player must respect the decisions of the referees and others that are involved in the officiating and administration of the game. The player agrees to abide by the Policies and Procedures described herein. All players must remember they are representing the City of Sarnia and Lambton County and the SMLA and

behave accordingly. The players must sign and follow the Players Code of Conduct each year, and return the signed copies to the team management.

2.15 Expectations of the Parents

Parents play a significant role in their child's enjoyment and success in lacrosse. Parents must realize that if their child is going to learn the game, they must allow the coach to do their job. The young athlete cannot play for a "coach on the bench" and a "coach in the stands". Parents must be considerate of the coaches, game officials, referees and opposing players and spectators. Parents are expected to display the virtues of sportsmanship, fair play, courtesy and respect. Parents must sign and follow the Parents Code of Conduct [and Zero Tolerance Policy](#) each year, and return the signed copy to the team manager.

SECTION 3: PLAYER PLAYING CATEGORY

3.01 Playing in a Different Age Category

Fundamentals age Members (ages 3-6) may play in combined age categories, such as Soft-Paperweight, if registration results warrant it. In these situations, every effort should be made to keep the competitive level equal. This may mean matching lines during game time for example; a 3-5-year-old line versus a 3-5-year-old line. An individual player may be placed in a higher or lower age category if the skill and maturation level indicates it.

As a general practice Rep. Team players will not be registered on a team above their respective age category. This does not prevent a player from being "called up" periodically when unforeseen circumstances arise for another team. This "call up" must not interfere with their obligation to their appropriate team, and the "call up" must not be used excessively. The "call up" requires approval from their Head Coach. Such approval will not be withheld unnecessarily but will be based on such conditions as attitude, attendance etc. Also, any player wishing to play with the Point Edward Pacers JR B Team must obtain written approval from the **Board of Directors (see 6.03 Junior Lacrosse Play Policy)**.

Rep players may play with a Rep. Team above their age category on a more permanent basis during the season by considering the following conditions:

- ☐ The player's absence will not have a significant impact on their age-level Rep. Team. Such as causing a Rep. Team to fold due to lack of numbers
- ☐ The player's skill level is so advanced that playing at their respective age-level will not promote further development of the skills (the player's skill level must be compared to Provincial skill levels, not local skill levels)
- ☐ The above-age team cannot compete without the player
- ☐ The players respective age-level team is not offered

Rep. Team players wishing to play in an above-age category must request approval, in writing, from the Board of Directors. The Board of Directors will consider the above points of emphasis in making its decision. Note: the onus is on the player to justify why they should be allowed to move up an age category, and this will be a permanent move. If a player is approved to move

up, the approval is for that season only, the player may not voluntarily “move down” if not satisfied with the above-age category.

3.02 Player Call up Procedure

No player shall be permitted to play as a call up without the written or electronic (email, text, etc.) consent of their Head Coach prior to taking the floor for any game or practice.

Head Coaches requesting a call up player from a Tier 2 Rep. Team in the same age category or the age category below shall ask permission from the player to be called up’s Head Coach prior to approaching the player in question.

It shall be the decision of the Head Coach requesting the player to be called up which player(s) he chooses to request.

It shall be the decision of the Head Coach of the requested player(s) whether the requested player(s) are approved to be called up. Such approval will not be withheld unnecessarily and will be based on such conditions as attitude, attendance and performance, etc.

No SMLA Coach will stop a player from the opportunity to advance their playing career without a legitimate reason. In all instances of dispute, the Director of Rep. Lacrosse or in their absence the President shall have the final decision. In the event the Director of Rep. Lacrosse has a conflict of interest the President shall have the final decision, subject to review by the Board of Directors.

If a call up player is used for any reason by the requesting team deemed unfit by the SMLA Board of Directors, there shall be an immediate movement freeze for the team involved and investigation launched by the President.

3.03 Junior Lacrosse Play Policy

No SMLA Member player will be permitted to play for a Junior Team without written or electronic (email text, etc.) **consent from the Director of Rep. Lacrosse.** In the absence of the Director of Rep. Lacrosse the President will step in.

No SMLA Member player will play for a Junior Team unless they are fulfilling their SMLA Rep. Team commitments (all practices/games) unless authorized by their SMLA Head Coach and the Director of Rep. Lacrosse or designate.

It will be the responsibility of the SMLA Head Coach to communicate to the Director of Rep. Lacrosse or designate any reason(s) why the player should not have the opportunity to play with a Junior Team.

No SMLA coach will stop a player from an opportunity to advance their playing career without a legitimate reason. In all instances of dispute, the Director of Rep. Lacrosse or in their absence the President shall have the final decision. In the event the Director of Rep. Lacrosse has a conflict of interest the President shall have the final decision, subject to review by the Board of Directors.

If an SMLA player is used for any reason by a Junior Team deemed unfit by the SMLA Board of Directors, there will be a movement freeze until further investigation by the President, subject to review by the Board of Directors.

Any other violation of this agreement will also result in a player movement freeze for the remainder of the current season.

3.04 Player Release Policy

All member release requests will follow the procedures and guidelines set by the OLA. Members requesting a release will be charged a \$50.00 non-refundable fee to SMLA prior to the Executive Board hearing the release request. After said hearing, all releases will be denied and members requesting the release can appeal to the Zone as per OLA rules.

SECTION 4: COACHES AND TEAM MANAGEMENT

4.01 Coaching Selection

Head Coaching selection will be completed by the current Board of Directors. If a vote is required to determine the Head Coach of a team only Board of Directors may vote. Directors with a conflict of interest may not vote (see section 3.10 Conflicts of Interest of the Constitution and Bylaws). The format is to be decided by the current Board of Directors and may change from time to time. By the November Board of Directors Meeting the meeting minutes from the October Board of Directors Meeting should reflect the process that will be followed for the upcoming coach selection process.

The Board of Directors will advertise within the community during the month of October for coaching applicants. Applications for coaching positions are to be written or electronically sent to the President or designate by the advertised deadline, following the outlined criteria laid out in the advertisement.

Applicants must fill out and submit the Coaches Application by the advertised deadline. Returning coaches from the previous season will not be required to fill out the application. We will accept an email as their application for which team they are applying for with any up to date information regarding the coach. This procedure can change at the Board of Directors discretion.

All applicants, regardless of their experience or past affiliation with the SMLA, shall submit a completed Coaches Application form by the advertised deadline and shall take part in an interview process, even if there is a sole applicant. Regardless of the number of applicants for a position, the Board of Directors is not obligated to confirm an applicant for that position, and reserves the right to continue to search for a suitable applicant.

The Rep. Director will coordinate an interview committee consisting of a minimum of three (3) members to be approved by the Board.

“While the Board of Directors can adjust procedures for the coach selection process, the following framework will be followed:

- *formation of a Selection Committee
- *advertising for coaching applications
- *accepting applications (in confidence)
- *completing the interview process
- *presentation of impressions to the Board of Directors (and if requested, non-binding recommendations)
- *voting to confirm the positions

It is the responsibility of a team’s selected Head Coach to submit a Team Management Roster for Executive Board approval including but not limited to a:

- ☐ Head Coach
- ☐ Assistant Coach
- ☐ Trainer
- ☐ Team Manager

All team personnel with the SMLA will be required to provide a Vulnerable Sector Check at the SMLA cost. Returning coaches must sign an affidavit stating to the best of their knowledge their Vulnerable Sector Check should not have changed.

4.02 Expectations of Coaches and Team Management

The Team Officials must first realize that their player’s parents have entrusted the players on their respective teams to them. Team Officials are expected to teach by example, the virtues of sportsmanship and fair play as well as courtesy and respect for teammates, officials, opposing players and the game of lacrosse. Team Officials are responsible for instructing the team, for improving their skills and knowledge of lacrosse and for player conduct relative to the game. Team Officials will manage the team as practical as possible, as defined within these Policies and Procedures as well as those defined by the Ontario Lacrosse Association (OLA) and Canadian Lacrosse Association (CLA). Team Management must sign and follow the Coaches Code of Conduct each year, and return the signed copies to the Director of Rep. Lacrosse or designate. A copy of the Zone 7 Coach and Referee Handbook will be given to each team at the beginning of the season. The Sarnia Minor Lacrosse Association Constitution and Bylaws is also to be made available via the SMLA website. The entire Team Management must be knowledgeable about the content of both.

The Board of Directors expects Team Management to reach for the highest caliber of play possible for their respective teams.

4.03 Game Results Reporting

Game scores must be electronically posted online via the website within twenty-four hours of game completion. Home teams are responsible for reporting scores. A copy of the game sheet must be submitted by the team to the SMLA designated mailbox immediately following the game.

Game Misconducts must be reported to the Director of Rep. Lacrosse and President immediately following the game in which it occurred along with a copy of the front and back of the game sheet.

The Director of Rep. Lacrosse or President is required to submit these game sheets bi-weekly to the Zone 7 Technical Director via mail. Any Game Misconducts need to be reported immediately to the Technical Director along with a copy of the game sheet.

4.04 Tournament Deadlines & Selection

All coaches/team officials need to have secured a minimum of 2 tournaments by Feb 1st of the current lacrosse season. Failure to do so may result in the SMLA Board of Directors selecting the tournaments. If coaches fail to fulfill their responsibilities, they can be replaced at the Board of Directors discretion. The Rep Director will review each team's proposed tournament selection to ensure that competitive balance is met prior to Jan. 15.

4.05 Games/Practices

No games or practices can be cancelled without good reason and authorization from the Board of Directors. Coaches do not have the authority to cancel practices or move it to another venue without prior approval.

If players are expected to be at the arena 45 minutes prior to their practice or game times the coach must also be at the arena at this time to supervise their team. Players are not to be left unattended at any facility.