



## ST. ALBRT RAMS LACROSSE CLUB POLICIES AND REGULATIONS

### **REGULATION 1: MEMBERSHIP**

- A) A member shall be: Any family registered with the RAMS 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 RAMS executive committee before each new box lacrosse year.

### **REGULATION 2: MEMBER RESPONSIBILITY**

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

### **REGULATION 3: REGISTRATION**

- A) Fees: RAMS player fees will consist of RAMS player registration fee, volunteer bond, raffle ticket costs and any other cost as determined by the RAMS executive committee. Any and all CLA and ALA registration fees are included in the player registration fee. Registration fees will be set prior to registration and will be based on estimated cost of running the club. A \$100.00 late registration penalty will be imposed on all registrations received after the last day of February with the exception of Mini-Tyke and Tyke divisions.
- B) Code of Conduct Agreement: A player may be denied access to the playing floor if the Parent and Player Code of Conduct have not been completed prior to the players first scheduled floor time.
- C) Refunds: After registration, any refund given must have any and all CLA and ALA registration fees deducted from the refund. Refunds will consist of the remaining money after deductions and will only be given up to the conclusion of the fourth week of April. In the case of an injury that leaves a player unable to complete the season, fees will be pro-rated, and the amount of refund will be at the discretion of the RAMS board. A request for refund, as a result of injury, must be received in writing accompanied by a signed doctor's note.
- D) Deadline for fees: Registration open date will be set by the Board each year with the deadline for early registration being the last day of February, after which a \$100.00 late penalty will be added to the registration cost for that player, with the exception of Mini-tyke and Tyke players.



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- E) **Helping Hand Payment Plans:** If full payment cannot be made for financial reasons, an alternative arrangement must be made with the Co-Presidents and the Treasurer. If the payment arrangement is not honored, the player's registration with the RAMS will be void and the player will be denied access to the floor. Any requests for "Helping Hand" payment plans must be received prior to the player's first evaluation floor time and in writing. The payment deadline for any of these "Helping Hand" payment plans must be final by May 10th, of each season. If not fully paid, the player will be denied access to the floor. The family will be given a refund that is prorated up to that date and the player will not be allowed to play for that season.
- F) **Outstanding Debts:** Any member who has outstanding debts to the RAMS, whether incurred as a consequence of registration or accrued during the season as a player, volunteer, or coach, shall be declared "Not in Good Standing". If the debt remains unpaid during the playing season 15 days after notice has been given to the member by the Treasurer or Co-Presidents; playing, coaching or volunteering privileges will be withdrawn immediately. The player, coach, or volunteer will be reinstated immediately unless it is past the drop dead date of May 15th of each season upon receipt by the treasurer of cash or certified cheque in the amount of the debt. A player, coach or volunteer who is no longer in good standing shall not be permitted to register for the next year of lacrosse unless the debt is paid in full prior to registration.
- G) **Waiting List:** Registrations will be accepted in a division up to the allotted team and roster size as set by the RAMS. Registration is accepted on a first come basis accompanied by full payment of fees up to the RAMS player registration deadline. If a division has full team rosters, then the Registrar will keep a wait list. In the event that a current registered player cancels his/her registration from the team within the GELC registration deadline, then we will contact people on the waiting list as they appear in the order they were placed on the list.

### **REGULATION 4: RULES OF PLAY and "FAIR PLAY"**

- A) The RAMS will follow all CLA, ALA and GELC rules of play at all times.
- B) The RAMS 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.  
The following is the RAMS philosophy of fair play:
  - I. Mini-Tyke/Tyke and Novice: Rolling lines at all times.
  - II. Peewee: Encourage rolling lines. Penalty kill line allowed, last 5 minutes of play is the coach's discretion for tournaments, playoffs, and important league games.
  - III. Bantam/Midget: Encourage rolling lines. Penalty kill and power play lines allowed, last 10 minutes of play is the coaches discretion for tournament, play-offs and important league games



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### **REGULATION 5: TOURNAMENTS**

- A) If traveling outside of Alberta, a travel permit must be obtained from the ALA. Please contact the Coaching Director for direction on how to obtain a travel permit.
- B) The RAMS Baggataway Tournament is an ALA sanctioned B and C level and Girls Tournament only. Peewee/Bantam/Midget A teams are not permitted. The RAMS will reimburse these teams to enter into one other tournament and will pay fees equivalent to the Baggataway Tournament fees for the specific age division of the team wishing to enter another tournament.

### **REGULATION 6: PARITY, RELEASES, PLAYER MOVEMENT and PERMISSION TO TRYOUT**

- A) Parity: In the event that there is more than one team declared in a division (Mini-Tyke/Tyke/Novice), the RAMS will take reasonable steps to ensure the teams are composed so there is reasonable parity between said teams. Wherever possible parity will be determined by evaluations completed by at least 3 evaluators that have no vested interest in the teams.
  - I. Mini Tyke: A team will be declared with the following minimum of 8 players and a second team will be declared at 16 players and so on.
  - II. Tyke: A team will be declared with the following minimum of 12 players and a second team will be declared at 24 players and so on.
  - III. Novice: A team will be declared with the following minimum of 12 players and a second team will be declared at 24 players and so on.
  - IV. Peewee: A team will be declared with the following minimum of 14 players and a second team will be declared at 28 players and so on.
  - V. Bantam: A team will be declared with the following minimum of 14 players and a second team will be declared at 28 players and so on.
  - VI. Midget: A team will be declared with the following minimum of 14 players and a second team will be declared at 28 players and so on.
- B) Releases:
  - 1. Releases will not be granted to any non-registered member of the RAMS.
  - 2. Releases will not be granted for any reason other than:
    - a. A player not making an 'A' team and wanting to try out for another team within the GELC decided by the GELC Box Committee.
    - b. A female registrant moving to play on a female team in the event that the RAMS are not able to provide a female team.
  - 3. A player who has been placed on a team waiting list - Players in a division which hold more than a playing roster of 20 players may be released if decided by the board.
- C) Player Movement: Players must be registered in their age division. Player movement may be allowed, (provided player movement satisfies the rules of movement as set by GELC and ALA) at the RAMS discretion.



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- D) Permission to tryout: Permission to try out for an “A” team will be granted to any player who requests it. Permission must be requested to and granted by the Co-Presidents of the RAMS. Once the player has successfully been accepted on to a team of which the RAMS does not provide, and the player has registered with the RAMS, the player will be conditionally released for one season to the receiving club. The only time a release will be denied is if that player would make the minimum number, as specified by the ALA, for the RAMS to declare a team in that division.

### **REGULATION 8: RAMS SAFETY AND EQUIPMENT**

- A) The RAMS requires all players to wear the necessary certified equipment, as specified by the ALA, at all games and practices.
- B) Mouth guards are mandatory at all times.
- C) Kneepads are recommended but not mandatory.
- D) Goalie equipment will be provided to goalies of the RAMS wherever possible. A \$250.00 deposit must be given before goalie gear is distributed. Gear must be returned at the end of the season in the same condition it was given and sanitized 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 jock/jill and helmet. Pee Wee and Bantam and Midget Goalies will also be responsible for providing their own stick if they are not satisfied with what the RAMS provide for them.
- E) 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 players/teams to ensure jerseys are washed and looked after properly. A \$75.00 jersey replacement fee will be collected for a lost or damaged jersey.
- F) Equipment Return- Coaches or Managers are to arrange the return of jerseys, goalie equipment, ball bags, first-aid kits and coaching supplies that were provided by the RAMS to the Equipment Director at the conclusion of the season as designated.



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### **REGULATION 10: COACHING REQUIREMENTS/ APPLICATION PROCESS**

- A) Coaching applications will be accepted up to the week prior to GELC's deadline to declare teams. Applications will be reviewed by the Coaching Director and Player Development Director to ensure that coaches have the required ALA Coaching Standard, as per GELC Regulations and ALA Regulations. The Directors will review all applications and make recommendations to the RAMS Board, which will then make the final decision on coach placements.
- B) Coaching applications must be submitted for all coaches regardless of past coaching experience with the RAMS.
- C) Coaching interviews will be conducted for all A level coaching positions. Interviews will be conducted by three executive members, with those members being selected by the Co-Presidents ensuring no conflicts of interest.
- D) All coaches are expected to follow the RAMS Regulation 4 – Rules of play.
- E) All coaches are expected to sign the RAMS Coaching Code of Conduct.
- F) All coaches are to provide the RAMS Coaching Director with a copy of their coaching certification or proof of taking a course and their criminal record check by May 15th of each year. 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.
- G) If a coach registers for a course and does not attend, they are responsible to pay the RAMS back the course fees.
- H) Each coach is required to continue to update their certification each year to keep up with coaching standards. If this is not complied with, please see 10(D)
- I) All coaches on the bench from Novice and up must have a coaching course and security check done. Mini Tyke and Tyke head coaches must have certification and security checks. All other assistant coaches must have security check done at the very least.
- J) Criminal record checks are valid for 2 years within the RAMS organization.
- K) All bench staff must be 16 years of age or older. Any coaching staff under the age of 18 are limited in their duties as a coach and will be considered "helpers".
- L) Under 18 years of age "helpers" are allowed to assist at practices in a mentoring role for teams that are at least one age division or more lower then the current division the "helper" is playing in. They are there to assist with the drills and be a good example to the younger players. They must have a helmet on at all times while assisting on the floor.



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### **REGULATION 11: DISCIPLINE ISSUES/ COMPLAINTS/ PROPER PROTOCOL**

#### **Player/ Coach/ General Member**

- A) Players, coaches, managers and general members shall conduct themselves according to the RAMS Code of Conduct at all times. Failure to adhere to this code may result in suspensions or removal from the RAMS and/ or its governing bodies.

#### **Discipline Procedure**

- A) Meeting with Co-Presidents to discuss the matter.
- B) Meeting of the Discipline Committee if required, to assess the discipline required. (Minutes of any such meeting will be held in confidence and made available only to the parties involved)
- C) A written report of the incident along with a written discipline order and any conditions that arise from the meeting of the Discipline Committee.
- D) Follow up by the Co-Presidents to ensure that all conditions are adhered to.
- E) Release report from the Co-Presidents to the Board of Directors, after all (A) conditions have been met. Final Reports are to be filed with the RAMS Board documents.
- F) Ongoing monitoring of the file by the Co-Presidents if required, or file closure.

#### **Discipline Action Appeals**

- A) Appeals to Discipline decisions made by the RAMS must be submitted, in writing, to the GELC.

***ALL DISCIPLINE ISSUES MUST BE REPORTED IN WRITING TO THE CO-PRESIDENTS TO BE CONSIDERED.***

***ALL DISCIPLINE ISSUES REMAIN CONFIDENTIAL  
TO THE BEST OF THE ABILITY OF THE RAMS***



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### **REGULATION 12: DOCUMENT CONTROL**

- A) Upon the resignation or termination of an executive member, ALL documentation and the RAMS belongings will be turned over to the RAMS board within 3 business days.
- B) The RAMS secretary will be responsible for maintaining all records and files on behalf of the RAMS.
- C) Supporting documentation will be held by the RAMS Co-Presidents so that in the event of loss while in the secretary's possession, back-up files will be maintained.

### **REGULATION 13: ALLOTTED FLOOR TIME PER DIVISION**

- A) All teams in the RAMS have been allotted one or two practice times a week, depending on the division. Time will be as follows: Mini-Tyke – 1 hour, Tyke - 1 hour, Novice/ Peewee/Midget - 2 hours.
- B) At times throughout the season accommodations to unexpected events will have to be made. The Scheduler will make efforts to ensure that any floor time taken away from a team for these unexpected events will be made up at another time slot.
- C) Any extra floor time over and above the allotted floor time will be purchased at the team's expense at half the rate that the RAMS pay.
- D) If a team misses a practice time without giving a two-week notice, they will be charged for the floor time.

### **REGULATION 14: FALL/WINTER LACROSSE**

- A) The RAMS may hold fall/winter lacrosse commencing in October and January each year. Information will be posted on our website at the earliest possible time. Fees will vary depending on location and program (i.e. specialized coaching, etc.). If a player was not registered in the previous season with the ALA, an additional insurance fee will apply.



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### **REGULATION 15: VOLUNTEERISM AND VOLUNTEER BONDS**

St. Albert Rams Lacrosse is a club that is operated solely by volunteers. To ensure that all aspects of the organization are managed efficiently, every member is asked to contribute to the club via volunteering.

- A) Each family is required to fill one club volunteer commitment per family for the season. The club volunteer commitment is to be completed within the calendar year of the season or by the evaluation period of the next season. A club volunteer commitment is a bingo, casino, Rush 50/50, tournament, evaluation table, or any event that is for the benefit of the club.
- B) Unless a child has a formal release from the Rams organization to another organization, the club volunteer commitment must be completed. Mergers with other clubs are not exempt from volunteering for the Rams club, as those players are still registered with the RAMS. Therefore, they are still members of the RAMS.
- C) Team specific duties such as timekeeping, scorekeeping, shot clock, washing jerseys, etc., are not included within the volunteer deposit. Help and cooperation on a team level, by parents, is necessary for a successful season.
- D) Club Volunteer Commitment Exemption: The only Rams member that is exempt from filling a club volunteer commitment is the Head Coach. An assistant coach may be exempt from fulfilling a club volunteer commitment if the assistant coach spends over 4 hours in a lacrosse coaching clinic in the current year. Proof of the clinic completion must be sent to the volunteer coordinator in order for the club volunteer commitment to be marked complete. All other members must fill a club volunteer commitment regardless of what position (manager, treasurer, assistant coach, etc) they hold on a team.
- E) Club Volunteer Shift Duration: A club volunteer shift is approximately 4 – 6 hours in duration. The duration may be less depending on scheduling.
- F) Volunteer Shift Credits: In special circumstances, where volunteer shifts can not be filled by someone filling a club volunteer commitment, a credit may be given to a club member who has already completed their volunteer commitment for the year.

The credits are as follows and may be used for the upcoming registration year:

4 – 6 hour shift = \$75

6.5 – 8 hour shift = \$100

Credits must be used within 2 years or the credit will expire. It is the responsibility of the Rams member to email the volunteer coordinator for their promo code before registration is submitted.

- G) Credits are non-transferable unless within the immediate family. A maximum of \$500 at one time can be accumulated. Credit can only be used for the purposes of registration. Credit cannot be used to pay off any debt owed to the club.



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- H) Failure to fulfill a Club Volunteer Commitment: A \$200 fee will be charged to the credit card on file if a club member:
  - a. Fails to reply to over two volunteer commitment request emails
  - b. Fails to show for their assigned shift without adequate notice (72 hours)
  - c. Cancels more than two shifts
- I) A player may be prohibited from participating in evaluations or practices/games the next season until the \$200 volunteer fee is paid. See regulation # 3(E).
- J) Opting out of a Club Volunteer Commitment: If a club member opts out of the mandatory club volunteer commitment, a volunteer fee of \$200 per player is in place. The volunteer fee will be charged to the credit card on file by the end of the current lacrosse season (June).