

CAMBRIDGE MINOR LACROSSE ASSOCIATION



Representative Teams Operations Manual

Coaches, Managers and Trainers

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Please remember that all of 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.

CMLA Representative Teams Rules & Guidelines

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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**2.0****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

CMLA Representative Teams Rules & Guidelines**3.0****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 manager and on floor help over 18 years of age) MUST have successfully completed:

- A Canadian Criminal Record Check in your own community
- Completed all proper credentials according to their role and
- Completed the online registration process.

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 promote the game of lacrosse at all times.

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 Team meetings) to communicate the season's expectations and 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 represent CMLA in a commendable manner at all times
- 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 at TD Bank, Cedar Street Branch (see section 15 Team Finances) with Parent Rep
- 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 S)
- 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)
- Be the communication link between parents and coaching staff
- Be the liaison between the team and CMLA
- Arrange team tournament accommodations (hotel block booking)
- Arrange for and receive approval for Exhibition games (see Appendix F/G)
- Set up and maintain team web page (see Appendix T)
- Reinforce the philosophy of the Head Coach and CMLA
- Provide and fill out game sheets at all home games, obtain game sheet and fill out visitor portion at away games
- **Report the results of ALL HOME AND AWAY GAMES in accordance with the Zone 8 and CMLA reporting policies (see Appendix H). Submission of game scores is due within 24 hours of game being played. Teams will be fined if this does not happen (see Appendix H)**
- Game sheets copies will go to
 - 1 - Home team,
 - 2 - Visiting team,
 - 3 - Home team executive (retain a copy from all games for the season for reference or if needed)
- 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):

- ensuring the completion of the OLA Participant Serious Injury Report form (Appendix Q) and advising parents of such responsibility
- Report to the Travel Director where a player or bench 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 (to be included in team budget)
- Ensuring a dr's note is provided by the Player and Parent before a player returns from an injury (ie: concussion, broken bone...) 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 (ie: changeroom) alone with a child that is not their player. Where this is unavoidable, leave the door 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.

CMLA Representative Teams Rules & Guidelines

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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 listing 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
- Only players that have been released by the One team shall be allowed to tryout for the Second team (players may not skip tryouts the first round of tryouts to 'make' the second team)
- 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 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

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 Coach. 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 appropriate Travel Director

- Travel Coaches must roster a minimum of thirteen (13) runners and two (2) goalies where available. Exceptions must be brought to the Board of Directors in writing for approval prior to any player being released to a second team
- In the event two teams are warranted in the same division and the registration numbers will not be sufficient for the aforementioned roster numbers, the teams shall be divided equal with the one (1) team 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 box roster listing (Appendix D) 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 players 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 Executive.

Declared roster size for **Travel 1 and 2 teams** will remain frozen until June 1st, the only exception being players which are an ‘AP Player’ from another CMLA team. Before the use if 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 players: name, Jersey number and date of birth

The Head Coaches of the “2” and “3” teams must endeavour to allow player movement and development. All coaches must however, 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 D) and email to the Travel Director
- Ensure that bench staff have obtained the proper credentials (coaches course, first aid, Police Check) 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) and binder) to the CMLA Executive

CMLA Representative Teams Rules & Guidelines

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8.0 Team and Movement of Players

MR4.01 A minimum of six (6) players, one of which must be a goaltender, must be dressed at game time. Penalty (\$250) is the forfeiture of the game Only players present at the start of the game may be listed on the game sheet, but additional players may be added as they arrive at any time during the game but must not play until their names have been added to the game sheet.

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

CMLA will permit movement of players, 'Call-ups', from the next lower age category team in the same organization in the following sequence:

FROM: A to A (5 players)

A to B (3 players)

FROM: B to A (5 players)

B to B (5 players)

B to C (3 players)

FROM: C to A (5 players)

C to B (5 players)

C to C (5 players)

C to D (3 players)

FROM: D to A (5 players)

D to B (5 players)

D to C (5 players)

D to D (5 players)

NOTE 1: Members of a minor box lacrosse provincial championship team, whose name appears on the game sheet for the deciding provincial championship game (and win the game) will NOT be eligible to participate in any other minor box lacrosse provincial championship tournament 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 a number of 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 a number of 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**

Teams are NOT permitted to book box floor time independently.

Travel teams will have a maximum 40 hours of home floor time + 2 exhibition home games paid for by CMLA. The 40 hours will include practices and approximately 5 home Zone games. 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 slot. Any floor time changes are to be forwarded to the Scheduler by either the Manager or Head Coach of the affected team(s). In the event floor time needs to be cancelled the city required 10 BUSINESS days to do so.

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 I).

All out of Zone games (exhibition games) must comply with the Zone 8 non-zone game policy and regulations (see Appendix F). These games are to be scheduled and arranged by the Scheduler ONLY.

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.

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

Paperweight Select - \$133 per game

Tyke & Novice - \$151 per game

Peewee & Bantam - \$155

Midget & Intermediate - \$163

CMLA will invoice all costs to the Team and one cheque is to be submitted to the Treasurer for each event. Exhibition games are to be arranged by the Coaches/Managers with existing floor times (using practice floor

times) or consult with the Scheduler for additional floor time if it can be arranged. All details (home/away, team, time, location) must be sent to the Scheduler for submission to the Zone President for approval. The scheduler will then confirm with the team and book refs and timekeepers.

Due to Insurance restrictions from the OLA, CMLA MUST be informed of all non floor related events. This will include dry land and team building events away from the arena, In order 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 (ie: shared floor time, outside practice...) contact the Travel Director Aaron O'Keefe (aok0314@gmail.com) immediately for resolution
- Last minute scheduling changes for practices (less than 10 business days), teams will be fined the cost of the floor (\$67) 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 H)
- In the event of a game and the visiting team does not show contact the CMLA Scheduler Kalin Wilson (cmla.scheduling@gmail.com)
- In the event a Game Official (ref/timekeeper/shot clock) does not show contact CMLA RIC Dylan Gillespie (ric@cambridgeminorlacrosse.com)

CMLA Representative Teams Rules & Guidelines

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11.0 Tournaments

CMLA will advance the cost for the entry and payment of **ONE** OLA sanctioned tournament selected by the coach. Coaches who have paid for the tournament will be reimbursed (ONE tournament only). Travel teams will be responsible for reimbursing CMLA this cost once the Teams are set and will need to be included in the Travel team fees. This will be due back in full by June 1st.

Please email the Travel Director and Scheduler all entries to Tournaments once confirmed. Zone Playoff Tournaments/Round Robin Play are MANDATORY for Tyke, Novice and Pee wee.

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

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12.0 Fiscal Responsibilities

Each Travel Team is required to pay to the CMLA an amount consisting of the teams OLA registration fees plus a portion of the other costs in establishing a rep team (ie: floor time, ref fees, equipment replenishment, etc) to be built into each players Team Fee, but paid to CMLA. 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 rep portion to the Treasurer. **CMLA Rep fee portion must be paid to the Treasurer BY May 22nd**

13.0 Non-Parent Expenses

CMLA Travel Teams will reimburse all team officials who are 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...)

CMLA Travel Teams will reimburse non-parent/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 coach (any others will not be accepted). Official receipts must accompany the expense/mileage form (see Appendix R) and will be paid out at the end of the season from the team budget.

All non-parent 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 totally separate.**

Each team is responsible for maintaining the team bank account. Three signatures are required on the account, the CMLA Treasurer, the **Team Manager** and the Team Parent Rep. The three 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 10th and CLOSED by August 31st as follows:

- Manager is to contact Sherry DaSilva (sherry.dasilva@td.com) to arrange a time for Manager and Parent Rep to meet to open account (sign off, collect cheque book...), set up and closing of account must take place at the 130 Cedar St Branch, but all other day to day banking may take place at any TD Branch
- Once Team Budgets are set families may pay their fees to the manager to be deposited into the team account
- CMLA Rep Fees are to be submitted to the Treasurer **on or before May 15th** with one cheque from the team account/cheque book, made out to Cambridge Minor Lacrosse
- Rep Fees are: Tyke/Novice/PW/Bantam - \$220 per player, Midget and Intermediate are included in their registration fees

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 also 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 such fines at the time of infraction as CMLA will be billed at a later date by the OLA for these fines. Fines to Zone 8 and the OLA will be paid by the player/coach involved and not from the Team bank account, and is to be submitted by the 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 the 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.

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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. Once approved the onus rests on the 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 Rep fees (\$210 PER PLAYER tyke-bantam)
- Tournament costs/fees
- Non-parent head coach (650.00 expense fees milage)
- Additional first aid supplies (if needed)
- Jersey deposit (\$500 per team)
- Team extras (banquet, team parties, additional floor time, coaches thank you gifts....)

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

1. At the start of the season at the parent meeting
2. By June 15th 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

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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 (Appendix M) must be adhered to. If the use of the Cambridge Minor Lacrosse Official Logo is to be used for your fundraising endeavours (ie: ticket printing, signage advertising...), permission of the use of the logo and its use 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 must independently arrange for Team Sponsorship if they choose. The sponsor must be approved by the Travel Director. The revenue received for the sponsorship must appear as revenue on the teams financial statement.

Sponsorship bars may be *professionally* placed/removed on Association jerseys if the minimum sponsorship amount of \$250 is given by one company or individual. 10% of the sponsorship must be provided to the board if sponsorship bars are used.

18.0 Parent Responsibilities

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

- Adhere to the Team commitment philosophy/rules outlined during tryouts, the parent meeting and any other CMLA event
- 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 (Appendix M)

19.0 Equipment

CMLA will order each Travel team jerseys as approved by the Executive and as needed for each year as well as lacrosse balls for practices and games and basic first aid kits. 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. All CMLA equipment must be returned at the conclusion of the season.

All players on the playing surface, on the players bench or in the penalty box **MUST** wear approved protective equipment at all times. CSA approved helmets with full-face masks and properly fixed chin-straps and mouth guards are mandatory for ALL players at ALL times during games and practices. Goalies must wear an approved throat protector and must also wear mouth guards. Goalies must wear division appropriate equipment (see Appendix P for CLA exemption form). There shall be no alteration to goaltender equipment which would be deemed illegal to the OLA.

20.0 Travel Apparel

Travel apparel includes:

- Team jersey issued by the CMLA
- CMLA approved Box game shorts
- Off floor CMLA travel shirt (to be worn to games and tournaments)
- Off floor khaki/beige shorts/pants
 - Game shorts and travel shirt to be purchased through approved vendor, with information to purchase provided by CMLA
- Off floor shorts/pants to be purchased at store of the players choosing but must meet CMLA standards for appropriate travel wear

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.

21.0 Player Mentoring

The Travel Director will attend the initial parent meeting to speak with parent and players for all teams. During the Bantam-Intermediate meetings the opportunity will be taken to discuss the opportunity for players to mentor Paperweight-Pee wee Teams and players. CMLA would like to encourage and ask that all coaches support their players, either volunteering their time in order to further future leadership, coaching and skill capabilities, or to simply give back to the younger players within CMLA. That being said, for younger coaches please use any potential volunteers 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 and possible coaches.

22.0 Behavior

Players, coaches and spectators are expected to abide by the CMLA Code of Conduct (Appendix M) and behave in a sportsmanlike manner at all times. 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.

Floor must be vacated at the designated time. **Supervision must be in place in all City Arenas in order to facilitate a respect for the building, arena staff and spectators.** Any and ALL damage incurred by a player will be the responsibility of the Team and 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 to keeping a close eye on ball use within and outside of the facilities in order 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. All coach selection grievances are to be dealt with by the CMLA Discipline Committee. Any other Travel Team related grievances are to be dealt with by the CMLA Discipline committee which is comprised of the Travel Director, President and the Vice President of the CMLA Executive.

If you receive a complaint 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 issue cannot be solved at the team level have the complainant 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 you do not receive prompt attention please forward the issue 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 for bench staff)

- Travel Director – Aaron O’Keefe – aok0314@gmail.com
- H/L Director – Kelly Gillespie – highlanders.localleague@gmail.com
- Scheduler – Kalin Wilson – cmla.scheduling@gmail.com
- Treasurer – Kim Ford – highlanders.treasurer@gmail.com
- RIC – Dylan Gillespie – ric@cambridgeminorlacrosse.com

2024 MANDATORY MINIMUM OLA COACHING REQUIREMENTS

BOX LACROSSE SECTORS

DIVISION COACHING IN CURRENT SEASON			
	PAPERWEIGHT, TYKE, NOVICE, PEE WEE	BANTAM, MIDGET, INTERMEDIATE	JUNIOR – MAJOR
1ST YEAR COACH MUST HAVE →	Community Development	Community Development	Community Development
2ND YEAR COACH MUST HAVE →	Community Development	Competitive Introduction	Competitive Introduction
NEW FOR 2016: MR 2.12[a] Maximum Bench Staff	4 Coaches + 1 Trainer	4 Coaches + 1 Trainer	5 Coaches + 1 Trainer

MINOR / MEN’S FIELD LACROSSE SECTORS

DIVISION COACHING IN CURRENT SEASON		
	U-9, U-11, U-13	U-15, U-17, U-19 JUNIOR, SENIOR
1ST YEAR COACH MUST HAVE →	Community Development	Community Development
2ND YEAR COACH MUST HAVE →	Community Development	Competitive Introduction

GIRL’S / WOMEN’S FIELD DIVISION

DIVISION COACHING IN CURRENT SEASON		
	U-9, U-11, U-13	U-15, U-17, U-19 JUNIOR, SENIOR
1ST YEAR COACH MUST HAVE →	Community Development	Community Development
2ND YEAR COACH MUST HAVE →	Community Development	Competitive Introduction

Appendix C - OLA "A" Qualifiers Sample Entry Form



2023 Ontario Lacrosse "A" Qualifiers Entry Form

Qualifiers First Weekend
Qualifiers Second Weekend
Final 6 PW / BTM / MGT

Entry Deadlines & Fees:

1. The top 16 teams in the Pee Wee, Bantam and Midget divisions will play in the Ontario Lacrosse "A" Qualifiers. These teams must submit their Entry Form and Entry Fees to the Ontario Lacrosse Association through the Association President.
 2. Any team that withdraws from the Ontario Lacrosse "A" Qualifiers after July 1st, 2023 will forfeit its bond, and its association will be required to pay a fine of \$800.00. Any rule, policy, procedure, bylaw, regulation or conduct violation that results in a fine (including forfeits or defaults) will be involved to each Association following the Ontario Lacrosse "A" Qualifiers.
- Entry Deadline + Fee Deadline: June 15th, 2023 at 4:00 PM (MR1.09)**

**Ontario Lacrosse
"A" Qualifiers
Team Entry Fee**

\$800.00/Team

Sample Form
Not available yet
2024 Form

Please print clearly. Do not use abbreviations for your Association.

	Number of Box Teams
Pee Wee	
Bantam	
Midget	

Number of teams	× \$800.00 = \$
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On behalf of the _____ Minor Lacrosse Association, I certify that the above number of teams will participate in the 2019 Ontario Lacrosse "A" Qualifiers Provincial Championships.

President Name	President Signature	Date
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OLA Non-Zone Game Guidelines (2023)



Non-Zone Games are Inter-Zone single games, which 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.

Non-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 Non-Zone Games. Officiating fees are required to be paid at the provincial rate under the current agreement schedule.

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

1. Fun Day requests must be submitted at least seven (7) calendar days in advance of the proposed game using online form (https://form.jotform.com/Ontario_Lacrosse/23-Non-Zone-Game-Request) Forms which are incomplete will not be approved.
2. Approval of Non-Zone Games will be issued within three (3) business days from the request submission date. Zone approval is required for both participating teams.
3. Recovery of costs (floor time, officials, etc.) are to be divided equally between both teams.
4. Game Sheet Inc. must be used to record Non-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.
5. 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.

BLOCKED DATES

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



Zone 8 Exhibition Form (2022)



All organizers of minor box zone exhibition games are required to follow the Ontario Lacrosse Association’s constitutional regulations related to games played inside of their zone’s regular schedule. These regulations apply to all 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 of zone exhibition games, or other specific circumstances should be directed to Zone 8 Director Eddy Jack (zoneeightlacrosse@gmail.com)

Zone 8 Centre	Club President	Email
Arthur	Christina Marshall	christinamg@hotmail.com
Brantford	Jessica Bates	Jessicabates2@gmail.com
Cambridge	Jeff Lankowski	Jeff.lankowski@gmail.com
Centre Wellington	Kacey Beirnes (VP)	
Guelph	Tricia Chilton	t_chilton@rogers.com
Kitchener	Kevin Schmitt	kwmlapresident@gmail.com
Milton	Lynette Lychy	Mmla.president@milton-mavericks.ca
North Perth	Kyle Machan	president@northperthoutlaws.ca
Owen Sound	Dwight Bryant	president@osml.ca
West Grey	Adam Croll	adamrcroll@gmail.com



Zone 8 Exhibition Game Form (Updated 2022)

Match Details:

Host Team _____ **Host Zone** Zone 8
Host Team Number _____ **Division of Play** _____
Visiting Team _____ **Visiting Team Zone** Zone 8
Visiting Team Number _____ **Date of Game** _____

Game Date and Time: _____

Game Location: _____
(Arena Name + Town)

Referee Assignor: _____
(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 Host 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 8 Director.



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) 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: _____



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.

OLA SUSPENSION GUIDELINES



All infractions (GRM'S and Match) are to be dealt with by the Discipline Committee with the Exception of “**MATCH PENALTY-RULE 62 MOLESTING OF AN OFFICIAL**” and “**GAME MISCONDUCT SEXUAL/RACIAL**”. This will automatically be a suspension until dealt with by the OLA.

OLA Suspension Guidelines: The Suspension Guidelines are published annually to ensure uniformity of enforcement across the province. All OLA members must follow the Suspension Guidelines as passed by the Corporation.

Fighting - Zone Play (anytime during the game)	Leaving the players bench illegally to become involved in an altercation in the arena (playing surface or stands) (60) 1st Fight - Expulsion + 1 game (+ fine) 2nd Fight - Expulsion + 2 games (+ fine) 3rd Fight - Expulsion + Discipline Hearing (+ fine)
Fighting Tournament / Provincials (anytime during the game)	Major + Game Misconduct + Disqualification from any further play in Tournament Major + Game Misconduct + Disqualification from any further Provincials play, in any age division in the current year
Fighting off the playing surface (45) Zone Play	Expulsion + 6 games (+ fine)
Tournaments	Major + Game Misconduct + Disqualification from any further tournament play
Provincials	Major + Game Misconduct + Disqualification from any further Provincial play in any age group in the current year
Leaving the penalty box illegally to become involved in an altercation in the arena (60)	Expulsion + 6 games (+ fine)
Bench Clearing	1st player off - expulsion + 6 games (+ fine) Team fine of \$200 plus indefinite suspension to the Head Coach (Discipline hearing 6 games)
Gross Misconduct	Discipline hearing - suspension three (3-5 games)
Match Penalty ie: stick swinging, spearing, deliberate injury, attempt to injure, butt-ending, etc...	Discipline hearing - suspension three (3-5 games)
Second Match Penalty	Indefinitely suspended until discipline hearing with OLA Discipline Committee. Advise the OLA office within 48 hours
Game Misconduct	Expulsion + 1 game (+ fine)
Third man in an altercation (67)	Expulsion + 2 games (+ fine)
NOTE: NOT DEALT WITH BY DISCIPLINE COMMITTEE AT TOURNAMENT	
Player, Coach or Other Club official striking a Game Official (62) (abuse of an official)	Indefinite suspension until dealt with by the OLA Discipline Committee Advise OLA office within 48 hours
Gross Misconduct - Racial/Sexual	Suspension until dealt with by the OLA Discipline Committee. Advise the OLA office within 48 hours

All suspensions are to be served consecutively, Zone → Tournament → Provincials. The only exception will be a suspension received in a QUALIFIER must be served QUALIFIERS/FINALS

ALL suspensions must be reported to the OLA Office within 48 hours
All other suspension procedures and details can be found on the OLA website

OLA Minor Box Automatic Discipline Policy

The Ontario Lacrosse Association's Automatic Discipline Policy is in effect for all participants (players, bench personnel, volunteers) of the Tyke, Novice, Pee Wee, Bantam, Midget, Intermediate and corresponding girls' divisions of OLA box lacrosse, whether or not the team's participants are "dressed" for the game or event, when competing in the following sanctioned occasions:

1. Exhibition / Pre-Season Games
2. Zone Games
3. Non-Zone Games
4. Invitational Tournaments
5. Ontario Lacrosse "A" Qualifiers
6. Ontario Lacrosse Provincial Championships

All fines and suspensions are automatic once they have been recorded on the OLA game sheet and signed off by the referees. It is the sole responsibility of the penalized team to adhere to the OLA's Minor Box Automatic Discipline Policy throughout the entire season. Discipline is assessed according to the attached charts, using the following guidelines:

1. Each participant's suspension record is maintained by the Zone Statistician (or designated zone executive) for the duration of the season;
2. Each participant's suspension is served in subsequent OLA-sanctioned previously scheduled exhibition, regular season, playoff and/or championship games until the suspension has been served in full, regardless of which calendar year the infraction occurred. Suspensions that are not served in the calendar year (by reason of injury, release, transfer, roster allocations or any other cause) will be carried over to any subsequent season of involvement, regardless in which division the suspension was assessed;
3. For suspensions assessed to an affiliated player competing for a higher category team, the suspension may be served in the division in which it was assessed or in the division in which the player is registered;
4. Suspensions may be served only in one division, and the participant may not compete in any division (in any capacity) until the suspension is served in its entirety;
5. Suspended participants may not compete while a suspension is under protest/appeal/review;
6. Automatic indefinite suspension* until a hearing chaired by the appropriate representative will be in effect for any Gross Misconducts and/or Match Penalty.

Associations and/or teams failing to adhere to this Automatic Discipline Policy may be subject to additional sanctions, based on the nature of the violation and any other mitigating circumstances deemed relevant by the Ontario Lacrosse Association, which may include one or a combination of:

- a. Additional suspensions assessed;
- b. Additional fines assessed;
- c. Forfeiture of the team's games;
- d. Forfeiture of the team's provincial championship series;
- e. Forfeiture of the association's performance bond;
- f. Any other discipline as deemed appropriate at the discretion of the OLA's VP of Minor Box, in consultation with the appropriate Zone Director (referred to as "OLA Review").

In addition to these guidelines, participants are governed by the OLA's policies, procedures, bylaws, rules, regulations, including the discipline guidelines on the following pages. Protests/appeals of any OLA Automatic Discipline or any other policy are subject the guidelines of the OLA Appeals Process.

Protests/appeals may not be lodged on behalf of a team for suspensions of five games or less, or for fines

of \$100 or less. Only the OLA's VP of Minor reserves the right to intervene in discipline matters based on the best interest of the game.

Additional OLA Discipline Measures Not Covered by the CLA Rulebook:

1. Discipline assessed in zone play that will result in a Zone/IT Hearing will be chaired by the Zone Director (or his/her appointed representative). Discipline assessed in exhibition play or non-zone play that will result in a Zone/IT Hearing will be chaired by the Zone Director (or his/her appointed representative) in which the game took place. Discipline assessed in an invitational tournament that will result in a Zone/IT Hearing will be chaired by the Tournament Convener (or his/her appointed representative). Discipline assessed in an "A" Qualifier or Provincial Championship that will result in a Zone/IT Hearing will be chaired by the appropriate event chairperson (or his/her appointed representative).
2. For Tyke, Novice and Pee Wee participants, discipline will be assessed according to the attached chart on Page 4. For Bantam, Midget and Intermediate participants, discipline will be assessed according to the attached chart on Page 5. For Pee Wee players who are competing as Affiliated Players in the Bantam Division, discipline will be assessed according to the Bantam, Midget and Intermediate chart on Page 5.
3. The head coach of any team who accumulates 26 penalty minutes in Pee Wee or below, or 36 penalty minutes in Bantam or above, will receive an automatic game misconduct at the conclusion of the game. For the first and second occurrences in the same season, a one game suspension and a fine of \$20 will result. For the third occurrence in the same season, a two-game suspension and a fine of \$40 will result.
4. Discipline that results in fines incurred at tournaments, "A" Qualifiers and Provincial Championships will be payable to the Ontario Lacrosse Association. Discipline that results in fines incurred in exhibition, zone or non-zone play will be payable to the zone in which the infraction occurred in. Associations have 30 days from the date of receipt of the OLA invoice to ensure that payment for any fine has been received in full.
5. Players assessed GM45A (Fighting), GM45C (Restarting a Fight) and/or GM45D (Fighting Off the Playing Surface) during any Invitational Tournament, "A" Qualifier or Provincial Championship will be subject to the discipline as outlined in the appropriate chart, in addition to being disqualified from any further play in that Invitational Tournament, "A" Qualifier or Provincial Championship in any division.
6. Participants who confront or engage with spectators off the playing surface will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed as well as an automatic five-game suspension, provided an official report is submitted to the OLA by the referees.
7. Participants who return to competition prior to serving their suspension will be subject to a fine of \$200 plus any accumulated fines from penalties assessed, as well as an automatic three-game suspension in addition to the balance of the original suspension. If any team personnel are determined to have been involved in directing the participant to return to competition prior to serving their suspension, an automatic OLA Review will be scheduled to determine the appropriate discipline.
8. Teams involved in any "bench clearing" situation (defined as two or more players leaving either team's bench and/or penalty box in order to engage in an altercation on or off the floor) will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed, as well as an automatic OLA Review to determine the appropriate discipline for the bench personnel.
9. Teams involved in any pre-game or post-game altercations (defined as actions which would result in penalties being assessed during the course of the game, whether on or off the floor) will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed, as well as an automatic OLA Review to determine the appropriate discipline for the bench personnel.
10. Zone Directors or Tournament Directors may not, under any circumstances, intervene in a discipline matter to modify, reduce, vacate or otherwise alter the discipline policy without the written permission of the OLA VP of Minor Box.

Notwithstanding any of the guidelines above, the Board of Directors may fine a club or team in any sum not exceeding one thousand dollars (\$1000.00), or may suspend or expel a club, team, member or player for notorious and continued foul play, or unfair, unsportsmanlike, ungentlemanly conduct, individually or collectively, on the field or at any place where a lacrosse match is being played, or at any meeting or gathering in the interest of the game, for neglecting to pay assessments made by the Board of Directors or for rules of the Corporation, for neglecting to obey or carry out any persistent infringement of the laws of the game, or the rules of the Corporation, for neglecting to obey or carry out any order of the Board of Directors transmitted by the President or Executive Director. (MR10.01)

OLA Graduated Discipline Chart: Tyke, Novice and Pee Wee Divisions

GAME MISCONDUCTS			
Infraction	Penalty Code	Suspension	Fine
Infractions within the Exchange Box	GM3	1 Game	\$20
Illegal Helmet	GM11	Balance of Game	\$20
Illegal Equipment	GM13	Balance of Game	\$20
Verbal Contact at Intermission	GM17	1 Game	\$20
Abuse of Officials (1 st offense)	GM28	3 Games	\$50
Abuse of Officials (2 nd offense)	GM28	5/10 Games	\$100
Attempted to Butt-End	GM35	1 Game	\$20
Checking from Behind	GM38	1 Game	\$20
Fighting	GM45A	1 Game	\$20
Fighting: Restarting Fight	GM45C	1 Game	\$40
Fighting: Off the Playing Surface	GM45D	3 Games	\$40
Fighting: Failure to Clear the Area	GM45E	1 Game	\$20
Attempting to Kick	GM57	1 Game	\$20
High-Sticking	GM50	1 Game	\$20
Leaving the Bench: End of Period	GM60B	Balance of Game	\$20
Leaving the Bench: Altercation	GM60C	2 Games	\$40
Attempting to Spear	GM65	1 Game	\$20
Third Player into an Altercation	GM67	1 Game	\$20
Second Major Penalty	GM77	1 Game	\$20
Second Misconduct Penalty	GM78	1 Game	\$20

GAME MISCONDUCTS (AUTOMATIC HEARING REQUIRED)			
Infraction	Penalty Code	Suspension*	Fine
Derogatory Comments	GRM48 i	Minimum 1 Game	\$40
Obscene Gestures	GRM48 ii	Minimum 1 Game	\$40
Persists in USC Behaviour	GRM48 iii	Minimum 1 Game	\$40
Making a Travesty of the Game	GRM48 iv	Minimum 1 Game	\$40

MATCH PENALTIES (AUTOMATIC HEARING REQUIRED)			
Infraction	Penalty Code	Suspension*	Fine
Boarding	MP33	Minimum 1 Game	\$40
Butt-Ending	MP35	Minimum 1 Game	\$40
Charging	MP37	Minimum 1 Game	\$40
Checking from Behind	MP38	Minimum 1 Game	\$40
Cross-Checking	MP40	Minimum 1 Game	\$40
Elbowing	MP42	Minimum 1 Game	\$40
Fighting	MP45	Minimum 1 Game	\$40
High-Sticking	MP50	Minimum 1 Game	\$40
Kicking	MP57	Minimum 1 Game	\$40
Kneeing	MP59	Minimum 1 Game	\$40
Abuse of Officials	MP62	OLA Review	\$500
Slashing	MP64	Minimum 1 Game	\$40
Spearing	MP65	Minimum 1 Game	\$40
Throwing the Stick	MP69	Minimum 1 Game	\$40

Unnecessary Roughness

MP72

Minimum 1 Game

\$40

Note 1: Automatic OLA Review is defined as an indefinite suspension to the participant until a ruling has been issued by the chair of the discipline committee.

Note 2: Protests/appeals may not be lodged on behalf of an individual or team for suspensions of five games or less, or for fines of \$100 or less.

Note 3: ** For second offense coaches, a 5-game suspension and an OLA coaching certification review. For second offense trainers, a 10-game suspension. For third offense bench personel, an Automatic OLA Review will occur.

OLA Graduated Discipline Chart: Bantam, Midget and Intermediate Divisions

GAME MISCONDUCTS			
Infraction	Penalty Code	Suspension	Fine
Infractions within the Exchange Box	GM3	1 Game	\$20
Illegal Helmet	GM11	Balance of Game	\$20
Illegal Equipment	GM13	Balance of Game	\$20
Verbal Contact at Intermission	GM17	1 Game	\$20
Abuse of Officials (1 st Offense)	GM28	3 Games	\$50
Abuse of Officials (2 nd offense)	GM28	5/10 Games	\$100
Attempt to Butt-End	GM35	1 Game	\$20
Checking from Behind	GM38	1 Game	\$20
Fighting	GM45A	1 Game	\$20
Fighting: Restarting Fight	GM45C	2 Games	\$40
Fighting: Off the Playing Surface	GM45D	4 Games	\$40
Fighting: Failure to Clear the Area	GM45E	1 Game	\$20
High-Sticking	GM50	1 Game	\$20
Attempt to Kick	GM57	1 Game	\$20
Leaving the Bench: End of Period	GM60B	Balance of Game	\$20
Leaving the Bench: Altercation	GM60C	4 Games	\$40
Third Player into an Altercation	GM67	2 Games	\$20
Second Major Penalty	GM77	1 Game	\$20
Second Misconduct Penalty	GM78	1 Game	\$20

GAME MISCONDUCTS (AUTOMATIC HEARING REQUIRED)			
Infraction	Penalty Code	Suspension*	Fine
Derogatory Comments	GRM48 i	Minimum 2 Games	\$40
Obscene Gestures	GRM48 ii	Minimum 2 Games	\$40
Persists in USC Behaviour	GRM48 iii	Minimum 2 Games	\$40
Making a Travesty of the Game	GRM48 iv	Minimum 2 Games	\$40

MATCH PENALTIES (AUTOMATIC HEARING REQUIRED)			
Infraction	Penalty Code	Suspension*	Fine
Boarding	MP33	Minimum 2 Games	\$40
Butt-Ending	MP35	Minimum 2 Games	\$40
Charging	MP37	Minimum 2 Games	\$40
Checking from Behind	MP38	Minimum 2 Games	\$40
Cross-Checking	MP40	Minimum 2 Games	\$40
Elbowing	MP42	Minimum 2 Games	\$40
Fighting	MP45	Minimum 2 Games	\$40
High-Sticking	MP50	Minimum 2 Games	\$40

Kicking	MP57	Minimum 2 Games	\$40
Kneeing	MP59	Minimum 2 Games	\$40
Abuse of Officials	MP62	OLA Review	\$500
Slashing	MP64	Minimum 2 Games	\$40
Spearing	MP65	Minimum 2 Games	\$40
Throwing the Stick	MP69	Minimum 2 Games	\$40
Unnecessary Roughness	MP72	Minimum 2 Games	\$40

Note 1: Automatic OLA Review is defined as an indefinite suspension to the participant until a ruling has been issued by the chair of the discipline committee.

Note 2: Protests/appeals may not be lodged on behalf of an individual or team for suspensions of five games or less, or for fines of \$100 or less.

Note 3: ** For second offense coaches, a 5-game suspension and an OLA coaching certification review. For second offense trainers, a 10-game suspension. For third offense bench personnel, an Automatic OLA Review will occur.

In Paperweight, Tyke, Novice and Pee Wee divisions of minor box lacrosse, any team who receives twenty six (26) or more penalty minutes in an OLA-sanctioned game (including exhibition, zone/league, tournament or provincial championships) will be issued a one game suspension to be served by the team's head coach in the next scheduled game. Any penalties assessed to the head coach in that game resulting in supplemental discipline will accumulate according to the OLA's Suspension Guidelines.

In Bantam, Midget and Intermediate divisions of minor box lacrosse, any team who receives thirty-six (36) or more penalty minutes in an OLA-sanctioned game (including exhibition, zone/league, tournament or provincial championships) will be issued a one game suspension to be served by the team's head coach in the next scheduled game. Any penalties assessed to the head coach in that game resulting in supplemental discipline will accumulate according to the OLA's Suspension Guidelines.

Penalties will be totalled by the referees following the conclusion of the game, where a game misconduct for penalty minutes (GM-PM) will be recorded on the front of the game sheet if 26 or 36 penalty minute limits are exceeded. For the purpose of this supplemental discipline policy, all minor, bench minor, and/or major penalties assessed, regardless of whether or not the penalty is cancelled by the scoring of a goal or a penalty shot is awarded, will count toward the total number of penalty minutes. **Misconduct, game misconduct, gross misconduct and/or match penalties will count toward the penalty total only when they are assessed as the result of unsportsmanlike conduct that is directed toward the officials.**

Example 1:

HOME PENALTIES					
PER	#	MIN	CODE	START	ON
1	32	5	HS	6:50	
1	32	10	GM50	6:50	

The five minute major penalty portion of this high-sticking penalty will count as five minutes toward the total number of penalty minutes, but the GM50 will not count because it is not assessed as a result of unsportsmanlike conduct directed toward the officials. **Total penalty count: 5 minutes.**

Example 2:

HOME PENALTIES					
PER	#	MIN	CODE	START	ON
1	32	2	USC	6:50	
1	32	10	MISC 28	6:50	
1	32	10	GM 28	6:50	

The minor, misconduct and game misconduct penalty will count as twenty-two minutes toward the total number of penalty minutes because all three penalties are assessed as a result of unsportsmanlike conduct directed toward the officials. **Total penalty count: 22 minutes.**

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!



**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 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

Size of equipment
requested

Shoulder Pads

Leg Guards

Pants

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



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

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


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Total amount requested for reimbursement _____

Date _____ Signed _____

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

Appendix O - CMLA Sample Budget/Expense Form

Cambridge Minor Lacrosse Sample Budget		
Tournaments		
NOTL - 650.00	June 3-5 tournament entry fee	650.00
Hotel	(notl june 3-5) non-parent coach	250.00
Hotel	(provincials aug 5-7) non-parent coach	400.00
CMLA Fees		
CMLA Travel fees	\$210 x 17 players	3570.00
Jersey deposit	mandatory	500.00
Misc Team Expenses		
Exhibition games		250.00
Additional first aid supplies		25.00
Year end banquet		150.00
	GRAND TOTAL	5735.00
	Individual player fee based on 17 players	337.35

1st installment DUE by April 25 170.00
2nd installment DUE by May 9 167.35

Cheques made payable to:
Cambridge Chiefs Novice 3

Appendix P – Players and Coaches Code of conduct + Players Med forms

Players Code of Conduct



updated players code
of conduct.pdf

Coaches Code of Conduct



Updated 2024
Coaches code of condi

Medical Form



updated 2024 med
forms.pdf

These three documents will be available as separate documents (in case you are unable to click on the links to view them) that are to be handed out to parents, filled out, and held onto by Managers.