

# OSHAWA MINOR LACROSSE ASSOCIATION



## Representative Teams Rules of Operations

Published by the OMLA March 2014



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# OMLA Representative Teams Rules & Guidelines

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## 1.0 Mission Statement

The Oshawa Minor Lacrosse Association (OMLA) All-Star Representative (Rep) Team Rules of Operations provides guidance to Representative Team Officials.

The OMLA Rep 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 OMLA to be recognized as a leading and dynamic association in Lacrosse. This is not accomplished and measured by our won-lost records but by how we compete and conduct ourselves while participating in and promoting our game.

## 2.0 OMLA Representative Committee

The OMLA Rep Committee consists of:

- VP of Rep
- Rep Teams Budget Coordinator
- President

## 3.0 OMLA Representative Team Officials

Team Officials consist of:

- Head Coach
- Assistant Coaches
- Trainer
- Manager

The Head Coach is chosen by Coaching Selection Committee. The Head Coach is tasked with recommending other Team Officials and must be submitted to the **OMLA Rep Committee** for approval.

**All Team Officials must successfully complete a Durham Regional Police Services Criminal Information Request, have the proper credentials and successfully complete the Registration Process.**

## 4.0 Tryouts

- OMLA will assign floor time to each Rep Team to conduct tryouts.



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- The OMLA will be billed for the assigned floor time.
- The Head Coach will be provided a listing of registered players within the specific age group(s).
- Only players identified on that listing are permitted to try out for the team.
- Only players that have been released by the upper team shall tryout for a lower team.
- For a player to be released to play on a lower team, the player **MUST** have participated in at least **ONE** tryout of the upper team unless approved by the VP of Rep. The coach of the upper team must be made aware of the player and must release the player to the lower team.
- No persons other than those approved by the Rep Committee are allowed to be on the floor during tryouts.
- If a player is unable to attend the first or second tryout, then they are required to receive approval from the Head Coach in conjunction with the Rep 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 and present to the Rep Committee. It will be the Head Coach and Rep Committee's decision to allow the player to make the team.

### 5.0 Player Eligibility

All players must be registered with the OMLA.

Neither the House League program nor the Rep program of the OMLA could survive and flourish without the support and co-operation of the other. The final decision on Rep players participating in House League is wholly reserved for the OMLA Executive Committee.

For players that are tasked with playing both House League and Rep, the **Parent and/or Guardian of the Player** must ensure that their son/daughter actively participate in the House League program as required otherwise the OMLA may withdraw the Rep eligibility of the player. The OMLA Executive Committee will address the eligibility of a player to compete on a Rep team, who cannot participate in the City League program due to injury or some other extenuating circumstance, on an individual basis.

In the event of a game to practice conflict between House League and Rep schedules, **the House League game takes priority.**

Players may be excused from their House League activity **only** if they obtain prior approval from the **VP of House League.** In the event of a dispute you are able to escalate to the VP of House League and Rep Committee.



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### 6.0 Teams and Team Composition

Where multiple teams exist in an age group, the teams shall be selected on a "1" "2" "3" and "4" 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 VP of Rep.

If a player arrives to tryout for a lower level team without the higher level teams' release, you are directed to refer the parent and/or guardian to the appropriate VP of Rep for resolution, prior to getting on the floor for tryout. You as Head Coach are accountable to ensure that this rule is adhered to.

### 7.0 Team Rosters

All OMLA Rep Teams must declare rosters to the appropriate Directors and Executives as outlined below.

- **Immediately after individual team tryouts** all OMLA Rep-Teams must provide a box and field roster listing to the VP of Rep, Treasurer, VP House League and the OMLA Registrar.
- It is the responsibility of the coach to submit their field and box roster to the VP of Rep 48 hours after team selection,
- The OMLA will submit the box rosters to the OLA no later than June 15<sup>th</sup>.
- If roster changes occur, revised Team Rosters must be approved by the VP of Rep.
- All Rep Teams must declare their final roster on or before the OLA Deadline (Mid June prior to the deadline).

Primary Rep Teams Roster must be no more than 17 players including two goalies, where there are more than one goalie trying out.

Secondary Rep Teams Roster size must be from 15 to 20 players, including two goalies, where there are more than one goalie trying out.

Any Roster Size variance must be reported to the appropriate VP of Rep who will review with the Rep Committee. The VP of Rep must approve.

Declared roster size **for Rep 1 and 2 teams** will remain frozen until June 1<sup>st</sup>, the only exception being players which are on a temporary loan basis from another OMLA team. Before the use of a temporary player, the Head Coach of the team



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involved must give his approval and notify the player. VP of Rep must also be notified of this decision and why the player is needed.

Changes endorsed by the Rep Committee to a declared roster may be made on a one-for-one basis only up until June 15th, or whatever the OLA Rep deadline might be. Final Rep Team Rosters must be forwarded to the appropriate OMLA Rep Director on or before June 10th. The roster declaration includes the following information: Player's jersey number, Player's name and the Player's date of birth.

Teams may add more players from the House League; up to its maximum roster size pending approval of the VP of House League and VP of Rep. These players may not be reassigned to another team. The Head Coaches of the "2", "3", and "4" teams must endeavour to allow player movement and development. All coaches must however be kept involved and informed of all player's status. **It is expected that coaches will work together to foster player development and form the strongest teams possible.**

### 8.0 Team & Movement of Players

A minimum of nine players, one of which must be a goalkeeper, must be dressed at game time. Penalty 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.

The Corporation 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)



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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.

For more information please refer to the Ontario Lacrosse Rules and Regulations 2014.

## 9.0 Rosters (Administration)

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

- Complete – OLA Team Roster Form
- Complete – OMFLL Team Roster Form
- E-mail to the appropriate VP of Rep, Treasurer, VP of House League and OMLA Registrar.
- Ensure all players have registered for both the field and box program
  
- Ensure that all team officials have completed a Registration Form and provided the OMLA Registrars the required accreditations required for your role (Coach, Trainer or Manager) and Criminal Record Check.
- It is wise and encouraged, to card additional Parent volunteers (Trainers /Coaches) if available.
- The VP of Rep will provide the Head Coach and/or Manager a hard copy of the Approval Roster and Registration Cards for the players and coaches for both Field and Box
  
- The completed and authorized Registration form is a requirement to participate either as a player or team official
- At the conclusion of the lacrosse season, you must return your team Registration Booklet to the OMLA Registrar.

## 10.0 Equipment



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The OMLA will provide each Rep team, some goaltending equipment, long poles and Lacrosse balls for practices, games, etc. Each team is responsible for any additional equipment it deems necessary.

**All supplied equipment remains the property of the OMLA and becomes the responsibility of the Head Coach.** All OMLA equipment must be returned at the conclusion of the season. To ensure compliance, each Rep Team will post a performance bond (dollar amount to be determined by Rep Committee).

The Treasurer will withhold team refund cheques until OMLA equipment is returned, all payments to the OMLA, Zone 6 and the OLA have been cleared and dealt with.

All players on the playing surface, on the player's bench, or in the penalty bench, **MUST** wear approved protective equipment at all times. CSA approved helmets with full-face masks and properly fixed chinstraps 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. There shall be no alteration to goaltender equipment which would be deemed illegal to the OLA. Players wearing any jewellery shall not be allowed on the playing surface. Jewellery shall include, but not be limited to, rings, necklaces, watches, silicone wristbands, earrings etc.. Items that identify a medical condition are exempt from this ruling.

### 11.0 Rep Apparel

- Team Apparel/Uniform to purchased through the OMLA or as otherwise directed by the Rep Committee.
- Rep Apparel/Uniform includes the following.
  - Both Box & Field Game Shorts
  - OMLA Jerseys
  - Off Court OMLA Shirts which players are to wear games and tournaments
  - Off Court Shorts – Khaki shorts
  - OMLA Bag purchased through OMLA
  - Team Officials (coaches, managers) are required to ensure the team is abiding by the Rep Apparel/Uniform
  - The Rep Committee to ensure proper use of the uniform

**Failure to comply may result in the immediate suspension of the Head Coach and/or a fine to non-compliant player.**





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### 12.0 Floor Time

The OMLA requires that each Rep team pay for an assigned floor-time hours. The hourly rate is determined by the Director of Facilities. These hours will be used for tryouts, practices and games at the discretion of the Head Coach. Furthermore, the OMLA will strive to book, on behalf of each team, additional indoor floor time as availability permits, to meet the requirements of the teams. **Teams are NOT permitted to book box floor time independently.** Charges for ADDITIONAL floor time will be billed to the team. Floor time usage and billing disputes will be resolved by the Treasurer and the Director of Facilities. Issues that cannot be resolved in this manner may be brought before the Rep Committee.

All floor time ASSIGNED AND RELATED CHARGES ARE THE SOLE RESPONSIBILITY OF THE RESPECTIVE TEAM. Any conflicts in floor time are to be resolved by offering floor time to other Rep teams. Any floor time changes are to be forwarded to the Treasurer and the Director of Facilities by either manager of the affected teams.

Outdoor facilities may be reserved by contacting the Director of Facilities who will endeavour to proportion available time equally among all OMLA teams which request bookings. The cost for use of these facilities will be shared equally between all Rep Teams.

### 13.0 Tournaments

The OMLA shall be responsible for the entry and payment for each rep team into the Provincial qualifiers and Provincial championships. The cost of entry into these along with the current gate fees will be included in the rep team fee/budget. All rep teams at the discretion of the VP of Rep are required to enter any OMLA hosted invitational tournaments.

The teams shall be responsible for the entry and payment of OLA approved sanctioned tournaments selected by the coach of each Rep. Team. The cost of the entry into these along with the current gate fees will be the responsibility of the Rep team.

The Team Manager and/or Coach of a rep team interested in entering a U.S. Field tournament will be responsible for completing the required approval forms and Insurance form (Refer to - US Tournament Forms) prior to entering the



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tournament. Payment for these tournaments are to be made via team budget. The VP of Rep must be notified.

### **NO PERSONAL CREDIT CARDS TO BE USED.**

#### **14.0 Non Parent Expenses**

The OMLA will reimburse all team officials who are non-parent/non-guardian of any child(ren) on the team they are coaching, for hotel accommodations and mileage ONLY while participating in OLA sanctioned tournaments that are more than 50 KM from Oshawa. Mileage is to be determined at a rate of 30 (thirty) cents per kilometer. Mileage is to be determined based upon the use of MAPQUEST, with the starting point being Donevan Arena. The maximum such payment for any single team shall not exceed \$300/event per non-parent/guardian team official. If there is more than one non-parent/guardian team official they are required to share accommodation. All receipts for amounts claimed MUST be submitted to the Treasurer for approval prior to reimbursing the non-parent coach and prior to August 31st. This must be in your team budget. After August 31st, the non-parent coach will forfeit the refund unless otherwise determined by VP of Rep - this will help the treasurer finalize the books as he/she prepares for the AGM. **Refer to – Non Parent Coach Rules and Form.**

#### **15.0 Playing Time**

It is the policy of the OMLA that all rep 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 his 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 and that the coach may have to enhance his 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).

#### **16.0 Behaviour**

Players, coaches, and spectators are expected to abide by the OMLA Code of Conduct and behave in a sportsmanlike manner at all times.



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### 17.0 Fiscal Responsibilities

Each rep team is required to pay for expenses as outlined in the budget to the OMLA and any other costs involved in establishing a rep team, i.e. uniforms, equipment, floor time, gate fees, OMLA tournaments, etc. The exact amount of the "rep fees" and the date they are due will be determined Treasurer. Consideration will be given to the actual costs of supporting the teams, the financial health of OMLA and the success of fundraising programs, sponsorships, etc. The manager is responsible for collecting the fees plus any additional funds required by the team for any activities not directly funded by the OMLA. All team expenses should be identified in the team budget that must be approved by the Treasurer. The team manager will be required to provide financial reports as outlined by the Treasurer. All bench personnel for a rep team are accountable for knowing and reporting of team finances and all budget reports.

The responsibility is with the Head Coach or Manager to deliver the Rep team payments to the Treasurer.

### 18.0 Team Finances

OMLA has coordinated the opening of a Bank Account. Coaches will be informed of this procedure.

Each team is responsible for maintaining the team bank account. There will be 4 signatories on the account, the Head Coach, Team Manager, the OMLA Treasurer and the OMLA President. The 4 signatories must be non-related persons. A non-related person means a person who is not married to or related to. No other bench personnel can be a signatory on the team bank account.

Team Managers are tasked with:

- Ensuring two signatories endorse all issued cheques
- Maintain and keep current the account deposit books
- Keep receipts of all team related expenses
- Maintaining the OMLA Team Budget, Monthly Financial Report and Parent Payment Report
- Team fees cannot be paid in lieu of other payments. If a parent is unable to make a planned rep team payment; you are to contact you're the OMLA Treasurer.

All financial documents are the property of the OMLA. All original team financial documents are the property of the OMLA and will be surrendered by the team manager to the Rep Budget Coordinator upon demand to do so. Financial



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documents include, but are not limited to, bank records, bank statements, bank passbooks, account access cards, invoices, receipts, cheques used and unused and cash belonging to the team.

**NOTE: No personal accounts may be used as the team bank account; the team account is to be totally separate.**

Each team is also responsible for any fines levied or imposed against it or any member of the team during OMLA activity. These fines will be paid to the OMLA who will disburse them to the appropriate authority. Teams are not to pay any such fines at the time of infraction, as the OMLA will be billed at a later date by the OLA for these fines.

All receipts that are for team purchases throughout the season are to be provided to the Treasurer for end of year budget.

Any equipment that is purchased during the season for the team **MUST** be raffled off to a player prior to the end of season budget being approved. The names of the player receiving the article is to be included on the budget form.

At the conclusion of the lacrosse season, after budgets have been settled, teams are to return all unused cheques, bank cards, deposit books, etc to the Rep Budget Coordinator. Any monies remaining after all expenses have been paid will be reimbursed to the parents equally unless specific player fines are incurred. Any player fines are the sole responsibility of the player and will be reduced from any potential reimbursement. Team official fines will be covered by the team budget.

Fines to Zone 6 and the OLA will be paid by the team and then applied to the season ending financial statement by the Rep Budget Coordinator

**Reimbursement to parents must be approved by the Treasurer and signed off received by the parents.**

### 19.0 Team Fundraising

The OMLA 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 Treasurer and the VP of Rep. The OMLA Code of Conduct must be adhered to. If the use of the Oshawa Minor Lacrosse Official Logo is to be used for your fundraising endeavours (i.e. ticket printing, signage, advertising), permission of the use of the logo and its use must be presented to the VP of Rep.



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In addition, the team manager must provide full financial disclosure of the fundraising activities to the Treasurer and the parents of the team by means of a financial report. All fundraising should be tracked and reported in the OMLA Monthly Financial Report.

Fundraising revenues should not exceed the teams expenses as OMLA is a non-profit organization.

### **20.0 Performance Bond**

Each team is required to file a performance bond with OMLA. The purpose of the bond ensures compliance of returning OMLA property i.e. jerseys, equipment. The bond is also for the payment of any fines incurred by the team during the season. The Treasurer and the VP of Rep will determine the amount of such bond annually. The team bond will not be reimbursed until the following conditions have been met:

1. All OMLA owned equipment, including, but not limited to, goalie equipment and jerseys have been returned in acceptable condition.
2. The team's season end financial statements have been filed with the Treasurer.
3. All fines have been paid.
4. All team financial requirements have been met.
5. Any other requirements as outlined by the Treasurer and VP of Rep have been met.

**ALL PROPERTY OF THE OMLA FOR FIELD MUST BE RETURNED NO LATER THAN MAY 31**

**ALL PROPERTY OF THE OMLA FOR FIELD MUST BE RETURNED NO LATER THAN AUG 31**

### **21.0 Sponsors**

Teams may independently arrange for Team Sponsorship which includes the placement of Sponsorship Bars on Rep Jerseys. Note the sponsor must be approved by the appropriate VP of Rep. Teams are permitted to sign up additional sponsors and these secondary sponsors will not appear on a team's "on floor" uniforms. The revenue received for sponsorship must appear as revenue on the team's financial statement. All team sponsorships must be processed through OMLA. Cheques should be made out to "Oshawa Minor Lacrosse Association". 10% of all sponsorship is allocated back to the OMLA.



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### 22.0 Team Budgets

The Manager, with input from the Head Coach, shall draft and submit the team budget to the OMLA Treasurer. Once approved, the onus rests on the Head Coach and Team Manager to present the approved budget to the parents via email, with the Treasurer copied on the email.

The following documents are to be communicated with the parents copying the Treasurer on a monthly basis as set out by the Treasurer:

1. Team Budget Forecast
2. Monthly Financial Report
3. Monthly Bank Statement (as provided to manager by Treasurer)
4. All receipts/bills/invoice incurred in the month reported.

**Failure to comply will result in the immediate suspension of the Head Coach and Manager.**

### 23.0 Disputes and Grievances

The VP of Rep is empowered to act on any contested or inappropriate player movement or any other problems or disputes that may arise.

Coaches and/or players have the right to appeal any such ruling to the OMLA Rep Grievance committee.

All coach selection grievances are to be dealt with by the Appeal and Dispute Committee.

Any other rep related grievances are to be dealt with by the Rep Committee.

### 24.0 Conflicts with Other Sports

It is the position of the OMLA that it is not unreasonable for the Head Coach of a rep team to expect and require his players to fully commit to the team for the duration of the season

### 25.0 Coaching Staff Responsibilities



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### Head Coach Responsibilities

Head Coaches selected for the rep teams must adhere to and enforce the constitution, Rep rules and guidelines, and the OMLA Code of Conduct and any other policy or decision of the Association. 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. It is the responsibility, but not limited to, of the Head Coach to:

- Ensure that all players, team officials uphold and promote good sportsmanship and represent the OMLA 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 and to tailor practices to achieve this.
- Select his/her Assistant Coaches, Trainer and Manager wisely. OMLA VP of Rep MUST approve the Head Coach choices of Assistant Coach, Trainer and Manager
- Continually strive to upgrade his/her knowledge of the sport by attending clinics, reading, observing and sharing with other experienced people.
- Appoint a responsible Team Manager who can carry the burden of the off floor endeavour which is an inherent part of a successful team operation.
- 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 his/her players have the required protective equipment and that all pieces of equipment are in satisfactory repair and properly sized and worn as to offer the protection they were designed to provide.
- Establish and direct a parent meeting at the beginning of the rep season to outline the team philosophy, finances and budget, tournaments, and expectations. Also to outline the responsibility of the parents to the team, the OMLA, and vice versa, and to outline these rep rules and guidelines
- Be aware of and accountable for all team financial concerns and all budget reports.
- All communication between the Head Coach and the OMLA regarding rep issues shall be completed via email copying in the Treasurer and the VP of Rep.
- Failure by the Head Coach to adhere to these rules may result in discipline by the OMLA as determined by the Rep Committee.



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### **Team Manager's Responsibilities**

It is recognized that there must be a congenial relationship and rapport between the Head Coach and the Manager.

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

- To administer all team-related financial matters and reporting of it to the teams' parents and the Treasurer, as set out by the Treasurer.
- Being the communication link between the parents and the coaching staff.
- Being the liaison between the team and the OMLA.
- Arrange tournament accommodations.
- Arrange and receive approval for any Exhibition games (Refer to Non Zone Game Rules and Form).
- Pay the referees and timekeepers at home zone and home exhibition games.
- Reinforce the philosophy of the Head Coach and the OMLA.
- Report the results of all team games in accordance with the Zone 6 Policy.
- All communication between the manager and the OMLA regarding rep issues shall be completed via email copying in the VP of Rep.
- Failure by the Manager to adhere to these rules may result in discipline by the OMLA

### **Assistant Coaches Responsibilities**

It is the responsibility of the assistant coach to reinforce the objectives and philosophies of the Head Coach and the OMLA and to perform the duties of the head coach in his absence. The assistant coach will undertake the responsibilities in the development, motivation and operation of the team as directed by the Head Coach.

### **Trainers Responsibility**

The Trainer shall have the responsibility for the care and safety of the players. Examples are:

- Pre-game/practice warm-up activities
- Stretching routines





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- Ensure the completion of the sports accident claim form. Advise parent/guardian of such responsibility.
- Report to the appropriate VP of Rep where a player or bench person is removed from a game or misses one or more games due to injury.
- Communicating with the parents regarding player injuries, potential problems, or complications and recommended care or remedial action.
- Responsible for and maintaining a well-stocked first aid kit at the cost of the team.

### **26.0 Parents Responsibilities**

- Adhere to the Team Commitment philosophy/rules outlined during try-outs, parent meeting and any other OMLA activity.
- Allow the coaches the full opportunity to coach the team
- Help support, construct, build and develop the skills and characters of the players
- Assist your child in being fully prepared and on time for all team events
- Parents will be provided and be accountable for all team financial concerns and all budget reports.
- Fundraising Initiatives are outlined by the rep team officials.
- Understand and adhere to the OMLA & OLA Code of Conduct.



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## OLA Team Roster Form



### **OLA PROVINCIAL TEAM ROSTER FORM**

*Please list players in numerical order using sentence case (ie: not CAPS)”*

***Rosters must be submitted digitally as a WORD file  
to by mid June or otherwise specified***

CLUB: \_\_\_\_\_

DIVISION: \_\_\_\_\_

TEAM #: \_\_\_\_\_

#	Name	D.O.B. (M/D/Y)

### TEAM BENCH STAFF

Position	Name	Certification #



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### OMFLL Team Roster Form

Member Association		Association	Division				
ONTARIO MINOR FIELD LACROSSE		OSHAWA	A	B	C	D	E
Team Name		Team Colors	Age Category				
Oshawa Blue Knights			<input type="checkbox"/> T	<input type="checkbox"/> N	<input checked="" type="checkbox"/> P	<input type="checkbox"/> B	<input type="checkbox"/> M
Jersey #	Player Name	Hometown	Birthdate D/J M/M Y/A				
1							
2							
3							
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## OMLA Representative Teams Rules & Guidelines

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**List team staff and certification below**

<b>Position</b>	<b>Name</b>	<b>Home Telephone</b>	<b>Cell Phone</b>	<b>NCCP #</b>	<b>Certification</b>
Coach					
Assist. Coach					
Assist Coach					
Assist Coach					
Trainer					
Manager					



# OMLA Representative Teams Rules & Guidelines

Association  
canadienne  
de crosse



Canadian  
Lacrosse  
Association



18 rue Louisa Street, Suite 310, Ottawa, ON K1R 6Y6 • T: 613-260-2028 • F: 613-260-2029 • info1@lacrosse.ca • www.lacrosse.ca

## International Travel Form

\*This form must be completed and returned to the CLA office prior to team departure\*

Destination: \_\_\_\_\_

Event: \_\_\_\_\_

Travel Date: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

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

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

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

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

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

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

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

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

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

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

Head Coach: \_\_\_\_\_ NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ NCCP #: \_\_\_\_\_

Asst. Coach: \_\_\_\_\_ NCCP #: \_\_\_\_\_

Manager: \_\_\_\_\_

### Accommodation Information

Hotel Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Emergency Team Contact: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Member Association: \_\_\_\_\_

MA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received in CLA Office: \_\_\_\_\_



# OMLA Representative Teams Rules & Guidelines

For travel to a tournament outside the Province and Canada.  
(Please print or type except where signature is required.)

## SECTION A – GENERAL INFORMATION

Club Name \_\_\_\_\_ Club R.D.S. # \_\_\_\_\_

Team Name \_\_\_\_\_ Team R.D.S. # \_\_\_\_\_

Departure Date from Canada \_\_\_\_\_ ( mm / dd / yyyy) Return Date to Canada \_\_\_\_\_ ( mm / dd / yyyy)

Is the tournament (in which your team is applying to play) included in the O.L.A. Tournament List? Yes No If NO, your Club MUST attach the authorization form or letter indicating that the tournament or trip has been sanctioned by Association of the country in which the tournament is being played.

## SECTION B – INFORMATION ABOUT TOURNAMENT

Tournament Classification (Check one only.) C Competitive Teams Only R Recreational Teams Only O Open (includes competitive amateur)  
Team Type Permitted in Tournament (Check one only.) C Club Teams Only A All-Star Teams Only Tournament Season (Check one only.) O  
Outdoor I Indoor of  
Tournament \_\_\_\_\_

Tournament Dates From \_\_\_\_\_ ( mm / dd / yyyy) To \_\_\_\_\_ ( mm / dd / yyyy)

Tournament Location: Country \_\_\_\_\_ Province / State \_\_\_\_\_ City(ies) / Town(s) \_\_\_\_\_

Tournament Age Division in which the team is entered: Under - \_\_\_\_\_ Over - \_\_\_\_\_ Open Age

Tournament Gender Division in which the team is entered :Male Female Mixed

## SECTION C – INFORMATION ABOUT HOST ORGANIZATION

Name of Host Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Street City / Province / State Postal Code / Zip \_\_\_\_\_

Telephone Daytime ( \_\_\_\_\_ ) \_\_\_\_\_ Evening ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ )

## SECTION D – TEAM INFORMATION

The Team is registered with the O.L.A. in the following Age Division, Team Gender, and Team Classification: Age Division Open Age Team  
Under – 15 The players were born on or after: \_\_\_\_\_ (mm/dd/yyyy) Over – 15 The players were born on of before: \_\_\_\_\_ (mm/dd/yyyy)

Team Gender Male Female Mixed

Team Classification Competitive Recreational

Coaches Name \_\_\_\_\_

Address \_\_\_\_\_

Street City / Province Postal Code \_\_\_\_\_

Telephone Business ( \_\_\_\_\_ ) \_\_\_\_\_ Residential ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ )

Manager's Name \_\_\_\_\_

Address \_\_\_\_\_

Street City / Province Postal Code \_\_\_\_\_

Telephone Business ( \_\_\_\_\_ ) \_\_\_\_\_ Residential ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ )

## SECTION E – APPLICANT INFORMATION AND AUTHORIZATION OF APPLICANT



## OMLA Representative Teams Rules & Guidelines

By authorizing this application form, the applicant Club hereby acknowledges the jurisdiction of CLA, OLA and its District Association during the time period authorized by this

Application to Travel Form with regard to the rules for team travel and competitions of all these governing organizations; and furthermore, the Club agrees to abide by the Published Rules of these organizations .For travel to the U.S.A. or out of province, the applicant Club certifies that it has excess medical coverage (Travel Insurance) and LIABILITY insurance for the traveling team. (NOTE: Travel Insurance must be available from the OLA Insurer.) The applicant Club also agrees that its team will comply with a ll of the competition rules of the approved tournament.

Name of Club Official (print) \_\_\_\_\_ Signature of Club Official \_\_\_\_\_

Clubs Address \_\_\_\_\_

Street City / Province Postal Code \_\_\_\_\_

Telephone Daytime ( \_\_\_\_\_ ) \_\_\_\_\_ Evening ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_

Date \_\_\_\_\_

mm / dd / yyyy) \_\_\_\_\_ (

Name of Manager/Coach (print) \_\_\_\_\_ Signature of Manager / Coach \_\_\_\_\_

Address \_\_\_\_\_

Street City / Province Postal Code \_\_\_\_\_

Telephone Daytime ( \_\_\_\_\_ ) \_\_\_\_\_ Evening ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number ( \_\_\_\_\_ ) \_\_\_\_\_

Date \_\_\_\_\_

mm / dd / yyyy) \_\_\_\_\_ (

### SECTION F – AUTHORIZATION BY O.L.A.FOR THE: CLUB:

Travel Approved by: \_\_\_\_\_

Print Name Signature Title Date (mm / dd / yyyy)

FOR THE ONTARIO LACROSSE ASSOCIATION

Travel Approved by: \_\_\_\_\_

Print Name Signature Title Date (mm / dd / yyyy)

For any team travel (outside of Province and Canada), the approval of the applicant, The Ontario Lacrosse Association, and the club is required. The Tournament

Host Organization should refer all discipline reports to: 1185 EGLINGTON AVENUE EAST, NORTH YORK, ONTARIO M3C 3C6, CANADA.

Please attach the Travel Insurance Policy (copy) to this form prior to submitting to Ontario Lacrosse Association.

### Recommended Consent Letter for Children Travelling Abroad



## OMLA Representative Teams Rules & Guidelines

The following sample consent letter, provided by Foreign Affairs, Trade and Development Canada, can be modified to meet your specific needs. For instructions and an interactive form you can use to create a customized letter, visit [travel.gc.ca/letter](http://travel.gc.ca/letter).

To whom it may concern,

I / We,

\_\_\_\_\_ *full name(s) of parent(s) / person(s) / organization giving consent*

Address:

\_\_\_\_\_ *street address, city*

\_\_\_\_\_ *province/state, country*

Telephone and email:

\_\_\_\_\_ *telephone*

\_\_\_\_\_ *email*

am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:

### Information about travelling child

Name:

\_\_\_\_\_ *child's full name*

Date and place of birth:

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *city, province/territory*

Number and date of issue of passport (if available):

\_\_\_\_\_ *number*

\_\_\_\_\_ *dd/mm/yyyy*

Issuing authority of passport (if available):

\_\_\_\_\_ *country where passport was issued*

Birth certificate registration number

\_\_\_\_\_ *number*

Issuing authority of birth certificate

\_\_\_\_\_ *province / territory where birth certificate was issued*

### Information about accompanying person (leave blank if child is travelling alone)

This child has my / our consent to travel alone  **or**

This child has my / our consent to travel with

Name:

\_\_\_\_\_ *full name of accompanying person*

Relationship to child:

\_\_\_\_\_ *mother, father, grandparent, sister, brother, relative, friend, other*

Number and date of issue of

\_\_\_\_\_ *number*

\_\_\_\_\_ *dd/mm/yyyy*

Issuing authority of passport:

\_\_\_\_\_ *country where passport was issued*

### Contact information during trip

I / We give our consent for this child to travel to:

Destination(s):

\_\_\_\_\_ *name of destination country / countries*

Travel dates:

\_\_\_\_\_





## OMLA Representative Teams Rules & Guidelines

\_\_\_\_\_ *date of departure to date of return*

to stay with / at (if applicable)

\_\_\_\_\_ *name of person with whom child will be staying / hotel or other accommodation*

at the following address(es)

\_\_\_\_\_ *street address(es), city (cities)*

\_\_\_\_\_ *province(s)/state(s), country (countries)*

Telephone and email

*This letter may be signed before a witness who has attained the age of majority (18 or 19, depending on the province or territory of residence) OR certified by an official who has the authority to administer an oath or solemn declaration (recommended).*

**Signature(s) of person(s) giving consent**

**Signature of witness**

**Signature of official**

\_\_\_\_\_

\_\_\_\_\_ *full name of witness*

Signed before me on this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*month year*

\_\_\_\_\_ *signature(s) of person(s) giving consent*

\_\_\_\_\_ *signature of witness*

by \_\_\_\_\_  
*name(s) of person(s) giving consent*

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *dd/mm/yyyy*

\_\_\_\_\_ *city, province/territory*

\_\_\_\_\_ *signature of official*

\_\_\_\_\_ *name / title of official*

*Questions regarding information in this consent letter should be directed to the person(s) or organization giving consent.*

### Definition:



## OMLA Representative Teams Rules & Guidelines

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## OMLA Representative Teams Rules & Guidelines

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## OMLA Representative Teams Rules & Guidelines

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