

# Clear Lake Lacrosse Association Policy and Procedures

## HEALTH & SAFETY POLICIES & PROCEDURES

### 1. Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco; or 3) use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids.) The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

\* First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

\* Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve (12) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own volition becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in CLLA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

\* Penalties shall be cumulative throughout the player's participation on CLLA teams.

### 2. Sexual Harassment

The CLLA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. The CLLA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of CLLA to sexually harass, through conduct or communication of a sexual nature, any child or member of CLLA. It shall be a violation of this policy for any player or member of CLLA to sexually abuse any child or member of CLLA. The Board of Directors of CLLA will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and will discipline any member or player who sexually harasses or sexually abuses a child or other member of this organization. The following, although not an all-inclusive list, will constitute sexual harassment and/or abuse:

- Any sexual physical contact with a minor;
- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct will be considered harassment and/or abuse;

- Written contact, which includes but is not limited to sexually suggestive or obscene notes, drawings or letters;
- Verbal contact, which includes but is not limited to sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics;
- Physical contact, which includes but is not limited to any intentional pats, squeezes, touches, pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts;
- Sexual blackmail, which includes but is not limited to sexual behavior to control another member's placement on a team or to a coaching position.

### 3. Physical Abuse

Physical abuse is any physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a lacrosse skill. Permitted physical conduct may include, but is not necessarily limited to, shooting balls at a goalie, demonstrating checking and other lacrosse skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

### 4. General Harassment, Verbal Abuse, and Bullying

Harassment can take many forms and can occur at any CLLA activity or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the CLLA at other locations. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, disability, athletic ability or other characteristics.

### 5. Reporting Procedures for Victims of Sexual Abuse, Physical Abuse, General Harassment, Verbal Abuse or Bullying

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse, or any other form of harassment or bullying by any member of CLLA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of CLLA or any other board member.

The CLLA Board of Directors shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of CLLA pending the completion of an investigation of an alleged sexual, physical or verbal abuse. Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an

investigation of the incident. Any player under investigation will be suspended from play until the investigation is complete. CLLA Board members or a third party designated by the CLLA Board of Directors may conduct the investigation. A third party may include Law Enforcement or Social Services Personnel. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of CLLA. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all CLLA programs.

## 6. Concussions

The Clear Lake Lacrosse Association recognizes that adolescent athletes are particularly vulnerable to the effects of concussions. To ensure the ongoing safety of our youth athletes, the following is our concussion policy:

- A. Prior to the beginning of each season, CDC produced information on recognizing and treating concussions shall be distributed to the parents/guardians of all players.
- B. All coaches will receive CDC produced information on recognizing concussion symptoms.
- C. Any player who participates in league activities and exhibits signs of a concussion must be removed from the game, practice, competition or tryout and be evaluated by a healthcare provider. \*
- D. Any youth athlete who is deemed by a health care provider as sustaining a concussion shall not be permitted to return to play until he/she receives clearance from a health care provider for a full or graduated return to play.
- E. Before a player who has been removed from activities for a suspected concussion may participate in league activities, their parent/legal guardian must acknowledge receipt of a head injury awareness information sheet.

*\* The term 'healthcare provider' means a licensed physician or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.*

Center for Disease Control produced information on concussions may be found here:

<https://www.cdc.gov/headsup/index.html>

## 7. Injuries/Medical Conditions

Injuries and medical conditions, including concussions are not to be taken lightly. If there is any question as to the seriousness of an injury or medical condition, immediate arrangements for medical attention must be made by the team representatives or the parents.

When an CLLA player has been injured or has been diagnosed with a medical condition, it is the responsibility of the parents to inform the team coordinator or

coach who will in turn inform the Division VP. When the injury or medical condition prevents the player from participating in team practice or a game, a medical notice with a doctor's signature will be required prior to the player returning to active participation. The Division VP will keep a report including the date of injury or medical condition, type of injury or medical condition, a copy of a medical notice and a date when the player may return to play. If this information is not given to the Division VP, the player will be restricted from participating. In the case where an injury or medical condition requires admittance to the hospital, the CLLA President must be notified immediately. If there is a question about whether an occurrence should be reported, the Division VP can and should help with the decision.

## 8. Infectious Diseases

A player who is bleeding, has an open wound or has any blood on his/her uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After the bleeding is under control (clean and covered as appropriate) and after all blood on the uniform is treated appropriately, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

## OPERATIONAL POLICIES & PROCEDURES

### 1. Criminal Background Checks

Each year all coaches and assistants involved with CLLA shall authorize CLLA and its designee to perform a criminal history background check to determine whether the signer is the subject of any reported criminal conviction. Such forms shall be signed each year. A signed consent form for each head coach is turned into the appropriate Director. A member who refuses to sign such a consent form shall not be registered, and shall not be allowed to participate in any activity of CLLA. If anything appears on the background check, approval to participate in CLLA activities will be subject to board approval.

### 2. Enforcement

As elected members of the Clear Lake Lacrosse Association Board of Directors, we as a Board will uphold and enforce all of the policies, procedures and guidelines that are contained in this manual. If a situation occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the Clear Lake Policy and Procedures, and in accordance with the US Lacrosse Handbook. As elected board members, we are obligated to report any type of situation, good or bad, which has occurred within our Association. Each month that a regular board meeting is held, each Director is required to provide a report to the members of the Board.

### 3. Fundraising

CLLA has the option of initiating mandatory fundraisers.

### 4. Inclement Weather

In case of inclement weather, the Division VP is responsible for determining if there will be practice. During games it is at the discretion of the referees to call a game. At all age levels, games and practices shall be suspended when lightning is present.

### 5. Grievance Procedures

#### Players and Parents

In the event you, as a player or parent, have a complaint regarding an incident or believe you have been infringed on according to CLLA, and/or US Lacrosse policies, you may file a formal grievance. Please be advised parties must wait 24 hours after an incident has occurred to allow for a "cooling off" period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

- 1) Any individual with a grievance not previously resolved in a personal conversation with the Team Coordinator shall present a signed and dated letter, detailing the incident to the Head Coach and Team Coordinator. The Head Coach shall respond within 2 days of receipt of the grievance. The Head Coach will schedule a meeting, which will include the individual that submitted the grievance and the Team Coordinator, at a time convenient for all. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Head Coach shall keep and submit a copy of the original grievance and notes from the meeting to the appropriate Division VP.
- 2) In the event that resolution is not achieved at the meeting indicated in Step 1, either the individual or coach will forward the grievance to the appropriate Level Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Coordinator must be provided by the Head Coach or Team Coordinator. The Division VP shall schedule a meeting with the Head Coach, Team Coordinator, the individual's parents, and the individual that filed the original grievance within 1 week of receipt of the grievance. The Division VP shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issue letter and notes from this meeting to the CLLA President.
- 3) In the event that resolution is not achieved in the meeting indicated in Step 2, the Division VP shall request the CLLA Program Director appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Division VP, Head Coach, Team Coordinator and the individual initiating the grievance. The mediator shall keep

detailed notes as a record of this meeting. Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. Every effort will be made to process a grievance within 15 days.

### Coaches

In the event you, as a coach have a complaint regarding an incident or believe you have been infringed on according to CLLA, or US Lacrosse policies, you may file a formal grievance. Please be advised parties should wait 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

- 1) Any Coach with a grievance not previously resolved in a personal conversation with the individuals shall present a signed and dated letter, detailing the incident to the Player and their Legal Guardian and Team Coordinator. The Player and their Legal Guardian should respond within 2 days of receipt of the grievance. The Head Coach will schedule a meeting, which will include the Player, their Legal Guardian and the Team Coordinator within 2 days of the response. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Head Coach shall keep and submit a copy of the original grievance and notes from the meeting to the Division VP.
- 2) In the event that resolution is not achieved at the meeting indicated in Step 1, the grievance will be forwarded to the Level Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Manager will be provided. The Level Director shall schedule a meeting with the Head Coach, Team Manager, the Player and their Legal Guardian within 2 days of receipt of the grievance. The Level Director shall keep detailed notes of this meeting and submit a copy of the original grievance letter, outstanding issue letter and notes from this meeting to the CLLA Program Director.
- 3) In the event that resolution is not achieved in the meeting indicated in Step 2, the Division VP shall request the CLLA Program Director to appoint one (1) Board member (appointed on a case by case basis to avoid conflict of interest) to act as mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the Division VP, Head Coach, Team Coordinator, the Player and their Legal Guardian within 2 days of receipt of the grievance. The mediator shall keep detailed notes as a record of this meeting. Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. In no event shall the grievance process exceed 15 days. CLLA Board members, team coordinators and/or coaches may also enforce the Code of Conduct Policy for players, coaches and parents/spectators. It is the within their rights to pursue disciplinary action on any incident they feel breeches the Code of Conduct Policy. Action may be taken on-site to remove the offending party from the viewing and/or game area with a follow up written report submitted to the CLLA Directors explaining the incident. If merited, disciplinary action will be taken as detailed in the discipline policies in this manual. The decision of the Board is final and cannot be appealed.

## FINANCIAL POLICIES & PROCEDURES

1. CLLA will maintain individual accounts for each family through CLLA records as well as third party websites.
2. Reimbursement expenses over \$25 will need prior approval and signature from the President or Treasurer. Any requests for reimbursement, no matter dollar amount, will require all receipts and the appropriate form turned in. All requests for reimbursement should be turned into the Treasurer promptly after expenditure. Treasurer will reimburse approved requests no later than 30 days after the request.
3. Registration: At the time of registration for CLLA, all outstanding balances from previous years in family accounts must be paid in FULL before any player in that family will be accepted. Fees for registration are set each year according to budget. Fees may increase or decrease as deemed necessary by the Board to maintain a financially sound association.
4. Late Fees: CLLA will assess a late fee, as set by the Board each year, for any registrations filed after the last day of published registrations. Exceptions will be made only for players who have moved into the Clear Lake area more recently than one month prior to the last registration, for players waived in from another association, or students on extended payment plan.
5. Returned Checks: Checks returned to CLLA for any reason will be assessed a \$25 service charge.
6. Suspension of Play: Members who are not current with their CLLA account will not be allowed to participate in any CLLA activities until their account is made current. The team coach, manager and the family will be notified of the suspension. Any players suspended due to behavior or violation of CLLA policies will still be responsible for payments accrued during the suspension.
7. Miscellaneous charges: Charges can and will be assessed to teams or individuals for damaged equipment, equipment not returned, or damage to any CLLA property, busses, or the property of another association. CLLA assumes no financial responsibility for property damage incurred by any player, parent, or coach.
8. Refunds: Refunds or partial refunds will be granted after the registration deadline and up to the first game. After the first game, no refunds will be given.

## CLLA CHILD PICK UP POLICY

The CLLA is deeply committed to protecting all children participating in the league program. It is the league's policy that a coach must remain at a playing site or practice field until all children on the team are picked up by either their parent or guardian. The league believes this policy vital to ensure the protection of children in the CLLA.

The CLLA will not permit abuse of this child protection policy. The league's coaches give generously of their time and must have their time respected by the children's parents or guardians. Accordingly the league supports their coaches in situations where a child is repeatedly not picked up in a timely manner. The league's policy states that if a coach asks a parent or guardian more than twice to pick up their child at the scheduled conclusion of practice or matches and they continue to arrive late (15 minutes or more), the coach can report this situation to the CLLA as follows:

- If there are more than two occurrences of a parent picking their child up late, it is the responsibility of the CLLA coach to report these "late pick- ups" to their Team Coordinator.
- The Team Coordinator will contact the parent or guardian, provide a copy of the Child Pick-up Policy and advise them that they are in violation of said Policy. The Team Coordinator will inform the parent or guardian that if the child is to continue in the sport program, he/she must be picked up on time
- If the child is picked up late after this notification, the coach must report it immediately to the Team Coordinator and the Division Vice President.
- The Division VP will bring the problem before the members of the Board of Directors for consideration in barring the child from the sport. Upon reaching a decision to bar the child from the sport, the Team Coordinator will advise the parent that their child has been dropped from the sport's program due to their failure to comply with The Pick-up Policy after being issued a warning.
- A parent or guardian may file a written appeal to the CLLA Board of Directors if he or she believes that the child's barring from the program was unwarranted.
- Failure of a parent or guardian to comply with a child being dropped from the program may result in suspension or expulsion from the league.



## COACH'S Code of Conduct

Each coach participating in an activity of The Clear Lake Lacrosse Association (CLLA) will ensure that his/her conduct is respectful, demonstrating at all times the highest level of sportsmanship and fair play. To satisfactorily meet these responsibilities, every coach is expected to comply with the rules of the CLLA Coach's Code of Conduct as set out below.

1. Know the rules of lacrosse and abide by them.
2. Instruct team members in the rules of the game and motivate each player to compete according to the rules at all times.
3. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
4. Ensure that the players and spectators follow all building and facility rules and regulations at, and during, CLLA sponsored activities.
5. Ensure that the fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites. Assist game officials in maintaining control of spectators and players during the games as needed.

6. Respect the coaches and players of the opposing team both during the play of the game and at its conclusion, win and lose.
7. Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
8. Maintain control of his/her emotions and avoid actions, language and/or gestures that may be interpreted as hostile or humiliating. Do not physically assault, or threaten to physically assault, any person (including, but not limited to, any player, spectator, parent, guardian, game official or a coach).
9. Instruct team support personnel (e.g., assistant coaches, scorekeepers, and timekeepers) in their responsibilities in accordance with established rules and procedures.
10. Never consume alcohol at CLLA sponsored activities (especially in the presence of players) or allow it to be consumed during any CLLA sponsored activity including, but not limited to, practices and games. Never be in an inebriated state at any CLLA sponsored activities including, but not limited to, practices and games.
11. Never encourage, tolerate or indulge in substance abuse.
12. Never smoke or use tobacco products in front of players during any CLLA sponsored activity including, but not limited to, practices or games.
13. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability but also on its sportsmanship and courtesy.
14. Comply with the CLLA Child Protection Policy which includes remaining at a playing site or practice field until all children on the team have been picked up by either their parent or their guardian.
15. Comply with the CLLA Equal Opportunity Policy, which prohibits discrimination based upon race, color, national origin, ancestry, creed, religion, age, disability or handicap, sex, marital status, family responsibilities, matriculation, personal appearance, sexual orientation, political affiliation or veteran status.

I (print name) \_\_\_\_\_ agree to abide by The Clear Lake Lacrosse Association whenever participating in an CLLA sponsored activity. I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension from CLLA activities or expulsion from the CLLA.

(Signature ) \_\_\_\_\_

## CODE OF CONDUCT FOR PARENTS, GUARDIANS, AND SPECTATORS

Each parent, guardian and/or spectator attending an activity of The Clear Lake Lacrosse Association (CLLA) will ensure that his/her conduct is respectful while observing the activity (including, but not limited to, a practice or competition, as well as the period of time after the activity, practice or competition has concluded). To satisfactorily meet these responsibilities, every parent, guardian and/or spectator is expected to comply with the rules of the Code of Conduct for Parents, Guardians and Spectators as set out below.

1. Respect the rules of the game.
2. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
3. Cheer for their team in a positive, supportive manner refraining at all times from making negative or abusive remarks about the opposing team.
4. Maintain control of his/her emotions and avoid actions, language and/or gestures that may be interpreted as hostile or humiliating. Any physical assault or threat of a physical assault, upon a player, game official, coach or other spectator is strictly prohibited.
5. Refrain at all times from coming onto the playing surfaces or from throwing objects or other foreign materials onto the playing surfaces. Exit in an orderly manner at the conclusion of the activity.

6. Follow all building and facility rules and regulations, respecting at all times the property of others.
7. Demonstrate appropriate gestures of sportsmanship at the conclusion of the game, win or lose.
8. Realize, accept and practice the principle that a team's reputation is built not only on its playing ability but also on sportsmanship, courtesy and citizenship of its fans.
9. Comply with the CLLA Pick-up policy (pick up child on time or no later than 15 minutes past scheduled time of completion of practice or game).

I (print name) \_\_\_\_\_ agree to abide by The Clear Lake Lacrosse Association Code of Conduct for Parents, Guardians and Spectators whenever I am observing or participating in an CLLA sponsored activity. I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension from CLLA activities or expulsion from the CLLA.

(Signature) \_\_\_\_\_

#### PLAYER'S CODE OF CONDUCT

Each player participating in an activity of The Clear Lake Lacrosse Association or (CLLA) will ensure that his/her playing conduct is respectful, fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the player is expected to comply with the rules of the CLLA Player's Code of Conduct as set out below.

1. Know the rules of lacrosse and abide by them.
2. Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game. The team captain may address the officials during the game but only within the provisions of the rules, and in a courteous, respectful manner.
3. Maintain control of his/her emotions, avoiding the use of abusive language or profanity, humiliating remarks, and/or gestures of ill temper.
4. Do not physically assault, or threaten to physically assault, another player, game official or a coach.
5. Respect the coaches and players of the opposing team. Demonstrate appropriate gestures of sportsmanship during and at the conclusion of the game, being humble and generous in victory, proud, and courteous in defeat.

6. Follow all building and facility rules and regulations, respecting at all times the property of others.

7. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability but also on sportsmanship, courtesy, and manners of each individual player.

I (print name) \_\_\_\_\_ agree to abide by The Clear Lake Lacrosse Association Code of Conduct whenever participating in an CLLA sponsored activity. I also acknowledge that failure to follow the Code of Conduct may result in disciplinary action, which may include suspension from CLLA activities or expulsion from the CLLA.

(Signature) \_\_\_\_\_