

CAMILLUS YOUTH LACROSSE ASSOCIATION

HANDBOOK 2013

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GENERAL INFORMATION

Formed in 2012, Camillus Youth Lacrosse Association is a not-for-profit organization charged with the responsibility of operating a youth lacrosse program for the residents of the Town of Camillus and the West Genesee School District. The association is recognized as the Camillus Youth Lacrosse Association, CYLA. CYLA is governed in accordance with the Constitution and Bylaws which are available from a Board member.

The mission of CYLA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing lacrosse skills to accommodate the full spectrum of player ability.

CYLA consists of boys and girls youth lacrosse and grades 1-6 which will participate in the Upstate Lacrosse Association League, ULA.

Divisional Breakdown

The CYLA program consists of teams in the 1st and 2nd grade division, 3rd and 4th grade division, and 5th and 6th grade division.

1st and 2nd grade division. This program is affiliated with US Lacrosse's Initiation to Lacrosse program, which emphasizes learning to play the game of lacrosse, lacrosse skill development, and fun for all participants. We will participate in a year end lacrosse festival where both boys and girls will have an opportunity to participate. Practices will be held mainly once per week starting in the month of April or May depending on weather and ending in July.

3rd and 4th grade division. This is the next step in CYLA. This division is for boys and girls in grades 3rd and 4th grade. The players are divided into teams. The teams are given at least two practices a week; to the extent possible additional practice slots will be given. The teams will participate in the Upstate Lacrosse Association League which kicks off in mid-June and continues through the end of July. Games will be played on Monday nights. Schedules are determined through the ULA.

5th and 6th grade division. This division is for boys and girls in 5th and 6th grade. The players are divided into teams. The teams are given at least two practices a week; to the extent possible additional practice slots will be given. The teams will participate in the Upstate Lacrosse Association League which kicks off in mid-June and continues through the end of July. Games will be played on Tuesday nights. Schedules are determined through the ULA.

I. PLAYERS AND PARENTS

A. Player Eligibility

1. Any youth who resides in the Town of Camillus or West Genesee School District is eligible to play for CYLA.
2. Siblings who reside out of this district will not be eligible.
3. Players must have written consent of their parents or guardians.
4. Players must meet the grade requirements for each division as established by CYLA.

B. Registration

1. Registration of players is usually held in March and is done electronically through the association's web site. Typically registration will run for a pre determined time frame decided by the CYLA board. Rates are reviewed annually by the CYLA Board and adjusted where appropriate. The CYLA Board strives to keep registration rates as one of the lowest in the area. Late registrants are not guaranteed a spot depending on numbers.

C. Safety Equipment

1. All players are required to wear any and all safety equipment required by US Lacrosse for all practices and games. **NO EXCEPTIONS WILL BE MADE!**
2. Additionally, mouth guards are required for all players at practice and in games. Goalies must wear chest protectors and a throat guards.
3. Players must wear helmets (boys) or goggles (girls) at all times when on the field of play or on the bench during the play of a game or practice.
4. Girls: CYLA does not permit players to wear any jewelry (necklaces, rings, earrings, etc.) during games or practices.

D. Player Movement between Divisions

All players in CYLA must play in their grade division (1-2, 3-4, 5-6 grade) as defined by CYLA during a playing season, unless special permission is granted by an accepted motion from the Board of Directors according to the following criteria:

1. A petition requesting player movement between divisions must be submitted in writing to the CYLA Board of Directors. CYLA will appoint qualified evaluators from within CYLA to make a recommendation to the Board based on knowledge of the player's skills and ability, and the needs of a division. Petitions must also follow any applicable ULA and US Lacrosse requirements, practices, procedures, and or guidelines.

2. Player movement down to a lower age level is not permitted by US Lacrosse and will not be condoned or allowed by CYLA.

3. Player movement up to a higher grade level will be considered only if the following criteria are met:

The player and his/her parents or guardians wish to move to the higher classification (a letter requesting such player movement must be provided prior to the first practice/clinic.

Numbers within the upper division allow for an additional player.

Upward movement of a player is reserved for those exceptional situations involving a player of exceptional talent and capability where moving up to a higher level will represent the proper level of play for the child's current capability, regardless of the child's grade.

Movement of a player must not severely affect the competitiveness of the division to which he/she is currently assigned either by numbers of players or competitive quality of the division.

The player in consideration must be a dominant player in his/her assigned division and be capable of play at a substantially competitive level of play in the division to which he/she would be moved.

E. Player Commitment/Attendance Policy

1. All players must commit to participating in at least 80% of practices and are expected to participate in the scheduled games. You may expect your child to participate in CYLA throughout the spring/summer season. Be mindful of over scheduling your child in multiple activities. Sometimes sports overlap with practice and game schedules; and having a child miss any practice and/or game is unfair to the child and his/her teammates and coaches.

2. It is your responsibility to notify the coach in advance if your child must miss a practice. Please check with your child's head coach regarding their expectations and discipline policy.

3. If your family has a vacation planned you must notify your child's head coach in advance.

F. Player Conduct

1. While representing CYLA during all CYLA functions including home and away games, practices, fundraising activities, etc., all players will refrain from violence, profanity, and illegal activities, and will abide by the rules of West Genesee School District, US Lacrosse, and CYLA.

2. Good sportsmanship is required by all players who represent CYLA. Players are expected to abide by the rules of CYLA, WG School District, and US Lacrosse.
3. Any player who is found with a weapon, or with alcohol, tobacco, or any controlled substance that is not prescribed by his/her physician while involved in a CYLA activity will automatically be suspended until a hearing can be held by the Discipline Committee.
4. All players must respect the property and facilities of West Genesee School District, Town of Camillus and the facilities of other lacrosse associations and refrain from willful or intentional destruction of property and/or facilities.
5. If CYLA equipment is not returned to a coach or designated person, the player will not be eligible to participate next season until the matter is resolved.
6. Any player found to be responsible for the theft of CYLA or personal property or damage to such property while under the direction and supervision of CYLA may be removed from participation in CYLA and held financially responsible for any and all losses.
7. Failure to abide by these rules may result in suspension or dismissal from CYLA.
8. Each player must abide by the CYLA Code of Conduct (included as Appendix B).

G. Parent Conduct

1. At all CYLA home and away games, practices, and events, parents of players registered with CYLA shall act in a manner that is conducive to the goals and objectives of CYLA.
2. During both home and away games parents shall show courteous respect to the game officials, their decisions, all players and all coaches (CYLA and opposing teams). Parents should be ever mindful that their actions, and those of their children, are a reflection of our entire Association and Camillus.
3. Parents are encouraged to volunteer their efforts and resources for the benefit of all Camillus players and CYLA. This includes participation in CYLA events, tournaments, fundraising activities, and concessions.
4. Parents are expected to provide encouragement and support for their team coaches. Any issues of disagreement should be brought forth in a spirit of cooperation. Parents should respect the coaches as volunteers who give their time and skills for the benefit of all players.
5. Inappropriate language or actions may result in expulsion from a field or, in the extreme, from all activities of CYLA.
6. All parents must abide by the CYLA Parent Code of Conduct (included as Appendix A). All parents must execute the CYLA Parent Code of Conduct

7. Any parent found to be responsible for the theft of CYLA or personal property or services may be removed from official organization and team functions and/or held financially responsible for any and all losses, and if deemed appropriate, at the discretion of the Board of Directors, the child of such parent may be removed from participation in CYLA.

H. Return to Play Policy

1. In the event a CYLA player is unable to play during the season at the direction of a medical professional, such player will not be allowed to practice or compete in any games until they are cleared in writing to play by such medical professional.

II. COACHES

A. Coaching Eligibility

1. All coaches and assistant coaches are volunteers and must abide by the rules of CYLA, and US Lacrosse.
2. All coaches and assistant coaches must be members of CYLA whether or not he/she is a parent or guardian of a registered player.
3. Any person who has been legally convicted in a court of law of sexual or physical abuse of a child will not be allowed to coach for CYLA. The Board will not knowingly appoint such a person to a coaching position or any other position within the organization where said person may come into contact with any children of the members of CYLA.
4. All CYLA head and assistant coaches must have completed the CYLA coach's application and screening form.

B. Coach Selection Procedure

The following is the process to be utilized by the CYLA Board of Directors in selecting coaches:

1. The Coaches Selection Committee will consist of the Director of Boys and Girls Lacrosse. The Director of Lacrosse will act as Chairman of the Coaches Selection Committee.
2. Coaches Selection Committee meetings will be held to review all coaches' applications. Copies of all applications will be provided to each member of the Coaches Selection Committee. Also, a list of what coaches have applied for what coaching positions will be provided to all Committee members.
3. No coach will be considered for a coaching position unless he/she has submitted a complete coach's application.

4. The Committee will review all applicants and discuss their respective coaching attributes. Applicants will be reviewed based on various criteria including but not limited to:

- a. Lacrosse knowledge
- b. Ability to interact with children
- c. Ability to interact with parents
- d. How the applicant has represented the organization in the past
- e. Philosophy consistent with the US Lacrosse and CYLA
- f. Ability to write and implement quality practice plans that lead to the skill development of their players
- g. Attendance at CYLA development clinic and coaching meetings

5. For those head coaching positions where there are multiple applicants, the committee will interview each applicant. The committee reserves the right to interview any coach applying for any position, even if there are no other candidates for that particular position. When a member of the Committee is running against another applicant for a head coach position, during the interview of the non-Board applicant, the Board applicant will not be present.

6. CYLA, in order to be in compliance with US Lacrosse, has instituted a policy to screen coaches, and volunteers who have contact with players, whether girls or boys, under the age of 18. This includes players and coaches who are over 18 playing or coaching on teams containing players under the age of 18 years old.

7. The initial coach's selection process will be for head coaches only.

8. All potential assistant coaches will go through the background check described in #6 above and be approved as part of a pool of coaches, but will not be assigned until after team selection. After the team selections, all coaching staffs will be aligned and approved by the respective coaching committee. At the next Board meeting, the Director of Lacrosse will review with the Board the respective coaching staffs.

9. All coaches not selected as head coaches will be eligible as assistant coaches and/or vacant head coach positions.

10. The Coaches Selection Committee will review and discuss all coaching applicants and then appoint a head coach at each level. Where a consensus cannot be reached, the Committee shall vote to determine a head coach. All members of the Committee are eligible to vote. Once head coaches have been selected for all teams, at the next scheduled Board meeting, the complete listing of recommended coaches will be presented for Board approval.

11. The Secretary will keep a written record of the coach's selection process.

12. The matters discussed by the Coaches Selection Committee will be deemed confidential and will not be disclosed to third parties.

13. Board meetings where coaches are interviewed and selected are not open meetings (they are workshops).

C. Coaching Certification

1. Coaches and assistant coaches must be knowledgeable about the rules and regulations governing amateur lacrosse.
2. All coaches must have the necessary coaching credentials as required by US Lacrosse for coaching their division if applicable.

D. Coaches Conduct

1. The position of coach is an important one and carries with it the responsibility to portray a proper role model for all players within CYLA.
2. Coaches are responsible for the equal development of all players on their teams.
3. Coaches must conduct themselves in a sportsmanlike manner at all times.
4. Coaches must not use abusive, threatening, or demeaning language or actions during games, practices, or CYLA events.
5. Coaches must refrain from name calling, profanity, and/or humiliating players.
6. Corporal punishment of a player or inappropriate physical contact with a player by a coach or any other member of CYLA is prohibited by CYLA.
7. Physical or verbal abuse of a player or game official by a coach will not be tolerated and may be grounds for dismissal following an investigation and hearing.
8. No coach shall consume alcoholic beverages immediately before a scheduled game or practice.
9. All coaches must comply with the CYLA Code of Conduct (included as Appendix B).
10. All coaches must comply with US Lacrosse Code of Ethics.
11. Any coach removed from a game should verbally notify the Division Director of Lacrosse within 48 hours and provide a written explanation of what occurred during the subject game.

E. Coaches Responsibilities

1. Coaches and assistant coaches are responsible for the equal development for all players on their team to the best of the coaches and players' abilities.
2. Coaches of the 3-4th grade and 5th-6th grade must allow for equal play during practice. Due to the developmental objective of ULA, coaches are encouraged to split game playing time as evenly as possible recognizing that all players may not receive equal playing time during games. Coaches are asked

to recognize the mission of CYLA is to promote good sportsmanship, respect, discipline, self-esteem and fun at all levels, while enhancing skills to accommodate the full spectrum of player ability.

3. Coaches and assistant coaches must maintain discipline of their players during games and practices – both on and off the field. The head coach is responsible to maintain a presence of the side line area at all times. Coaches shall not leave the field after practices or games until the bench area has been inspected and all debris has been picked up.

4. A coach has complete authority to remove any player from the field during a game or practice who is acting in a manner that jeopardizes the safety of any other player, who is acting in an unsportsmanlike manner, or who refuses to follow the directions of the coaching staff.

5. A coach must be present each time a team is on the field – either for a game or practice. Coaches must ensure that all assistant coaches have completed a CYLA coach's application prior to the first practice.

6. If a coach determines that a player has chosen to no longer participate in CYLA, the coach should promptly contact the player and the player's parents or guardians to determine the reason for that decision. The coach must then notify the Division Director immediately when it is confirmed that a player has opted to no longer participate. The Division Director will, in turn, inform the Board. Under no circumstances does a coach have the authority to permanently remove a player from the team without Board approval.

7. All coaches should attend all CYHA coaching clinics and meetings.

8. Head coaches are responsible to ensure that all CYLA equipment is returned to the organization.

III. TEAM SELECTION

ULA Teams (3-4th grade, 5-6th grade)

1. All players will be rostered on a team.

2. Team selection shall be done by the head coaches within each division and supervised by the Boys/Girls Director with the objective to disperse talent evenly amongst teams at the same level. All registered players will be included in the selection processes. The only coaches permitted to be present during team selection are the head coach and one approved assistant coach.

3. Teams will be selected using the following process:

a. Each head coach within a division will rank each player's lacrosse ability by using an A-B-C rating system.

b. At a designated team-selection meeting with the Division Director, coaches will compare their ratings and agree to the designated pre-season rating for each player – once again using the A-B-C system.

- c. Equal numbers of A, B, and C players will then be assigned to teams in the following manner:
 - d. The coach and up to 2 assistant coaches for each team will take their children (if applicable) on their team.
 - e. The remaining players will then be assigned to a team so that each team is equally balanced with A, B, and C players, including the coaches' children.
 - f. Once teams have been selected and announced, rosters are final.
4. During team selection, special requests will only be honored for players who are related or have prior approval by the Board. Any special request must be submitted in writing at the time of registration and will be reviewed by the Board. Notification will be made by the Division Director, if request is granted.

IV. PLAYER DISCIPLINE

A. Disciplinary Process

1. Coaches have the responsibility for player discipline any time his/her team is together for games, practices, and CYLA events.
2. Discipline problems should be documented in writing for each incident requiring disciplinary measures.
3. At the point at which a coach feels that a player has become a habitual discipline problem, the player will be referred to the Director of Boys/Girls Lacrosse.
4. After meeting with the player, his/her parents or guardians, and the coach, the Director may take additional disciplinary measures and/or refer the player to the CYLA Board of Directors.
5. The CYLA Board of Directors will meet (in a closed session, at the next Scheduled Board Meeting) with the player, his/her parents or guardians, and the coach) then determine the proper course of action for the player.
6. The decision of the CYLA Board of Directors is final.

V. PLAYER, COACH AND PARENT CONDUCT

A. General Rules

1. Players, coaches and parents are representatives of CYLA during all games at home or at visiting associations.

2. The Director must be notified by the head coach within 48 hours if any player or coach is ejected from a game. The head coach is responsible for imposing the following automatic penalties for player ejections:

- a. First ejection in a Season - Sit out the next scheduled game.
- b. Second Game ejection in a Season - Sit out the next two scheduled games.
- c. Third or More Game ejections in a Season - Indefinite suspension. For reinstatement, parents must request in writing a meeting with the CYLA Board.
- d. No fighting is permitted on and off the field.

3. The CYLA Boys/Girls Director must be notified by the head coach within 48 hours if any player, coach or parent is asked to leave any field by a referee or an official from another association.

VI. GRIEVANCES

A. Definition

A grievance is defined as any conflict or disagreement between parents or guardians of a player and that player's coach or a league official that cannot be satisfactorily settled between those involved.

B. Procedure for Mediation between Coaches and Parents/Guardians

1. Any disagreement or conflict with a coach should first be addressed between the parties involved in a spirit of cooperation. It is strongly recommended that you wait twenty-four (24) hours before engaging in such discussions so that the involved parties have cooled down.
2. If no agreement can be reached, then the situation should be presented in writing to the Director of Lacrosse for mediation. If confidentiality is requested, the Director of Lacrosse should try to accommodate the request if possible.
3. If the Director of Lacrosse cannot resolve the situation, the subject should be addressed to the Board of Directors in writing.
4. The Board will meet in closed session to review the situation and determine what course of action to take.
5. A written response from the Board will be issued to those involved. .
6. The resulting decision of the Board is final.

C. Procedure for Mediation between Parents/Guardians and/or Coaches and League Officials

1. Any incident between a parent/guardian and/or coach and a league official should be reported to the appropriate Director of Lacrosse in writing as soon as possible.
2. The Director of Lacrosse will then take whatever action is necessary to investigate the situation and report to the Board for whatever action is necessary.
3. No direct confrontation should occur between a parent, guardian, or coach and a league official.

VII. CYLA WEBSITE

CYLA maintains a website where important information, including schedules, is maintained. The website can be found at www.camillusyouthlax.org

CAMILLUS YOUTH LACROSSE ASSOCIATION CODE OF CONDUCT

The purpose of this Code of Conduct is to provide a uniform set of guidelines for Camillus Youth Lacrosse Association. The mission of Camillus Youth Lacrosse Association is to provide a recreational lacrosse program for the residents of Camillus and the West Genesee School District. In order to accomplish this mission, the Board of Directors of Camillus Youth Lacrosse organizes volunteers to coach our children and provide them with the opportunity to enjoy youth lacrosse. To this end, the Board of Directors needs the support and cooperation of many people, including coaches, referees, parents and players. Our goal is to create an atmosphere of accomplishment through team work, to expose our children to success and failure and how to handle each of these experiences, and to build character, discipline and self-confidence which can be drawn upon in future years.

Every team, based on their head coach, assistant coaches, manager, players and parents, develops their own character, each with its own attributes and pitfalls. Each group must then develop its own agenda or rules to accomplish the goal of Camillus Youth Lacrosse Association. This code of conduct is only intended to be the framework for the minimum acceptable level of conduct for all parties involved in Camillus Youth Lacrosse Association. They apply to actions at all fields both indoor and out, all visiting facilities, and any motel, hotel, or meeting area where individual activities are a direct reflection on Camillus Youth Lacrosse Association.

Appendix A is a Parents Code of Conduct and the Progressive Discipline process which each CYLA parent is required to execute at the time of registration.

Appendix B is a Players and Coaches Code of Conduct.

APPENDIX A**CAMILLUS YOUTH LACROSSE ASSOCIATION PARENTS CODE OF CONDUCT:**

Children's sports are supposed to be fun for the children. The motivating factor for most children who enter an organized youth sport program is their desire to have fun. Too many children are leaving sports activities because the fun is unfairly taken away by adults. Parents serve as role models for their children, who often look to adults for advise, direction and approval. Never lose sight of the fact that you are a role model. If you act inappropriately, your child probably will too.

I pledge to provide positive support, care and encouragement for my child participating in CYLA by adhering to the following Parents Code of Conduct.

- I will not force my child to participate in sports, I will support their desire to play and make it fun.
- I will make an effort to understand the game of lacrosse, including US Lacrosse rules and Guidelines, CYLA Policies and Procedures.
- I will encourage my child to play by the Rules.
- I will not embarrass my child or myself by yelling at the players, coaches, officials or other parents. I will exhibit a positive attitude towards the game; its players and officials.
- I will applaud a good effort both in victory and in defeat and reinforce the positive aspects of the game.
- I will not verbally abuse my child, or any other player, his\her coach or game official.
- I will recognize the importance of volunteer coaches. They are important to CYLA and the development of your child.
- I will assist whenever possible with the various functions of my child's team (i.e., scorekeeper, field set up and clean up).
- I will see to it that my child arrives at practice and games at the predetermined times decided by the coaches and that my child is prepared and properly equipped.
- I will assure that my child respects the property of others and of the facilities where he\she plays.
- I will volunteer my efforts for the benefit of ALL CYLA players.
- I understand I may be encouraged to volunteer my time to help work at any concession stands if applicable.

We as parents understand and agree that we may be subject to punishment, including but not limited to warnings and\or temporary or permanent banishment from CYLA functions for violating any provision of the above Code of Conduct. And the Progressive Discipline Procedures will apply to all violations.

Parental Progressive Discipline procedures for Violation of the Parent Code of Conduct:

If a situation arises in which it a CYLA parent has violated the Parent Code of Conduct, the following process will be followed in addressing the situation:

1. The head coach will address the situation to the parent. The head coach will also inform the Director of Boys/Girls Lacrosse of the situation. The head coach will summarize in an email or memo to the Director exactly what occurred and how the coach has addressed it. The Director will keep the full Board informed of any such situations.
2. If a situation happens again with the same parent, the matter will immediately be referred to the Director of Boys/Girls Lacrosse. The Director will meet with the parent, as well as the Director of Lacrosse and separately meet with the head coach, and report his/her findings to the Board with a recommendation for action. The Board will review matters and act on the Directors recommendation.
3. If there is a third instance of a problem with the same parent, the matter will be turned over to the Board for action to have the parent banned from any CYLA practice or game.
4. If it is determined, by the Head Coach, Director of Boys/Girls Lacrosse or the CYLA Board of Directors, that the conduct of a Parent is severe enough at any time. The CYLA Board of Directors reserves the right to remove the parent from all CYLA functions pending a formal disciplinary hearing from the CYLA Board of Directors.

APPENDIX B

PLAYERS AND COACHES CODE OF CONDUCT

<u>AREAS OF CONCERN</u>	<u>SPORTSMANLIKE</u>	<u>UNSPORTSMANLIKE BEHAVIOR</u>
Behavior towards official	When questioning officials, do so in the appropriate manner.	<i>Arguing with officials (e.g., swearing at officials)</i>
Behavior towards opponents	Treat all opponents with respect and dignity at all times.	<i>Arguing with opponents. Making sarcastic remarks about opponents. Making aggressive actions toward opponents. Swearing at opponents.</i>
Behavior toward teammates	Give only constructive criticism and positive encouragement.	<i>Making negative comments or sarcastic remarks. Swearing at or arguing with teammates.</i>
Behavior toward spectators	Make only positive comments. Rule acceptance Obey all league rules.	<i>Arguing with spectators. Making negative remarks or gesturing at spectators Intentionally violating and infraction league rules.</i>