

# *Referee's Handbook*

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## **Introduction**

This booklet is updated and maintained to include the most current information available for the upcoming season of lacrosse as of the publication date noted below.

If additional help or information is necessary, the following websites will be able to direct you to the answer or to the appropriate body to have questions answered. It is also recommended that you contact your local Referee-In-Chief and/or ALRA MA Director at Large. Their contact information can be found in this document.

Alberta Lacrosse Referee's Association:	<a href="http://www.alra.net">http://www.alra.net</a>
Alberta Lacrosse Association:	<a href="http://www.albertalacrosse.com">http://www.albertalacrosse.com</a>
Canadian Lacrosse Association:	<a href="http://www.lacrosse.ca">http://www.lacrosse.ca</a>

**This Handbook was assembled by the ALRA and is current as of April 26, 2009.**

## **SECTION 1**

### **HISTORY OF THE ALRA**

The Alberta Lacrosse Referee's Association (ALRA) was formed in 1991. Prior to this date the local Associations were in charge of training and assigning referees. John Durand, Maurice Getz, Lee Carlyle, Warren Renden, Al Shaw, Mark Asbell and Jim Shelley were the originators of the first set of bylaws and board of directors. Mark Asbell sat as President of the association until the spring of 1997.

Since the formation of the ALRA, the quality and consistency of the officials has risen considerably. The ALRA works very closely with The Alberta Lacrosse Association and the Canadian Lacrosse Association in the formation of policy and education of Canada's national sport. Clinics are now held on an annual basis, referees are being trained on a national level as clinicians, referees are attending national championships and the ALRA has received national attention and recognition for our efforts.

It is only with cooperation and communication, will our organization continue to grow and get stronger.

### **PRESIDENTS OF THE ALRA**

2008 – Present	Dennis Deis
2006 – 2008	Brad Dahrouge
2005	Jim Jones
2002 – 2005	Graeme Dales
1997 – 2001	Stewart Begg
1988 – 1996	Mark Asbell

### **JAMES MCFALL MEMORIAL AWARD**

The James McFall trophy is the most prestigious award presented by The Alberta Lacrosse Association to a volunteer who has made a significant contribution to the game of Lacrosse in Alberta. This trophy was presented to the ALA in the memory of James McFall by Dominion Construction Ltd.

Jim's Lacrosse career began in 1966 and throughout his life was involved in playing, coaching and refereeing. Jim served as Referee-in-Chief in Edmonton for a number of years and was co-Chairman of the Lacrosse Committee for the 1978 Commonwealth Games in Edmonton at the time of his death. This award is presented at the ALA Planning Meeting held in January of each year.

### **ALRA AWARD RECIPIENTS**

2006	Leslie Churchill	2000	Stewart Begg
2005	Harold Albrecht	1999	Jim Lovgren
2001	Larry Howard	1997	Jim Shelley

## **ALRA CONSTITUTION**

1. The name of the Association is The Alberta Lacrosse Referee's Association.
2. The objectives of the Association are:
  - (a) To provide efficient, well qualified officials for the game of Lacrosse within its jurisdiction;
  - (b) To promote good fellowship among its members and to aid and assist in the betterment of Lacrosse;
  - (c) To maintain a high standard of relationship with officials, coaches and players of various leagues to whom the Association may supply its services;
  - (d) To play an active role in the preparation and implementation of the referee training, supervision, and development programs;
  - (e) To act as the liaison between lacrosse referees and any issues concerning the sport of Lacrosse in Alberta or elsewhere in Canada in such areas as discipline, agreement negotiations, administrative functions, and assignments;
  - (f) To promote uniformed interpretation and administration of the rules of Lacrosse.

## **BY-LAWS**

### **1.0 MEMBERSHIP**

- 1.1 The members of The Alberta Lacrosse Referee's Association are the subscribers of the Constitution and By-Laws and shall include every other person who agrees to become a member, associate member or other class of member by whatever name called.
- 1.2 Membership in The Alberta Lacrosse Referee's Association shall be open to all persons officiating in Minor or Major Lacrosse in the Province of Alberta. Major Lacrosse shall be defined as intermediate level of Lacrosse and above. Minor Lacrosse shall be all other levels of Lacrosse.
- 1.3 Membership shall imply acceptance of The Alberta Lacrosse Referee's Association's Constitution and By-Laws.
- 1.4 Persons under the age of 18 years may be admitted as members of The Alberta Lacrosse Referee's Association or appointed to any office therein and shall be liable for the payment of the subscription as if they were of the full age of majority.

- 1.5 Persons desiring to become members of The Alberta Lacrosse Referee's Association shall submit an application in writing to the Executive of The Alberta Lacrosse Referee's Association in such form and detail, as may be prescribed by the Executive from time to time, together with the prescribed annual membership and entrance fees. Upon acceptance by the Executive, the applicant may become a member of The Alberta Lacrosse Referee's Association. Applicants denied membership shall have the right of appeal to a general membership meeting.
- 1.6 A member shall be deemed to be in good standing when he has paid his current annual membership fee and any other dues or fees then payable by him.
- 1.7 The Executive of The Alberta Lacrosse Referee's Association may make rules and from time to time amend any such rules for maintenance or continuation of membership on an inactive basis in the event of interruption of officiating in Alberta.
- 2.0 ALRA EXECUTIVE**
- 2.1 The Society shall be governed and represented by its Executive.
- 2.2 The Executive to be elected is as follows: President, Vice-President, Secretary/Treasurer and two Directors. The elected Executive may add up to three members to the Executive by appointment. The immediate past President shall automatically be a member of the Executive with full voting privileges. All members of the Executive shall be members in good standing.
- 2.3 At Executive meetings each member of the Executive, except the President, shall have one vote. The President, however, shall cast a tie-breaking vote.
- 2.4 The Executive shall meet from time to time, as may be determined by the President, or as agreed on by its members. The presence of 50% or more shall constitute a quorum at any Executive meeting.
- 2.5 The Executive may make any regulations dealing with the activities of the Society and its members, not inconsistent with the constitution, but all regulations passed by the Executive shall be presented at the next open meeting of the Society and may be passed by a simple majority vote of the Board members present.
- 2.6 The Executive may appoint committees to deal with such matters as may be assigned to them by the Executive. All committees will be required to report proceedings to the Executive.
- 2.7 Any member of the Executive may call a meeting of the Executive to deal with emergency business and the Secretary-Treasurer shall issue proper notice to the members of the Executive unless such notice is waived by each member of the Executive.

- 2.8 A vacancy in the Executive shall be filled by an appointment by the Executive and shall serve for the unexpired term of the Executive.
- 2.9 To be nominated for President, a Member must have served in an elected position on the Executive in the preceding year, unless no elected Member of that Executive is prepared to stand for the office of President.

### **3.0 MEETINGS OF THE ALBERTA LACROSSE REFEREE'S ASSOCIATION**

- 3.1 The annual general meeting shall be held at such time and place in the Province of Alberta as the Executive shall determine. The executive shall present to the annual general meeting an annual report and a financial statement covering the preceding calendar year.
- 3.2 A general meeting may be called by the President or the Secretary/Treasurer at any time. A special general meeting shall forthwith be called by the President or the Secretary/Treasurer on the written request of at least 20% of the members. If the President or Secretary/Treasurer fails to send out notice for such special general meeting within five days of receipt of such request, any two of the members desiring to call such meeting may themselves send out a notice calling such meeting for such time and place as they may decide.
- 3.3 Except as herein expressly provided to the contrary, members shall be given at least fourteen days notice of all general meetings or special general meetings. Notices of all such meetings shall indicate the nature of the business to be transacted.
- 3.4 Members shall be given at least twenty-one days notice of the annual general meeting. Notice of the annual general meeting shall indicate the nature of the business to be transacted, including the election of the Executive for the ensuing year.
- 3.6 Votes of members may be given personally or by proxy. Such proxy must produce and deposit with the Secretary-Treasurer sufficient appointment in writing from his appointer or appointers.
- 3.7 Unless otherwise herein provided, all questions coming before a meeting of The Alberta Lacrosse Referee's Association shall be decided by a majority vote of the members present. The chairman of the meeting shall not vote on any resolution or motion except in the case of a tie, in which event he shall have one vote.

### **4.0 ELECTION OF EXECUTIVE**

- 4.1 Election shall be held at the annual meeting.
- 4.2 The President shall manage and control the elections.
- 4.3 Only Association members in good standing who have paid their fees shall have the right to vote.



- 4.4 Nominations by an Association member may be oral and shall be seconded by at least one other Association member.
- 4.5 Elections shall be conducted by secret ballot and the nominee polling the highest number of votes, being elected. In case of a tie, a new ballot shall be taken between the Nominees that are tied.
- 4.6 The duties of the Executive shall commence upon their election.

## **5.0 REFERENDUM VOTE**

- 5.1 The Executive may, on its own motion, submit any questions(s) to a referendum vote of the members.
- 5.2 The majority of members at any general meeting may require the Executive to submit any question, motion or resolution to referendum except as hereinafter provided. All referenda shall be so framed as to be capable of a direct affirmative or negative answer, and all members not in arrears for fees or assessments shall be entitled to vote.

## **6.0 DUTIES OF OFFICERS**

- 6.1 The President shall preside at all meetings of the Association. He shall exercise a general supervision over all of the affairs of the Executive, and perform such duties as may be assigned to him by the Executive. In his absence or inability to act, the Vice-President shall perform his duties. In their absence or inability to act, a Chairman may be elected by vote of those present of the Executive. The President shall countersign all cheques.

### **6.2 Duties of Regional Referee-In-Chief**

- 6.2.a. Upon receipt of regular season schedule will arrange for scheduling of referees.
- 6.2.b. Verify all monthly pay sheets to ensure compliancy with schedule and authorize any meal or travel claims.
- 6.2.c. Verify monthly schedule to ensure it correctly reflects any changes that have occurred within that month (i.e. game cancellations, reschedule, etc.).
- 6.2.d. Submit monthly pay sheets and updated schedule to the ALRA Secretary/Treasurer for reimbursement to officials.
- 6.2.e. Arrange Referees-in-Chief for all tournaments within the region. Ensure Tournament Referee-in-Chief Request is completed and committee members are indicated.
- 6.2.f. Deal with any complaints regarding officials within the region.
- 6.2.g. Arrange coach/referee meetings including location, agenda and date.

- 6.2.h. Review discipline for referees (i.e. late, no show, misconduct).
- 6.2.i. Represent the ALRA at regional association meetings (i.e. GELC, CDLA, etc.).
- 6.2.j. Responsible to ensure training sessions are provided to all referees within the region.
- 6.2.k. Provide referee evaluations on an ongoing basis to all referees within the region. Responsible to provide any remedial training required as a result of the evaluation. Ensure that all referee evaluation forms are submitted to the ALRA Secretary/Treasurer for inclusion on personnel files.
- 6.2.l. Review all Official's Game Reports and provide any action required as a result of the report. Ensure that all game reports are submitted to the ALRA Secretary/Treasurer for documentation purposes.
- 6.2.m. Serve as a resource person only on behalf of the ALRA on Discipline Committees at various regional levels.
- 6.2.n. Submit any required information for the monthly ALRA Newsletter.

### **6.3 Referee-In-Chief – Tournaments**

- 6.3.a. Schedule referees to officiate tournament games. Ensure referees are utilized from all zones within the Association, and that even distribution is given with respect to referees and the number of games officiated.
- 6.3.b. Verify all pay sheets at the conclusion of the tournament to ensure compliancy with the schedule and authorize any meal or travel claims.
- 6.3.c. Verify the tournament schedule to ensure all changes are updated.
- 6.3.d. Submit the tournament pay sheets and updated tournament schedule to the ALRA Secretary/Treasurer for reimbursement to officials.
- 6.3.e. Calculate required tournament officiating costs and ensure organizing committee provides the required funds at the conclusion of the tournament.
- 6.3.f. Submit the funds from the tournament committee to the ALRA Secretary/Treasurer.
- 6.3.g. Deal with any complaints regarding officials during the tournament.
- 6.3.h. Provide communication between tournament organizers and referees any special rules or conditions that apply for the given tournament.

- 6.3.i. Address and ensure replacement referees are available at any time during the tournament.
- 6.3.j. The Tournament Referee-in-Chief should not be involved in the tournament organization (i.e. appeals). Referees should be involved for clarification of rules and should not carry any vote on these matters.
- 6.3.k. The Tournament Referee-in-Chief shall be notified of all members of the tournament committee, including phone numbers and Email addresses. There should be three members of the committee at the tournament arena at all times during games.
- 6.3.l. Collect and review all Officials Game Reports and provide any action deemed necessary.
- 6.3.m. Ensure all Officials Game Reports are submitted to the appropriate regional Referees-in-Chief.

#### **6.4 DUTIES OF THE ALRA SECRETARY & TREASURER**

##### **6.4.a. Clinics**

- 6.4.a.i. At the beginning of the Lacrosse season will ensure that a newsletter is distributed for all previous members of the ALRA indicating dates, times and locations for the upcoming referee's clinic.
- 6.4.a.ii. Will ensure that all required material for the referee's clinic including rule books, handbooks, etc., are updated for distribution at the clinic.
- 6.4.a.iii. At the referee clinics, the Secretary/Treasurer will compile a complete list of the attendees at the clinic, and account for all monies collected at the clinic for registration fees, and referee supplies as well as any outstanding monies received after the clinic by associated clubs.

##### **6.4.b. Personal History Forms**

- 6.4.b.i. The Secretary/Treasurer will be responsible for the distribution of the Personal History Forms to all members of the ALRA, including new referees to the Association, and the updating of these forms and storage in the ALRA database.
- 6.4.b.ii. The ALRA database must be maintained and updated on a regular basis. Upon receiving permission from the member, the Secretary/Treasurer is authorized to provide the history document to any Provincial or National Designate for use for tournaments or submission for awards or honours
- 6.4.b.iii. Will maintain and provide all Referees-in-Chief, and any other requesting members of the ALRA, an accurate Referee's List, including addresses, telephone numbers, and Email addresses.

#### **6.4.c. Financial Records**

- 6.4.c.i. Upon receipt of completed referee pay sheets for regular season, exhibition, tournaments and playoffs, the Secretary/Treasurer will ensure prompt reimbursement to the referees, including any deductions that are assessed to the pay sheet (i.e. service fees, fines, travel and meal claims, etc.). An accurate record will be kept on all financial matters, and an invoice will be included with each pay cheque to the referees outlining all disbursements. One copy of this invoice will be held on the referee's personal file.
- 6.4.c.ii. The Secretary/Treasurer will maintain accurate accounts for all tournament, playoff, regular season and exhibition games for reimbursement by the ALA clubs. An invoice shall be submitted and kept on file of these referee fees, and all funds deposited into the ALRA General account.
- 6.4.c.iii. The Secretary/Treasurer will purchase, maintain and record all miscellaneous expenditures including; paper, stamps, envelopes, fax cartridges, etc., required for the regular operation of the ALRA.
- 6.4.c.iv. The Treasurer will submit an accurate account of the membership of the ALRA to the Canadian Lacrosse Association, and provide the required financial remuneration for all membership fees.
- 6.4.c.v. A complete financial report must be compiled by the end of calendar year for a Review/Audit, and must be able to provide all supporting documentation upon request.

#### **6.4.d. Newsletters**

- 6.4.d.i. The Secretary/Treasurer will format and compile at least two newsletters to the referees during the course of the regular season. Information for the newsletters shall be solicited from the Referees-in-Chief.

#### **6.4.e. Fundraising**

- 6.4.e.i. The Secretary/Treasurer shall act as designated coordinator for the fundraising activities including Bingo and Casino volunteers for the ALRA.
- 6.4.e.ii. As coordinator, responsibilities include providing the required dates of events to the membership of the ALRA and solicit the required number of volunteers for the events. In turn, the names of these volunteers will be provided to the respective ALA, CDLA, or GELC coordinators for the events.
- 6.4.e.iii. At the conclusion of the event, the Secretary/Treasurer shall provide the respective coordinators and ALRA Treasurer with an invoice or receipts for the profits from the event and in turn deposit and record the financial gain in the general account of the ALRA.

- 6.4.e.iv. An accurate account must be maintained regarding the payment of credits to the volunteering members of the ALRA.

**6.4.f. Correspondence**

- 6.4.f.i. The Secretary/Treasurer is responsible for the maintenance of all incoming, outgoing correspondence for the lacrosse season.
- 6.4.f.ii. Must maintain the repository of personnel files of all members of the ALRA to ensure all applicable evaluations and reports are recorded on the appropriate files.
- 6.4.f.iii. Draft and complete any outgoing correspondence for the Regional Referee-in-Chief.

**6.4.g. ALRA Meetings**

- 6.4.g.i. Provide members of the ALRA with information regarding any upcoming ALRA meetings and provide an agenda for these meetings.
- 6.4.g.ii. Coordinate payment for any expenditures associated with the meetings, i.e. meals, travel claims, venue payments, etc.
- 6.4.g.iii. The Treasurer shall record all material covered at the ALRA meetings and provide a written document summarizing the events to any member of the ALRA both present at the meeting or not.

**7.0 ALRA FINANCIAL REVIEW**

- 7.1 The ALRA shall operate its association on the calendar year ending December 31st.
- 7.2 The ALRA Treasurer shall provide a detailed financial report to the ALRA President by January 15th of the following year.
- 7.3 The ALRA President shall select not less than three members of the ALRA who must be in good standing with the association to review the financial statement. This review team shall be comprised of at least one member from the executive and at least one member from the general ALRA membership.
- 7.4 The review team shall select a chairperson to report back to the ALRA President.
- 7.5 This review shall be completed by January 31<sup>st</sup> of the calendar year.
- 7.6 Should the ALRA executive feel it is required, a complete financial audit may be requested
- 7.7 A copy of the financial report be provided to the ALA executive for review

**8.0 REFEREE'S FEES**

- 8.1 Prior to the commencement of the regular season, the ALA shall submit to the ALRA a schedule of all levels of play within the province for the season.
- 8.2 The ALRA will compute the games to game fees and notify the ALA as to the costs of officials.
- 8.3 The ALA shall pay the ALRA the total game fees for the season within 15 days after the start of the season.
- 8.4 At the end of the regular season, the ALRA shall submit to the ALA any additional costs incurred by the ALRA (i.e. meals, travel, schedule fees, etc.), or any reimbursements (i.e. game cancellations, etc.).
- 8.6 Referees fees payable by the various leagues shall be approved for each year by the Executive.

## **9.0 REFEREE'S PRIVILEGES**

- 9.1 No member shall referee in a league that is not sanctioned by The Alberta Lacrosse Association.
- 9.2 No member shall referee with a non-member of the Association except as provided by Section 9.3.
- 9.3 Prior to the commencement of each season, the Executive shall meet and prepare a schedule setting out a list of leagues, teams and type of games to which Section shall not apply. If a member wishes to referee with a non-member in a single instance not covered by the above list, he must get approval in writing and have it signed from two members of the Executive.
- 9.4 No member shall trade assignments or fail to attend a game, which he has accepted, to accept another game at the same time, except in unusual circumstances and unless suitable alternate arrangements have been made with the appropriate Assignor.
- 9.5 Where a member violates any regulations of the Association, a fine or suspension or both may be imposed by the Executive.
- 9.6 It is understood that a member agrees to abide by all governing rules of The Alberta Lacrosse Association and the Constitution, and further agrees to familiarize themselves with all the rules and regulations involved in the game of lacrosse, and the application of the said rules.

## **10.0 SUSPENSION OF MEMBERS**

- 10.1 No member of the Association shall knowingly referee with a suspended member.

10.2 The Executive shall meet within five days after notice is brought to the attention of any one of its Officers of a contravention of any Article of the Constitution or any of the regulations made by the Executive of which the Offender has notice, for the purposes of conducting a hearing. The offending member shall be given every opportunity to present his side of the case. The Executive shall have the power to deal with the matter in such manner as it shall deem fit in the best interests of the Association. Any decision must be by majority vote. The Decision of the Executive shall be binding and final and be delivered to the Association at its next meeting. In the event of suspension(s), all appropriate leagues shall be notified. Should a league employee referee under suspension by the association, no Association member shall participate in that league without the Executive's approval.

10.3 Disciplined members have the right of appeal to an Appeal Committee appointed by the Executive, one of whom shall be a peer official.

#### **11.0 SIGNING OFFICERS AND SEAL**

11.1 Except as herein otherwise provided, all documents, including deeds, transfers, licences, contracts and engagements, requiring execution on behalf of The Alberta Lacrosse Referee's Association, shall be signed by either the President or Vice-President and the Secretary/Treasurer, or in their absence by such other officer or officers as the Executive may by resolution appoint.

11.2 Contracts in the ordinary course of The Alberta Lacrosse Referee's Association's operations may be entered into on behalf of The Alberta Lacrosse Referee's Association by the President, Vice-President, Secretary/Treasurer, or by any person authorized by the Executive.

11.3 The Executive may adopt a common Seal to be kept in the custody of the Secretary-Treasurer, which shall not be affixed to any instrument except in the presence of the President and the Secretary-Treasurer, or such other officer or officers as the Executive or the members may by resolution appoint.

#### **12.0 AMENDMENTS**

12.1 Neither the Constitution nor By-Laws of The Alberta Lacrosse Referee's Association shall be altered or added to except by special resolution of the members of The Alberta Lacrosse Referee's Association.

12.2 For the purpose of this by-law, "special resolution" means:

12.2.a A resolution passed in a general meeting by a majority of not less than 75% of the votes of those members in attendance at the general meeting who, being entitled to do so, vote in person or by proxy;

- 12.2.a.i. Of which not less than 14 days' notice specifying the intention to propose the resolution as a special resolution has been given; or
- 12.2.a.ii. If every member entitled to attend and vote at the meeting so agrees, at a meeting of which less than 14 days' notice has been given; or
- 12.2.b. A resolution consented to, in writing, by every member of The Alberta Lacrosse Referee's Association who would have been entitled to vote on it in person or by proxy at a general meeting of The Alberta Lacrosse Referee's Association, and a resolution so consented to, shall be deemed to be a special resolution passed at a general meeting of The Alberta Lacrosse Referee's Association.

### **13.0 FEES AND ASSESSMENTS**

- 13.1 Each member shall pay an annual fee which shall be determined by a majority of such members as are entitled to vote and are present, or represented by proxy, at the annual general meeting, and which may be payable by payroll deductions.
- 13.2 Applicants for membership shall be required to pay an admission fee in such amount as the Executive may from time to time determine.
- 13.3 Assessments to meet extraordinary expenses shall be the subject of a referendum vote.
- 13.4 If any member fails to pay his annual fees or assessment provided herein within thirty days of notification that such payment is in arrears, he shall be subject to suspension or cancellation of membership as determined by the Executive as hereinafter provided.

### **14.0 OFFICIALS PAY SHEETS**

#### **14.1 Regular Season**

- 14.1.a To be submitted to appropriate Referee-in-Chief at month end.
- 14.1.b Referee-in-Chief to verify games, meals, travel rates and totals of the pay sheets.
- 14.1.c Referee-in-Chief to forward to ALRA Secretary/Treasurer, by the 7th of the following month, all pay sheets and a copy of schedule.
- 14.1.d ALRA Secretary/Treasurer to issue cheque to payee accompanied by statement of fees paid.

#### **14.2 Tournament Referee Fees**

- 14.2.a All pay sheets are to be submitted to Tournament Referee-in-Chief prior to departure from tournament.



- 14.2.b Tournament Referee-in-Chief to verify games, meals, travel rates and totals of the pay sheets. Ensure funds are in place to cover Tournament Referee Costs.
- 14.2.c Tournament Referee-in-Chief to forward all pay sheets and cheque covering referee costs to ALRA Treasurer as soon as possible.
- 14.2.d ALRA Secretary/Treasurer to issue cheque to payee accompanied by statement of fee paid.
- 14.2.e ALRA Secretary/Treasurer to issue tournament statement detailing all expense to tournament host club detailing all expenses and any outstanding costs required. Once all fees are recovered, and account is in good standing, a final statement will be submitted to the host club for their records.

## **15.0 NEWSLETTER**

- 15.1. An ALRA Newsletter will be completed and forwarded to each official at the end of each month during the regular season.
- 15.2. The ALRA Newsletter shall comprise of any rule interpretations/situations and information that promotes the progress of Lacrosse.
- 15.3. Submissions for the newsletters will be provided to the ALRA Treasurer prior to the month end.
- 15.4. The ALRA Treasurer will compile the gathered information and mail to each official along with the official's pay cheque.
- 15.5. Sector Referees-in-Chief are encouraged to solicit information for the ALRA Newsletter.
- 15.6. A copy of the newsletter shall also be distributed to:
  - Each Club President
  - ALA
  - GELC, RDLA, RMLA

## **16.0 HONORARIUMS**

- 16.1 A discretionary fund for Referees-in-Chief Honorariums up to a maximum of \$1250 for distribution between the Referees-in-Chief in the province. This would depend on the financial viability of the ALRA.
- 16.2 The specific value of the honorarium to each member will be agreed upon by an executive committee appointed at the ALRA Fall Annual General Meeting and will exclude the current Referees-in-Chief.

16.3 The Treasurer will be provided an honorarium up to a maximum of \$1000 as decided by the executive committee.

**17.0 GENERAL**

17.1 Should any part or provision of the Constitution or these By-Laws of The Alberta Lacrosse Referee's Association be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any judgment or order of a Court of competent jurisdiction, such invalidation of such part or portion of these Constitution or these By-Laws shall not invalidate the remaining portions thereof, and such remaining portions shall continue in full force and effect.

17.2 Notwithstanding that the association may not be incorporated pursuant to The Society Act of Alberta, R.S.A. 1980, as amended the provision of that Act shall apply to the Association save and except as may be inconsistent with the Constitution and these By-Laws.

## **REFEREE CODE OF ETHICS**

1. I will faithfully enforce the rules of lacrosse in a just, impartial and reasonable way.
2. I will adhere to all the policies and rules of The Alberta Lacrosse Referee's Association.
3. I will follow the dress code of The Alberta Lacrosse Referee's Association.
4. I will conduct myself in a manner that exemplifies sportsmanship and fairness whether as a referee or any other position in the sport.
5. I will promote the sport of lacrosse by being an example for others to follow.
6. I will honour the obligations of my position and strive to attain excellence in the performance of my duties.

## **DRESS CODE**

1. Well groomed (e.g. clean shaven, clean clothes, hair combed, etc.)
2. ALRA referees shirt with crest. Senior referees that officiate Major Lacrosse are to have their last name with 4" sewn on white letters on a black name bar on the back of their jerseys.
3. Black pants (e.g. dress pants/rugby pants/track suit pants, no tear-aways, no white showing). A black belt may be worn without a belt buckle. Hockey referee pants (CCM/Easton) are ideal.
4. Black socks.
5. No jewellery, i.e. necklaces, watches, etc. (MedicAlert bracelets are acceptable).
6. Runners, clean, tied up, black.
7. Come with all equipment required to perform duties as a referee.

## **SECTION 2**

### **EXECUTIVE**

<b>POSITION</b>	<b>NAME</b>	<b>LOCATION</b>	<b>EMAIL</b>	<b>PHONE NUMBERS</b>
<b>President (VOTING)</b>	Dennis Deis	Calgary	<a href="mailto:president@alra.net">president@alra.net</a>	H: (403) 254-5944 C: (403) 819-9000 F: (403) 254-5945
<b>Vice President (VOTING)</b>	Val Miles	Calgary	<a href="mailto:vicepresident@alra.net">vicepresident@alra.net</a>	H: (403) 271-9756 C: (403) 816-5410
<b>Secretary / Treasurer (VOTING)</b>	Darryl Ducharme	Calgary	<a href="mailto:treasurer@alra.net">treasurer@alra.net</a>	H: (403) 271-3113 C: (403) 999-3113 W: (403) 264-8450
<b>Past President (VOTING)</b>	Brad Dahrouge	Sherwood Park	<a href="mailto:pastpresident@alra.net">pastpresident@alra.net</a>	H: (780) 467-4292 F: (780) 416-1034
<b>Director at Large 1 (VOTING)</b>	Ian Scott	Edmonton	<a href="mailto:director1@alra.net">director1@alra.net</a>	H: (780) 757-7506
<b>Director at Large 2 (VOTING)</b>	Scott Walters	Okotoks	<a href="mailto:director2@alra.net">director2@alra.net</a>	H: (403) 995-2120 W: (403) 292-8813 C: (403) 813-0259 F: (403) 995-2120
<b>Webmaster</b>	Greg Hart	Calgary	<a href="mailto:webmaster@alra.net">webmaster@alra.net</a>	EMAIL ONLY
<b>Referee-In-Chief (Calgary District Lacrosse Association)</b>	Darryl Ducharme	Calgary	<a href="mailto:cdla@alra.net">cdla@alra.net</a>	H: (403) 271-3113 C: (403) 999-3113 W: (403) 264-8450

<b>Referee-In-Chief (Central Alberta Lacrosse League)</b>	Wes Amendt	Ponoka	<a href="mailto:call@alra.net">call@alra.net</a>	H: (403) 783-5486 W: (403) 783-4764 C: (403) 896-6389
<b>Referee-In-Chief (Field Lacrosse)</b>	Marty Gaffney	Calgary	<a href="mailto:field@alra.net">field@alra.net</a>	C: (403) 651-9885
<b>Referee-In-Chief (Ft. McMurray Minor Lacrosse Association)</b>	Tyler Price	Ft. McMurray	<a href="mailto:fmmla@alra.net">fmmla@alra.net</a>	H: (780) 747-8883
<b>Referee-In-Chief (Grande Prairie Lacrosse Association)</b>	Chris Miles	Grande Prairie	<a href="mailto:gpla@alra.net">gpla@alra.net</a>	C: (780) 402-0833 F: (780) 532-8378
<b>Referee-In-Chief (Greater Edmonton Lacrosse Council)</b>	Brad Dahrouge	Sherwood Park	<a href="mailto:gelc@alra.net">gelc@alra.net</a>	H: (780) 467-4292 F: (780) 416-1034
<b>Referee-In-Chief (Rocky Mountain Lacrosse League)</b>	Warren Renden	Calgary	<a href="mailto:rml@alra.net">rml@alra.net</a>	H: (403) 243-6721 C: (403) 389-2555
<b>Referee-In-Chief (Southern Alberta Lacrosse Association)</b>	Duane Goldie	Coalhurst	<a href="mailto:sala@alra.net">sala@alra.net</a>	H: (403) 381-3651 C: (403) 315-1936 W: (403) 388-3000
<b>Referee-In-Chief (Wheatland Lacrosse Association)</b>	Randy Rayson	Lloydminster	<a href="mailto:wla@alra.net">wla@alra.net</a>	H: (780) 871-0441 C: (780) 870-2836

**All written correspondence is to be sent to:**

Alberta Lacrosse Referees Association  
C/O Dennis Deis  
3rd Floor, Percy Page Centre  
11759 Groat Road  
Edmonton, AB T5M 3K6

## **REFEREE ASSIGNING**

For games in your area, contact your local Referee-In-Chief. If you are unsure of who your local RIC is, contact the ALRA President or any of the Executive for assistance.

### **Referee Assignor Duties and Responsibilities:**

Referee assignors have the responsibility to place properly qualified officials into games. This is for the safety of the players on the floor and to have properly qualified officials in a game.

### **Assigner Responsibilities:**

1. An assigner can only assign referees from each seasons approved referees list which will be supplied to the assigner complete with level of certification and the officials current rating. Referees must be assigned by the appropriate level of certification and by what they have been rated to officiate. This list will be available from the local RIC.
2. An official that is not on the list cannot be assigned to a game.
3. An accurate list of games with officials assigned must be maintained.
4. If a game cannot be filled with officials, and all avenues to find properly qualified officials have been exhausted, the local RIC must be informed of the situation **within 24 hours**. A local RIC may contact an RIC of another jurisdiction to see if qualified officials are available from that jurisdiction.
5. Failing to follow the guidelines above will result in forfeiture of all game fees for the season.

### **Guidelines when Assigning:**

Here are guidelines to follow: (Remember these are guidelines only to help mentor and for referees to receive better experience in the game of Lacrosse)

League	Referee's Necessary Qualifications		
	Lead	Trail	NOCP Level
Tyke / Novice	Refereed at least 1 full season	New official	Level I
Peewee	Refereed at least 1 full season	Refereed 3 or more games	Level I
Bantam	Refereed at least 2 full seasons	Refereed at least 1 full season	Level I
Midget	Refereed at least 3 full seasons	Refereed at least 2 full seasons	Level II
Junior B	Refereed at least 4 full seasons	Refereed at least 3 full seasons	Level II
Junior A	Refereed at least 4 full seasons	Refereed at least 3 full seasons	Level III
Senior B	Refereed at least 5 full season	Refereed at least 4 full seasons	Level III

- A referee cannot officiate in the level they play or above. A referee should not be assigned to ref their children's games. DO NOT put a ref into a situation where they have to ref their

peers as this may create problems outside of lacrosse (referees and players may go to school together, etc.).

- Do not put new referees into peewee games until they have refereed at least one game with a lead official in a Tyke or Novice game.
- Do not put two new officials into a Tyke or Novice game together until they have refereed at least three games with a lead official.
- It is the responsibility of the assigner to balance the games available amongst the referee's making the games as equal as possible in both quantity and level.
- Once a game has been assigned it is the responsibility of the official to contact the assigner within 48 hours to find a replacement should they be unable to complete their assignment.

## **Referee Competency Scale**

All officials province wide are rated according to a Referee Competency Scale. All officials selected to officiate in all divisions must be properly assigned according to the scale. The local RIC or the provincial RIC may override this scale on a case by case basis either by game or by official.

<b><u>Division</u></b>	<b><u>Rating</u></b>
Senior B	1
Junior A	1
Junior B	2
Tier II	3
Tier III	3
Midget A	4
Midget B	5
Midget C	5
Bantam A	5
Bantam B	6
Bantam C	6
PeeWee A	6
PeeWee B	7
PeeWee C	7
Novice A and below	8



## **Canadian Lacrosse Association N.O.C.P. Referee Certification Criteria**

### **Level 1**

- Attendance at a Level 1 clinic.
- Less than 2 years experience refereeing.
- Must score at least 50% on evaluation materials.
- Minimum 14 years of age by calendar year end.
- Should referee at local tyke and novice games.

### **Level 2**

- Attendance at a Level 2 clinic.
- 2 or more years experience refereeing.
- Must score 70% on evaluation material.
- Minimum 16 years of age by calendar year end.
- Should referee local PeeWee and Bantam games.
- May referee provincial and/or national championships at PeeWee and lower.
- Must be certified Level 1 referee if no previous lacrosse refereeing experience.

### **Level 3**

- Attendance at a Level 3 clinic.
- 3 or more years experience refereeing.
- Must score 75% on evaluation material.
- Minimum 18 years of age by calendar year end.
- Successful on-floor evaluation by supervisory staff.
- Possess the ability to referee National Finals, Intermediate and lower.
- May referee Provincial and/or National Championship below Junior "B".

### **Level 4**

- Attendance at a Level 4 clinic.
- 5 or more years experience refereeing.
- Must score 80% on evaluation material.
- Minimum 21 years of age by calendar year end.
- Successful on-floor evaluation by supervisory staff.
- Possess the ability to referee National Finals, Junior "B" and lower.
- May referee Provincial and/or National Championship below Junior "A".

### **Level 5**

- Attendance at a Level 5 clinic.
- 7 or more years experience refereeing.
- Must score 95% on evaluation material.
- Minimum 25 years of age by calendar year end.
- Successful on-floor evaluation by supervisory staff.
- Possess the ability to referee National Finals at any level.
- May referee any Provincial and/or National Championship.

## **National/International Competition Referee Selection Policy**

The National/International Referee Selection Policy is a policy to be used to select officials for National/International championship events (e.g. PeeWee Nationals, Bantam Nationals, Midget Nationals, President's Cup, Founders Cup, Minto Cup, Mann Cup, International Tournaments, etc.)

A referee selection committee will consist of a local Referees-in-Chief, the ALRA President, ALRA Vice President and/or ALRA Past President. All decisions reached by this committee will be final.

1. The referee applicant must be in good standing with the ALRA in order to be considered.
2. Local Referees-in Chief, along with the committee members, will look at all of the applicants for each national/international event.
3. All applications must be in writing, with the appropriate application forms and documentation.
4. All applicants must have at least two (2) formal evaluations conducted on them during regular league season play.
5. The committee will meet to discuss the applicant's qualifications, evaluations, application and documentation to determine who will be placed on the national/international referee selection list.
6. The National/International Referee Selections list will be forwarded to the ALA.
7. **Any referee who has not followed the application process as set out by the ALRA and officiates a National/International event is in breach of these procedures will be suspended immediately, without notice, for two years from officiating any games.** Any official suspended from or by this procedure will have to make application to the ALRA executive for reinstatement of refereeing privileges after the expiration of the two-year suspension. A formal written decision on reinstatement will be given 30 days after notice of application for reinstatement has been received by the executive.
8. The ALRA national/international selection committee, shall, if requested in writing by the ALA, review their selection of referees for national/international events and amend the final selection list to include the referees selected by the ALA.
9. Referees expressing a desire to officiate in a National Championship must submit the completed CLA application form and necessary supporting documentation to the ALRA President by no later than June 15 of the current lacrosse season.

## **SECTION 3**

### **ARENAS**

#### **AIRDRIE**

**PLAINSMEN ARENA:** 320 Centre Avenue, Airdrie

**TWIN ARENA COMPLEX:** 200 East Lake Crescent, Airdrie

#### **ATHABASCA**

**ATHABASCA ARENA:** 4409 – 48<sup>th</sup> Street, Athabasca

#### **BEAUMONT**

**BEAUMONT REGIONAL ACTIVITIES CENTRE:** 5303 – 50<sup>th</sup> Avenue, Beaumont

#### **BLACK DIAMOND**

**OILFIELDS ARENA:** 611 – 3<sup>rd</sup> Street SW, Black Diamond

#### **BLACKFALDS**

**BLACKFALDS MULTIPURPOSE COMPLEX:** 5302 Broadway Avenue, Blackfalds

#### **BLAIRMORE**

**ALBERTA STELLA MEMORIAL ARENA:** 12602 – 17<sup>th</sup> Avenue, Blairmore

#### **BOWDEN**

**BOWDEN ARENA –** 2213 - 19<sup>th</sup> Avenue, Bowden

#### **BROOKS**

**BROOKS ARENA:** 111 – 4<sup>th</sup> Avenue West, Brooks

#### **CALGARY**

**ACADIA RECREATION CENTER:** 240 – 90<sup>th</sup> Avenue SE, Calgary

**BOWNESS COMMUNITY CENTRE:** 7904 – 43<sup>rd</sup> Avenue NW, Calgary

**CENTENNIAL ARENAS:** 2390 – 47<sup>th</sup> Avenue SW, Calgary

**GEORGE BLUNDIN:** 5020 – 26<sup>th</sup> Avenue SW, Calgary

**HUNTINGTON HILLS COMMUNITY:** 520 – 78<sup>th</sup> Avenue NW, Calgary

**JACK SETTERS ARENA:** 2020 – 69<sup>th</sup> Avenue SE, Calgary

**LAKE BONA VISTA:** 1401 Acadia Drive SE, Calgary

**MAX BELL CENTRE:** 1001 Barlow Trail SE, Calgary

**OAKRIDGE COMMUNITY CENTER:** 9504 Oakfield Drive SW, Calgary

**SHOULDICE ARENA:** 1515 Home Road NW, Calgary

**SOCCER CENTER (EAST):** 7000 – 48<sup>th</sup> Street SE, Calgary

**SOCCER CENTER (WEST):** Calgary

**SOUTH FISH CREEK:** #100, 333 Shawville Boulevard SE, Calgary

**SOUTHLAND LEISURE CENTRE:** 2000 Southland Drive SW, Calgary

**STAMPEDE CORRAL:** 1410 Olympic Way SE, Calgary

**STEW HENDRY ARENA:** 814 – 13<sup>th</sup> Avenue NE, Calgary

**STU PEPPARD ARENA:** 5300 – 19<sup>th</sup> Street SW, Calgary  
**TRIWOOD COMMUNITY ARENA:** 2244 Chicoutimi Drive NW, Calgary  
**VILLAGE SQUARE LEISURE CENTRE:** 2623 – 56<sup>th</sup> Street NE, Calgary

**CAMROSE**

**CAMROSE COMMUNITY CENTRE:** 5600 – 44<sup>th</sup> Avenue, Camrose

**CHESTERMERE**

**CHESTERMERE ARENA:** 201 West Chestermere Drive, Chestermere

**COCHRANE**

**COCHRANE ARENA:** 609 – 4<sup>th</sup> Avenue North, Cochrane  
**SPRAY LAKES ARENA:** 800 Griffin Road East, Cochrane

**COLD LAKE**

**NORTH ARENA:** 510 – 18<sup>th</sup> Street, Cold Lake  
**SOUTH ARENA:** 5315 – 48<sup>th</sup> Avenue, Cold Lake

**CROSSFIELD**

**PETE KNIGHT MEMORIAL ARENA:** 920 Mountain Avenue, Crossfield

**DIDSBURY**

**DIDSBURY MEMORIAL COMPLEX:** 1702 – 21<sup>st</sup> Avenue, Didsbury

**DRUMHELLER**

**DRUMHELLER MEMORIAL ARENA:** 20 – 1<sup>st</sup> Avenue West, Drumheller

**EDMONTON**

**BILL HUNTER ARENA:** 9200 – 163<sup>rd</sup> Street, Edmonton  
**CONFEDERATION ARENA:** 11204 – 43<sup>rd</sup> Avenue, Edmonton  
**CORONATION ARENA:** 13500 – 112<sup>th</sup> Avenue, Edmonton  
**CRESTWOOD ARENA:** 9940 – 147<sup>th</sup> Street, Edmonton  
**DONNAN ARENA:** 9105 – 80<sup>th</sup> Avenue, Edmonton  
**EDMONTON SOCCER CENTER (EAST):** 12710 Victoria Trail, Edmonton  
**EDMONTON SOCCER CENTER (WEST):** 17415 – 106A Avenue, Edmonton  
**GLENGARRY ARENA:** 13340 – 84<sup>th</sup> Street, Edmonton  
**GRAND TRUNK ARENA:** 13025 – 112<sup>th</sup> Street, Edmonton  
**KENILWORTH ARENA:** 8313 – 68A Street, Edmonton  
**LONDONDERRY ARENA:** 14520 – 66<sup>th</sup> Street, Edmonton  
**MICHAEL CAMERON ARENA:** 10404 – 56<sup>th</sup> Street, Edmonton  
**OLIVER ARENA:** 10335 – 119<sup>th</sup> Street, Edmonton  
**RUSS BARNES ARENA:** 6725 – 121<sup>st</sup> Avenue, Edmonton  
**SHAMROCK CURLING CLUB:** 9330 – 80<sup>th</sup> Avenue, Edmonton  
**SOUTHSIDE ARENA:** 10525 – 72<sup>nd</sup> Avenue, Edmonton  
**TIPTON ARENA:** 10828 – 80<sup>th</sup> Avenue, Edmonton

**FORT MCMURRAY**

**FRANK LACROIX ARENA:** 155 Beaconwood Road, Fort McMurray

**FORT SASKATCHEWAN**

**FORT SASKATCHEWAN SPORTSPLEX:** 9513 – 89<sup>th</sup> Street, Fort Saskatchewan

**JUBILEE RECREATION CENTRE:** 10013 – 96<sup>th</sup> Avenue, Fort Saskatchewan

**FULTONVALE**

**STRATHCONA OLYMPIC CENTER:** 52029 – RR 224, Highway 14, Fultonvale

**GRANDE PRAIRIE**

**DAVE BARR ARENA:** 9535 Prairie Road, Grande Prairie

**JOHNNY MAC SOCCER PITCH:** 11313 – 105<sup>th</sup> Street, Grande Prairie

**HIGH RIVER**

**BOB SNODGRASS ARENA:** 228 – 12<sup>th</sup> Avenue SE, High River

**HINTON**

**DUNCAN MURRAY RECREATION CENTRE:** 805 Switzer Drive, Hinton

**HOBBEMA**

**ERMINESKIN ARENA:** Hobbema

**INDUS**

**BILL HERRON ARENA:** 8 minutes straight east of Calgary on Highway 22X, Indus

**INNISFAIL**

**INNISFAIL ARENA:** 5804 – 42<sup>nd</sup> Street, Innisfail

**JASPER**

**JASPER ACTIVITY CENTRE:** 303 Pyramid Avenue, Jasper

**KITSCOTY**

**KITSCOTY ARENA:** 5018 – 51<sup>st</sup> Street, Kitscoty

**LAC LA BICHE**

**LAC LA BICHE ARENA:** 9106 – 101<sup>st</sup> Avenue, Lac La Biche

**LACOMBE**

**LACOMBE SPORTS & LEISURE COMPLEX:** 5429 – 53<sup>rd</sup> Street, Lacombe

**LEDUC**

**ALEXANDRA ARENA:** 47<sup>th</sup> Avenue & 49<sup>th</sup> Street, Leduc

**LETHBRIDGE**

**ADAMS ARENA:** 1302 – 9<sup>th</sup> Avenue North, Lethbridge

**HENDERSON ICE CENTRE:** 7<sup>th</sup> Avenue & Mayor Macgrath Drive South, Lethbridge  
**LABOUR CLUB ARENA:** 2020 – 18<sup>th</sup> Avenue North, Lethbridge  
**LETHBRIDGE SOCCER CENTRE:** 2501 – 28<sup>th</sup> Avenue South, Lethbridge

#### **LLOYDMINSTER**

**CENTENNIAL CIVIC CENTER:** 5405 – 49<sup>th</sup> Avenue, Lloydminster  
**COMMONWEALTH CENTRE:** 5202 – 12<sup>th</sup> Street, Lloydminster  
**RUSS ROBERTSON ARENA:** 5105 – 34<sup>th</sup> Street, Lloydminster

#### **MEDICINE HAT**

**FAMILY LEISURE CENTRE:** 2000 Division Ave North, Medicine Hat  
**HOCKEY HOUNDS REC CENTRE:** 10<sup>th</sup> Street & Division Avenue NE, Medicine Hat  
**KINIPLEX I & II:** 2055 – 21<sup>st</sup> Avenue SE, Medicine Hat  
**MOOSE RECREATION CENTRE:** 6<sup>th</sup> Street & Division Avenue SW, Medicine Hat

#### **MILLET**

**AGRIPLEX ARENA:** 5290 – 45<sup>th</sup> Avenue, Millet

#### **MORINVILLE**

**MORINVILLE ARENA:** 9908 – 104<sup>th</sup> Street, Morinville

#### **OKOTOKS**

**CENTENNIAL ARENA:** 204 Community Drive, Okotoks  
**OKOTOKS RECREATION CENTRE:** 99 Okotoks Drive, Okotoks

#### **OLDS**

**OLDS SPORTS COMPLEX:** 5133 – 52<sup>nd</sup> Avenue, Olds

#### **PINCHER CREEK**

**PINCHER CREEK MEMORIAL ARENA:** 867 Main Street, Pincher Creek

#### **PONOKA**

**PONOKA RECREATION COMPLEX:** 4310 – 54<sup>th</sup> Street, Ponoka

#### **RED DEER**

**COLLICUTT CENTRE:** 3031 – 30<sup>th</sup> Avenue, Red Deer  
**DAWE ARENA:** 56 Holt Street, Red Deer  
**KINEX ARENA:** 4309 – 48 Avenue, Red Deer  
**KINSMEN COMMUNITY ARENAS:** 5 McIntosh Avenue, Red Deer

#### **RIMBEY**

**RIMBEY ARENA:** 5109 – 54<sup>th</sup> Street, Rimbey

#### **SPRINGBANK**

**SPRINGBANK ARENA:** 32224A Springbank Road, Springbank

**SPRUCE GROVE**

**SPRUCE GROVE ARENA:** 454 King Street, Spruce Grove

**ST. ALBERT**

**AKINSDALE / KINEX ARENAS:** 66 Hebert Road, St. Albert

**CAMPBELL PARK - MARK MESSIER/TROY MURRAY:** 300 Carnegie Drive, St. Albert

**ST. PAUL**

**CAP ARENA:** 5314 – 48<sup>th</sup> Avenue, St. Paul

**STRATHMORE**

**STRATHMORE FAMILY CENTRE:** 160 Brent Boulevard, Strathmore

**SHERWOOD PARK**

**GLEN ALLEN RECREATION CENTRE:** 199 Georgian Way, Sherwood Park

**MILLENNIUM PLACE:** 2000 Premier Way, Sherwood Park

**SHERWOOD PARK SPORTS COMPLEX:** 2025 Oak Street, Sherwood Park

**THREE HILLS**

**CENTENNIAL ARENA:** 202 – 3<sup>rd</sup> Avenue North, Three Hills

**TROCHU**

**TROCHU ARENA:** 322 Arena Avenue, Trochu

**VEGREVILLE**

**VEGREVILLE RECREATION CENTER:** 4509 – 48<sup>th</sup> Street, Vegreville

**VERMILION**

**VERMILION ARENA:** 5514 – 47<sup>th</sup> Avenue, Vermilion

**WAINWRIGHT**

**WAINWRIGHT ARENA:** 605 – 2<sup>nd</sup> Avenue, Wainwright

**WESTLOCK**

**JUBILEE ARENA:** 9603 – 100<sup>th</sup> Street, Westlock

**WHITECOURT**

**PEACE MEMORIAL MULTIPLEX:** 76 Sunset Boulevard, Whitecourt

## **SECTION 4**

### **LEAGUE GAME TIMES**

#### **Standardized Game Length**

The following has been taken from the ALA Regulations and applies to all games in Alberta.

Standardized Game Time for Box Lacrosse is as follows:

<b>Division</b>	<b>Allotted Time</b>	<b>Warm-Up</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period Break</b>
<b>Mini-Tyke</b>	1 hour	5	12	12	15	2
<b>Tyke</b>	1 hour	5	12	12	15	2
<b>Novice</b>	1 hour	5	12	12	15	2
<b>PeeWee</b>	1 ¼ hours	5	15	15	20	2
<b>Bantam</b>	1 ½ hours	5	20	20	20	2
<b>Midget</b>	1 ½ hours	5	20	20	20	2
<b>Junior B</b>	2 ½ hours	30	20	20	20	10
<b>Junior A</b>	2 ½ hours	30	20	20	20	10
<b>Senior B</b>	2 ½ hours	30	20	20	20	10
<b>Masters</b>	1 ¼ hours	5	15	15	15	2

1. All Periods shall be stop time as per CLA guidelines. In Minor and Masters Lacrosse, the clock shall stop for Goals, Penalties, Time-outs, and Referee Discretionary Stoppages (i.e. injury) with a minimum two (2) minute break between periods. In Major Lacrosse, the clock shall stop for ALL stoppages including Penalties, Time-outs, and Referee Discretionary Stoppages (i.e. injury), and Possession Changes with a minimum ten (10) minute break between periods.
2. In Minor Lacrosse (Mini-Tyke / Tyke / Novice / PeeWee / Bantam / Midget), if five (5) minutes before the scheduled end time of the game time slot for league games, there is more than five (5) minutes left on the clock, the clock shall be reset to two (2) minutes and play shall continue in stop time to the end of the game. As required, a game may be called at this time if an injury is present and cannot be taken care of in a timely fashion.
3. In Minor Lacrosse (Mini-Tyke / Tyke / Novice / PeeWee / Bantam / Midget), if a goal differential of six (6) or more goals is present at anytime during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within four (4) goals, the clock shall return to stop time at that time. In Major Lacrosse (Junior / Senior), running time may be applied and will continue only at the discretion and agreement of both coaches. In cases where goal differential exists and both coaches cannot agree on running time, both Referees' may, in the interest of game management and/or player safety, make a discretionary decision to apply running time.



4. During running time portions of the game, all time penalties shall run at their normal designated time (Minor – 2 minutes, Major – 5 minutes, Misconduct – 10 minutes, etc.
5. In the event a team is late for reasons outlined in CLA Rule 19, the officials shall allow 15 minutes past the normal start time of the game for the team to arrive unannounced. If the team that has been delayed has made contact with the arena directly or via persons within the arena, the official shall provide an additional reasonable delay for up to 1 hour past the original start time of the game.
6. If less than two (2) full periods of any game have been completed, then, at the discretion of the Local Governing Body (ALA Minor Box Lacrosse Committee Chair if no LGB is available), the game shall be considered incomplete and the remainder of the game may be rescheduled for a suitable time.
7. The standardized game length will be extended for the purpose of overtime subject to Regulation 4.10 and 4.11
8. The RULES OF PLAY outlined in 4.03 through to and including 4.12 shall apply to all games sanctioned by the Alberta Lacrosse Association (e.g. exhibition, tournament, regular season, playoff, and provincial played games).
9. During tournament play, 4.03 may be modified at time of application for the tournament with the approval of the ALA Tournaments and Provincial Competition Committee Chair. During exhibition play, 4.06 may be modified prior to the game at the discretion of both teams and the local Referee-In-Chief. When modifying 4.06, the Allotted Game Time, Warm-Up Time, Period Length and Period Break are to be pre-determined. In the event that 4.03 is modified, the referees officiating the game(s) are to be compensated according to the period lengths and allotted time for the next appropriate division (e.g. For a Tyke, Novice or PeeWee game where 3 x 20 minute periods are used, the officials will be compensated at a Bantam rate).
10. There will be NO SHOT CLOCK at tyke and minityke.

## **GAME FEE RATES**

BOX LACROSSE			
Level	Pay Rate	Scheduling Fee	Total
Tyke	\$18.00 x 2 (\$36.00)	\$5.00	\$41.00
Novice	\$20.00 x 2 (\$40.00)	\$5.00	\$45.00
Peewee	\$25.00 x 2 (\$50.00)	\$5.00	\$55.00
Bantam	\$30.00 x 2 (\$60.00)	\$5.00	\$65.00
Midget	\$35.00 x 2 (\$70.00)	\$5.00	\$75.00
Tiers II – III, Ladies	\$60.00 x 2 (\$120.00)	\$5.00	\$125.00
Tiers I Junior B	\$65.00 x 2 (\$130.00)	\$5.00	\$135.00
Junior A and Senior B	\$70.00 x 2 (\$140.00)	\$5.00	\$145.00
Masters	\$35.00 x 2 (\$70.00)	\$5.00	\$75.00
Standby Official	½ game fee as indicated		
Scheduling Fee	\$5.00 per game (\$1.00 to ALRA / \$4.00 to scheduler)		
FIELD LACROSSE			
Level	Pay Rate	Scheduling Fee	Total
Novice Field (10 on 10)	\$17.00 x 2 (\$34.00)	\$5.00	\$39.00
Peewee Field (10 on 10)	\$19.00 x 2 (\$38.00)	\$5.00	\$43.00
Bantam Field (10 on 10)	\$22.00 x 2 (\$44.00)	\$5.00	\$49.00
Midget Field (10 on 10)	\$26.00 x 2 (\$52.00)	\$5.00	\$57.00
Under-19 Field (10 on 10)	\$32.00 x 2 (\$64.00)	\$5.00	\$69.00
Senior Field (10 on 10)	\$43.00 x 2 (\$86.00)	\$5.00	\$91.00
Peewee Field (7 on 7)	\$17.00 x 2 (\$34.00)	\$5.00	\$39.00
Bantam Field (7 on 7)	\$19.00 x 2 (\$38.00)	\$5.00	\$43.00
Midget Field (7 on 7)	\$22.00 x 2 (\$44.00)	\$5.00	\$49.00
Under-19 Field (7 on 7)	\$26.00 x 2 (\$52.00)	\$5.00	\$57.00
Senior Field (7 on 7)	\$33.00 x 2 (\$66.00)	\$5.00	\$71.00
Standby Official	N/A		
Scheduling Fee	\$5.00 per game (\$1.00 to ALRA / \$4.00 to scheduler)		

### **ALRA RATES FOR COMPETITION PLAY**

<b>PROVINCIALS</b>	<b>SAME AS REGULAR FEE + \$5.00</b>
<b>ALL OTHER TOURNAMENTS</b>	<b>SAME AS REGULAR FEE</b>
<b>NATIONAL INVITATIONAL OR NATIONAL CHAMPIONSHIPS</b>	<b>REGULAR FEE OR CLA GUIDELINES</b>

### **STANDBY OFFICIAL**

On occasion, the ALRA has been requested to provide a standby (third) official. The primary purpose of this official is to stand in should one of the other referees be injured. The official is also responsible for monitoring the 30 second clock, timekeeper and scorekeeper. Should there be a request for a standby official, this official will be paid ½ of the respective per official game fee. The request for the standby official shall come in writing by the requesting team to the local Referee-In-Chief not less than 48 hours prior to the start of the game.

**IT IS THE RESPONSIBILITY OF EACH OFFICIAL TO ENSURE THAT IF THEY AGREE TO BE THE STANDBY OR SHOT CLOCK OFFICIAL THAT THIS IS SANCTIONED BY THE LOCAL REFEREE-IN-CHIEF. IF IT IS NOT, AND THE REFEREE-IN-CHIEF IS NOT AWARE THE TEAM HAS REQUESTED THIS, THE OFFICIAL WILL NOT BE PAID.**

## TRAVEL RATES

### Mileage Chart

One-Way Trip Distance (mileage in km)

	Airdrie	Blackfalds	Bowden	Calgary	Cochrane	Crossfield	Didsbury	Drumheller	Edmonton	Ft. McMurray	Ft. Saskatchewan	Grande Prairie	High River	Hobbema	Innisfail	Lacombe	Lethbridge	Medicine Hat	Okotoks	Olds	Ponoka	Red Deer	Rimbey	Sherwood Park	St. Albert	Sundre	Three Hills	Trochu	Vermilion	Wainwright	Wetaskiwin
Airdrie	N/A	126	72	31	42	15	46	106	266	702	297	694	89	191	84	138	238	313	71	58	167	113	168	274	279	94	96	109	425	383	217
Blackfalds	252	N/A	55	157	168	111	91	171	136	574	168	571	215	58	43	10	373	417	198	74	37	14	53	144	149	114	112	99	286	262	77
Bowden	144	110	N/A	103	113	58	35	139	195	633	225	623	161	119	12	65	307	385	140	19	93	40	94	202	207	56	80	74	345	313	132
Calgary	62	314	206	N/A	36	46	76	133	296	731	325	718	59	220	113	167	214	288	39	90	197	143	205	304	308	115	124	136	455	419	246
Cochrane	84	336	226	72	N/A	58	77	148	310	748	340	681	94	232	125	182	240	325	74	93	208	153	204	318	322	79	139	152	466	420	258
Crossfield	30	222	116	92	116	N/A	30	102	251	689	282	680	108	172	68	122	251	330	84	43	149	97	159	259	263	78	85	98	401	367	189
Didsbury	92	182	70	152	154	60	N/A	116	233	671	264	652	137	157	46	104	283	360	117	16	133	76	129	240	245	48	66	79	379	342	173
Drumheller	212	342	278	266	296	204	232	N/A	275	692	280	732	177	206	143	174	251	246	165	129	187	158	220	261	289	166	59	72	333	290	216
Edmonton	532	272	390	592	620	502	466	550	N/A	436	30	454	357	84	183	126	512	520	337	213	104	150	144	16	13	253	250	237	190	205	69
Ft. McMurray	1404	1148	1266	1462	1496	1378	1342	1384	872	N/A	421	749	795	533	621	564	947	929	775	651	542	589	582	436	437	691	673	660	509	569	515
Ft. Saskatchewan	594	336	450	650	680	564	528	560	60	842	N/A	461	388	116	215	157	533	526	369	245	135	185	175	25	35	284	255	242	180	207	96
Grande Prairie	1388	1142	1246	1436	1362	1360	1304	1464	908	1498	922	N/A	776	544	613	568	933	979	757	640	553	580	519	471	442	602	681	668	642	663	526
High River	178	430	322	118	188	216	274	354	714	1590	776	1552	N/A	281	171	228	148	289	23	149	254	201	263	365	369	172	170	183	514	476	307
Hobbema	382	116	238	440	464	344	314	412	168	1066	232	1088	562	N/A	107	47	427	463	258	137	20	72	68	92	97	172	166	153	225	197	16
Innisfail	168	86	24	226	250	136	92	286	366	1242	430	1226	342	214	N/A	53	318	392	152	32	84	29	82	191	196	68	83	71	334	303	124
Lacombe	276	20	130	334	364	244	208	348	252	1128	314	1136	456	94	106	N/A	378	419	211	85	27	25	48	134	138	125	121	108	280	243	64
Lethbridge	476	746	614	428	480	502	566	502	1024	1894	1066	1866	296	854	636	756	N/A	168	171	296	404	355	410	513	524	319	262	275	527	482	454
Medicine Hat	626	834	770	576	650	660	720	492	1040	1858	1052	1958	578	926	784	838	336	N/A	290	376	433	404	467	507	534	404	305	318	427	370	463
Okotoks	142	396	280	78	148	168	234	330	674	1550	738	1514	46	516	304	422	342	580	N/A	128	234	183	242	344	349	152	156	169	493	453	284
Olds	116	148	38	180	186	86	32	258	426	1302	490	1280	298	274	64	170	592	752	256	N/A	111	59	114	220	225	37	69	63	363	332	154
Ponoka	334	74	186	394	416	298	266	374	208	1084	270	1106	508	40	168	54	808	866	468	222	N/A	51	47	113	118	152	147	134	246	217	37
Red Deer	226	28	80	286	306	194	152	316	300	1178	370	1160	402	144	58	50	710	808	366	118	102	N/A	62	161	166	97	99	86	305	269	88
Rimbey	336	106	188	410	408	318	258	440	288	1164	350	1038	526	136	164	96	820	934	484	228	94	124	N/A	152	154	124	161	148	312	275	85
Sherwood Park	548	288	404	608	636	518	480	522	32	872	50	942	730	184	382	268	1026	1014	688	440	226	322	304	N/A	29	261	236	223	180	191	72
St. Albert	558	298	414	616	644	526	490	578	26	874	70	884	738	194	392	276	1048	1068	698	450	236	332	308	58	N/A	266	264	251	200	219	82
Sundre	188	228	112	230	158	156	96	332	506	1382	568	1204	344	344	136	250	638	808	304	74	304	194	248	522	532	N/A	106	100	399	369	191
Three Hills	192	224	160	248	278	170	132	118	500	1346	510	1362	340	332	166	242	524	610	312	138	294	198	322	472	528	212	N/A	13	340	295	184
Trochu	218	198	148	272	304	196	158	144	474	1320	484	1336	366	306	142	216	550	636	338	126	268	172	296	446	502	200	26	N/A	327	282	171
Vermilion	850	572	690	910	932	802	758	666	380	1018	360	1284	1028	450	668	560	1054	854	986	726	492	610	624	360	400	798	680	654	N/A	60	227
Wainwright	766	524	626	838	840	734	684	580	410	1138	414	1326	952	394	606	486	964	740	906	664	434	538	550	382	438	738	590	564	120	N/A	191
Wetaskiwin	434	154	264	492	516	378	346	432	138	1030	192	1052	614	32	248	128	908	926	568	308	74	176	170	144	164	382	368	342	454	382	N/A

## **Mileage Rates**

Mileage Range	Mileage	Travel Time	Mileage Range	Mileage	Travel Time	Mileage Range	Mileage	Travel Time
			151 – 175 km	\$ 60.00	\$ 10.00	426 – 475 km	\$ 145.00	\$ 25.00
1 – 50 km	\$ 15.00	\$ -	176 – 200 km	\$ 65.00	\$ 11.00	476 – 525 km	\$ 160.00	\$ 30.00
51 – 75 km	\$ 30.00	\$ 5.00	201 – 225 km	\$ 70.00	\$ 12.00	526 – 575 km	\$ 175.00	\$ 34.00
76 – 100 km	\$ 38.00	\$ 7.00	226 – 275 km	\$ 90.00	\$ 15.00	576 – 625 km	\$ 190.00	\$ 36.00
101 – 125 km	\$ 46.00	\$ 8.00	276 – 325 km	\$ 100.00	\$ 18.00	626 – 725 km	\$ 220.00	\$ 40.00
126 – 150 km	\$ 53.00	\$ 9.00	326 – 425 km	\$ 120.00	\$ 20.00	726 km +	\$ 230.00	\$ 45.00

## **MEAL RATES**

**The ALRA, in conjunction with the referees and the local R.I.C., where the game(s) is/are scheduled, will reserve reasonably-priced quality accommodations for travelling officials.**

- Hotel accommodations will be in close proximity to the scheduled game(s).
- Hotel accommodations will be invoiced at cost.
- Referees will have a per diem consisting of a \$40.00 meal allowance per day while out of town (\$10.00 for breakfast, \$10.00 for lunch, and \$20.00 for supper).
- If the scheduled referee is out of town for a minimum period of time of four (4) hours, the meal allowance policy will apply (ie: Edmonton to Red Deer – leave Edmonton at 1:30 for 4:00 pm game start).
- Referee lunch not applicable – travel to location – referee game & return – away from Edmonton 6 hours – supper allowance applies (game fee and travel rate applies as well).
- ALRA is not responsible for, nor will they reimburse, hotel games or movies, entertainment, or meal costs beyond the allowances indicated.
- The referee(s) expense sheet(s) will be submitted to their local R.I.C.
- Expense sheets will be completed – no supporting documentation when the expenses are submitted will result in the expense payment being denied.
- The ALRA reserves the right to change these policies and guidelines as required.

## **FINE SCHEDULE**

### **REFEREE FINES**

<b>INCIDENT</b>	<b>FINE</b>
No show for a game	Game fee + one game fee
Late for a game	Half of a game fee
Mistakes on game sheet	\$1.00 for each mistake
Inappropriate dress	\$5.00 fine
Inappropriate conduct	Fine to be determined by ALRA Executive
Missing 3 games in a season	Suspension to be determined by ALRA Executive
Inappropriate conduct as a player	Fine to be determined by ALRA Executive

## **CANCELLED GAME POLICY**

### **CANCELLED GAMES**

Should there be the need to cancel a scheduled game, it is the responsibility of the league President and/or designate to notify the scheduler of officials PERSONALLY for that league with sufficient time to prevent that official from travelling to the designated arena. Should the officials travel to the designated arena, the league shall incur all expenses (ie: game fee, mileage, meals (where applicable)). Sending a fax by its self is not acceptable for notification.

Should the scheduler receive this information at least 48 hours before the scheduled game, no expenses will be incurred by that league.

Should the scheduler receive the cancellation information at least 48 hours before the scheduled game time and not able to locate the officials, the league will not be responsible for any expenses incurred.



## **SECTION 5**

### **INCIDENT REPORTS**

This Guide outlines the situations for which a full and complete report is required. Referees are directed under the following situations to write a full and complete report and submit both the report and a copy of the game sheet to their local head referee, who in turn will forward the information to the appropriate league commissioner. Senior Referees may submit reports directly to a commissioner; however, they should inform the local head referee that a report has been forwarded.

**Failure to submit reports on the following situations can result in disciplinary action as outlined in Section 4 of the ALRA Referees Handbook.**

**As per Rule 23(I) of the CLA Box Lacrosse Rule and Situation Handbook, “Referees shall report to the appropriate governing body promptly and in detail the circumstances of any of the following incidents”:**

- (i) When a player uses equipment that may cause injury. (Rule 13(b))
- (ii) When non-playing personnel enter the playing area without the referees permission during a period. (Rule 17(b) and (c))
- (iii) Any obscene gesture made by any person involved in the game. (Rule 48(a) (ii))
- (iv) Any non playing personnel removed from the game (Rule 41(b))
- (v) Attempt to injure. (Rule 30)
- (vi) When the ball is intentionally shot outside of the playing area. (Rule 41(c))
- (vii) Persons guilty of gross must conduct. (Rule 48)
- (viii) When a player or any non-playing personnel become involved in an altercation with a spectator. (Rule 45(d) and Rule 56(a))
- (ix) When a player(s) leaves the players’ bench or penalty bench during an altercation. (Rule 60(c) and (g)).
- (x) When any person molests a Referee or Off-Floor Official. (Rule 62)
- (xi) When a team refuses to start play. (Rule 63(a))
- (xii) Cases of players fighting with sticks. (Rule 64(b))
- (xiii) When a stick is intentionally thrown outside the playing area. (Rule 69(c))
- (xiv) When anyone receives a match penalty. (Rule 80)

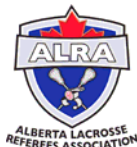
#### **NOTE:**

An incident report **MUST** be completed immediately after the game and faxed to the President of The Alberta Lacrosse Referee’s Association (fax (403) 254-5945) as well as to the President of the league involved (RMLL, CDLA, SALA, GELC, etc.). Other than the calling of the penalty, this incident report is **NOT** to be discussed or viewed by **ANYONE**. Remember, this is for your notes and **MUST** be kept in a safe location until the end of the following season, then destroyed.

The incident report is to be a clear and concise report of **when, who, where, and what** happened; only the facts as you saw them. Should your partner have witnessed something different than what you observed, have him/her complete a separate statement. No-one sees a picture in the same light.



## Sample Official's Game Report



# OFFICIAL'S GAME REPORT

Official	Joe SMOE			
Official	Dick TRACEY			
Game played at	Some Arena, Anytown, AB			
Home team	These Rats	Away team	Those Cats	
Date of game	May 21, 1995	Game time	1:30 PM	
Level of game	Mini-tyke			
Type of game	League	Playoff	X	Exhibition Championship

Type of penalty	Match Penalty
Penalty assessed for	Attempt to injure <small>(Abuse of official, spearing, fighting, etc.)</small>
Player/Coach penalized	Gary SMITH
Team	Those Cats

**Describe the circumstances in detail** At the end of the 3rd period while in the neutral zone, #16 Mike JONES of the St. Albert Rats, slashed #8 SMITH on the legs. SMITH turned on JONES and deliberately hit him over the head with his stick. The whistle was blown, play was stopped, nothing further occurred.

Prior to the play, I observed JONES say something to SMITH but was unable to hear the comment. JONES was assessed 5 mins for slashing and SMITH assessed 5 mins plus a match penalty for attempt to injure.

Official Calling Penalty	Joe SMOE	Phone	(403) 555-2368
Official	Dick TRACEY	Phone	(780) 911-0000

Copies to: 1. League President 2. A.L.A. President 3. A.L.R.A. President

## **MINIMUM SUSPENSION GUIDELINES**

The following are the minimum suspension guidelines for all infractions brought before the A.L.A. disciplinary committee. The decision of the committee may or may not take into account time already served for an infraction at the local level for the same offense when levying their decision.

<b>Infraction</b>	<b>CLA Position</b>	<b>ALA Position</b>
5 penalties in 1 game	Remainder of game	Remainder of game
Checking from behind - Minors	Double Minor or Major penalty	Remainder of game
Checking from behind - Majors	Minor or Major penalty	Minor or Major Penalty
Spearing	Match - referred to committee	Match - 2 games minimum Refer to committee **
Butt Ending	Match - referred to committee	Match - 2 games minimum Refer to committee **
Kicking	Match - referred to committee	Match - 2 games minimum Refer to committee **
Attempts to spear – Minors	Major penalty	5 minute major & remainder of game plus one game
Attempt to Butt End – Minors	Major penalty	5 minute major & remainder of game plus one game
Attempt to Kick – Minors	Major penalty	5 minute major & remainder of game plus one game
Fighting – Minors	Major penalty & Game Misconduct	Major penalty & Game Misconduct
Fighting - Minors - last 10 minutes of game		remainder of game + 1 additional game
Game Misconduct in third period – minors	Remainder of game	Remainder of game
Fighting - Instigator or aggressor - minors	Major penalty & Game Misconduct	Major penalty & Game Misconduct plus 1 additional game
2nd Game misconduct - same game - Minors	Remainder of game	Referred to committee
Intent to injure	Match - referred to committee	Match - referred to committee
Gross Misconduct – Minors	Match - referred to committee	Match - referred to committee
Off the playing floor misconduct		Referred to committee
Molesting game officials	Match - referred to committee	Match - referred to committee
Refusing to start play	Minor penalty then forfeit - referred to committee	Minor penalty then forfeit - referred to committee.

\*\* Match – 2 games automatic. May return to play if not notified by committee. May be suspended after committee meets even if has returned to play.

Revised at ALA General Meeting - February 28, 1998

## **SECTION 6**

### **REFEREE GUIDELINES**

#### **Referees Responsibilities**

1. The Referees shall have full control of the game, including all participants, and shall enforce the rules as stated in this rulebook. The referees' jurisdiction shall begin fifteen minutes prior to the scheduled game time and shall continue until the teams have entered the dressing rooms after the games.
2. Referees shall wear the official referees' uniform.
3. Referees shall be impartial parties.
4. The Referees shall notify the teams three minutes prior to the scheduled start of each period.
5. It shall be the duty of the Referees to ensure that players are properly dressed and approved regulation equipment is used.
6. The Referees shall ensure that all Off-Floor Officials are in place and that the signal and timing devices are in proper working order.
7. The Referees shall report all penalties, goals and assists to the Official Scorer. The Referees may consult with the Goal Judge in the case of a disputed goal.
8. The Referees shall ensure that players in uniform, and only players in uniform, are included on the official score sheet.
9. The Referees shall ensure that players of opposing teams are separated on the penalty bench.
10. Should a Referee receive an injury, which incapacitates him/her from performing his/her duties while play is in progress, the play shall be stopped immediately. Should a Referee be unable to finish the game, the second Referee shall have the power to appoint a replacement if he/she deems it necessary or if requested to do so by either coach.
11. If neither of the appointed Referees are present at the start of the game, the coaches of the two clubs shall agree on substitute Referees. If the regularly appointed Referees appear during the progress of the game, they shall at once replace the temporary Referees.

#### **The Referee Kit Bag**

##### **Box Lacrosse**

The complete Referee Kit Bag for box lacrosse contains all of the following required equipment:

- Referee jersey
- Black pants
- Black running shoes
- Two pairs of black socks
- CLA Box Lacrosse Rule and Situation Handbook
- ALRA Referee Handbook
- Two Fox 40 whistles
- Spare black shoelaces
- Pocket notepad and scorecard

- Pen or pencil
- Game/Incident reports
- Measuring tape
- Goalie equipment measuring device
- Pocket knife or multi-tool
- White string
- Water bottle

Optional equipment:

- Black CSA certified helmet (and visor)
- Personal hygiene items (soap, towel, shampoo, etc.)

## **Field Lacrosse**

The complete Referee Kit Bag for field lacrosse contains all of the following required equipment:

- Referee jersey
- White shorts
- Black belt
- Black pants
- Black cleats
- Black referee hat
- Two pairs of field referee socks (or two pairs of long black and long white)
- Two Fox 40 whistles
- Spare black shoelaces
- Pocket notepad
- Pen or pencil
- CLA Box Lacrosse Rule and situation handbook
- Game incident reports
- Measuring tape
- Pocket knife
- White string
- Water bottle

Optional equipment:

- Personal hygiene items (soap, towel, shampoo, etc.)

## **Supervisions**

## **Pay Sheet**

## **Penalty Option Chart (attached)**

### **Measuring Goaltenders**

- In addition to the goaltender, an escort from the team administration or bench staff (eg. coach, manager, trainer, etc.) is required to observe the measurement. That person must be at least 18 years of age. In the case of a female goaltender, the escort must also be female.
- Permission is required for the referee to touch the goaltender PRIOR to proceeding with the measurement.
- All equipment on the goaltender must conform to the shape of the body. There can be no padding (whether part of the manufacture process or not) that sticks out or protrudes away from the body in an abnormal manner.

### **Pre-Game Duties**

1. When you receive the game assignment remember to ask the following questions:
  - When and where is the game?
  - What division is playing in the game?
  - What teams are playing?
  - Who is my partner?
2. Arrive at the arena ½ hour before scheduled game time.
3. Check with office for the key to the referee's room and recognition.
4. Greet partner and discuss the following points in the upcoming game:
  - What teams are involved? Is there a history or other factors that could affect the game?
  - Floor positioning, personal preferences.
  - Rules and interpretation, share any questions you may have about the game or from previous experiences.
5. Proceed on the floor with your partner as a team.
6. Check conditions of the arena.
7. Check that adequate minor officials are present and that they understand their duties:
  - Time keeper
  - Score keeper
  - Offensive timekeeper (30 second clock operator)
8. Check that the signal and timing devices are operating.
9. Check the game balls for quality, colour and amount.
10. Check the game sheet to ensure that:
  - The proper number of players have been listed
  - The maximum and minimum restrictions have been adhered to
  - That all present non-playing bench personnel are named on the sheet
  - A Team official has signed (verified) that the sheet is correct
  - Captains and Alternate Captains are noted
  - The Goalkeeper and substitute are listed and present

11. Check the nets 5 minutes before game time.
12. Proceed as a team with your partner to each bench and introduce themselves to the teams, once introductions are complete referees are to ask each Coach the following question:
  - **“Coach, is your team properly equipped and ready to play?”**Following his answer and any questions the Coach may have, referees are instructed to quickly look at the players at the bench and on the floor for any obvious illegal or unsafe equipment. This is not a formal inspection, but rather it is an informal look at the teams for any obvious threats to player safety. If any illegal or unsafe equipment is found, referees are to inform the team so that a remedy can be sought before play begins. Once play has begun, all illegal equipment is to be penalized according to the rules, without further warnings. Coaches, parents and players are responsible to ensure that players are safely and properly equipped.
13. Inform Benches of Rule 60 (b). Leaving players/penalty bench, and inform them that it will be strictly enforced.
14. Final pre-game discussion with partner or minor bench officials.
15. Proceed to first face off to begin the game.

### **Officiating the game**

- A game of lacrosse is a game of lacrosse and unless otherwise specified, all games should be officiated the same in their particular division. For example, a bantam girls game should be officiated in the same manner as a bantam boys game. There are no special provisions for female lacrosse and they have requested that they receive the same level of officiating as their male counterparts.
- Ensure the “intent” of a player is factored in when officiating the game. Also ensure that if a player makes incidental contact that they do not take advantage of this to inflict further punishment and “let-up” as soon as they are aware of the contact.

### **Post –Game Duties**

When the final horn blows, blow your whistle then take it off and put it in your pocket.

Get the game ball while watching both teams for any altercations, including the hand shaking line and leaving the floor.

Review the game sheet for any errors, check the following on the sheet and fill in any uncompleted areas.

- Minor (bench) official’s names
- Goal totals
- Penalty minutes
- Ensure penalties are recorded correctly
- Cross out unused penalty and goal spaces with a Z
- **If a report is to be written be sure to indicate this on the score sheet and keep a copy of the**



sheet to help in the completion of the report. Forward this copy of the game sheet along with your report.

- Any major Penalties in the last 10 minutes of the game must be noted in the “game notes” box on the score sheet.

Once satisfied sign the sheet and return to scorekeeper for distribution.

Leave the floor with your partner.

Write all reports with your partner while the incident is fresh in your mind.

## **SECTION 7**

### **INSURANCE COVERAGE**

The latest insurance information can be found by visiting The Alberta Lacrosse Association Web site at [www.albertalacrosse.com](http://www.albertalacrosse.com), and clicking on Forms.

### **ALRA SUPPLIES**

Referee Jerseys	\$30.00
CLA Rule Books/Situation Manual	\$15.00
Fox 40 Whistle	\$15.00
ALRA Crest	\$5.00
ALRA Golf Shirts	\$30.00

## **REFEREE SCHEDULING SYSTEM**

Referee Registration is mandatory in order to receive games and to be paid. For officiating in the Calgary District Lacrosse Association, the assigning system is SportOffice. For all other areas of the province, and for all games in the Rocky Mountain Lacrosse League, the assigning system is AssignByWeb and the following procedure is to be used to setup your profile.

### **SportOffice**

- Your username and password will be emailed to you prior to the start of the season to the address you provided at your clinic.

### **Assign By Web**

- <https://alra.assignby.net>
- Go to the Assign By Web's Web site and register yourself as an official.
  - Click on User Registration Link
  - Click on Click Here To Register
  - Fill Out Information As Completely as Possible.
  - When Done Click On Submit Registration
  - You will receive confirmation e-mail when your account is activated and you can then login with the userid and password provided.
- When filling in the information be as complete as possible as this information is used to send out cheques, etc to you.
- Games will be assigned to you via the assignors . You will then go to Assign By Web to accept the games. This is your record of the games you do. And your pay stub is here as well.
- The system will e-mail you the game information and notifications 48 prior to the game. You can also get this info sent to you cell phone. Please note cell phone charges may apply.

## **SECTION 8**

### **Forms**

Contained within are some of the forms necessary for ALRA referees. Additional electronic copies of these forms, resources and clarification are available at the ALRA website at: <http://www.alra.net>.



# ALRA OFFICIALS EVALUATION FORM

Final  
Score: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Division/League: \_\_\_\_\_

Location: \_\_\_\_\_

Home Team: \_\_\_\_\_

Visiting Team: \_\_\_\_\_

TYPE OF GAME:      DIFFICULT ☐      ROUTINE ☐      EASY ☐

PERSONAL CHARACTERISTICS	Benchmark score in (brackets)	COMMENTS
1. APPEARANCE & PRESENCE	/ 10 (7)	
2. COMPOSURE	/ 10 (7)	
3. CONSISTENCY	/ 10 (7)	
4. ATTITUDE	/ 10 (8)	
5. RAPPORT & COMMUNICATION	/ 10 (7)	

OFFICIAL'S COMPETENCE		
6. PRE/POST-GAME DUTIES	/ 10 (8)	
7. MECHANICS	/ 10 (7)	
8. POSITIONING	/ 10 (7)	
9. CREASES	/ 10 (7)	
10. PENALTIES	/ 10 (7)	
11. FACEOFFS	/ 10 (7)	
12. SIGNALS	/ 10 (7)	
13. TEAMWORK	/ 10 (7)	
14. PROCEDURES	/ 10 (7)	

Total Score / 140 (benchmark is 100)

Additional Comments: \_\_\_\_\_

Recommendation:	
Evaluator's Name:	Contact Number:
Evaluator's Signature:	Official's Signature:

Copies to:      1. Evaluator      2. Referee-In-Chief      3. Referee



Date

## CLA National Championship Officials Application Form

<input type="checkbox"/> Mann Cup - Box Lacrosse Sr. A	<input type="checkbox"/> Minto Cup - Box Lacrosse Jr. A	<input type="checkbox"/> President's Cup - Box Lacrosse Sr. B
<input type="checkbox"/> Founder's Cup - Box Lacrosse Jr. B	<input type="checkbox"/> Commissioner's Trophy - Box Lacrosse Bantam	<input type="checkbox"/> EG Dopp Trophy - Box Lacrosse PeeWee
<input type="checkbox"/> Ross Cup/Victory Trophy - Sr. Men's Field	<input type="checkbox"/> First Nations Trophy - U19 Men's Field	<input type="checkbox"/> Alumni Cup (Invitational) - U16 Men's Field

### Personal Information

Name	Member Association		
Address	City	Prov.	Postal Code
Telephone (Res.)	Telephone (Other)	Fax	
E-mail @	Date of Birth		

### Other Information

Years of experience as a Lacrosse official	Years		
Attended a current certification clinic	Year	Level	Mark
Two recent assessments	Please attach forms		
What has this official done for his/her referee association? Up to 3 achievements.			
What has this official done for his/her Member Association (MA)			
What has this official done for Minor, Junior, Senior Lacrosse			
Has this official attended a national event in the past five years and if so when?			
Other experience as an official in other sports and Leagues.			

### Applicant Signature

### Approved by

Signature	Title	Name
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## Canadian Lacrosse Association Penalty Option Chart

Rule#	Rule	Minor	Major	10 min.	Gm. Mis.	Match	P.Shot	A.Goal
6	The Lacrosse Stick	yes						
11	Headwear	yes			yes			
12	Goalkeepers equipment	yes			yes			
13	Player's Equipment	yes		yes	yes			
14	The Teams	yes						
15	Captain of Team			yes				
17	Non-playing Personnel	yes						
28	Abuse of Officials	yes		yes	yes	yes		
30	Attempt to Injure: Rules 33,35,37,38,57,65,72b					yes		
33	Boarding		yes			yes		
34	Broken Stick/Without Stick	yes		yes				
35	Butt-Ending		yes		*yes	yes		
36	Change of Players/Too Many Men	yes					yes	
37	Charging	yes	yes			yes		
38	Checking From Behind	yesx2	yes		yes	yes		
39	Crease Play(play restarts in crease)	yes	yes					
40	Cross-Checking	yes	yes					
41	Delaying the Game	yes		yes			yes	
42	Elbowing	yes	yes					
44	Falling on the Ball	yes					yes	
45	Fighting		yes		*yes			
46	Free Hand	yes						
49	Handling the Ball with Hands	yes					yes	yes
50	High Sticking	yes	yes					
51	Holding	yes						
52	Hooking	yes	yes					
55	Interference	yes						yes
57	Kicking a Player		yes		*yes	yes		
59	Kneeing	yes	yes					
60	Leaving the Player's/Penalty Bench	yes			yes		yes	yes
62	Molesting Officials					yes		
63	Refusing to Start Play	yes						
64	Slashing	yes	yes			yes		
65	Spearing		yes		*yes	yes		
67	Third Man in Altercation				yes			
69	Throwing stick	yes	yes	yes			yes	yes
71	Tripping	yes					yes	yes
72	Unnecessary Roughness	yes	yes					
73	Wrap Around	yes						

Review: Checking and interference outside the 24'dotted line. Review Cross-Checking in Rule Book  
Stick measurements:40"-46" for the length (pee wee34"), 4 1/2"-8" inside measurement.

Review: Restarting of play after penalties have been assessed.*No gain in territory advantage.*

Rule39 Crease Play restarts in the crease,player may cut through crease to catch player outside 24'line

Referees are in full control of all off floor Officials and their control extents into the stands.

Overtime : **Member Associations fill in your overtime procedure here.**

Overtime CLA: 2-minute rest 10-minute period, still tied, 10-minute rest,20-minute sudden victory periods

\* special situations note in minor Lacrosse only.

## **REFEREE PAY SHEET (SAMPLE)**

This pay sheet is to be submitted to appropriate Referee-in-Chief on a monthly basis

<b>Name:</b> <i>John Smith</i>							<b>Phone:</b> <i>(780)123-4567</i>				
<b>Mailing Address:</b> <i>1234 - 56 Street Edmonton, AB T9E 5Y7</i>							<b>Authorized By:</b> <i>Jim Greene</i>				

Day	Date	Time	Arena	Game Code	Level	Partner	Game Type <small>Reg/Tourn/Playoff</small>	Game Fees	Meal Claims	Mileage Claim	Notes
<i>Sat</i>	<i>June 4</i>	<i>8pm</i>	<i>Bill Hunter</i>		<i>PW</i>	<i>Joe Harris</i>	<i>Reg</i>	<i>\$17.00</i>	<i>-----</i>	<i>-----</i>	<i>No shot clocks</i>
<i>Sun</i>	<i>June 5</i>	<i>10am</i>	<i>Kinex - SA</i>		<i>Nov</i>	<i>Dave Jones</i>	<i>Reg</i>	<i>\$15.00</i>	<i>-----</i>	<i>\$5.00</i>	<i>Incident Rpt</i>
<i>Sun</i>	<i>June 5</i>	<i>11am</i>	<i>Kinex - SA</i>		<i>PW</i>	<i>Al Smith</i>	<i>Reg</i>	<i>\$17.00</i>	<i>-----</i>	<i>-----</i>	
<i>Mon</i>	<i>June 6</i>	<i>7pm</i>	<i>Kinex - RD</i>		<i>Tier I</i>	<i>Rod Black</i>	<i>Exhibition</i>	<i>\$45.00</i>	<i>\$10.00</i>	<i>\$47.50</i>	<i>Depart 4pm return 10pm I was driver</i>
<i>Mon</i>	<i>June 6</i>	<i>9:30pm</i>	<i>Kinex - RD</i>		<i>Tier I</i>	<i>Ned Baker</i>	<i>Playoff</i>	<i>\$45.00</i>	<i>\$10.00</i>	<i>\$7.50</i>	<i>Depart 4pm return 10. Ned was driver</i>
<b>TOTAL:</b>								<b><i>\$139.00</i></b>	<b><i>\$20.00</i></b>	<b><i>\$55.00</i></b>	



### REFEREE PAY SHEET

This pay sheet is to be submitted to appropriate Referee In Chief on a monthly basis

Name:							Phone:				
Mailing Address:							Authorized By:				
Day	Date	Time	Arena	Game Code	Level	Partner	Game Type	Game Fees	Meal Claims	Mileage Claim	Notes
TOTAL:											