



**LACROSSE
VICTORIA**



**VICTORIAN REPRESENTATIVE
TEAMS POLICY**

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1. INTRODUCTION

Lacrosse Victoria has developed this extensive guidance and policy document to outline the rules, setup and operation of all state representative teams. The opportunity that representative teams presents for participants to showcase their sport of choice is vitally important for those aspiring to high achievement. This document is intended for all players, coaches, officials and administrators for LV representative teams of all levels.

2. DEFINITIONS

“Assistant coach” – shall be appointed to provide assistance to the head coach as per the requirements of each team’s needs.

“Assistant team manager” – shall be appointed to provide assistance to the team manager in their duties.

“CAAG” – The Lacrosse Victoria Coach & Athlete Advisory Group.

“Head coach” – shall be the person responsible for making all decisions relating to the team, as not delegated to the team captain.

“Team manager” – shall be the individual responsible for the organisation and administration of the team, and will at all times liaise with the LV office.

“Team Staff” – shall comprise the head coach, assistant coach, team manager, assistant team manager and any other individuals appointed as volunteers to specific roles as approved by the LV General Manager.

3. VICTORIAN REPRESENTATIVE SIDES

3.1 Lacrosse Victoria shall enter the following sides in ALA national events.

<u>Event</u>	<u>Team</u>	<u>Notes – club composition</u>
Under 15 Boys National Tournament	Western Metro	Altona, Footscray, Williamstown Men’s, Wyndham
	Northern Warriors	Bendigo, Eltham, Melbourne High School, Moreland, Surrey Park
	Southern Crosse	Camberwell, Caulfield, Chadstone, Malvern, MCC
Under 15 Girls National Tournament	Fire	Based on squad to enter two even sides.
	Ice	
Under 18 National Championship	Boys	No geographic requirements
	Girls	No geographic requirements
Seniors National Championships	Men’s	No geographic requirements
	Women’s	No geographic requirements
Men’s Indoor National Championship	Men’s	No geographic requirements

4. PLAYER ELIGIBILITY

- 4.1 ALA championship by-laws and appendices stipulate requirements for sides and players which must be met.
- 4.2 All proof of age documents must be submitted direct with the LV office.
- 4.3 Additionally, eligibility requirements or exemptions are as follows.
 - (a) When a player is under the recommended age for competition exemption applications can be lodged with LV to be assessed.
 - (b) Any player, who at the time of the event is un-financial with LV, or is un-financial with his/her club is ineligible to play in a National event, trial or participate in any capacity with a Victorian representative side.
 - (c) Any person who is subject to a disciplinary finding such as a suspension part served shall be ineligible to participate in a representative side. Where such circumstance would result in considerable financial consequences due to the timing a request may be made to the LV Board for consideration of a stay on the sanction during the event.
 - (d) All players must attend a minimum of three selection trials to be considered eligible, exceptions will be considered on application to the GM.

5. COACH APPOINTMENTS

- 5.1 Call for nominations and selection
 - (a) The LV General Manager or Board shall call for nominations for the position of Head coach and Assistant Coache(s) for each State Team. Nominations shall close at a date determined and duly advised by the General Manager or Board.
 - (b) A State Selection Panel, appointed by the General Manager or Board, comprising 3 experienced and independent individuals shall interview the prospective applicant. The Panel shall be provided with selection criteria as well as prospective coach resumes. Interviews shall be held at a time convenient to all, with a written recommendation to the Board for ratification.
- 5.2 Accreditations
 - (a) All team staff including managers must hold a 'Working with Children Card' and provide LV with a photocopy, including number, issue date, expiry date.
 - (b) All coaches must hold a current minimum level of accreditation of the Australian Sports Commission General Principles online course, or similar named course as provided by that organisation.
- 5.3 Term of appointments
 - (a) Appointments will be for a period of 2 years' dependent on a successful completion and review of performance.
 - (b) Reappointment is dependent upon provision of a report and satisfaction of the Board's confidence to continue in the role.

5.4 Position descriptions

- (a) Will be available on the LV website or upon request.

5.5 Head and assistant coach requirements

- (a) On appointment, each coach must complete registration forms (membership and declaration), unless already registered in that year.

5.6 Reporting

- (a) All representative team coaches report to the General Manager.
- (b) Each head coach must present a written report for the sides campaign post the event. The template of such a report will be provided to each head coach. This presentation is to be made to the CAAG.
- (c) If the head coach does not submit a report within the required time (30 days' post event) they may not be considered for future positions and any standing appointment may be revoked.

6. TEAM MANAGEMENT APPOINTMENTS

6.1 Call for nominations and selection

- (a) The General Manager shall call for nominations for the position of Team Manager for each State Team. Nominations shall close at a date determined and duly advised by the General Manager.
- (b) The Head Coach along with the General Manager shall review all applications. The General Manager shall appoint the most appropriate candidate.

6.2 Term of appointments

- (a) Appointments will be for a period of 2 years' dependent on a successful completion and review of performance.
- (b) Reappointment is dependent upon provision of a report and satisfaction of the General Manager's confidence to continue in the role.

6.3 Position descriptions

- (a) Will be available on the LV website or upon request.

6.4 Accreditations

- (a) All team staff including managers must hold a 'Working with Children Card' and provide LV with a photocopy, including number, issue date, expiry date.

6.5 Key responsibilities

- (a) It is important for both the Coach and Team Manager to be familiar with the Australian Lacrosse Association National Championship/Tournament By laws and Appendices. Please see: www.lacrosse.com.au

- (b) Organize formal team photo (team to be in playing uniform) and distribute to all team members as well as providing a copy to LV for its records. Ensure individual/team photos (team all in uniform or all wearing similar clothing) are supplied to the host state for use in the event programme as required.
- (c) Ensure Ground Inspection forms are completed for all training sessions.
- (d) Maintain a supply of and have on hand, Injury Report Forms, (Match Day Accident Report Form, Personal Injury Report Form) and ensure timely completion and lodgement in the event of an injury.
- (e) Maintain First Aid Kit and return to Lacrosse Victoria with used stock replaced. If LV must re-stock, said team will be charged for cost involved.
- (f) Submit a report not later than 30 days after completion of event to include a statement of receipts and expenditure, as well as the return of all unspent funds and any equipment borrowed from LV. A template for the report will be provided by LV.

6.6 Reporting

- (a) Representative team managers' report to the General Manager.
- (b) Each team manager must submit a report to the General Manager for the sides campaign post the event. The template of such a report will be provided to each team manager.
- (c) If Managers do not submit a report within the required time (30 days' post event) they may not be considered for future positions and any standing appointment may be revoked.
- (d) Where a situation arises of extraordinary importance, which has not been covered within this handbook, the Team Manager should contact the General Manager for guidance.

7. STATE TEAM CLOTHING

7.1 Allocation of LV Blazers and Playing Uniform

- (a) Allocation of state blazers, pockets and playing uniforms to selected people will be on the instructions of the Board.

7.2 Specifications for LV Blazers

Material	Navy blue cloth
Style	Single breasted (2 or 3 buttons)
Laпels	Single breasted style
Pockets	Outside 2 each patch type (1 L.H. and 1 R.H.)
Buttons	Gold or Silver in colour
Pocket Badge	The left breast pocket badge shall consist of a white "V" 50 mm high by 50 mm wide 25 mm down from the top of the pocket. Beneath the "V" a white ball, approximately 60 mm diameter, under the apex of the "V" and white crossed racquets under the ball. Above the "V" the word LACROSSE and beneath the crossed racquets a description of why the blazer has been awarded e.g.

7.3 Compulsory clothing items

- (a) All items listed in the below table must be purchased by all team members.

Player's Items	Quantity	Support Staff Items	Quantity
Playing shirts/top & Walk Out Shirt	1	Walk Out shirt	1
Playing shorts/skirt	1	Track Top	1

- (b) Items must be worn at all official events
- (c) These items are only available to members of the team and support staff.

7.4 Non-compulsory items.

Player's & Supporters	
Hoodie	Track Top
Jacket	Track Pants
Cap	Socks
T-shirt	

- 7.5 All items shall be ordered and supplied at the direction of the LV office, including questions on design of said uniform items.

8. POSITION DESCRIPTIONS

- 8.1 Job descriptions for roles and responsibilities of all team staff will be hosted on the LV website or otherwise may be made available by the LV Board or LV office.

9. SPONSORSHIP

- 9.1 Any potential sponsors for a team to be associated in name with an LV representative side must first seek approval from the LV Board for consent prior to receiving any level of sponsorship.
- 9.2 Applications may be lodged with the Board secretary.

10. TEAM SELECTION

10.1 Selection Trials

- (a) Arrangement of trials
- The head coach shall liaise with the General Manager to arrange venues and times for trials.
 - The head coach shall in consultation with the General Manager arrange a selection panel.
- (b) Selection trial participation fee
- All players intending to try-out for selection in a State side will pay a \$50 fee prior to the first team trial. The fee is non-refundable.

- (c) Number of trials
 - I. There shall be a minimum of three (3) and a maximum of four (4) selection trials.
- (d) Location of trials/training venues
 - I. Training venues need to be arranged by the Coach with relevant clubs and or commercial venues. (costs incurred are to be paid from team funds)
 - II. Night practice sessions may require a fee to be paid to the host club to cover lighting. (costs incurred are to be paid from team funds).
 - III. Venues selected are to be either central in location or evenly distributed to provide ease of access to trialling players. Venue selection is to be endorsed by the LV General Manager or Board.

10.2 Team Selection panel

- (a) LV shall appoint a selection panel for each state team, in consultation with the head coach.
- (b) Each Selection panel shall consist of the team head coach and at least two others, of whom no two shall be from the same Club.
- (c) Selectors may not be players trying for selection in State Teams, except for the team coach.
- (d) Relatives of players trying for selection in state teams shall not vote on the selection of such players. Where such a conflict is unresolvable from within the selection panel, the relevant LV Director shall oversee such matters.
- (e) The selection criteria will be that as outlined in **Annexure A**.
- (f) In the event of a tied vote, the head coach shall have a casting vote.
- (g) The Selection panel shall select the team(s), with the team to be ratified by the Board prior to announcement.
- (h) The head coach shall provide feedback to all non-selected trialling players prior to a public announcement of the selected team.
- (i) The Selection Committee has the power to request medical certificates from any player trying for selection.

10.3 Composition of teams

- (a) The number of player's in each side will be limited as listed in the below table.

Team	Maximum No. Selected
Senior Men	21
Under 18 Men	18
Under 15 Boys	17
Senior Women, Under 18 Girls, Under 15 Girls	16

- (b) Alternates

- I. Alternates may play in a Presidents team if one is available. A Presidents team will be established in consultation with ALA and the host state. Team composition may vary from age level to age level.
- II. Alternates do not receive team clothing.
- III. Alternates do not travel with the team, to a National Championship/Tournament being held interstate. Unless playing in a Presidents team.

10.4 Announcement of team selection

- (a) The final team list (not squad) for selection is to be submitted to the General Manager for ratification by the Board.
- (b) Once approved, the announcement shall be made public on the Lacrosse Victoria website.

10.5 Removal of a team member

- (a) The coaching staff has the power to recommend to the LV Board the removal of a team member from the team if they do not fulfil the requirements as set out by the coaching staff.

11. **SELECTED PLAYER RESPONSIBILITIES**

11.1 Forms

- (a) All selected players must complete prior to the competition:
 - I. Medical Details Form
 - II. Emergency Treatment Form
 - III. Code of Behaviour Form
 - IV. Image Consent Form
- (b) Please see the www.lacrossevictoria.com.au to download these forms.
- (c) Forms will require the signature of the player, and in the case of players under the age of 18, a parent or guardian in addition to the player. These forms should remain with the Manager until the end of the event; in case of an emergency.

11.2 Code of Behaviour

- (a) The behaviour and conduct of the team members will be the responsibility of the Manager and Coach. If in their opinion, the behaviour or conduct of any player is not of an acceptable standard, he/she should not be selected in the team.
- (b) If any team member displays behaviour or conduct deemed unsatisfactory during an event, he/she may be expelled from the team and sent home as soon as possible **at his/her own expense**.
- (c) Each team member is required to pay a **Behaviour and Conduct Bond** which will be fully refunded 90 days after the conclusion of the event, either in its entirety if nothing untoward has occurred, or in part, if it has been necessary to make a deduction to cover an event such as damage. The Bond per team member is \$50.00

12. EQUIPMENT

12.1 LV will provide a supply of balls (12) per team.

12.2 LV will supply appropriate first aid equipment and a set of water bottles.

- (a) Each Manager will be issued with a First Aid kit when the team commences training. This kit will be maintained at the team's expense. The Manager is required to return the kit to LV with items, as per the 'Stock List' at the conclusion of the event. Items missing, as per 'stock list' will be charged to the team.
- (b) The Manager is required to return all issued items to LV at the completion of the event. These include the First Aid kit, balls and any other equipment borrowed from LV.

13. FINANCES (TRAVEL & ACCOMODATION)

13.1 State & Representative Team Levy

- (a) A state and representative team administrative levy which will be paid by ALL members of State or Representative Teams.

13.2 Payment of monies

- (a) Any player or member of coaching staff wishing to compete in a National Championship/Tournament must pay all monies owed (unless previously arranged with the LV General Manager) prior to the date of the Championship/Tournament.
- (b) Any player owing monies to LV in respect of a State Team will be ineligible to compete for Victoria or compete in any LV sanctioned competition until the debt is paid.

13.3 Grants

- (a) LV may at the discretion of the LV Board grant State Teams money or pay team expenses.

13.4 Reimbursement of travel and accommodation costs

- (a) Subject to appropriate accounting and other procedures, coaching staff and officials shall have their direct travel and accommodation offset. The subsidy offset is as follows:

Head coach (1)	100%
Assistant coach (1)	50%
Manager	100%
Assistant Manager	No allowance
Field Official (Direct travel cost only)	100%

- (b) Allowances for expenses

I. Head coach = \$200

II. Manager = \$200

- (c) All staff are required to pay an amount for food & incidentals, official events, uniform and ground travel. Under no circumstances are these expenses to be covered by players.

13.5 Accommodation, flights and ground transport

- (a) All arrangements for flights, accommodation and ground transport shall be arranged and managed through the LV office.
- (b) All invoices to players and support staff shall be directed through and managed by the LV office.
- (c) Teams travelling interstate will travel together as a team by air or bus. Please note that senior teams may utilize motor vehicles.

13.6 Team Budget

- (a) The Manager is responsible for providing a budget for the team as early as possible, to allow sufficient time to collect monies. There can be many expenses associated with a team. It is suggested that the Manager includes a line item in their budget to cover the following incidental costs:
 - I. Drink Bottle
 - II. Ice / Ice pack/s
 - III. Cordial, fruit or sport drink additives
 - IV. First aid supplies
 - V. Meals

13.7 Expenses and incidentals

- (a) LV will transfer to Manager/s, funds for food & incidentals and any other funds needed, one week prior to the event.
- (b) Each team manager shall be allocated responsibility for managing the finances of any incidentals and shall reconcile this with the LV Office.
- (c) Any expense exceeding the allocated funds will be the responsibility of the team and must be met by the team. This will include any damages incurred by the team.

13.8 Reconciliation of team moneys and payment of invoices shall be managed by the office.

13.9 Payments and Accounts

- (a) All monies are to be paid by cheque, EFT or Direct Debit, to the Lacrosse Victoria, State Team Account.
- (b) No Manager or Coach will be permitted to open any account in the name of LV or the team name, or make any purchase in the name of LV or on behalf of LV.
- (c) Unless previously arranged, players will not be permitted to compete until all monies have been paid in full.

13.10 Refunds

- (a) LV will be responsible for all refunds. These will be returned not more than 90 days following the completion of the event, provided Coaches and Managers have submitted their reports and all LV equipment has been returned.

13.11 Reporting

- (a) The Manager will maintain a spreadsheet of all income and expenditure.

13.12 Fundraising

- (a) Fundraising is optional for each team. The Manager will be responsible for any fundraising events. The distribution of fundraising money to team members, must be paid to team members within 30 days of the event.

14. **INSURANCE**

- 14.1 All players registered with LV are automatically insured for national competition. Information relating to the terms and conditions of the policy can be obtained from LV. All forms are available on www.lacrossevictoria.com.au
- 14.2 A ground inspection form should be completed for each practice session. See www.lacrossevictoria.com.au

15. **INJURIES AND ACIDENTS**

- 15.1 If a player is injured during training or competition team management should complete a Match Day Accident Report Form and submit to LV. The player should complete a personal injury form and lodge with LV at their earliest convenience.

16. **LACROSSE VICTORIA OFFICE RESPONSIBILITIES**

- 16.1 Book transport and accommodation for all Victorian Teams and Representative Teams.
- 16.2 Ensure that all selected players are eligible by age to compete in the respective event. Juniors must be within the age limit as at 1st January in the year of competition. For example; U15 competition, a player must be 14 years or less on the 1st January in the year of the competition.
- 16.3 Provide Team staff with ALA National Championship/Tournament Bylaws and Appendices; and relevant LV Policy/s;
- 16.4 Immediately following Team announcement, arrange for uniform ordering.
- 16.5 Provide team members with a list of associated costs and issue invoices to all team members; including bond amount.
- 16.6 Advise team members, and parents in the case of those under 18 years, details for 'direct debit' payment details to Lacrosse Victoria.
- 16.7 Reconcile electronic payments.
- 16.8 Collect player's birth certificate (copy) or passport, for proof of age when the player is competing in an underage national event. Once a player has one of these documents registered with Lacrosse Victoria, LV will provide said information to the hosting state – Tournament Coordinator.
- 16.9 Ensure all players complete the following forms prior to competition:
 - (a) Medical details forms
 - (b) Emergency treatment form
 - (c) Code of behaviour form
 - (d) Image consent form

ANNEXURE A

Selection Criteria

1. Attitude and Character
 - i. Willingness to listen and action to feedback
 - ii. Self-motivated
 - iii. Team focused
 - iv. Conduct on and off the field
 - v. Pride in team and state
 - vi. Leadership qualities
2. Technical Ability
 - i. Stick skills
 - ii. Throwing
 - iii. Catching
 - iv. Ground balls
3. Athletic Ability
 - i. Speed
 - ii. Agility
 - iii. Endurance and recovery
4. Decision Making
 - i. Ability to make good decisions relating to situations, consistently
 - ii. Ability to be in the right spot at the right time
5. Mental Toughness
 - i. Recovery from setbacks
 - ii. Focused on performance
 - iii. Resilience to adversity

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