

# **Ontario Lacrosse Association**



## **Tournament Guidelines Updated 2023**

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# **TOURNAMENT CHECK LIST**

- ☐ Confirm Floor Time Contracts with Municipality
- ☐ Prepare Budget for Association Board Approval
- ☐ Make Schedule Template with available floor time
- ☐ Create Tournament Committee
- ☐ Referee in Chief - Assigns officials as per schedule
- ☐ Discipline Committee – Ensure they are aware of their responsibilities
- ☐ Schedule Arena Convenors and Volunteers
- ☐ Order OLA Fine Summary Sheets (no cost to tournament)
- ☐ Order Awards/Trophies for tournament
- ☐ Order OLA Approved Balls
- ☐ Training for Timekeepers
- ☐ Tournament Schedule/Rules
  - Send out at least 2 weeks prior to participants, along with a copy to OLA Office  
[Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) and [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com)
- ☐ Tournament Rules with schedule - to be posted clearly at all arenas
- ☐ Emergency Procedures
- ☐ Set up schedule in Game Sheet Inc.
- ☐ Ref/time keeper payments – how will you pay?
- ☐ Visit tournament venues and ensure proper floor markings/30 second clock operation
- ☐ Complete Tournament Convenors bins—see appendix for list
- ☐ Identify Arena Convenors by tag/button/hat/shirt
- ☐ Scores and Updates – how will you update participants?
- ☐ **Send Tournament Package to the OLA Office – Use Check List Provided**

## **Tournament Committee:**

As you start to plan your tournament – it is a great help to have a committee to share the workload and/or to delegate some responsibilities.

Your tournament committee can be comprised of Executive Members and/or tournament volunteers. You, the Tournament Director would be the chair of the committee.

## **Various duties that can be delegated:**

- **Volunteer Co-ordinator** – schedules the volunteers at various arenas and/or times throughout tournament.
- **Time Keeper Scheduler** – schedules the timekeepers at all arenas and ensures that they are trained appropriately.
- **Scheduler** – completes the tournament schedule – works in conjunction with the Tournament Director.
- **Awards/Giveaway Volunteer** – gathers prizes and samples – bring to the committee for approval.
- **Financial Officer** – Usually the Association treasurer – completes budget and ensures you stay on budget.
- **Floor time scheduler** – Ensures that the floor time for the tournament is booked and additional (extra) floor time is returned to the Town/City by the deadline so no additional costs are incurred.

## **Discipline Committee:**

This committee is comprised of 3 Members

### **MUST include Tournament OIC (Official in Charge)**

The Tournament Director is the chair of this committee and two additional people need to be on this committee. You want people with experience and knowledge to assist you. Choose wisely.

**\*\*Please see Discipline Hearing\*\***

# **Official-In-Charge**

Selection

Responsibilities

2023 Minor Box Officiating Agreement

# **Ontario Lacrosse Association**

## **Invitational Tournament Official-in-Charge Job Description**

**Title:** Invitational Tournament Official in Charge (OIC)

**Reports to:** Tournament Director and Minor Box Official-in-Charge (OIC)

### **Qualifications**

1. Must be a currently certified referee in good standing.
2. Recommended to be at least a Level 3 referee.
3. Recommended to have at least three years of lacrosse officiating experience.

### **Appointment**

1. Invitational Tournament's OIC are to be appointed by the Host Association.
2. Appointments must be approved jointly by OLA VP Officiating & OLA Tournament Committee

### **Responsibilities**

1. Must be familiar with:
  - a. The Lacrosse Canada (LC) Rule and Situation Handbook.
  - b. Applicable LC and OLA memos and technical bulletins (Goalie Measurements)
  - c. Invitational Tournament Guidelines as distributed by the OLA.
  - d. The Automatic Discipline Policy for the divisions in your tournament.
2. Attend tournament committee meetings (as requested) in the lead-up to the tournament.
3. In conjunction with the Tournament Director, determine a process for distributing game fees to officials.
4. Inquire with the Tournament Director if specific amenities will be provided to referees. ie:
  - a. Will water be provided &/or lunch be available?
  - b. Are accommodations offered should out-of-town referees be required?
5. Recruit referees a minimum of 30 days prior to the start of the tournament to ensure sufficient referees are acquired. To determine the number of referees necessary, ask for an estimate of the number of games expected to be scheduled from the Tournament Director.
6. Distribute the officiating schedule to officials a minimum of seven days prior to the first day of the event. All assignments must be confirmed, at least 72 hours before the start of the tournament. The completed schedule is to be shared with the Tournament Director.
7. Ensure the referees have, 5 days prior to the start of the tournament, the following:
  - a. Tournament referee schedule

- b. Tournament-specific rules
  - c. Information on payment and amenities
  - d. Names and addresses of all arenas used and, if applicable, accommodations
- 8. Provide each arena tournament convenor a copy of the referee schedule.
- 9. Instruct each official to check in with the arena tournament convenor upon arrival.
- 10. Must be on-site for the duration of the tournament for oversight and to manage issues that may arise. If multiple arenas are used, inform the arena convenors of your arrival & departure from the facility. If you are required to be elsewhere at any point during the tournament, this must be communicated in advance to the Tournament Director. You are responsible for arranging an appropriate substitute to cover for you.



## MINOR BOX OFFICIATING AGREEMENT 2023 TRAVEL, ACCOMMODATIONS & GAME FEES



### 2023 Accommodations Allowance:

#### 1. Minor and Girls' Box Lacrosse Invitational Tournament & Provincials Officiating Fees

| Division                     | Game Length        | 2023 Season        |
|------------------------------|--------------------|--------------------|
| Team Ontario Selection Camps | per hour basis     | \$35/hour          |
| Paperweight                  | per hour basis     | \$26/official/game |
| U9 and U11                   | 3 x 15 min periods | \$31/official/game |
| U13 and U15                  | 3 x 15 min periods | \$33/official/game |
| U17*                         | 3 x 15 min periods | \$37/official/game |
| U22*                         | 3 x 15 min periods | \$39/official/game |

*\*Three on-floor officials may be assigned in certain circumstances, as determined by the VP Officiating*

- House leagues are permitted to set their own game rates in consultation with their Association OIC and/or Zone OIC;
- Zones are permitted to set their own game rates in consultation with their Zone OIC;
- House leagues and Zones are permitted to set their own kilometer allowances, if applicable;
- In the event of dispute, the final decision will be made by OLA VP Officiating;
- All box lacrosse games between competing clubs require a minimum of two certified officials, regardless of the status of the game. The only exception is the OLA 3-on-3 Mini Game program in which the playing rules are modified to reduce contact between players, where one of the two on-floor officials may be substituted with coaches from both teams for the purpose of instruction and development of players.

### 2023 Assignor's Honorariums

- Within 60 days of the conclusion of each league's championship, the officiating assignor is responsible for submitting an invoice to the zone executive and the OLA VP Officiating that summarizes the assignment period in order to receive remuneration in the following amounts:

| 2023 Season               | Honorarium Amount                     | Honorarium Responsibility |
|---------------------------|---------------------------------------|---------------------------|
| Minor Box Season          | Discretion of the Zone/Club Executive | Zones (or Clubs)          |
| Ontario Lacrosse Festival | Negotiated Rate                       | OLA                       |
| OLA "A" Championships     | Negotiated Rate                       | OLA                       |

- Nothing precludes the officiating assignor in any league from also officiating in the league(s) they assign; however, best judgment should be used to ensure that available officials are maximized whenever assigning.

## **Timekeepers:**

Timekeepers are essential to your tournament.

Recommendations:

- Provide a Worksheet – to be used prior to entering information into Game Sheet Inc. Available on the OLA website.
- Ensure they are proficient in the use of Game Sheet Inc. Training videos or information session should be provided by home club.
- Recommended all TK under the age of 16 be paired with an adult.
- Provide adequate breaks.
- A copy of the tournament rules should be available in the time box

## **Volunteers:**

Volunteers are a tournament gold mine – they can assist in making or breaking a great weekend. No tournament exists without exceptional volunteers! Ask for volunteers early during the planning process will assist in obtaining experienced volunteers. **Always remember to thank them for their help!**

Example Volunteer Schedule can be found under Tournaments on the OLA website:

## **Budget:**

Generally completed by the Tournament Director or Association Treasurer.

Sample: Based on 6 Divisions @ \$700/team

8 PPWT, 8 U9, 8 U11, 8 U13, 8 U15, 8 U17 = 48 Teams

|                        |
|------------------------|
| Tournament Budget 2023 |
|------------------------|

| Income       |          | Expenses              |           |
|--------------|----------|-----------------------|-----------|
| Team Fees    | 33600.00 | Lacrosse Balls        | 288.00    |
| Sponsorship  | 1000.00  | Facility              | 11000.00  |
| Total Income | 34600.00 | Referee (incl hotels) | 7174.00   |
|              |          | Timekeepers           | 3000.00   |
|              |          | Awards                | 4310.00   |
|              |          | Misc (water)          | 200.00    |
|              |          | GSI \$5/game          | 1,500.00  |
|              |          | OLA Registration      | 300.00    |
|              |          | Total Expenses        | 27,772.00 |

Be sure to include GameSheet Inc. expenses and iPad rental if required

**Determine your costs of running each division (ppwt costs are much higher)**  
**Include in your budget floor time, refs, accommodations, giveaways,( program, t-shirts – usually cost money – this is a breakeven venture)Balls, water and volunteer meals.**

## **Tournament Scheduling and Rules pertaining to scheduling**

On the Ontario Lacrosse Association Website schedule templates are available.

See **Administration– Admin Documentation – Tournament Directors Area**.

If you need help with your scheduling or need a template not available email:  
[tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com).

**Schedules should be out to your participants no later than two weeks prior to your tournament.**

A Copy of your schedule needs to be sent 2 weeks before your tournament to:  
[tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com) and [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com)

### **Important Rules to follow for scheduling:**

**MR7.05(b)** *Whenever possible, the Corporation shall arrange the schedule in playoffs and championship tournaments so that every team will be allowed three (3) hours rest between games.*

*Definition Note: Between the end of one game and the start of the next.*

**MR7.07(a)** *In all Corporation Box tournaments, festivals and qualifiers, games will consist of three (3) equal periods with a minimum rest period of three (3) minutes between periods and overtime play as per Corporation rules of play. The length of the periods is to be determined by the Corporation at the time of the drafting of the schedule.*

**No team or player will be allowed to play more than three (3) games in any one day.**

## **Game Structure:**

(All tournament games including round robin, qualifying (quarter or semi-finals) and championship games)

### **Length of Games: Rule 19 (a):**

**U9 and U11:** 3 Equal periods, stop time last 2 minutes of the 3<sup>rd</sup> period, Intermission between periods 3 minutes.

**U13 – U22:** 3 Equal Periods, stop time last 5 minutes of the 3<sup>rd</sup> period, intermission between periods 3 minutes

15 Minute periods are recommended.

**Rule 20 (a):** In the event of a tie in round-robin format competition, there are no overtime periods (i.e. a tie game will stand). In the event of a qualifying game (quarter or semi-finals) the game continues with 10 minute stop time periods of sudden victory (the first goal declares the winner). Before the overtime periods, there will be a 3 minute intermission. Teams will not change ends.

**Rule 20 (b):** In the event of a tie in a championship game, the game will continue with a full 10- minute stop time period. If the score remains tied at the end of the first overtime period, the game continues with a 10 minute stop time periods of sudden victory (the first goal declares the winner) until a goal is scored. Before any overtime period, there will be a 3 minute intermission. Teams will not change ends.

**\*\*Any modification of the above must be approved by the Tournament Committee\*\***

# Sample Game Structure

## 2022 Ontario Lacrosse Association Provincial Championships: Playing Rules Advisory

| OLA MINOR<br>LACROSSE RULE               | AGE DIVISION   |                 |                  |   |                 |                       |
|--|--|-----------------|------------------|---|-----------------|-----------------------|
|  | U9<br>(TYKE)   | U11<br>(NOVICE) | U13<br>(PEE WEE) | U15<br>(BANTAM)   | U17<br>(MIDGET) | U22<br>(INTERMEDIATE) |
| Goaltender Warm-Ups                      | Goaltenders who enter a game already in progress are not permitted a warm-up. Warm-ups are only permitted prior to the game's start time.  |                 |                  |   |                 |                       |
| Rule 19(a)<br>Game Length                | Periods: 3 x 15 minutes<br>Stop Time: Last 2 minutes of the 3rd period<br>Intermission: 3 minutes  |                 |                  | Periods: 3 x 15 minutes<br>Stop Time: Last 5 minutes of the 3rd period<br>Intermission: 3 minutes |                 |                       |
| Rule 20(a)<br>Qualifying Game Overtime   | In the event of a tie in round-robin format competition, there are no overtime periods (ie. a tie game stands). In the event of a tie in a qualifying game, the game continues with 10-minute stop time periods of sudden victory (the first goal decides the winner).<br>Before the overtime period, there is a 3-minute intermission. Teams will not change ends at any time.                        |                 |                  |   |                 |                       |
| Rule 20(b)<br>Championship Game Overtime | In the event of a tie in championship competition, the game continues with one full 10-minute stop time period. If the score remains tied at the end of the first overtime period, the game continues with 10-minute stop time periods of sudden victory (the first goal decides the winner).<br>Before any overtime period, there is a 3-minute intermission. Teams will not change ends at any time. |                 |                  |   |                 |                       |
| Rule 39(a)<br>5-Second Rule              | Rule enforced.   |                 |                  |   |                 |                       |
| Rule 45(a)<br>Fighting Rule              | Major penalty and a game misconduct penalty (GM45a) + disqualification from any further provincial play, in any age division, in the current year.   |                 |                  |   |                 |                       |
| Rule 66(a)<br>10-Second Rule             | Does not apply.  | Rule enforced.  |                  |   |                 |                       |
| Rule 66(b)<br>Over-and-Back Rule         | Does not apply.  | Rule enforced.  |                  |   |                 |                       |
| Rule 68<br>30-Second Rule                | Does not apply.  | Rule enforced.  |                  |   |                 |                       |
| Rule 70(a)<br>Team Time-Outs             | One 60-second time-out per team per game.<br>Unused time-outs may be carried into overtime periods, but overtime does not grant a team an additional time-out.   |                 |                  |   |                 |                       |
| Offense/Defense Policy                   | First infraction: bench minor penalty assessed to the head coach of the offending team.<br>Second infraction: gross misconduct penalty assessed to the head coach of the offending team.   |                 |                  |   | Does not apply. |                       |

## **Tournament Rules:**

Tournament rules should be sent out to your participants along with the schedule, two weeks prior to your tournament. Please also send a copy of your Tournament Rules to: [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com) and to [fiona@ontariolacrosse.com](mailto:fiona@ontariolacrosse.com)

A copy of your tournament rules should be posted in all arenas for participants to view and included in time box for timekeepers and officials.

Your rules should include information regarding time outs etc.

### **Other Important Rules of Note:**

#### **MR7.04(b)**

*Any association hosting sanctioned tournaments using other than certified N.L.R.C.P. lacrosse referees will be fined a maximum of \$250.00. The association will not be allowed to host a sanctioned tournament the following year.*

#### **MR7.06**

*Corporation registered teams or players cannot take part in any tournaments or inter-league play that has not received the sanction of the Board of Directors. Penalty: Suspension until dealt with by the Board of Directors. Member clubs may not play with or against non-member clubs unless prior permission is sought and received from the Board of Directors.*

#### **MR7.07(b)**

*In the event that a Box game must be called due to floor conditions or unforeseen circumstances the game score shall be considered "final" if two complete periods of play have transpired. If two periods have not been completed the remainder of the game must be rescheduled and played.*

#### **MR7.11(b)**

*Corporation approved tournament procedures will be provided to the tournament hosts.*

#### **MR7.12(a)**

*The sale or provision of alcoholic beverages or spirits by the sponsoring club or hosting organization at any minor event sanctioned by the Corporation is prohibited. Disciplinary action will be taken by the Board of Directors on any violation of this regulation.*

**MR7.13**

1. Any team who, scheduled to play in invitational tournaments, appears with less than six players, or fails to put in an appearance, shall lose its bond, and its club shall be further assessed a fine of two hundred and fifty (\$250.00) dollars.

**NOTE** – Any team registered to play in an invitational tournament who withdraws with less than **45** days' notice or fails to show, will forfeit the application fee, be assessed a fine of \$250.00 and may be ineligible to participate in that years Provincial Championship Tournament.

2. Any team that withdraws from Provincial play after July 1st, shall forfeit their bond and the association shall be assessed a fine of seven hundred and fifty (\$750.00) dollars.

3. When any team appears with fewer than twelve (12) players (and more than five), its club shall be assessed ten (\$10.00) dollars for each player under the required number per tournament.

4. Any team who withdraws from a game at any point in invitational or provincial tournaments must default the remainder of their scheduled games

5. Any team who shows up with less than six players to a game at any point in invitational or provincial tournaments may default the remainder of their scheduled games.



# **GAMESHEET INC.**

## **Only GameSheet Inc. will be used for your Invitational Tournament scoring.**

### **Pre-Tournament:**

- GameSheet will set up the Event and send an On-boarding email 2 weeks prior to the tournament. An invitation code to forward on to participating teams may be included.
  - Follow instructions from the email or reference:  
<http://help.gamesheet.app/article/18-game-plan-for-successful-seasons>
  - Input the schedule into GameSheet. Template can be found at  
<https://help.gamesheet.app/article/85-schedule-template>
  - Post the iFrame – Scores/Schedules/Standings onto your website.  
<http://help.gamesheet.app/article/10-scores-schedule-standings-stats-embed-tool>

### **Few Days before Tournament:**

- Ensure you have the iPads ready and charged.
- Install the latest version of the Scoring app. Found here:
- Share training videos with scorekeepers/referees
- Train tournament convenors on how to start games and upload completed games.

### **During Tournament:**

- Best approach is to treat each iPad similar to a paper scoresheet.  
2 iPads are used for each arena pad. 2 pads = 4 iPads  
One will be used for scoring while the other is getting ready for the next game.  
(Tip: have an iPad charger in the time box to keep them charged during a game)
- Load games 1 at a time per iPad from the schedule. Rosters for those teams will be loaded at that point.
- Coaches/Managers from each team check over their rosters, make corrections and sign. If changes are made after the HC has signed, he/she will need to re-sign again acknowledging those changes.
- Scorekeepers pick up the ready iPad. If running more than one pad in an arena, ensure they are retrieving the correct iPad.
- When game is completed and iPad is returned, ensure the referees have signed and check for errors and penalties. Upload the completed game...Check and confirm the game is posted to your dashboard and tournament website.
- If you need to modify or edit game score on the GameSheet Dashboard. Please contact VP of Minor [vpminor@ontariolacrosse.com](mailto:vpminor@ontariolacrosse.com) or [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com)

- You can update any scheduled games with including those known TBD teams moving on through the dashboard. <http://help.gamesheet.app/article/36-scheduling-games>

### Post Tournament:

- **Select score summary from GameSheet dashboard and electronically send document to [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) within 24 hours**
- Fine Summary Report must be emailed to [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) within 24 hours
- Print all game sheets with fines and/or SIRs identified. These MUST be included in your tournament package to be mailed to the OLA within 7 days with tracking. No signature required.
- **DO NOT STAPLE ANYTHING TO PRINTED GAME SHEETS**
- Return all rental iPads, including their cords/cubes

## Registering teams into your Invitational Tournament

- You are able to accept registration for your tournament after the Ontario Lacrosse Association Invitational Tournaments listing is officially released (the 3<sup>rd</sup> Friday of January).
- Sample tournament registration form can be found on the Ontario Lacrosse Association website.
- When a team registers, it is the convenors responsibility to check to ensure that the team is rated appropriately to attend your tournament. (Best to have only 1 person accepting teams to avoid confusion)
- **MR7.02(a)** Teams not rated appropriately for your tournament – cannot enter without the approval of the tournament committee. The most up-to- date ratings will be a live document located under ratings within the OLA website.
- It is **essential that you have the team number** of the team entering your tournament – without this you a) cannot look up the team rating and b) it cannot be reported in **MYLax** appropriately for the team ratings games/scores.

**If you cannot locate a team rating – please contact:**  
[tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com)

- Once your registration has begun – registered & confirmed teams need to be reported to: [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com) or by using the google doc link sent to you with your tournament approval.
- Do not accept teams into your tournament without payment – once payment is received –confirm teams.

**Do not wait list teams – if you do not have space – please refer them to another tournament. No increases to any tournament will be given by the tournament committee if there are spaces in other tournaments.**

## ***What happens if a team who is paid and registered drops out 45 days before our tournament or does not show up?***

MR7.13 provides tournament recourse should this happen.

### ***MR7.13***

- 1. Any team who, scheduled to play in invitational tournaments, appears with less than six players, or fails to put in an appearance, shall lose its bond, and its club shall be further assessed a fine of two hundred and fifty (\$250.00) dollars.*

*Note – Any team registered to play in an invitational tournament who withdraws with less than 45 days' notice or fails to show, will forfeit the application fee, be assessed a fine of \$250.00 and may be ineligible to participate in that years' Provincial Championship Tournament.*

- 2. Any team that withdraws from Provincial play after July 1st, shall forfeit their bond and the association shall be assessed a fine of seven hundred and fifty (\$750.00) dollars.*
- 3. When any team appears with fewer than twelve (12) players (and more than five), its club shall be assessed ten (\$10.00) dollars for each player under the required number per tournament.*
- 4. Any team who withdraws from a game at any point in invitational or provincial tournaments must default the remainder of their scheduled games*
- 5. Any team who shows up with less than six players to a game at any point in invitational or provincial tournaments may default the remainder of their scheduled games*

**\*\*Please contact Donalyn at: [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com) should this happen\*\***



## ONTARIO LACROSSE AUTOMATIC MINOR DISCIPLINE POLICY (2023)

1 Concorde Gate, Suite 200-C • Toronto, Ontario • M3C 3N6 • info@ontariolacrosse.com

The Ontario Lacrosse Association's Automatic Discipline Policy is in effect for all participants (players, bench personnel, volunteers) of the U7, U9, U11, U13, U15, U17, U22 and corresponding girls' and womens' divisions of OLA box lacrosse, whether or not the team's participants are "dressed" for the game or event, when attending any OLA-sanctioned events. All fines and suspensions are automatic once they have been recorded on the OLA game sheet and signed off by the officials. It is the sole responsibility of the penalized team to adhere to the OLA's Automatic Minor Discipline Policy throughout the entire season; **regardless of whether or not the team has been formally notified by zone or tournament representatives.**

Discipline is assessed according to the appropriate division charts, using the following guidelines:

1. For U7, U9, U11 and U13 participants, discipline will be assessed according to the attached chart on Page 4. For U15, U17 and U22 participants, discipline will be assessed according to the attached chart on Page 5. For U13 players who are competing as Affiliated Players in the U15 Division, discipline will be assessed according to the U15, U17 and U22 chart.
2. Each participant's suspension record is maintained by the Zone Statistician (or designated zone executive) for the duration of the season.
3. Each participant's suspension is served in subsequent OLA-sanctioned previously scheduled exhibition, regular season, playoff and/or championship games until the suspension has been served in full, regardless of which calendar year the infraction occurred. Suspensions that are not served in the calendar year (by reason of injury, release, transfer, roster allocations or any other case) will be carried over to any subsequent season of involvement, regardless in which division the suspension was assessed.
4. Automatic indefinite suspension until a hearing chaired by the appropriate representative will be in effect for any Gross Misconducts and/or Match Penalty.
5. For suspensions assessed to an affiliated player competing for a higher category team, the suspension may be served in the division in which it was assessed or in the division in which the player is registered (but only in one division at a time, and the player is ineligible to participate in any capacity at any level until the suspension is served in its entirety).
6. Suspended participants may not compete while a suspension is under protest/appeal/review.
7. Suspended participants may not be at any arena during OLA games until their suspension has been served in its entirety. For violation of this section, Automatic OLA Review will result.
8. Discipline assessed in zone play that will result in a Zone/IT Hearing will be chaired by the Zone Director (or appointed representative). Discipline assessed in exhibition play or non-zone play that will result in a Zone/IT Hearing will be chaired by the Zone Director (or appointed representative) in which the game took place. Discipline assessed in an invitational tournament that will result in a Zone/IT Hearing will be chaired by the Tournament Convener (or appointed representative). Discipline assessed in an "A" Qualifier or Provincial Championship that will result in a Zone/IT Hearing will be chaired by the appropriate event chairperson (or appointed representative).



9. The head coach of any team who accumulates 26 penalty minutes in U11 or below, or 36 penalty minutes in U13 or above, will receive an automatic game misconduct in accordance with the OLA's Total Penalty Minutes Policy. **Zone Directors and Tournament Convenors are responsible for administering this policy.**
10. Discipline that results in fines incurred at tournaments, "A" Qualifiers and Provincial Championships will be payable to the Ontario Lacrosse Association. Discipline that results in fines incurred in exhibition, zone or non-zone play will be payable to the zone in which the infraction occurred in. Associations have 30 days from the date of receipt of the OLA invoice to ensure that payment for any fine has been received in full.
11. Players assessed GM45A (Fighting), GM45C (Restarting a Fight) or GM45D (Fighting Off the Playing Surface) during any Tournament, "A" Qualifier or Provincial Championship will be subject to the discipline as outlined in the appropriate chart, in addition to being disqualified from any further play in that Invitational Tournament, "A" Qualifier or Provincial Championship in any division.
12. Non-playing team personnel who are assessed a game misconduct for verbal abuse directed towards an official (GM28) **during any Tournament, "A" Qualifier or Provincial Championship will be subject to the discipline as outlined in the appropriate chart, in addition to being disqualified from any further play in that Invitational Tournament, "A" Qualifier or Provincial Championship in any division.**
13. Participants who confront or engage with spectators off the playing surface will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed as well as an automatic five-game suspension, provided an official report is submitted to the OLA by the officials.
14. Teams involved in any "bench clearing" situation (defined as two or more players leaving either team's bench and/or penalty box in order to engage in an altercation on or off the floor) will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed, as well as an automatic OLA Review to determine the appropriate discipline for the bench personnel.
15. Teams involved in any pre-game or post-game altercations (defined as actions which would result in penalties being assessed during the course of the game, whether on or off the floor) will be subject to a fine of \$200 dollars plus any accumulated fines from penalties assessed, as well as an automatic OLA Review to determine the appropriate discipline for the bench personnel.
16. Participants who return to competition prior to serving their suspension will be subject to a fine of \$200 plus any accumulated fines from penalties assessed, as well as an automatic three-game suspension in addition to the balance of the original suspension. If any team personnel are determined to have been involved in directing the participant to return to competition prior to serving their suspension, an OLA Review will be scheduled to determine the appropriate discipline.
17. Zone Directors, Tournament Directors or other representatives may not, under any circumstances, intervene in a discipline matter to modify, reduce, vacate or otherwise alter the discipline policy without the written permission of the OLA VP of Minor Box (or appointed designate).
18. Associations and/or teams failing to adhere to the Ontario Lacrosse Association Automatic Minor Discipline Policy may be subject to additional sanctions, based on the nature of the violation and

any other mitigating circumstances deemed relevant by the Ontario Lacrosse Association, which may include one or a combination of additional suspensions assessed; additional fines assessed; forfeiture of the team's games; forfeiture of the team's provincial championship series; forfeiture of the association's performance bond; any other discipline as deemed appropriate at the discretion of the OLA's VP of Minor Box (or appointed designate), in consultation with the appropriate Zone Director (referred to as "OLA Review").

19. In addition to these guidelines, participants are governed by the OLA's policies, procedures, bylaws, rules, regulations, including the specified discipline charts on the following pages. Protests/appeals of any OLA Automatic Minor Discipline or any other policy are subject the guidelines of the OLA Appeals Process. Protests/appeals may not be lodged on behalf of a team for suspensions of five games or less, or for fines of \$100 or less. Only the OLA's VP of Minor (or appointed designate) reserves the right to intervene in discipline matters based on the best interest of the game.

Notwithstanding any of these guidelines, the OLA's Board of Directors may fine a club or team in any sum not exceeding one thousand dollars (\$1000.00), or may suspend or expel a club, team, member or player for notorious and continued foul play, or unfair, unsportsmanlike, ungentlemanly conduct, individually or collectively, on the field or at any place where a lacrosse match is being played, or at any meeting or gathering in the interest of the game, for neglecting to pay assessments made by the Board of Directors or for rules of the Corporation, for neglecting to obey or carry out any persistent infringement of the laws of the game, or the rules of the Corporation, for neglecting to obey or carry out any order of the Board of Directors transmitted by the President or Executive Director. (MR10.01)

**Note 1:** Automatic OLA Review is defined as an indefinite suspension to the participant until a ruling has been issued by the chair of the discipline committee, which may include a hearing.

**Note 2:** Protests/appeals may not be lodged on behalf of an individual or team for suspensions of five games or less, or for fines of \$100 or less.

**Note 3:** For second offense players and coaches in the same calendar year under the same category, the suspension length will be automatically doubled.

## OLA U7, U9, U11 AND U13 DISCIPLINE

| Game Misconducts                     |              |                 |      |
|--------------------------------------|--------------|-----------------|------|
| Infraction                           | Penalty Code | Suspension      | Fine |
| Infractions within the Exchange Box  | GM3          | 1 Game          | \$20 |
| Illegal Helmet                       | GM11         | Balance of Game | \$20 |
| Illegal Equipment                    | GM13         | Balance of Game | \$20 |
| Verbal Contact at Intermission       | GM17         | 1 Game          | \$20 |
| Unsportsmanlike Conduct (Reviewable) | GM28         | 1–5 Game(s)     | \$40 |
| Attempt to Butt-End                  | GM35         | 1 Game          | \$20 |
| Checking from Behind                 | GM38         | 1 Game          | \$20 |
| Fighting                             | GM45A        | 2 Games         | \$40 |
| Fighting: Restarting Fight           | GM45C        | 2 Games         | \$40 |
| Fighting: Off the Playing Surface    | GM45D        | 3 Games         | \$40 |
| Fighting: Failure to Clear the Area  | GM45E        | 1 Game          | \$20 |
| High-Sticking                        | GM50         | 2 Games         | \$20 |
| Attempt to Kick                      | GM57         | 1 Game          | \$20 |
| Leaving the Bench: End of Period     | GM60B        | Balance of Game | \$20 |
| Leaving the Bench: Altercation       | GM60C        | 2 Games         | \$40 |
| Attempt to Spear                     | GM65         | 1 Game          | \$20 |
| Third Player into an Altercation     | GM67         | 1 Game          | \$20 |
| Second Major Penalty                 | GM77         | 1 Game          | \$20 |
| Second Misconduct Penalty            | GM78         | 1 Game          | \$20 |

| Gross Misconducts (Automatic Hearing Required) |              |                 |      |
|--|--------------|-----------------|------|
| Infraction                                     | Penalty Code | Suspension      | Fine |
| Derogatory Comments                            | GRM48 i      | Minimum 2 Games | \$40 |
| Obscene Gestures                               | GRM48 ii     | Minimum 2 Games | \$40 |
| Persists in USC Behaviour                      | GRM48 iii    | Minimum 2 Games | \$40 |
| Making a Travesty of the Game                  | GRM48 iv     | Minimum 2 Games | \$40 |

| Match Penalties (Automatic Hearing Required) |              |                 |       |
|--|--------------|-----------------|-------|
| Infraction                                   | Penalty Code | Suspension      | Fine  |
| Boarding                                     | MP33         | Minimum 2 Games | \$40  |
| Butt-Ending                                  | MP35         | Minimum 2 Games | \$40  |
| Charging                                     | MP37         | Minimum 2 Games | \$40  |
| Checking from Behind                         | MP38         | Minimum 2 Games | \$40  |
| Cross-Checking                               | MP40         | Minimum 2 Games | \$40  |
| Elbowing                                     | MP42         | Minimum 2 Games | \$40  |
| Fighting                                     | MP45         | Minimum 2 Games | \$40  |
| High-Sticking                                | MP50         | Minimum 2 Games | \$40  |
| Kicking                                      | MP57         | Minimum 2 Games | \$40  |
| Kneeing                                      | MP59         | Minimum 2 Games | \$40  |
| Abuse of Officials                           | MP62         | OLA Review      | \$500 |
| Slashing                                     | MP64         | Minimum 2 Games | \$40  |
| Spearing                                     | MP65         | Minimum 2 Games | \$40  |
| Throwing the Stick                           | MP69         | Minimum 2 Games | \$40  |
| Unnecessary Roughness                        | MP72         | Minimum 2 Games | \$40  |



## OLA U15, U17 AND U22 DISCIPLINE

| Game Misconducts                     |              |                 |      |
|--------------------------------------|--------------|-----------------|------|
| Infraction                           | Penalty Code | Suspension      | Fine |
| Infractions within the Exchange Box  | GM3          | 1 Game          | \$20 |
| Illegal Helmet                       | GM11         | Balance of Game | \$20 |
| Illegal Equipment                    | GM13         | Balance of Game | \$20 |
| Verbal Contact at Intermission       | GM17         | 1 Game          | \$20 |
| Unsportsmanlike Conduct (Reviewable) | GM28         | 1–5 Game(s)     | \$40 |
| Attempt to Butt-End                  | GM35         | 1 Game          | \$20 |
| Checking from Behind                 | GM38         | 1 Game          | \$20 |
| Fighting                             | GM45A        | 2 Games         | \$40 |
| Fighting: Restarting Fight           | GM45C        | 2 Games         | \$40 |
| Fighting: Off the Playing Surface    | GM45D        | 4 Games         | \$40 |
| Fighting: Failure to Clear the Area  | GM45E        | 1 Game          | \$20 |
| High-Sticking                        | GM50         | 2 Games         | \$20 |
| Attempt to Kick                      | GM57         | 1 Game          | \$20 |
| Leaving the Bench: End of Period     | GM60B        | Balance of Game | \$20 |
| Leaving the Bench: Altercation       | GM60C        | 4 Games         | \$40 |
| Attempt to Spear                     | GM65         | 1 Game          | \$20 |
| Third Player into an Altercation     | GM67         | 2 Games         | \$20 |
| Second Major Penalty                 | GM77         | 1 Game          | \$20 |
| Second Misconduct Penalty            | GM78         | 1 Game          | \$20 |

| Gross Misconducts (Automatic Hearing Required) |              |                 |      |
|--|--------------|-----------------|------|
| Infraction                                     | Penalty Code | Suspension      | Fine |
| Derogatory Comments                            | GRM48 i      | Minimum 2 Games | \$40 |
| Obscene Gestures                               | GRM48 ii     | Minimum 2 Games | \$40 |
| Persists in USC Behaviour                      | GRM48 iii    | Minimum 2 Games | \$40 |
| Making a Travesty of the Game                  | GRM48 iv     | Minimum 2 Games | \$40 |

| Match Penalties (Automatic Hearing Required) |              |                 |       |
|--|--------------|-----------------|-------|
| Infraction                                   | Penalty Code | Suspension      | Fine  |
| Boarding                                     | MP33         | Minimum 2 Games | \$40  |
| Butt-Ending                                  | MP35         | Minimum 2 Games | \$40  |
| Charging                                     | MP37         | Minimum 2 Games | \$40  |
| Checking from Behind                         | MP38         | Minimum 2 Games | \$40  |
| Cross-Checking                               | MP40         | Minimum 2 Games | \$40  |
| Elbowing                                     | MP42         | Minimum 2 Games | \$40  |
| Fighting                                     | MP45         | Minimum 2 Games | \$40  |
| High-Sticking                                | MP50         | Minimum 2 Games | \$40  |
| Kicking                                      | MP57         | Minimum 2 Games | \$40  |
| Kneeing                                      | MP59         | Minimum 2 Games | \$40  |
| Abuse of Officials                           | MP62         | OLA Review      | \$500 |
| Slashing                                     | MP64         | Minimum 2 Games | \$40  |
| Spearing                                     | MP65         | Minimum 2 Games | \$40  |
| Throwing the Stick                           | MP69         | Minimum 2 Games | \$40  |
| Unnecessary Roughness                        | MP72         | Minimum 2 Games | \$40  |

**Any MP62 penalties – contact Fiona ASAP**

[Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) PH: 519-939-1437



## **THE OLA FINE SUMMARY SHEET:**

One Fine Summary Sheet **must be made up for each incident** and be signed by a Team Official. Ensure the fine corresponds to what is stated in the ADP. Have them sign and give them their copy. **THEY ARE NOT REQUIRED TO PAY IMMEDIATELY.** All game sheets with completed fine sheets are to be sent to the OLA office within 7 days of the Tournament. Please record how many games suspension were assessed and in the event that payment for fine(s) is made, please indicate on the Fine Sheet and include any payment received with your tournament paperwork package.

**Send top 2 copies of the completed Fine Summary Sheet to the OLA office. Back copy to be given to the team.**

## Sample Fine Summary Sheet

| O.L.A. FINE - SUMMARY     |  |                         |  |
|---------------------------|--|-------------------------|--|
| Tournament: _____         |  | Date: _____             |  |
| Home: _____               |  | Game # _____            |  |
| Summary for (Team): _____ |  |                         |  |
| Series: T N P B M I       |  | Player: _____ No. _____ |  |

| INFRACTION  | FINE per Player | x # of Infractions | Total |
|---|-----------------|--------------------|-------|
| Game Misconduct   | \$20.00         |                    |       |
| Gross Misconduct (48)   | \$40.00         |                    |       |
| Match Penalty   | \$40.00         |                    |       |
| Third man in an altercation (67)  | \$40.00         |                    |       |
| Bench Clearing  | \$200.00 (team) |                    |       |
| Player(s) re-starting or re-entering a fight (45)                                   | \$40.00         |                    |       |
| Leaving the player's bench illegally (60)   | \$40.00         |                    |       |
| Leaving the penalty box illegally to become involved in an altercation in the arena | \$40.00         |                    |       |
| Fighting in the penalty box   | \$40.00         |                    |       |
| Player Shortage (Minimum 6 + Goalle)<br>(Fine \$5.00 per player less than 12)       | \$5.00          |                    |       |
| <b>Sub Total</b>  |                 |                    |       |

| OTHER FINES To be assessed by Tournament Discipline Committee     |        | Suspension | Total |
|---|--------|------------|-------|
| Player/Coach or other club official striking a game official      | T.B.A. |            |       |
| Any second match penalty  | T.B.A. |            |       |
| Less than minimum required on floor (3 + Goalle - Game Suspended) | T.B.A. |            |       |
| Team Official(s) removing a team from the floor and from play     | T.B.A. |            |       |
| <b>Sub Total</b>  |        |            |       |
| <b>TOTAL</b>  |        |            |       |

If you are using old fine summary sheets, check to make sure fine amounts are the same as listed in 2023 ADP. 2023 fine summary sheets are left blank and fines amounts need to be added.

Insert number of games suspended and if fine paid in the space here

Host: \_\_\_\_\_ Team: \_\_\_\_\_  
*(Signature of Host)* *(Signature of Team)*

*Signature indicates team has received their copy.*

**Team Instructions:** All Fines must be paid within 30 days of infraction. If agreeable arrangements are not made the fine will be automatically doubled. Please make cheque payable to Ontario Lacrosse

**Host Instructions:** Copy of the infraction summary, game sheet and special incident report must be forwarded to the O.L.A. office within 48 hours of incident.

Has the team been informed of Other Fines/Suspensions? Yes ☐ No ☐

**Distribution:** White - O.L.A. Pink - Host Green - Team/Association

Invoice #

## **Introduction to Discipline Hearings:**

Discipline hearings are an inevitable part of being involved as a tournament administrator. It is necessary to schedule a discipline hearing any time a Gross Misconduct or Match Penalty\* is called in a game. To maintain a professional approach and earn respect, we rely on a standardized discipline hearing procedure. This process is followed any time a discipline hearing is required.

***Note:** this method is provided for information purposes only. Deviations to situations are permitted.*

## **Discipline Hearings FAQ:**

### **When should the discipline hearing take place?**

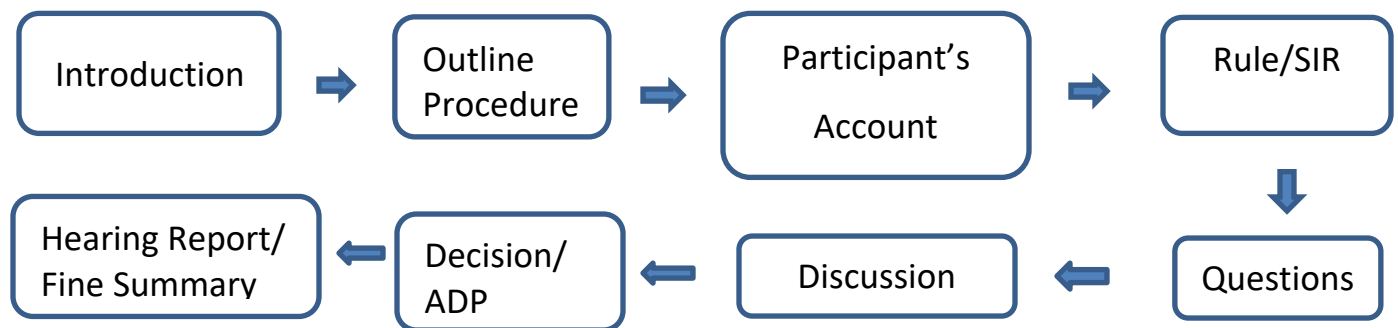
Discipline hearings should be scheduled by the tournament convenor, in consultation with the tournament OIC, immediately following the game where the penalty was assessed. A general rule of thumb is to hold the hearing 2-3 hours after the game, or in the case of a night game, the following morning. The penalized participant should be notified of the hearing time and location within a reasonable amount of time in order to make arrangements to attend.

### **Who should attend the discipline hearing?**

Tournament chair, Tournament OIC, other discipline committee member (not affiliated with the penalized club), and penalized player/coach/trainer.

The tournament OIC is responsible for providing the officiating perspective, including the discussion of the referee's SIR, verbal report, and the rulebook definition of the penalty assessed.

### **Discipline Process:**



**Note: Video Clips are not permitted to be displayed during a discipline hearing.**

Discipline committee considers the OLA Automatic Discipline Policy, the referee's SIR, the participant's account and the nature of the infraction before rendering a decision which is appropriate to the situation.

### **Decision and Recording**

Chair invites the participant to return to the hearing.  
Chair announces clear discipline decision - if five or more games are determined to be appropriate, the participant should be informed of the right to appeal.

The discipline decision is recorded on the Hearing Report and submitted to the OLA Office in the completed tournament package along with related paperwork. It is recommended that the suspension be recorded on the fine summary sheet if available at the time of hearing.

## **Two Weeks Before Tournament Checklist**

- ☐ Send out tournament schedule and rules to all participants. A copy should also be sent to [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) & [Tournaments@ontariolacrosse.com](mailto:Tournaments@ontariolacrosse.com)
- ☐ Send out invite link to GameSheet Inc.
- ☐ Choose a location within the arena to hold discipline hearings.
- ☐ Ensure trophies, medals, banners and any other gifts are ready for pickup
- ☐ Choose how you will be paying referees and timekeepers
- ☐ Organize and restock bin supplies (see example of items on page....)
- ☐ Reconfirm the number of iPads, chargers required
- ☐ Inform your teams about special events and/or construction or parking issues
- ☐ Review arena permits for errors or omissions
- ☐ Any last minute scheduling changes should be communicated to teams, tournament OIC, convenors, and timekeepers as well as updating GameSheet Inc. schedule.
- ☐ Fine Summary sheets - make sure you have at least 10. 15+ if hosting U22
- ☐ Who will be calculating tie breakers, make sure they know the formula.

**YOU DO NOT WANT TO CAUSE A RIOT!!**

# First Day of Tournament

- Drop off tournament bins or leave with opening convenor
- Ensure all iPADS are fully charged and ready at each arena/pad. Ensure each arena has a charger.
- If paying timekeepers by cash - have envelopes prepared separately for each Timekeeper. Keep in a safe location. Record payment in a log book (which they initial). **ONLY DISTRIBUTE PAY ONE DAY AT A TIME.**
- Set up signs for registering, schedule and tournament rules
- Goalie waiver notification signs should be displayed at registration desk.
- set up hearing room

## Guidelines - Teams registering for their first game:

1. Upon arrival at the Invitational Tournament, team manager will provide the original OLA registration forms complete with all 3 approvals (club, zone and OLA) for all participating players, coaches and trainers.

**If this documentation is not provided at the registration table, the player, coach and/or trainer will NOT be allowed to participate until such documentation is provided to the host club. DIGITAL COPIES WILL NOT BE ACCEPTED.**

**Registrations marked HOUSE LEAGUE ONLY cannot participate.**



**MR2.04(a)** *All personnel must be registered and OLA approved for the current season prior to any participation. The final date for submitting completed membership certificates for all personnel for approval is:*

*Box Player – June 1<sup>st</sup>,*

*Non Playing Personnel (Coach/Trainer/Volunteer) May 15<sup>th</sup>*

*Minor & Men's Field – April 15*

*Women's Field – May 24<sup>th</sup>.*

*Appeals of membership eligibility must be submitted by the Club President, in writing, within four business days of notification of ineligibility.*

*Note: Completed membership certificates for coaches/trainers must include proof of NCCP/trainer certification. As per MR2.12 (b)*

## **IMPORTANT NOTICE:**

If the Tournament Hosts allow players, coaches, and trainers to participate without the proper registration form, a non-compliance fine will be assessed to the hosting club and to the team center.

First offence is a fine \$450.00 (to be divided equally between Tournament Hosts and Team Center) **New 2020**

Second offense is a fine \$800.00 (to be divided equally between Tournament hosts and Team Center) Tournament may also lose hosting privileges for the following year. **(In cases where it is a Historical Tournament, loss of historical status will apply).**

**PLAYER REGISTRATION** : (Updated for 2023) (REFERENCE: MR2.11)

| <b>Division</b>                | <b>Division Breakdown</b>  | <b>Birth Year</b>   |
|--------------------------------|--|---|
| <b>Junior Paperweight / HL</b> | Soft Lacrosse Only   | <b>2020 &amp; 2019</b>  |
| <b>Paperweight</b>             | 1 <sup>st</sup> Year Paperweight<br>2 <sup>nd</sup> Year Paperweight   | 2018<br>2017  |
| <b>U9</b>                      | 1 <sup>st</sup> Year U9<br>2 <sup>nd</sup> Year U9   | 2016<br>2015  |
| <b>U11</b>                     | 1 <sup>st</sup> Year U11<br>2 <sup>nd</sup> Year U11   | 2014<br>2013  |
| <b>U13</b>                     | 1 <sup>st</sup> Year U13<br>2 <sup>nd</sup> Year U13   | 2012<br>2011  |
| <b>U15</b>                     | 1 <sup>st</sup> Year U15<br>2 <sup>nd</sup> Year U15   | 2010<br>2009  |
| <b>U17</b>                     | 1 <sup>st</sup> Year U17<br>2 <sup>nd</sup> Year U17   | 2008<br>2007  |
| <b>U22</b>                     | 1 <sup>st</sup> Year U22<br>2 <sup>nd</sup> Year U22<br>3 <sup>rd</sup> Year U22<br>4 <sup>th</sup> Year U22<br>5 <sup>th</sup> Year U22 | <b>2006</b><br><b>2005</b><br><b>2004</b><br><b>2003</b><br><b>2002</b> |

## **Player Movement:**

**MR4.02**      *The Corporation will permit movement of box players from the next lower age category team in the same organization in the following sequence:*

*From an equal or lower division, up to 5 players may move up.*

*From the next higher division up to 3 players may move down.*

**No movement is permitted downward from any higher than one division.**

**(ie) FROM:**

C up to A (5 players) C up to B (5 players) C to C (5 players)

C down to D (3 players)

**No movement permitted from C down to E (or lower division)**

***There will be no movement from Paperweight to U9 unless they are rostered to the U9 team.***

Any players entering the playing surface between scheduled games shall wear CSA approved helmets and facemask.

## OLA Tie Break Formulation:

### **MR7.08(b)**

In the event of a tie in points between teams, the final standings shall be determined as follows:

### **TIE BREAKER FOR TWO TEAMS**

In the event of a tie in points between two teams the final standings shall be determined as follows:

1. The team that won the greater number of points in games played, during the competition, between the teams tied shall be declared the winner of the higher position. **(HEAD TO HEAD)**
2. If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in the games during the competition shall be used in the goal average computation.  
(See Goal Average Formula below)
3. If a tie still exists, the team with least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number of games, the lowest average of the penalties in minutes in all Round Robin games shall be used to declare the winner.
4. If a tie still exists then a coin toss will decide the winner.

**The Goal Average Formula is defined as follows:**

**$\frac{\text{GF}}{\text{GF} + \text{GA}}$  = GOAL AVERAGE** Team closest to 1.0 shall be declared winner

## **TIE BREAKER FOR THREE OR MORE TEAMS**

1. The team(s) that won the greater number of points in games played, during the competition, between the team(s) tied shall be declared the winner of the higher position. (HEAD TO HEAD TO HEAD)
2. If tie still exists, the Goal Average Formula will be used to break the tie. Only goals scored in games between the tied teams during the competition shall be used in the goal average computation. (See Goal Average Formula)
3. If tie still exists, the Goal Average Formula will be used to break the tie. All goals scored in all games during the competition shall be used in the goal average computation. (See Goal Average Formula Below)
4. If a tie still exists, the team with the least penalties in minutes in all Round Robin games played shall be declared the winner. In the case where the teams have not played the same number of games, the lowest average of the penalties in minutes in all Round Robin games shall be used to declare the winner.
5. If a tie still exists then a coin toss will decide the winner.

**The Goal Average Formula is defined as follows:**

**$\frac{\text{GF}}{\text{GF} + \text{GA}}$  = GOAL AVERAGE** Team closest to 1.0 shall be declared winner

# **End of Tournament Checklist**

As host of an OLA Sanctioned event, it is mandatory that these reports be sent within 24 hours and completed fully and accurately. MR7.05(a)

- ☐ **Tournament Fine Summary Report**  
(Due within 24 hours after tournament)  
Email to:  
Fiona [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com)  
Donalyn [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com)

- ☐ **Tournament Score Summary Report:**  
(Due within 24 hours after tournament)  
Email to:  
Fiona [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com)  
Donalyn [tournaments@ontariolacrosse.com](mailto:tournaments@ontariolacrosse.com)

**The score summary found on GameSheet Inc. dashboard will be permitted for this submission.**

- ☐ **Post Tournament Paperwork to be mailed within 7 days**
  - Download and print a copy of the score summary
  - Print a copy of Fine summary report
  - All game sheets whereby a fine/SIR/Disciplinary hearing occurred must be printed and included with your paperwork. The fine summary report will be your guide on which game sheets must be printed.
  - All corresponding SIRs must be printed and included with your tournament paperwork.
  - Discipline Reports

Do Not Staple ANYTHING to the printed game sheet.

Send Package to:  
Ontario Lacrosse Association  
1 Concorde Gate Suite 200-C Box #51  
Toronto, Ontario M3C 3N6

**\*\*Remember to send with TRACKING AND NO SIGNATURE REQUIRED!**

2023  
OLA Paperwork Check List

1. Score Summary
2. Fine Summaries
3. SIR's with Printed Game Sheet
4. Hearing Reports

MR7.05(a)

Tournament hosts must submit within 7 days of the completion of the tournament the following: the original game sheets, Tournament Summary Sheet, Discipline Committee Report and Fine Summary Sheet, as well as Special Incident Reports. A three hundred (\$300.00) dollar fine will be assessed for late or incomplete submissions and future hosting will be revoked for the following year

## **PAPERWEIGHT: U7 RULE MODIFICATIONS**

The Long Tern Player Development model sets out a vision for introductory levels of lacrosse that puts the player first. The LTAD model provides age-appropriate opportunities for kids to participate in the game. Focusing on development and enjoyment will lay the foundation for local, national and international success long into the future.

The LTAD model has been developed based on the following principles:

- Doing the right thing for the player at the right stage in their development
- Adopting a player-centered approach and not treating the development of all players the same way
- The broader the foundation of players, the more successful the sport will be
- Viewing player development as a long-term process
- Learning the skills of running, scooping, cradling, passing, catching and shooting are primary, whereas stick-checking, cross-checking and body-checking are secondary
- A need to better educate parents on the lacrosse development of their child – it is okay for parents to want their kids to get to the highest levels but they need to know the best way to go about it.

### **In U7 (Paperweight), the following rule modifications are in effect:**

1. Within the dotted line of the defensive zone, defending players are able to create contact by using the Place & Push mechanic on the ball-carrier. A defending player's stick must be placed on the opponent's arm **before** the defending player extends their own arms. This allows the defending player to accurately steer the attacking player away from the goal. Once the attacking ball-carrier is pushed outside of the dotted line, they can continue to be pushed until they no longer have the ball, but cannot be pushed into the boards.
2. Defending players cannot make contact with any attacking players who are not the ball-carrier (similar to field lacrosse) at anytime, anywhere on the floor. There is no Place & Push or cross-checking allowed on a non-ball-carrier anywhere on the floor.
3. Any violation of the modified contact rules (either #1 or #2) will result in a stoppage of play. The offending player will be sent to the team bench for an immediate substitution. Play can be restarted immediately with possession to the non-offending team, but the substitute player cannot enter the playing surface until the offending player has reached the exchange box. This penalty is not recorded on the score sheet. To facilitate skill development, any body contact, stick-to-body or stick-to-stick contact that violates the modified rules is illegal.
4. Any actions of players which would result in a penalty under regulation box lacrosse rules will still result in a penalty being assessed as normal.



**MR2.11(a)**

*A Soft Lacrosse Division is a developmental box program, with no formal games and no tournaments. Players eligible will not have attained their 5<sup>th</sup> birthday prior to the first day of January in the season the players wish to participate and must also turn 3 years of age by December 31<sup>st</sup> of the season the players wish to participate.*

**NOTE:** *There is to be no affiliation between the Soft Lacrosse and the Paperweight divisions. (e.g. no player movement is allowed between the two divisions.)*



# **OLA Paperweight Rules and Regulations for League & Tournament Play**

## **Game Length.**

All games are three 16-minute periods running time, with a buzzer after every two minutes indicating the line change. All players must change at each buzzer; players are not permitted to remain on the floor after a line change buzzer except in situations where there are less than ten players on the bench.

## **Coaching.**

One coach for each team is permitted on the floor for the purpose of assisting players during various points of play (including positioning and general encouragement), provided there is at least one additional adult on the bench. Coaches are not permitted to carry a stick on the floor or to address the officials. Each team must have one certified coach, one carded trainer, and may have up to three OLA- registered volunteers.

## **Facing Off.**

A face-off will be conducted at the start of each period and following each goal. For any other stoppage, including the two-minute line change buzzer, possession will be awarded by the officials nearest the location where play was stopped.

## **Penalties.**

Penalties will not be formally assessed. Where an infraction occurs, play will be stopped and the official will briefly explain the infraction. For major infractions, the official may direct the offending player to the player's bench for the remainder of the shift. A substitute player will be allowed onto the floor.

## **Floor strength.**

Each team must have five runners and a goaltender at all times, except in circumstances where a major infraction has resulted in an offending player returning to their bench for substitution. Teams are not permitted to "pull" or substitute goaltenders at any point in the game.

## **The Game.**

Officials in the paperweight division are encouraged to exercise professional judgement when officiating. The goal of both the officials and the coaching staff is to introduce the game to players through instruction and encouragement. Notwithstanding the regulations above, all Lacrosse Canada playing rules are in effect, aside from:

- a. There is no shot clock
- b. There is no over-and-back in a short-handed situation
- c. There is no 10 second count in a short-handed situation

## **Division Structure.**

The paperweight division is sanctioned by the OLA to provide an introductory opportunity for non-competitive play. The paperweight division is not rated or ranked at any point throughout the season. Paperweight tournaments are formatted as non-seeded, round robin schedules where teams do not advance to a championship final.

**Tournament Recognition.**

All participating players must be recognized in the same manner (ie. Trophies, medals, hats, etc.).

**Modifications.**

Zone Directors or Tournament Directors may not, under any circumstances, alter the OLA Paperweight Rules and Regulations at the rep level without the written permission of the VP of Minor and VP of Officiating.

## THE ONTARIO LACROSSE ASSOCIATION APPROVED VENDORS LIST.

The listing of **Approved Ontario Lacrosse Association Vendor Partners** is updated regularly. The approved companies are granted access to listed OLA events for the expressed purpose of conducting commercial promotion or business activity. Please note that these are the only companies which are approved to promote or sell products/services at OLA sanctioned camps, events and tournaments. The list can be found on the Ontario Lacrosse Association's website.

To help facilitate improved communication between the OLA and your tournament committee members on this subject, a practical idea might be to circulate and/or post a copy of this list at the registration table of all tournament arenas.

Should you have any questions concerning the OLA Vendor Partner Program, its objectives, terms or conditions, please feel free to contact the OLA office at (416) 426-7068

## Information for Tournament Application:

### 1<sup>st</sup> Annual Tournament of Lacrosse

Date of tournament  
A/B or B/C or C/D or D/E Paperweight, U9,  
U11, U13, U15, U17, U22

**Explain** registration process.

**List** how many games are guaranteed.

**List** the determined entry fee \$\_\_\_\_\_

It is **recommended** not to accept post-dated cheques. – ask that the applicant include team name and number in e-transfer/peloton or cheque.

**Explain:** Tournament fees must accompany your completed form. No confirmation will be issued until both the fee and completed application have been received.

**Please indicate complete team name including number if applicable. Ex. Ontario 1 or Ontario 2 (the numbering system indicates if this is the 1 or 2 team etc.)**

**List** specific information regarding the tournament – expected start times etc. Any special events that you will be featuring etc.

**Advise:** of specific restrictions or considerations that can and will be given ex: When drafting the schedule, consideration will be given to the distance teams must travel; however – do not make guarantees – just do what is possible to help.

Recommend that applicants stay tuned to your web site for additional information for the tournament. This includes other social media – list if you have a Face Book page, Twitter, Instagram, Snapchat.

Advise where to send completed applications and payment.

## Sample Tournament Application:

### 1<sup>st</sup> Annual Tournament of Lacrosse

### Registration Form

#### TEAM INFORMATION

Organization: \_\_\_\_\_ Zone: \_\_\_\_\_ Team Name & Number: \_\_\_\_\_

(Team number mandatory)

Age Division: (only list what divisions you are offering)

**PAPERWEIGHT      U9      U11      U13      U15      U17**

Preliminary Rating:                      **B**                      **C**

**\*\* IF MORE THAN ONE TEAM IN YOUR ORGANIZATION OF THE SAME AGE GROUP – PLEASE  
STATE TEAMNUMBER 1, 2 OR 3 – THIS ELIMINATES CONFUSION WHEN CREATING SCHEDULE\*\***

**Team:** \_\_\_\_\_

| Number | Player Name |
|--------|-------------|
| G      |             |
| G      |             |
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## 1<sup>st</sup> Annual Tournament of Lacrosse

We require this information to ensure we can contact your team in an urgent situation [This document is great to have the weekend of your tournament – for emergencies specifically if you are not using a text messaging service or if arenas do not have access on line to look at your registration records.]

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

**TEAM:** \_\_\_\_\_

**COACH NAME:** \_\_\_\_\_

**COACH CONTACT NUMBER:** \_\_\_\_\_

**MANAGER NAME:** \_\_\_\_\_

**MANAGER CONTACT NUMBER:** \_\_\_\_\_

\_\_\_\_\_

### ALTERNATIVE CONTACT

**NAME:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

Thank you for your participation in the

**1<sup>st</sup> Annual Tournament of Lacrosse**

**PLEASE COMPLETE THIS FORM AND RETURN TO:**

tournamentdirector@whatever.com

## Sample Tournament Rules

- A team will consist of a maximum of 19 players (18 + 1) if only 1 goaltender is dressed or 20 players (18 + 2) if 2 goaltenders are dressed. No more than 2 goaltenders may be dressed per team at any one time. **(Rule 14 Page 21 Box Lacrosse Rule Book)**
- This is an OLA sanctioned invitational tournament and all OLA rules are applicable.
- All teams must register one (1) hour prior to the start of their first game, to allow ample time to check all OLA Registration Certificates.
- In order to be eligible to participate, **all players and bench personnel must present their original OLA Registration Certificate** (cards) to the tournament registrar or arena convenor before the start of their first game. The roster will then be locked within GSI. Any additional players to be added to a team's roster must provide the **OLA Registration Certificate** prior to that game. Any player found to be illegal shall be removed from the tournament and points (goals) removed. **In the event that the cards are not available the team personnel or players affected will NOT be able to participate.** Digital copies will NOT be accepted.
- The number of personnel allowed on the bench for any tournament game is limited to five (5). A team may have only one (1) trainer present on the bench at any one time.
- As per the OLA guidelines, warm up time on the floor will be permitted until the actual scheduled game time. In instances where there may be a late start, warm up may or may not take place at the discretion of the game officials.
- Although it is understood that errors may be made during the course of any lacrosse game, all decisions rendered by the referees are final and can NOT be protested.
- It is the responsibility of the coaching staff to note any errors in the reporting of the score and to make the referee aware of these errors as soon as possible so they can be rectified before the conclusion of the game. Changes can NOT be made to a game sheet after it has been signed by the referees.
- Any game misconduct, gross misconduct, match penalty, etc. is subject to a fine levied by the OLA. A team representative will be asked to sign a fine sheet at the conclusion of the game in which the penalty was assessed. The fines are not payable at the tournament.
- All infractions are to be dealt with at the tournament; a hearing will be held in accordance with the OLA Automatic Discipline Policy. The exceptions are “**MP62 – abuse of an official**”. This will automatically be a suspension until dealt with by the OLA. **ALL MP62 penalties need to Fiona at the Ontario Lacrosse Office is to be notified for all MP62 penalties assessed.**
- **Fighting will not be tolerated.** Fighting will result in a 5 minute major penalty, an immediate game misconduct, and **ejection from the tournament.**



**Paperweight:** Eight (8) team random Round Robin, 4 game guarantee. No championship as per OLA Paperweight Rules.

**U9- U17:** 8 team Round Robin; 2 Pools of 4, teams play 3 games within their own pool. The top team from each pool will advance directly to a semi-final game. 4<sup>th</sup> plays 4<sup>th</sup> and is finished the tournament, 2<sup>nd</sup> plays 3<sup>rd</sup> in a quarter final game, with winners advancing to the semi-final games. Losing semi-final teams will play in a Bronze Final, winning teams from Semi-finals advance to Gold Final. (4 game guarantee)

### **Round Robin Games:**

Games will consist of three (3) fifteen (15) minute periods.

There will be a three (3) minute break between periods. There will be no overtime during Round Robin play.

U9 and U11 there will be stop time in the last 2 minutes of the third period, U13 to U17 there will be stop time in the last 5 minutes of the third period.

Paperweight game length is 15, 15, 15, with 2 minute buzzers as per OLA Rules.

### **Scoring:**

During the Round Robin the scoring system will be as follows:

- 2 Points will be awarded for winning the game
- 1 point for a tie
- 0 points for a loss.

**Time Outs:** There will be no time outs allowed during Round Robin play.

**Tie Breakers:** There is no Overtime during Round Robin play. If a tie exists after Round Robin play the tie will be broken by: OLA Tie Break **(MR7.08(b))**

### **Semi Final and Championship Games**

Games will consist of three (3) fifteen (15) minute periods. There will be a three (3) minute break between periods.

U9 and U11 there will be stop time in the last 2 minutes of the third period, U13 to U22 there will be stop time in the last 5 minutes of the 3<sup>rd</sup>.

If the game is tied after regulation play, there will be a three (3) minute rest period followed by a ten (10) minute sudden victory overtime period (s). There will be no shoot-outs.

### **Time-Outs:**

One-60 sec time out will be allowed per team in all Semi-final & Championship games. There will be no additional time outs permitted.

## Sample of Volunteer Schedule

| <b>Friday</b> |                   |                   |                    | <b>DRESSING<br/>ROOM</b>             | <b>OLA<br/>Registration</b> |
|---------------|-------------------|-------------------|--------------------|--------------------------------------|-----------------------------|
| <b>Time</b>   | <b>SHOT CLOCK</b> | <b>TIMEKEEPER</b> | <b>SCOREKEEPER</b> | <b>SCOREBOARD<br/>OR TXT Service</b> | <b>GAME<br/>SHEETS</b>      |
| 2:00 PM       | N/A               | N/A               | N/A                | N/A                                  |                             |
| 3:00 PM       |                   |                   |                    |                                      |                             |
| 4:00 PM       |                   |                   |                    |                                      |                             |
| 5:00 PM       |                   |                   |                    |                                      |                             |
| 6:00 PM       | N/A               | N/A               | N/A                |                                      |                             |
| 7:00 PM       |                   |                   |                    |                                      |                             |
| 8:00 PM       |                   |                   |                    |                                      |                             |
| 9:00 PM       |                   |                   |                    |                                      |                             |

## **Arena Box Items: (Recommended)**

OLA Directory

Lysol Wipes

Tournament Contact information

GameSheets Inc. – technical support number, just in case.

Fine Summary Sheets

SIR (just in case)- OIC should have these. (Available on the OLA Website, under officials tab)

Black or Blue pens

Red Pen

Highlighter

Post it notes

Black Sharpie Marker (2)

Tape (Masking tape) (1)

Container to hold pens

Bulldog Clips – couple different sizes

White out

Paperclips (variety)

Signs – preferably laminated – Goalie Waiver Form Request – PLEASE to tape to table

Timekeeper Supplies – pens, worksheet/paper/laminated copy of approved short forms.

Batteries (if your 30 Second Clocks are not hard wired)

Clip Boards (11x14) – one per pad

Game balls

# Sample Coaching Card

Registration Details

Page 1 of 2



Orangeville Minor Lacrosse Association

## Registration Information

**Organization:** Orangeville Minor Lacrosse Association  
**Registration #:** 724319  
**Registered On:** Apr 14, 2018 2:18 pm  
**Member:** [REDACTED]  
**Individual:** [REDACTED] **Birth Date:** Dec 15, 1987  
**Address:** [REDACTED]

**Season:** 2018 Box Season  
**Series Code:** 20  
**Registered For:** Volunteer Coach 2018 Box Lacrosse  
**Reg Status:** Complete

**Validation Status:** PGB Approved  
**Coach Certifications:**

| Certification          | Status    | Supported AgeGroups |
|------------------------|-----------|---------------------|
| Coach - PeeWee & below | Trained   | N, P, T             |
| Coach - Bantam & above | Certified | B, I, M             |

## Certifications:

| Certification                            | Status             |
|--|--------------------|
| Trainer                                  | Expires Apr.2.2021 |
| Criminal Record Check- DECLARATION 2017  | clear              |
| Criminal Record Check - DECLARATION 2018 | cleared            |

**Documents:** none  
**Payment Method:** n/a  
**Discounts:** \$0.00  
**Amount Due:** \$0.00  
**Total Payments:** \$0.00  
**Balance:** \$0.00  
**Fitness Eligible Amt:** \$0.00

## Payments to Date

Payments: NONE

**Club Approval**  
**Approved** Apr 14, 2018 2:27 pm  
Orangeville Box Registrar

**LGB Approval**  
**Approved** Apr 15, 2018 8:58 am  
Zone 10 Registrar 1

**PGB Approval**  
**Approved** May 11, 2018 2:52 pm  
OLA Admin

Login: OLA Admin  
Privacy | Security |

Check Year:  
This must be the current year

Waiver Accepted at: Apr 14, 2018 2:19:06 pm

**Membership Type:** Coach  
**House/Rep:**

Check Membership Type  
or Registered For

This coach is also  
certified as a trainer

Coaching Credentials:  
Pee Wee and Below  
Bantam and Above  
This coach can go on a bench from  
Paperweight to Intermediate

Check for approvals (there will be 3):

1. Club
2. LGB
3. PGB

All three levels should say "Approved"

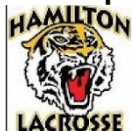
Exception: Zone 1 and Zone 4 will only have 2 levels:

1. Club
2. LGB

\*LGB level will say "Pending" - it is not required for Zones 1 or 4

<http://www.sportzsoft.com/team/teamWeb.dll/TeamRegistration?SessionId=8023517138...> 19/07/2018

# Sample Player Registration Card



## Hamilton Lacrosse Association

### Registration Information

**Registration #:** 848196  
**Registered On:** May 29, 2019 9:52 pm  
**Member:** [REDACTED]  
**Individual:** [REDACTED] **Birth Date:** May 26, 2000 (validated)  
**Address:** [REDACTED]  
**Season:** 2019 Box Season **Waiver Accepted at:** May 29, 2019 9:53:26 pm  
**Series Code:** 2020  
**Registered For:** Rep- Intermediate Boys 2019 Box Lacrosse  
**Registration Status:** Pending **House/Rep:** Rep  
**Membership Type:** Player  
**Validation Status:** PGB Approved  
**Documents:** **Proof of Age** Status: Archived  
**Payment Method:** Undefined  
**Discounts:** \$0.00  
**Amount Due:** \$400.00  
**Total Payments:** \$0.00  
**Balance:** \$400.00

### Payments to Date

Payments: NONE

#### Club Approval

**Approved** May 29, 2019 10:14 pm  
Hamilton Lacrosse Admin

#### LGB Approval

**Approved** May 31, 2019 6:59 pm  
Zone9 Registrar

#### PGB Approval

**Approved** May 31, 2019 9:48 pm  
Lynn Withers

Login: Hamilton Lacrosse Admin

[Privacy](#) | [Security](#) |

Check Date of Birth:  
This should be  
consistent with division  
you are checking.

This is an intermediate  
aged player.

Check Year:  
This should have the  
current year

Check Membership type:  
Player  
If this says  
"House League Only"  
This player is not eligible  
to participate in Rep/  
Tournament or Provincial  
Games.

Check for approvals:  
There will be 3  
1. Club  
2. LGB  
3. PGB  
They should all say  
approved.

Exception: Zone 1 and 4  
There will only be 2  
1. Club  
2. PGB  
\*LGB Will say Pending -  
it is NOT REQUIRED for  
zone 1 or 4

# Sample of Completed Fine Summary Report



ONTARIO LACROSSE ASSOCIATION  
TOURNAMENT FINE/SUSPENSION REPORT  
Must be completed by the Tournament Convener

This summary must include the following:

- 1) All infractions that involve fine assessments
- 2) All incidents dealt with by the Discipline Committee

| Game # | Team                      | Name       | (P / C / T)<br><small>Player / Coach / Trainer</small> | Penalty Assessed | Suspension | Served<br>(during tournament) | Fine \$  |
|--------|---------------------------|------------|--|------------------|------------|-------------------------------|----------|
| 7      | British Columbia (sample) | John Doe   | P  | M                | 3          | 2/3                           | \$ 40.00 |
| 15     | Alberta (sample)          | John Smith | C  | GM               | 1          | 1/1                           | \$ 20.00 |
| T16    | West Durham Rockmen       | [REDACTED] | C  | GM               | 1          | 0/1                           | \$20.00  |
| N2     | Uxbridge Enforcers        | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| N3     | Brampton Excelsiors       | [REDACTED] | C  | GM               | 2          | 2/2                           | \$40.00  |
| N11    | Akwesasne Storm 1         | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| N14    | West Durham Rockmen       | [REDACTED] | C  | GM               | 1          | 0/1                           | \$20.00  |
| PW5    | Milton Mavericks 1        | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| PW6    | Nepean Knights 2          | [REDACTED] | C  | GM               | 1          | 1/1                           | \$20.00  |
| PW13   | West Durham Rockmen       | [REDACTED] | C  | GM               | 1          | 0/1                           | \$20.00  |
| B2     | Kahnawake Mohawks         | [REDACTED] | P  | GM-60            | 1          | 1/1                           | \$40.00  |
| B2     | Kahnawake Mohawks         | [REDACTED] | C  | GM               | 1          | 1/1                           | \$20.00  |
| M1     | West Durham Rockmen       | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| M6     | Clarington Gaels          | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| M8     | West Durham Rockment      | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |
| M8     | Cornwall Celtics          | [REDACTED] | P  | GM               | 1          | 1/1                           | \$20.00  |

This report must go to the OLA via email ([fiona@ontariolacrosse.com](mailto:fiona@ontariolacrosse.com))

|                          |                               |                      |
|--------------------------|-------------------------------|----------------------|
| TOURNAMENT – West Durham | COMPLETED BY – Lynn Swindells | DATE – June 26, 2018 |
|--------------------------|-------------------------------|----------------------|

## Discipline Report Sample:

### Hearing Report

Number:

---

Date / Time

Location

Tournament

Discipline Committee attendees:

Hearing requested by:

Association Name:

Player/Coach/Trainer:

Division:

Game Sheet No.:

Assessed Penalty:

Comments:

Decision:

MR10.03 Suspensions longer than five (5) games may be appealed by notifying the OLA office within 15 days of the suspension. The hearing may include the suspended party and/or a team official.  
Copies of this report are to be sent to [Fiona@ontariolacrosse.com](mailto:Fiona@ontariolacrosse.com) included in your tournament package and sent to Players Zone Director

Signature:

Print Name:

# How to have a successful Tournament Weekend

## **Budget:**

Determine your costs of running each division (pwt costs are much higher) Include in your budget floor time, refs, accommodations, giveaways,( program, t-shirts – usually cost money – this is a breakeven venture) Balls, water and volunteer meals.

## **Floor time:**

Book floor time as soon as possible (each municipality has different requirements for booking and cancelling – this is important information – depending on your municipality you may be able to blockbook and cancel what is not required or you may have to be exact in your request as to not go over budget. Making a schedule template will assist in determine floor time requirements.

## **Format (division/level and schedule):**

The format for your tournament is two fold, one is to determine the division/levels of teams you wish to have participate (required for the tournament application). The second is the schedule format which is used to determine floor time requirements and budgeting – how many guaranteed games and how many games in total tournament. There are schedule formats available from the OLA which are approved tournament formats, if you choose to use your own unique format, this must be approved by the IT committee.

If your tournament is not full there are options to rather than folding divisions.

For Example:

Your division of 8 is not filling. You need to make some decisions. Here is an option rather than cancelling the division.

## **Tournaments Guaranteeing 4 games:**

You can reduce the number of teams to 5 making the division a full round robin. This is a cost effective rather than  
a) cancelling the division or b) asking teams to come for free.

## **Tournaments Guaranteeing 3 games:**



You can reduce the number of teams to 6, two divisions of three, play each other than play the opposite division for 3<sup>rd</sup> game.

### **Ratings:**

When you apply for a tournament, you have to apply for a specific rating. A/B, B/C, C/D, D/E. Accepting teams that are NOT rated appropriately a) is not permitted (an exception may be made on a case by case basis) and b) may deter other teams from attending.

Ratings are updated regularly – tournament directors need to check

Teams pay a lot of money to attend tournaments; they expect to play teams that are rated appropriately based on the tournament rating.

### **Schedule:**

Complete a schedule template – this will assist in determining floor time, budget, volunteers required, refs/accommodation. This template will assist you in determining many requirements for the tournament. It will also aid in special requests for teams that are participating in your tournament (ex. Coach – that coaches two teams)

Having this completed early – allows for early completion of your schedule (which should be sent out

NO LATER than 2 weeks prior to your tournament.

### **Tournament Registration:**

Tournament Contact is determined with your IT application – have as much information as possible early on your website. Include phone and email address.

Tournament registration process - determine procedure (on line or via application form)

–

**ONLY ONE PERSON SHOULD BE ACCEPTING REGISTRATION FOR THE TOURNAMENT.** This will eliminate errors.

**COMMUNICATION IS THE KEY TO SUCCESS WITH REGISTERED TEAMS!**

Ensure that all inquiries are answered in a timely fashion – send communication to teams to advise that you have:

1. received their application
2. received their payment (this does not always come together)
3. what the tournament format is (specifically if game start prior to 5pm on a Friday)
4. Confirmation once payment is received that they have been accepted into the tournament **(do not accept prior to payment – hopefully eliminating the problem of a team dropping out prior to tournament – or with short notice.**
5. tournament rules and schedule and weekend contact information (local contact info required or cell numbers for emergency during the weekend) needs to be sent NO LATER than 2 weeks before tournament

## **Volunteers:**

**Volunteers are a tournament gold mine** – they can assist in making or breaking a great weekend. Asking volunteers early during the planning process will assist in obtaining experienced volunteers.

## **Arena Convenors:**

If you run a tournament with more than one facility – it is most useful to have an Arena Convenor in place at subsequent arenas – these are the most responsible people in the facility – they need to be experienced and not afraid to ask questions when they don't know the answer. Communication between Arena Convenors and Tournament Director is very important – When asking a volunteer to be an Arena Convenor – advise them what their responsibilities will be and the time commitment involved. Prior to the tournament – have a meeting with these volunteers to go over tournament rules, guidelines etc. Provide an Arena Convenor book which lists all information they are required to know - example: Tournament rules, copy of schedule for tournament, copy of player/coach registration cards and what to look for. Stress the importance of keeping on time and policing the balls! Arena convenors should also know what to do in an emergency – ie) serious injury.

## **Time Keepers:**

Time keepers are a **VITAL** part of your tournament weekend – whether you determine to pay time keepers or use volunteers – organize this early (schedule template will assist in determining the number of timekeepers required. Organize a timekeeper meeting and go over what is expected, how to complete a game sheet etc. Resources are available at **Ontariolacrosse.com – administration- Tournament Directors Area.**

Provide a quick reference guide to be kept in the timekeepers box a copy of the tournament rules (time outs/overtime). If you are using arenas that you are not familiar with – go to the arena and look at the clock - the arena usually has manuals on clock operation or this can be downloaded – provide specific clock operation manuals to each arena. Make sure that you have batteries for the shot clock in the arena box (discussed later) Arenas do not always have batteries on hand and usually have no idea of the battery required.

Time Keepers make or break your tournament – it is so important to have more than just a body doing the work – they have to know what to do. Set them up for success.

## **Refs and Accommodations:**

Refs are KEY to your tournament – it is the most complained about issue arising from tournaments. Ensure that you have a STRONG OIC (Official in Charge) – Begin early getting commitment from Refs to participate in your tournament. Keep refs in mind when completing your schedule – make it Ref friendly if possible

– Provide the schedule template to the OIC early – this will assist them with their requirements. Discuss ref payments and how that will be handled during the weekend.

There are times when you need to have accommodations for your Refs, this should be an early discussion with the OIC and booked during the early planning phase of the tournament (always check cancellation policy with hotel) Try to book accommodations that include Breakfast for the refs this keeps their cost down and assists in getting the out of town refs that you require. (specifically higher level refs)

Keep your OIC in the loop with respect to schedule and any changes.

### **Giveaways – trophies/t-shirts:**

Giveaways are a great way for people to remember the tournament – these need to be ordered early to avoid disappointment – once you have determined your schedule format including championship format you will determine how many items are required. This is a substantial portion of your budget – use it wisely. Specifically this year, there are a lot of supply chain issues – you may have to think outside of the box for awards.

Ensure all awards are brought to Arenas for Championship games – have a safe and secure area to keep at the facility or leave them at home and bring on “Sunday – Funday”

## **Weekend of Tournament:**

Make Arena boxes – included is an arena binder with all schedules for the tournament and a cheat sheet method on how game results, tournament rules, etc. Contact information for Tournament Director, Pens, markers, paperclips, game sheets (completed and blank) SIR's, Fine Summary Sheets –File for completed game sheets.

Game Balls (make sure to POLICE these balls)

This box may also include Ref/Timekeepers payments – every tournament is different – agree to payment terms prior to weekend. If you will be paying by cheque at the end of the tournament advise all timekeepers (if paid and ref of how they will receive payment)

This is your opportunity to showcase your club – posters, banners, pictures, trophies, volunteerwork in the community. Share this with the lacrosse community!

If this is a memorial tournament – make sure the family is invited to participate! This is an opportunity to share with the lacrosse community who the event is named for.

Rules need to be posted at all Arenas –

Tie breaking formulations should also be posted beside score boards – for participant information – it generally saves people from asking if it is posted.

**IMPORTANT:** Any tie break formulations should be completed by:

1. Tournament Director
2. A trusted experienced 2<sup>nd</sup> person.

**ALWAYS DOUBLE CHECK your calculations before posting!**

**Reporting of incorrect information will cause a riot!**

**Don't let this happen to you!!**

## **The tournament director should carry the following throughout the weekend:**

A binder containing the all correspondence sent to teams, copy of the schedule, copy of your floor time agreement, copy of the rules, copy of any documents provided in the Arena Convenor book and all completed team emergency contact information. And a copy of the OLA constitution and Automatic Discipline Policy. Your OIC should carry with them additional SIR's and Rule Book. Store the additional Game Balls in Vehicle if travelling to multiple locations.

Store a backup Jersey/pinnies just in case of conflict between teams(this is rare but have on hand)

Additional game sheets, SIR's, Fine Summary, OLA Constitution.

Water for refs and volunteers.

## **Successful tips for the weekend:**

**Organization** – see planning above. Participants can see if things are NOT organized.

**Schedule template** – this makes organization easier.

**Communication** with participants before and during event. (includes Emergency Contact Info)This also includes all people involved in the tournament – volunteers etc.

**Volunteers** – do not forget to thank volunteers – you don't have to wait until the event is over –thank them for their time and effort. Also – stress to your volunteers that they are not to get into disagreements with participants if there is an issue – call the Tournament Director.

**Unexpected Issues** – they will happen – try NOT to stress – all you can do sometimes is make the best of a situation and learn from it – use common sense to solve your issue and callfor support if you need it.

**Enjoy the Event** – try to take in a game (its hard sometimes – but try). Speak to theparticipants, thank them for coming and supporting your event.

**OLA paperwork** – there are specific time frames that MUST be met in forwarding tournamentinformation to the OLA – DO NOT MISS THE DEADLINES!

society action service  
business volunteerism honor change compassion youth group  
communities nonprofit vibrant senior love skills program  
volunteers  
build service connections volunteer  
hope diverse  
family thanks heart prosperous difference  
preparedness community retired  
mission celebrate corporate  
HandsOn traditional emergency  
friends  
actionaction