



LEAGUES POLICY

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1. INTRODUCTION

The Waikato Lacrosse Association (WLA) is responsible for overseeing Club, High School, Intermediate School, Primary School and Social Leagues in Waikato.

The League Policy (LP) outlines the various principles, practices and policies associated with these leagues. It covers all aspects relating to appointing and reviewing operational staff to coordinate and run the leagues, league structure, rules and by-laws, and officiating. Any deviation from this Policy must be approved by WLA.

Any change to this Policy shall be notified to the relevant persons in accordance with the provisions of the WLA Constitution and Policies.

2. LEAGUE DEVELOPMENT

WLA Governance Committee (GC) will develop, prepare and circulate the LP. It will be developed by the GC, with input from the Waikato Operational Committee (WOC). The intent of running leagues is to increase participation for life, provide access to lacrosse for all who wish to access it, and to provide high level development opportunities for our top performing players, coaches, managers and officials.

League's will be played using World Lacrosse rules. Any amendments to these rules will keep the integrity of the international game and have clear positive outcomes for lacrosse in Waikato. Any amendments that change the way the international game is played need to have strong reasoning as to why the amendment is needed and have positive outcomes that greatly outway any negative outcomes. An example of this is creating age and stage appropriate amendments to develop younger and less experienced players.

League Operational Staff will be provided with a full understanding of the LP with induction during the appointment process. A League Manual will be supplied to all League Coordinators.

Each League will operate on the following principles:

- Self-funded (All operational costs to run a league are player funded; there is no funding currently available);
- User Pays (each team pays for all components of the league);
- Development (each player will pay a small amount to go back into the development of the sport; this will be a set amount for each league and will be equally applied to all participants regardless of division and gender)

WOC Ratification is required for;

- Staff appointments and MOU's (including any remuneration)
- League structure, rules and by-laws
- Team fees and development contribution charged
- Sponsorship, advertising and fundraising

3. LEAGUE OPERATIONAL STAFF

3.1. Staff Structure

3.1.1. Administration Roles

WOC will appoint the following administration roles;

- Club League Coordinator
- High School League Coordinator
- Intermediate League Coordinator
- Primary League Coordinator
- Social League Coordinator

These positions will have 12 month terms and will be reviewed annually. These positions must be advertised every 24 months. If these roles are not filled a delegate from the WOC Board may be appointed to act in their place.

DOC's will appoint the following roles;

- Club League Officers
- High School League Officers
- Intermediate League Officers
- Primary League Officers
- Social League Officers

These positions will be appointed by a District Operational Committee (DOC) for the term of a league and are to run leagues in their local areas, in accordance with this policy. Where there is no DOC the WOC may appoint these positions.

3.1.2. Officiating Roles

The Officiating and rules committee (ORC) will appoint the following officiating roles;

- Officials
- Official Assessors
- Assessor Assessors

These positions will be appointed for the term of a league and will be advertised prior to every league.

3.2. Staff Application Process

Committees will advertise Staff positions through the WLA website, Facebook page and by other means considered appropriate. Written applications for all positions are required, electronically, and should address, in particular, the key selection criteria in the position description.

3.3. Staff Selections

This is done as per the Structure Policy.

3.4. Staff Remuneration/Conditions

Each Committee will determine the remuneration for Staff to compensate for time spent and expenses incurred, with reference to other sports and the financial ability/potential of the Committee. This must be approved by the GC when submitting a budget for approval.

Details of potential reimbursement and conditions will be discussed at an interview. Any reimbursement should be in line with the WLA strategic plan. These details will be included in the Staff Contract.

3.5. Staff Contract/Agreement

The Human Resources Director/Committee delegate will provide to Staff a legal document for the purpose of a contractual agreement between the individual and WLA. The Contract includes the WLA Code of Conduct, Member Protection Document, Health and Consent Form, and the Job Description. A copy of the documents will be forwarded to each individual with a timeframe for their return duly completed and signed. The GC will endorse and finalise the documents. The WOC/DOC will retain a copy and return the original to the individual.

All confidential information pertaining to an individual will be treated as such. The Human Resources Director/Committee delegate will delete or shred the Health and Consent Form at the end of the League.

3.6. Staff Travel and Expenses

When a Staff member is expected to travel more than 25km in each direction, to complete their role, travel above 50km will be reimbursed. This will be negotiated in the Contract.

4. CLUB, HIGH SCHOOL AND INTERMEDIATE SCHOOL LEAGUES

4.1. Introduction

Club and High School Leagues need to cater to our top performing athletes, coaches, managers and officials, provide a development pathway for those aspiring to become top performing, and provide opportunities for those who wish to participate for enjoyment and social reasons. Club Leagues can run from October - March and High School Leagues can run from May - August.

The Intermediate School League needs to allow new players to enter the sport in a safe, supporting environment. The aim is participation and enjoyment while building foundational skills. The Intermediate League is also an opportunity for new coaches and officials to learn. Their development should take priority over experienced coaches and officials. Intermediate School Leagues can run from October - December AND/OR February - April.

4.2. Divisions

The following divisions can be offered. Please note, running these divisions will be based on club/school support and entries. Divisions will run if there are a minimum of 4 teams registered.

Club

Premier Division - limited to the top 8 teams in Waikato.

A Division - limited to the top 8 teams in Waikato.

U17 A Division - limited to the top 8 teams in Waikato.

B Division - Unlimited entries. Teams will be split into pools. Separate B Division leagues can be run in different districts to reduce the travel barrier for new players.

High School

Premier Division - limited to the top 8 teams in Waikato.

A Division - limited to the top 8 teams in Waikato.

Junior A Division - limited to the top 8 teams in Waikato (Year 9 and 10 students only).

B Division - Unlimited entries. Teams will be split into pools. Separate B Division leagues can be run in different districts to reduce the travel barrier for new players.

Intermediate

Premier Division - limited to the top 8 teams in Waikato.

A Division - limited to the top 8 teams in an area. Separate A Division leagues can be run in different districts to reduce the travel barrier for new players.

B Division - Unlimited entries. Teams will be split into pools. Separate B Division leagues can be run in different districts to reduce the travel barrier for new players.

4.3. Localised Leagues

Waikato Lacrosse supports local communities running Club and High School B Division Leagues, and Intermediate A and B Division Leagues, in their areas. Any DOC can apply to run a localised League. The application form, Appendix A, must be filled out and submitted to the WOC 6 months prior to the proposed start date. The WOC will consider the impact on current teams and leagues, the potential for growth and new participation, as well as the resourcing required.

4.4. Meetings

There will be two set League meetings a year to vote on proposed by-laws and league structures. The WOC/DOC may also call meetings as the need arises. If a motion gains a majority vote, it will be put forward to the WOC/DOC and ORC for sign off. The WOC/DOC will look at all league structure motions. The ORC will look at all game by-laws. The ORC will not pass any motions that put the health and safety of participants at risk, decrease access to the game, or do not meet any other part of this policy. A minimum of 3 weeks notice must be given, with proposed by-laws/structures being sent to the League Coordinator 2 weeks before the meeting. The proposed by-laws will be distributed a minimum of 1 week before the meeting, to allow for consultation with club/school members.

Meeting 1 - To vote on any proposed by-laws to implement for the upcoming season.

Club League - August

High School - February

Intermediate - August

At this meeting Clubs/Schools will indicate what divisions they would like to enter teams into, to ensure adequate facilities have been booked.

Meeting 2 - Vote on the structure of the league for the following year. They will be run by the WOC for Waikato Leagues and DOC for Localised District Leagues.

Club League - March/April

High School - September

Intermediate - Within 3 months of the league concluding

4.5. Voting

Clubs/Schools who participate in the League will be able to vote on by-laws and structures pertaining to the League they play in. A Club/School must have had at least 1 team participate in the league for the 1 season prior to be eligible to vote.

Note - If a Club/School enters teams into a Women's League only, they are not able to vote on Men's Leagues, and vice versa.

At any meeting called to vote on Club/High School League matters, Clubs/Schools will be able to send 2 delegates. The number of votes the Club/School will have will depend on the number of players they have registered to play in that league. If the meeting is during the season and after the third game, this will be calculated using the current seasons playing numbers. If the meeting is after the season concludes or before the third game, this will be calculated using the previous seasons playing numbers.

1 - 25	1 Vote
26 - 45	2 Votes
46 - 65	3 Votes
66 +	4 Votes

4.6. By-laws

By-laws are any amendments to World Lacrosse rules, as well as rules to ensure the smooth running of the league. This would typically include how many players are on the field, squad sizes, player eligibility, duties, length of games and grading processes.

By-laws can be proposed by any individual, club/school, or the ORC. They will be voted on by the participating Clubs/Schools. If there is a majority vote the amendment will go to the ORC for ratification. The ORC can veto any amendment based on the amendment not fulfilling the requirements of this policy, or any other WLA policy. The Board can not veto amendments based on personal preference.

At any time the ORC can add/remove an amendment to ensure Health and Safety requirements are being met, and that the league is being played within the constitution and current policy.

4.7. Structure

During meeting 2 Clubs/Schools will vote on the structure of the League for the following season. Structures can be proposed by an individual, club/school or WLA Committee. Any changes being proposed need to be accompanied by detailed information as to how the change would be implemented, with potential available fields/venues, to ensure it is a viable option. Only structures that have a venue available will be considered to vote on. Structures should allow for growth of the League and cater to the number of teams eligible and wishing to play.

Structures to be voted on for each division include;

- Where the games are being held
- What day games will be played
- Time of day games will be played

If there is a majority vote the structure will go to the WOC/DOC for ratification. The WOC/DOC can veto any structure based on the structure not fulfilling the requirements of this policy, or any other WLA policy. The WOC/DOC can not veto structures based on personal preference. At any time the WOC/DOC can change a structure to ensure Health and Safety requirements are being met, and that the league is being played within the constitution and current policy.

4.8. Team Fees

Entry fees will be set by the WOC. A budget will be created by the League Coordinator, Operational Director and the Finance Director, and it will be passed at a WOC Board meeting. Entry fees will include NZ affiliation fees, WLA development contribution, and an operational fee to cover the costs of running the League. Where the structures differ between divisions, the operational fee may change to reflect this.

4.9. Officials

There will be minimum requirements for officials during these leagues, and at different divisions. This will be set by the ORC. Intermediate Leagues will be used as the start of the officials pathway officiating World Lacrosse rules. As such, for Intermediate League games preference will be given to new officials. When there are new officials, an official assessor MUST be scheduled on to games. It is preferred that an official assessor is scheduled on to all games, but not necessary if the official meets the requirements set by the ORC.

4.10. Draw

Based on the structure (number of games) and number of teams in a division, the draw will be created. All draws must;

- Include a final.
- Create equal opportunity for all teams.
- If there is more than one pool in a division, there must be cross over games to have one division winner.
- Where possible, have lower level teams playing at a different time to a clubs/schools top team as many teams rely on these players as coaches.

5. PRIMARY SCHOOL LEAGUES

5.1. Introduction

Primary School Leagues need to allow new players to enter the sport in a safe, supporting environment. The aim is participation and enjoyment while building foundational skills. Primary Leagues are also an opportunity to introduce parents and new people to the sport in the roles of team coaches and managers. Rules will be designed so that anyone with an understanding of sporting principles will be able to get involved. Primary Leagues can run at any time during the year with each League lasting 6 - 8 weeks.

5.2. Localised Leagues

Primary School Lacrosse Leagues will be run in the local community, by the local community. Any member (club/school) or DOC can apply to host a Primary League. The application form, appendix A, must be filled out and submitted to the WOC 3 months prior to the proposed start date. The WOC will consider the impact on current leagues, the potential for growth and new participation, as well as the resourcing required.

Note - all Primary Leagues will play using the same rules and by-laws, however the structure may differ from community to community.

5.3. Rules and By-laws

The ORC will decide on the rules and by-laws to ensure the age and stage of participants is catered for, as well as all Health and Safety requirements are being met, and that the league is being played within the constitution and current policy.

Changes to rules and by-laws can be proposed by any individual, club/school or WLA Committee. They will be voted on by the ORC.

5.4. Structure

The structure of each League will be decided by the host of the League, (WLA club/school member or DOC). All Leagues will have their structure ratified in the application process. Primary Schools are encouraged to give feedback at the conclusion of each League around the structure of the League.

5.5. Team Fees

A budget will be supplied by the host Member/DOC in the application form, to be approved by the WOC. Entry fees will include applicable NZ affiliation fees, WLA development contribution, and an operational fee to cover the costs of running the League. Where the structures differ between Leagues, the operational fee may change to reflect this.

5.6. Officials

All officials must be accredited as Primary Lacrosse Officials by the ORC, or have a Primary Lacrosse Official Assessor at games.

5.7. Draw

Based on the structure (number of games) and number of teams in a division, the draw will be created. All draws must;

- Create equal opportunity for all teams.

- If there is more than one pool in a division, there must be cross over games to have one division winner.
- If time does not allow, a winner may be determined by round robin results without a final being played.

6. SOCIAL LEAGUES

6.1. Introduction

Social Leagues allow a flexible approach for participation. The aim is participation and enjoyment. Social Leagues can run at any time during the year with each League lasting 6 - 8 weeks.

6.2. Localised Leagues

Social Lacrosse Leagues will be run in the local community, by the local community. Any member (club/school) or DOC can apply to host a Social League. The application form, appendix A, must be filled out and submitted to the WOC 3 months prior to the proposed start date. The WOC will consider the impact on current leagues, the potential for growth and new participation, as well as the resourcing required.

6.3. Rules and By-laws

The host can apply to run the social league using any of the existing formats and by-laws (Club, High School, Intermediate School or Primary School). All officiating requirements of the format must be met.

6.4. Structure

The structure of each League will be decided by the host of the League, (WLA club/school member or DOC). All Leagues will have their structure ratified in the application process. Participants are encouraged to give feedback at the conclusion of each League around the Structure of the League.

6.5. Team Fees

A budget will be supplied by the host Member/DOC in the application form, to be approved by the WOC. Entry fees will include applicable NZ affiliation fees, WLA development contribution, and an operational fee to cover the costs of running the League. Where the structures differ between Leagues, the operational fee may change to reflect this.

6.6. Officials

All officials must be accredited for the format being run, as per the ORC requirements, or have the appropriate Official Assessor at games.

6.7. Draw

Based on the structure (number of games) and number of teams in a division, the draw will be created. All draws must;

- Create equal opportunity for all teams.
- If there is more than one pool in a division, there must be cross over games to have one division winner.

- If time does not allow, a winner may be determined by round robin results without a final being played.

7. SPONSORSHIP/GRANTS

Sponsorship and/or grants may be available for each League however; no League is to assume or rely on funds being derived through these means. All sponsorship (even for localised leagues), will be approved by the WLA. It must be recognised that in principle, sponsorship is premised on funds being provided by a company and/or individual, who seeks a return of some kind. Please note that some forms of sponsorship may be deemed inappropriate by the WLA.

Appendix A: Host Application

Waikato Lacrosse supports local communities to run Leagues in their areas. This form can be completed using this template or as an online form using this link.

League Details

Applicant (Hosting Body) -

Date of submission -

Proposed start date -

(this must be at least 6 months from the date of submission for Club, High School and Intermediate Leagues, and 3 months for Primary School and Social Leagues)

Type of League -

If this is a social league, what format and by-laws are proposed? -

League Officer Name -

League Officer Contact Details (Email and Phone) -

League Subcommittee Members -

Structure of League

Dates -

Day -

Time -

Location -

Number of Fields/Courts -

Size of Fields/Courts -

Number of teams that can enter -

Resourcing

What resources can you provide?

What resources would you require from the WLA?

What resources are you expecting teams/players to provide?

Participants

What clubs/schools/teams would this cater for, who have expressed an interest in playing, who aren't currently playing?

What clubs/schools/teams have expressed interest in playing in this league who are currently playing?

What clubs/schools/teams could be approached to play who aren't currently playing?

Budget

All budgets must include relevant NZ and WLA fees, as well as fees to cover the operational costs of running the League.

Click on this [link](#) for a copy of the budget template.

You will need to make a copy of this to fill in and submit with this application.

All applications should be sent to the Director of Operations and will be reviewed in accordance with this Leagues Policy. Applicants may be asked to provide further details for a decision to be made.

Upon approval all applicants will need to provide a Health and Safety plan and a detailed RAMs form. At the end of the League a report must be completed.