

Team Handbook of Policies and Rules adopted by the WSLA Executive Board

(updated February, 2008)

MISSION STATEMENT

To coordinate and facilitate all activities related to schoolgirls lacrosse in Washington; to promote and facilitate a safe environment for girls to play lacrosse at the high school and youth level to promote the growth of the sport; and to honor the game by instilling the values of scholastic achievement, sportsmanship, teamwork and individual development.

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**Date Adopted: October 26, 2005**  
**Date Revised: February, 2008 (tentative)**

**Board for Revision:**

|                |                 |
|----------------|-----------------|
| Janelle Hill   | Jamie Asaka     |
| Jessanne Allen | Doug Armintrout |
| Talia Klein    | Edith Harris    |
| Meg Elston     | Kristin Gavin   |
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**1.0.0 NAME OF ORGANIZATION**

**1.1.0** The name of this organization shall be the Washington Schoolgirls Lacrosse Association, hereinafter referred to as WSLA, and this shall be its official Handbook.

**2.0.0 RESPONSIBILITIES OF THE WSLA**

**2.1.0** The responsibilities of the WSLA shall be to organize, develop, and promote schoolgirls lacrosse in Washington. It shall further be the responsibility of WSLA to supervise and administer girl's high school and youth lacrosse in Washington.

**3.0.0 TEAM QUALIFICATIONS**

**3.1.0 HIGH SCHOOL** – Each High School (HS) program will have only one team to compete in each of the 3 Divisions, (Varsity A, Varsity B and JV).

3.1.1 A program that can field three teams will have one team in each division

3.1.2 A program that can field two teams may compete in the Varsity A and the Varsity B divisions with Board approval only.

3.1.3 A starting player from a varsity division team may not swing down and play on a lower division team. A "starting player" is defined as someone who has started more than half of the previous games.

3.1.4 Players may swing from junior varsity to the Varsity B or Varsity A team.

3.1.5 Players may swing from the Varsity B to the Varsity A team.

**3.2.0 VARSITY A QUALIFICATIONS**

3.2.1 Varsity A team will be comprised of players from grades 9-12.

3.2.2 Teams will be expected to play Varsity A for five (5) years and cannot move down to Varsity B without Board approval.

3.2.3 Team must have support from a host school (i.e., Athletic Director and/or ASB oversees some aspect of the program) or, if no support from a school organization, then a Board of Directors that oversees coaches, player eligibility and player conduct must be in place.

**3.3.0 VARSITY B Qualifications**

3.3.1 Varsity B teams will be comprised of players from grades 9 through 12.

3.3.2 Team must have support from a host school (i.e., Athletic Director and/or ASB oversees some aspect of the program) or, if no support from a school organization, then a Board of Directors that oversees coaches, player eligibility and player conduct must be in place.

3.3.3 Varsity B teams must carry some experienced players.

### **3.4.0 JUNIOR VARSITY**

- 3.4.1 Junior Varsity team will be comprised of players from grades 9 through 12.
- 3.4.2 New teams that are not ready to field a Varsity team may field a JV team or play exhibition games (See 3.7.0).
- 3.4.3 Players may swing from Junior Varsity to Varsity.

**3.5.0 YOUTH DIVISION** – A developmental league whose purpose is to promote good sportsmanship, develop strong basic skills, provide a competitive schedule to all teams and to develop a broad understanding of many positions on the field. Each program may have more than one team competing at the Youth Division (Youth) level.

- 3.5.1** Youth Division teams will be comprised of 5<sup>th</sup> through 8<sup>th</sup> grade players only. The Youth Division will be comprised of a 5<sup>th</sup> and 6<sup>th</sup>, (5/6), grade league and a 7<sup>th</sup> and 8<sup>th</sup>, (7/8), grade league.

**3.6.0 INSURANCE** – Each program must provide proof to the WSLA Secretary that each player has medical insurance and the program has liability insurance by the first day of the season. See Handbook Addendum for dates.

**3.7.0 EXHIBITION GAMES** – Defined as games or jamborees scheduled by coaches outside of scheduled league play. Such games do not count toward League standings. All games, official or exhibition, must be officiated by a certified referee. Referees will be paid separately and in addition to their season umpire fees. Teams may play no more than two exhibition games or jamborees during the regular season schedule.

### **4.0.0 MOVEMENT BETWEEN LEAGUES**

**4.1.0** HS Teams ranking in the top third of JV, the top third of Varsity B and bottom third of Varsity A for three years in a row, will be evaluated for movement. Programs with only two teams in the league will be reviewed periodically for movement.

- 4.1.1 The Board will determine movement based on the following criteria: 1) record over three year period; 2) strength of organizational support (this can include board or feeder programs); 3) coach's input.

### **5.0.0 ADMISSION OF NEW TEAMS**

5.1.0 New HS teams will enter the League as a Varsity B member providing they meet all the criteria set forth in Article IV.A.5.a-e of the Washington Schoolgirls Lacrosse Association Bylaws.

- 5.1.1 New HS teams may apply to enter league at Varsity B level. Board will grant approval to teams based upon the following criteria: player experience, coach experience and organizational support (i.e., board or support from school).

5.2.0 A HS team not meeting the criteria set forth in Article IV.A.5.a-e will play a JV schedule.

### **6.0.0 DUES AND FEES**

**6.1.0** Every team in WSLA will pay official's fees to the League Treasurer. These fees are to be determined by the Board and must be paid in full on the first day of the season or by prior

arrangement with the League Treasurer. See Handbook Addendum for season fees and dates.

**6.2.0** Every team will pay League dues to be determined by the Board. These fees are to be paid on the first day of the season. See Handbook Addendum for League dues and dates.

**6.3.0** Failure to pay official fees or league dues or to institute a payment plan approved by the Board will cause the team's game schedule to be cancelled until fees and dues are paid.

## **7.0.0    PLAYER RULES**

**7.1.0**    **GRADE LIMITS** – A player must be at appropriate grade level.

7.1.1        Player must be in at least 9<sup>th</sup> grade to participate in high school lacrosse.

7.1.2        Player must be in 7<sup>th</sup> or 8<sup>th</sup> grade to participate in 7/8 lacrosse. If a program does not have a 5/6 team, 6<sup>th</sup> graders may play for the 7/8 team.

7.1.3        If a program does not have a 5/6 team, 5<sup>th</sup> graders may practice with the 7/8 team, but can not play in games.

## **7.2.0**    **RESIDENCE RULES**

7.2.1        A player must play for the team that is affiliated with their school team, (see Residency Chart in the Handbook Addendum). If there is not a school team, then the player must play for the school or club team that is closest to their home and within their school district. If a player is cut from their school team, then the player must play for the school or club team that is closest to their home and within their school district. If there is no team in their school district, then the player should play for the next closest team (by the school's primary affiliation) to their residence.

7.2.2        If a player lives in Seattle and attends a public or private school in Seattle without a team, refer to the Residency Chart for the team designated for that school.

7.2.3        If a player lives outside of Seattle and attends a public or private school in or out of Seattle without a team, refer to rule 7.2.1 to determine designated team.

7.2.4        If a player's school is not listed in the Residency Chart, or if there is any confusion regarding team designation, contact the board. If a player would like to request an exemption to any rule a waiver request must be submitted to the board.

7.2.5        When a HS team divides and a new varsity team is formed, or when a new varsity team is formed, only juniors and seniors will be grandfathered to the old team. Sophomores, freshman, and new players to the League must play with the new team based on residence rules.

7.2.6        "Grandfathering" of a player does not apply to any youth division players. For Example: A 5<sup>th</sup> grader lives in Burien and plays for a club team in West Seattle. When she reaches 6<sup>th</sup> grade, the Burien Boys and Girls Club forms a girls 5/6 lax team. She will play her 6<sup>th</sup> grade year for the Burien club. When this player

reaches 7<sup>th</sup> grade she attends a school in Federal Way that has a lax team. She will play 7/8 lacrosse for her school team.

### **7.3.0 GENERAL RULES**

- 7.3.1 Every player in the League may not play more than a certain number of halves in a official league games and not more than two halves in a day. "Playing in a half" is defined as being on the field when the game clock is running. The number of halves per season is calculated based on the following formula: number of games per season x 2 = number of halves that player may play. Example: Jenny is a varsity player and her team is scheduled to play 11 games this season. Jenny may play in 22 halves this season. Jenny is not a "starter" and therefore she may end up playing some of those halves in JV games and some in varsity games. If she enters the game for just one second of playing time, she has used up one of her halves".
- 7.3.2 Players may only play for their team (except for the regional team when applicable) during the regular season.
- 7.3.3 "Borrowing" Players – Youth Division: If a team is unable to field a full roster for a given game it must be communicated to the opposing coach at least one calendar day before the game is scheduled. The opposing coach can choose from the following options:
- a. Ask the short rostered team to forfeit
  - b. Play the game with matching number of players on the field
  - c. Allow the short rostered team to borrow players from the opposing team.
  - d. Allow the short rostered team to borrow players from another team in its program.

If the opposing coach chooses option "d", the short rostered team must endeavor to borrow different players each time this option is used. Programs with multiple teams in 7/8 may not borrow players from a 5/6 program. Limits on playing time described in 7.3.1 apply. Programs that consistently borrow players may be asked to reduce the number of teams they have on the schedule.

### **8.0.0 COACHES**

**8.1.0** The Head Coach of each program in the League (i.e. all high school and youth programs) will be held responsible for knowing the rules and insuring that all those coaching and acting under the Head Coach comply with the rules of the League.

### **8.2.0 QUALIFICATIONS**

- 8.2.1 The Head Coach shall be at least 21 years old and a high school graduate unless the Board, prior to the First Day of the Season, has granted a waiver.
- 8.2.2 All Coaches shall be members of US Lacrosse.
- 8.2.3 It is required that all coaches be First Aid and CPR certified.
- 8.2.4 A minimum of one coach from each program must attend the yearly coaches' convention provided by US Lacrosse-Washington Chapter or National Convention.

- 8.2.5 All members of the coaching staff must undergo a Washington State Patrol background check prior to any contact with participants, (WSP Criminal History Information Form; RCW 43.43.830).

## **9.0.0 SEASON**

- 9.1.0 IN SEASON – DEFINITION** – The WIAA Calendar shall be followed for the beginning and ending dates of the lacrosse season. **START** indicates the first day of practice for lacrosse; **END** indicates the final day culminating in the State Finals for lacrosse. See Handbook Addendum for dates.
- 9.2.0 OUT OF SEASON – DEFINITION** – Out of season is that time during which coaches cannot coach (have formal and organized contact) with high school squad members. Out of season for lacrosse shall be the first day of fall sports until the first day of spring sports (as determined by WIAA). See Handbook Addendum for dates.
- 9.3.0** A coach of a high school lacrosse team cannot conduct practice or clinics Out of Season for current HS squad members or incoming freshmen. Youth Division programs may conduct up to two (2) out of season recruiting clinics, each no more than 2 hours in length, for youth division eligible players with no previous organized playing experience. These recruiting clinics may not utilize current youth level players as instructors but may utilize HS players and/or qualified HS or Youth coaches.
- 9.4.0** A practice is defined as any attempt by any coach of a team to teach any phase of lacrosse or activity to their team or have their team or part of their team engage in lacrosse-specific drills under the supervision of any coach, or from directions provided by any coach.
- 9.5.0** A coach may meet with the team prior to the opening day of practice to discuss equipment, insurance, season's plans, training regulations and any other pertinent information deemed necessary by the coach. This does not restrict fund-raising activities or player information meetings.
- 9.6.0** A coach may sponsor, coach or direct activities with any team members from the day after the final state tournament is complete until the first day of fall sports. Therefore, the summer is an open contact period up to the beginning of Out of Season.
- 9.7.0** A coach may organize and supervise a year-around conditioning program to include weight training, running and exercising provided it does not include instruction in lacrosse skills and is open to all students.
- 9.8.0** A coach cannot play with or against players from his/her high school team in any indoor or outdoor game, practice, or scrimmage Out of Season.

## **10.0.0 PRACTICE REGULATIONS**

- 10.1.0** For the purpose of meeting the HS pre-contest practice requirements, practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the ensuing lacrosse season and must be conducted under the supervision of the head coach or any assistant coach. A practice is further defined as any attempt by the head coach or any assistant coach of the lacrosse team to teach any phase of a game or activity to the team or have the team or part of the team engage in drills under the supervision of the head coach or any assistant coach or from directions provided by the head coach or any assistant coach.

- 10.2.0** There will be no more than six practice days per week for HS players. Youth Division players may not practice more than 2 hours in any given day and more than 6 hours per week.
- 10.3.0** Practice on a game day would not allow an athlete to become eligible for competition on that day.
- 10.4.0** HS Players must complete 10 practices before participating in any organized competition, including exhibition games or jamborees. For the purposes of this rule, there can be only one practice per day.

## **11.0.0 SPECIFIC CONTEST RULES**

### **11.1.0 GAMES**

- 11.1.1 Washington Schoolgirls Lacrosse Association will abide by US Lacrosse/Women's Division rules. Prior to game start, it is the home team's responsibility to comply with the following:
1. Complete field lines according to USL Rule Book Specifications. Field and goals should be in proper condition for safe play. WSLA realizes that some teams are unable to secure regulation fields for home games. It is the responsibility of the home coach to inform the visiting coach of the field irregularities.
  2. In the event that the home team does not have the field ready by game time, the home team coach will receive a yellow card and the opposing team will begin with possession of the ball.
  3. In the event that the visiting team is not ready to play within 20 minutes of the official start time of the game, the visiting team will forfeit the game.
  4. Home team should provide a scorer's/timer's table set up at midfield. An accurate visible score must be continuously displayed. Delineate a team substitution area as defined by a cone placed 2m from the front edge and level with the scorer's table extended.
  5. Home team must provide an official score keeper/timer who will remain seated at the score table the entire length of the game. The home team will train the timer.
  6. Home team will provide a stopwatch or visible clock, a sounding horn and writing utensil.
  7. Each team's coach will provide the table with a roster of players and players' numbers. This will enable the table to document issuance of cards, time outs, etc.
  8. Sounding horn will be utilized to signal a substitution after a goal and signal umpire for an illegal procedure.
  9. Designate a captain to approach the umpire when needed.
  10. The coach will insure that all team members will dress uniformly. All players must wear numbers on the front and back of the uniform shirt. Numbers must be

in compliance with USL regulations. The Goalkeeper's shirt must be worn over her chest protector.

11. Home team must provide and wear contrasting pinneys with numbers in the event that they are needed.
12. No jewelry is permitted on the field of play, including taped over piercing, soft bracelets and any decoration deemed dangerous by the umpire. Medical alert bracelets may be worn if they are taped over.
13. Coaches are responsible for controlling their parents, players, and fans. Coaches will work with game officials to control the players and crowd as necessary to ensure a safe event and to honor the game.
14. The game will not start until all necessary equipment and personnel are provided, but not longer than 15 minutes after the scheduled start of the game. The home team will forfeit the game after the allotted 15 minutes.
15. In the event a team cancels a game and that game is not rescheduled, the team will lose a point in its overall standing.

#### **11.2.0 SCHEDULING**

- 11.2.1 League games counting toward playoff standings are scheduled by an assigned scheduler.
- 11.2.2 Exhibition or non-league games are scheduled at the discretion of the coach.
- 11.2.3 Any change to a scheduled HS game must be agreed upon between coaches of both teams and approved by the HS Board before contacting the Official's scheduler.
- 11.2.4 Any change to a scheduled HS game must be reported to the HS Board 48 hours prior to the originally scheduled date and time. It is the responsibility of the home coach to contact the Board. Failure to comply with rescheduling procedure will result in forfeiture of the referee fees for that game.
- 11.2.5 No game at any level; i.e. high school or youth, will be played without officials.

#### **11.3.0 STATISTICS**

- 11.3.1 It is the responsibility of the home team to keep the official scorebook.
- 11.3.2 The following statistics will be kept by each HS team for each League game and reported to the League via Sportability.com. High School scores must be reported the night of the contest. High School statistics must be reported within 24 hours of the contest. Youth Division game scores must be reported by the home team by midnight of the following Saturday. Reporting Youth Division game statistics is not required and is at the discretion of each program.
  - A. Goals
  - B. Assists

- C. Groundballs
- D. Caused Turnovers
- E. Goalie Saves

#### **11.4.0 UNIFORMS**

- 11.4.1 Jerseys and shorts/kilts will be of uniform color. Jersey numbers will comply with current USL regulations.
- 11.4.2 All high school teams must have both dark and light jerseys that are in compliance with USL regulations. The light jersey is designated as the home jersey and the dark jersey is designated as the away jersey.
- 11.4.3 When a referee decides the jersey colors are too close in color, it is the responsibility of the home team to wear contrasting jerseys or pinneys.
- 11.4.4 No sponsorship patches are acceptable on any part of the uniform.

#### **12.0.0 AWARDS**

##### **12.1.0 ALL-LEAGUE VARSITY A**– All-League teams will be selected by the Varsity A coaches.

- 12.1.1 First and Second teams will be selected for Varsity A and will each be comprised of the following: One goalie, four defenders, seven midfielders, and four offenders – total 16.

##### **12.2.0 ALL-LEAGUE VARSITY B** – All-League teams will be selected by the Varsity B coaches.

- 12.2.1 One will be selected for Varsity B and will be comprised of the following: One goalie, four defenders, seven midfielders, and four offenders – total 16.

##### **12.3.0 HS TEAM SPORTSMANSHIP AWARDS** – Awards will be given at each level – Varsity A, Varsity B and Junior Varsity. The voting (by email) will be called for by the Division Secretary. Each team will submit one vote to be determined by the players.

##### **12.4.0 SCHOLASTIC ACHIEVEMENT AWARD** – Each team has the option to submit a team roster of whole team by April 15<sup>th</sup>. The award will be presented to the team with the highest unweighted grade point average. The form to give to the school registrar is located as an attachment in the Handbook. The registrar must mail it to the League by April 15<sup>th</sup>. The grades accepted for consideration must be from the last trimester/semester.

##### **12.5.0 HS COACH OF THE YEAR – HS** Coaches will vote for a coach who displays sportsmanship, rapport with officials, other coaches and own players as well as team record.

##### **12.6.0 US LACROSSE/WASHINGTON CHAPTER** – In accordance with the US Lacrosse guidelines, the Washington Chapter is responsible for coordinating the selection (with input from the coaches) and presentation of the following awards:

- All Americans**
- Academic All American**

**13.0.0 RULE VIOLATIONS AND PENALTIES** – The strength of the Washington Schoolgirls Lacrosse Association lies in the willingness and ability of the membership to support the rules and regulations adopted and, if necessary, to support the penalties placed upon members, if it is determined that those same rules and regulations have been violated.

**13.1.0 USE OF INELIGIBLE PLAYER** – The use of an ineligible player shall result in forfeiture of all games in which that player took part.

13.1.1 An ineligible player “takes part” in a game when she steps onto the playing field during competition of a contest in which she is ineligible. Coaches are strongly encouraged to keep ineligible players distinctly away from the sideline area of a contest for which they are ineligible.

**13.2.0 FAILURE TO POST ROSTERS** – The failure of a team to post all accurate rosters (including player name, position and number) on [Sportability.com](http://Sportability.com) by the third Monday of the season shall cause that team to forfeit each game until the information is posted. Any changes to rosters need to be reported to the League Secretary immediately.

**13.3.0 FAILURE TO REPORT TOTAL ROSTER INFORMATION** – The failure of a team to report to the Treasurer by the third Monday of the season the entire roster information required (player name, grade, home address and school attended) shall cause that team to forfeit each game until the information is reported.

### **Responsibilities to the Game**

Coaches are role models. As such, they shall always conduct themselves so as to maintain the highest principles, integrity and dignity of the game of lacrosse.

Coaches are responsible for knowing, understanding and following all the rules of the game as established and directed by the US Lacrosse/Women's Division and WSLA.

Coaches must adhere to both the letter and the spirit of all the rules.

Coaches are responsible for ensuring that all players understand the rules and their intentions. All participants in the game of lacrosse must adhere to the letter and spirit of all rules.

Coaches recognize that officials are major participants in the game. The Coach shall neither exhibit nor tolerate any behavior from others (staff and squad) – verbal or otherwise – that might reflect poorly on an official. This includes, but is not limited to arguing or criticizing a judgment call by the official in a derogatory or harassing manner. If a coach has a safety concern, he or she may call a time out to stop play and calmly express said concern to the officials. A Coach may comment on an official or opposing coach's performance through the WSLA Coaches' Feedback Process\*. Public displays of displeasure – before, during, or after a contest – are not approved methods of providing feedback.

WSLA Coaches Feedback Process:

A Coach, player or official may go to the WSLAX.org website and download a Conduct Feedback Form. The individual is to submit this form to the Board President if the incident concerns a High School Game or to the Youth Board President if the incident concerns a Youth Game. The form may also be used to submit observations of exemplary positive behavior. The President or Y-President will acknowledge receipt to the person submitting the form within 14 days. The President or Youth President may determine to file the form for future reference or take action via the Board at his or her discretion. Possible actions include but are not limited to reprimand and suspension.

**Win with character, lose with dignity.**

### **WSLA Conduct Feedback Form**

Date filed:

Name:

Address:

Phone:

Email:

Date and time of incident:

Event & Location:

Opponent:

Officials:

Name(s) of persons involved in feedback:

Description of incident: