



HIGH PERFORMANCE PROGRAM POLICY

The High Performance Program Policy (HPPP) is provided as a reference and guide to ensure consistency of team programs and to achieve progressive development of Australian Team programs. It has been prepared with full reference to the Australian Lacrosse Association (ALA) Constitution and Policies.

CONTENTS:

1.	Introduction	4
2.	Program development	4
3.	Team Personnel	4
3.1	Structure	4
3.2	Timelines	5
3.3	Applications	6
3.4	Selection Process – Team Personnel	6
3.5	Appointments – Team Personnel	6
3.6	Remunerations/Conditions – Team Personnel	6
3.7	Agreement – Team Personnel	6
3.8	Induction – Team Personnel	7
3.8.1	Code of Conduct	7
3.8.2	Member Protection	7
3.8.3	Medical Information Form	7
3.9	Travel – Team Personnel	7
3.10	Accommodation – Team Personnel	8
3.11	Uniform – Team Personnel	8
3.12	Anti Doping Policy – Team Personnel	8
4	Squad/Team	8
4.1	Eligibility	8
4.2	Structure	9
4.3	Timelines	9
4.4	Applications	10
4.5	Selection Process – Squad/Team	10
4.6	Selection	10
4.7	Agreement – Squad Team Member	10
4.8	Code of Conduct	11
4.9	Member Protection	11
4.10	Grievance	11
4.11	Medical Information Form	11
4.12	Anti Doping Policy	12
4.13	Travel	12
4.14	Accommodation	12
4.15	Squad/Team Apparel	12
4.16	Team Apparel – Logo placement	13
5	Program	13
5.1	Planning	13
5.2	Calendar of visiting teams	14
6	Communication	14
7	Sponsorship	16
8	Fundraising/Merchandise	16
9	Officials (Referees/Umpires)	17
10	Use of the Commonwealth Coat of Arms	17
11	FIL World Events	18
12	Supporters	18
13	Performance Review	18
14	Coach and Manager Handbook	19
15	Billeting Policy	19

APPENDICES:

	20
1. Code of Conduct	21
2. Member Protection Declaration – Team Personnel	22-23
3. Medical Information Form	24
4. Indemnity Form	25-26
5. Finance Policy	27-28
6. Selection Policy	30
7. Selection Notification Policy	31-32
8. Alternates Policy	33-34
9. Grievance Policy	35
10. Sponsorship	36-37
11. Fundraising/Merchandise Policy	38
12. Coat of Arms	39-40
13. Billeting Policy	
14. Position Descriptions – available at www.lacrosse.com.au	
14a. Head Coach Position Description	
14b. Manager Position Description	
14c. Assistant Coach/s Position Description	
14d. Assistant Manager Position Description	
14e. Finance Manager Position Description	
14f. Strength & Conditioning Coach Position Description	
14g. Team Doctor Position Description	
14h. Physiotherapist/Team Trainer (or like) Position Description	
14i. Bench Coach Position (Men’s) Description	
14j. Team Analyst Position (Men’s) Description	
14k. Squad Coaches Position Description	
14l. Squad Managers Position Description	

Other

ALA Member Protection Policy, see www.lacrosse.com.au

ALA Constitution, see www.lacrosse.com.au

ALA Anti Doping Policy (ADP), see www.lacrosse.com.au

FIL World Event Guidelines, see www.filacrosse.com

FIL Player Eligibility Policy, see www.filacrosse.com

ASADA, see www.asada.gov.au

1. INTRODUCTION

All Australian Lacrosse Teams are responsible to the Australian Lacrosse Association (ALA). This High Performance Program Policy (HPPP) outlines the various principles, practices and policies associated with Australian and ALA Teams. Any deviation from this Policy must be approved by the ALA Board.

Any change to this Policy shall be notified to the relevant persons (Team Personnel and Players) in accordance with the provisions of the ALA Constitution and Policies.

This Policy will remain in place until revised and circulated.

ALA HP Teams;

Australian Men's Team

Australian Women's Team

Australian Men's Indoor Team

U23 Australian Men's Team

U23 Australian Women's Team

U19 Australian Men's Team

U19 Australian Women's Team

And any other team/s endorsed by ALA; ie. ANZAC Day Commemorative Games

2. PROGRAM DEVELOPMENT

ALA will develop, prepare and circulate the HPPP for Australian Teams. The HPPP will cover all aspects relating to Team Personnel, Squad and Team.

Australian Team Personnel will be provided with a full understanding of the HPPP with induction during the appointment process.

Each Team will operate on the following principles:

- Self Funded (HP team programs are player funded; there is no funding from the Australian Government for High Performance of any Australian team or ALA development team);
- User Pays (each squad/team member to pay for all components of program);
- Cost equalisation principles (players will each pay equally, to not disadvantage any player on the basis of geography, when residing in Australia).

Note: Consideration is given to varying 'total program financial contributions', based on location of residency and camps/tours attended.

ALA Director of HP endorsement is required for;

- All aspects of the Squad/Team Program
- Team uniform and apparel
- Squad/Team and Individual, sponsorship and fundraising projects

ALA Board Ratification is required for:

- All Team Personnel appointments and processes, being cognizant of FIL requirements for World events and APLU requirements for ASPAC events

3. TEAM PERSONNEL

3.1 Structure – Team Personnel

ALA will appoint Team Personnel for the following Federation of International Lacrosse (FIL) world events and Asian Pacific Lacrosse Union (APLU) ASPAC events;

- yyyy FIL Men's World Championship
- yyyy FIL World Indoor Lacrosse Championship WILC
- yyyy APLU Men's ASPAC Championship
- yyyy FIL U19 Men's World Championship
- yyyy FIL Women's World Cup
- yyyy APLU Women's ASPAC Championship
- yyyy FIL U19 Women's World Championship

Team Personnel will comprise of a selection of the following positions with some being mandated FIL positions. The designated number of FIL Bench Personnel, also dictate the maximum permissible:

- Head Coach
- Assistant Coach/s
- Manager
- Assistant Manager/s
- Finance Manager
- Strength & Conditioning Coach
- Medical Officer /Team Doctor*
- Team Physiotherapist/Trainer (or similar)
- Bench Coach
- Team Analyst
- Squad Coach/s
- Squad Manager/s
- Officiating Personnel

Position Descriptions for all of the above are listed as Appendices 14 and located at; www.lacrosse.com.au

Note: At the time of printing, FIL Bench Personnel are as follows;

Women's event	Maximum of 6 (with a 7 th position for a Team Medical Doctor*)
Men's event	Maximum of 12
Men's Indoor event	Maximum of 12 (with maximum of 6 permitted in bench area)

Bench Personnel must be confirmed for each event; as per definition.

Any variation of the Team Personnel structure for each team, will be determined by ALA, in conjunction with the Head Coach; and must also comply with FIL or APLU requirements.

3.2 Timelines – Team Personnel for FIL events

The following timeline shall be used as a guide for Team Personnel appointments for **FIL events**:

36-48 months prior to event	Program Outline circulated to Member Associations;
36-48 months prior to event	Call for applications; Head Coach and Manager;
33-45 months prior to event	Call for applications; Strength & Conditioning Coach, Medical Officer and Team Doctor;
35-47 months prior to event	Announce Head Coach appointment;
32-45 months prior to event	Announce Manager appointment;
32-44 months prior to event	Announce Strength & Conditioning Coach, Medical Officer and Team Doctor appointments;
24- 44 months prior to event	Call for applications; Squad Coach/s;
23- 43 months prior to event	Announce Squad Coach/s;
19- 30 months prior to event	Call for applications; Assistant Coach/s;
18- 29 months prior to event	Announce Assistant Coach/s;

3.2.1 Timelines - Team Personnel for APLU events

The following shall be used as a guide for Team Personnel appointments for **APLU events**:

(Appointment timelines to be revised for individual teams/programs)

18-22 months prior to event	Program Outline circulated to Member Associations;
18-22 months prior to event	Call for applications; Head Coach, Strength & Conditioning Coach and Manager;
13-19 months prior to event	Announce Head Coach appointment;
17-20 months prior to event	Call for applications; Squad Coach/s, Medical Officer, Team Doctor;
12-17 months prior to event	Announce Manager and Strength & Conditioning Coach appointment;
12-17 months prior to event	Announce, Squad Coach/s, Medical Officer and Team Doctor appointments;
12- 14 months prior to event	Call for applications; Assistant Coach/s;
11-12 months prior to event	Announce Assistant Coach/s.

3.3 Selection Process – Team Personnel

ALA will advertise Team Personnel positions through Member Associations, the ALA website and other means considered appropriate.

Written applications for all positions are required, electronically, and must address the Key Selection Criteria and accompanied by at least two character references.

3.4 Selection/Interview Panel - Team Personnel

The Team Personnel Selection Panel/s will comprise at least three and not more than five persons of appropriate background. The Team Personnel Selection Panel will be co-opted and chaired by the ALA Director of High Performance or their nominee. Wherever possible, one Interview Panel member will be independent and may be from a team sport external to lacrosse.

Interviews will be conducted in the most cost effective manner with the option of teleconference and/or skype calls being available. Travel and accommodation if required, will be arranged and covered firstly by ALA and then recovered from the related program.

In the case of the Head Coach appointment, a face to face interview is deemed necessary. Travel costs for applicants, if required, are to be arranged and covered firstly by ALA and then recovered from the related program.

The Selection/Interview Panel for the Head Coach, will ideally comprise:

- ALA Director of High Performance or appointee;
- ALA appointee, (at least one and up to three);
- Suitably qualified person/s from another sport, preferably field based.

The Selection/Interview Panel for Manager, Assistant Coaches, Medical Officer, Strength & Conditioning Coach, Team Trainer, State Based Coaches will ideally comprise:

- ALA Director of High Performance or appointee;
- Head Coach;
- Suitably qualified person from either another sport or within lacrosse.

3.5 Appointments – Team Personnel

The Interview Panel will assess applications and select applicants to be interviewed. Not all applicants need necessarily be interviewed. A second interview may also be undertaken if required.

Recommendations of appointments for Head Coach and Manager, must be submitted to the ALA Board for ratification. All other appointments are to be communicated to the ALA Board.

All applicants must be advised of the outcome, prior to the announcement of the appointed person.

3.6 Remuneration/Conditions – Team Personnel

Full details of recovery of expenses and conditions will be discussed at interview, noting that each program and team is self-funded. These details will be included in the ALA Team Personnel Agreement.

ALA will determine the total amount of 'recovery of expenses', if applicable, for Team Personnel following the preparation of a budget and discussion with the Head Coach and Manager.

3.7 Agreement – Team Personnel

ALA will provide to Team Personnel a legal document for the purpose of an Agreement between the individual and ALA.

The Agreement includes the ALA Code of Conduct and Member Protection declaration and requires that each individual must have travel/medical insurance for the full duration of international travel, including cover for 'active sports participation'; and as a minimum must have personal accident insurance for the duration of the program.

Note 1: The requirement of travel/medical insurance is primarily for Australian citizens when travelling overseas and when not covered by Medicare or Private Health Cover; as well as cover of the flight ticket in the event of illness/injury preventing travel.

Note 2: Australian citizens based overseas and when returning to Australia are assumed to be covered by Medicare. If a current Medicare Card is not held, travel/medical insurance, including cover for 'active sports participation' must be obtained; as well as cover of the flight ticket in the event of illness/injury preventing travel.

Note 3: Non Australian citizens when travelling to Australia, or to a Squad/Team event anywhere outside their current country of residence, are required to have travel/medical insurance, for the full duration of international travel, including cover for 'active sports participation'.

Note 4: ALA strongly suggests that each individual have private health insurance cover for the duration of the program.

Note 5: At the time of printing, the ALA Insurance Policy does not cover Professional Indemnity in North America. Team Personnel must obtain their own Professional Indemnity insurance when attending a Squad/team event in North America, with the cost to be borne by the program.

Two copies of the document (Team Personnel Agreement) to be forwarded (by post or electronically) to each individual with a timeframe for the return to ALA, of both duly completed and signed copies. ALA to finalise the documents, retain one copy and return the other copy to the individual.

3.8 Induction – Team Personnel

Prior to the confirmation of Appointments, each individual will undertake an induction to the position. Including the return of signed forms as follows;

ALA Code of Conduct	Appendix 1.
ALA Member Protection Declaration	Appendix 2.
ALA Medical Information Form	Appendix 3.
ALA Indemnity Form	Appendix 4.

3.8.1 Code of Conduct – Team Personnel

The ALA Code of Conduct must be signed by Team Personnel and Squad/Team Members.

Team Personnel appointments are not official until the signed Code of Conduct is received by ALA.

See Appendix 1.

3.8.2 Member Protection – Team Personnel

The Member Protection Policy has been adopted by the ALA to formalise for all members and other interested parties, the ethos which has been inherent in our sport since it was first played in Australia in 1896.

ALA is committed to providing a safe and enjoyable environment for everyone who participates in the sport of lacrosse, and one that is free from harassment, discrimination and abuse, and promotes respectful and positive behaviour and values.

See Appendix 2.

The policy provides a code of behaviour forming the basis of appropriate and ethical behaviour which is expected, and required, of everyone who participates in the sport of lacrosse.

See the ALA website www.lacrosse.com.au for the ALA Member Protection Policy.

Please Note: The ALA Member Protection declaration, forms part of the ALA Contract/Agreement.

3.8.3 Medical Information Form – Team Personnel

The medical information form must be completed and signed by Team Personnel and Squad/team Members.

See Appendix 3.

3.8.4 Indemnity Form – Team Personnel

See Appendix 4.

3.9 Travel – Team Personnel

Domestic Flights and Transport (taxi/hire car) will be covered by Squad/Team funds.

International flights, or part of, up to the amount set by ALA, will be covered by Squad/Team funds.

See Appendix 5.

3.10 Accommodation – Team Personnel

Whenever available, billeting will be utilised to reduce the financial costs to the program.
See Appendix 13.

Domestic accommodation will be covered by Squad/Team funds.
Overseas accommodation, or part of, up to the amount set by ALA, will be covered by Squad/Team funds.
See Appendix 5.

3.11 Uniform – Team Personnel

Team apparel will be at own expense, unless included in a sponsorship arrangement. ALA is to approve all Team Personnel apparel.

3.12 ALA Anti Doping Policy (ADP) – Team Personnel

It is recognised that any member of the Squad/Team may be selected for drug testing. This may occur randomly as out of competition testing or at competitions.

Team Personnel must avail themselves of the current information regarding the ALA Anti-Doping Policy ADP and anti-doping practices and procedures, with ALA making available as much information as possible.

Please Note: All Team Personnel are required to complete the ASADA Level 1 on-line accreditation and supply details to ALA. ASADA Level 2 accreditation may also be required.

The ASADA website, www.asada.gov.au provides the full range of required information.

The ALA Anti-Doping Policy is available from, www.lacrosse.com.au

4. SQUAD/TEAM

4.1 ALA Eligibility and Nationality – Australian Squad/Team – Men and Women

4.1.1 Players residing in Australia, must; be a registered financial member of an ALA Member Association/Club.

Players residing/studying overseas must; be a registered financial member of ALA, either with a Member Association/Club or directly with ALA.

4.1.2 A player must be a Passport Holder, or be eligible as a Non-Passport Holder.

4.1.2.1 A 'Passport' Holder' is defined as a person holding an **Australian** passport as obtained by birth or by naturalisation and who has fulfilled the conditions of eligibility according to the internal regulations of ALA.

4.1.2.2 A 'Non-Passport Holder' is defined as a player who, in addition to fulfilling the conditions of eligibility of the internal regulations of ALA, meets at least one (1) of the conditions below:

a) Parents: One or both birth parents, adoptive parents or step-parents born in Australia.

b) Grandparents: One or more birth or adoptive grandparents born in Australia.

Note: Step-Grand Parents are not acceptable as a condition of eligibility.

c) Marriage: Partner/spouse being a passport holder of Australia, with the qualification that the couple must be resident in Australia.

Guidance: i) In the event of death of the partner /spouse this would not prevent the Individual from qualifying by this criterion.

ii) Divorce from the partner /spouse would disqualify the individual from qualifying by this criterion.

iii) This criterion relates to a marriage or partnership which has been validated by a jurisdiction in Australia.

d) Residence: Minimum of a two-year residency period in Australia within the last five (5) years is required. (see FIL Eligibility 4.5 for proof of residency).

Guidance: This does not necessarily have to be a continuous period but a cumulative total period of two (2) years over the previous five (5) years.

4.1.3 Age Requirements – Women

To be eligible to play in a FIL World Event, a player must be at least 15 years of age as of the day prior to start of the event (Opening Ceremony).

For FIL U19 World Events, players must be 18 years of age or younger on 31 August in the year prior to the World Championship.

Note: A player may turn 19 years of age on or after 1 September of the year prior to the U19 World Championship.

4.1.4.1 Age Requirements – Men

To be eligible to play in a FIL World Event, a player must be at least 16 years of age as of the day prior to start of the event (Opening Ceremony).

For FIL U19 World Events, players must be 18 years of age or younger on 31 August in the year prior to the World Championship.

Note: A player may turn 19 years of age on or after 1 September of the year prior to the U19 World Championship.

4.1.5 FIL International Transfer Card (ITC) - FIL Women's Events

For players transferring from one FIL Member country to another, an ITC must be submitted and approved by FIL.

(the International Transfer Form is available in word format from FIL web site)

<http://filacrosse.com/womens-documents-competition/>

4.1.6 For FIL events, a player must also -

Be eligible for FIL events, (see FIL Eligibility Policy).

Including, eligible by age for aged events (see FIL Eligibility Policy);

Men http://filacrosse.com/wp-content/themes/sportedge/downloads/FIL_Mens_Eligibility_Criteria_01-2013.pdf

Women http://filacrosse.com/wp-content/themes/sportedge/downloads/WC-PlayerEligibilityCriteria_July-2016.pdf

4.2 Structure – Squad/Team

Each Team structure will be dependent upon FIL and APLU rules and competition by-laws.

At the time of publication, the current **FIL player & bench personnel** numbers are:

Women	18 players and 2 travelling alternates (maximum of 6 Bench Personnel, plus a 7 th position for Medical Doctor)
Men	23 players and 3 travelling alternates (maximum of 12 Bench Personnel)
Men's Indoor	23 players (3 must be Goalkeepers) and 3 travelling alternates (16 players and 2 Goalkeepers dressed for each game) up to 12 Bench Personnel with a maximum of 6 on the Bench per game)

For **APLU ASPAC** events; the **players & bench personnel** numbers are:

Women 18 and up to 20 players, with 4-6 Bench Personnel. (to be reviewed with tour program)

Men 20 and up to 22 players, with 4-6 Bench Personnel. (to be reviewed with tour program)

4.3 Timelines – Squad/Team for FIL events

(Squad/team timelines to be revised for individual teams/programs)

The following shall be used as a guide for the Squad Member application process for FIL events:

32-44 months prior to event	Program Outline circulated to state associations;
26-42 months prior to event	Call for applications for Squad Members;
22-36 months prior to event	Conduct Training Camps, Tournaments and state based training sessions as part of preparation;
5-8 months prior to event	Select and announce Team.

4.3.1 Timelines – Squad/Team for APLU events

16-20 months prior to event Program Outline circulated to Member Associations;

12-18 months prior to event Call for applications for Squad Members;

10-16 months prior to event Conduct Training Camps, Tournaments and state based training sessions as part of preparation;

5-8 months prior to event Select and announce Team.

4.4 Applications – Squad/Team

ALA will announce the call for applications via the ALA website, circulation of information to all Member Associations and any other means considered appropriate. The Squad/Team member application form and information will be available via the ALA website, together with all other information required to meet application standards. Applications must be completed and submitted, together with payment of any fees or charges.

4.5 Selection Process – Squad/Team

The Selection Panel shall be made up of the Head Coach, Assistant Coach/s, Squad Coach/s and Strength & Conditioning Coach, throughout the Squad to Team selection duration. Input may also be requested from individuals outside the Selection Panel, at the invitation of the Head Coach. The Head Coach to have any deciding decision on selections.

4.6 Selection – Squad/Team

The ALA Selection Policy will apply for all Selection processes.

See Appendix 6.

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

4.6.1 Selection Notification – Team

ALA procedures for notification to selected players, alternates and non-selected players; including ALA Ratification and an official ALA Announcement of the Team, are set out in Appendix 7.

See Appendix 7.

4.6.2 Selection of Captains

The selection of Captains will take place in consultation with ALA and the Head Coach and within the timeframe for notification to the world event organisers.

The selection of Captain/s will be submitted to ALA Director of HP for ratification, prior to an official ALA announcement. The selection of Captain/s can include the following variations;

- (i) Captain, Vice Captain
- (ii) Captain, 2 x Vice Captain
- (iii) Captains, Vice Captain, Deputy Vice Captain

4.6.3 Selection of Alternates

The selection of Alternates will be at the discretion of the Head Coach. The selection of alternates will be provided to ALA for ratification, prior to an official ALA announcement.

The Alternate Policy will also determine the participation of the alternate/s in all squad/team activity. See Appendix 8.

Any change to the team; by either a player withdrawing or being deleted, will be advised to ALA.

A replacement player will be submitted to ALA for ratification, prior to a further Official ALA Announcement.

4.6.4 Allocation of player uniform numbers

Players who have previously been in Australian Team/s will have first selection of uniform number. Remaining players to provide three number preferences.

Refer to ALA Coach and Manager Handbook.

4.7 Agreement – Player; Squad/Team

ALA will provide to all Squad/Team Members, a legal document for the purpose of an Agreement between the individual player and ALA; and each individual Team Personnel and ALA.

The Agreement includes the ALA Code of Conduct and requires that each individual must have travel/medical insurance, for the full duration of international travel, including cover for 'active sports participation'; and as a minimum must have personal accident insurance for the duration of the program.

Two hard copies of the document to be forwarded (by post or electronically) to each individual with a timeframe for the return to ALA of both duly completed and signed copies.

ALA to finalise the documents, retain one copy and return the other copy to the individual.

Note 1: The requirement of travel/medical insurance is primarily for Australian citizens when travelling overseas and when not covered by Medicare or Private Health Cover; as well as cover of the flight ticket in the event of illness/injury preventing travel.

Note 2: Australian citizens based overseas and when returning to Australia are assumed to be covered by Medicare. If a current Medicare Card is not held, travel/medical insurance, including cover for 'active sports participation' must be obtained; as well as cover of the flight ticket in the event of illness/injury preventing travel.

Note 3: Non Australian citizens when travelling to Australia, or to a Squad/Team event anywhere outside their current country of residence, are required to have travel/medical insurance, for the full duration of international travel, including cover for 'active sports participation'.

Note 4: ALA strongly suggests that each individual have private health insurance cover for the duration of the program.

4.8 Code of Conduct – Player; Squad/Team

The ALA Code of Conduct must be signed by each player.

Selected players are not official until the signed Code of Conduct is received by ALA.

See Appendix 1.

All players under the appropriate legal age of consent are under the jurisdiction /management of the Team Manager while participating in any programmed training session, camp or event. Failure of a player to abide by the Team Manager's decision may result in censure or penalty or result in that individual ceasing to continue with the Team Program.

4.9 Member Protection – Squad/Team

The Member Protection Policy has been adopted by the ALA to formalise for all members and other interested parties the ethos which has been inherent in our game since it was first played in Australia in 1876.

See Appendix 2.

The ALA is committed to providing a safe and enjoyable environment for everyone who participates in the game of lacrosse, and one that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.

The policy provides a code of behaviour forming the basis of appropriate and ethical behaviour which is expected, and required, of everyone who participates in the sport of lacrosse.

See ALA website www.lacrosse.com.au for the ALA Member Protection Policy.

4.10 Grievance

See ALA Member Protection Policy, www.lacrosse.com.au

See Appendix 7.

4.11 Medical Information Form – Squad/Team

The medical information form must be completed and signed by each player by the notified date.

Selected players are not official until their signed and completed Medical Information Form, is received by ALA. See Appendix 3.

4.11.1 Medical Dosage Form

Refer to the ALA Coach and Manager Handbook

4.12 ALA Anti Doping Policy (ADP) – Squad/Team

It is recognised that any member of the Squad/Team may be selected for drug testing. This may occur randomly as out of competition testing or at competitions. Players must avail themselves of the current information regarding the ALA Anti-Doping Policy (ADP) and anti-doping practices and procedures, with ALA making available as much information as possible.

Please Note: All Squad Members are required to complete the ASADA Level 1 on-line accreditation and supply details to ALA.

The ASADA website, www.asada.gov.au, provides the full range of required information.

The ALA Anti-Doping Policy is available from, www.lacrosse.com.au

4.12.1 WADA Therapeutic Use Exemptions (TUE)

All requests for Therapeutic Use Exemptions (TUE's) must be processed through the ALA to FIL/WADA. Generally, a request for a TUE must be lodged one month prior to the relevant competition. See ALA website www.lacrosse.com.au

4.12.2 ALA Anti-Doping Policy (ADP) – Education

The Head Coach, in consultation with the Strength & Conditioning Coach, Physiotherapist and Team Doctor, will facilitate ADP education at;

1. Squad commencement
2. Squad phase mid-way point
3. Team selection

4.13 Travel – Squad/Team

- a) Domestic Flights and Transport (taxi/hire car) for Squad/Team camps will be cost shared and covered by Squad/Team funds.
- b) International flights will be covered by the individual; or team as prescribed by the Head Coach and Manager and endorsed by ALA. See Appendix 5.
- c) All domestic and international flights will be arranged by the team manager in conjunction with ALA. The approved ALA Travel Agent must be engaged.
- d) Flight Booking Form
Refer to ALA Coach and Manager Handbook.

4.14 Accommodation – Squad/Team

- a) For accommodation at Squad/Team camps, billeting is the preferred option to ensure costs are kept low and to give Squad/Team members an opportunity to mix off-field.
See Appendix 5.
- b) For Tours and World Events the cost of accommodation/meals is that of the Team.

4.15 Team Apparel – Squad/Team

The ALA Board must approve all Squad and Team Playing Uniforms, prior to confirming design & colours.

ALA Director of HP must approve all Squad and Team apparel, prior to confirming design & colours.

On Approval, ALA will issue an Official ALA Purchase Orders. (design to include placement of logos and for FIL events one Coat of Arms on the Team Blazer/Dress Jacket).

Playing uniforms must comply with FIL or APLU regulations with regard to display of sponsorship logo/s, size and number of logo's, and FIL logo if required, and player uniform numbers.

All Australian Teams will display the ALA logo on team uniforms; within the parameters of FIL regulations. The Coat of Arms will not be placed on the Playing uniforms.

Australian Teams, including ALA development Teams, may include the individual players surname on the back of the playing uniform top.

The Team Manager will advise team members as to when the official team apparel and uniform is to be worn.

The team playing uniform is only to be worn when representing Australia during the event and relevant High Performance Program, as directed by the Manager.

Uniform colours:

Australian Teams -	Predominantly	-Bottle Green with Gold trim (dark strip)
	Predominantly	- Gold with Bottle Green trim (light strip)

4.16 Team Apparel – Squad/Team, Logo Placement

Refer to ALA Coach and Manager Handbook.

4.16.1 Squad Apparel

Refer to ALA Coach and Manager Handbook.

4.16.2 Team Apparel

Refer to ALA Coach and Manager Handbook.

4.16.3 Playing Uniform – Logo and Number Placement

Australian Team uniform top	Left chest	ALA Logo
	Right chest	sponsor logo or Team Logo
	Centre Chest	AUSTRALIA
	Centre Front	Number (min 20 cm)
	Left arm	number, or event logo
	Right arm	FIL logo
	High Back	SURNAME (optional)
	Centre Back	Number (min 25 cm)

Australian Team uniform shorts

Left leg	number
Right leg	ALA logo

Australian Team uniform skirt

Left leg	number
Right leg	FIL event logo

5. PROGRAM

5.1 Planning

ALA will consider the following components when setting the Squad/Team Program - Preparation Calendar:

- ALA national championship and events,
- the possibility of overseas tours during the preparation period,
- dates for Squad/Team training camps and state based training sessions,
- the team departure arrangements to the world event

Note 1: For FIL U19 World events and APLU events and tours, the team groups must assemble at a domestic point of departure and depart as a team group. It is recommended for senior Australian Teams to travel as a group and accepted that at times the lower cost of individual flights may be considered.

All preparation and planning confirmation is to be undertaken at the earliest possible time following the appointment of the Head Coach and Manager.

This includes, but is not limited to:

- State based training sessions
- Squad/Team training camps
- Squad/Team selection camps
- All domestic travel/local transport
- Arrangement of lead up competition
- Liaison with ALA
- Liaison with world event organisers in conjunction with ALA
- Budget for both Squad and Team

In addition, the Manager must ensure that the following, but not limited to, requirements are met:

- All uniform requirements are met with regard to both ALA, FIL and APLU rules.
- In conjunction with ALA, determine the travel and accommodation requirements for the tour and event.
- Ensure the ALA Officials selected for the world event are aware of and are invited to Squad/Team training sessions and camps, through the ALA Director of Officiating.
- Ensure the ALA Officials for the world event and ALA President (or representative) are included in arrangements for the supply of the Commonwealth Coat of Arms and apparel, where appropriate.
- Ensure the ALA Officials selected for the world event are informed of any Presentation and / or Farewell functions.
- Ensure that the ALA Officials selected for the world event are included in the Official Team photo.
- Ensure that the ALA President (or representative) is included in Team photos.
- Ensure that all pertinent forms are completed in preparation for the world event in a timely manner.
- Ensure that a hard copy of the Official Team photo is provided to the ALA.

5.2 Calendar of Visiting Teams

The program for each Australian Team will include the following calendar opportunities of visiting international teams:

- December, January, June and July, are most suited for NCAA Universities, Colleges and commercial travel teams.
- January, June and July, are most suited for Japanese National Teams and University Teams.
- January, June and July are most suited for UK based teams; both National Squads/Teams and University Teams.

6. COMMUNICATION – Team Personnel to Squad/Team Members

Communication with Squad/Team members will be via email, Team Bulletin, Australia Post, phone, fax or face to face delivery, as well as website based information.

Note: Calendar schedules of Camps and Training sessions, Payment details and dates, will be provided by email in a Team Bulletin.

Communication with any Squad/Team member under the age of 18 years, must also include at least one parent/guardian.

Note: Consideration given for communication to at least one parent/guardian when requested by parent of over 18 year old dependent Squad/Team member.

All Squad/Team members will provide an email address, to which they have direct access for the purpose of communication.

Communication between Team Personnel will be via telephone, email, newsletters, post, fax, skype, face to face delivery, as well as website based information.

Communication between ALA and Team Personnel will be via telephone, email, newsletters, post, fax, skype, face to face delivery, as well as website based information.

6.1 ALA HP Communication Policy

All email communication from Team Personnel to Squad/Team Members, will be copied to;

- Head Coach;
- Assistant Coach/s;
- Manager;
- ALA Director of High Performance
- ALA High Performance Manager

6.2 Squad / Team Bulletin and Public Newsletters

The following is provided for the preparation and process of issuing Squad and Team Bulletins.

6.2.1 Bulletins

Are an 'in house' source of information, provided to Squad Members and Team Members as a primary means of communication, as well as to immediate families and partners.

As a fundamental principle of ALA HP communication and written record, all information provided to Squad and Team Members must be detailed in an official Bulletin and must be emailed to Squad / Team Members. Following email distribution, Bulletins can also be placed onto Squad or Team, private Facebook page or group.

The official Bulletins are the central reference point for all stakeholders; including ALA Board Members, Team Personnel and Squad/Team Members. Any issue or dispute will be referred to the published information in Bulletins. Bulletins are also provided to ALA Board Members and tabled at ALA Board Meetings. Information regarding Squad/Team activities is also advised to Member Associations; as 'player insurance claim' from a Squad/Team Member, is processed through their Member Association.

Timeframe of Bulletins

Timely preparation of Bulletins is required for planning and in particular the booking of flights, as well as for Squad/Team Members to budget their upcoming payments.

Working backwards from Camps;

- Flights are ideally booked at least 4 - 6 weeks prior.

- Payment of Camp Fee is required at least 6 - 7 weeks prior.

- Circulation of Camp Fee payment Due Date at least 9 weeks prior.

(Inform of Camp costs and payment due dates, two Bulletins ahead of time. Ie. 12 weeks minimum)

Pre-camp Bulletin; ideally circulated around 4 weeks prior to a camp (or as soon as Flights are booked and confirmed). A pre-camp Bulletin should list;

Example: Bulletin - Fri 13 Nov 2015

- December 2015 Camp*

- Flight details*

- Billeting details*

- Camp venues*

- Daily schedules (if possible)*

- March 2016 Camp*

- Fri 11 Mar, flights to camp*

- Sat 12 – Mon 14 Mar, camp days*

- Mon 14 Mar, return flights*

- Camp Fee: \$*

- Payment Due Date: Fri 22 January*

By listing payments and attendance confirmations early, flights can be booked as Group Bookings, providing considerable cost savings and flexibility to the program and those travelling.

To assist with the preparation of Bulletins

Preparation Steps

1. ALA Director HP and HP Manager to provide Draft Bulletin, to Team Manager and Head Coach.
2. Team Manager and Head Coach to insert additional detail and return to Director HP and HP Manager for review and return to Team Manager for circulation.
3. Circulated Bulletins can then be placed on Squad/Team private Facebook page or group.

Distribution: Bulletins copied to ALA Directors.
Tabled at ALA Board Meetings

6.2.2 Newsletters

The following is provided for the preparation and process of issuing Public Newsletters.

Newsletters are provided for 'public' circulation of squad and team activities.

Preparation Steps

1. Team Manager to prepare Draft Newsletter with input from Head Coach and Assistant Coaches and send to ALA Director HP and HP Manager for review. (allow 4-7 days for turn-a-round).
2. ALA Director HP and HP Manager to confirm the Draft Newsletter with the Managers, then ALA Director HP and HP Manager to finalise and provide to Team Manger for circulation.
3. Newsletter can then be placed on ALA website and Squad/Team public Facebook page.

Distribution: Newsletters emailed to Member Associations; and copied to ALA Directors.
Tabled at ALA Board Meetings

6.2.3 Squad / Team, Private Face Book Group

For communication with Squad / Team members

ALA will set up Squad / Team private FB groups, with Head Coach and Manager to be added as Admin.

6.2.4 Squad / Team Public FaceBook Page

For communication with the Public.

ALA will activate a Team Public Face Book Page, with Head Coach and Manager to be added as Admin.

ALA 'communications policy' to be adhered to at all times for all media platforms.

7. SPONSORSHIP

ALA will endeavour to obtain sponsorship for each Team, in conjunction with the ALA Director of Marketing. However, no Team is to assume or rely on funds being derived through these means. Team Personnel are strongly encouraged to compile a Sponsorship package, in conjunction with the ALA Director of Marketing, with at least two levels of support represented, ie Gold package, Silver package. ALA will assist in this process as much as possible and must approve the final package/s. No individual sponsorship will be recognised unless it is submitted through the appropriate ALA Team account and accepted format.

It is the intention of ALA that no sponsorship will be accepted which would require a team member to use a specific brand of playing or personal equipment which, in that team member's view, will hinder or jeopardise their performance. Sponsorship of equipment and apparel will be supported by all team members, unless a strong reason is substantiated to ALA.

See Appendix 10.

8. FUNDRAISING & MERCHANDISE

Teams are strongly encouraged to undertake fundraising efforts to assist in covering costs. Items of clothing, as well as other items deemed appropriate, may be produced for sale to benefit the financial position of the Program. However, complete and exact replicas of Team apparel must not be sold.

Note: ALA Partners and Approved Suppliers must be given opportunity to supply in the first instance.

Fundraising events and functions may be undertaken to benefit the financial position of the Team.

See Appendix 11.

8.1 On-Line Fundraising - Go Fund Me page

ALA will set up Team 'Go Fund Me' pages.

8.1.1 On-line Fundraising – Team Members

ALA supports the use by team members of on-line support tools as long as it is in line with the ALA Sponsorship Policy.

See Appendix 10.

9. OFFICIALS – Umpires, Referees, Technical Delegates, Assessors and ALA Representative

The selection of the world event officials; umpires, referees, technical delegates and assessors, is to be undertaken according to ALA policy and FIL/APLU requirements.

Team Personnel are to liaise with and include the world event officials in squad/team arrangements in the lead up to the world event for all aspects of training camps and competition.

All world event officials are to be included in arrangements for the provision of the Commonwealth Coat of Arms, and participate in any presentation and/or farewell function. This includes one Coat of Arms on the Team blazer/dress Jacket as set out in the ALA policy

ALA representative are to be included with the Australian Team in the official team photo and where possible the ALA representative Officials.

9.1 Officials – FIL Men's World Events

The cost of accommodation and food, 3 meals per day, for all officials plus the transportation cost to the event for the ALA Referee-In-Chief is covered on a cost-share basis. ALA finances this FIL cost-share.

The officials are responsible for their transportation costs to the event. ALA may subsidise this cost.

Officials are responsible for their own uniform costs, however sponsorship may be sought by the world event Organising Committee.

9.2 Officials – FIL Women's World Events

The transportation costs for all officials to the world event, are covered on a cost-share basis. While ALA finances a cost share amount to FIL; each official is responsible for this cost.

Please Note: ALA may request the officials to make a contribution towards the shared cost.

9.2.1 Women's world event

The host Organising Committee (OC) is responsible for the transportation costs for officials, umpires and TD's, to and from the arrival/departure point, usually airport, to the accommodation location.

9.2.1.1 The host OC is responsible for paying the accommodation of all officials; umpires and TD's, and two meals per day. Other meals are the responsibility of the officials.

9.2.1.2 Officials are responsible for their own uniform costs, however, sponsorship may be sought by FIL and the OC.

10. USE OF COMMONWEALTH COAT OF ARMS

FIL World Event – Australian Team & U19 Australian Team

ALA will request permission to use the Commonwealth Coat of Arms on behalf of the Australian Team.

See Appendix 12 (Australian Government, conditions for use of Coat of Arms)

All team players ratified by ALA and who physically compete in the FIL world event, are entitled to wear the Commonwealth Coat of Arms on their blazer / women's dress Jacket.

All team personnel, officials and the ALA President/ALA Representative attending an FIL world event, are entitled to wear the Commonwealth Coat of Arms on one article of clothing only i.e. blazer / women's dress jacket.

All team alternates attending an FIL world event, are not entitled to wear the Commonwealth Coat of Arms, but will wear the ALA logo.

APLU or other Event – U23 Australian Team (or Development Team)

All team players ratified by ALA and compete in an APLU event, are entitled to wear the ALA logo.

Printing, embroidery: ALA will provide format detail for printing, embroidery and font.

Note: ALA development Teams are not entitled to wear the Commonwealth Coat of Arms.

11. FIL WORLD EVENTS

Teams are responsible for the following costs associated with participating in a FIL world event:

- Accommodation
- Food/meals
- Transport to the event
- Playing kit
- Playing uniforms
- Other uniforms/apparel
- Men – transport to and from the accommodation to the ground
- Women – host Organising Committee covers the cost of team transport to and from the accommodation to the ground.

Note: these requirements may change from time to time, please view the requirements via the FIL website www.filacrosse.com

12. SUPPORTERS

ALA encourages family and friends to attend the relevant world event to give support to the Team Players and Team Personnel. It is recognised that this attendance at world events is of great benefit to the Team.

Team Personnel hold no responsibility for Supporter travel, accommodation, or any other such arrangements.

Note: Family Members/Supporters are not to share accommodation with team and/or team personnel for the designated team committed Championship/Tournament official dates.

The Team Personnel will determine the parameters of contact between Players and supporters during a world event.

13. PERFORMANCE REVIEW – Post Event

13.1 Team - FIL and APLU events

A performance review will take place at the conclusion of each team program. This will consist of, but not limited, to;

- Report from Head Coach (submitted within 45 days following the event)
- Report including financials from Manager (submitted within 45 days following the event)
- Player survey (ALA to conduct, within 45 days following the event)
- Team Personnel survey and debriefing (ALA to conduct within 90 days following the event)

13.2 Team/ Squad – Camp, ALA event or Tournament

A performance review will take place at the conclusion of camps or tournaments, as determined by ALA.

This will consist of, but not limited to;

- Report from Head Coach (submitted to ALA within 21 days following the event)
- Report including financials from Manager (submitted to ALA within 21 days following the event)
- Player survey (ALA to conduct, within 21 days following the events, as determined by ALA)

14. ALA COACH and MANAGER HANDBOOK

The Coach and Manager Handbook to be provided to team Personnel and updated as required.
Content to include: Induction Process, documents and templates.

Templates to include;

Camp Budget	Squad Camp Survey - Players
World Event Budget	World Event Survey – Players
Tour Schedule	World Event Survey – Team Personnel
Program Finance Report	Medical Information Register
Monthly Finance Report	Medicine Dosage Form
Flight Booking Confirmation Form	Donation Request Letter
Post Tour Finance Summary	Team Roster
Player Payment Advice	CoA Procedures
Player Fee Advice	Official Team Photo procedures
Team Personnel Payment advice	
Team Personnel Fee advice	

15. BILLETING POLICY

See Appendix 13.

Appendix 1



Code of Conduct

REPRESENTATIVE SQUAD / TEAM - CODE OF CONDUCT

The following Code of Conduct is to be adhered to unconditionally by all Athletes and Team Personnel who are part of an Australian representative Squad / Team.

I _____ **being a member of,** _____
(Print Name) (Print Squad/Team)

Agree to ensure that I will –

- Represent the ALA, my country and my teammates in a positive manner at all times.
- Not bring the sport of lacrosse into disrepute
- Uphold the responsibilities, obligations and teamwork associated with this Australian Representative Team
- Conduct myself in a safe, responsible and inclusive manner
- Show respect for fellow athletes and team personnel
- Not exhibit or engage in any violent, offensive or abusive behaviour
- Not exhibit or engage in any sexual harassment or intimidation
- Promote equal opportunity for my teammates to participate and develop to their full potential
- Adhere to the Team Policy regarding alcohol consumption
- Participate in all training sessions as reasonably determined by Team Personnel
- As a player, under the “age of consent” acknowledge that I am under the responsibility of the Team Manager, while participating in any Squad / Team activity including, training session, camp or event. Failure to comply with instructions or direction of the Team Manager, may result in censure or penalty or ceasing to continue with the Team/Squad Program.
- Comply with all relevant ALA Policies, including but not limited to the Member Protection Policy, Anti Doping Policy and High Performance Program Policy

I have read the above Code of Conduct and I understand that it is my responsibility to conduct myself in an appropriate manner, and that should I breach the Code of Conduct, there may be ramifications.

Athlete / Team Personnel: _____ **Date:** _____
(signature)

Witness: _____
(print name)

Witness: _____ **Date:** _____
(signature)

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ **Date:** _____
(Parent/Guardian Signature if under 18 years of age)

Appendix 2



Member Protection Declaration

ALA MEMBER PROTECTION DECLARATION

This form must be completed by all Athletes and Team Personnel.

The ALA has a duty of care to all those associated with the sport at the national level and to the individuals and organisations to whom our ALA Member Protection Policy applies. As a requirement of the ALA Member Protection Policy, the ALA must inquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I _____ of, _____ **DOB** _____
(Print Name) (Print Address) (date of birth)

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or drug related matters.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment, acts of violence or drug related matters. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
4. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
5. To my knowledge there is no other matter the ALA should consider, in order to constitute a risk to its members, employees, volunteers, athletes or reputation, by engaging me.
6. I will notify the ALA President or Director of Administration of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Athlete / Team Personnel: _____ **Date:** _____
(signature)

Declared in the State/Territory of: _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Witness

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ **Date:** _____
(Parent/Guardian Signature if under 18 years of age)

Appendix 3

Medical Information Form



This form must be completed by all Athletes and Team Personnel.

Your information will be kept confidential and used as appropriate by the Team Manager and Team Medical Officer.

Your details	
Surname	
Given names	
Date Of Birth	
Blood group	
Do you object to a blood transfusion	
Health care details	
Medicare Card Number	
Medicare (number next to your name)	
Private Health Insurance (company name)	
Private Health Insurance Number	
What table are you on?	
Does this include full dental?	
Does this include ambulance transport?	
Do you have separate ambulance cover?	
Ambulance Cover Number	
Medical practitioner details	
Private doctor	
Surgery address	
Surgery contact telephone	
Private dentist	
Surgery address	
Surgery contact telephone	
Can the dentist be contacted at any time?	
Current medical history	
Do you take regular medication?	
If so, what is it and what dosage?	
Are you allergic to paracetamol, panadol or aspirin?	
Do you have any allergies?	
If so, what are they and what is required to respond to these?	
Do you have any current sports injuries?	
How is this being treated?	
Who is treating you?	
Contact telephone number?	

Have you had any major sporting injuries?	
If so what are they?	
Do you have any current medical problems that could affect your performance?	
If so please state	
Past history (have you had)	
	Details
Epilepsy	
Hepatitis a	
Hepatitis b	
Hepatitis c	
Diabetes	
Asthma/ bronchitis	
Hernia	
Concussion	
Diagnosed HIV	
You may feel that you do not wish to provide a written answer to one or all of these questions. They are asked, not to invade your privacy but to assist and protect medical Team Personnel who may treat you if an injury or illness should occur to you. Please feel free to discuss with the Head Coach if you do not wish to provide a written answer.	
Have you sustained	
A fracture in the past 3 years?	
If so what are the details?	
A dislocation?	
If so what are the details?	
Have you ever been treated for head, neck or spinal injury?	
If so what are the details?	

As stated previously, we appreciate that most of this information provided is personal. At the completion of the Squad/Team program (or when your position in the Squad/Team ceases), these forms will be destroyed.

I hereby submit that all the information provided is correct and to the best of my knowledge.

Athlete / Team Personnel: _____ **Date:** _____
(signature)

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ **Date:** _____
(Parent/Guardian Signature if under 18 years of age)

Appendix 4

Indemnity Form



This form must be completed by all Athletes and Team Personnel.

(Print Name of Squad/Team)

INDEMNITY FORM

I _____ of, _____ **DOB** _____
(Print Name) (Print Address) (date of birth)

Hereby declare that I have been selected in the, _____
(Print Name of Squad)

for selection in the _____
(Print Name of Team)

I have voluntarily placed myself forward for selection, as a Squad Member, with an anticipation of being selected for the final team. As such, I acknowledge that I may be subject to some type of injury, illness or other loss or damage during the selection process and eventual World Event;

(Print Name of World Event)

I participate in all aspects of training, competition and selection, of my own free will, taking full responsibility if I should incur some injury or illness.

I hereby declare that I totally indemnify ALA and/or any person either employed or appointed in a voluntary basis to assist in this process where I may sustain any injury or illness during any training sessions, competition, or any other activity associated with my participation.

Athlete / Team Personnel: _____ **Date:** _____
(signature)

Witness: _____
(print name)

Witness: _____ **Date:** _____
(signature)

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____ **Date:** _____
(Parent/Guardian Signature if under 18 years of age)

Appendix 5

Finance Policy



Each Australian Team Program is fully reliant on Squad/Team member contributions premised on a self funding cost equalisation philosophy for athletes.

At the commencement of a Squad/Team program, a preparation calendar outline, including an expected budget of costs, will be provided with Application Information. Squad/Team member costing to include all estimated expenses, acknowledging that changes may be made when necessary. Costs will be kept as low as possible, without jeopardising the integrity of the program.

As determined by ALA, Team Personnel honorariums, as recovery of expenses towards travel and accommodation costs to the World event, are included as an expense of the Program.

Principles

- The Squad/Team is self funding;
- The Squad/Team is based on the principle of User Pays;
- The Squad/Team is premised on cost equalisation for players; and
- Billeting of and by Squad/Team is a key element of reducing costs to players.

The following Squad/Team Member payment conditions will be applied for the duration of the program.

1. Squad/Team members must fulfil their obligation to the payment of the appropriate Application Fee, Squad Fee and costs for State Based Training (SBT) Sessions (including testing), Camps, Tournaments and/or World Championship/World Cup (including Nationals) by the notified date/time.
2. The amount of all costs to players will be notified by the Manager.
3. Squad/Team members residing overseas, (attending school, coaching or working) at the time of a Squad/Team Camp, Tournament and/or National Championship and not able to attend, will be required to pay 50% of the relevant Session cost. To be paid by the notified date/time.
Note: State Based Training SBT Sessions are excluded.
4. Failure to make a payment by the notified date/time may result in a penalty.
5. Squad/Team members residing in Australia and receiving approval for an 'exemption' from attending a State Based Training Session SBT, Squad/Team Camp and/or Tournament, will be required to pay 50% of the cost. To be paid by the notified date/time.
7. Families with more than one **student** Squad/Team member attending a SBT Session will be required to pay 100% of the cost for each member. To be paid by the notified date/time.

Families with more than one **Full Time Student** Squad/Team member attending a Squad/Team Camp and/or Tournament (not including overseas events) will have a reduction of 12% per event for a second and/or third member. e.g. Based of \$400 full cost
– 1st family member \$400, 2nd family member \$352, 3rd family member \$352

8. Requests for exemptions are to be made at least 21 days in advance of a SBT, Camp and/or Tournament to the Head Coach, with a copy to the Manager.
9. Any costs incurred by ALA as a result of faulty payments e.g. lack of funds in account etc, will be passed on to the payee.

10. Following the application process, the preferred method of payment is via electronic funds transfer EFT. Individual PIN (personal identification number) will be distributed to all squad/team members and parents of those squad/team members under the age of 18, via electronic means. Notification of payments should also be advised to the Manager.
11. Any financial discrepancies will be dealt with in the first instance by the Manager, to be followed by referral to ALA.
12. Failure of an individual to have paid all notified costs no later than three (3) weeks prior to the departure of the Team/Personnel to travel overseas en route to a world event, or commencement of event if held in Australia, could result in cessation of their role in the Team.
13. Questions regarding any aspects of this Finance Policy should be forwarded to the Manager.

Glossary: Student: full or part time secondary or tertiary, as evidenced by presentation of a certified copy of a valid student card, recognised by the relevant State or Federal Government.



A. ALA Eligibility and Nationality – Squad/Team – Men and Women

All Players considered for selection in an Australian Team must be either:

- a) An Australian Passport Holder; or
- b) Be eligible as a Non-Passport Holder.

Players residing in Australia, must;

Be a registered financial member of an ALA Member Association/Club.

Players residing/studying overseas must;

Be a registered financial member of ALA, either with a Member Association/Club or directly with ALA.

A player must be a Passport Holder, or be eligible as a Non-Passport Holder.

A 'Passport' Holder' is defined as a person holding an Australian passport as obtained by birth or by naturalisation and who has fulfilled the conditions of eligibility according to the internal regulations of ALA.

A 'Non-Passport Holder' is defined a player who, in addition to fulfilling the conditions of eligibility of the internal regulations of ALA, meets at least one (1) of the conditions below:

- a) Parents: One or both birth parents, adoptive parents or step-parents born in Australia.
- b) Grandparents: One or more birth or adoptive grandparents born in Australia.
Note: Step-Grand Parents are not acceptable.
- c) Marriage: Partner/spouse being a passport holder of Australia, with the qualification that the couple must be resident in Australia.
Guidance: i) In the event of death of the partner /spouse this would not prevent the individual from qualifying by this criterion.
ii) Divorce from the partner /spouse would disqualify the individual from qualifying by this criterion.
iii) This criterion relates to a marriage or partnership which has been validated by a jurisdiction in Australia.
- d) Residence: Minimum of a two-year residency period in Australia within the last five (5) years is required. (see FIL 4.5 for proof of residency).
Guidance: This does not necessarily have to be a continuous period but a cumulative total period of two (2) years over the previous five (5) years.

Age Requirements – Women

To be eligible to play in a FIL World Event, a player must be at least 15 years of age as of the day prior to start of the event (Opening Ceremony).

For FIL U19 World Events, players must be 18 years of age or younger on 31 August in the year prior to the World Championship.

Note: A player may turn 19 years of age on or after 1 September of the year prior to the U19 World Championship.

Age Requirements – Men

To be eligible to play in a FIL World Event, a player must be at least 16 years of age as of the day prior to start of the event (Opening Ceremony).

For FIL U19 World Events, players must be 18 years of age or younger on 31 August in the year prior to the World Championship.

Note: A player may turn 19 years of age on or after 1 September of the year prior to the U19 World Championship.

FIL International Transfer Card (ITC) - FIL Women's Events

For players transferring from one FIL Member country to another, an ITC must be submitted and approved by FIL.

(the International Transfer Form is available in word format from FIL web site)

<http://filacrosse.com/womens-documents-competition/>

For FIL events, a player must also -

Be eligible for FIL events, (see FIL Eligibility Policy).

Including, eligible by age for aged events (see FIL Eligibility Policy);

Men http://filacrosse.com/wp-content/themes/sportedge/downloads/FIL_Mens_Eligibility_Criteria_01-2013.pdf

Women http://filacrosse.com/wp-content/themes/sportedge/downloads/WC-PlayerEligibilityCriteria_July-2016.pdf

B. Interpretation

Unless the context otherwise requires, the terms used in this Policy shall have the same meaning as in the Constitution.

C. Selection

C.1 Selection Criteria

The Head Coach will determine additional criteria components for selection of Squad and Team Members.

The Squad is to be established at a date specified in the Application information

The Squad size will be maintained at a high number, in the initial stages of selection, in order to maintain appropriate integrity of player assessment/performance.

The Head Coach will determine the timeline for Selection occasions, following discussion and input from other Team Personnel. To be approved by the ALA Board or appropriate Director)

The Team Manager to advise Squad Members of selection timelines.

Any final selection decision rests with the Head Coach. Subject to this Policy, the decision of the Head Coach shall be final. This shall not prevent, limit or restrict the Head Coach from changing or substituting the selection of any squad, team or individual at any time in his or her sole discretion, having regard to such circumstances as the Head Coach considers relevant.

Any Team Personnel who becomes aware of a conflict of interest, or the potential for bias to be inferred, in a selection decision because of a family or close personal relationship with a nominated Player, shall declare this to ALA and shall immediately decline to participate in selection for this Player. Any Team Personnel can raise such an issue in relation to themselves or any other Team Personnel at any time.

C.2 Selection Procedure

The Head Coach may select a player who is not otherwise under consideration. This may occur in circumstances such as illness, injury, pregnancy, newly obtained citizenship or otherwise.

C.3 Selection Notification to Relevant Parties

As soon as reasonably possible following completion of the final selection and confirmed ratification by ALA, the Head Coach will notify, either verbally or in writing at his/her sole discretion, in consultation with Team Personnel, and relevant officials, the names of the Players selected in an Australian team ("Selected Parties") in accordance with this Policy.

C.4 Team Announcement

Notification of the Selected Parties shall also be given to relevant parties within ALA in accordance with the provisions of the ALA Constitution. Following notification of the Selected Players (or nominee), ALA shall announce the relevant Selected Players via appropriate channels.

C.5 Removal from a selected squad or team

- (a) Any Player may be removed from a squad/team if he/she:
- (i) breaches or fails to observe this Policy, the Constitution; or
 - (ii) by reason of illness or injury is unable to perform to the required standard in the opinion of the Head Coach (after having received advice from a medical practitioner); or
 - (iii) breaches or fails to fulfil a requirement of the ALA Anti-Doping Policy; or
 - (iv) breaches or fails to comply, fulfil and observe the requirements in the national team Agreement ;
 - (v) is ineligible for selection to, or continued membership of, a national squad or national team as the case may be.

(b) Any Selected Player may be removed from or replaced in a national squad or team by the Head Coach after consultation with Team Personnel and/or Medical Practitioner, as the circumstances require.

This may include situations where the Player has failed to sustain his/her performance and or attitude to a satisfactory level, provided that the required performance levels and attitude, have first been discussed with the Player and the Player had been given the opportunity to attain those performance levels within a reasonable time.

(c) Any player who does not comply with the Code of Conduct or brings the sport of lacrosse into disrepute and has been through the 'dispute' process.



Selection Notification Policy

1. TEAM SELECTION

Team selection will take place following the advised Selection Camp.
The number of players and travelling alternates will relate to the event rules / By-Laws.

Prior to the Team Announcement, the following order of confirmation will apply;

Pre-Selection Camp

1. All players will be canvassed about their willingness to travel as an alternate, if selected to one of these positions.
(Players should consider their position on this matter prior to the Selection Camp)

Post Selection Camp

2. The selected alternates will be contacted to confirm their acceptance.
(Alternates will then have 48 hours to confirm acceptance)
3. If any of the selected alternates do not accept, the offer will pass on to the next player in line for an Alternates position.
4. On Confirmation of the required number of Alternates; the selected Team will be provided to ALA for ratification.
5. Upon ALA Ratification, Squad Members NOT SELECTED will be notified by email or phone.
6. The selected Team Members and Alternates, will be notified of their selection by email or phone.
7. Once Team Members and Alternates are notified, an Official ALA announcement will follow.
8. ALA will advise selected Team Members and Alternates in writing.

Example

ACTION TIMEFRAME	DUE DATE
Alternates contacted	From 10 January 2016
Alternates confirm acceptance in writing to the Head Coach	Before 14 January 2016
Team plus 3 alternates list sent to ALA for ratification	15 January 2016
Squad Members NOT SELECTED notified	18- 19 January 2016
Selected team of 23 + 3 alternates notified by email	18 - 19 January 2016
Public announcement of the team to be made	20 January 2016

Appendix 8

Alternate Policy



For the purpose of fulfilling the role of an Alternate, the following includes responsibilities and obligations.

A. Role of Alternate

To prepare for competition, as per selected team members.
To travel with the team if selected as a Travelling Alternate.

B. Training Obligations

To attend all Team camps/events as per selected team members of the Team.

C. Financial Obligations

C.1 Prior to departure for World event

To be determined by Team Personnel with approval of the ALA Board.

C.2 Post departure to World event and prior to Team list lodgement at Managers meeting

If an Alternate is attending the event, his/her travel, accommodation and associated costs will be arranged by Team Personnel in line with that of the Team.

FIL By-law: Women's World events -

A team may consist of a maximum of 18 players once the event begins.

A team may bring up to 2 additional players to train with the team prior to managers' meeting where the final roster is confirmed. The 2 additional players may remain with the team for the duration of the event.

FIL By-Laws: Men's World events –

A team may consist of a maximum of 23 players once the event begins. A team may bring up to 3 additional players to train with the team. The 3 additional players may remain with the team for the duration of the event but may incur some expenses i.e. world event tickets.

FIL By-Laws: Men's World Indoor events –

To Be Advised

D. Clothing

Clothing items, will be supplied as per Player Contract, Schedule 1, Benefits.

E. Recognition

Team recognition will include listing as an Alternate.

Alternates will not receive an Australian Team pin, or any item of clothing which holds the Coat of Arms. Alternates may receive other Team clothing as determined by the ALA Policy.

FIL world event guidelines determine whether or not an Alternate is included in the world event official programme.

F. Replacement protocol

In the event that a player is injured or ill, the replacement is selected at the discretion of the Head Coach. In this instance, an Alternate is not guaranteed this replacement position.
See Selection Policy for further details on player selection.

Example Letter for Alternates to confirm Acceptance



Dear Alternate NAME; _____

As a selected Alternate, there are several things you need to consider prior to confirming acceptance of the position for the **insert team**;

Travelling Alternate

Travel Plans – As a travelling Alternate, you will be required to travel with the team, from departure and remain with the team until arrival in **insert location**; _____

Competition - You will take part in all warm up games.

Accommodation - At the point of the FIL Meeting the day before the **insert competition name**;

commences, the final team list will be confirmed and provided to FIL.

Option 1: Player/Team Member

If you were to be selected as a replacement of an injured/ill player, you would assume a position in the team for the world event.

Option 2: Team Personnel / Team Member

If you were not to be selected as a team member, you can stay with the team as an Equipment Manager. Continuing with the Team and attend all Team activities / functions / curfews etc as a member of the Team Personnel.

You will be accommodated with the Team and will adhere to all of the Teams, Code of Conduct, rules and schedule etc. A bench position for games is not guaranteed but may be possible. You would also receive your % share of Team sponsorship and fundraising.

Option 3: Elect to break from the Team and become a 'civilian'.

(under the age of 18 requires parent/guardian in attendance)

Attend games as a supporter and arrange your own accommodation from, **insert date**; _____

You would also receive your % share of Team sponsorship and fundraising.

Post Event Travel Plans

Your plans need to be advised in relation to personal travelling after the World Championship. This is required for flight arrangements.

Non Travelling Alternate

If you elect to be a Non Travelling Alternate you would still be expected to attend all Team training and events up to the departure date being **insert date**; _____

You must also be prepared to travel to **insert place**; _____ should you be called into the Team and be prepared to pay flight and player costs.

If you travel to **insert place**; _____ you would receive your % share of Team sponsorship and fundraising.

Please review the above options and advise your decision by **insert date**; _____

Depending on your decision, you will be required to pay a deposit (as with all team members) by **insert date**; _____

Appendix 9

Grievance Policy



Subject to this Policy there is no right of appeal against any decision of the Head Coach. An aggrieved Player (“Aggrieved Player”) however may lodge with the ALA President a grievance against a failure of the Head Coach to comply with the procedures set down in this Policy.

See also ALA Member Protection Policy (MPP) at www.lacrosse.com.au

A. Procedure

- (a) Any grievance must be made in writing by an Aggrieved Player within seven (7) days notification to that particular Aggrieved Player.
- (b) The grievance must be lodged in writing with the ALA President. The grievance must set out:
 - (i) the decision of the Head Coach;
 - (ii) the grounds on which the grievance is based; and
 - (iii) the reasons or circumstances supporting the alleged grounds.
- (c) Nothing in this Policy prevents the Aggrieved Player withdrawing an appeal at any time in writing to the ALA President.

B. Consideration of grievance

- (a) As soon as practical after receiving a grievance, the ALA President will:
 - (i) investigate and consider the grievance and shall within seven (7) business days of the date of receipt of such grievance, determine whether:
 - (b) the matter should be dismissed, because in the President’s determination, the matter is trifling in nature or has no merit; or
 - (c) the grievance warrants further review and determination in accordance with this Policy.

C. Grievance Review Panel (“GRP”)

- (a) If the President considers the grievance warrants further review and determination then the following shall occur:
 - (i) the appointment of a GRP which shall be constituted by any three suitably qualified persons, not being Team Personnel, available to consider the grievance;
 - (ii) the nomination of a chairperson of the GRP; and
 - (iii) the immediate forwarding of any relevant documents to the GRP and the Head Coach.
- (b) No member of the GRP appointed under this clause may be a party to or directly interested in the matter under consideration by the GRP.

D. Functions of the GRP

The GRP can review the grievance, recommend a course of action and can (as appropriate) refer the matter back to the Head Coach for further consideration and decision.

E. Procedures for the GRP

(a) The GRP shall, as soon as practical after receiving a notice under clause 16, investigate and consider the grievance and shall as soon as practical having regard to the timing of selection and proximity of relevant events, serve a notice in writing on the Head Coach and the Aggrieved Player:

(i) stating that the Aggrieved Player may address the GRP at a meeting to be held as soon as practicable, being not earlier than four (4) days from the date of the notice;

(ii) stating the date, place and time of that meeting; and

(iii) informing the Aggrieved Player that he/she may do any one or more of the following:

- attend that meeting (personally or by his/her representative, not being legally trained or qualified); or
- give the GRP, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the grievance.

(b) The GRP may conduct a meeting convened, or any adjournment thereof, in such manner as it sees fit, but shall:

(i) give the Aggrieved Player and the Head Coach every opportunity to be heard;

(ii) give due consideration to any written statement from any party including by the Aggrieved Player;

(iii) allow the Aggrieved Player to be present along with his/her adult representative (not being legally trained or qualified) if the Aggrieved Player is under the age of 18 years; and

(iv) may request or require the Aggrieved Player or any other witness to attend the meeting or provide such evidence as is available.

(c) Following consideration of all relevant and available information, the GRP shall arrive at a finding within three (3) days of the date of such GRP meeting.

A decision of the GRP must be a majority decision.

(d) The GRP shall notify the President, the Head Coach and the Aggrieved Player of its finding within 24 hours of making such finding, which shall be confirmed in writing within seven (7) days of the date of determination.

(e) The Head Coach must comply with any direction of the GRP.

(f) Subject to clause 19, any further selection decision of the Head Coach under the direction of the GRP shall be final, and no further avenues of appeal are available to an Aggrieved Player in respect of that selection.

F. Court of Arbitration for Sport (CAS)

If an Aggrieved Player is dissatisfied with the GRP's finding they can apply to the Court of Arbitration for Sport (CAS) to have the matter resolved by CAS in accordance with the Code of Sports Related Arbitration. Any application under this clause will be heard in the appeals jurisdiction of CAS and thus is a final appeal.

Appendix 10

Sponsorship Policy



The ALA will endeavour to obtain sponsorship for each Team, in conjunction with the ALA Marketing Director. However, no Team is to assume or rely on funds being derived through these means. Team Personnel is strongly encouraged to compile a Sponsorship package with at least two levels of support represented. ALA will assist in this process as much as possible and must approve the final package. No individual sponsorship will be recognised unless it is submitted through the appropriate ALA Team account and accepted format.

It is the intention of ALA that no sponsorship will be accepted which would require any team member to use any specific brand of playing or personal equipment which, in that team member's view, would hinder or jeopardise their performance. Should a team member decide to not use any playing or personal equipment provided through sponsorship they will not be supplied with such equipment, nor recompensed for an alternative.

Sponsorship of equipment and apparel will be supported by all team members, unless a strong reason is substantiated to ALA.

It must be recognised that ALA is a 'not-for-profit' national sporting organisation and is not registered for tax deductibility for donations.

It must also be recognised that, in general, sponsorship is premised on funds being provided by a company and/or individual who requires a return of some kind.

All sponsorship of ALA teams must be approved by ALA.

Suggested levels of sponsorship –

- (i) Team Sponsorship –
Funds derived by way of Team Sponsorship, and approved by the ALA, are for the benefit of all ALA recognised Team members
- (ii) Individual Sponsorship –
Funds derived by way of Individual Sponsorship, and approved by the ALA, are for the benefit of the specific individual.

Team Personnel, along with the ALA Marketing Director, may develop sponsorship packages which provide specified items in return for the provision of funds. This package may have various levels of items provided in line with the funds provided. Such sponsorship package is to be approved by the ALA.

All sponsorship funds must be handled through the appropriate ALA Team account.

Donations:

Donations may be made to either the Team or to individual Team members but will only be recognised if they are provided through the appropriate ALA Team account.

Donations may also be made to the appropriate high performance program (Team) through the ALA project connected to the Australian Sports Foundation. ALA to provide the specific details of this project, to each individual high performance program, with donations submitted on the prescribed Australian Sports Foundation (ASF) form.

Donations in this manner are tax deductible.

Appendix 11

Fund Raising / Merchandise Policy



Fund Raising

All forms of fundraising must be approved by Squad/Team Personnel and/or ALA prior to it being undertaken. This is to be directed through the Team Manager. The Team Management may appoint an Organiser/Co-ordinator, with ALA approval.

The Team Manager is to be informed of the details of each fundraising project.

For example; commencement date / completion date, when and where to be conducted.

There are different levels of fundraising –

- Team
 - Squad
 - Group – State Based
 - Individual
1. Team
 - 1.1 Fundraising undertaken on a national level for the Australian Team.
 - 1.2 Overseen by Team Personnel
 - 1.3 To be put toward the expenses of the Australian Team and to be shared equally by Team Members, after administrative and/or organisational costs have been covered.
 - 1.4 Team Personnel will not directly share in these funds, unless specifically taking part in a project.
 2. Squad
 - 2.1 Fundraising undertaken on a national level during the Squad period of the Program.
 - 2.2 Overseen by Squad/Team Personnel
 - 2.3 Squad fundraising projects can be allocated to the Squad if and when all Squad Members take part in the project; with any residual funds going to the Australian Team and to be shared by equally by Team Members (see 1.3 above).
 - 2.4 All proposals for distribution of fundraising monies, must be approved by ALA.
 - 2.5 Team Personnel will not directly share in these funds, unless specifically taking part in a project.
 3. Group – State Based
 - 3.1 Fundraising can be undertaken by the Squad/Team member/s (providing all legal requirements are met) and/or his/her family (if 'Aged' team program).
 - 3.2 Should a Squad/Team member withdraw, or not be selected, from the Program he/she and her family (if 'Aged' team program) will cease all fundraising efforts immediately.
 - 3.3 The sale of bottled wine only (not at a bottling or tasting) can be undertaken within each State for the benefit of the Squad/Team members from within the State. Alcohol is not be sold by any Squad/Team member under the legal age.
 - 3.4 The profit/loss percentage to the Squad/Team member associated with Group fundraising project/s is to be determined prior to undertaking each fundraising project.
 - 3.5 Team Personnel will not directly share in these funds, unless specifically taking part in a project.
 4. Individual
 - 4.1 Individual Squad/Team members must first seek approval from the Team Manager and ALA, before undertaking any form of fundraising; including on-line fundraising.
Note; On-line fundraising to be specifically a Team project, not individual team members.
 - 4.2 The Team Management is to be informed as to the details of the fundraising.
 - 4.3 The profit/loss of each individual effort is to be borne by the individual undertaking the fundraising effort.

Once approval has been given to a fundraising project the Organiser/Co-ordinator is to keep the Team Manager informed of the progress of each project being conducted.

Merchandise

Teams may produce merchandise for sale/profit to assist in the raising of funds. This merchandise may be apparel or other items.

No item of merchandise for the purpose of raising funds is to include the official ALA logo or the FIL logo, without prior written approval.

No item of Official team apparel is to be a merchandise item, however, similar items are acceptable.

Appendix 12

Commonwealth Coat of Arms



General Guidelines

The Commonwealth Coat of Arms is the formal symbol of the Commonwealth of Australia that signifies Commonwealth authority and ownership.

The Commonwealth Coat of Arms is used by Australian Government departments and agencies, statutory and non-statutory authorities, the Parliament and Commonwealth courts and tribunals.

Individuals can apply to the Awards and Culture Branch of the Department of the Prime Minister and Cabinet for permission in writing to use the Commonwealth Coat of Arms. The Awards and Culture Branch has discretion to grant permission in limited circumstances, including for the purposes of education, and for Australian teams competing in international competitions.

Use of the Commonwealth Coat of Arms without permission may breach the *Trade Practices Act 1974*, the *Trade Marks Act 1995* and the *Criminal Code Act 1995*.

Importation of goods bearing the Commonwealth Coat of Arms is prohibited under the *Customs (Prohibited Imports) Regulations*.

- Only teams recognised by the Australian Sports Commission may be permitted to use the Arms, or where after consultation with the Commission, the Minister or his or her delegate is satisfied that it is appropriate for a team to receive permission.
- Permission, where granted, will allow the Arms to be displayed by representative players on their dress uniforms and by accompanying Team Personnel and Officials on their dress uniforms.
- The name and the dates of the competition must be shown immediately under the Arms on the dress and playing uniforms.
- No advertising material or sponsorship must be shown near the Arms. No material must be shown above the Arms.
- Each approval is for one competition only. However, approval may be given for more than one competition where competitions of a like kind occur within a short period of time or sequentially within a given overseas tour.
- Each request will be dealt with on a case by case basis and requests will usually only be considered within four months of the commencement date of the competition.

Printing, Embroidery

ALA will provide format detail for printing, embroidery and font.

Appendix 13

Billeting Policy



General Guidelines

The following guidelines are provided to assist in ensuring that billeting is an enjoyable and educational experience for everybody

GUIDELINES FOR HOST FAMILIES

- Pick up your billet or have someone meet them on arrival as advised by the Team Manager. If anyone other than yourself is picking up your billet please advise your Team Manager
- Make your billet feel at home with good hospitality
- Provide your billet with breakfast and evening meal. Lunch arrangements will be advised by the Team Manager
- Assistance with transport to and from Camp venue will be required and greatly appreciated. Your presence at the Camp / Event is also very welcome.
- Make sure your billet has their uniform and playing gear ready for each day, training and event.
- Team / Squad members have been advised that unauthorised “after hours” social functions are strictly forbidden. They may only attend functions designated by the Team Manager.
- Do not lend money to your billet. The Team Manager or Squad / Team Members themselves are responsible for their pocket money.
- Do not lend a motor vehicle to your billet.
- Provide your billet with your telephone contact details

TIP Treat your billet as you would treat your own children

Please Note: It is expected that you will be home during your billets stay to supervise them each night. If this is not the case, the Team Manager must be notified in advance.

GUIDELINES SQUAD / TEAM MEMBERS WHEN BILLETED

- Be polite and courteous at all times. Make your bed and keep your personal items tidy.
- As a guest you are expected to follow the normal routine of your host family.
- Always keep your hosts informed of your movements and if delayed unexpectedly contact your hosts immediately
- Do not borrow any money or motor vehicles from your hosts
- Keep your room tidy, make your own bed .
- Do not leave your accommodation without the permission from your Team Manager
- Know where your Team Manager is staying and their phone contact details
- If you have any issues or problems, talk to your Team Manager. No changes can be made to billeting arrangements without consent of your Team Manager
- **REMEMBER YOU ARE A GUEST IN SOMEONE’S HOME**

WHEN IN ACCOMMODATION /HOSTEL, DORMITORIES, HOTELS ETC

- Check for any damage to premises on arrival and report immediately to your Team manager
- Keep your room tidy
- Do not leave your accommodation / Hostel, Dormitories, Hotel without permission from your Team Manager
- Know your Team Managers phone contact details
- Know which room your Team Manager is staying in

GUIDELINES FOR PARENTS OF VISITING MEMBERS

- Introduce yourself to the Host family. Remember when your child is a member of a Squad or team the Team Manager is responsible for their conduct 24 hours a day.
- Any changes to arrangements must be approved by the Team manager
- Please do not interfere with the billeting arrangements. If you have any concerns or problems contact your Team Manager

OTHER INFORMATION

Supervision

- Supervision of Squad / Team Members at all events, functions , arrival and departure points is the responsibility of the Team Manager.
- Host families supervise their billets at all other times and should have knowledge of their daily schedule.

Medical

- Should a billet require medical attention or feel unwell the Team Manager must be notified immediately. Payment of any costs relating to the medical attentions is the responsibility of the billet. Your Team Manager will have relevant Medicare numbers and Health Insurance details if needed
- Individual allergies, diet restrictions and medication needed are known by your Team Manager and you will be advised where appropriate.
- If your billet requires medication the Team Manager will be aware of this and you will be advised the details where appropriate.

Daily Travel

- Host families will be required to provide transport to and from event location each day.

Schedule

- Your Team Manager will provide you with a daily schedule including details of event locations

Contacts

- The first point of contact for any enquiries is the Team Manager.

Appendix 14a-14l

Team Personnel - Position Descriptions (PD)



PD's for each position of each Program, provided on the ALA website www.lacrosse.com.au