

# RMLL Division Tier Change Request

## Division Tier Change Request:

A RMLL Franchise with an existing Franchise Certificate may submit a request for admittance to another Division Tier for the upcoming Season. Admittance to the requested Division requires written submission of financial stability, exposure, body corporate recent annual filing, Directors/Executive, players, future players, facility, facility specifications, local support, and reasons for requesting a change to another Division Tier.

In addition, the Tier Change Request application must also include a one thousand dollar (\$1,000.00) refundable application bond. The bond will be retained by the RMLL for two (2) years and will be fully refunded if the Franchise has not defaulted a game in the two (2) year period and has no money owing to the RMLL. If the Franchise withdraws from the Division during their first or second Season, any time after their Tier Change has been approved, the bond will not be returned.

## Submission Requirements (in writing)

1. **Financial Stability** - Evidence of financing to support at least one full year of operation within the Division.
  - a. Franchise Season Budget
2. **Exposure** - Proof entry into the Division will not impose an unwarranted financial or competitive burden on established Franchises within the Division, or within affiliated Divisions.
  - a. Certification of Head and Assistant Coaches;
  - a. Number of certified ALRA Officials with Level 4 or higher;
  - b. Access to call-ups (number and where from);
  - c. List any travel, game day and game time constraints;
  - d. Franchise's understanding of travel commitments in Division applying to.
3. **Operational Personnel** – List (names, e-mail address, mailing address, and telephone numbers) of enough people to cover all facets of a Franchises' operation.
  - a. Primary Contact;
  - b. Secondary Contact;
  - c. Financial Contact;
  - d. Scheduling Contact;
  - e. Franchise Registrar;
  - e. Head Coach;
  - f. Assistant Coaches;
  - g. Franchise Holder (Body Corporate) Directors, Officers/Executive

4. **Players** - List of potential returning players and Graduating 16U players/Graduating Juniors of adequate caliber and in enough numbers to sustain a Franchise for the initial season. Include:
  - a. Number of years played for each returning player;
  - b. Birth year of each returning player;
  - c. 16U level played (i.e. A, B or C) for each Graduating U16 player for a Junior Tier Change request;
  - d. Junior level played for each Graduating Junior for a Senior Tier Change request;
  - e. Birth year for any new to lacrosse players.
  
5. **Future Players** - Proof as to where future players will come from for the next two to three years.
  - a. Minor Club number of teams, division and level for previous season (applies to requests for Tier II)
  - b. List (names) of potential Graduating 16U players for the next two years.
  - c. Access to additional Junior aged players i.e. Free Agents
  
6. **Facility** - Guarantee a facility comparable to the facilities used by other Franchises in the Division is available with suitable dates and times for Regular Season, Playoff, RMLL Championship and Provincial play. Complete the attached Facility Specification Form.
  
7. **Local Support** - Evidence of local support (established Club/Association, leagues and teams).
  - a. State current lacrosse infrastructure in place
  
8. **Reason(S) For Request**
  - a. List of reason(s) why the Franchise would be best suited in the Division the Franchise is requesting admittance to;
  - b. State Franchise Regular Season win/loss record for last two Seasons;
  - c. List Franchise championships for last two seasons;
  - d. List any Exhibition Games with Franchises in the Division applying to and the box scores of any of these games.

#### **SUBMISSION PROCESS:**

1. Scan the document with the submission requirements and send to the RMLL Executive Director. **Deadline:** November 1<sup>st</sup>  
Mail the cheque for one thousand (\$1,000) made out to Rocky Mountain Lacrosse league to:  
Rocky Mountain Lacrosse League  
PO Box 47083 Creekside  
Calgary, Alberta  
T3P 0A0

Reference the cheque is for a Tier Change Request and is for the Refundable Application Bond.

The cheque will only be deposited once the Tier Change has been approved.

2. Upon receiving the request, the RMLL Executive Director will review the request to ensure all required info is included. (If any required info is missing, the request will be sent back to the Applicant to complete).
3. The RMLL Executive Director will forward the request to the appropriate Division Commissioner.
4. The Division Commissioner will send the application to the Franchises in their Division for discussion and voting at the annual November Division Planning Meeting.
5. Present the application at the annual November Division Planning Meeting.
6. The Division Commissioner will then bring the "Division Vote Outcome" to the RMLL Executive for ratification.
7. In the event the RMLL Executive is not in agreement with the decision of the Division, the Division Commissioner will send the request back to the Division with a list of "did you consider" and ask for a re-vote.
8. The Division Commissioner will then bring the "Division re-vote Outcome" back to the RMLL Executive for ratification.
9. In the event the RMLL Executive still does not agree with the "Division Re-Vote Outcome", the RMLL Executive may override the Division decision.
10. Once a request has been accepted or declined, an e-mail will be sent from the Division Commissioner to the Applicant advising of the outcome of their request to be admitted to another Division.
11. The Division Commissioner will inform their Division if a request has been accepted or declined.