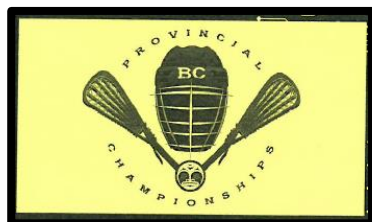




# **U13 Coaching Package**



# Provincial Championships



**Head  
Coach**



**Assistant  
Coach**



**Manager**



**Trainer**

**Managers/Trainer – can not be directly on the bench with the players.  
Trainers can stand off to the side of the bench but are not coaching or  
opening gates.**

**All Bench Personnel must wear their nametags during the games.**

**Anyone without a nametag will be removed from bench area.**



**Date:** June 24, 2025

**To:** Coaches and Team Managers

**2025 BCLA Minor Provincials U13 Box Lacrosse Championships**

**From:** BCLA U13 Provincial Host Director, Heidi Davis, Port Coquitlam Minor Lacrosse

---

The Port Coquitlam Minor Lacrosse Association is proud and excited to be hosting the 2025 BCLA U13 Box Lacrosse Provincial Championships. In anticipation of your team earning their right to participate in this year's Provincials, the following is some information you will require.

If you have any questions or concerns, please do not hesitate to contact:

**Host Convener:** Heidi Davis **Cell:** 778-789-4418 **E-Mail:** [registrar@pocominorlacrosse.com](mailto:registrar@pocominorlacrosse.com)

You can also look for information on the BCLA Website – [www.bclacrosse.com](http://www.bclacrosse.com) under **BOX, MINOR, PROVINCIALS**. Direct link is <http://www.bclacrosse.com/provincials.php>

**Attached please find the following (also available on the BCLA website):**

- Warrior Fair Play Award Form (please complete and email to [debheard@bclacrosse.com](mailto:debheard@bclacrosse.com) by Friday June 27th)
- Provincial Directive
- Template Game Schedule – The teams will be allocated once playdowns are complete.

**Venue:**

**Port Coquitlam Community Centre:** 2150 Wilson Avenue, Port Coquitlam

All games will be played in one of three arenas in the same building.

**Please note: Air Horns are not permitted in any of the arenas.** Other noisemakers are welcome if they do not interfere with the Shot Clock, Time Clock, or the officials' whistle. Noisemakers interfering with the play will be confiscated.

Warm up area information will be distributed to all participating teams, **DO NOT** use the common hallways in the arena, underground or outside parking lots as warm up areas. NO wall ball is allowed inside the arena.

**MANDATORY Coaches Meeting-via Zoom Wednesday, July 2 at 7 PM**

The Coaches Meeting is **mandatory** for all coaches participating in the Provincials.

**Parking:** There is ample underground parking at the Port Coquitlam Community Centre, a gravel parking lot directly across from the arena on the corner of Wilson and Kingsway, as well as limited parking outside the facility. **Please follow all posted parking regulations.**

**DO NOT** park in the medical building across the street from the arena on Wilson Avenue, you WILL be ticketed and/or towed.

**Dressing Rooms:** Rooms will be assigned and posted at registration in the Port Coquitlam Community Centre. Car keys of the Manager or Coach verifying the game sheet must be left at the Tournament headquarters to obtain the key for the assigned dressing room. Dressing rooms should be vacated within 30 minutes of the end of each game to allow time for the following team to prepare for their game. Please check-in no earlier than 45 minutes prior game time. Any damage incurred to rooms will be charged back to the Team's Home Association who was deemed to have damaged the facility. It is the responsibility of each team to monitor their players while in the dressing room and at the Provincials. Rooms are to be left clean prior to leaving. Your keys will be returned once the room has been checked for cleanliness and damage.

**Rosters:** This year Game Sheets (RAMP) will be used so there is no need for a roster submission to the host.

**Call up players:** If your team has added call up players (AP) you need to submit an updated roster verification form to [debheard@bclacrosse.com](mailto:debheard@bclacrosse.com) with those players added and noted as such. The **DEADLINE** for such is **this Friday, June 27<sup>th</sup> by noon** so the office can review/approve such additions to rosters.

**Time/Score Keepers:** For each of your round robin games, the team slotted as the **Home Team** will be responsible for providing a timekeeper, and teams slotted as the **Away Team** will be responsible for providing a scorekeeper (*Game Sheets-RAMP*). The Team Officials (Managers or Coaches) are asked to have the names of their applicable volunteers ready at each game check-in.

**Schedule:** The schedule is still under construction and will be posted to the BCLA website tomorrow, Wednesday, June 25.

**Important Information for Coaches:**

- Pick up your lanyard with coaching credentials from the Provincial office (in PoCo) prior to your first game. These credentials must be worn when you are on the bench.
- Please familiarize yourself with the 2025 Minor Box Provincial Directive (attached).
- If bringing an alternate goaltender, coaches must obtain written permission from the BCLA Minor Box Provincial Director and receive clarification of the alternate goaltenders' playing eligibility. This must be done prior to the Provincial Championships.
- The coaching staff has been verified as per your Provincial Declaration Form. These are the only coaches permitted on the bench during Provincials. All coaches **MUST** be properly trained for the level they are coaching. It is recommended that you hold your own Team Meeting after this Coaches Meeting and prior to your first game to advise your Team and Team Parents of the necessary and important information they will need to know.

**Medal Presentations:** Medals will be presented after each of the final games on July 6. There will be no Closing Ceremony.

**Reminders:**

- Coaches have the responsibility to ensure the safety of their players.
- Please remember to bring water bottles to be used during your games. Arenas can get very warm on the floor for players during the month of July. **Remember that due to safety, water bottles must not be shared.**
- You are responsible for the behaviour of your fans. Should there be a problem in the stands, games will be halted until the offender(s) leave the arena. Please refer to the BCLA Operating Policy at [www.bclacrosse.com](http://www.bclacrosse.com) for the BCLA Code of Conduct, Harassment Policy, Gender Equity Policy, and the Fair Play Code for Coaches, Parents and Athletes, as well as the BCLA Social Media Policy.

***Good luck to all teams and we look forward to hosting your team at the  
2025 BCLA U13 Lacrosse Provincial Championship Tournament!***



## **2025 MINOR PROVINCIAL CHAMPIONSHIP DIRECTIVE**

### **1. JOB DESCRIPTIONS**

#### **a) PROVINCIAL CHAMPIONSHIP DIRECTOR (PCD)**

Is an Elected member of the Minor Directorate who governs all Provincial Championships in consultation with the Chair of the Minor Directorate or designate.

- 1) The PCD or their designate will be available and responsible throughout all Provincial Championships.
- 2) Appoints Designates and Delegate's duties as required.
- 3) Ensures schedules are prepared for the Provincial Championship games.
- 4) Works in conjunction with the Provincial Championship Liaison.
- 5) Receives the reports from each Provincial Championship Liaison and submits a Provincial Championship Summary report including Provincial Championships Financial Statements within **two (2) weeks** of the conclusion of the events.
- 6) Ensures that medals and awards are ordered.
- 7) Ensures suspension carry-overs/histories of all competitive division participants are obtained from the Commissioners of each league to the Minor Directorate Secretary **one (1) week** prior to respective Provincial Championship.
- 8) Ensures appropriate insurance coverage is in place for Host Venues.
- 9) Contacts Commission Chairs to Ensure participation at all levels.
- 10) Ensures budgets are prepared by each Host and reviewed by the Provincial Championship Director and submitted to the BCLA for approval.
- 11) The PCD receives declaration forms **on Monday, May 26, 2025 by 4:00PM** via the BCLA Office.
- 12) Ensures that an active Commissioner is available at each Provincial Championship Tournament.
- 13) The Provincial Championship Director (or designate), is responsible for ensuring all disputes or protests are reviewed per MD OP Regulation 12.14 (d), and shall relay the results.
- 14) If the Commissioner is unavailable, the Provincial Championship Director can levy suspension as per the Minor Directorate Disciplinary Rules, up to a maximum of five (5) games.
- 15) If the PCD is incapable of completing the duties as required, the Minor Directorate Chair will appoint an alternate.

#### **b) PROVINCIAL CHAMPIONSHIP SUPERVISOR**

- 1) Appointed by the PCD of the Minor Directorate to co-ordinate and supervise the Minor Provincial Championships. This volunteer is not required to be a sitting member of the Minor Directorate.
- 2) Is in attendance at designated Provincial Championships.
- 3) Works in conjunction with the PCD.
- 4) Delegates duties as required by the PCD.
- 5) In conjunction with Liaison, arranges for a MVP Statistician and an Allstar Selection committee for final day of event
- 6) Submits final Provincial Championship report that they have been involved with to the PCD within two (2) weeks of the conclusion of each event.
- 7) Ensures all necessary documentation and supplies are returned to the BCLA Office, including but not limited to scoresheets.

#### **c) PROVINCIAL CHAMPIONSHIP LIASON**

- 1) Approved by the Minor Directorate and Provincial Championship Director.
- 2) Appoints Coordinators to Ensure successful Provincial Championships.
- 3) Works in conjunction with the Provincial Championship Director.
- 4) Responsible for the posting of schedules and scores as directed by the PCD.
- 5) Will be responsible for submission and review of a projected budget to the PCD by

**April 30, 2025.**

- 6) Will organize a meeting room and refreshments for the Coaches/Manager Meeting where player eligibility will be verified and Provincial Championship rules will be reviewed.
- 7) Responsible for the orderly operation of the Provincial Championship Headquarters and off-floor events, and shall ensure that adequate records are kept (e.g. Financial, volunteer, etc.)
- 8) Arranges for Championships MVP Statistician and an All Star Selection Committee for final day of event .

Ensures adequate volunteer base is available for the entire event, including for game sheet preparation and provide timekeepers for all crossover and medal games (working knowledge of the clock).

- 9) Submits to the PCD a written report including a Financial Statement (i.e.: Revenue & Expenses) within two (2) weeks of the end of the event before reimbursement is made to the Host (Association, Zone or Commission) by the BCLA.
- 10) The Provincial Championship Liaison or their designate will be in attendance throughout the entire Provincial Championship.

#### **d) PROVINCIAL CHAMPIONSHIP VENUE COORDINATORS**

- 1) Appointed by the Provincial Championship Liaison.
- 2) Strike committees to ensure a harmonious and successful Provincial Championships. i.e., announcers, entertainment, media coverage, concessions, 50/50, bench officials, blood clean-up kits are available, dressing room assignments and inspections. Ensures facilities are adequate and 30-second clocks are in place.
- 3) Deal with the everyday arena matters.
- 4) Works in conjunction with the Provincial Championship Liaison

#### **e) PROVINCIAL CHAMPIONSHIP COMMISSIONER**

- 1) Is a currently ratified Commissioner and is appointed by the PCD.
- 2) Ensures suspension history is received from the Provincial Championship Director.
- 3) Rule on any infractions within Provincial Championship play.
- 4) Ensures that all suspensions and five (5) minute major penalties are recorded and reviewed for any accumulation suspensions.
- 5) Responsible to send Player or Coach Discipline reports to PCD who will forward to Association Presidents at the conclusion of the Provincials.
- 6) Responsible to prepare and send the Major Penalty Summary Sheet (and Carry Over Suspension List) to PCD at the conclusion of the Provincials who will forward to the BCLA Technical Director and to the MD Chair and MD Secretary.
- 7) Any other Commissioner duties as assigned by the PCD, including packaging of all verification rosters, game sheets, game reports, and suspension reports into an envelope to be sent to the PCD (c/o the BCLA Office) at the conclusion of the event. These will then be scanned into a PDF for permanent record keeping purposes (archives and insurance).

## **2. DECLARATION**

- a) Each team wishing to participate in Provincial Championships will be required to fill out and submit a declaration form to the BCLA Office by no later than **4:00 PM on Monday, May 26, 2025. No declarations will be accepted after this date.**
- b) Forms can be emailed, mailed, or sent by courier. The form is received at the BCLA Office. This form is to be considered a commitment for participation and **must** be accompanied with payment to cover declaration fees as per the amount specified on the Provincial Declaration form payable to the BCLA. (Please note for Provincial Championship playoffs on the cheque or e-transfer), Once form is received it is the intent of the team to participate in provincial championship and subject to any withdrawal fines.

## **3. PLAYER ELIGIBILITY**

- a) The BCLA will supply a copy of the original team registration form to the Provincial Championship Director. Players not on the lists must have qualified by playing a minimum of four games. These must be league, sanctioned tournament or playoff games (or

combination) played during the current year with the team they are registered with.

To be eligible to play in a Provincial Championship tournament, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with the team they are registered with. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting. In addition, Female U22 players may be eligible to participate with less than 4 games and must follow all processes as found in BCLA MD Operating Policy Regulation 12.05(a)(i).

- b) In addition, for call-ups to be eligible, they must have played 3 games in total at a higher division and/or calibre than the team they are registered with, one game must be with the team they are coming to provincials with. Proof of game sheets must be provided to the Provincial Championship Director. A maximum of two (2) "A" players may be added to a "B" or "C" roster after June 1<sup>st</sup> to play in the provincials. This includes call-ups for provincial play. A maximum of four (4) call ups allowed per team for provincial play.

**EXHIBITION GAMES DO NOT COUNT TOWARDS ELIGIBILITY.**

- c) In zones where associations run "house league" teams and no sanctioned tiered leagues are run, the four-game rule will not apply for Provincials. Players added from house league teams or lower divisions must be sanctioned by the Zone Director.

In zones where tiering does not take place, in established Associations with four (4) or more years of playing experience, with more than thirty (30) players in the same division excluding players with "0" experience (i.e., U13, U15, U17 (the first declared team for the Provincial Championship must declare at an "A" level. In addition, in zones where tiering does take place in established Associations with four (4) or more years of playing experience with four (4) or more teams declaring in the same division for Provincial Championships, one of the declaring teams must be "A1". In extenuating circumstances, with rationale, an Association may request (prior to June 1, as per Regulation 5.03) and must receive authorization from the Minor Directorate to play at a lower level.

- d) Players can only participate in one Minor Provincial Championship. Exceptions can be made for the position of goaltender only in exceptional circumstances, by the Provincial Championship -Director as per the current Minor Provincial Championship Directive. Exceptions will also be made for players successful in participating in Provincials under Regulation 4.08 (d) (combined female zone team).
- e) Eligibility must be verified by game sheets and all the information must be available prior to the team's first game at the coaches meeting.
- f) U17, U15 and U13, where "C" leagues are formed, no Association may declare\*\* a "C" calibre team with more playing experience than the following:

U13– 2 years times the number of registered players except the 3 most experienced players.

U15– 3 year times the number of registered players except the 3 most experienced players.

U17– 4 years times the number of registered players except the 3 most experienced players.

**Example (U13C)** 15 registered players

Total number of years of experience is 24 years:  $(15-3) \times 2 = 24$

This must be sent to the League Commissioner by May 7<sup>th</sup> of the playing year. This calculation will be made again at the Provincial Championship at the time of verification and the team attending the Championship must still meet the calculation as noted.

\*\*IF a commissioner moves a team during the season to play in the "C" League, the years of experience rule does not apply (as per BCLA MD OP 5.03).

- g) The head coach of each team must arrange to have a designated coach or one team representative who are able to take responsibility for the team and to conduct the business of the meeting at the **mandatory** Coaches/Managers Meeting held prior to each provincial event. This person must be able to take back all of the information from the meeting to the head coach. The head coach will be responsible for any information provided at the **Mandatory Coaches meeting**. Failure of said representation at the meeting may result in the team's Head Coach being suspended for the team's first game.

An official team roster verification must include:

- Team name, jersey numbers, then players' names.

- Not to exceed a maximum number of players as per BCLA Minor Directorate Operating Policy, Regulation 10.
  - Per CLA Rule 15, a Team Captain (C) must be named at this time.
  - Additionally, a maximum of two (2) Assistant Captains (A) may be named.
  - These designates may not be changed during the event
  - Any team that does not provide a signed verification sheet by the end of the Coaches/Managers Meeting shall have their Head Coach suspended for their first game.
  - Once approved by the Provincial Championship Supervisor, no changes will be permitted except for the alternate goaltender.
  - A team official must still verify and sign game sheets prior to the start of each game.
- h) Any team found to be playing ineligible player(s) will be expelled from Provincial Championships.

#### 4. **ALTERNATE GOALTENDERS (Non-Qualified)**

- a) Each team may carry a dressed goaltender from a lower calibre or divisions. The goalie may only be drawn from a team in their Association. The four (4) game qualification rule will not apply to alternate goaltenders, although they must be rostered on one game sheet with that team to be presented at the coaches meeting. The Goaltenders can be played at the discretion of the coach. Permission from the Provincial Championship Director is required when using a goaltender from a lower caliber or division. Goaltenders may play in more than one championship, in extenuating circumstances, with the approval of the Provincial Championship Director and Minor Directorate Chair and local Commission Chair (permission must be obtained prior to event with written permission being given to be brought to coaches meeting)
- b) Goaltenders who do not meet the above requirements who may be from the same association and of the same division and caliber may play in the event of injury, or illness prior during the championship or a suspension prior to championship. This request must be made to and approved by the Provincial Championship Director and Minor Directorate Chair with discussion from the Commission Chair of said team. Once the alternate goaltender has been used, a medical note from a physician will be required before the team's registered goaltender may play again. Goaltenders may NOT play for two teams in the **same** championship under this rule.
- c) In the event that teams do not have a goaltender available (due to injury or extenuating circumstances) in their association as listed in (a) or (b) and they cannot bring their own goalie (s), a goaltender from another association within their zone may be requested and must be approved by the Provincial Championship Director and Minor Directorate Chair with discussion from the Commission Chair of said teams (the commission chair of said team will solicit and obtain the replacement goalie based on their knowledge of teams in their commission).
- d) If a team's goaltender is at Provincials and unable to continue play due to injury/illness or other emergency and the team does not have an alternative goaltender, the BCLA Minor Directorate will attempt to assist in finding a replacement goaltender, preferably from but not limited to a lower division or caliber. Should the team find a replacement goaltender, approval from the Provincial Championship-Director, Provincial Supervisors and Minor Directorate Chair will be required prior to the goaltender being permitted to play. If the replacement was due to an injury/illness, should the team's original goaltender be able to return to play, this will only be permitted with a physician's note and the goaltender that has been approved for replacement will not be permitted to continue playing for the team. **If the team's original goaltender is not available due to a suspension, a replacement goaltender will not be permitted and instead, one of the team's players will be required to dress as the team's goaltender.**
- e) Teams are responsible for carrying the necessary goaltender equipment in any case where an alternate goaltender is needed.
- f) Goaltender Equipment Exemption form, if in place, must be submitted at the coaches meeting.



## 5. OVER AGE PLAYERS

An overage player will be eligible for playdowns, playoffs Zone/Commission Championships or Provincial Championships play unless removed from play based by the Minor Directorate Chair and/or Provincial Director upon the review of the following by penalties, scoring, participation.

## 6. TEAM PERSONNEL

**Per BC Lacrosse Coaches Group Policy 7.01:** In all divisions in at the Minor Box level, only players in uniform and suitably registered and trained/certified bench personnel shall be permitted to occupy the player's bench. A maximum of four (4) non-playing personnel are allowed on the bench. Any coach under eighteen (18) must wear a helmet on the bench. Certified trainers or other qualified personnel shall only be allowed on the bench to attend to player injuries. Where facilities do not permit access to the bench without entry to the playing surface, a certified trainer will be allowed on the bench.

- a) Head Coaches and Assistant Coaches who will be competing in Provincial Championships must comply with the NCCP coaching qualifications as per the BCLCG and verified by the BCLA Technical Director prior to their first game.
- b) Trainers must be certified (per BCLCG Policy 7.03), listed on Form 100B and verified by the BCLA Technical Director.
- c) Parents and team Personnel are not permitted to speak to game Officials. If a Head Coach has any concerns/comments they should speak to the OIC or a Provincial Supervisor. if .
- d) **A Head Coach is ultimately responsible** for the actions of the team fans/parents, and if necessary, may be required to assist with control of fans/parents (this includes arena rules surrounding "no air horns"). Provincial Supervisor will have final say on offensive noise-makers.
- e) **Team photographers and videographers are at no time permitted on the players' bench, the penalty bench or at the time/scorekeeper's bench.** These people are not critical to the operation of the team and are not permitted in these areas. At the conclusion of medal games, parents, photographers, and videographers are permitted on the floor, gaining access through their own players' bench only and only if time permits. This does NOT include event photographers assigned by the Host Committee or BCLA for official capacities.
- f) Are responsible to ensure players are provided with equitable playing opportunities and shall abide by the BCLA Fair Play policies (see BCLA Minor Directorate Operating Policy Regulation 4.15).
- g) Any coach added to the team's official roster after the declaration form submission must be verified by the **BCLA Technical Director seven (7) days prior** to the start of provincials and must be on one of the Associations Form 100's. **No coach can be added to the team's official roster unless there is an emergency after this time.**

## 7. RULES (subject to change by the Minor Directorate)

All play will follow the current CLA Rule Book and CLA Situation Handbook, rules passed by the Minor Directorate, and the current Minor Directorate Disciplinary Rules except:

- a) In the event of a jersey conflict, the Provincial Championship Director may consult with the on-floor officials and will decide who will change jerseys (may not always be the Home Team)
- b) **Warm-up Allocation.** A minimum of 2-minutes will be mandatory to a maximum of 5-minutes, time permitting.
- c) Air horns and sirens are not allowed. Any disruptive behaviour is subject to removal from the facility by the Provincial Championship Director or Supervisor.
- d) "Home" and "Away" benches are assigned prior to the event and shall not be permitted to change by request of either team. **It is the head coach's responsibility to ensure that the team is on the correct bench as assigned**

**NOTE:** Home team may be required to provide a scorekeeper for pre-medal games Away team

may be required to provide a timekeeper for pre-medal games.

## **8. GAME TIME ALLOTMENTS**

### **ROUND ROBIN**

During the Round Robin games, game duration will be three twenty (20) minute running time periods. Last five (5) minutes of the third period will be stop time, if less than six (6) goals apart. Once stop time has started it will be in effect for the whole five (5) minutes. If, at the five (5) minute mark, the score is six (6) goals or more, running time will be in effect for the rest of the game. This is regardless if the score changes to be less than six (6) goals difference.

In the event of a tie, after regulation time, the teams will rest two (2) minutes (ends do not change) and there will be a ten (10) minute sudden victory overtime period played. If there is no decision after over-time, the tie will remain in effect, with one point awarded to each team. Running time will be used for sudden victory over-time.

### **a) CROSSOVER GAMES**

In Crossover games, game duration will be three twenty (20) minute running time periods. Last five (5) minutes of the third period will be stop time, if less the six (6) goals apart. Once stop time has started, it will be in effect for the whole five (5) minutes. If, at the five (5) minute mark, the score is six (6) goals or more, running time will be in effect for the remainder of the game. This is regardless if the score changes to be less than a six (6) goal difference.

In the event of a tie, after regulation time, the teams will rest five (5) minutes, change ends and play a full ten (10) period with the last two (2) minutes of the period being stop time. If there is no decision, the teams will change ends for the last time and a series of five (5) minute rests and ten (10) minute periods will be played until the first goal is scored (sudden victory). Running time will be used for all sudden victory.

### **b) MEDAL GAMES**

During Medal games, the game duration will be running time for the 1st and 2nd periods with the 3rd period being stop time or at any point of the third period, where the differential is more ten(10) goals or more. If 10 goals is exceeded at any point of the 3<sup>rd</sup> period, the game will remain at running time for the remainder of the game.

In the event of a tie, after regulation time, the teams will rest five (5) minutes, change ends and play a full ten (10) period with the last two (2) minutes of the period being stop time. If there is no decision, the teams will change ends for the last time and a series of five (5) minute rests and ten (10) minute periods will be played until the first goal is scored (sudden victory). Running time will be used for all sudden victory.

### **c) ALL GAMES**

- i. In the case of any delay in games, the Provincial Championship Supervisor (PCS) or PCD reserves the right to amend on-floor warm-up time. In any case where the PCS or PCD finds it necessary to amend on-floor warm-up, all team warm-ups are to be completed off-floor and a "goalie warm-up" of two minutes will be allowed on floor.
- ii. In the case of extremely hot weather, the PCS or PCD will advise the OIC if at the ten-minute mark of each period, during a natural break in play, but not right after a goal, a "water- break" time out will be instituted for goaltenders. Teams are not to approach benches and officials have the right to impose a team's "time out" for teams that elect to change lines or coaches who lend instruction during the "water break".

**9. RULE 70** – Time-out - only one time-out (60 seconds) per game (including Overtime).

## **10. STANDING POINTS**

### **In Round Robin play:**

- a. A winning team shall be awarded two points.
- b. The losing team will be awarded no points.
- c. In round robin play, after the overtime period is played and a tie still exists then each team will be awarded one point. **If the game is decided in Overtime then the winner gets 2 points and the loser gets zero.**

- d. The number of points will determine the standings in the Provincial Championships.
- e. To proceed to the Crossover and Medal round ties standings will be broken by the Official Tie Breaker Rule.

**Mercy Rule:** If a team is winning a game by ten(10) goals or more the time keeper will discontinue entering additional goals on the main clock. If the losing team scores goals may be added as they occur. Please note that goals are always recorded on the score sheet under these circumstances.

**11. (a) TIE-BREAKER RULE – ROUND ROBIN (pool play and full round robin)**

In the event of a tie in points in playdowns and Provincial Championships, the following shall be used to determine final standings:

- (i) Two (2) teams tied, the winner of game or games between the two (2) teams advances. If still tied the next tie breaker will the lowest goals against, followed by the most goals for. followed by least penalty minutes, followed by the team which scored the first goal in the tied game against each other, is to be declared the winner of that game.
- (ii) Three (3) or more teams tied, if one (1) team has defeated the other teams with which it is tied after round robin play, that team shall advance. If this is not possible, the next tie breaker will the lowest goals against, followed by the most goals for. followed by least penalty minutes followed by the team with the best goal average formula (calculated only with scores between the tied teams) advances. If two (2) teams are required to advance, the goal average formula is calculated only once and the two (2) teams with the best goal averages move on.

**(b) TIE-BREAKER RULE – 2 POOLS, playing Cross Pool**

In the event of a tie in points in Provincial Championships, the following shall be used to determine final standings:

- 1. Winner of games between the tied teams
- 2. Goal Average Formula (for entire division/tier)
- 3. Least Goals Against
- 4. Most goals for
- 5. Least penalty minutes

**GOAL AVERAGE FORMULA**

GF divided by the sum of GF + GA = Goal Average

- 12. Players will not be required to wear matching Helmets and Gloves.
- 13. Players are only required to have Jersey numbers on the backs of their jerseys.
- 14. Minor Goalies will not be required to wear matching jerseys.

**15. GAME OFFICIALS**

\*Travel and accommodations to be discussed and authorized by the BCLOG Vice-Chair Minor.

- a) Game referees and 30-second official will be chosen by the BCLOG Vice-Chair Minor, from the ranks of all carded BCLOG Member referees.
- b) The Provincial Championship Liaison will appoint timekeepers (this may be the visiting team).  
**\*NOTE TO ALL PARTICIPATING TEAMS:** If you have qualified officials travelling with your team, please make the Provincial Championship Director aware of these people, as they may need help during the Provincial Championships.
- c) Referee Fees and 30-Second Official Fees – paid by the Minor Directorate as per current BCLA Fee Schedule (BCLA General Operating Policy, APPENDIX B).
- d) The Official -In-Chief will provide the Provincial Supervisor with a list of officials and games for each day, before the first game of the day.

**16. AWARDS**

(Per Regulation 12.08):

Pennants and awards will be provided by the BCLA for all Championships. Gold, Silver, Bronze, as well as participation mementos may be provided at the discretion of the BCLA Executive, in A1, A2, B, C and Female Box Lacrosse Championships. Tournament All-Stars consisting of one playing member of each team. Game MVPs (one from each team) will receive awards in all Provincial games. An overall MVP will be chosen from each division. The ordering and distribution will be the responsibility of the Minor Directorate.

## **17. TEAMS DROPPING OUT**

Declaration forms for Provincials and payment in full, payable to the BCLA of said teams to enter Provincial playdowns not received by the BCLA Office by the set date by the Minor Directorate for the playing season will result with the said team becoming ineligible for the Provincial playdowns and Provincials of the playing year.

Declaration forms will not be accepted if the team has declared to play in a calibre lower than their final Commission placement.

If a team withdraws from participation in the Provincial Championship Tournament, Playdown, or Playoffs after declaration, the parent association could be fined \$1,000.00. After a provincial berth is confirmed/assigned, the parent association could be subject to a \$3,000.00 fine per team that withdraws. A team's assignment/confirmation of a berth in provincials can be determined as early as the date of the provincial declaration meeting. This policy shall be printed on the Provincial Declaration Form.

**Note:** Should an emergency arise which necessitates a team leaving early, the Provincial Championship Director shall be consulted.

## **18. HOST ASSOCIATION TEAMS**

The Host will have a berth into the Tournament for each division/caliber. If the Host does not have a team or wishes to not participate, then the Minor Directorate may fill the spot.

## **19. RESPONSIBILITIES**. See Hosting Agreement.

## **20. PLAYDOWN DEADLINES (10 Days prior to provincials)**

Commissioners are to provide the BCLA Office and the PCD with all the names of the teams that will be competing in the Provincials **by 9:00 PM on or before the following dates:**

**Females (all Divisions) – Sunday June 29, 2025**

**U13 – Sunday, June 22, 2025**

**U15 – Sunday, June 29, 2025**

**U17 – Sunday, July 6, 2025**

**NOTE** – Commissioners are to provide updates concerning teams no longer involved in playdowns to PCD and to the BCLA Office as they occur.

## **21. WILD CARD PLACEMENT**

At the Provincial Declaration Meeting, if an opening needs to be filled for a particular draw (per MD Policy Regulation 12.03), the Minor Directorate may choose to declare a Wild Card Playdown for that spot if there are two or more zones that have teams eligible to fill that spot and those zones are able and willing to participate in a playoff. The Minor Directorate will designate where and when the game(s) will be played so as to have the draw spots filled in time for the winning team to participate in the Provincial Championship.

\*Any vacancies may be filled by the Minor Directorate.

## **22. FORMATS**

### **“A1”, “A2”, “B”, “C” and Female Box Provincial Championships**

There could be four (4) to ten (10) teams in all Provincial Championships. There will normally be an even number of teams, unless the declared number of teams in the division warrants an odd number of teams for the division. With eight (8) or more teams, the teams will be split into two (2) pools. Each pool will play a full Round Robin to establish the final Pool standings. First place team of Pool one(1) to play second place team of Pool two (2). Second place team of Pool one (1) to play first place team of Pool two (2). First place teams shall be declared the Home teams. Winners of these crossover games shall proceed to the Gold and Silver game. The non-winning teams involved in the crossover games will compete for the Bronze medal.

For six (6) teams there may be a full Round Robin, each team playing every team with the top four advancing to the medal round. Or there may be a cross pool where pool A plays all of the teams in pool B and pool B plays the teams in pool A. The top four teams will play in crossover games with 1st playing 4th and 2nd playing 3rd. The winners of these crossover games shall proceed to the Gold and Silver game. The non-winning teams involved in the crossover games will compete for the Bronze medal.

For five (5) or less teams the format will be a full Round Robin, each team playing every team with the top four teams advancing to the medal round.

***In the case of a four-day event, the Minor Directorate may choose in the event of full round robin to use crossover of 1<sup>st</sup> vs. 4<sup>th</sup> 2<sup>nd</sup> vs. 3<sup>rd</sup> with the winners proceeding to the gold/silver game and non-winner teams to compete for the bronze medal, or they may choose 2<sup>nd</sup> and 3<sup>rd</sup> place play a one game crossover game with the winner playing for gold/silver against the 1<sup>st</sup> place team and the defeated team playing against 4<sup>th</sup> place for the bronze or may choose to use round robin placement to place teams in the final medal games with no crossover games (1<sup>st</sup> vs 2<sup>nd</sup> play for gold; 3<sup>rd</sup> vs 4<sup>th</sup> play for bronze).***

All Zones will play down as per Operating Policy 12.03.

Zone 1	1 team
Zone 2	1 team
Zone 3, 4, 5	3 teams
Zone 6	1 team
Zone 7	1 team
Zone 8	1 team
Host Association	1 team

\*Any vacancies may be filled by the **Provincial Championship Director**

23. a) The BCLA Risk Management Manual and Guidelines can be found in the Provincial Championship Supervisor/Director's meeting room and is normally included with other supplies from the BCLA office.
- b) The Minor Directorate supervisors can enlist the advice of the BCLA-approved Sport Medicine staff with regard to players who have experienced any head trauma and/or other injuries as necessary to determine if and when a player may return to play.



## **2025 Minor Directorate Disciplinary Rules and CLA Rule Interpretations**

The included penalties are **automatic** suspensions.  
“**Automatic**” means that the coaches sit the player until  
they are notified by the Commissioner.  
Notification is not required.

### **Conduct and Maintenance of Order See BCLA Minor Directorate Operating Policy Reg.22**

Coaches, Managers and Parents alike are responsible for Maintenance of Order at arenas. Coaches should engage assistance from Assistant Coaches or a Team Manager with players that they feel require extra supervision in cases where, for example, a player is ejected from a game. Associations should be engaged by Coaches that feel they have a player, or parent, that may be cause for concern; providing active support by all parties should be encouraged to allow for all participants to be supported in the game of lacrosse. Associations are encouraged to discipline their own Association Coaches, Managers, Players, Spectators or Parents as they deem necessary.

## **Job Descriptions**

### **League Commissioners**

- (a) Are ratified by the Minor Directorate, with names submitted prior to March 1 of the playing season.
- (b) Rule on disciplinary matters for their league in their Commission, following the Minor Directorate Disciplinary Rules, using the Minor Directorate Suspension Tracking Sheet provided in the Commissioner's Package, submit a summary report at the end of the season to the Provincial Director and to the Minor Directorate Secretary for purposes of tracking carryover suspensions into the next box season.
- (c) Ensure all teams are tiered properly. Watch for inequality of teams within their league and the placement and movement of teams, as per Commission Operating Policy.
- (d) Assist in making schedules for their league.
- (e) Attend Commission meetings.
- (f) Ensure copies of game sheets are given or successfully uploaded to the Chair of the Commission monthly.
- (g) Any communication between League Commissioners and coaches should include Club Head Coaches and Club Presidents
- (h) League Commissioners report directly to the Commission Chair.
- (i) To work with their Commission and Commission Chair in promoting Box Lacrosse within their Commission.
- (j) Shall receive Team Rosters from Club Registrars by May 15<sup>th</sup> as per MD policy Regulation 3.05 and MD Regulation 1.01 League Commissioners, (j)) and compare these to Game Sheet Rosters and report exceptions to Club Presidents and Club Registrars

NOTE: for U7 and U9 Commissioners, track the names of players to criss-cross to another team for the purposes of participating in a tournament, per MD Regulation 14.09 which is limited to one tournament per player, per season.

### **Commission Chairs**

- (a) Communication link between the Minor Directorate (through Zone Directors) and their Associations.
- (b) Ensure good communications with the Commission Executive and their Associations and possibly with players and parents.
- (c) Maintain a good working relationship with all Associations within their Commission.
- (d) Responsible to Minor Directorate and all Associations within the Commission.
- (e) Responsible for schedule and guidelines for league play and Provincial play-offs in their Commission.
- (f) Select their Commissioners, as per Commission Operating Policy and acts as Head Commissioner.
- (g) First level of appeal on all matters within their Commission (jurisdiction, player's discipline, and player movement).

NOTE: per Regulation 14.02 Commission Chairs will confirm Tournament Commissioners for all sanctioned tournaments in a Commission by April 1 (as per policy Regulation 14.02)

# Table of Contents

<b>Job Descriptions</b>	<b>2</b>
<b>DISCIPLINARY RULES</b>	
1. Match Penalty – “Reckless and Endangering Play”	4
2. Major Penalties	5
3. Gross Misconduct	5
4. Misconduct	5
5. Abuse of Officials	7
6. Assault of an Official (Physical or Verbal)	7
7. Unnecessary Roughness	7
8. Fighting	8
9. Fighting Off Playing Surface	8
10. Third Man In	8
11. Leaving Players’ Bench or Penalty Bench During An Altercation Or Goaltender Leaving Their Crease To Join In An Altercation	8
12. Coach or Manager Pulling Team From Floor	8
13. Under the Influence of Alcohol or Drugs	8
14. Major Penalty in the Last 5 Minutes of Play	8
15. Two Majors In One Game	9
16. Four Majors In One Season	9
17. Playing An Ineligible Player	9
18. Suspensions To Coaches, Managers and Bench Personnel	9
19. Serving A Suspension	9
20. Additional Games	10
21. Commission Discretion to Reduce Suspensions	10
<b>APPENDIX A: Offence/Defence Rules</b>	<b>11</b>
<b>APPENDIX B: Fair Play Guidelines</b>	<b>12</b>
<b>APPENDIX C: BCLA General Operating Policies</b>	<b>13</b>



## **DISCIPLINARY RULES**

### **1. MATCH PENALTY – “RECKLESS AND ENDANGERING PLAY”**

#### Match Penalties (ref Rule 80)

A match penalty shall be a major penalty assessed to a player/goalkeeper to be served by a substitute player. Any participant who receives a match penalty shall be ejected from that game and immediately suspended until the appropriate governing body rules on the incident.

A Match Penalty can be assessed under the following rules:

- Rule 30 Reckless and Endangering Play
- Rule 33 Boarding (where rule 30 is applied)
- Rule 35 Butt Ending (where rule 30 is applied)
- Rule 37 Charging (where rule 30 is applied)
- Rule 38 Checking from Behind (where rule 30 is applied)
- Rule 40 Cross Checking (where rule 30 is applied)
- Rule 42 Elbowing (where a Match is assessed)
- Rule 45 Fighting
- High Sticking (where rule 30 is applied)
- Rule 57 Kicking a Player (where a Match is assessed)
- Rule 59 Kneeing (where rule 30 is applied)
- Rule 62 Abusing an Official (and any intentional contact with any official)
- Rule 64 Slashing (where rule 30 is applied)
- Rule 65 Spearing (where a Match is assessed)
- Rule 72 – Unnecessary Roughness (where rule 30 is applied)

<b>1st Offence</b>	Three (3) Games
<b>2nd Offence</b>	Five (5) Games/Hearing
<b>3rd Offence</b>	Five (5) Games and second hearing by local Minor Commission

**NOTE:** Any situation where in the referee’s discretion, Rule 30 Reckless and Endangering Play is applied, i.e.: Match Penalties for Slashing, High Sticking, Cross Checking, etc.

---

## 2. **MAJOR PENALTIES**

Serious infractions that are assessed Major Penalties under the following rules:

- Rule 35 Attempted Butt Ending
- Rule 65 Attempted Spearing
- Rule 57 Attempted Kicking of a Player

**A GAME MISCONDUCT WILL BE ASSESSED IN ADDITION TO THESE 5-MINUTE PENALTIES AND THE FOLLOWING DISCIPLINE ACTION WILL APPLY.**

<b>1<sup>st</sup> Offence</b>	One (1) game
<b>2<sup>nd</sup> Offence</b>	Three (3) games
<b>3<sup>rd</sup> Offence</b>	Five (5) games and hearing by the local Minor Commission

## 3. **GROSS MISCONDUCT**

Due to the seriousness of this infraction, Commissioners **must** confirm the facts of the game report with the game officials and/or zone officials where a gross misconduct has been assessed. The Commissioner will consult on all gross misconduct infractions with the BCLOG Vice Chair - Minor or Zone Officials Rep for review before ruling on the infraction. If the facts reveal that the incident falls short of being a gross misconduct a Commissioner in consultation with their respective Commission Chair and the BCLOG Vice Chair - Minor may reduce the penalty to a lesser category as deemed appropriate. **(Assessed under Rule 48 in the CLA Rulebook). Commissioners letters to coaches and club presidents must emphasize that 48(a) will not be tolerated.**

- Rule 48(a)** The Referee shall assess a gross misconduct  
Penalty to any player or non-playing personnel who:
- (i) makes derogatory comments based upon race, ethnic origin, religious background or gender.
  - (ii) makes obscene gestures.
  - (iii) persists in such behaviour after being ejected from a game.
  - (iv) behaves in any manner to dishonour, embarrass or disgrace the game.

**Rule 48(b)** The Referee shall report the incident to the appropriate governing body.

Any participant found to have committed a "GROSS MISCONDUCT" (as described in Rule 48 of the CLA Playing Rules) shall be assessed a five (5) game suspension and a hearing by the local Minor Commission or the BCLCG (if required) will be conducted.

Any participant who is assessed a "GROSS MISCONDUCT" for threatening a Referee or an Official under Rule 62 shall be suspended until a hearing by the local Minor Commission or the BCLCG (if required). In such cases a minimum One (1) year (12 months from the date of infraction) Suspension is recommended.

## 4. **MISCONDUCT**

**Unsportsmanlike Conduct:** (Assessed under Rule 28). *(Not involving abuse of an official, ie, unsportsmanlike conduct between players, or between coaches).*

**Game Misconduct assessed for simple misconduct and or unsportsmanlike conduct.**

**1st Offence** – No further disciplinary action is warranted

**2nd Offence** – Two (2) games

**3rd Offence** – Players who receive three (3) Game Misconducts in a season shall be

assessed a five (5) game suspension and a hearing by the local Minor Commission will be conducted. Coach/Bench Personnel who receive a Third Game Misconduct are to be reported to the BCLCG for further possible action.

**NOTE:** Any GAME MISCONDUCT PENALTY that occurs at the end or completion of the game, shall result in an automatic One (1) game suspension.

**NOTE:** The section above deals strictly with incidences of unsportsmanlike conduct by players or coaches that are not directed at officials. A 10 minute misconduct assessed without a major attached is not subject to additional discipline or suspension.

## **5. ABUSE OF OFFICIALS**

For infractions of Rule 28 ABUSE OF OFFICIALS AND MISCONDUCT (Note: this rule covers both Referees and Bench Officials such as Timekeepers, Scorekeepers, Offensive Time Clock operators, etc.)

**Abuse of Official by a player:** (Game Misconducts assessed for Abuse of an Official).

**1st Offence** – Three (3) games

**2nd Offence** – Five (5) games/Hearing by local Minor Commission

**3rd Offence** – Five (5) games and a second hearing by local Minor Commission

**Abuse of Official by non-playing personnel (Coaches):**

**1st Offence** – Three (3) games

**2nd Offence** – Five (5) games/Hearing by BCLCG

**3rd Offence** – Five (5) games and a second hearing by BCLCG

**Abuse of Official by non-playing personnel (Trainer):**

**1st Offence** – Immediate indefinite suspension, case is to be forwarded to BCLCG.

As a minimum, this person will not be allowed back on the bench until they successfully complete the appropriate coaching level.

**6. ASSAULT OF AN OFFICIAL (PHYSICAL OR VERBAL)** – Match, Game or Gross Misconducts Assessed under the following rules:

- Rule 28 Abuse of Officials and Misconduct
- Rule 48 Gross Misconduct
- Rule 62 Abusing Officials

Any player found to have physically or verbally threatened a Referee or other Game Official (Assault of an Official) shall be suspended until a hearing of the local Minor Commission. Any Coach/Bench Personnel found to have physically or verbally threatened a Referee or other game Official (Assault of an Official) shall be suspended until a hearing by the BCLCG. In such cases a minimum One (1) Year (12 months from the date of the infraction) Suspension is recommended.

## **7. UNNECESSARY ROUGHNESS**

Unnecessary Roughness assessed under Rule 72(b).

Rule 72(b) UNNECESSARY ROUGHNESS, grabbing the facemask, helmet or chinstrap, hair pulling or head butting.

**1<sup>st</sup> Offence** – Three (3) games

**2<sup>nd</sup> Offence** – Five (5) games/Hearing by local Minor Commission

**3<sup>rd</sup> Offence** – Five (5) games and a second hearing by local Minor Commission

**8. FIGHTING**

Assessed under Rule 45 and BCLA Minor Directorate Operating Policy Regulation 19:

**1st Offence** – Game Misconduct (given at game) plus two (2) games additional suspension

**2nd Offence** - Game Misconduct (given at game) plus four (4) games additional suspension

**3rd Offence** - Game Misconduct (given at game) and five (5) games and a hearing by the Local Minor Lacrosse Commission.

Assessed under Rule 45B, an instigator or aggressor of a fight will receive an additional game suspension.

**9. FIGHTING OFF PLAYING SURFACE**

As per Rule 23a, if the fight occurs during the jurisdiction of the referee (begins 15 minutes prior to the scheduled game time and shall continue until the teams have entered the dressing rooms after the game), the matter will be referred to the local Minor Commission for investigation and hearing, with recommendation to follow the Minor Directorate Operating Policy Regulation 19.

**10. THIRD MAN IN**

**Each Offence** - Game Misconduct (given at game) plus two (2) game suspension.

Rule 67 Assessed to the player/goalkeeper who is first to intervene in an altercation when in progress.

**11. LEAVING PLAYERS' BENCH OR PENALTY BENCH DURING AN ALTERCATION OR GOALTENDER LEAVING THEIR CREASE TO JOIN IN AN ALTERCATION. Rule 60**

Two (2) games in addition to the balance of the game in which the infraction occurred.

**12. COACH OR MANAGER PULLING TEAM FROM FLOOR Rule 63**

Immediate suspension of coach pending a hearing by the BCLCG. If a manager pulls a team off the floor, then an immediate suspension will be given to the coach, pending a hearing by their local Minor Commission.

**13. UNDER THE INFLUENCE OF ALCOHOL OR DRUGS (BCLA Minor Directorate Operating Policy Regulation 22.02)**

Immediate suspension and an automatic referral for hearing by local Minor Commission.

**NOTE:** All participants (players, coaches, fans) should be aware of the BCLA Code of Conduct (Regulation 1) and BCLA Doping Control Program (Regulation 15) contained in the BCLA Operating Policy – General Section.

**14. MAJOR PENALTY IN THE LAST 5-MINUTES**

A major penalty in the last five (5) minutes of the 3<sup>rd</sup> period and during any subsequent overtime receives an automatic one game suspension. A ten (10) minute misconduct is not considered for suspension under this rule. The first call for illegal goaltender equipment in the last five (5) minutes of the 3<sup>rd</sup> period and during any subsequent overtime, resulting in a five (5) minute major, will not be a "suspendable" offence.

**15. TWO MAJORS IN ONE GAME Rule 77(c)**

Any player who accumulates two major penalties in one game shall be assessed, in addition to the game misconduct assessed, the following:

**1st Offence** - Three (3) Games

**2nd Offence** -Five (5) Games

**3rd Offence** – Five (5) Games and Hearing by local Minor Commission

**16. FOUR MAJORS IN ONE SEASON**

Any player who accumulates four major penalties in one season will be assessed as follows:

**4 Major Penalties** will be assessed one (1) game suspension.

**Subsequent Major Penalties:**

**5<sup>th</sup> Major** will be assessed a two (2) game suspension

**6<sup>th</sup> Major** will be assessed a three (3) game suspension

**7<sup>th</sup> Major** will be assessed a four (4) game suspension

**8<sup>th</sup> Major** will be assessed a five (5) game suspension and a Discipline Hearing.

For the purpose of this section, a **10-minute game misconduct is not considered a major penalty.**

**17. PLAYING AN INELIGIBLE PLAYER**

Any team that plays an ineligible player or who is not properly registered as per BCLA Minor Directorate Operating policy 4.04(b).

Any team found guilty of playing an ineligible player during a regularly scheduled, sanctioned tournament or playoff games shall forfeit all games won during which an ineligible player was a participant. Should this occur in the playoffs, and then only the games played in the playoffs will be awarded to the opposing side. The Coach will be suspended for two (2) games for the first Offence and for the second Offence, an automatic referral to the BC Lacrosse Coaches Group for appropriate disciplinary action.

**18. SUSPENSIONS TO COACHES AND BENCH PERSONNEL**

Coaches and bench personnel who receive a suspension or game ejection will be reported to the local Commission and the BCLCG Vice Chair Minor.

**19. SERVING A SUSPENSION**

The BCLA Operating Policy regarding suspensions and discipline shall apply as per REGULATION 11 of the BCLA General Operating Policy and REGULATION 18 of the Minor Directorate Operating Policy.

All suspensions **MUST** be noted on Game Sheet in the note section as well as crossing the suspended person (player or coach) off the game sheet rosters, to be counted against the suspension (***in the case of electronic game sheets suspension must be noted in game notes and player marked as suspended in the lineup.***)

A suspended person will be removed from **all team** games until the person has served the suspension. This suspension may be served during BCLA sanctioned tournaments, league, playoff, or Provincial Championship Games only. **The suspended person cannot participate in exhibition games until such time the suspension is fully served.** Any suspended person will be allowed to practice with the team.

Any suspended person (player or coach) must not appear in or near the dressing room on or near the player's or timekeeper's bench or playing surface (before, during or after games). Any interaction with the game by the suspended player or coach from the stands may result in additional discipline. The BCLA Operating Policy on suspension and discipline shall apply.

Regulation 18.07 from the BCLA Minor Directorate Operating Policy:

- a. A suspended player may only serve the suspension during games played by the team the player is officially registered with.
- b. A suspended coach may only serve the suspension during games played by the team the coach received the suspension for; however, a coach is suspended from all bench activities until such suspension is served.

Regulation 18: Suspensions, 18.03, Paragraph (d) reads: "A member may receive an initial verbal notification of a fine, suspension or decision directly face to face, or by telephone/email/text. This must be followed by a formal written notification presented or e- mailed within seventy-two (72) hours to the member after initial verbal notification."

## **20. ADDITIONAL GAMES**

Regulation 18.02 from the Minor Directorate Operating Policy Section reads:

A Commissioner may not levy a suspension of more than five games to any one person per game. With the exception of Coaches/Bench personnel, the Commissioner may recommend further suspensions in writing to the governing Commission.

If a Coach /Bench personnel receives a five game suspension from a league Commissioner, the Commissioner may recommend in writing that a further suspension may be warranted by the BCLCG. The Commissioner may at any time ask the BCLCG to investigate the conduct or ethical behaviour of a coach or bench personnel without handing down any suspension. Results of these actions must be related in writing back to the Commissioner and the governing Commission.

## **21. COMMISSION DISCRETION TO REDUCE SUSPENSIONS.**

- a) During League play, only in Zones 1,2,7 and 8, and where there are fewer than 10 league games for a team during the course of a season, these suspensions MAY be reduced by a Commissioner with the consultation of and agreement with the Commission Chair and a full written report provided to the Secretary and Chair of the Minor Directorate. **NOTE:** These Zones will be subject to the full Minor Directorate Disciplinary Rules and Guidelines as written during all tournament games and Provincials. For example, if a player is suspended for 5 games during a tournament and can serve only one game during the tournament, the balance of 4 games must be served during the player's next consecutive 4 games.
- b) During inter-zone play, the above guideline will also apply to Zone 6 Female Box Lacrosse coach/players playing inter-zone games.

**APPENDIX A**  
**BCLA MINOR DIRECTORATE - OFFENCE/DEFENCE RULES**

---

Minor Directorate Operating Policy Playing Rules Section 4.11:

In all aspects of Minor Directorate play, the practice known as Offence/Defence is not to be played in any of its forms. Offence/Defence is simply defined as a Player playing only one end of the floor, at even strength.

1. All Minor Association Coach Coordinators/Head Coach and/or President, are advised that they are responsible for the actions of their coaches. They are also to advise **all coaches** in their association that the practice of playing the offence/defence system when at even strength (not including pulling the goaltender or for a face-off) is **prohibited** in BC Minor Lacrosse, as per current operating policy and such action can result in suspension.
2. If any Zone/Association Coaching Coordinator, League Commissioner, BCLCG Executive Member or Minor Directorate Executive clearly determines a coach is utilizing offence/defence on a persistent basis as a tactic, (not including pulling a goaltender or during face-offs) while at even strength, they are to advise by phone or electronic means the BC Lacrosse Coaches Group (BCLCG) Vice Chair - Minor Box. The BCLA Vice Chair will designate a representative to adjudicate. The BCLCG Vice Chair - Minor Box will formally advise the Association Coaching Coordinator/Head Coach and/or President of the incident.
3. It will be the responsibility of the BCLCG designated representative to ensure that the Coaches first infraction will result in the removal of the head coach for the remainder of the game, or the coach in charge of the bench.  
If the head coach has been previously removed or suspended, or if the violation occurs in the final period of the game, the head coach or coach in charge of the bench will be suspended for the following game.
4. If the Coach is again found to be utilizing the offence/defence tactic by the above named persons in Paragraph 2, they will advise the BCLCG Vice Chair - Minor Box. If this is the second infraction the BCLCG Vice Chair - Minor Box will advise the League Commissioner to assess an immediate FIVE (5)-GAME Suspension and a hearing.
5. If at any time in playoffs, Provincial Championships, or BC Summer Games (even if it is the first instance for the Coach), the Coach will receive an automatic FIVE-GAME Suspension from the BCLCG and must attend a hearing called by the BCLCG. This hearing may determine the future status of that Coach within the BCLCG. A hearing will then be conducted by the BC Lacrosse Coaches Group (BCLCG) prior to the following year to determine the future status of said Coach as per BCLCG guidelines.
6. It is the responsibility of the BCLCG Vice Chair – Minor Box to ensure that a complete up-to-date record of such infractions is kept both by the BCLCG and the BCLA Technical Director.



## APPENDIX B FAIR PLAY GUIDELINES

---

From BCLA APPENDIX C and BCLA Minor Directorate Operating Policy Regulation 4.15:

Per BCLA General Operating Policy Regulation 17.01, the BC Lacrosse Association Minor Directorate supports and promotes the Fair Play Codes as outlined in Appendix C of the General Operating Policy. Breach of the Fair Play Codes shall not be tolerated by Minor Club executives. Per BCLA General Operating Policy Regulation 17.02, if required, remedial action from this Code will be deferred to the appropriate Governing Body that has jurisdiction, and the process of investigation and discipline shall apply.

1. All Minor Association Presidents and Coach Coordinators will be advised that they are responsible for the actions of their coaches. They are also to advise **all coaches** in their association that should it be discovered that a Coach failing to adhere to the Fair Play Guidelines, may be subject to a hearing by the BC Lacrosse Coaches Group (BCLCG) which can result in a suspension.
2. From Appendix C – Fair Play: A Coaches Role
3. **As a coach you are a role model and leader and have a significant impact your athletes' attitude. You can:**
  - Encourage your team to respect the opposing team and the rules of the game, to accept the judgments of the officials and opposing coaches without argument
  - Teach your players how to manage conflict and stress, and use good judgement in tough situations
  - Avoid overplaying talented players and allow average players equitable playing time.
  - Remember that children need a coach they can respect. Be generous with praise and set a good example.
4. If a Coach is discovered to be in violation of the Fair Play Guidelines during a Provincial Championship or BC Summer Games, they will be warned either verbally or in writing by the Vice Chair of the BCLCG, or delegate, that if they continue to be in violation of the Fair Play Guidelines the game will be stopped and the coach shall be ejected from the game and suspended for the balance of the tournament, and the remainder of the year. This is not appealable. A hearing will then be conducted by the BCLCG prior to the following year to determine the future status of said Coach as per BCLCG guidelines.
5. It is the responsibility of the BCLCG Vice Chair – Minor Box to ensure that a complete up-to-date record of such infractions is kept both by the BCLCG and the BCLA Technical Director.

**APPENDIX C**  
**BCLA GENERAL OPERATING POLICIES**

---

Coaches should acquaint themselves with BCLA General Operating Policy, including but not limited to:

- Regulation 12 Gender Equity (page 8)
- Regulation 13 Transgender Participant Policy (page 9)
- Regulation 14 Harassment (page 10)
- Regulation 15 Doping Control Program (page 13)
- Regulation 16 Concussion Awareness and Education (page 16)
- Regulation 23 Social Media (page 19)



## Spectator Etiquette

### How to respect the Game of Lacrosse

---

We want everyone to have a good experience at these Provincial Championships. This includes players, coaches, managers, officials, volunteers and spectators. To help us do this, here are a few reminders of how to keep it positive.

#### “DO’S” AT THE GAME:

- **CHEER** for good play on both ends of the field – be impartial! Cheer for your team and great plays on both ends of the field.
- If you don’t understand something that you see in the field, ask someone knowledgeable - don’t just yell.
- **RESPECT** the decisions of the official - this is a zero tolerance policy - **honour** the game
- Be a positive **ROLE MODEL** by displaying good sportsmanship at all times to coaches, officials, opponents, and your child’s teammates
- **SUPPORT** your team manager if they require assistance or have suggestions
- Be **RESPONSIBLE** for the behavior of your own fans and educate when needed
- Sit back and enjoy the game. Remember lacrosse is played for **FUN!**

#### “DO NOTS” AT THE GAME

- Yell at the officials about anything. Nothing is going to change by you yelling other than the possibility of you being asked to leave the field area.
- Use any obscene language or gestures at any time towards the officials or players as you will be removed from the field area.
- Yell at another team’s players or spectators - you will be removed from the field area.
- Disrespect the game or the volunteers hosting this event - you will be asked to leave

Your **coach and manager are responsible for your actions and behavior**; honour them by being respectful, so they can concentrate on your child and their team.

**REMEMBER -- Lacrosse is for FUN!**

**We look forward to a competitive and exciting Provincial Championship and appreciate your commitment to making it memorable for everyone.**

# BRITISH COLUMBIA LACROSSE ASSOCIATION

## 1. CODE OF CONDUCT

### 1.01 All individuals affiliated with the BCLA shall:

- i) Attempt at all times to work toward the goals and objectives of the BCLA and the game of Lacrosse, and towards the betterment of its members.
- ii) Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the Association or the game.
- iii) Always be courteous and objective in dealings with other members.
- iv) Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the BCLA.
- v) Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug-free sport.
- vi) Show respect for the cultural, social and political values of all participants in the sport.
- vii) As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.

### 1.02 Conduct to Protect Children:

The safety, rights, and well-being of children is a priority of the BC Lacrosse Association (BCLA) and its membership. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. All staff, members and participants are expected to treat children with respect and dignity. They are to establish, respect and maintain appropriate boundaries with all children and families involved in activities and programs delivered by the BCLA and its members. All interactions and activities with children should be known to, and approved by, the member association and the parent/guardian of the child. For more information about Conduct to Protect Children - <https://www.protectchildren.ca/en/about-us/>.

### 1.03 An individual's conduct shall be in question when they:

- i) Breach any of the above Section 1.
- ii) Use their position within the BCLA for unauthorized personal and/or material gains.
- iii) Willfully circulate false, malicious statements, derogatory to any other member of the Association.
- iv) Willfully ignore or break the By-Laws, policies and/or rules and regulations of the BCLA.
- v) Counsel others to ignore or break the by-laws, policies, and/or rules and regulations of the BCLA.
- vi) Code of Conduct hearings will only be heard for offences not already covered by properly constituted penalties approved by the BCLA in all Directorates, Technical Support Groups and League Agreements.

### 1.04 General:

- i) The BCLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
- ii) The BCLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

### 1.05 Discipline Procedures:

- i) Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing to the BCLA office within 15 days of the event/occurrence.
- ii) Upon receiving a report, the BCLA staff shall immediately notify the BCLA Executive who shall determine the merit of the complaint and determine if action is necessary.

- iii) If action is necessary, the President shall, with the Discipline Committee, appoint a date, time and place for which shall not be more than 30 days from the receipt of the report.
- iv) All interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Discipline Committee at their own expense.
- v) The Discipline Committee may call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.
- vi) The decision of the Discipline Committee will be announced by the Chair of the Discipline Committee within 7 days of the hearing and all interested parties will be provided with a copy of the written decision. Interested parties is defined as those parties who are directly involved in the proceedings.
- vii) Any individual whose rights are directly affected by a decision of the Discipline Committee may appeal that decision to the Appeals Committee.
- viii) The procedure and time lines for a presentation to the Appeals Committee shall be the same as those set out for the Disciplinary Committee.
- ix) Disciplinary action taken under this Code of Conduct section will be considered to be applicable to all disciplines of Lacrosse in BC
- x) The Discipline Committee may fine, suspend or request other remedial action based on a Discipline Hearing.

1.06

**British Columbia Universal Code of Conduct (BC UCC):**

The BC Lacrosse Association accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code is hosted on the viaSport BC website here: [https://www.viasport.ca/sites/default/files/BC\\_UCC\\_2021.pdf](https://www.viasport.ca/sites/default/files/BC_UCC_2021.pdf).

## 14. HARASSMENT

- 14.01 The BCLA is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The BCLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted.
- 14.02 Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the BCLA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.
- 14.02.1 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.
- 14.03 The following types of harassment are intolerable, whether or not individuals complain:
- 14.03.1 **Abuse:** Abuse can be physical, emotional or sexual.
- (i) **Physical Abuse** - using physical force or actions that result, or could result, in injury.
- (ii) **Emotional Abuse** - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individuals, insults, humiliation or rejection.
- (ii) **Sexual Abuse** - using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents.
- 14.03.2 **Harassment:** Any behaviour that satisfies one or more of the following definitions of Harassment.
- (i) **Personal Harassment:** Behaviour, including communications, conduct or gesture, which:
- (a) is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise); and
- (b) would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.
- (ii) **Sexual Harassment:** Behaviour involving unwelcome sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature when:
- (a) such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group; or
- (b) submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or
- (c) submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or
- (d) such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.
- (iii) **(a) Bullying:** Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or

between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.).

The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue (i.e., extortion, physical assault, etc. ). Bullying can be broken down into four types:

- Physical (hit or kick victims; take/damage personal property)
- Verbal (name calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber-Bullying

The following is a non exhaustive list of tactics used by bullies to control their targets:

1. Unwarranted yelling and screaming directed at the target
2. Continually criticizing the target's abilities
3. Blaming the target of the bullying for mistakes
4. Making unreasonable demands related to performance
5. Repeated insults or put downs of the target
6. Repeated threats to remove or restrict opportunities or privileges
7. Denying or discounting the targets accomplishment
8. Threats of and actual physical violence

**(b) Cyber-Bullying:** Cyber-Bullying is the use of communication devices and electronic information to include but not limited to, e-mail messages, text messaging, instant messaging, cell phone communications, internet chat rooms, internet blogs, internet postings, video recording and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to that individual or damage to the individual's property; or
3. Has the effect of substantially interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.

(iv) **Retaliation:** Acts of Retaliation: Types of behaviour that may constitute Harassment include, but are not limited to:

- (a) written or verbal abuse or threats;
- (b) physical assault
- (c) using any instrument in an aggressive and/or threatening manner (i.e., as a weapon)
- (d) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, or religion;
- (e) displaying of racist or other offensive or derogatory material, racial, ethnic or religious graffiti;
- (f) practical jokes, hazing or initiation rites which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- (g) obscene gestures;
- (h) intimidation;
- (i) behaviour which undermines self-respect or adversely affects performance or working conditions;
- (j) false accusations of Harassment motivated by malice or mischief, and meant to cause other harm.

14.03.3 **Retaliation:** Any action taken against an individual in retaliation for:

- (i) having initiated this policy on behalf of himself/herself or another individual;

- (ii) having participated or co-operated in any investigation under this policy; or
- (iii) having associated with anyone who has invoked this policy or participated in an investigation.

- 14.03.4 **Prohibited Ground:** The BC Human Rights Code provides that no person shall discriminate against another person with respect to, amongst other things, employment, publications, accommodation, service, and facilities on any of the following grounds (the “Prohibited Grounds”): race, marital status, sex, colour, conviction for an offence, age, ancestry unrelated to employment, sexual orientation, place of origin, physical disability, political belief, mental disability, family status, religion.
- 14.03.5 **Reasonable Person Standard:** In relation to a determination of Harassment under this policy, an assessment of responsibility that takes into account not only what the Complainant and Respondent actually experienced, knew, or understood about one another or the situation, but also what a reasonable person in each of their circumstances would or ought to have experienced, known, or understood.
- 14.03.6 **Responsible Adult:** Where the Complainant or the Respondent is a minor (under 19), or otherwise unable to speak for himself or herself, a parent, guardian, or other adult of the person's choice who may speak on behalf of the Complainant or Respondent.
- 14.04 It is the overall objective of the BCLA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 14.04.1 Harassment which is unintentional may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviour continues, the individual should file a complaint in the manner described in the BCLA Complaint Review Procedure.
- 14.04.2 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the BCLA Complaint Review Procedure.
- 14.04.3 The BCLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 14.04.4 The BCLA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
- 14.04.5 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the BCLA Discipline Policy.



## APPENDIX F: BC LACROSSE ASSOCIATION SOCIAL MEDIA GUIDELINES

*The responsibility of on-line or social media accounts belongs to the named holder of the account (or page) and all members are expected to conduct themselves in accordance with the BCLA Code of Conduct.*

**Overview.** The BC Lacrosse Association (BCLA) has begun to use social media networking in a way to increase the reach of BCLA news and information to all interested parties, which include but is not limited to: members, fans, sport enthusiasts, and supporters. The social media outlets that may be used by the BCLA include the website, on-line community of practice, Twitter and Facebook.

These guidelines have been developed to sit under the framework for the BC Lacrosse Association By-Laws and/or Regulations, as well as be a complement to any additional policies and codes of conduct implemented by the BCLA.

We recognize the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. The Social Media Guidelines have been developed to help empower you to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game.

The vision that serves as the basis to all our initiatives is guided by certain shared values that we live by as an organization and as individuals:

Sportsmanship Passion Integrity Respect Innovation Trust

The BCLA encourages all Association/Club members, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of BCLA players to explore and engage in social media communities at a level at which they feel comfortable. **Have fun, but be smart.** The best advice is to approach online worlds in the same way we do the physical one -- by using **sound judgment** and **common sense**, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached.

Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.

All forms of social media that the BCLA utilizes are used to engage our members and beyond. Creating awareness, generating interest, and increasing the visibility of the BCLA should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.

**Compliance.** Non-compliance with these guidelines may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law.

Those who fail to comply with these guidelines may be disciplined under the BCLA By-laws and/or Regulations.

**Definitions.** Social Media is defined as "content created by people using highly accessible and scalable publishing technologies. Social media is distinct from traditional media, such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information". (Source: Wikipedia)

**Social Media may include (but is not limited to):**

- Social networking sites (ex. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- Video and photo sharing websites (ex. Flickr, YouTube)
- Blogs, including corporate and personal blogs
- Blogs hosted by media outlets (ex. comments posted to news stories)
- Micro-blogging (ex. Twitter)
- Wikis and online collaborations (ex. Wikipedia)

- Forums, discussion boards and groups (ex. Google Group, Communities of Practice, etc.)
- Video or podcasting
- Online multiplayer gaming platforms (ex. World of Warcraft, Second Life)
- Instant messaging (including text messaging)
- Geo-spatial tagging (ex. Foursquare, Facebook Places)

### **BCLA General Guidelines.**

**Transparency** in every social media engagement. The BCLA does not condone manipulating the social media flow by creating "fake" destinations and posts designed to mislead followers and control a conversation. Every Website, "fan page", or other online destination that is ultimately managed by the Association must make that fact known.

**Respect** of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with the Association's communications contact to make informed, appropriate decisions. When in doubt, please contact [info@bclacrosse.com](mailto:info@bclacrosse.com)

**Utilization** of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.

**Guidance for navigating legal issues.** The following is offered as general guidance to assist you in complying with the obligations set out in these guidelines. When in doubt, seek further guidance from the BCLA's Operating Policy Manual.

**Privacy, confidentiality and information security.** You should **not** publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. The BCLA's *Privacy Policy* applies.

**Copyright.** You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.

**Harassment and Bullying.** The BCLA's *Harassment Policy* applies online and in the physical workplace. Bullying and harassment includes any bullying or harassing comments a person makes online, even on their own private social networks or in non-lacrosse related settings.

Abusive, harassing, threatening or defaming postings are in breach of the BCLA's *Harassment Policy* in the *BCLA General Operating Policy*, and may result in disciplinary action being taken.

All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

**Defamation.** You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

**Offensive or obscene material.** Material may be offensive or obscene and may infringe relevant online classification laws if it pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

**Social Media Activities.** The BCLA respects the rights of its participants of the game and its authorized contractors to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the BCLA's awareness. It is important that all participants of the game are aware of the implications of engaging in forms of social media and online conversations that reference the BCLA and/or the representative's relationship with the BCLA and its brand, and that they recognize when the BCLA might be held responsible for their behaviour.

## **Personal Use**

**Our Expectations for Personal Behaviour in Social Media.** There's a big difference in speaking "on behalf of the Association" and speaking "about" the Association. This set of **5 principles** refers to those **personal or unofficial online activities** where you might refer to the BC Lacrosse Association, Canadian Lacrosse Association or any associated activities (Local, Provincial, National Championships, International events, AGMs, etc.)

1. **Adhere to all applicable policies.** All participants of the game are subject to the Association's Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behaviour with respect to the disclosure of information; these policies are applicable to your personal activities online.
2. **You are responsible for your actions.** Anything you post that can potentially tarnish the Association's image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of the BC Lacrosse Association".
3. **Be a "scout" for compliments and criticism.** Even if you are not an official online spokesperson for the Association, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Association or its brands online that you believe are important, consider sharing them by forwarding them to [info@bclacrosse.com](mailto:info@bclacrosse.com).
4. **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Association or its brands, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the BCLA staff who are trained to address such comments, at [info@bclacrosse.com](mailto:info@bclacrosse.com).
5. **Be conscious when mixing your business and personal lives.** Online, your personal and business personas are likely to intersect. The Association respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on.

**REMEMBER:** Do not represent yourself as an Official Spokesperson of the Association (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of the Association (including confidential information). Be aware that taking public positions online that are counter to the Association's interests may be harmful and could be considered a breach of compliance.

## **Specific Applications and Situations**

1. **Timing.** Some situations require that participants of the game in official functions for the Association refrain from uploading content or participating to social media. These situations include (but are not limited to):
  - a. Inside a competition stadium during the competition period (ex. FIL World Cup competition or Minto Cup)

- b. During a non-public event or meeting organized by the Association (ex. the Annual General Meeting)
  - c. Before, during or after a meeting where non-public information is discussed (ex. Local competitions committee planning meeting)
  - d. Before, during or after a game or training session when strategic, tactical or medical information is discussed. We ask that you please refer to the team's coaching or medical staff before making any comments pertaining to these.
2. **Use of official marks.** We recognize that Team BC players and staff members may see value in using pictures or videos where we see them in official kits. The intent is not to forbid this usage, but simply to remind you that using such photos, for example as your profile picture, automatically link you to the Association and we therefore ask that you stay conscious of the comments and contents you post. The use of any other official marks should follow copyrights and trademarks regulations.
  3. **Links.** In order to facilitate access to relevant information regarding the Association, all groups of participants of the game are encouraged to link their blogs and other social media interactions, when in accordance to the above guidelines, to the [www.bclacrosse.com](http://www.bclacrosse.com) website and its services.

## **Professional Use Of Social Media**

### ***Our Expectations for Professional Behaviour in Social Media***

#### **Becoming Authorized To Use, Post And Comment**

- Before using the Association's social media accounts you must be a representative of the organization.
- You may not use, post or comment as a representative of the organization unless you are **authorized** to do so.

#### **Rules Of Engagement**

Once authorized to use, post and comment as an organization's representative, you must:

- disclose you are an volunteer/employee/contractor of the organization, and use only the Association's designated social media accounts
- disclose and comment only on information classified as public domain information
- ensure that all content published is accurate and not misleading
- ensure you are not the first to make an announcement (unless specifically given permission to do so)
- comment only on your area of expertise and authority
- ensure comments are respectful of the community in which you are interacting online
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the association's Privacy Policy.
- if applicable, remove material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful

If you are authorized to comment as an organization's representative, you must not:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the BCLA's reputation or bring it into disrepute.

## 23. SOCIAL MEDIA

- 23.01 The BCLA recognizes the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media in an appropriate, positive, respectful manner.
- 23.02 **APPENDIX F: BC Lacrosse Association Social Media Guidelines** has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The BCLA encourages all our Association/Club Members, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of BCLA players to explore and engage in social media communities at a level at which they feel comfortable. Approach online worlds in the same way one does the physical one -- by using sound judgment and common sense, by adhering to the BCLA's values, and by ensuring that all of the BCLA's Policies and Procedures are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.
- 23.03 The BCLA expects that all members are aware of and respect APPENDIX F: BCLA Social Media Guidelines.
- 23.04 If anyone is found to be in violation of the guidelines to the extent that it is damaging to the BCLA, it will be handled using the provisions of REGULATION 1: CODE OF CONDUCT. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined.



#101, 7382 Winston Street  
 Burnaby, BC V5A 2G9  
 Phone 604-421-9755

Email: info@bclacrosse.com

# ATHLETIC ACCIDENT CLAIM FORM

<b>SECTION I</b> (please print)		
Last Name of Claimant	First Name	Birth Date
Mailing Address		
City	Province	Postal Code
If a Minor, Name of Parent		
Home Phone ( )	Business Phone ( )	

<b>SECTION II</b>	
Date of Accident	Hour a.m. / p.m. (circle one)
Location of Accident	
What is the injury?	
Date of First Treatment	
Name of Hospital taken to	
Date of Admittance	Hour a.m. / p.m. (circle one)
Date of Discharge	Name of Attending Physician or Dentist

<b>SECTION III</b> Describe fully how the accident happened.

<b>SECTION IV</b> (your sport accident policy is an excess accident benefits policy; proof of exhausting all other insurance must accompany your expenses) What medical coverage do you have through your/spouse/parent employment?				
Name of Employer		Name of Insurer		
Address of Employer		Address of Insurer		
City	Prov.	Postal Code	Policy No.	Certificate Number

<b>SECTION V</b>	
I hereby certify that all the information provided above is correct.	
Claimant's / Guardian's Signature	Date

Send completed form along with any invoices for expenses you incurred to -

By mail:  
 BC Lacrosse Association  
 101-7382 Winston Street, Burnaby, BC V5A 2G9

By email:  
 info@bclacrosse.com

Please call BC Lacrosse if you have any questions regarding this form. Instructions are on the reverse side. If you do not have invoices at this time, please forward the form only to confirm that you intend to make a claim.

<b>CERTIFICATION OF ASSOCIATION OR CLUB EXECUTIVE</b>	
Do not complete this section yourself; have your Club or League President, Coach or Manager complete this section.	
Name of Team	League or Association
Accident Policy No. ACL6623	Type of Sport
Was the above player registered at the time of the injury? Yes/No (circle one)	
Was the player injured while taking part in an authorized activity? Yes/No (circle one)	
Name	Position with Club
Telephone No.	Signature

# INSTRUCTIONS

*You must provide all information requested; incomplete forms cannot be processed.*

## IMPORTANT POINTS TO REMEMBER WHEN COMPLETING YOUR CLAIM:

1. Your insurer must receive notice of your accident within 30 days of the accident date and receive claim documentation within 90 days.
2. ALL claims must be submitted with itemized statements and paid receipts (originals are required if there is no other coverage available), which indicate
  - Patient's name
  - Type of purchase or service
  - Date of each purchase or service
  - Amount charged for each purchase or service
3. A physician statement confirming diagnosis and recommended treatment is required if you are claiming other than dental or ambulance expense.
4. Only claims in excess of the deductible specified in your plan will be considered for payment up to your maximum benefits.
5. Expenses eligible under any other health care plan(s) must be submitted to that plan(s). Your sport accident policy will pay only the amount of expenses that are not eligible with any other insurer.
- IF YOU ARE CLAIMING ANY OF THE BENEFITS LISTED BELOW, YOU MUST INCLUDE THE FOLLOWING INFORMATION WITH YOUR CLAIM: (Please check your plan details for the conditions under which these benefits are eligible. You must have required and received medical/dental treatment commencing within 30 days of the accident date.)
- FOR BENEFITS NOT LISTED BELOW, PLEASE CONTACT THE INSURER FOR CLAIMS PROCEDURE

### A. PRESCRIBED DRUGS

- Name of medication or drug
- Date of purchase
- Amount charged

### B. SERVICES OF PHYSIOTHERAPIST, CHIROPRACTOR, OSTEOPATH

- Physician referral
- Type of service
- Date of each treatment
- Amount charged for each treatment
- Date of treatment paid by Provincial Medical Plan; if private fees apply, confirming coverage has been exhausted

### C. HOSPITAL ROOM ACCOMMODATION

- Not an eligible expense

### D. AMBULANCE (Emergency to Hospital only)

- Date of service
- Places ambulance taken from and to
- Amount charged

### E. VISION CARE

- If your injury received medical treatment and resulted in the loss or damage of eyewear, or the requirement of eyewear due to accident
- An explanation must be submitted with your receipt to claim the limited benefit

### F. SCHEDULED FRACTURE INDEMNITY

- If your injury results in any of the fractures or dislocations listed on the policy schedule, there may be an amount payable to you; not more than one amount (the largest) is payable
- A statement completed by the licensed physician or surgeon confirming the fracture/dislocation

### G. MEDICAL BRACES

- A letter from the licensed physician or surgeon indicating the diagnosis, the specific medical necessity for prescribing the brace and the type of brace prescribed must be submitted with your receipt
- Medical braces required primarily for sporting type activities are not covered

### H. DENTAL ACCIDENTS

- Exact date of accident
- Breakdown of services performed
- Circumstances surrounding the accident
- Is there other dental coverage? Enclose details.
- Confirmation that treatments only relate to the accident
- Provide other insurer's explanation
- Are further treatments estimated?

### I. SERVICES AVAILABLE WITHIN THE PROVINCIAL PLAN

- Your Sport Accident Policy does not make payment for any services or treatment that is available within the provincial plan, whether there is enrollment in the provincial plan or not

YOUR SPORT ACCIDENT POLICY MAY INCLUDE A DEDUCTIBLE AND/OR PERCENTAGE OF REIMBURSEMENT. (Example: \$100 deductible or \$30 per treatment up to \$300 per accident.) IF IN DOUBT, CHECK YOUR PLAN DETAILS.





# ATTENDING PHYSICIAN'S STATEMENT

Please complete this claim form and return it to your patient.

Patient's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Diagnosis: Please indicate the name(s) of the bone(s) fractured or dislocated:


If Hospitalized, give name of hospital: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Discharged: \_\_\_\_\_

If referred to you, give name of referring physician: \_\_\_\_\_

Operations (or other procedures performed): _____	Date: _____
_____	Date: _____
_____	Date: _____

Date of first consultation for above: \_\_\_\_\_

Date of first symptoms: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Has the patient ever had same or similar condition? \_\_\_\_\_

If yes, please state when and describe: \_\_\_\_\_

Is there any other disease or infirmity affecting the present condition?

Date: \_\_\_\_\_ Signature \_\_\_\_\_ (M.D.)

Address: \_\_\_\_\_

Certified Specialist \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsored by:



# 2025 BCLA MINOR BOX LACROSSE PROVINCIAL CHAMPIONSHIPS

## PLAYER OF THE GAME AWARD

**GAME #** \_\_\_\_\_

**HOME TEAM** \_\_\_\_\_

**AWAY TEAM** \_\_\_\_\_

**YOUR TEAM** \_\_\_\_\_

**TEAM MVP** \_\_\_\_\_

**PLAYER NAME AND #**

**COACH OR PARENT WILL PICK THE MVP FROM THEIR OWN TEAM**

VANCOUVER  WARRIORS

**PLEASE REMEMBER**

**THE PLAYERS  
ARE KIDS**

**THIS IS A GAME**

**REFEREES  
ARE HUMAN**

**RESPECT THE REFS AND  
ENJOY THE GAME**

VANCOUVER WARRIORS



**SCAN HERE TO LEARN MORE ABOUT  
THE VANCOUVER WARRIORS**

