



## **BRITISH COLUMBIA LACROSSE ASSOCIATION YOUTH FIELD DIRECTORATE**

### **2019-2020 COMMISSIONERS PACKAGE**

*The League Commissioners are responsible to and sanctioned by the League Chair and are ratified by the Field Directorate, with names submitted prior to September of the playing season. Commissioners are members of their League. League Commissioners are the people responsible for organizing all inter-association lacrosse, “Tier 1 and Tier 2” throughout their leagues. This volunteer position is a fairly demanding one, involving an above average command of management and communication skills. Each Commissioner is required to work closely in conjunction with his or her coaches and managers (the people who supervise the teams), and the League Chair. A Commissioner must have a current CLA Rule and Situation Handbook, the latest Field Directorate Disciplinary Guidelines, BCLA Constitution & Bylaws, and BCLA Operating Policy, Handbook, and current updates, as applicable, to both CLA Rule These documents are to be supplied by the BCLA through the League Chair.*

*Revised August 20, 2019*

## GENERAL DUTIES

The following decisions shall be made by the League Executive:

1. Team movement
2. Player movement
3. Removing a Commissioner

Should a final decision not be arrived at the issue will be forwarded to the Field Directorate.

**A Commissioner is the person responsible for the day-to-day operations of a league.**

While it is desirable to find Commissioners who are not members of a Youth Association Executive, in practical terms this is not always possible. Commissioners will often hold administrative positions in their local Association. **Under no circumstances, may a Commissioner handle a division in which their child plays.** Any perceivable conflict of interest must be identified at the start and contingencies established to deal with any problems that may arise. The Commissioner must maintain actual statistics to:

- Inform requesting teams of their league standings.
  - Maintain an up-to-date account of non-played games.
  - Maintain an up-to-date account of played games.
  - Maintain an up-to-date account of penalty occurrences.
  - Spot any serious imbalance of the competition level within your league division.
  - Teams found playing ineligible players will forfeit any points earned in games with these players participating and the coach will be referred to the Coaches Association for further discipline.
  - If the Chair or any position above the Chair should request relevant documents from any Commissioner, they must be supplied. All requests must follow the Field Directorate communications chart as attached.
1. The commissioner shall verify all game sheets with team lists. He/she will receive team lists of all teams in their division after the October 2<sup>nd</sup> deadline. After October 2<sup>nd</sup> and up to the November 30<sup>th</sup> deadline, he/she will be provided copies either by fax, email, or mail of player registration forms PRIOR to a player playing a game. Any player listed on a score sheet prior to the commissioner, League and BCLA Registrar receiving notice will be consider an ineligible player and the team is subject to loss of any points earned in that game.
  2. Periodically verify team registrations with the registrar.

A Commissioner must have a current Rulebook, a Situation Handbook the latest Youth Field Directorate Disciplinary Guidelines, BCLA Constitution & Bylaws, and BCLA Operating Policy. These documents are to be supplied by the pertinent League.

**A Commissioner should acquaint themselves personally with all teams in their league.**

- Hold a meeting of all your coaches and introduce yourself.
  - Make sure you get a list of all your coaches/managers complete with phone numbers.
  - Emphasize the importance of the score sheets being turned in to you within 48 hours as indicated on the game sheets. No score sheet -- no game -- no points.
  - Explain the Disciplinary Rules and how you expect them to be followed.
1. Suspensions -- Automatic and the first six games cannot be appealed.
  2. **Automatic means that coaches sit the player until they hear from you.** Advise the coach to phone after the game to make you aware there was a problem. The head referee is supposed to call, but the coach's call will be a double check.
  3. Commissioners are to investigate and review the incident and may adjust at their discretion.
  4. Phone calls -- advise your coaches if you have certain times that they can call you.

**A Commissioner is encouraged to observe as many games within their League Division as possible.**

A Commissioner must attempt to handle all cases of complaints or disputes in their league. If unsure, or conflict of interest, you must call the League Chair for resolution of the matter.

1. Keep accurate records of all suspensions.
2. Be consistent -- All players are treated equal. Don't let personal feelings or relationships get in the way.

At the end of the season, any outstanding suspensions will be presented at the final League meeting of the season for documentation. Any suspensions to be served by graduating U18 will be sent to the Vice Chair of Seniors.

All outstanding suspensions will be forwarded to the Field Directorate, as well as, the BCLA to be recorded.

**Tournaments** – The supervising league Commissioner will administer discipline for all tournaments; and ensure that disciplinary action is consistent with that administered during league play. If the League Commissioner is unavailable then the League chair will appoint a commissioner for that tournament.

**MANDATORY**

**All suspensions for the current year will be forwarded to the Provincial Director seven days prior to the start of the Playoffs and Provincials on the Individual Player Suspension and Major Penalty Statistics form attached.**

Playoffs -- Each League runs their own playoffs in order to send the team or teams to represent that league.

A Commissioner may be requested to arrange league playoffs, by the League Chair, within his or her league and either make the presentation of the awards (if applicable) themselves or appoint someone to do this.

Provincials -- Information is included and updates will be sent to all leagues.

A Commissioner shall submit a written year-end report to the Chairperson of their lacrosse league.

A Commissioner shall not become involved at a game, unless the referee for some reason has lost control and there is a danger of player injury. Otherwise, the referee is the person in control and if a problem arises in a game, waits until the referee makes his decision. It is not the Commissioner's place to try to referee a game from the stands.

## **SUSPENSIONS/DISCIPLINE**

All Commissioners have to be sanctioned by the local league, ratified by both the BC Field Directorate and the BCLA Executive and these Commissioners are the only people allowed to hand disciplinary suspensions on infractions incurred throughout youth lacrosse.

All suspensions are to be made by the Commissioner in charge of the league. The following steps must be followed when a game report has been written.

The Commissioner should be informed by phone call or email from Head Referee or game official within 24 hours what the report says. (these reports are done online now)  
Within 48 hours Commissioner must receive hard copy of written report or online report/email. (If not receiving these forms in timely please contact the League RIC or Vice Chair BCLOG.)

Once report is received, Commissioner should confirm the facts.

A Commissioner's FIRST call for clarification, if required, should always be to his/her respective Commission Chair.

Once a decision has been made the Commissioner will assess appropriate suspension per Field Directorate Disciplinary Rules.

Any discipline report regarding coaching or bench personnel must be sent to the BCLCG Vice Chair – Youth Field and copied to the Vice Chair of Youth.

Any incident that involves abuse of an official or conduct of an official must be cc'd to BCLOG Vice-Chair of Youth if applicable and a team representative.

The Commissioner will notify the association president of the suspension.

Any team who plays an ineligible player while under suspension will lose all points earned from games in which the ineligible player played. The Coach will be suspended for two (2) games for the first offence and for the second offence, an automatic referral to the BCLCG for the appropriate disciplinary action.

If a coach or manager receives a five game suspension the Commissioner may recommend (in writing) further suspensions to the BCLCA.

The Association President is responsible for notifying the coach and player. The written suspension report must be sent to the President, copying the Commission Chair, Vice Chair of Youth, BCLCG Vice Chair (if applicable) and a team representative within seven (7) days of the infraction or be declared invalid.

In no case may a Commissioner levy a suspension of more than five (5) games to any one person per game. He or she may recommend a further suspension in writing, which can only be authorized by the local League. The appropriate information must be documented on the Commissioners' discipline report. Appeals to the local League's suspension are to be made to the Field Directorate in writing as set out in the Operating Policy.

All Commissioners must ensure their coaches list suspended players on the score sheet, making note of the fact that they are suspended for that game. This helps to prove suspended players do not play and helps to keep track of the number of games they have sat out.

Example:	Brandon Murray	Suspended 1 of 3 games
	Brandon Murray	Suspended 2 of 3 games
	Brandon Murray	Suspended 3 of 3 games

A suspended player will be removed from all team games until he has served his full suspension. This suspension must be served during the BCLA sanctioned tournaments and league games only. The suspended player cannot participate in exhibition games that occur during the suspended number of games. The suspended player must not appear in the dressing room or on or near the bench. He cannot participate in any official duties with his own team. (i.e.: Timekeeping, Scorekeeping, etc.)

## **DISCIPLINE REPORTS**

Discipline reports are to be filled out accurately and completely. The Association President is responsible for notifying the coach and player. **The written suspension report must be sent to the Association President League Chair and Vice Chair of Youth within 10 days of the infraction or be declared invalid.**

After assembling all facts, it is necessary to analyze the situation in an unemotional manner. Do not react immediately. If in any doubt, call the League Chair for guidance.

Remember, suspensions are necessary, even though you may not personally share that philosophy, this is our mandate. Accordingly, a warning or trying to be Mr. Good Guy defeats the system. On the other hand, power trips and/or vendettas have no place in the system.

## **APPENDIX A: BCLA APPEALS POLICY AND PROCESS**

### **Definitions:**

“Appeal” refers to the Appeal conducted under this process;

“Appeal Board” refers to the Appeal Committee;

“Appellant” refers to the member appealing a decision;

“Hearing” refers to the hearing conducted under this process;

“May” refers to a choice to act or not;

“Member” is defined in the BCLA By-Law II: Membership.

“Notice of Appeal” refers to the application filed in accordance with this process;

“Party” or “Parties” refers to any person affected and participating in the Appeal;

“Respondent” refers to the individual or body whose decision is being appealed.

“Working Days” refers to BCLA offices hours and if a holiday falls within this time frame then the time is extended to the next day that the BCLA office is open.

### **General Powers**

1. The Appeal Board has the power to manage its own processes and may produce rules respecting practice and procedure to enable the unbiased and timely resolution of the matters before it.
2. Without limiting section (1), the Appeal Board may make rules as follows:
  - a) Relating to holding of pre-hearing conferences which might include confidential conferences, requesting parties to attend a pre-hearing conference;
  - b) With respect to receipt and disclosure of documentation;
  - c) Regarding the exchange of records and documents by parties;
  - d) Regarding written submissions by parties;
  - e) Specifying the form of application and time within which and how the party must respond to the application;
  - f) Regarding service of the documents;
  - g) Regarding each party providing a mailing address and/or email address and/or fax number for service;
  - h) Regarding procedures for preliminary or interim matters;
  - i) Regarding any additional parties to an application;
  - j) Regarding adjournments;
  - k) Regarding the joining of applications;
  - l) Regarding witnesses to an application;
  - m) Regarding non-compliance with the Appeal Boards rules;
  - n) Regarding access and restrictions to documents;
3. Any changes to the rules in this section may be made at the Annual General Meeting of BCLA.
4. The Appeal Board is to ensure that these rules of practice and procedure are available to the Members and public.

### **Withdrawal or settlement of application**

5. The applicant must inform the Appeal Board if all or part of the issue has been settled. Upon receipt of settlement the Appeal Board must inform all parties that the application has been altered or withdraw.

### **Service of documents**

6. Anyone who wishes to appeal must provide to the BCLA Office written notice by fax, email and/or mail and payment of \$500.00 no later than seventy-two (72) hours after receipt of the decision. If notice is provided by fax and/or email, the payment in the amount of \$500.00 must be received by the BCLA Office within seventy-two (72) hours of the written notice.
7. The Appeal Board will provide any and all documents received from the applicant to any person named in the application by personal service which includes, ordinary mail, fax, and/or email to the last known address. That person will be able to respond to the materials.

### **Grounds for Appeal**

8. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the following:
  - 8.1 making a decision for which there was no authority or jurisdiction as set out in governing documents;
  - 8.2 failing to follow procedures as laid out in the bylaws or approved regulations of the BCLA;
  - 8.3 making a decision that was influenced by bias;
  - 8.4 failing to consider relevant information and/or taking into account irrelevant information in making the decision;
  - 8.5 exercising its discretion for an improper purpose; and/or
  - 8.6 making a decision that was unreasonable.
  - 8.7 Within three (3) business days of receiving notice of an appeal, the BCLA Executive Director will forward the notice of appeal to the Chair of the Appeals Committee.
  - 8.8 The Chair of the Appeals Committee shall review the information submitted under clause 6 and 7 within three (3) business days of receipt and, if upon preliminary view, the appeal appears to have no grounds, the Chair shall notify the appellant of that opinion, giving the appellant a reasonable opportunity to make further submissions before making a final decision. The final decision shall be made by the Chair of the Appeals Committee within three (3) business days of receipt of the further submissions. If the final decision is that the appeal has no grounds, the appellant shall be notified of that decision, in writing, with reasons, and the appeal shall be dismissed, and the \$500.00 will be refunded.

### **Notice of Appeal**

9. The Notice of Appeal must include the following:
  - a) Contain the applicants name, address, phone number(s) and e-mail address;
  - b) Identify the decision that is being Appealed;
  - c) State why the decision should be changed;
  - d) State the outcome requested; and
  - e) Must include the required fee.

### **Time Limits**

10. The Notice of Appeal must be filed in the BCLA office no later than 72 hours after the decision being made.
11. The commencement of an Appeal does not operate as a stay or suspend the decision being appealed.
12. The Chair or delegate shall hold an Appeal hearing within fourteen (14) working days of receipt of the Notice of Appeal. If, for some unforeseen reason, the President or his/her designate may extend this timeline.

### **Appeal Board members**

13. The BCLA Vice President - Administration will appoint a minimum of 25, no more than 30 Appeal Board members by January 1 each year.
14. The Chairs of the Senior, Minor and Field Directorates will appoint Appeal Members from their executives and/or commissioners.
15. Each hearing will have a Chair and three to seven panel members. The panel members will have the jurisdiction of, and may exercise and perform the powers and duties provided to them under this bylaw.
16. The decision of a majority of the panel members constitutes the decision of the panel.
17. Appeal Board members must faithfully, honestly and impartially perform their duties and must not, except in the proper performance of those duties, disclose to any person any information obtained as a member.

### **Disclosure of Documents**

18. Appeal Board members and/or parties to the Appeal must not disclose or be compelled to disclose any documentation or statements made by a party in the dispute unless the matter proceeds to criminal court.

### **Summary Dismissal**

19. At any time once an application has been filed, the Chair, Vice President – Administration and Finance, Senior/Minor and/or Field Directorate Chair may dismiss all or part of it if the Appeal Board determines that:
  - a) the application is not within the jurisdiction of the board;
  - b) the application was not filed within the applicable time limit; and
  - c) the application was made in bad faith or filed for an improper purpose or motive.
20. If the Appeal Board dismisses all or part of the application, the chair must inform all parties of the decision in writing within seven (7) business days and the reason for that decision.

### **Witnesses**

21. A party to the application may provide a witness statement in writing if that witness is relevant to the issue(s) in the application.
22. The Appeal Board and a party to the application have the right if necessary to ask questions to the witnesses for a full and fair disclosure of the matters relevant to the hearing.
23. The Chair may limit the examination of the witness if he/she are satisfied that the questions have been answered.

### **Recording of hearing**

24. The Chair or designate will take minutes of the hearing. These minutes will be forwarded to the BCLA Executive Director to keep on file.

### **Form of hearing of application**

25. The hearing may be in any combination of written, telephone, and in person.

### **Adjournments**

26. The Chair has the right to adjourn a hearing if required and provide reasons for the adjournment.
27. The Chair must ensure that the adjournment does not impact any of the parties in a negative way.

### **Evidence**

28. The Chair may receive and accept information that it considers relevant, necessary and appropriate to the matter that is being appealed.

### **Decisions**

29. The Appeal Board may attach terms or conditions to a decision.
30. The Appeal Board's decision is effective on the date on which it is issued, unless otherwise specified by the Appeal Board.
31. The Chair must communicate the Committee's final decision in writing within seven (7) business days to the parties affected by the decision, and give reasons for the decision. A copy of this letter must be sent to the BCLA Executive Director to keep on file.
32. If the Appellant is successful, the cost of the Appeal (\$500.00) will be returned to the issuing person. If the Appellant is not successful, the money is then forfeited. There shall be no returning of moneys should the Appeal be upheld.

### **Review by Level of Appeal**

33. If a further Appeal is warranted by anyone with a vested interest to the BCLA Executive Committee level, then a further \$500.00 will be required and a written Appeal to the Executive Board. If notice is provided by fax and/or email, the payment in the amount of \$500.00 must be received by BCLA within seven (7) business days of written notice.
34. The Notice of Appeal must be commenced within three (3) working days of the decision from the Directorate Appeal hearing. If, for some unforeseen reason, the President or his/her designate may extend this timeline.

### **Immunity for Appeal Board**

35. The Chair, Appeal Board members or other officer who makes a decision in an application within their performance of a statutory duty or in the exercise of statutory power is not subject to legal proceedings.



## **COACHES CLINICS**

For a coach to be eligible to coach in a Provincial Championship, he or she must have fulfilled the requirements of the B.C. Lacrosse Coaches Association's NCCP.

## **RESCHEDULED GAMES**

The league schedules will include the final date of league play. No games will be scheduled or rescheduled after this date without prior approval of the Commissioner. Prior to rescheduling any games the Commissioner of the league has to be advised. Rescheduling games may seem to be a reasonably straight forward exercise but a surprising number of situations develop in which rival teams cannot (or will not) find a mutually agreeable time. In the case of two teams unable to agree on a rescheduled game time, the Commissioner may be required to mediate a rescheduled game time. In such mediations, the Commissioner must collect all pertinent information, such as why the original game was canceled; field times offered from both teams and then make a final ruling.

## **PROCEDURES FOR PLAYERS PLAYING DOWN A DIVISION**

### **GUIDELINES**

All players should register and play in the division and tier according to their birth date. However some circumstances make it very difficult for this to occur and exceptions can be made providing the proper steps are followed.

The only exceptions are based on size, skill level and any disabilities.

**UNDER NO CIRCUMSTANCES WILL A PLAYER BE GIVEN PERMISSION TO PLAY DOWN ON A "Tier I" TEAM.**

**No player who has been given permission to play down during the league will be allowed to participate as a player for the team in the Provincials.**

### **PROCEDURES**

1. All requests to play a player down a division must be made in writing and submitted to the appropriate League Executive for approval.
2. All requests must be submitted by the Association President or their designate and will be reviewed, assessed & approved or declined by the League Executive.

**We must put fun back into the game of lacrosse, not only for the players, but also for all participants and fans.**

**We should strive to achieve equality between Associations while keeping in sight our games' competitive nature.**

**REMEMBER: Winning can be done with grace...and so can losing**

### **PROVINCIAL CHAMPIONSHIPS**

#### ***“Tier I” PROVINCIAL CHAMPIONSHIPS***

Hosted by:    Dates:        TBA

#### ***“Tier II” PROVINCIAL CHAMPIONSHIPS***

Hosted by:

Dates:        TBA

All teams must declare by the deadline, their intention to participate in the BC Youth Field Lacrosse Provincials. Participation begins with League playoffs, and ends at the Provincials. Teams do not enter League playoffs if they have not declared and paid the fee.

#### **DEADLINE FOR DECLARATIONS TBA**

**All coaches must be properly certified as per the NCCP certification program.**

**COMMISSIONER'S DISCIPLINE REPORT**

\_\_\_\_\_ **YOUTH FIELD LACROSSE LEAGUE 20\_\_**

NAME OF PLAYER or  
**COACH/MANAGER:** \_\_\_\_\_

NAME OF TEAM: \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_

DIVISION: \_\_\_\_\_

Please be advised that on \_\_\_\_\_ you were assessed a  
\_\_\_\_\_ for \_\_\_\_\_

Under my discretion and guidelines you will be given \_\_\_\_\_  
games suspension. The suspension will run from \_\_\_\_\_  
and up to and including the next \_\_\_\_\_ league or sanctioned tournament games played by your team.

**FOR YOUR INFORMATION ONLY**

I have recommended to the Discipline Committee of the \_\_\_\_\_

League for a further suspension.        YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE OF COMMISSIONER: \_\_\_\_\_

(PRINT) \_\_\_\_\_

- **Copy to the President of the Association of Player**
- **Copy to Chair of the local League**
- **Copy to Vice Chair of Youth**
- **Copy to BCLCG Vice Chair men's field (if Applicable)**
- **Copy kept by Commissioner (File)**

# INDIVIDUAL PLAYER STATISTICS

(Used to track info on players on an individual team)

**DIVISION:** \_\_\_\_\_ **TEAM:** \_\_\_\_\_

<b>PLAYER</b>	<b>GAMES PLAYED</b>	<b>STOPS</b>	<b>GOALS</b>	<b>ASSISTS</b>	<b>TOTAL POINTS</b>	<b>PENALTY MINUTES</b>

# TEAM STATISTICS

(Used to track team results after each game)

DIVISION: \_\_\_\_\_

TEAM: \_\_\_\_\_

COACH: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE	GAME #	VS	STOPS	GOALS FOR	GOALS AGST	ASSISTS	# OF PEN	PEN MIN	PTS	ACCUM PTS.

