



***british
columbia
lacrosse
association***

2019-2020

OPERATING POLICY:

COACHES

Revised September 2019

BC LACROSSE ASSOCIATION

BC LACROSSE COACHES TECHNICAL SUPPORT GROUP OPERATING POLICY

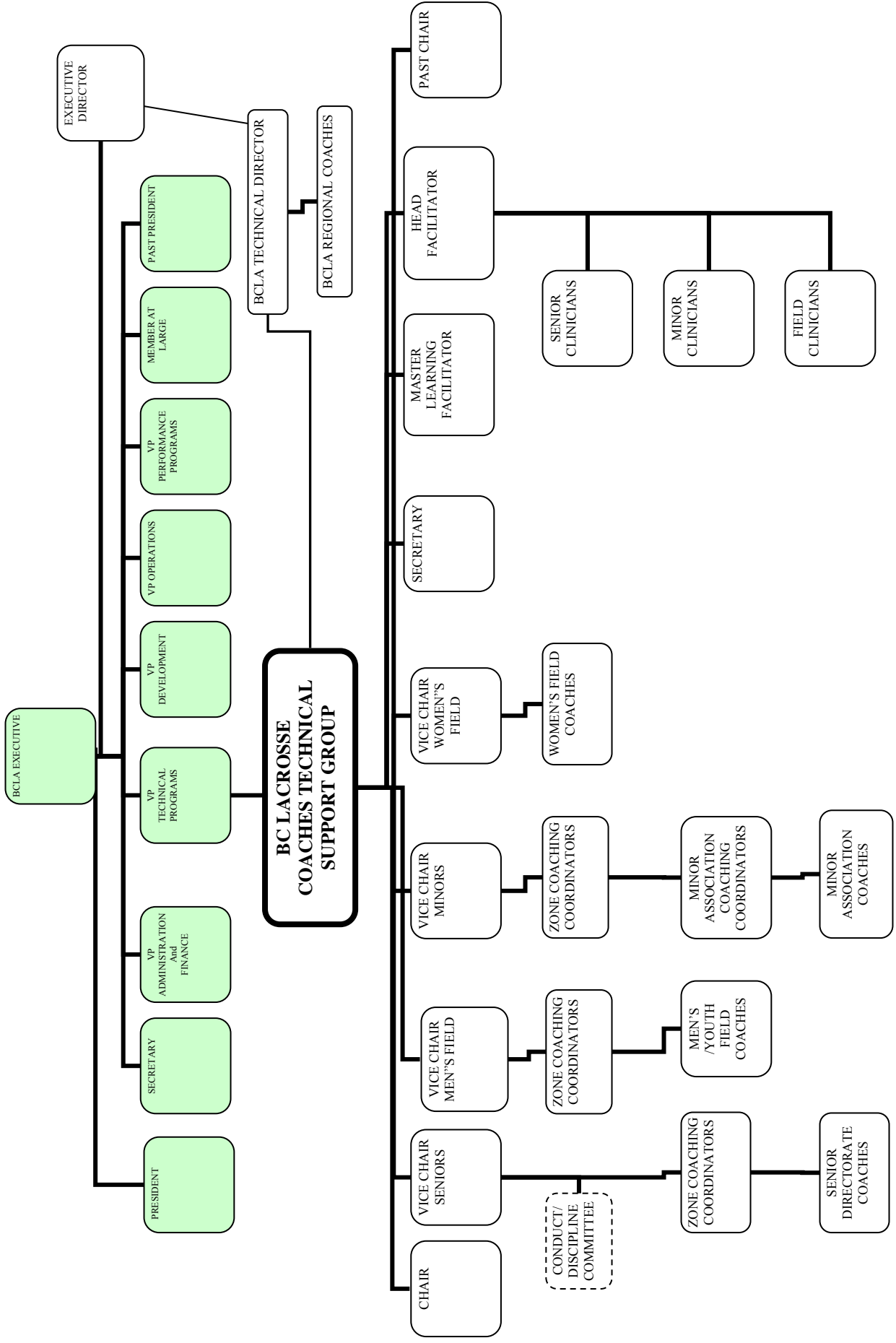
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BC LACROSSE COACHES COMMUNICATION CHART

October 2017



BRITISH COLUMBIA LACROSSE COACHES ASSOCIATION

OBJECTIVES

To improve the level of coaching by:

- providing workshops and clinics, both theoretical and technical.
- making coaching aids available.
- registering all coaches in British Columbia
- providing a system for disciplinary action where applicable and for an appeal process for all members.

To improve the game of lacrosse by:

- promoting good fellowship among association members.
- encouraging constructive communication and relationships among BCLCG members.
- providing opportunity for input concerning the rules and regulations involved in "the playing of the game".
- upholding the CLA Lacrosse Coaches Code of Ethics.
- insisting that coaching be done in accordance with the CLA Rule Book and the ILF rulebook with the only exception being those rules changed or permitted by the Minor Directorate, Senior Directorate or Field Directorate.

REGULATION 1: MEMBERSHIP

1.01 All coaches shall belong to the BCLCG.

1.02 To be an active member of the BCLCG, a Coach must:

- (a) Be registered with the BCLA through the BCLCG utilizing one of the following forms:
Form 100B – Box Lacrosse
Form 100M – Youth/Men's Field Lacrosse
Form 100W – Women's Field Lacrosse

Forms with fees as outlined in Appendix "B" of the BCLA Operating Policy must be received by the following dates in the current coaching year:

Form 100B – All Minor Box Coaches	May 1
Form 100M – All Youth/Men's Field Lacrosse Coaches	Oct 1
Form 100B – All Senior Box Coaches	April 20
Form 100W – All Women's Field Lacrosse Coaches	May 1

- (b) Coaches must meet the minimum standards outlined on the applicable Form 100 for each discipline by the deadline date for submission as indicated in 1.02 (a). Coaches attending training sessions (clinics) in the current year are required to meet the "In-Training" standard and must complete all evaluations required to meet the minimum standards in their particular coaching position prior to the deadline dates for submissions as indicated in 1.02 (a), in the playing year following the year of training (clinic).
- (c) Coaches of athletes 18 years or younger must submit to a criminal record check per General Operating Policy Regulation 17 with the Form 100's.

1.03 (a) Any deletions or additions to the coaches listed on the Form 100's after the deadline for submission dates must be requested in electronic or written form by the appropriate administrative body, i.e., minor association club or team executives. The requests are sent to the Zone Coaching Co-ordinators for Minor Box, BCLCG VP – Senior for all Senior Box coaches and the appropriate BCLCG Vice Chair – Field for all Field players.

Zone Coaching Co-ordinators shall forward all requests to the BCLCG Vice Chair – Minor.

All changes must be approved by the BCLCG and all approvals returned to the sender and also a copy to be kept on file by the BCLA Office.

Any change to the coaches appearing on the playoff declaration forms from those submitted on the Form 100 must be approved by the method outlined above.

- (b) During play-offs or Provincials, in the event that the declared certified coach is not able to coach the team because of illness, death or suspension, the team's governing body or, failing that, the BCLCG, on an interim basis, can effect a replacement with another qualified coach.

1.04 All members of the BCLCG are entitled to:

- Insurance coverage as per Section 6 of the BCLA General Operating Policy.
- Voting privileges at the BCLCG Special Session.
- LacrosseTalk Newsletter (quarterly).
- All applicable material and merchandise discounts.

1.05 All minor associations (box and field) will be represented by a Coaching Co-ordinator or delegate who shall attend each scheduled minor coaches meetings. Failure to attend such scheduled meeting will result in a fine. For zones outside of the Lower Mainland (exceeding 6hours driving time), they may be represented at the scheduled coaches meetings by the BCLCG minor zone or field league representative.

Fine Guidelines as follows:

1st meeting missed	\$25.00
2nd meeting missed	\$35.00
3rd meeting missed	\$60.00
Additional Meetings missed	\$60.00
Special Session missed	\$100.00 fine

NOTE: This is per BCLA fiscal year. Any fines not paid could result in an association being declared "not in good standing".

REGULATION 2: REGISTRATION

2.01 A registration fee will be assessed to all associations and clubs for all coaches, including assistant coaches, of all teams, per year. (Please refer to **Appendix B: BCLA Registration Fees**).

2.02 The registration fee will be used by the BCLCG as part of the budget for each year and will cover expenses including:

- (a) National Coaching registration fees
- (b) Insurance coverage
- (c) Correspondence
- (d) Administration
- (e) All Meeting Expenses - AGM/Coaching Co-ordinator
- (f) New Projects

2.03 (a) Any associations or clubs not submitting the BCLCG Form 100's with full payment of coaches registration fees by the deadlines in Regulation 1.02 (a) will be subject to a fine until the forms are properly filled out and received by the BCLA Office no later than

midnight April 20 for Senior Box Lacrosse, midnight May 1 for Minor Box Lacrosse, midnight October 1 for Men's/Youth Field lacrosse and May 1 for Women's Field Lacrosse, or they will not be eligible for Provincials.

- (b) All associations or clubs that do not submit fees to the BCLA regarding coaches on Form 100s, will not be in good standing, and therefore By-Law II, section 7 of the BCLA Constitution and By-Laws will be in effect.

REGULATION 3: THE EXECUTIVE

3.01 The Executive of the BCLCG, as defined in the By-Laws, will meet as a group two (2) times per year.

- (a) Mid-January
- (b) Special Session

The BCLCG will appoint task forces to conduct investigations, project recommendations, project reviews or any other tasks delegated by the membership. These task forces may conduct meetings as required throughout the year. Any motions resulting from these task forces will have the voting done by correspondence or electronic means to the appropriate membership.

3.02 Members of the BCLCG will meet between the second weekend in September and the second weekend in October for an annual workshop and election of executive.

3.03 (a) The Executive will consist of the following and shall be elected as follows:

The Chairperson	Every 2 years in even years
Past Chairperson	N/A
Secretary	Every 2 years in odd years
Vice Chairperson for Minor Box lacrosse	Every 2 years in even years
Vice Chairperson for Senior Box lacrosse	Every 2 years in odd years
Vice Chairperson for Women's Field lacrosse	Every 2 years in even years
Vice Chairperson for Men's Field lacrosse	Every 2 years in odd years
Eight Zone Co-ordinators	To be appointed annual by the Chair
Master Learning Facilitator	To be appointed annual by the Chair
Head Facilitator	To be appointed annual by the Chair

(b) Job Descriptions

Chairperson

- Responsible to the BCLA Vice President – Development for the administration of the BCLCG.
- Responsible for the supervision of the Executive of the BCLCG.
- To act as direct liaison with the BCLCG Executive and the Technical Director.
- To provide direct liaison between the BCLCG and the CLA Coaching Committee, and fill the position of the BCLA Coaching Co-ordinator on said Committee.
- Ensure that the BCLCG is represented at all BCLA meetings where the BCLCG is a member or where their input or presence has been requested.
- Ensure that the BCLCG operates within the approved BCLCG budget.
- To oversee all projects of the BCLCG.
- Ensure all directorates are afforded certification clinics for all coaches in such a number and location to meet all requirements of the Lacrosse Coaching Certification Program (LCCP).
- Liaison with the MLF to ensure that the technical data base and clinicians are available to meet all LCCP goals.
- Represent the BCLCG at the BCLA Annual General Meeting.
- To chair or delegate a replacement chair for the BCLCG Special Session and all other BCLCG sponsored meetings or conferences.

Vice Chair – Senior

- To provide direct liaison between the Senior Directorate and the BCLCG.
- To attend all meetings of the Senior Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the CLA Coaching Committee through the BCLA Coaching Co-ordinator.
- To act as technical advisor to the BCLCG and the MLF on technical requirements of the senior coaches.
- To ensure that all the parameters of the Form 100B and the LCCP are understood by the Senior Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Senior Directorate for action as outlined on the Form 100B.
- To act as chair of the BCLCG Discipline Committee.
- To act as the chair of the BCLCG when required.

Vice Chair – Minor

- To provide direct liaison between the Minor Directorate and the BCLCG.
- To provide direct liaison between the coaches of this discipline to the CLA Coaching Committee through the BCLA Coaching Co-ordinator.
- To attend all meetings of the Minor Directorate on behalf of the BCLCG.
- To act as technical advisor to the BCLCG and the MLF on technical requirements of the minor coaches.
- To ensure that all the parameters of the Form 100B and the LCCP are understood by the Minor Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Minor Directorate for action as outlined on the Form 100B.
- To work on projects on behalf of the BCLCG as directed by the membership.

Vice Chair – Men’s Field

- To provide direct liaison between the Field Directorate and the BCLCG.
- To attend meetings of the Field Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the CLA Coaching Committee through the BCLA Coaching Co-ordinator.
- To advise the BCLCG on matters pertaining to the National Men’s Field Program.
- To act as technical advisor to the BCLCG and the MLF on technical requirements of the men’s field coaches.
- To ensure that all parameters of the Form 100M and the LCCP are understood by the Field Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Field Directorate for action as outlined on the Form 100M.
- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for men’s field coaches.
- To carry out additional tasks for the BCLCG membership on an “as required” basis.

Vice Chair – Women’s Field

- To provide direct liaison between the Women’s Field Sector and the BCLCG.
- To attend meetings of the Field Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the CLA Coaching Committee through the BCLA Coaching Co-ordinator.
- To advise the BCLCG on matters pertaining to the National Women’s Field Program.
- To act as technical advisor to the BCLCG and the MLF on technical requirements of the women’s field coaches.
- To ensure that all parameters of the Form 100W and the LCCP are understood by the Field Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Field Directorate for action as outlined on the Form 100W.

- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for women's field coaches.
- To carry out additional tasks for the BCLCG membership on an "as required" basis.

Zone Coaching Co-ordinator

- Responsible for the liaison between the BCLCG and the respective Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- Responsible to forward all coaching requirements and/or problems to the BCLCG.
- Responsible to participate in the evaluation and selection process of all Zone, District and Provincial Team coaching staffs when required.
- Responsible to ensure all deadlines are adhered to by the Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- To act as a member of the Discipline Committee when required.
- To attend all meetings of the BCLCG.
- To assist in projects and tasks on behalf of the BCLA when mutually acceptable by both parties.

Master Learning Facilitator (MLF)

- Responsible for the training of Lacrosse Facilitators.
- Responsible for the updating of facilitators and coach training materials.
- Responsible to forward social, moral and technical philosophies for consideration to be incorporated in coaching training.
- Responsible to provide technical and theory material data to the BCLCG for consideration for inclusion into course curriculums.
- Responsible to provide written technical material when mutually agreed to by both parties.
- To act as the liaison between the BCLCG and the CLA National Resource Person (NRP).

Head Facilitator

- Minimum Standard: Fully certified Level 2 (old NCCP) or Competitive Introduction with Theory 3 (old NCCP).
- Responsible to recruit, interview, and select clinicians for box, men's field and women's field programs.
- Responsible to ensure that all clinicians teach to an acceptable standard.
- Provide direct liaison between the BCLA Technical Director and Zone Coaching Co-ordinators, Association Coaching/Technical Co-ordinators, Association Presidents/Managers to ensure all minimum requirements outlined in the Form 100s are met.
- Responsible to provide facilitators for all slated clinics.
- Responsible to liaise with the Technical Director to ensure the coaching database reflects the current coaches on an annual basis.
- Responsible to liaise with the Technical Director to produce a list of current coaching certification levels upon receipt of all Form 100's (week immediately following the applicable deadline).
- Responsible to liaise with the Master Learning Facilitator in determining manual content and ensuring that clinician training and updating are carried out.
- Responsible to provide the BCLCG with an annual report on the status of certified coaches, status of current clinicians and a general overview of the quality of play demonstrated by players and teams.

REGULATION 4: VOTING PRIVILEGES

- 4.01 (a) Refer to the By-Laws of the British Columbia Lacrosse Association.
 (b) All members of the BCLCG in good standing will cast one vote per person.
 (c) Awards Selection Procedures – as attached.
 (d) Zone Coaching Selection Procedures – as attached.

REGULATION 5: CONDUCT

- 5.01 It shall be considered an offense against the membership to violate the CLA Lacrosse Coaches Code and Philosophy.

- 5.02 Actions contrary to the BCLCG Code of Ethics, BCLA Fair Play Code and Philosophy, the BCLA Constitution, By-Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official, supporter or spectator in a public environment – are to be considered serious violations and may be cause for investigation by the BCLCG, and if found not acceptable after investigation by the BCLCG, discipline may be awarded as per 5.04 below.
- 5.03 All league Commissioners are to advise the BCLCG, in writing, of all infractions involving a coach with suspensions, referee game reports, including game ejections, or any other actions and reports considered not acceptable to lacrosse or the public.
- 5.04 All requests for further action by league commissioners (Minor Directorate Operating Policy 15.03: Suspensions refers) shall be investigated by the BCLCG. Where appropriate, further suspensions, additional training, letters of apology or periods of probation may be awarded by the BCLCG Discipline Committee.
- 5.05 All requests by association presidents to investigate inappropriate actions by a coach/bench personnel shall be investigated by the BCLCG. Where appropriate, further suspensions, additional training, letters of apology or periods of probation may be awarded by the BCLCG Discipline Committee.
- 5.06 The suspension is to be served with the team the coach is currently registered with on a Form 100 where the suspension happened and carries over throughout the discipline (i.e., minor box, senior box, youth field and senior field) as defined in 5.06, unless the consequence of 5.07 is applicable.
- 5.07 The Executive of the BCLCG can investigate all written reports concerning the conduct of Coaches/Bench personnel which violates the Coaches Code of Conduct, Code of Ethics, and BCLA Constitution and By-Laws concerning Coaches or the Operating Policy, including the BCLA Fair Play Code, of the BCLCG. The named Coach will attend a Conduct Committee Hearing, or be present through electronic media; results of this hearing could include one or up to all of the following sentences:
- (a) Game suspension of one (1) up to an indefinite period.
 - (b) Mandatory attendance of specified certification or courses.
 - (c) Drafting letters of apology.
 - (d) Serving a period of probation.
- Suspensions can be extended to other sectors of lacrosse if deemed appropriate by the BCLA Executive. Game suspension can only be counted against games of league play, playdowns or sanctioned tournaments. The coach in question must be the coach who appears on the Form 100. Coaches who are currently on suspension cannot be added to any additional Form 100's.
- 5.08 The Conduct Committee will consist of:
- A Chairperson from the BCLCG Executive or a person delegated by the BCLCG Chair from the BCLCG membership.
 - Two members from the BCLCG Executive or Association Coaching Co-ordinators (Head Coaches) who are members in good standing of the BCLCG and not involved members of the Association of which the Coach/Bench Personnel are registered.
- 5.09 Results of all investigations and subsequent actions will be reported to home clubs and associations, commissioners, and/or the governing Directorate, for appropriate action. In cases where coaches are suspended for six (6) games or more, the coach's name and reason for suspension shall be published on an annual basis and made available to all members of the BCLCG in a report for the BCLCG Special Session.
- 5.10 See General Operating Policy Regulation 11 for the jurisdiction of suspensions.

REGULATION 6: APPEALS

- 6.01 Any suspension of up to an additional five games, or requests for letters of apology, further or repeat of training or periods of probation of one (1) year or less is not subject to appeal.
- 6.02 An appeal must be in writing to the BCLCG Chair.
- 6.03 In the event that the suspension is for a longer period than one year, the person suspended may re-appeal at twelve-month intervals, providing the preceding appeals were not successful.
- 6.04 Please refer to Appendix A: BCLA Appeals Process – BCLA General Operating Policy.

REGULATION 7: BENCH RULES

- 7.01 (a) The minimum age for Assistant Coaches of Novice and lower is 14 years of age and the Coach must have completed NCCP Community Development level prior to being on the bench. The minimum age for Assistant Coaches of Peewee and up is 16 years of age (calendar year) and up.
- (b) In all divisions in at the Minor Box level, no one but 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. 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.
- 7.02 The names of all bench personnel must appear clearly on the official game sheet (including trainers). The game sheet will be duly signed by the manager, or head coach, certifying that the noted bench personnel are qualified to occupy the bench. No persons shall occupy the bench unless their name and Lacrosse NCCP # (for coaches) and Trainer qualifications (for trainers) appears on the score sheet.

It shall be considered an offence to falsely certify a game sheet

- 7.03 (a) All bench personnel must meet the following requirements to participate in any BCLA sanctioned games in the Novice (Box) and U9 (Field) divisions and below.
 - 1) All Coaches must have successfully completed the minimum requirements outlined in the current Form 100B and/or Form 100M in the division of which they participate, by the deadline set by the BCLCG (May 1 –Minor Box/Women's Field; April 20 – Senior Box; October 1 - Field).
- (b) All bench personnel must meet the following requirements to participate in any BCLA sanction games in PeeWee and above (Box) and U12 and above (Field):
 - 1) All Coaches must have successfully completed the minimum requirements outlined in the current Form 100B and/or Form 100M in the division of which they participate, by the deadline set by the BCLCG (April 20 – Senior Box; May 1 – Minor Box/Women's Field; October 1 - Field).
- (c) Trainers must be certified a minimum of first responders (firemen, ambulance, armed forces personnel, medical profession) or, have an approved and valid trainer's certificate (or its equivalent including the "Trainers Aide Training"), suitably registered on the form 100B, including certification number. A payment of \$5.00 to the BCLA must accompany the form 100B. Trainer certification numbers must be noted on all applicable games sheets unless a trainer is provided for an entire event by the BC Lacrosse Association (i.e., Minor Provincial Championships) or has been trained as a first-responder (i.e., doctor, firefighter, nurse, etc.).

- 7.04 a) The head coach of the team shall be responsible for the actions of all bench personnel on that team and will be held accountable for their actions.
- b) There must be an appropriate trained or certified coach on the bench at all times during BCLA sanctioned games. In the event of an ejection of a Head Coach, a trained coach may assume the position for the remainder of the game.

REGULATION 8: PROVINCIAL CHAMPIONSHIPS

- 8.01 The BCLCG is responsible to forward the name of a BCLCG member to the Minor Directorate Provincial Championship Director. The person selected shall be responsible for the following:
- a) Shall attend the Provincial Coaches Meeting(s).
- b) Recommend any suspension to the convener deemed necessary as a result of actions by a coach which is contrary to the acceptable Code of Conduct and Ethics.
- c) Forward recommendations to the BCLCG in regard to any technical abilities lacking from the age group of players.
- d) Assist the convener as required.

REGULATION 9: PROVINCIAL TEAMS

- 9.01 The Team BC Committee will be comprised of the BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCG Chair, the BCLCG Vice Chair – Minor, the BCLCG Vice Chair - Field, BCLOG Vice Chair – Minor, BCLOG Vice Chair – Field, BCLA Technical Director, BCLA Regional Coaches, the Minor Directorate Chair and the Field Directorate Chair.
- 9.02 Regional Coaches are directly responsible to the BCLA Technical Director, and shall liaise with the Team BC Committee to:
- (a) Recruit, and where necessary, provide training for coaching staff for all BC Provincial Team Programs.
- (b) Set the schedules and obtain facilities required for all evaluation and selection camps.
- (c) Ensure the Zone Co-ordinators are provided with all technical support required to meet all Directorate requirements outlined in the Minor and Field Directorate Operating Policies.
- (d) Ensure that coaches possess the minimum requirements outlined on the applicable Form 100; that coaches are not on the current suspension list; and that coaches possess excellent conduct and ethical records.
- (e) Put in place the procedures for selection of the coaching staff required for all Provincial Team programs.
- 9.03 The Team BC Committee shall appoint a person called the Team BC Technical Co-ordinator who will be responsible for the technical support required to operate the BCLA Provincial Programs. This technical support shall include:
- Recruitment of coaches, athletes and qualified bench personnel
 - Selection and evaluation of athletes, coaches and bench personnel
 - Administrative support as it pertains to the technical support provided
 - Responsible to liaise with the Team BC Committee in setting dates and sites for all program-required camps.
- 9.04 The Team BC Technical Co-ordinator will liaise directly with the respective Directorate responsible for their respective Provincial Team programs to ensure that all technical support requirements are met. This includes assisting the Directorate with all administrative tasks as they pertain to the technical support.

- 9.05 The Team BC Technical Co-ordinator is responsible to provide a written report to the Team BC Committee at each BCLCG Special Session and respective Directorate Special Sessions (Field, Box).

REGULATION 10: SUMMER GAMES

- 10.01 Regional Coaches are directly responsible to the BCLA Technical Director, and shall liaise with the Team BC Committee, the BCLCG Executive, the respective Directorates and the BCLCG Zone Co-ordinators to:
- (a) Recruit, and where necessary, provide training for coaching staffs for the Zone Summer Games Teams.
 - (b) Set the schedules and obtain facilities required for all evaluation and selection camps.
 - (c) Ensure the Zone Co-ordinators are provided with all technical support required to meet all Directorate requirements outlined in the Minor and Field Directorate Operating Policies.
 - (d) Ensure that coaches possess the minimum requirements outlined on the applicable Form 100; that coaches are not on the current suspension list; and that coaches possess excellent conduct and ethical records.
 - (e) Put in place the procedures for selection of Zone Coaches for Summer Games teams.
- 10.02 In all Zones not currently serviced by a Regional Coach, the said Zone shall be supported by a current Regional Coach provided by the BCLA.

REGULATION 11: COACHES CERTIFICATION

- 11.01 (a) All coaches and assistant coaches in the Minor Directorate will comply with the minimum standards as outlined on the reverse side of the Form 100B and titled Lacrosse Coaching Certification Program (LCCP).
- (b) (i) Completed Form 100B's for Minor Team Coaches Lacrosse complete with payment must be received by the BCLA Office prior to 4:00 PM on May 1 of each playing year. Associations failing to meet this deadline will be notified the first working day following the deadline submission. The BCLA Office shall notify the following positions and personnel: Association President, Association Coaching Co-ordinator, Zone Coaching Co-ordinator, Minor Directorate Chair and the BCLCG Vice Chair – Minor, by fax, phone or other electronic means of the delinquent associations.
- (ii) Any Minor Box Association that does not submit the completed Form 100B complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following; and as stated in Regulation 2.03 (a), the association is not eligible for any play downs.
- (iii) Forms must be reviewed to ensure all coaches have met the minimum standards outlined on the Form 100B five working days following the deadline date of May 1st. The BCLA office and the BCLCG V-P of Minors will conduct this verification. Delinquent lists will be forwarded to the presidents and coaching co-ordinators of all associations, the Chair of the Minor Directorate, BCLCG Chair, BCLCG VP Minor.
- (c) The minimum standard outlined on the current Form 100B must be met by the deadline date for the submission of the form in the playing year immediately following the year training was obtained and the "Trained" standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. This list shall be forwarded to the Presidents and Coaching Co-ordinators of all Associations, the Minor Directorate Chair, the BCLCG Chair and Vice Chair – Minor.

- (d) New associations registering with the BCLA are exempt from the coaching standards outlined in the Form 100's in their first two years of operation with the exception that all coaches shall be trained to the Community-Initiation level. The BCLA Office shall inform the BCLCG and the Minor Directorate of Associations who fall into this category.
- 11.02 (a) All coaches and assistant coaches in the Senior Directorate will comply with the minimum standards as outlined on the reverse side of the current Form 100B and titled "Lacrosse Coaching Certification Program".
- (b) i) Completed Form 100B's for team coaches registered in the Senior Directorate complete with payment must be received by the BCLA Office on or before 4:00 PM on the April 20th of each playing year as indicated in Regulation 1.02 (a). The BCLA Office shall inform the Chair of the Senior Directorate, League Commissioners, Club/Team Presidents, the BCLCG Chair and Vice Chair – Senior, no later than the first working day after the deadline date by fax, phone or any other electronic means of the delinquent clubs/teams.
- ii) Any Senior Box club/team who does not submit the completed Form 100B, complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following; and as stated in Regulation 2.03 (a): the club/team is not eligible for playdowns.
- iii) Forms must be reviewed to ensure all coaches have met the minimum standards as outlined on the Form 100B five working days following the deadline of April 20. The BCLA Office and the Commissioner/Chair of each League will conduct this verification.
- Delinquent lists will be forwarded to the Presidents of the club/team, Chair of the Senior Directorate, applicable Commissioner, BCLCG Chair and Vice Chair – Senior.
- (c) The minimum standard outlined on the current Form 100B must be met by the deadline date for the submission of the Form in the playing year immediately following the year training was obtained and the "Trained" standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. This list shall be forwarded to the Presidents of the club/team, Chair of the Senior Directorate, applicable Commissioner, BCLCG Chair and Vice Chair – Senior.
- 11.03 (a) All coaches and assistant coaches in the Field Directorate will comply with the minimum standards as outlined on the reverse side of the current Form 100M/W and titled, "Lacrosse Coaching Certification Program".
- (b) (i) Completed Form 100M/W's for team coaches registered in the Field Directorate complete with payment must be received by the BCLA Office on or before 4:00 PM on May 1 for Women's Field and October 1 for Men's/Youth Field each playing year as indicated in BCLCG Regulation 1.02 (a). The BCLA Office shall inform the Field Directorate Chair, League Commissioners, Club/Team/Association Presidents, BCLCG Chair and Vice Chair – Field no later than the first working day after the deadline date by fax, phone or any other electronic means of the delinquent clubs/teams.
- (ii) Any club/team/association who does not submit the completed Form 100M/W complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following until midnight April 30 for Senior Box; May 11 for Minor Box/Women's Field and midnight October 11 for Men's/Youth Field, then as stated in BCLCG Regulation 2.03 (a) the club/team is not eligible for playdowns.
- (iii) Forms must be reviewed to ensure all coaches have met the minimum standards outlined on the Form 100M/W five working days following the deadline dates. The BCLA Office and the BCLCG Vice Chair – Field will conduct this verification.

Delinquent lists will be forwarded to the Presidents of the Club/Team/Association, Field Directorate Chair, applicable Commissioner, BCLCG Chair and Vice Chair – Field.

- (c) The minimum standard outlined on the current Form 100's must be met by the deadline date for the submission of the form in the playing year immediately following the year training was obtained and the "Trained" standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. Delinquent lists will be forwarded to the Presidents of the Club/Team/Association, Field Directorate Chair, applicable Commissioner, BCLCG Chair and Vice Chair – Field.
- 11.04 (a) Head coaches of teams registered with the Minor Directorate are responsible for all bench personnel. This includes conduct and their respective minimum standard of training or certification if applicable.
- (b) All coach personnel must meet the requirements as indicated in 11.01 (a).
- (c) Trainers must have an approved and valid trainer's certificate, or a valid first responder or higher certificate, or have successfully completed the Trainer's Aide program.
- (d) All bench personnel must appear on the Form 100B.
- (e) Maximum number on the bench at any one time is four (4) excluding the trainer, who shall only be allowed on the bench to attend to player injuries as per 7.01.
- 11.05 Associations/Clubs not complying with the deadlines outlined in 1.02 (a), 11.01 (b) and 11.03 (b) shall be fined as outlined in 11.01 (b) (ii) or 11.03 (b) (ii).
- 11.06 The BCLCG with the assistance of the BCLA Technical Director will be responsible for the Coaching Development program which includes, Training, Certification, Evaluation of Coaches, Recruitment, training and evaluation of Facilitators and all Coaching development programs and projects"

The BCLCG with the assistance of the Technical Director shall be responsible for ensuring all deadlines are adhered to and that delinquent Coaches, assistant coaches or door personnel are placed on a "Suspension" list and passed to the correct administrative body for immediate action.

REGULATION 12: AWARDS SELECTION PROCEDURES

Zone Coaches. All candidates' names and resumes are forwarded to the applicable Zone Coaching Co-ordinator. The Coaching Co-ordinator will solicit votes from all Coaching Co-ordinators in the Zone. If the Zone Co-ordinator is a candidate, they will appoint an Association Coaching Co-ordinator of the Zone to act on their behalf. In the case of a tie, the Zone Co-ordinator or the designated Association Coaching Co-ordinator will cast a second ballot to break the tie. Only the Association Coaching Co-ordinators of the designated discipline are eligible to vote (i.e., men's or women's field, minor box or senior box).

REGULATION 13: AMENDMENTS

- 13.01 The Operating Regulations of the BCLCG shall not be altered except at a Special Session of the BCLCG and shall be made only by a majority vote of the members voting thereon.
- 13.02 Notice of the proposed amendments shall be given in writing to the BCLA Office at least forty-five days before the day of the Special Session and the proposed amendments shall be circulated to member clubs at least thirty days prior to the Special Session.

OTHER (passed at the BCLCG 2014 Special Session): When an Association registers a coach for a certification clinic, and the said coach does not attend the coaching clinic, the BCLA has the right to recover the cost of the access code from the coach's association.

APPENDIX A: FORM 100B – SENIOR AND MINOR BOX (Front Page)



CLA Form 100B
Effective January 1, 2019

It is mandatory that the Associations or Clubs have this form completed and returned to the BCLA Office
by May 1st for *Minors* and **April 20th** for *Seniors* in the current playing year.

Club or Association Name:	
Division and Calibre:	
Year of Current Season:	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with a Member Association of the CLA.

Coaching Staff Registration				
	Head Coach	Assistant Coach	Assistant Coach	Assistant Coach
Name:				
Address:				
City:				
Postal Code:				
Phone Number:				
E-Mail Address:				
NCCP #:				
Police Check (If Required)				
Date of Birth (MM/DD/YYYY):				

Please note that anyone opening a gate, must have the Community Development – Level 1 Coaching Course.

Gate Coach Registration					
	Name:	Address:	Phone #:	E-Mail:	NCCP#:
Gate/Coach:					
Gate/Coach:					
Gate/Coach:					
Gate/Coach:					

Bench Personnel Registration				
	Name:	Address:	Phone #:	E-Mail:
Manager:				
Equip. Manager				
Other:				

Please submit the **\$10.00/person registration fee for each coach/gate coach** listed above and **\$5.00 for the Trainer** listed below payable to the BCLA along with this form. Coaches and Trainers are not considered registered until registration fees are paid.

Trainer Registration					
	Name:	Address:	Phone #:	E-Mail:	Certification:
Trainer					

Please Note:

1. Team Head Coaches are responsible for the conduct of ALL personnel.
 2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.
- Important** – See reverse for Coach and Trainer Certification Program Minimum Standards

APPENDIX A: FORM 100B – SENIOR AND MINOR BOX (Back Page)

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship Minimum Standard
Mini-Tyke	Community Development Trained	N/A
Tyke	Community Development Trained	N/A
Rec/House Leagues	Community Development Trained	N/A
Novice	Community Development Trained	N/A
PeeWee	Community Development Trained	Competitive Introduction Certified
Bantam	Competitive Introduction Trained	Competitive Introduction Certified
Midget	Competitive Introduction Trained	Competitive Introduction Certified
Intermediate	Competitive Introduction Trained	Competitive Introduction Certified
Junior	Competitive Introduction Trained	Competitive Introduction Certified
Senior	Competitive Introduction Trained	Competitive Introduction Certified

- ✓ Head Coaches and Assistant Coaches will be held to the same standard at **ALL** levels.
- ✓ Gate Coaches PeeWee to Senior must be Community Development Trained.
- ✓ Level 1 Certified is equivalent to Community Development Trained.
- ✓ Level 2 Certified is equivalent to Competitive Introduction Certified.
- ✓ A first year coach must be ‘In-Training’ (‘In-Training’ is attending the clinic and working on completion of the workbook).
- ✓ A second year coach must be ‘Trained’ (‘Trained’ is the completion of the workbook + Making Headway module).
- ✓ A third year coach must be ‘Certified’ (if required above) (‘Certified’ is once a Coach is ‘Trained’ they complete an Ethics course and have an in-person evaluation).
- ✓ Competitive Development: the requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified.

Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer’s certificate** suitably registered on the Form 100B. A payment of \$5.00 to the BCLA must accompany the Form 100B. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e., Minor Provincial Championships).

Head Coach Signature

Member Association Representative Signature



APPENDIX B: FORM 100M – FIELD (Front Page)



CLA Form 100M
Effective Sept 1, 2019

It is mandatory that the Associations or Clubs have this form completed and returned to the BCLA Office by *October 1st* for Youth Field Association and for Senior Men's Field in the current playing year.

Club or Association Name:	
Division and Calibre:	
Year of Current Season:	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with a Member Association of the CLA.

Coaching Staff Registration (PLEASE PRINT OR TYPE)				
	Head Coach	Assistant Coach	Assistant Coach	Assistant Coach
Name:				
Address:				
City:				
Postal Code:				
Phone Number:				
E-Mail Address:				
NCCP#				
Police Check (If Required):				
Date of Birth (MM/DD/YYYY):				

Please submit the \$10.00/person registration fee for each coach listed above, payable to the BCLA, along with this form. Coaches are not considered registered until registration fees are paid. Trainers pay \$5.00 to be registered with the BCLA.

Field Personnel Registration				
	Name:	Phone #	E-mail	Trainer Cert #
Manager:				
Trainer:				
Equip. Manager:				

- Please note:
1. Team Head Coaches are responsible for the conduct of ALL personnel.
 2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.

Important - See reverse for Coaching Certification Program Minimum Standards

APPENDIX B: FORM 100M – FIELD (Back Page)



CLA Form 100M
Effective Sept 1, 2019

Category	Field Competitive Introduction Trained	Field Team BC or National Coach Minimum Standard
(U7)	Field Community Development Trained	N/A
(U9)	Field Community Development Trained	N/A
(U11)	Field Community Development Trained	N/A
(U13)	Field Community Development Trained	Field Competitive Introduction Certified
(U15)	Field Competitive Introduction Trained	Field Competitive Introduction Certified
(U18)	Field Competitive Introduction Trained	Field Competitive Introduction Certified
Senior	Field Competitive Introduction Trained	Field Competitive Introduction Certified

Notes

Head Coaches/Assistant Coaches must ALL have the SAME Level of Training or Certification.

Old NCCP Level 1 Certified is equivalent to Field Community Development Trained

Old NCCP Level 2 Certified is equivalent to Field Competitive Introduction Trained

All first year coaches need to be Trained at the Community Development level, but any coach at Bantam/U15 and above must achieve their Competitive Introduction training in the second year of coaching.

Please note that to align ourselves with the Canadian Lacrosse Association’s Operating Policy, all U15 Coaches and Assistant Coaches must now be trained at the Field Competitive Introduction (level 2) level.

Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer’s certificate** suitably registered on the Form 100M. A payment of \$5.00 to the BCLA must accompany the Form 100B. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e., Minor Provincial Championships).

Head Coach (Sign)

Member Association Representative (Sign)

APPENDIX C: FORM 100W – WOMEN’S FIELD (Front Page)



CLA Form 100W
Effective Sept 1, 2019

It is mandatory that the Associations or Clubs have this form completed and returned to the BCLA Office by *October 1st* for Women’s Youth Field Teams in the current playing year

Club or Association Name:	
Division and Calibre:	
Year of Current Season:	

The Head Coach of the above team is required to sign this form on the reverse side and is responsible to ensure that the appropriate certification level(s) as outlined in the NCCP (see reverse side) are met by his/her coaching staff in order to coach a lacrosse team registered with a Member Association of the CLA.

Coaching Staff Registration (PLEASE PRINT OR TYPE)				
	Head Coach	Assistant Coach	Assistant Coach	Assistant Coach
Name:				
Address:				
City:				
Postal Code:				
Phone Number:				
E-Mail Address:				
NCCP#				
Police Check (If Required):				
Date of Birth (MM/DD/YYYY):				

Please submit the \$10.00/person registration fee for each coach listed above, payable to the BCLA, along with this form. Coaches are not considered registered until registration fees are paid. Trainers pay \$5.00 to be registered with the BCLA.

Field Personnel Registration				
	Name:	Phone #	E-mail	Trainer Cert #
Manager:				
Trainer:				
Equip. Manager:				

- Please note:
1. Team Head Coaches are responsible for the conduct of ALL personnel.
 2. Rules stipulate that only four of the above registered coaches can occupy the Coaches Area.

Important - See reverse for Coaching Certification Program Minimum Standards

APPENDIX C: FORM 100W – WOMEN’S FIELD (Back Page)



CLA Form 100W
Effective Sept 1, 2019

Category	Field Competitive Introduction Trained
WF Youth (U12)	Women’s Field Community Development Trained
WF Youth (U15)	Women’s Field Community Development Trained
WF Youth (U19)	Women’s Field Community Development Trained
Senior Women’s	Women’s Field Community Development Trained

Notes

Head Coaches/Assistant Coaches must ALL be trained at the Women’s Field Community Development level in order to be on the field.

**Women’s Field Competitive Introduction – Level 2 is not currently being offered, but hoping that in 2020 the course will be available. When the course is offered, U15, U19 and Senior Women’s Head and Assistant coaches will need this training.

Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer’s certificate** suitably registered on the Form 100W. A payment of \$5.00 to the BCLA must accompany the Form 100W. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e., Women’s Field Provincial Championships).

Head Coach (Sign)

Member Association Representative (Sign)