



***british
columbia
lacrosse
association***

2021-2022

OPERATING POLICY:

SENIOR BOX LACROSSE

Revised October 2021

BC LACROSSE ASSOCIATION

SENIOR DIRECTORATE OPERATING POLICY

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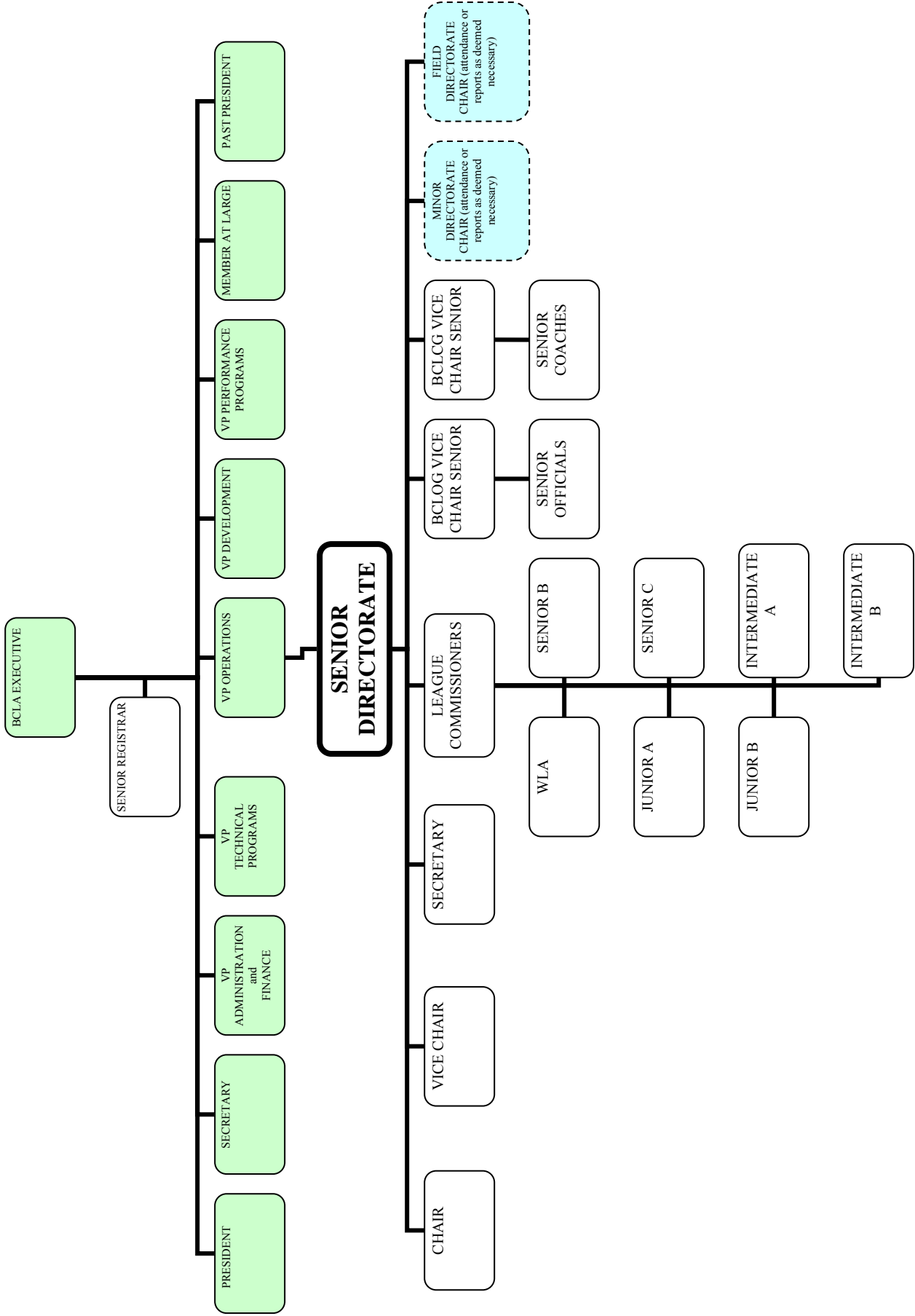
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SENIOR DIRECTORATE COMMUNICATION CHART

October 2017



SENIOR DIRECTORATE REGULATIONS

PREAMBLE

Recognizing the particular position of the Western Lacrosse Association within the structure of the British Columbia Lacrosse Association as the most senior level of lacrosse played in the Province of British Columbia, therefore the Regulations of the British Columbia Lacrosse Association, insofar as they apply to the Western Lacrosse Association and its members, shall apply; provided however, such Regulations shall not apply if they are contrary to or inconsistent with any present or future rule, regulation, provision or policy of the Western Lacrosse Association; and the said rules, regulations, provisions and policies of the Western Lacrosse Association shall take priority and apply.

REGULATION 1: STRUCTURE

1.01 Roles and Responsibilities

The Senior Directorate

- (a) Governs lacrosse for all Senior Directorate players.
- (b) First level of appeal on all matters within the Senior Directorate (jurisdiction, players discipline and player movement)
- (c) Sets Provincial Directive and a format for Provincial tournaments
- (d) Sanctions all Senior tournaments

The Senior Directorate Chair

- (a) Shall preside at all Senior Directorate meetings
- (b) Shall ensure the affairs of the Directorate are being carried out
- (c) Shall ensure the procedures set out in the By-Laws and Constitution are being followed
- (d) Shall attend the VP Operations meetings
- (e) Is responsible to call meetings of the Directorate as required.
- (f) Work with all members of the Directorate to ensure the game is of a high calibre and standard
- (g) Is the deciding vote in case of a tie
- (h) Is responsible to all members of the Directorate, not a Commission or an individual
- (i) Shall be elected for a two year term in odd years

The Senior Directorate Vice Chair

- (a) Shall attend all Senior Directorate meetings
- (b) Shall assist the Chair as requested
- (c) Shall preside over meetings in the absence of the Chair.
- (d) Has a close working relationship with all members of the Directorate
- (e) Assists in developing the game of lacrosse
- (f) Is responsible to all members of the Directorate, not a Commissioner, league or individual
- (g) The Vice Chair shall be elected for a two year term, one in odd years and the second in even years
- (h) Shall be designated as the BCLA Senior Playoff Director for Provincial Championships

The Senior Directorate Secretary

- (a) Shall be responsible to attend and record minutes for all meetings and their distribution.
- (b) Maintain a database of league contacts.
- (c) Provide an annual carry-over suspension list to include CLA, Minor to Senior and League carry-overs.

League Commissioners

- (a) Rule on disciplinary matters for their league following the League Agreement Disciplinary Rules
- (b) Assist in making schedules for their league.
- (c) Attend League and Senior Directorate meetings.

- (d) Any communication between League Commissioners and coaches should include Head Coaches.

The Senior Directorate Registrar

- (a) Shall be responsible for the administration of the Senior Player Database, filing of all player registration certificates and team declarations for all Senior divisions.
- (b) Shall check that all certificates are completely filled in and signed.
- (c) Shall verify that all players are in the proper Association per boundary rules unless a fully signed transfer is provided.
- (d) Shall maintain a Grandfathered and Transferred list of Players
- (e) Shall work with the League Commissioners/Registrars to deal with any discrepancies.
- (f) Shall provide year-end registration statistics to the BCLA Executive Director, and have them available for the Provincial Playoff Director on request for the Provincial Playoffs when required.
- (g) Shall be responsible to the Chair of the Senior Directorate
- (h) Shall attend Senior Directorate Meetings as required.
- (i) Shall be appointed by the Senior Directorate.

REGULATION 2: CONDUCT OF LEAGUE AND TEAM PERSONNEL

- 2.01 Team personnel shall refrain from approaching League Executives either during or immediately following a game with reference to situations during that game.
- 2.02 League Executives and all team members, when in public and recognized, as members of this League, must conduct themselves so as to enhance the image of the League.
- 2.03 Players, executives or team personnel shall not approach and address League and/or game officials acrimoniously or derogatorily.

REGULATION 3: PLAYING DIVISIONS

- 3.01 The Senior Directorate shall have jurisdiction over all players over the age of sixteen years in any playing year.
- 3.02 The ages of the players prior to January 1 of each playing year shall be as follows:
Senior no age limit
Junior under 21 years of age and under

REGULATION 4: PLAYER AND COACH REGISTRATION REQUIREMENTS

- 4.01
 - (a) Playing Certificates shall be issued at the discretion of the Association to all teams whose financial obligations have been fulfilled.
 - (b) Every Senior Directorate team will receive from the League Commissioner, thirty-five (35) BCLA Playing Certificates and insurance waivers by April 1 in each year.
 - (c) The Commissioner must submit the certificates and insurance waivers within twelve (12) days of signing them to the BCLA Office.
 - (d) The approved registration certificate copies shall be returned to the commissioners and teams as expeditiously as possible.
 - (e) All required fees must be paid to the BCLA upon receipt of invoices.
- 4.02 It will be the Senior A, Senior B, Senior C, Junior A, and Junior B Tier 1, Junior B Tier 2, and Junior B Tier 3 League Commissioners' duty to see that no more than twenty-five (25) players are signed at any one time.

- 4.03 Each player of Junior age must be registered as a Junior player except as provided in Regulation 6.01.
- 4.04 Players may be released by the completion of the Transfer/Release Form on the reverse of the team copy of the playing certificate, after being processed through the Commissioner of the league and the BCLA Office.
- 4.05 Under no circumstances shall certificates be distributed or players signed prior to January 1 of each year.
- 4.06 The final signing date shall be July 1 of each year.
- 4.07 A player who has signed a current certificate and has been released prior to July 1 may be signed by another team or re-signed by the player's original team at any time prior to July 15 if a roster spot is available.
- 4.08 Any certificate bearing erasures will be returned by the League Commissioner marked "Not Approved".
- 4.09 All players signing certificates and all teams accepted into this Association do so on the understanding that they agree to come under the jurisdiction of the BCLA until released by the Association.
- 4.10 The Commissioner must receive at least twelve player certificates and waivers from each team in the league ten days prior to the scheduled opening league game for that team.
- 4.11 All coaches in the Senior Directorate shall comply with the registration and certification requirements in Regulation 11 of the BCLCG Operating Policy.

REGULATION 5: PLAYER ELIGIBILITY -- GENERAL

- 5.01 Players that have signed a card the previous season or have been drafted this season or have signed a playing card prior to the submission of the negotiation list shall be allowed to be on the negotiation list.
- 5.02 Any player who has previously signed a playing card with a higher category team or has been drafted and then signs to play for a lower category team must remain on the higher category team CLA negotiation list as long as player is on their holdout/protected list.
- 5.03 To be eligible to play, all players must be signed and their playing certificates approved by the League Commissioner prior to the first league game.
- 5.04 In the case of players brought up on a per game basis, an approved "One Game Permit" must be attached (in duplicate) to the official score sheet for the game in which they participate. One copy of the permit should be forwarded to the Commissioner of each league.
- 5.05 Any Senior C player who plays up to Senior B or Senior A for more than five (5) games in a playing season will be ineligible for play in Senior C Provincial Championships. Goaltenders will be allowed eight (8) games before becoming ineligible for the Senior C Championships. Any Junior B Tier 1, Junior B Tier 2, Junior B Tier 3 or Midget player who plays up to Junior A, Senior A or Senior B, will be ineligible for play in the Senior C Provincial Championships if they play up more than five (5) games as a player, or eight (8) games as a goaltender. Any Senior B released player may play Senior C Lacrosse.

- 5.06 Any player registered with the BCLA under the Senior Directorate who is a holdout from any league may not participate in any play down, provincial tournament or national tournament in the league in which they are a holdout.
- 5.07 It will be the responsibility of the receiving team and the Commissioner to ensure the interprovincial transfer is complete before the player registration certificate is submitted to the Registrar. The \$75.00 interprovincial transfer fee must be paid to the BCLA Office upon receipt of the invoice.
- 5.08 A player, resident of a city, town, municipality, or boundaries set out in ratified league agreements, et cetera as of January 1 of the playing year, represented by a team(s) entered in a category for which they are eligible to play, must register with that team(s) except where such player's services are waived by the team(s), and subject to the Regulations here printed. If said player refuses to play for such team(s), they must do so by notifying the team and the league in writing, no later than the first regular season game, and after sitting out two years, the player becomes a free agent. If a player has notified the league in 2019, the player would be grandfathered.

Within ratified boundaries that contain more than one team, the distribution of players graduating will be outlined in the appropriate league agreement which has been ratified by the BCLA.

- 5.09 A Junior player resident of a city, town, municipality, or boundaries set out in ratified league agreements, et cetera with no team entered for which they are eligible, shall be given the choice of the team for which they will play.

Having made a choice, such player shall remain a member of the team for which they have signed until properly released, or until the city, town, municipality, et cetera in which they live operates a team for which they are eligible, when the said player shall have the choice of signing with the new team in their own city, town, municipality, et cetera or of remaining with the team for which they originally signed.

- 5.10 Residency is where you primarily and normally live. In the event that a club questions a player's residency, or a player requests to have the player's residency changed, the Commissioner has the sole and final authority to make a determination as to residency. The onus to prove residency rests with the player, who must provide documentation and information in support of the player's claim. The player must report their change of address to their league by December 31 of the season prior. The Commissioner is entitled to, but is not restricted to, review the following documents and information to make their determination:
1. A copy of the player's Driver's License;
 2. A copy of the player's rental agreement or proof of home ownership;
 3. A copy of the player's utility bill;
 4. A copy of the player's School records;
 5. Any other information or documentation that the Commissioner considers relevant.

If the player is still a minor, then the rental agreement, utility bill, proof of home ownership would be for the parents to provide.

In the event that the player's parents are divorced or separated, the player is required to provide, and the Commissioner is entitled to review:

1. A copy of the Divorce Order or any interim Court Orders regarding custody; and
2. A copy of the Separation Agreement.

Temporary residence to attend high school, college or university may not be used to determine residency, except if the player moves permanently to the City in which the high school, college or university is located and not just for the purposes of attending the school during the school year.

The player is required to provide, and the Commissioner is entitled to, but is not restricted to, review the following documents and information to make their final determination:

1. Whether the player has obtained full time employment in the City;
2. Whether the player has purchased a residence or obtained rental accommodation other than residence at the college or university;

Teams within the league may appeal a player's declared residency but will need to provide their case to the commissioner. Should a player or the parents be found to have given false information the player may be suspended by the league in question.

- 5.11 Any player who has been turning out regularly to practice with a team but who is not given a chance to play in more than one of the first six league games for that team, shall have the right to apply to be heard by the Senior Directorate to be released from that team and become the property of the league.
- 5.12 (a) A player who signs a certificate for any team in the Association shall not play or sign with any other team or in any other league without first being properly released by the player's team of record.
- (b) A player who signs a second certificate shall be deemed an ineligible player until the Chair of the Senior Directorate advises the Commissioner that the issue has been resolved.
- 5.13 If the player is applying to transfer to a club within the Association, the hearing shall be held by the Senior Directorate or a sub-committee appointed for that purpose. At the hearing of such appeal, the player and clubs concerned, including affiliates, shall have the right to be represented and heard.
- The hearing shall be heard within seven (7) days of the request being filed with the Senior Directorate.
- 5.14 If a player is released by a league after signing a certificate of that league, the player may only play in the next lower league with the team for which they last played, unless the player was a free agent, in which event they remain a free agent in the next lower league.
- 5.15 If a club or team withdraws during the scheduled playing season, the League Commissioner shall prepare a list of player personnel available to other clubs as a result of the withdrawal, and shall circulate the list to all member clubs. No player may sign with another club or team until the list has been circulated and rights assigned by the league. The scheduled playing season will include all league games plus any post season play.
- In the event of a team withdrawing outside the scheduled playing season, the players of that team shall become the property of the league to be included in a dispersal draft as set up by the league. Outside the scheduled playing season will be the period from January 1st or the date of acceptance of the team application, whichever is applicable, until the beginning of league play.
- 5.16 No team may contact, influence, practice or play in exhibition games, players who do not come under their jurisdiction in conformity with the above rules and the affiliation rule (6.04). All trades and compensation of any kind must be documented in writing and signed by the General Manager or Governor of all teams involved. The original copy will be sent to the Senior Directorate, with additional copies to each club involved, the League Commissioner and the BCLA Office.
- 5.17 The Senior Directorate reserves unto itself the discretionary powers to disallow any proposed player movement from league to league or team to team if, in the opinion of the Senior Directorate such a move would not be in the best interests of the game of lacrosse generally.

- 5.18 Coaches, Managers and training staff must be registered with the team. Only registered personnel are to be allowed on the bench during the game.
- 5.19 Any team found guilty of playing a player over the age limit permitted in the division in which it is participating, shall be automatically suspended for the balance of the season. If this occurs during the playing of the original schedule, all games won by the team with the ineligible player on its lineup shall count as wins to the teams formerly credited with defeats. If however, a player is not found to be over the age limit until the semi-final or final series is reached, then only the game or games in which they participated in such semi-final or final series shall be awarded to the opposing side.
- 5.20 Any team found guilty of playing an ineligible player, other than over the age limit permitted, during a regularly scheduled game shall forfeit all games won during which said player was a participant. Points will be awarded to the opposing side. Should this occur in the playoffs, only games said player played in the playoffs will be awarded to the opposing side.
- 5.21 Clubs which play against ineligible players and which willfully conceal knowledge from the league until it suits their convenience to use it in any protest which arises, shall be considered equally guilty with the offending club and shall be judged accordingly.
- 5.22 The penalty for breaches of Regulation 5.01 to 5.18 will be \$100.00 for each offence and loss of the game, if applicable.

APPLICABLE TO SENIOR LEAGUES ONLY

- 5.23 Except as the Senior Directorate rules otherwise no player who has not attained the age of twenty-one years by January 1 of the season in question, or who has not previously signed a WLA or Senior Registration certificate, shall sign a WLA or Senior Registration certificate during the season in question.
- 5.24 At a meeting called for the purpose, an Entry Draft will be held as follows:
- | | |
|-----------------|---|
| Senior A | On or before March 1 |
| Senior B | May hold a draft on or before March 15 |
| Senior C | At the discretion of the league commissioner, but no later than one (1) month prior to the commencement of the league play. |
| Junior A | May hold a draft at the discretion of the League Governors on or before March 15. |
| Junior B Tier 1 | May hold a draft at the discretion of the League Governors on or before March 15. |
| Junior B Tier 2 | May hold a draft at the discretion of the League Governors on or before March 15. |
| Junior B Tier 3 | May hold a draft at the discretion of the League Governors on or before March 15. |
- The mechanics of draft for each Senior League category will be determined by the Commissioner and the League Governors in that category. Each Senior A Team may draft to bring its total of players, both "protected" and "drafted" to a maximum of thirty-five (35).
- Players eligible for the Protected List are those who have signed registration certificates with that team in the previous year, who have been acquired by trade, or who were properly drafted in the last draft.
- 5.25 Any Senior player unprotected or undrafted by a Senior A club may try for a position on any Senior A club. However, should the player not be successful in the attempt, they must return to the lower category club which holds the player's rights through playing or draft. If the player is a free agent, they may go to the lower category club of their choice.
- 5.26 Senior A clubs must submit a roster (Protected List) to a maximum of twenty-five (25) players on or before April 20. The Commissioner must receive twenty-five (25) or less player certificates and waivers from each team prior to their first league game.

- 5.27 Any unsigned player, not on a protected or hold-out list on May 1 will become free to sign for any team. Prior to May 1, no team will be permitted to sign any player whose name does not appear on its Protected List.
- 5.28 No team shall be permitted to have more than a total of twenty-five (25) players signed at any one time.
- 5.29 Senior B clubs must submit a roster (Protected List) to a maximum of twenty-five (25) players on or before April 20. The Commissioner must receive twenty-five (25) or less player certificates and waivers from each team prior to their first league game.
- 5.30 Any Senior B player who tries out for a Senior A club and who does not make that Senior A club will automatically be the property of the last Senior club that they played for.
Any Senior C player who tries out for a Senior B or Senior A club and who does not make that Senior B or Senior A club will automatically be the property of the last Senior C club they played for.
- 5.31 Any player whose name is on a Protected List but who does not report in person to the team on whose list the player's name appears, is subject to suspension. On May 1 the player's name shall be removed from the Protected List and placed on the holdout list. The team may then add another player to its Protected List.
- 5.32 Players who report in person to the club on whose list their names appear, but are not offered a certificate, and players who object to playing for the club on whose list their names appear, may apply to the Senior Directorate for a hearing on status. The decision of the Senior Directorate will be final.
- 5.33 Any player on holdout list(s) may only play in a lower category until the player's name is removed from such list(s).
- 5.34 Should a player leave the province or move to an area of the province in which there is no league of equivalent category to that which the player is presently playing, the player shall be released in accordance with the CLA Transfer/Release procedure.

APPLICABLE TO JUNIOR ONLY

- 5.35 Only players who have not attained their twenty- first birthday prior to January 1 of the playing season shall be eligible to play in the Junior category. Proof of age shall be in the form of a certificate issued by the appropriate Registrar of Births or equivalent. Alternative proof of age may be accepted by the Senior Directorate.
- 5.36 Junior clubs must submit a Protected List to a maximum of twenty-five (25) players on or before April 20. The Commissioner must receive twenty-five (25) or less player certificates and waivers from each team prior to their first league game. Players eligible for registration shall be those who are named and eligible for protection on the Protected List and/or who are free agents.
- 5.37 The Protected List may include only those players who have previously signed a certificate with the team, or those who are protected by virtue of the residence rule or those whose trade has been properly approved by the Commissioner.
- 5.38 Only those players whose names appeared on the Protected List or who are free agents are eligible to be signed prior to May 1.
- 5.39 Any unsigned player, not on a protected or hold-out list on May 1 will become free to sign for any team.

- 5.40 Any player whose name is on a Protected List but who does not report in person to the team on whose list the player's name appears, is subject to suspension. On May 1 the player's name shall be removed from the Protected List and placed on the holdout list. The team may add another player to its Protected List.
- 5.41 Once a player has signed a Junior certificate and it has been approved by the League Commissioner, the team having signed the player will retain the rights to their services until they are released, unless they have been signed on the privilege of conditional release recognized by the BCLA. This rule supersedes the residence rule.

A player released by a Junior club for which they are bound by the residence rule, will have their choice of signing with a team in the same league for which the player is eligible.
- 5.42 If a player makes a legitimate residential change and upon requesting a release is refused, the player will have the right to apply to be heard by the Senior Directorate.

REGULATION 6: INTER-LEAGUE USE OF PLAYERS

- 6.01 Where an agreement exists between a Junior league Commissioner and a Junior age player who should be, because of the player's ability, playing permanently in the Western Lacrosse Association, such a player should be permitted to play regularly in the Western Lacrosse Association with the consent of the player, the player's Junior coach or manager, and the Commissioner and Senior Directorate elected members.
- 6.02 Refer to Minor Directorate Operating Policy, Regulation 6, Movement-Minor to Senior for midget age players eligibility to play in the Senior Directorate.
- 6.03 For the current season, the number of games which a player may play in a higher calibre or division shall be unlimited in the case of Juniors. Senior Directorate teams may call up from the Minor Directorate only players of Midget age.

In any event, a player may only play in a higher category after the consent of the player's team's coach or manager is obtained, or if those persons are not available, the lower league Commissioner. Such consent is to be obtained before any approach is made to the individual player.
- 6.04 Violation of any of the above shall result in suspension of the player and the coach of the higher category team for whom they played.
- 6.05 Any Junior player that has played in twelve (12) or more Junior A regular season games (is listed on the Junior A team's game roster for the game) shall be prohibited in that season from playing in the Junior B Tier 2 League or lower.

REGULATION 7: AFFILIATION

- 7.01 One affiliation only is allowed in each of the lower divisions. That is, each team may be allowed one affiliation to one team in each of the lower category divisions as listed in 7.03.

Affiliation forms supplied by the BCLA are to be completed and filed in the BCLA office by August 1 of the current year.
- 7.02 Agreements of affiliation shall be signed by each team party to that affiliation. Copies of the agreement shall be forwarded to the BCLA office for approval of the Senior Directorate and distribution to appropriate league Commissioners and the Minor Directorate where applicable.

7.03 **Allowed Affiliations**

Senior A	Senior B	Senior C	Junior A	Junior B Tier 1	Junior B Tier 2
Senior B	Senior C	Junior B T1	Junior B T1	Junior B T2	Junior B T3
Senior C	Junior B T1	Junior B T2	Junior B T2	Junior B T3	Midget
Junior A	Junior B T2	Junior B T3	Junior B T3	Midget	
Junior B T1	Midget	Midget	Midget		
Junior B T2					

7.04 If a club enters a team in a higher category or division, such team will be considered as having been affiliated with the team in the lower category or division in the previous playing year.

7.05 Affiliated teams in lower divisions must play four games or more in their BCLA constituted league to be considered a valid or recognized team for affiliation with the teams of a higher classification.

Canadian Lacrosse Association Affiliations – For National Play Only

7.06 Players of affiliated teams shall be eligible to compete with the higher category team in Association play downs provided that a list of applicable affiliations shall be sent to the National Office by the Member Association on or before August 10. The office shall forward a copy of the list(s) to the CLA Convenor and Series Convenor.

7.07 Unaffiliated players can play with teams of higher category as allowed by their Member Association.

**REGULATION 8: CLASSIFICATION AND GROUPING
LEAGUE AGREEMENTS AND SCHEDULING**

8.01 All team entries into the Association shall be to the Senior A, Senior B, Senior C, Junior A, Junior B Tier 1, Junior B Tier 2, Junior B Tier 3 and recreational lacrosse leagues. Any area may form a league of no less than three (3) teams for the regular playing season. All clubs in the Association shall be grouped for the purpose of playing for Senior A, Senior B, Senior C; Junior A, Junior B Tier 1, Junior B Tier 2, and Junior B Tier 3 championships.

8.02 (a) The Association, through the Executive, recognizes that all leagues may function better by establishing certain rules for each league. It will be the function of each league to operate its own affairs within the jurisdiction and sanction of the Senior Directorate. Each league must file a copy of its league agreement for ratification with the BCLA on or before March 15. The BCLA must ratify, or reject for cause, each league agreement by May 1 of each year.

(b) If there are no changes to a league agreement in a particular year and the agreement has been ratified previously, then a simple notification of “no change” must be submitted to the BCLA by the deadline.

(c) Leagues not submitting league agreements by the deadline will be fined \$500.00 by the BCLA. Leagues having outstanding fines which have not been paid thirty (30) days prior to the BCLA AGM will be considered to be not in good standing and shall not have a vote at the AGM.

8.03 The Association, through the Senior Directorate, reserves to itself the right to place teams in whatever division it may deem best in the interests of the Association; but no team shall be admitted except with the consent of the Senior Directorate and a majority vote of the teams in good standing in that league.

8.04 Any member entering a team in an “A” league must be the sole “A” team entry in its category from that member. League entrants must show proof of supporting another team through affiliation in a lower category or division to ensure continuity of the club.

8.05 Where there are not more than six clubs in any league, only one group will be established.

8.06 **Provincial Councils**

- (a) When there are three or more leagues in the province of the same level of lacrosse (i.e., Junior B, Senior C, etc.), they may form a Council to co-ordinate lacrosse activities province-wide. If a majority of the leagues wish to form such a Council, then all leagues will be members of the Council.
- (b) The purpose of the Council is to identify common goals and concerns of the individual leagues. The Council will help the leagues to develop commonality in their league agreements, especially in regards to qualifications for Provincial Championships. The Council will assist the leagues in developing other common programs including but not limited to recruitment, promotion, sponsorship, etc. The Council will determine its own budget and assess the leagues as required to fund the activities of the Council.
- (c) The Council representatives will be the league commissioners. Each league shall also identify an alternative representative. One of the commissioners will be selected as the Chair of the Council for a two-year term by the other Council members and the alternate from that league will become the league's representative on the Council.
- (d) The league representatives will each have a vote on Council business, and the Chair will only vote in the event of a tie.
- (e) The Council may appoint other positions such as a Secretary-Treasurer, a Director of Development, etc. The appointed positions will not have a vote on the Council.
- (f) The Council itself will not have a vote at Senior Directorate meetings/Special Sessions as the leagues already have a vote through the commissioner position. The Chair of the Council (or designate) will present reports to the Senior Directorate on behalf of the Council.
- (g) The Council will not have a vote at BCLA Meetings/Special Sessions.

REGULATION 9: TEAMS

- 9.01 Each member team in good standing which has been accepted by the Senior Directorate shall be entitled to a Team Certificate signed by the BCLA President and Chair of the Senior Directorate, certifying that the member holds a Certificate in the division and category for which it is issued. Such certificates shall be non-transferable and non-assignable except as provided in Regulation 9.03, and shall be in effect for the certificate year, January 1 to December 31.
- 9.02 To qualify for a Team Certificate, a club must submit a completed "Team Application Form" signed by the executive(s) of the team or their agent(s) annually to the Senior Directorate. In addition, in order to initially qualify for a Team Certificate, the guidelines listed in Appendix One must be adhered to.
- 9.03 The Certificate of a member team may be assigned or otherwise transferred if the club is to continue to operate in the same city, town, municipality, et cetera, subject to the approval of a majority of the league directors and the Senior Directorate. If, however, the new executive of the team or the present holder desires to move the club from its location to another city, town, municipality, et cetera, approval of a majority of the league directors, the Senior Directorate and ratification by the BCLA Executive must be obtained.
- 9.04 Application for approval of a Certificate transfer must be made by the team certificate holder, signed by the executive(s) or agent(s) and submitted to the Senior Directorate in writing prior to January 1. In case of emergency, this date may be waived by the Senior Directorate.
- 9.05 A Certificate will be surrendered to the Senior Directorate if a club fails to satisfy its obligations for the Certificate year.

REGULATION 10: FACILITIES

- 10.01 All clubs must advise the League Commissioner of the location of their home games prior to drawing up the schedule or receiving permission to operate. Before being granted approval, every team must satisfy the Commissioner that suitable accommodation is provided.
- 10.02 The home club shall provide a gong or bell for the time-keeper and a stop-watch and horn for the thirty-second time-keeper, as well as such other equipment as is normally required for the conduct of a game.
- 10.03 The time-keeper's bench and penalty bench shall be located on the side of the playing area opposite the players benches where possible. The official score keeper shall be stationed with the timekeepers, and the score sheet must always be kept at floor level and available for inspection by the referees.
- 10.04 The home team shall be held responsible for assuring the playing area is suitable for all games to the satisfaction of the referees, and that police protection is provided if the Senior Directorate deems it necessary.
- 10.05 No team may change its home game from one arena to another without prior permission of the League Commissioner. Such permission may be granted only if the move complies with the Regulations.

REGULATION 11: FEES AND BONDS

- 11.01 The annual Team Fee shall be as outlined in **Appendix B: BCLA Fee Schedule.**
- Payment of the fees and any other obligations to the Association shall entitle a team to register players and to one vote at the Annual Meeting.
Team fees must be paid in advance of registration of players.
- 11.02 Team fees are to be paid to the BCLA on or before January 1, except for new team applications, for which the fee must accompany the application.
- Team fees not paid to the BCLA office prior to April 1 in each year will preclude entry into a league.
- 11.03 All fees shall be paid to the Association by negotiable money order, certified cheque, or cash.
- 11.04 If any other group, league or association accepted by the BCLA demands a fee or bond from its own clubs, such fees and bonds shall be in addition to those required by the Association and set out in the Constitution, By-Laws and Operating Regulations.
- 11.05 In addition to the annual Team Fee, a player registration fee will be established by the Senior Directorate annually for each category.
- 11.06 Team insurance fees are to be paid to the BCLA office prior to April 1 each year. Failure to do so will preclude entry into a league.
- 11.07 Recreational fees will be based on the current year fee schedule (as per Appendix B of the BCLA General Operating Policy). Recreational teams will pay the Senior Insurance plus the player registration fee. Recreational teams will be non-competitive, and will not be eligible for Provincial, National or International Championship. Recreational teams may play in invitational tournaments if all required team and player fees have been paid to the BCLA Office.

REGULATION 12: MAINTENANCE OF ORDER

- 12.01 Previous to the start of any game, the referees shall ensure that what they deem to be proper provision for the maintenance of order has been provided.
- 12.02 The home club in all matches shall be responsible for keeping the area clear of spectators and for the maintenance of good order.
- 12.03 The home team shall be responsible for the provision of police protection if the Senior Directorate deems it necessary.
- 12.04 In cases where the spectators in any way interfere with the players or officials so as to delay the progress or affect the result of the match, the referees shall declare the match off and report the circumstances to the Commissioner immediately.
- 12.05 The Association reserves the right, through its referees, to order the removal from all or any grounds, stadiums or arenas (including the parts reserved for spectators paying admission) of any person guilty of ungentlemanly or unsportsmanlike conduct; and if a home club fails to carry out the referees' orders, it may be fined.
- 12.06 All persons, including those who pay admission fees or receive passes, who attend matches under the jurisdiction of the Association, shall be deemed to have agreed that they were admitted to the grounds on the condition that they would subject themselves to and abide by the provision of the rules of the Association, even to the extent that they may be subjected to the necessary force to insure their expulsion by the police, the referee, or the officers of the home club.

REGULATION 13: EXHIBITION GAMES

- 13.01 All teams or players intending to take part in exhibition games must secure permission of the Association through the Commissioner before playing such games, otherwise they shall be subject to a penalty deemed suitable by the Senior Directorate.
- 13.02 Officials appointed to handle exhibition games must be approved by the Senior Directorate and the BC Lacrosse Officials Group Vice Chair – Senior.
- 13.03 No player may participate in any exhibition game unless the player is eligible for that team, except that(a) the player has completed and signed a pre-registration form (for insurance purposes); and (b) the player is a member of another team, or has obligations (by agreement or Regulation) to the team for which the player was last signed, the player has written permission from that team for games played after May 1.
- 13.04 If an exhibition game is played with three 20-minute stop time periods, the referees will be paid the same rate as if the game was played as a regular season game. If the game is played between teams of two different levels, the higher regular season game rate will prevail. Games played with running time and/or shortened periods may negotiate a reduced rate between the leagues and the BCLOG Vice Chair – Senior.

REGULATION 14: CHAMPIONSHIPS

- 14.01 The Championships of the Senior Directorate shall consist of the Senior and Junior series deemed desirable by the Senior Directorate.
- 14.02 The winners of the playoffs shall be declared British Columbia Champions and may represent the BCLA in CLA playoffs. If the BC Champion is also the host association when in the CLA Championships/Competitions, the BC Silver Medalist will represent the BCLA in the CLA Playoffs.

14.03 In a case where two or more Leagues exist at the same level and division, the Senior Directorate must be informed by the Leagues as to how they intend to determine a Provincial Representative for any National Championships that may be applicable at that level. This intent must be submitted to the Senior Directorate for approval no later than April 30 of that playing year.

If not informed, the Senior Directorate, at its next meeting after that date, will determine which League will represent BC at the National Championships.

Either way the Senior Directorate will inform the BCLA Vice President - Operations by May 31 of the playing year of who will be representing BC at the National Championships.

14.04 Any team who withdraws from a CLA Championship/Competition shall be subject to a fine in the amount of \$2,000.00 payable to their respective league and will forfeit any and all eligibility to participate in a CLA Championship/Competition during the following playing season.

14.05 The Vice Chair, and when necessary, other members of the Senior Directorate shall be designated as the BCLA Senior Playoff Directors. The Playoff Directors shall ratify players and coaches.

14.06 At a scheduled meeting, the leagues may decide the number of teams to enter the playoffs, subject to the approval of the Senior Directorate.

14.07 Team standings in scheduled leagues shall be determined as follows:

- a win shall count for two points
- all draws or tied games, one point to each club

14.08 In the event of a tie in points, final standings shall be determined as follows:

- (i) Two teams tied, the winner of game or games between the two teams advances. If still tied, the Goal Average Formula will be used to break the tie.
- (ii) Three or more teams tied, if one 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 team with the best goal average advances.

GOAL AVERAGE FORMULA:

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

Note: Only goals scored in the games between the teams involved in the points tie shall be used in the Goal Average Formula.

In the event that two or more teams are tied with the same number of points and cannot be separated by the Goal Average Formula, the team with the greater number of goals scored against the team or other teams with which it is tied shall be declared the higher team.

In the event that this does not break the tie, use the following steps, in order:

- (i) The team with the least goals against would advance.
- (ii) The team with the least penalty minutes advances.
- (iii) The team with the fewer 5-minute major penalties will advance.

14.09 In the quarter-final, semi-final and final series, the team finishing highest at the completion of the League schedule shall have the right of choice, as long as said team remains in the running, to the choice of the opening game, home or away.

14.10 Teams involved in Provincial Championship playoffs must be given a minimum of forty-eight (48) hours notice of a first playoff game. No team shall be required to play with less than forty-eight (48) hours notice.

The appointed Commissioner for each Senior Directorate category shall arrange the schedule of dates and venues for Provincial Championship Playoffs in co-operation with the BCLA Playoff Director, the league and teams involved.

- 14.11 For each category in which there are two or more leagues, the Provincial Championship host league shall be appointed the responsible Commissioner for that category throughout the province for the coming season.
- 14.12 For each Provincial Championship in categories containing two or more leagues, the Vice Chair of the Senior Directorate shall be present to arbitrate and decide on all disputes concerning the playing of the game or disputes concerning the operation of the series.
- In the event that the Vice Chair is unavailable, the Senior Directorate will appoint a designate to assume the Vice Chair's duties. A Provincial Championship may not proceed without a Senior Directorate representative or designate present.
- 14.13 No League shall host a provincial championship that did not participate in the year prior to such a championship.
- 14.14 To qualify for provincial play-offs, a player must be signed to a current certificate and must have been listed and participated in three league games. This includes pick-ups from a lower division. The only exception would be a player who was placed on an injury list and could prove the player's injury to be valid. In the case of zones that do not have an a Junior "B" League, the player must have participated in at least three (3) exhibition games.
- Senior C teams playing in the provincial championships may pick up three (3) players from other Senior C teams, within their own league.
- Senior C teams can use any players from a lower division, provided that player has played up on the Senior C team for a minimum of three (3) games and the lower division club that player plays for has done the proper affiliation with the Senior C team. Pickups will not exceed three (3) players total.
- No player may play in any playoff game with any team in a higher division except with written permission of the authorized officer of the player's team.
- 14.15 All League Agreements shall include a clause to describe the requirements to qualify players for their Provincial Playoffs.

REGULATION 15: PROVINCIAL TROPHIES

- 15.01 A club must be responsible for the care and safekeeping of any trophy won by it or any of its players. If any trophy is lost or damaged while in the care of any team, or any of its players, the cost of repair or replacement will be charged to that club.
- 15.02 All trophies shall be returned to the BCLA office by the clubs responsible for them on or before April 1 in the current year. Such delivery in good condition shall relieve the team of any further responsibility for the care and safekeeping of the trophy or trophies so delivered. Failure by any club to deliver any trophy or trophies in its care before April 1 shall make that club liable to a fine of \$25.00 per month to a maximum of twice the replacement cost.
- 15.03 The Leagues will be responsible for obtaining medals for Provincial Championships. The Senior Directorate will reimburse up to \$600.00 for Provincial Championship medals upon presentation of receipt. The Senior Directorate will also provide a banner for each Provincial winner valued at up to \$200.00. The remaining cost is to be shared by the leagues involved.

REGULATION 16: POSTPONEMENTS

- 16.01 No game may be postponed without the approval of the Commissioner, otherwise such games will be considered as defaults.

- 16.02 Games scheduled to take place on an outdoor playing area may be postponed only with the permission of the Commissioner.
- 16.03 In the event of rain, or if the playing area is unplayable and cannot be repaired by game time, the home club shall immediately call the Commissioner to report conditions and request postponement. If the request is granted, the home club must immediately contact the visiting club. If the visiting club is contacted before departure, no expense will be involved.
- 16.04 If, however, the visiting club has left for the game or if conditions make the playing area unplayable after the visiting club has started enroute, the game may be postponed by the home club providing they first pay the visiting club and officials traveling expenses or reach mutual agreement, and advise the Commissioner in writing. The Commissioner must be notified immediately and has the authority to re-schedule the game.
- 16.05 In the event that rain or some other condition makes the playing area unfit after the game has started, the referee shall have the authority to stop the game; and if forty minutes have been played, it will constitute a regular game, playoffs excepted.
- 16.06 In the event of a game commenced but awarded to one team before completion, the scoring records at the time of the award is made shall be considered official.
- 16.07 In the event that rain or some other condition makes the playing area unfit after the game has started, the referee shall have the authority to stop the game; and if forty minutes have been played, it will constitute a regular game, playoffs excepted.
- 16.08 In the event that conditions make play impossible before the completion of forty minutes of play, the referee may cancel the game.

REGULATION 17: SUSPENSIONS

- 17.01 In no case may a Commissioner levy a suspension for more than five games; but may recommend in writing a further suspension which can only be authorized by the Senior Directorate.
- 17.02 In the event a Commissioner asks for a levy of more than five games, there must be a hearing, and the Commissioner and defendant should be present at the hearing.
- 17.03 Players' certificates, managers, coaches' and trainers' permits may be suspended by the President of the Association for any period which the Senior Directorate may deem appropriate.
- 17.04 All suspensions imposed by a Commissioner must be announced within ten days of the infraction or declared invalid, except in the instance of a Match Penalty where the suspension is automatic until dealt with.

- 17.05 When a player, coach, manager or trainer is suspended by the Commissioner, the suspension will run concurrently and will become effective immediately when the player's club is notified.

Any player under suspension may play in any scheduled or any unscheduled exhibition games. These games shall not be credited toward the player's suspension(s); and further, any exhibition games played by a suspended player's team shall not be credited toward nor counted toward suspensions.

Any member of a club, namely coach, manager, player, trainer or any person on the list of executives, who receives a suspension shall not be allowed to participate in game operations and must remove themselves from the team area, including dressing rooms, outside or inside. If the suspended individual continues to participate in the game, this will constitute a loss of points and a further suspension.

A player, coach, manager or trainer may only serve the player's suspension during games played by the team with which the individual is currently registered. The suspension can only be

recorded on game sheets that the suspended member would have been at, had the individual not been suspended.

- 17.06 In the event of a hearing at which any person is likely to receive a suspension of more than five games, they are to be notified in advance of the meeting so that they and/or one delegated person may be present and be allowed to speak on their behalf.
- 17.07 Players, coaches, managers, trainers, water boys, club management or club executive, or any other club or team personnel will be suspended immediately for making any physical contact with a referee or game official in any manner. All officials must report such attack on their persons in full detail within twenty-four hours following the incident to the League Commissioner. The League Commissioner will notify the Senior Directorate with the ruling. Any person suspended under this regulation shall be ordered to appear before the Senior Directorate to state their case. The reporting referee or game official must also appear at the meeting. This meeting must be held with 14 days of the Senior Directorate Chair receiving the Commissioner's report.
- 17.08 All officials must report in full detail any member of a league executive who makes physical contact or who verbally abuses a referee or game official in any manner at any time. This report will be sent to the Chairperson of the Senior Directorate within twenty-four (24) hours following the incident. The member of the league executive will be subject to discipline as per the operating regulations of the Senior Directorate.
- 17.09 See General Operating Policy Regulation 11 for the jurisdiction of suspensions.
- 17.10 In any case where a person is suspended and ordered to appear before the next regular meeting, the time that has elapsed between the date of such suspension and the date of the meeting may be credited to any further suspension if the meeting desires, providing the suspended person or the player's representative appears at the meeting.
- 17.11 In the event of a hearing, the defendant and witnesses may be present in person or by telephone.

REGULATION 18: RIGHT TO IMPOSE FINES

- 18.01 The Senior Directorate may fine any club or team any amount not exceeding five hundred dollars (\$500.00) for any infraction of the Rules and Regulations as defined in the Constitution, By-Laws or Operating Policy of the Association.
- 18.02 Clubs or leagues must pay fines assessed against them within ten days of notification by the secretary, or be liable to further fines as penalty for non-payment.
- 18.03 A league, club or team may appeal against levying of a fine by submitting a written appeal to the BCLA within ten days, accompanied by payment of the fine with an additional cheque for \$250.00 as deposit for the appeal.

REGULATION 19: DEFAULTS

- 19.01 In the event of a team defaulting a game, any legitimate expense incurred in consequence of the default shall be reimbursed by the defaulting team.
- 19.02 A team defaulting any match in a playoff series shall be barred from further competition in the series. All scheduled matches played by such teams shall be counted as played, and all unplayed matches shall count as wins to the team scheduled against the defaulting team.
- 19.03 Any team intending to default shall notify the league Commissioner and also the team scheduled to play against it of such intention at least five days before the scheduled date, otherwise the defaulting club and its sureties shall pay to the other club affected, the referees, officials and Association, such sums as the Senior Directorate shall find to be owing; and in default of such payment, the Association may bring action in any court for the recovery of the amount.

- 19.04 In the event of a defaulted game, no player shall be awarded a goal. However, the non-defaulting team shall be awarded two (2) points in league standings.

REGULATION 20: TAMPERING

- 20.01 Any team using another club's players in exhibition games after May 1, regularly scheduled or playoff games, without a proper permit, shall be fined \$50.00 and forfeit any points gained from subject game.
- 20.02 Any lacrosse team judged by the league to be tampering with a player of another club will be allowed to apply to be heard by the Senior Directorate. Said team shall be fined a maximum of five hundred dollars (\$500.00) by the Senior Directorate. The BCLA will be the final judge of the above charge, via the appeal route.

REGULATION 21: PROTESTS OR APPEALS

- 21.01 Please refer to **Appendix A: BCLA Appeals Process**. Only matters stated in the written appeal will be addressed at the meeting.
In the event of a successful appeal, the bond will be returned.
- 21.02 There shall be only two levels of appeal to members of the Senior Directorate:
1. Senior Directorate Appeal Board
2. BCLA Executive (if necessary)
- 21.03 If no defense of an appeal is received, the secretary of the Senior Directorate shall notify the Chair, who will deal with the matter without convening a meeting of the Senior Directorate Appeal Board.
- 21.04 (a) The Appeal Board will deal with appeals of suspensions over two games and/or fines in excess of \$50.00.
- (b) The Vice Chair of the Senior Directorate will also be responsible for ensuring that all involved referees, players, coaches, managers, commissioners, et cetera are notified of the appeal and requested to attend.
- 21.05 In case of appeal, the appeal must be heard within seven (7) days at a meeting, either in person or by telephone, and the meeting shall confirm, cancel or alter the suspension.
- 21.06 See General Operating Policy Regulation 11 for jurisdiction of suspension.

REGULATION 22: REFEREES

- 22.01 The Senior Directorate shall, upon recommendations from the BCLOG Vice Chair - Senior, submit the requests for appointments to the BCLA Executive, four regional officiating co-ordinators for Senior officials representing the Lower Mainland, Vancouver Island, Northern-Interior and Southern-Interior. These regional co-ordinators are responsible for overseeing senior officiating within their zone. Responsible to liaise between senior officials within their zone and the BCLOG Vice Chair – Senior.
- 22.02 (a) Leagues entering into monthly payments with the BCLA Senior Referees shall be invoiced on the third (3rd) week of each month for all game fees for that month. Payment to the Lower Mainland Senior Officials shall be required the first week (1st) of the following month. Leagues are responsible for the collection of all game fees from the leagues' teams.
- (b) Possible line items on the invoice will be for payment of travel fees and extra playoff fees.

- 22.03 The referee game fees (exhibition, regular, playoff and provincials) shall be negotiated prior to the BCLA Annual General Meeting. The negotiations shall include the Senior Directorate Chair, the BCLOG Vice Chair - Senior, two Senior Referee Representatives, the League Commissioner and two representatives of the League's Board of Governors.
- 22.04 All officials' game assignments in all Senior Directorate lacrosse games shall be allocated by the BCLA-ratified Senior Directorate Allocators. This shall include all exhibition, league, playoff and provincial games. All official game assignments in all Senior Directorate Provincial games shall be allocated by that Championship's Referee-in-Chief.

REGULATION 23: TIME LINE

NOTE: Dates that are associated with a specific By-Law or Regulation are reprinted in the timeline as a matter of convenience. They will automatically change if the By-Law or Regulation is changed. Dates not associated with a specific By-Law or regulation will require a motion to change them. If there is a conflict in the dates, then the governing By-Law or Regulation will take precedence over the timeline.

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| January 1 | Birth year consideration (General 10, SD 3.02, 5.20, 5.32, 23.02)
Team application due
Team fee due (SD 11.02)
First date of player signing (SD 4.06) |
| March 1 | Last date for Senior A (WLA) draft to be done (SD 5.21) |
| March 15 | Last date for Senior B draft (SD 5.21)
Deadline for Leagues to file League Agreements for ratification (SD 8.03)
Last date for Junior A Graduated Free Agent Midget Draft (SD 5.21) |
| April 1 | Team fee and application deadline -- if not in, team is precluded from play (SD 11.02)
Insurance fee due (SD 11.06)
Player certificates sent out to teams (SD 4.01)
Deadline to return trophies to BCLA Office (SD 15.02) |
| April 20 | All Senior protected lists due (SD 5.23, 5.26, 5.34, 5.35)
Final date for Senior Box Coaching Form 100B submission with fees |
| May 1 | All unsigned and unprotected players become free agents (SD 5.24, 5.38)
All non-reporting players move from protected list to hold out list (SD 5.28, 5.39)
Final date for coaching Form 100B signing (BCLCG 1.02, 11.02)
Final date for coaching fees from Form 100B (BCLCG 1.02, 11.02) |
| May 25 | Final date of registration of coach for playoffs (BCLCG 2.03, 11.02) |
| July 1 | Final date for new player signing (SD 4.07) |
| July 15 | Final date for signing players released by other teams prior to July 1 (SD 4.08) |
| August 1 | All affiliation forms must be filed (SD 7.01) |

REGULATION 24: AMENDMENTS

- 24.01 The Operating Regulations of the Senior Directorate shall not be altered except at a Special Session of the Senior Directorate to be held during the BCLA Annual General Meeting and shall be made only by a majority vote of the members voting thereon.
- 24.02 Notice of the proposed amendment shall be given in writing to the BCLA Office at least forty-five days before the day of the Annual Meeting, and the proposed amendments shall be circulated to the member clubs at least thirty days prior to the Annual Meeting.

APPENDIX ONE:

GUIDELINES AND REQUIREMENTS TO PLANNED EXPANSION

In order that league expansion can take place most effectively, it is felt that the following list of requirements are essential at all levels.

While it is felt that these requirements are general to all leagues, it is recognized that individual leagues will undoubtedly have further requirements such as league bonds, league entry fees, et cetera.

FINANCIAL STABILITY

Evidence of financing to support at least one full year of operation within the league.

EXECUTIVE

List (names, addresses, telephone numbers) of sufficient executive people to cover all facets of a team's operation.

PLAYERS

List of players of adequate calibre and in sufficient numbers for that year.

FUTURE PLAYERS

Factual proof as to where future players will come from.

FACILITY

Guarantee that a facility comparable to the facilities used by other teams in that league is available with suitable dates and times.

EXPOSURE

Proof that entry into that league will not impose an unwarranted financial burden on established teams.

LOCAL SUPPORT

Evidence of local support (established association, leagues, teams).

APPENDIX TWO:

INTER-PROVINCIAL TRANSFERS

Inter-Provincial Transfers shall comply with the most current Canadian Lacrosse Association Player Transfer Policy.

Please Note: The Inter-Provincial Transfer is the responsibility of the player and the teams involved with the transfer.

APPENDIX THREE:

ADDITIONS TO PENALTIES FOR SPECIFIC INFRACTIONS

Any player/coach/manager who uses profane language, obscene gestures, threats or threatening gestures, shall receive a minimum one-game suspension.

A player given a match penalty for "deliberate intent to injure" shall be assessed a minimum three games suspension.

The first player to leave a bench to enter a fight shall receive a minimum two games suspension.

Any player receiving a Game Misconduct penalty in the last ten minutes of the game may be suspended for the next game at the commissioner's discretion.

Players or coaches who receive five Game Misconduct penalties or more shall be reported to the BCLA Senior Directorate by the Commissioners/League Managers for possible extension of suspensions.

APPENDIX FOUR:

SENIOR REGISTRATION PROCEDURE

The following are steps in the proper procedure to register players in the Senior Directorate.

THE PLAYER

Complete the certificate in its entirety . . . Last Year's Team Name, Name, Address, Postal Code, Telephone Number, Birth Date, Medical Insurance Number, and Signatures. A completed insurance waiver must accompany the certificate. Any player signing before the player's 19th birthday must also have a parent/guardian sign the certificate and an Under the Age of Majority waiver signed by the parent/guardian must accompany the certificate.

THE TEAM MANAGER

- Check that all information required is filled in, including Team Name.
- Check that the Medical Insurance Number (Personal Health Care Number) is recorded. This is required in order to ascertain that the player does carry or is covered by BC Medical Insurance. The insurance provided by the BCLA covers only specific, added, secondary benefits. It is prohibited by law from covering anything normally covered by BC Medical Insurance.
- Players who are under 19 years of age at the signing of the registration certificate must have a parent or guardian's signature on the registration certificate and insurance waiver.
- Be sure the certificate is dated. Sign in "Authorized Team Official" box.
- Turn completed certificates over to your League Commissioner.

THE COMMISSIONER

- A contact list with a mailing and email address for each team must be sent to the Registrar before sending any certificates.
- Check each certificate for full information.
- Verify eligibility: age, out-of-province, et cetera.
- Sign each certificate.
- Turn certificates over to the BCLA Office.
- Issue league cheque or send club cheques to BCLA office for each certificate used.
- Review each list of currently registered players when they are received to ensure they are correct. Notify Registrar immediately if there is an error.

THE REGISTRAR

- Check that all certificates are completely filled in and signed.
- Check certificate numbers against assigned numbers list.
- Date and sign each certificate.
- Separate each certificate:
 1. original - file
 2. centre copy - to Commissioner
 3. last copy - to club/team
- Mail copies and a list of currently registered players to the Commissioner and team.
- The Registrar records the data only, it is up to the Commissioner and teams to ensure that the information for each player is correct.
- The Registrar does not use game day rosters or protected lists to verify players.

These are the steps in the initial registration of all players.

TO RELEASE OR TRADE A PLAYER

- Release (on back of pink) must be completed by the team and Commissioner.
- The Commissioner will notify the Registrar by email of all trades and releases.

- The Commissioner will distribute the team and, if necessary, Commissioner copies to the appropriate people within twelve (12) day of the trade / release.

NOTES:

The Commissioner must ensure that there are no more than twenty-five (25) Senior A, Senior B, Senior C, Junior A, Junior B Tier 1, June B Tier 2, and Junior B Tier 3 players registered at any one time.

All completed certificates are to be sent to the BCLA office. None should be destroyed.

Copies of any certificates of players who were released and did not move to another team must be returned to the BCLA office.

A player may not sign more than one certificate in any one playing season.

If the Registrar receives a second, signed certificate in the same year, the Commissioner / Commissioners of the League / Leagues involved and the Chair of the Senior Directorate must be advised.

The Chair of the Senior Directorate will advise the Registrar when this issue has been resolved.

Penalties for the team and player for signing two certificates in one year are outlined in Senior Directorate Operating Policy 5.10(a), 5.10(b) and 5.18.

The Registrar will transfer the original certificate to the new team and once the release form is completed the Commissioner will distribute the copies as necessary.