



***british  
columbia  
lacrosse  
association***

**2022-2023**

**CONSTITUTION & BY-LAWS  
and  
OPERATING POLICY**

*Revised October 2022*





**2022-2023**

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**BC LACROSSE ASSOCIATION  
2022-2023 Constitution and By-Laws**

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# THE BRITISH COLUMBIA LACROSSE ASSOCIATION

## CONSTITUTION

1. The name of the Society is  
**"BRITISH COLUMBIA LACROSSE ASSOCIATION"**
2. The purposes of the Society are to improve and foster the game of Lacrosse generally, and in particular:
  - (a) To conduct activities to perpetuate the game of lacrosse as the National Game of Canada.
  - (b) To carry out the competitions for the British Columbia Championships.
  - (c) To make, maintain and enforce rules and regulations for the control and governance of the game of lacrosse in British Columbia.
  - (d) To improve, encourage and advance box and field amateur lacrosse in all its divisions and levels.
  - (e) To promote, foster and develop the playing of lacrosse throughout the province.
  - (f) To encourage the growth of lacrosse as a sport, and in doing so, provide an opportunity for improved physical health and welfare.
  - (g) In order to benefit the growth and development of lacrosse in British Columbia by entering into mutual agreements with other inter-provincial bodies.

***The British Columbia Lacrosse Association acknowledges, with thanks, the support of:***

*The Government of Canada  
The Province of British Columbia  
BC Gaming Policy & Enforcement Branch  
viaSport British Columbia  
The BC Games Society  
Indigenous Sport, Physical Activity and Recreation Council  
Sport BC and KidSport BC*

# THE BRITISH COLUMBIA LACROSSE ASSOCIATION

## BY-LAWS

### BY-LAW NUMBER I: DEFINITIONS

1. **Area** – The municipal boundaries of a city, town, municipality, etc. An area may also be a school district or other entity with defined boundaries. An area may also have boundaries other than noted above when agreed to by two (or more) neighbouring minor/youth box/field associations or senior box/field clubs/teams. The appropriate directorate will be responsible for determining boundaries if necessary.
2. **Association** – Refers to the British Columbia Lacrosse Association.
3. **British Columbia Lacrosse Officials Technical Support Group (BCLOTSG)** – is the Technical Support Group responsible for all registered referees for all associations and leagues under British Columbia Lacrosse Association jurisdiction. No other association, other than the BC Lacrosse Association shall have jurisdiction of lacrosse officials within BC.
4. **British Columbia Lacrosse Coaches Technical Support Group (BCLCTSG)** – is the Technical Support Group responsible for all registered coaches for all associations and leagues under British Columbia Lacrosse Association jurisdiction. No other association, other than the BC Lacrosse Association shall have jurisdiction of lacrosse coaches within BC.
5. **Executive** – Refers to the Executive of the British Columbia Lacrosse Association.
6. **League** – A league is defined as a minimum of 3 teams.
7. **League Games** – are scheduled games played between teams in a league prior to league playoffs.
8. **League Playoff Games** – are games played between teams in a league at the conclusion of their scheduled league games and may be used to determine the League Champion.
9. **Inter-Provincial League** – is a league that consists of teams headquartered in BC and other provinces.
10. **Minors** – are players and teams of players in U17 and younger age groups, Field Lacrosse players and teams of players in Junior U19 and younger divisions.
11. **Minor Divisions** – U17 and younger age groups; Junior U19 and younger divisions in Field Lacrosse.
12. **Provincial Championship Playoffs** – Shall include any series of games between the winners of leagues played to determine the champion of the Province; and may consist of finals, the winner of which shall be Provincial Champion; semi-finals, the winner of which shall enter the finals; and if necessary, quarter-finals, the winner of which shall enter the semi-finals.
13. **Recreation Player** – Any player of any age who is participating as a member of a team/league/program that is not governed by the Senior, Minor or Field Directorates, as defined by the By-Laws and Operating Policies of those Directorates.
14. **Seniors** – are players and teams of players in the Junior and older divisions, and Field Lacrosse players and teams of players in Senior divisions.
15. **Senior Divisions** – Junior and older divisions, and Field Lacrosse players and teams of players in Senior Divisions.
16. **Sanctioned Event** – An event (tournament, program, promotion, etc.) approved by the respective Governing Body (i.e., BC Lacrosse Association Directorates, Technical Support Groups, BCA Executive) within the auspices of the BC Lacrosse Association organizational structure.

## BY-LAW NUMBER II: THE ASSOCIATION

1. The operations of the Society are to be carried on throughout the Province of British Columbia.
2. In the event that the Association should at any time be wound up or dissolved, the remaining assets after payment of all debts and liabilities shall, within one year, be split equally between the Wayne Goss Scholarship Fund and Dorothy Robertson Memorial Bursary, be turned over to the Canadian Lacrosse Hall of Fame for execution and distribution of scholarships, allocated as laid out in the Scholarship and Bursary Fund criteria, and as directed by the members. This provision was previously unalterable.
3. The purposes of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. This provision was previously unalterable.

## BY-LAW NUMBER III: MEMBERSHIP

1. All members shall agree to comply with the Constitution and By-Laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association.
2. **(a) The following may apply for membership:**
  - (i) Minor Box and Youth Field lacrosse associations
  - (ii) Individual Senior lacrosse clubs or teams
  - (iii) Individuals who are interested in the general work of the Association and who are not members of any other lacrosse club, team or association. Such individuals shall be Associate Members and shall not have voting privileges unless elected or appointed to recognized positions.
  - (iv) Individuals who are part of a school program. Such individuals shall be Affiliate Members and shall not have voting privileges unless elected or appointed to recognized positions.
  - (v) Schools and recreation centres that provide Inter-Crosse development programs may apply as affiliate members, and shall not have voting privileges.
- (b) The following shall be members and shall not be subject to membership fees:**
  - (i) The Executive, the Operations Committee, and Chairs of Commissions with more than two associations.
  - (ii) Individuals elected to Directorate or Technical Support Group positions and the eight (8) Zone Directors of the Minor Directorate who are appointed and/or elected.
  - (iii) Individuals appointed by the Executive to recognized positions. Such individuals shall be Associate Members, and shall not have voting privileges unless filling one of the above voting positions.
- (c) Life Membership.** The honour of Life Member of the BC Lacrosse Association may be bestowed upon a member for outstanding and meritorious service to the sport of lacrosse in British Columbia.
  - (i) A nominee for Life Membership must have a minimum of twenty-five (25) years of service to the sport of lacrosse. These twenty-five (25) years of service do not have to be consecutive, but fifteen (15) of those years must have been in British Columbia and with an association, directorate, or technical support group registered with the BC Lacrosse Association.
  - (ii) A nominee for Life Membership may still be active with the BC Lacrosse Association or an association, directorate, or technical support group registered with the BC Lacrosse Association.
  - (iii) Potential Life Members must be nominated by the member association, directorate, or technical support group.



- (iv) A nomination for Life Membership must be sent to the Directorate or Technical Support Group responsible for their Association for approval/decline.
  - (v) Nominations for Life Membership must be submitted by the Directorate or Technical Support Group to the BC Lacrosse Association Executive prior to June 1 in the year of nomination.
  - (vi) The BC Lacrosse Association Executive must approve/decline nominations by July 31 in the year of nomination.
  - (vii) Life Members will be non-voting members of the BC Lacrosse Association.
  - (viii) Life Members shall not be subject to membership fees.
  - (ix) New Life Members will be presented with a BC Lacrosse Association plaque commemorating their service to the sport of lacrosse.
3. Minor Box Associations, Youth Field Associations and individual Senior teams (Box or Field) must be registered as a Society in good standing under the BC Societies Act. A copy of the most current Certificate of Good Standing shall be submitted with the application for membership for Minor Box and Youth Field associations or with the Team Application Form for Senior teams. Newly formed associations or Senior teams must be registered as a society before the end of their first year of membership.
  4. All applications for membership shall be made upon a form supplied by the Association and shall be accompanied by the fee for the current year. A Minor Box or Youth Field association must submit with its application for membership, a copy of its Constitution, a copy of its By-Laws, and a list of officers for the current year. A new minor/youth association or senior box/field club/team must submit its proposed boundaries with the membership and also submit the impact of those proposed boundaries on existing associations or clubs/teams. The appropriate directorate will be responsible for determining boundaries if necessary.
  5. Applications for new membership must be in the BCLA Office no later than the first day of November, and membership shall run to the following Annual Meeting. The right to approve applications for membership rests with the Executive. Membership is not automatically renewed, but must be reapplied for annually. Membership automatically expires at the aforementioned Annual Meeting if an application for renewal is not received by the deadline.
  6. Annual membership fees shall be set at the Annual Meeting, per the Association's General Operating Policy. Annual fees paid within thirty days following the Annual Meeting shall be subject to a reduction as set at the Annual Meeting. Membership shall run for twelve months from the date of the Annual Meeting.
  7. The following shall be considered members holding a vote at their respective Special Sessions:
    - (a) Officials – upon submission of the yearly certification exam to the BCLA Office.
    - (b) Coaches – upon submission of the yearly Form 100 coach registration form.
  8. Only members in good standing may vote at meetings of the Association. A member in good standing is one whose accounts have been paid for not less than thirty days, and who is not suspended or expelled.
  9. Membership fees must be paid before player registrations will be accepted.
  10. Any person, group or association may withdraw from the Association upon notice in writing to that effect, and upon receipt of such notice by the Executive, the member shall cease to be a member.
  11. Any member who fails to abide by the Constitution and By-Laws or any rules or regulations made pursuant thereto, may be suspended by a two-thirds vote at an Executive meeting, or at a meeting of the responsible Directorate or Technical Support Group at which a majority of the members authorized to attend are present, or by a unanimous vote at any other meeting, so long as there be a quorum in attendance.

12. While under suspension, a member or any of its registered teams will not be allowed to play in any league games or playoffs with other members of the Association.

#### **BY-LAW NUMBER IV: EXPULSION OF MEMBERS**

1. Members can be expelled from the Association at any Annual Meeting or Special Meeting of the Association, provided that notice of the calling of any such meeting and the fact the proposed expulsion is on the agenda is given to the member proposed to be expelled, and to all other members of the Association, in accordance with By-Law Number IV; and that the grounds on which such expulsion is being asked for are made known in the notice of such meeting; and the member concerned is given the opportunity if the individual so desires, to speak to the meeting in answer to such motion for expulsion.
2. Motion for expulsion shall require a vote of at least three-fourths of the members voting at an Annual or Special Meeting, and in the event of expulsion at a Special Meeting, the expelled member may place the matter on the agenda of the next Annual Meeting following expulsion, and shall have an opportunity to speak to the motion which shall be made at that time to re-admit the expelled member.

#### **BY-LAW NUMBER V: MEETINGS**

1. **The Annual Meeting** of the Association shall be held during the month of **October** in each and every year; such date to be set by the Executive, and in the event of their failure to act, by the President.

Notice of such meeting must be forwarded by mail or e-mail a **minimum of thirty days** prior to the date of said meeting to each member of the Association for the time being, stating:

- (a) the place of the meeting
  - (b) the date of the meeting
  - (c) the agenda for the meeting
  - (d) the proposed amendments to the Constitution or By-Laws.
2. **Special Meeting** -- any meeting other than the Annual Meeting shall be a Special Meeting. The President may call a Special Meeting of the Association at any time, either the President or upon request of not less than ten percent of the members of the Association in good standing. Notice of such Special Meeting must be forwarded by mail or e-mail a minimum of fourteen days prior to the date of such meeting, to all members of the Association, and such notice shall set forth the nature of the business to be transacted at the meeting.
3. **Quorum** -- At Annual and Special meetings of the Association, twenty-five members shall be constituted a quorum.
4. **Procedure at Meetings** -- procedural disputes not covered in these By-Laws shall be governed by Robert's Rules of Order, current edition, and shall apply at all meetings. If electronic meetings or electronic votes are held, the procedures laid out in APPENDIX G: RULES FOR HOLDING ELECTRONIC VOTES or E-MAIL VOTES of the BCLA General Operating Policy must be followed and adhered to.
5. **Voting** -- at all Annual and Special meetings of the Association, members in good standing will have the following voting rights:
  - (a) District lacrosse associations (box and field) may seat one accredited delegate with one vote for every one hundred Minor players, or portion thereof, registered in the previous playing season; plus one accredited delegate with one vote for every Senior team (box and field) registered in the previous playing season.

- (b) Each accredited delegate of the BCLOTSG, BCLVLA, and the BCLCTSG Technical Support Groups, as defined in By-Law X, Section 4(g), By-Law X, Section 6(c), and By-Law X, Section 5(b) shall have one vote.
  - (c) Each elected or appointed member of a Directorate (Senior, Minor, Recreation and Field) as described in By-Law X, Section 1(b), Section 2(b), Section 3(b), Section 4(a) and the eight (8) Zone Directors as appointed and/or elected by the Minor Directorate, shall have one (1) vote each.
  - (d) All other members in good standing, other than Associate Members and Affiliate Members, will have one vote each.
  - (e) Individuals holding a vote must attend the BC Lacrosse Association Annual General Meeting (AGM) and/or Special Sessions in person. There will be no electronic communication or electronic votes during the BCLA's AGM and/or Special Sessions.
6. Any Club or Organization more than two hundred (200) miles/three hundred and twenty-two (322) kilometers from the location of the Annual General Meeting shall be allowed votes carried by a representative of that Organization. In cases where ferry travel is involved, such as from Zone 6, the number of miles shall be 150 and the number of kilometres shall be 242.
  7. Every question, except on the election of officers, shall be decided in the first instance by a show of hands unless a poll is demanded by any member.
  8. No person shall cast more than one vote on any question notwithstanding the fact that more than one office in this Association may be held.
  9. The President shall only have a vote in the event of a tie.

## **BY-LAW NUMBER VI: OFFICERS**

1. The officers of the Association shall be:
  - President
  - Immediate Past President
  - Vice President Performance Programs
  - Vice President Development
  - Vice President Operations
  - Vice President Administration and Finance
  - Vice President Technical Programs
  - Secretary
  - Director at Large
2.
  - (a) All officers, other than the Immediate Past President, shall be elected by secret ballot at the Annual Meeting.
  - (b) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
3. The President, Vice President Development, Vice President Technical Programs and the Vice President Administration and Finance shall be elected for two-year terms in even-numbered years. The Vice President Operations, Vice President Performance Programs, the Secretary and the Director at Large shall be elected to two-year terms in odd-numbered years. The term of the Immediate Past President will be limited to two years.

The Executive shall appoint a Nominating Committee to present to the Annual Meeting at least one name for each office. In even-numbered years, the Committee members shall be the Secretary, Vice President Operations, Vice President Performance Programs, and the Director at Large, and the Chair shall be the Secretary. In odd-numbered years, Committee members shall be the President, Vice President Development, Vice President Technical Programs and the Vice President Administration and Finance, and the Chair shall be the President.

4. In the event of a vacancy occurring on the Executive, the remainder of the Executive, providing a quorum exists, may appoint a replacement to fill the vacancy until the next Annual Meeting. If more than a year remains in the term, an election shall take place at the next Annual Meeting to elect a replacement to the end of the position's term.
5. Terms of office for the Executive members will start on November 1<sup>st</sup> following the election and expire on October 31<sup>st</sup> at the end of the position's two-year or one-year term.
6. Board Members of the BC Lacrosse Association shall not receive remuneration for their services as Board Members

## **BY-LAW NUMBER VII: DUTIES OF OFFICERS**

1. **The President** -- shall preside at all general meetings and Executive meetings of the Association. The President shall generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association. If the President is unable to carry out the duties, the President shall appoint a Vice President to do so.
2. **The Immediate Past President** -- shall act as a liaison person between the previous and current Executive, maintaining the continuity of the Executive. The Past President shall also carry out other duties as assigned by the President and/or Executive.
3. **The Vice President Performance Programs** -- Working collaboratively with the respective BCLA Executive Members, Committees, Directorates and Technical Support Groups, and BCLA Staff, responsible to oversee the BCLA's performance programs including the Team BC – Box and Field Programs, the Volunteer Leadership Program, and any other performance programs as designated by the BCLA Executive.
4. **The Vice President Development** – responsible for Development Committee and responsible for athlete and regional development, human resource development and education.
5. **The Vice President Technical Programs** – responsible for the oversight of the BC Lacrosse Coaches and Officials Technical Support Groups and development of those programs including certification, human resources and education.
6. **The Vice President Administration and Finance** – responsible for overseeing office, membership services, maintaining Operating Policy and Constitution, and short and long term planning. Also responsible for providing oversight and counsel for all of the financial practices of the organization; to ensure that the financial records of the Association are audited by an auditor appointed by the Executive; and to ensure that a report, which includes a budget for the coming year, is provided at every Annual Meeting of the Association.
7. **The Vice President Operations** – responsible for Operations Committee and functions pertaining to inter-Directorate and inter-provincial operational matters; jurisdiction, appeals, discipline, et cetera, and main communication link between planning/policy and operations.
8. **The Secretary** – responsible to attend and record minutes of all Executive meetings and the Annual General Meeting, preparing and distributing all proposed changes to the Constitution and By-Laws and Operating Policies as per By-Law IV: Meetings, and shall submit all required reports, documents and changes to the Constitution and By-Laws as required under the Societies Act.
9. **The Director at Large** – responsible for special projects as assigned by the President or the Executive.

## **BY-LAW NUMBER VIII: THE BCLA REGISTRAR**

The BCLA Registrars shall consist of a Senior Box, Minor Box, Recreation and Field Registrar – responsible to oversee the administration and filing of all player registration forms for their respective sectors and divisions of the British Columbia Lacrosse Association. Responsible to ensure that the members of the British Columbia Lacrosse Association adhere to the policies set in the British Columbia Lacrosse Association Operating Policies. The Registrars will each hold a position on the Operations Committee, and will be entitled to a vote at the British Columbia Lacrosse Association Annual General Meeting General Session. All Registrars will be appointed positions, done so by their respective directorates. The BCLA Registrars will be appointed annually at the Directorate Special Session. The BCLA Registrars, with the approval of the respective Directorate, shall appoint assistants as needed.

## **BY-LAW NUMBER IX: THE EXECUTIVE**

1. The officers of the Association, as set out in By-Law V, Section 1, shall comprise the Executive of the Association.
2. The Executive shall ratify the appointments to the following recognized positions; and may rescind any such appointment on a two-thirds vote of the Executive:
  - (a) Commissioner for each Senior league in the Province
  - (b) Commissioner for each Junior league in the Province
  - (c) Director for each Zone in the Province
  - (d) Commissioners for Field Lacrosse
  - (e) Any other Commissioners as required may be appointed
  - (f) Four regional Officiating Co-ordinators for Senior officials representing the Lower Mainland, Vancouver Island, Northern Interior and Southern Interior
  - (g) Officiating Co-ordinators for Minor officials representing the eight designated Zones of the Province
  - (h) Any other regional Officiating Coordinator as required may be appointed
  - (i) Provincial Teams' staffs
  - (j) Four regional Coaching Co-ordinators for Senior coaches representing the Lower Mainland, Vancouver Island, Northern Interior and Southern Interior
  - (k) Coaching Co-ordinators for Minor coaches representing the eight designated Zones of the Province
  - (l) Any other regional Coaching Coordinator as required may be appointed.
  - (m) The Regional Development Directors (one for each zone or region), the Athlete, Schools, Women's and Inter-Lacrosse representative.

The Commissioners shall be appointed on the recommendation of all teams within a Senior and Junior category, and all the member associations within a Commission or Zone. A Commissioner should not be a member of a local association within the Commission.

The right to rescind the appointment, as set out in the first paragraph of this section, shall not apply to the Western Lacrosse Association.

The Master Course Conductor, Minor, Senior and Field Zone Co-ordinators, and the Minor, Senior and Field Clinicians shall all be appointed by the BCLOTSG Executive Committee.

The Provincial Team coaches and staffs shall be ratified by the Executive on the recommendation of the Directorate and Technical Support Group involved.

The Senior regional Coaching Co-ordinators shall be appointed on the recommendation of all Senior coaches within the respective regions as outlined above. The Minor Coaching Co-ordinators shall be appointed on the recommendation of all Minor Commissions within their Zones.

3. The responsibilities of the Executive shall be to:
  - (a) ensure that the Minor, Senior and Field Directorates conduct Provincial Championships
  - (b) provide educational services to lacrosse in British Columbia
  - (c) provide promotional services to lacrosse in British Columbia
  - (d) provide financial assistance to lacrosse in British Columbia
  - (e) engage in limited publicity programs
  - (f) register all players, officials and coaches within the Province of British Columbia
  - (g) provide extended insurance coverage for all members.
  - (h) develop tools (plan, package, training and qualified assistance) to assist in local recruitment of Minor lacrosse players.
  - (i) implement Inter-Lacrosse in elementary schools
  - (j) implement Field Lacrosse in Junior and Senior high schools
4. The Executive has the authority to carry out its responsibilities within the allotted budget, and with due consideration to all requests for action passed at the Annual Meeting or any Special meeting, any recommendations passed to it from any Commission, Directorate, Technical Support Group or Committee.
5. The Executive may from time to time authorize the employment of such other persons as they deem necessary to carry out the objects of the Association; and such employee(s) shall have the authority and shall perform such duties as from time to time may be prescribed by the Executive.
6. In the event of sickness or inability to act of any member of the Executive, or persons appointed by them; or in the event of neglect of duties by any such person, the person so affected can be removed from office upon a two-thirds vote of the persons voting at an Executive meeting for that purpose.  
  
 The person so affected shall be given reasonable notice, unless conditions make it impracticable, of the Executive's intention to so act or deal with the question; and the member so concerned shall have the right to speak to the Executive meeting. The matter shall be placed on the agenda of the next Special or Annual Meeting for ratification, or otherwise, by the Association.
7. The Executive shall meet at least once every two months. A quorum for any Executive meeting shall be a clear majority of the Executive.
8. Decisions shall be by a majority vote of the members present, unless otherwise set out in these By-Laws.

## **BY-LAW NUMBER X: COMMITTEES**

1. The Executive may establish standing committees and committees for special purposes, as required.
2. The Association shall have the following Standing Committees:
  - (a) The Jurisdictional Committee**
    - (i) The Jurisdictional Committee shall consist of the Vice President Operations, the Chair of the Minor, Senior and Field Lacrosse Directorates, the Chair of the BCLOTSG, the Chair of the BCLCTSG, a nominee of Lacrosse Canada, and a mutually agreed-upon Chairman.
    - (ii) The responsibility of the Jurisdictional Committee shall be to settle disputes of jurisdiction between leagues and groups which cannot be satisfactorily resolved in either the Minor, Senior or Field Lacrosse Directorates. It is authorized to sit in judgment of any disputes concerning BCLOTSG game fees, transfers, eligibility and jurisdiction of players, coaches or team officials.
  - (b) The Disciplinary Committee (Applies to Code of Conduct Only)**

- (i) The Disciplinary Committee shall consist of the Vice President - Operations or a designate, the Chair of the Minor, Senior, Recreation and Field Lacrosse Directorates or their designates, the Chairs of the BC Lacrosse Officials Technical Support Group, the BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Coaches Technical Support Group or their designates.
  - (ii) It shall have one member, in addition, who will sit from each league only on matters involving that particular league.
  - (iii) The Vice President Operations or a designate shall be the Chair. It shall have a quorum of three.
  - (iv) The Committee is authorized to sit in judgment on appeals of any disciplinary action involving suspensions of players, coaches, leagues, referees, or team officials for all divisions under jurisdiction of the British Columbia Lacrosse Association. It is authorized to sit in judgment on matters of reinstatement.
  - (v) An individual or club appealing or protesting, must send to the Association, along with a written appeal or protest, a bond in the form of cash, certified cheque or money order payable to the Association, for five hundred dollars (\$500). In the event of a successful appeal, the bond will be returned.
  - (vi) In the case that a referral happens from another governing body in the BCLA that requires disciplinary action to be considered, normal timelines may not work as time from the incident occurrence may have been partially or fully expired by the first governing body. In this case, the timeline for the Discipline Committee will start from the date when the hearing results are published from the original governing body and not from the original date of the incident.
  - (vii) In the case that the decision of the governing body has referred issues to the Discipline Committee but that decision is being appealed, the BCLA President, BCLA Vice President – Administration and Finance and the BCLA Vice President of Operations will decide if the actions of the BCLA Appeal Committee would impact any decision made by the Discipline Committee.
    - a) If it is decided that the appeal could impact the decision of the Disciplinary Committee, then the appeal will take precedence and will be heard first. The BCLA Appeal Committee timeline is in effect and the Disciplinary Committee timeline, if it is deemed necessary after the appeal, would start at the date that the Appeal Committee decision is published.
    - b) If it is decided that the Disciplinary Committee hearing would not have any impact on the appeal, then the Disciplinary Committee hearing will go forward using the timeline as specified in Section (vi) (i.e., from the date that the governing body published its decision referring the incident to the Discipline Committee). The BCLA Vice President - Operations will confer with the BCLA Vice President – Administration and Finance to ensure that there are at least three (3) days between the two hearings.
- (c) **Appeals** - Please refer to the **British Columbia Lacrosse Association's General Operating Policy**.
- (d) **The Promotion Committee**
- (i) The Promotion Committee shall consist of a Promotion Director and such other members as are required to carry out the duties and responsibilities of the Promotion Committee.
  - (ii) The special concern of the Promotion Committee shall be the administration of funds designated or allocated by the Association to foster and perpetuate lacrosse in pursuance of the Constitution, and to extend its vogue within the Province of British Columbia by assisting in the provision of essential equipment and instruction to Minor age groups and to new districts.

- (iii) The Promotion Committee shall make a complete report of its activities during the preceding year at every Annual Meeting.

**(e) The Officiating-Coaching Liaison Committee**

- (i) The Officiating-Coaching Liaison Committee shall consist of the Chair of the BCLCTSG or a designate, the Chair of the BCLCTSG or a designate, the Chair of the Minor, Senior and Field Lacrosse Directorates or their designates, and the BCLA Vice President – Technical Programs or a designate.
- (ii) The BCLA Vice President – Technical Programs or a designate shall act as Chair. The BCLA Vice President – Technical Programs shall appoint additional members as required.
- (iii) The purpose of this committee is to consider interjurisdictional problems relating to officiating and coaching and to make decisions for their resolution. The decisions of this committee shall be implemented by the Directorates. The main areas of common concern should be recruiting, education, allocation and evaluation of officials and coaches and ensuring that the philosophy of the Association is adhered to. This committee should also discuss, collate and recommend proposed rule changes to Lacrosse Canada.

**(f) The Development Committee**

- (i) The Development Committee shall be chaired by the Vice President - Development or designate, and in such cases when there is not a Vice President – Development, the Chair shall be appointed by the President. The committee will then report directly to the President after every session.
- (ii) The purpose of the committee shall primarily be to create, coordinate and implement strategies and programs for all facets of lacrosse development throughout the province of British Columbia.
- (iii) The Development Committee shall consist of members of the Executive, Vice President Development; Vice President Technical Programs; Chair of the Minor Directorate, or designate; Chair of the Senior Directorate, or designate; Chair of the Field Directorate or designate; Chair of the Recreation Directorate or designate; Chair of the BCLCTSG or designate; Chair of the BCLVLA or designate; Regional Development Directors (representing each zone or region), a Schools, Athlete, Women's and Inter-Lacrosse representative. If delegates are not appointed, the Chair of the Development Committee can appoint any member to fill the vacancy.
- (iv) Regional Development Directors will oversee the planning and development of lacrosse in the zone or region. Without limiting the generality of the foregoing, this shall include promotion, recruitment and retention and education of coaches and officials, recruitment and retention of volunteers and athletes, and assisting local associations, clubs and schools in all aspects of development.
- (v) The Schools, Women's, Athlete and Inter-Lacrosse representatives are responsible for developing strategies and programs in their areas, working with the members of the Development Committee.
- (vi) Up to eight Regional Development Directors, and a representative for each of Schools, Women's, Athlete and Inter-Lacrosse shall be appointed by the Executive, upon recommendation of the Vice President Development, for a two year term.

**(g) Legal Committee**

- (i) The Legal Committee will be a committee of one or more individuals with a professional or strong legal background.
- (ii) The Committee will be responsible to the British Columbia Lacrosse Association Executive.

**(h) Operations Committee**



- (i) The members of the Operations Committee shall be the Vice President Operations, the Vice President Development, the Vice President Technical Programs, the Field Registrar, the Minor Box Registrar, the Recreation Registrar, the Senior Box Registrar, Chair of the Minor Directorate or a designate, Chair of the Senior Directorate or a designate, Chair of the Field Lacrosse Directorate or a designate, Chair of the Recreation Directorate or a designate, Chair of the BCLOTSG or a designate, and Chair of the BCLCTSG or a designate.
  - (ii) The Vice President Operations shall preside over all meetings of the Operations Committee.
  - (iii) The Operations Committee shall be responsible for operational matters: to set and determine all inter-Directorate and inter-provincial (including BCLOTSG and BCLCTSG) policy, and without limiting the generality of the foregoing, this shall include discipline, jurisdiction, player movement and league scheduling throughout the province.
  - (iv) The Operations Committee will be responsible for making recommendations for Lacrosse Canada operational committee appointments to the Executive.
  - (v) In the event that a vacancy exists during the term of Operations Committee members, the Executive, on the recommendation of the Vice President Operations, shall appoint a replacement for the remainder of the term.
  - (vi) The Operations Committee shall meet at least twice per year. A quorum for any meeting shall be a clear majority of the Operations Committee.
  - (vii) Decisions shall be made by a majority vote of the members present, unless otherwise set out in these By-Laws.
  - (viii) The President of the Association, or designate, will be allowed to attend all meetings of the Operations Committee, and shall be allowed to vote.
- (i) Team BC Committee**
- (i) The members of the Team BC Committee shall be the BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCTSG Chair, the BCLCTSG Vice Chair – Minor, the BCLCTSG Vice Chair – Men's Field, the BCLOTSG Vice Chair - Minor, the BCLOTSG Vice Chair – Field, the Minor Directorate Chair, the Field Directorate Chair, the BCLA Technical Director and the BCLA Regional Coaches.
  - (ii) This committee is responsible for ensuring that all administrative and technical requirements are met by published deadlines in order to provide the applicable Provincial Teams for all those divisions in Minor Box and Youth Field Lacrosse in which the LC deems a National event shall be held and/or in any age group that the Team BC Committee approves a Team BC to operate.
  - (iii) Is responsible to set and administer the Team BC Directive on an ongoing basis.

## **BY-LAW NUMBER XI: DIRECTORATES/TECHNICAL SUPPORT GROUPS**

### **1. THE SENIOR DIRECTORATE**

- (a) The Voting Members of the Senior Directorate shall consist of the Chair, Vice Chair and Secretary of the Senior Directorate; the Commissioners of all Masters, Senior, and Junior leagues or their designates; Vice President Operations and the Vice President Development; Chair of the BCLOTSG or designate; the Chair of the BCLCTSG or designate. All of the above members have a vote. The Chair of the Minor Directorate or designate and the Chair of the Field Directorate or designate may request to attend a Senior Directorate meeting or send written reports as deemed necessary.
- (b) The Chair, Vice Chair and Secretary of the Senior Directorate shall be elected, by secret ballot, at a special session of the Directorate to be held during the Annual Meeting. In the event that

there is but a single nominee for office, the Secretary shall cast one vote for such nominee. All accredited Senior delegates, the Vice President – Operations and the Vice President – Development, the Chairs of the BCLOTSG and BCLCTSG shall have a vote during this special session.

- (c) The Chair shall be elected for a two-year term in the even years. The Vice Chair and the Secretary shall be elected for a two-year term in the odd year.
- (d) The responsibilities of the Senior Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league jurisdiction, player movement, publicity, promotional programs and league scheduling throughout the province.
- (e) The Senior Directorate is responsible to the Executive but has the authority to carry out its responsibilities within its allotted budget.
- (f) A League Commissioner, or designate, must attend all scheduled meetings of the Senior Directorate. Leagues will be fined for non- attendance of their representatives at any scheduled Senior Directorate meeting. In special circumstances, prior notification of inability to attend such meetings may result in exception to the fine. In the case of two or more leagues in any one category, only the appointed Commissioner, or a designate, shall be required to attend all Senior Directorate meetings from April to August.
- (g) The Senior Directorate shall govern, promote and supervise competition for League play and the Provincial Finals.
- (h) The Chair of the Senior Directorate – shall preside at all meetings of the Senior Directorate. The Chair shall generally supervise all the affairs of the Senior Directorate and shall be primarily responsible to the Executive for the development and maintenance of the program of the Senior Directorate throughout the province.

## **2. THE MINOR DIRECTORATE**

- (a) The Minor Directorate shall consist of the Chair, Immediate Past Chair, Vice Chair and Secretary of the Minor Directorate; the Chair of the Senior Directorate or designate; the Chair of the Field Directorate or designate; the Zone Directors or designate; the Female Box Lacrosse Chair or designate; Chairs of Commissions with more than two associations and the Vice Presidents of Development and Operations, and the Chairs of the BCLOTSG and BCLCTSG or designates.
- (b) The Chair, Vice Chair and Secretary of the Minor Directorate shall be elected, by secret ballot, at a special session of the Directorate to be held during the Annual Meeting. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair, the Vice Chair, the Secretary and the Female Box Lacrosse Chair shall be elected for a two-year term. The Chair and the Secretary will be elected in even years and the Vice Chair and the Female Box Lacrosse Chair will be elected in odd years. The Immediate Past Chair shall hold a voting position on the Minor Directorate for the first year of the newly elected Chair. The Chair and Vice Chair shall normally be elected from geographically separated districts. All accredited Minor delegates, BCLOTSG Vice Chair Minor and Minor Zone Delegates (as specified in By-Law X, Section 5(b)), BCLCTSG Vice Chair Minor and appointed Minor Zone Delegates (as specified in By-Law X, Section 6(b)), and the Vice Presidents of Development and Operations will have a vote during this special session.
- (c) All associations shall belong to a Minor Commission. The Minor Commission will govern play within BC. Inter-provincial play shall be governed by the Inter-Provincial League Agreement.
- (d) The responsibilities of the Minor Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league

jurisdiction, player movement, publicity, promotional programs and league scheduling throughout the province. The British Columbia Lacrosse Association Minor Directorate is responsible to the British Columbia Lacrosse Association Executive to ensure that the British Columbia Lacrosse Association Minor Provincial Championships are conducted each year.

- (e) The Minor Directorate is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (f) A quorum for all Minor Directorate meetings shall be a simple majority of all registered voting delegates.

A majority vote by the members in attendance will carry for all scheduled Minor Directorate meetings. Three weeks written notice shall be given for these meetings.

- (g) All interlocking play involving teams from the Lower Mainland region and regions outside this area will be governed by the Minor Directorate.
- (h) The Chair of the Minor Directorate – shall attend the VP – Operations meetings, ensure the affairs of the Minor Directorate are carried out, ensure the procedures set out in the Constitution and By-Laws are being followed, work with all members of the Directorate to ensure the game is of a high calibre and standard, is responsible to all members of the Directorate, not a Commission or an individual, call meetings of the Directorate and preside at these meetings.

### **3. THE FIELD LACROSSE DIRECTORATE**

- (a) The Field Lacrosse Directorate shall consist of the Chair, Vice Chair Youth, Vice Chair Men's, Vice Chair Women's and Secretary of the Field Directorate, League Chair or designate of each League. The voting members shall consist of the above-listed and the BCLOTSG Vice Chair – Men's Field, the BCLOTSG Vice Chair – Women's Field, the BCLCTSG Vice Chair – Men's Field and the BCLCTSG Vice Chair - Women's Field. The Minor Directorate Chair and the Senior Directorate Chairs, or designates, may request to attend a Field Directorate Meeting or send a written report as deemed necessary.
- (b) The Chair, Vice Chair Youth, Vice Chair Men's, Vice Chair Women's, and Secretary shall be elected, by secret ballot, at a special session of the Directorate. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair, Vice Chair – Women's Field and the Secretary shall be elected for a two-year term in even years. The Vice Chair – Youth, and the Vice Chair – Men's Field shall be elected for a two-year term in odd-numbered years. All accredited delegates shall have a vote during this special session.
- (c) Voting on Field Operating Policy changes will be as described in the Field Operating Policy REGULATION 1. The Field Directorate Executive and BC Lacrosse Association representatives shall be allowed a vote on all Field Operating Policy changes.
- (d) The responsibilities of the Field Lacrosse Directorate shall be to set and determine all inter-league policy, and without limiting the generality of the foregoing, this shall include discipline, inter-league jurisdiction, referees, player movement, publicity, promotional programs and league scheduling throughout the province.
- (e) The Field Lacrosse Directorate is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (f) The Chair of the Field Directorate – shall preside at all meetings of the Field Directorate. The Chair shall generally supervise all the affairs of the Field Directorate and shall be primarily

responsible to the Executive for the development and maintenance of the program of the Field Directorate throughout the province.

#### **4. THE RECREATION DIRECTORATE**

- (a) The Recreation Directorate shall consist of a Chair, Vice-Chair and Secretary. The Chair of the Senior, Minor and Field Directorate and the Chairs of the BCLCTSG and BCLOTSG, or designates, may request to attend a Recreation Directorate meeting or send written reports as deemed necessary.
- (b) The Chair, Vice-Chair and Secretary of the Recreation Directorate shall be appointed by the BCLA Executive for one year terms expiring on the last day of October each year.
- (c) Recreational team/leagues/programs are all those not governed by the Senior Directorate, the Minor Directorate or the Field Directorate as defined by the By-Laws and Operating Policies of those Directorates. This includes, but is not limited to, Senior Masters, Field Masters, Senior Female Box, School Affiliates, drop in leagues/programs, etc.
- (d) All recreational teams/leagues/programs shall be non-voting members of the Recreation Directorate.
- (e) The responsibilities of the Recreation Directorate shall be to monitor and collect the league agreements/policies/methods of operation of the individual recreational leagues/groups and to provide assistance as necessary to those leagues/groups.
- (f) The Recreation Directorate is responsible to the Executive, through the BCLA VP Development, but has the authority to carry out its responsibilities within its allotted budget.

#### **5. THE BRITISH COLUMBIA LACROSSE OFFICIALS TECHNICAL SUPPORT GROUP (BCLOTSG)**

- (a) The BCLOTSG executive shall consist of the Chair, the Secretary, Immediate Past Chair, Director at Large, and four vice chairpersons representing Minor Box lacrosse, Senior Box lacrosse, Women's lacrosse and Men's Field lacrosse.
- (b) The BCLOTSG Chair shall be elected by secret ballot at the Special Session for a two-year term in odd numbered years. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. The Chair of the BCLOTSG shall preside at all meetings of the BCLOTSG. The Chair, in conjunction with the Vice President Development, shall be responsible to the Executive for the recruitment, provision, education and certification of all referees for all lacrosse, both Minor and Senior Box lacrosse, Women's and Men's Field lacrosse, throughout the province; and for ensuring that the philosophy of the Association is adhered to. Deputies may be appointed to assist in carrying out these responsibilities.
- (c) The responsibility of the BCLOTSG will be to provide competent referees for all lacrosse in the province of British Columbia. To this end, the BCLOTSG in conjunction with the Vice President Development, is charged with implementing and administering effective recruiting, education and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (d) The BCLOTSG is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (e) All officials in the province shall be registered with the BCLOTSG. All officials within a region shall form a regional association under the jurisdiction of the BCLOTSG, for the local operation and administration of officials.

- (f) The BCLOTSG Immediate Past Chair, upon election of a new Chair, shall be appointed for a term of two (2) years.
- (g) The BCLOTSG Vice Chair and Secretary positions shall be elected by secret ballot at the Special Session, for two-year terms. The Director at Large shall be elected for a one-year term. The Vice Chairs for Minor, Senior and Field will be elected in even numbered years. The Vice Chair Women's Field and Secretary will be elected in odd numbered years. In the event that there is but a single nominee for the office, the Secretary shall cast one vote for such nominee. Should the positions not be filled at the Special Session, it will be the duty of the BCLOTSG Chair to recruit and appoint a member to the open Vice Chair positions.
- (h) The voting delegates selected to attend the Association's Annual General Meeting shall be appointed by the BC Lacrosse Officials Technical Support Group Executive (consisting of the Chair, Secretary, Vice Chairs, Immediate Past Chair and Director at Large). At the Association's Annual General Meeting, referees may seat an accredited delegate for every Minor District Commission, plus accredited delegates for Senior referees as follows:
  - Up to 8 delegates for the BCLOTSG Executive Committee
  - 1 delegate for each active minor zone (i.e., up to 8 delegates)
  - 2 delegates for Lower Mainland Senior
  - 1 delegate for Island Senior
  - 1 delegate for Southern Interior Senior
  - 1 delegate for Northern Interior Senior
  - 1 delegate for Island Field
  - 1 delegate for Lower Mainland Field
 All members must be in good standing.
- (i) The Chair of the BCLOTSG – shall preside at all meetings of the BCLOTSG. The Chair shall be responsible to the Executive for recruiting, provision, education and certification of all referees for all lacrosse, both Minor and Senior Box Lacrosse, Women's and Men's Field Lacrosse, throughout the province; and for ensuring that the philosophy of the Association is adhered to. Deputies may be appointed to assist in carrying out these responsibilities.
- (j) The Chair or the respective Vice Chair of the BCLOTSG will ensure that officiating standards are maintained for all inter-provincial leagues.

## **6. THE BRITISH COLUMBIA LACROSSE COACHES TECHNICAL SUPPORT GROUP (BCLCTSG)**

- (a) The BCLCTSG executive shall consist of the Chair, Past Chair, four vice Chairs - one each for the Minor Directorate, Senior Directorate, Women's lacrosse and Men's Field lacrosse; a Secretary, eight Zone Co-ordinators, a Master Course Conductor, and a Head Clinician.
- (b) The BCLCTSG Immediate Past Chairperson, upon election of a new Chairperson, shall be appointed for a term of two (2) years.
- (c) The Executive of the BCLCTSG will be elected at a Special Session. The BCLCTSG Chairperson, Vice Chairperson for Minor Box Lacrosse and Vice Chairperson for Women's Field Lacrosse shall be elected by secret ballot at the Special Session for a two-year term in even numbered years. The BCLCTSG Secretary, Vice Chairperson for Senior Box Lacrosse and Vice Chairperson for Men's Field Lacrosse positions shall be elected by secret ballot at the Special Session for two-year terms in odd numbered years. In the event that there is but a single nominee for an office, the Secretary shall cast one vote for such a nominee. The eight Zone Co-ordinators, Master Learning Facilitator and Head Facilitator shall be appointed by the Chairperson annually. Should any positions not be filled at the Special Session, it will be the duty of the BCLCTSG Chairperson to recruit and appoint a member to the open position(s).

- (d) The delegates for the BCLCTSG representation at the Associations' Annual General meeting will be the Chair, four Vice Chairs (representing the Minor Directorate, Senior Directorate, Men's Field and Women's Field), and eight Zone Co-ordinators.
- (e) The responsibility of the BCLCTSG, in conjunction with the Vice President Development, will be to provide competent coaches for all lacrosse in the Province of British Columbia. To this end, the BCLCTSG is charged with implementing and administering effective recruiting, education, discipline and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (f) The BCLCTSG is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (g) All coaches in the province shall be registered with the BCLCTSG. All coaches within a region shall be under the jurisdiction of the BCLCTSG, for the local operation and administration of coaches.
- (h) The Chair of the BCLCTSG – shall preside at all meetings of the BCLCTSG and be responsible to the Executive for the discipline, education and certification of all coaches of all aspects of lacrosse in the province, and for ensuring that the philosophy of the Association is adhered to.

## **7. THE BRITISH COLUMBIA LACROSSE VOLUNTEER LEADERSHIP TECHNICAL SUPPORT GROUP (BCLVTSG)**

- (a) The BCLVLG executive shall consist of:
  - The Chair
  - Vice Chair
  - Secretary
  - Regional Representatives – minimum of 4; maximum of 8
- (b) The Executive of the BCLVLA will be elected at a Special Session.
- (c) The delegates for the BCLVLG representation at the Association's Annual General Meeting will be the association executive.
- (d) The Chair of the BCLVLA shall preside at all meetings of the BCLVLA.
- (e) The responsibility of the BCLVLA, in conjunction with the Vice President Administration and Finance, will be to provide competent volunteer leaders for all lacrosse in the Province of British Columbia. To this end, the BCLVLA is charged with implementing and administering effective recruiting, education, discipline and evaluation programs throughout the province, and ensuring that the philosophy of the Association is adhered to.
- (f) The BCLVLA is responsible to the Executive, but has the authority to carry out its responsibilities within its allotted budget.
- (g) All officers shall be elected by secret ballot at the BCLVLG Special Sessions.
- (h) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
- (i) The Chair and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair shall be elected in two-year terms in even-numbered years. The Regional Representatives shall be appointed by the BCCLA Executive and sanctioned by the BCCLA Executive for two-year terms from the date of the appointment.

- (j) In the event that a member of the executive of the BCLVLA is not able to complete the duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.

## **8. VOTING PRIVILEGES**

The President or designate and the Vice President – Operations and the Vice President - Development of the Association will be allowed to attend all meetings of all Directorates and Technical Support Groups, and shall be allowed one vote.

## **9. VACANCIES**

In the event a Chair of any of these Directorates, BCLCTSG, BCLVLA or BCLOTSG not be elected at the Special Session of these Directorates or Technical Support Groups, the Executive, on the recommendation of the Vice President Operations, shall appoint a Chair within sixty (60) days of the Special Session, for the remainder of the term.

## **BY-LAW NUMBER XII: COMMISSIONS**

1. Local associations, which are members of this Association, shall work together to form a league, leagues or district; and a Commission shall be set up to govern play within such leagues or districts.

Commissions for Senior and Junior Leagues shall be one-person commissions appointed as set out in By-Law VIII, Section 2.

District Commissions shall be established as set out in By-Law X, Section 2(c).

2. The Commission shall have the authority to govern and control the operation of its league, leagues or District, under the policies and rules as set out by the Association.
3. In the event of any disagreement in the interpretation of rules governing operation within a league, the Commission shall determine and rule; and where the Commission is undecided or an immediate ruling is required and the Commission is unable to meet, the Commissioner shall decide and the ruling shall be as binding as if made by the Commission.
4. The decision and ruling of a Commission is final on all matters within its jurisdiction, subject only to appeal to the Directorate involved, and subject to a further appeal to the Association Executive as final authority.

## **BY-LAW NUMBER XIII: EXERCISE OF BORROWING POWERS**

1. The Executive may borrow, raise or secure the repayment of such sum or sums in such manner and upon such terms and conditions in all respects as they see fit, and in particular, by the issue of bonds, perpetual or redeemable, debentures or debenture stock, or any mortgage, charge, or other security on the undertaking of the whole or any part of the present and future property, both real and personal of the Association; provided however, that none of these powers shall be exercised except in accordance with the sanction of a resolution passed by a three-fourths vote of the members of the Association present and entitled to vote at a regular or Special meeting; and provided each member of the Association shall be given fourteen days' notice of the meeting and of the proposed scheme to raise or secure monies to be voted on at the meeting.

## **BY-LAW NUMBER XIV: AUDITS OF ACCOUNTS**

1. The Executive shall each year appoint an auditor or auditors.

2. The auditor or auditors shall make a report to the members and Executive giving their opinion on the accounts examined by them and on every balance sheet and statement of receipts and disbursements laid before the Association at any Annual Meeting during their tenure of office.
3. The auditor or auditors of the Association are entitled to attend any meeting of the members of the Association at which any accounts that have been examined or reported on by them are to be laid before the members, for the purpose of making any statement or explanation they desire with respect to the accounts.

#### **BY-LAW NUMBER XV: CUSTODY AND USE OF THE SEAL OF THE ASSOCIATION**

1. The Executive may adopt a Seal which shall be the common Seal of the Association.
2. The common Seal of the Association shall be under the control of the Executive, and the responsibility for its custody and use from time to time shall be determined by the Executive.
3. The Seal of the Association shall not be affixed to any instrument except by authority of a resolution of the Executive and in the presence of such officer or officers of the Association as may be prescribed in and by such resolution; or (if no officer or officers are prescribed by the resolution), in the presence of either the President, or a Vice President, and in the presence of the Secretary.
4. Deeds, transfers, licenses, contracts and engagements on behalf of the Association shall be signed by either the Secretary or the Vice President – Administration and Finance, and the Seal of the Association shall be affixed to such documents as require the same in the presence of either the President or a Vice President, and by either the Secretary or the Vice President – Administration and Finance.

Notwithstanding any provisions to the contrary contained in the By-Laws of the Association, the Executive may at any time by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligation of the Association shall or may be executed.

#### **BY-LAW NUMBER XVI: PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF MEETINGS OF THE ASSOCIATION AND OF THE EXECUTIVE AND OTHER BOOKS AND RECORDS OF THE ASSOCIATION**

1. The Executive shall see that all necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute or law are regularly and properly kept.
2. The books of account shall be kept at such place in the Province of British Columbia as the Executive think fit, and shall at all times be open to inspection by the Executive.
3. Unless otherwise ordered by the Executive, the fiscal year of the Association shall terminate on the thirty-first day of August in each year.
4. The Executive shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Association or any of them, shall be open to the inspection of members not being officers; and no member (not being an officer) shall have any right of inspecting any account or book or document of the Association except as conferred by law or authorized by the Executive or by resolution of the members, whether previous notice thereof has been given or not.

#### **BY-LAW NUMBER XVII: OPERATING POLICY**

1. The Association shall ensure that an Operating Policy is prepared and available to all members of the Association. Such a Policy will be consistent with the Constitution and By-Laws, the official



playing rules as they exist from time to time, Commission, Directorate and Technical Support Group rulings on all matters within the authority and responsibility of any committee, Commission, Directorate or Technical Support Group.

2. Separate, different and distinct Policy can be made and applied to each division, league or District within the Association and shall be applicable to only those teams and players playing under the jurisdiction of the committee, Commission, Directorate or Technical Support Group which has made the policy or for which the policy was made.
3. A policy, to be applicable, must be approved by a majority vote of the members, eligible to vote as set out in these By-Laws, in attendance at an Annual General Meeting. Such policy once made is applicable to all teams and players under jurisdiction of the ruling body, and shall remain in effect until such a policy has been amended or rescinded by the ruling body, or unless changed by the appeal procedure outlined in By-Law XI, Section 4.
4. A ruling by a one-man Commission, on matters which are within the authority and responsibility of said Commission, shall be as binding as if made by any other committee, Commission or Directorate having authority, and shall be subject only to the appeal procedure set out in By-Law XI, Section 4.

#### **BY-LAW NUMBER XVIII: EXECUTIVE DIRECTOR**

1. The prime employee of the Association in accordance with By-Law VIII, Section 5, shall be the Executive Director. The Executive Director shall be a full time employee of the Association who will be responsible to the Vice President - Administration and Finance for the routine, day to day business of the Association, in accordance with a contract drawn up by the Executive of the Association.

#### **BY-LAW NUMBER XIX: HONOURARY BOARD OF DIRECTORS**

1. An Honourary Board of Directors shall act as a supportive body to special projects undertaken by the Association.
2. The Honourary Board shall be a non-voting body made up of individuals deemed by the Executive to have contributed significantly to the advancement of lacrosse or philosophy of the Association.
3. Up to two individuals can be added to the Honourary Board by special appointment of the Association Executive each year.

#### **BY-LAW NUMBER XX: LEADERSHIP MEETING**

1. The Vice President Development shall convene a meeting of the Development Committee, to be called the Leadership Meeting, in the fall of each year after the British Columbia Lacrosse Association Annual General Meeting, to facilitate the Association's development and planning, and to provide leadership development opportunities for members.

#### **BY-LAW NUMBER XXI: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

1. Amendments or alterations to the Constitution or any of the By-Laws of this Association may be made at any Annual Meeting or Special meeting of the Association, but only by a Special resolution.

2. No such amendments shall be made unless carried by a vote of three-fourths of the members voting at an Annual Meeting or Special Meeting.
3. Notice of any proposed amendment or alteration shall be given in writing to the British Columbia Lacrosse Association Office at least forty-five days prior to the date of the meeting at which such amendment is to be submitted and the proposed amendments or alterations shall be circulated to all members thirty days prior to the meeting; provided that such notice may be waived or reduced by those members by unanimous consent in writing.

*Revision 10/2022*



**2022-2023**

**OPERATING POLICY:**

***GENERAL***

*Revised October 2022*





## BRITISH COLUMBIA LACROSSE ASSOCIATION

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### GENERAL

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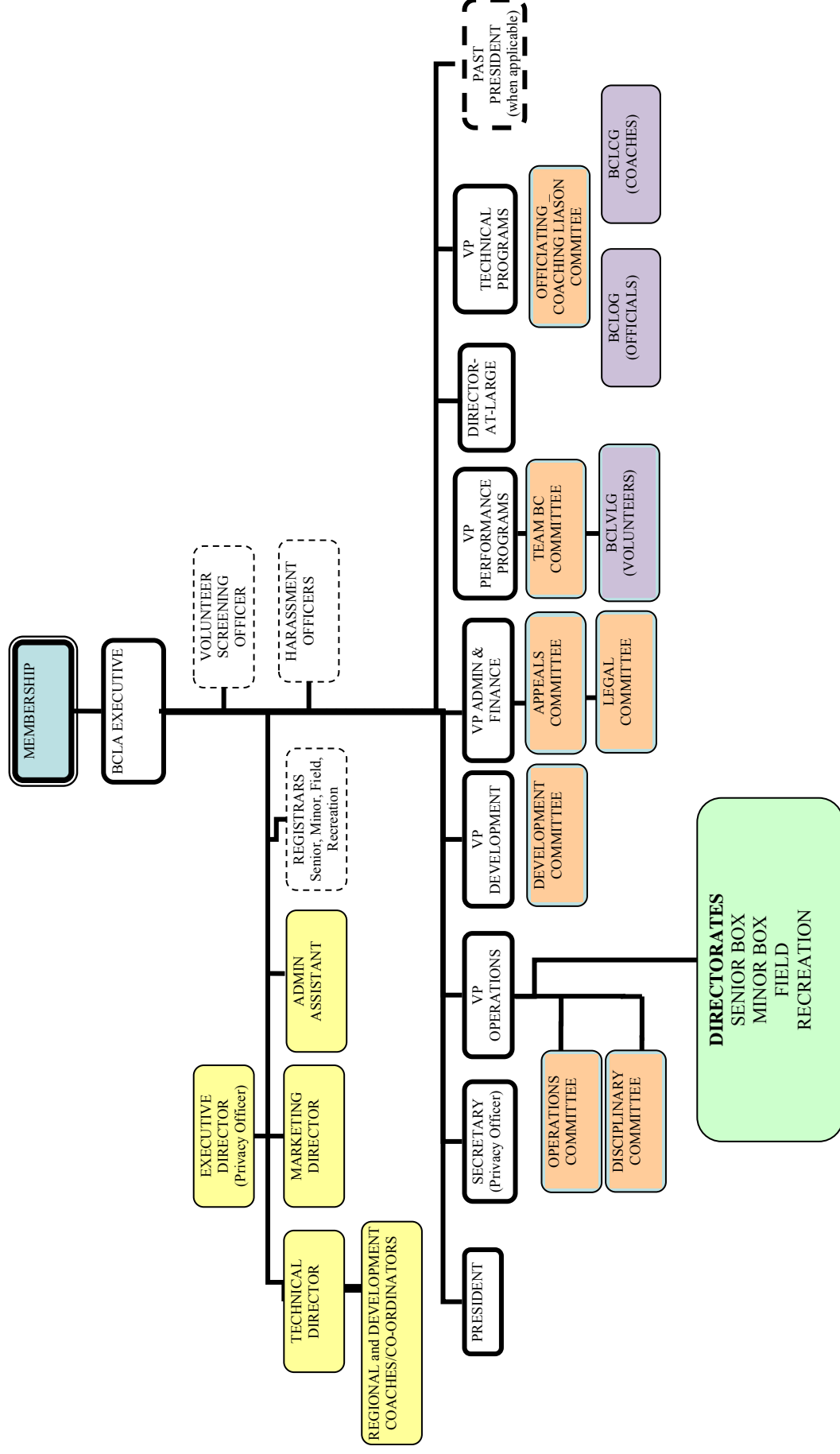
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# BRITISH COLUMBIA LACROSSE ASSOCIATION ORGANIZATION CHART

October 2017



# BRITISH COLUMBIA LACROSSE ASSOCIATION

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## GENERAL OPERATING POLICY

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### 1. CODE OF CONDUCT

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

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

#### 1.02 Conduct to Protect Children:

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

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

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

#### 1.04 General:

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

#### 1.05 Discipline Procedures:

- i) Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing to the BCLA office within 15 days of the event/occurrence.

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

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

## **2. MEMBERSHIP**

- 2.01 The Secretary shall record on a register of members the names of each Association, Team or Individual qualified for membership in accordance with By-Law II.
- 2.02 Player Registration forms will not be accepted from any Team or Association until membership requirements have been met and the Association or Team is recorded in the Register of Members.

## **3. FINANCING**

- 3.01 The signing officers of the Association shall be the President, the Vice President – Administration and Finance, Executive Director, Secretary and one other executive member as designated by the executive. All financial transactions shall be signed by two of the signing officers, one of whom should be the Vice President - Administration and Finance or the President.
- 3.02 At a meeting prior to the Annual Meeting, the Executive shall appoint a Budget Committee which shall have representation from the Directorates and be chaired by the Vice President - Administration and Finance.
- 3.03 The Budget Committee shall prepare a budget for the Administrative and Service functions of the Association and shall assist the Directorates in preparing budgets for Programs and Development for the coming year.
- 3.04 Based upon the budgets prepared, the Vice President - Administration and Finance shall recommend to the Annual Meeting the registration fees required for the coming year as outlined in **Appendix B: BC Lacrosse Registration Fees**.



- 3.05 Any changes in registration fees must be made by a resolution in accordance with By-Law XX, Section 3.
- 3.06 Any financial sponsorship secured by the BCLA shall not determine the location(s) of any Minor Provincials.

## **4. EXPENSES**

- 4.01 Payment of expenses other than travel outlined below shall only be made on the authority of a purchase order issued by the Vice President - Administration and Finance prior to incurring the expense.
- 4.02 To facilitate the general operation of the Association, the Vice President - Administration and Finance may issue a general order to cover certain expenses specifically provided for as budgetary items.

## **5. TRAVEL**

### **5.01 Travel expenses will be paid by the Association as follows:**

- (i) BCLA Executive and Operations Committee meetings, Annual and Special meetings, expenses of Executive members and Operations Committee members; and for other than Executive and Operations Committee meetings, as approved by specific Directorate or committee budget or as authorized by Special Resolution of the Executive.
- (ii) Senior Directorate, Minor Directorate, BCLOG, BCLCG, Field Directorate and Development Committee meetings, within the approved budget or as authorized by Special Resolution of the Executive.
- (iii) LC meetings -- three appointed delegates.
- (iv) Other travel --as authorized by the Executive, and updated annually on January 1 of each calendar year, according to the Canada Revenue Agency guidelines as published on the CRA website (*Reasonable per-kilometre allowance – Canada.ca*)\*. Every effort must be made to keep costs down when travelling to and from meetings, events, etc. It is expected that if air travel and/or renting a vehicle is less expensive than per km expenses, that people will make the more economical travel arrangements. If more than one person is travelling from the same area, every effort must be made to car pool. When practical, use of telephone conferencing should be considered as a substitute for in-person attendance at regular meetings.

Ferry-- actual cost  
 Other fares -- actual cost  
 Meals -- up to \$40.00/day  
 Accommodation -- up to \$100.00/day

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

With the exception of mileage, receipts will be required for reimbursement of these expenses.

- (v) In exceptional circumstances, actual costs incurred over the allowed amounts may be paid at the discretion of the Vice President - Administration and Finance.
  - (vi) Transport and Support – Within the confines of the budget, the BCLA may offer assistance to conveners or attendees at Provincial Championships or invitational tournaments.
- 5.02 **Out of Province and Out of Country Travel Permit**
- (i) An application form for travel outside of province or country must be completed and submitted to the BCLA for approval within the following time lines:
 

Inter-Provincial Tournament	14 days before the event
Out of Country	14 days before the event

- (ii) Upon approval of a BCLA Travel Request Form, approved team athletes and team personnel traveling out of province/out of country will be covered by the BCLA's liability insurance and out of country medical insurance. Teams are responsible for their own travel insurance (i.e., for cancellation or changes of travel).
- (iii) Only teams made up of players and coaches duly registered with the British Columbia Lacrosse Association (in the same discipline) or teams made up of players and coaches duly registered under a sanctioned BCLA program can obtain a travel permit. A list of the team roster including coaches must accompany this travel permit. Coaches are to be identified by NCCP number and certification level.
- (iv) Travelling teams may only compete against teams or in tournament events approved in this permit. Games must be sanctioned by the recognized lacrosse governing body for that region.
- (v) Travelling teams must adhere to the rules of the competition in which it is participating.
- (vi) Teams participating in any tournament or exhibition series shall abide by the rules of the Host in regards to any minor and major suspensions, which may be more or less severe than BCLA suspensions guidelines. Teams must ensure any suspensions in force from their local association are served during the games with game sheets marked accordingly on tournament games covered by this Permit. Suspensions may not be served during exhibition games. Any new suspensions received at the tournament shall be carried over and served during subsequent BCLA sanctioned games.
- (vii) Submission of a copy of all game sheets to your local commissioner within three (3) days of returning home from the tournament is required. Failure to do so may result in additional disciplinary action / suspension of the coach.
- (viii) Travelling teams shall remain subject to the BCLA Operating Policies & Codes of Conduct in regards to disciplinary matters and behavioural conduct. Teams are representing their local association and the BCLA, therefore, the conduct of the team must be indicative of this responsibility.
- (ix) Teams or Officials (managers, referees/umpires, etc.) traveling outside Canada must inform the BCLA at least 14 days prior to their travel that they are doing so. The BCLA must confirm that all coaches and officials are certified to current standards, that players are registered with the BCLA in the current playing season and that the President of the association submitting the permit has approved this travel. Further, the respective Directorates must approve the travel prior to the BCLA staff signing off on the permit.
- (x) No teams traveling within or outside of Canada may refer to themselves as "Team Canada" or as "Team BC" as those names are the sole property of LC (Team Canada) and the BCLA (Team BC).
- (xi) Teams travelling outside of Canada must follow all LC and BCLA policies as these teams are now representing the Lacrosse Canada and the BC Lacrosse Association.

### 5.03 **Cross-Border League Play**

All Cross-Border league play must be applied for on an annual basis, prior to February 1 of the playing year.

- (i) British Columbia teams playing in a league based outside the province of BC must be properly registered with the BCLA and an out of province or out of country travel permit must be filed with the BCLA office before league play starts. The team must have permission from their local governing authority in order to participate in the out of province league and must inform the appropriate directorate of their intent to play in an out of province league based league before league play commences.
- (ii) Out of province teams playing in a British Columbia-based league must have proof of extended health insurance and proof of liability insurance before playing in BC. The players must be properly registered with their teams and the team must have permission of their local governing authority to participate in the BC based league as well as

permission of the local BC authority. The local BC authority must inform the appropriate directorate of the out of province team's participation before league play commences.

## **6. INSURANCE**

Each year the Executive shall negotiate with a licensed insurance carrier, the cost of providing extended medical, accidental injury, and dental insurance for players, coaches, referees and team officials in all divisions. Such cost shall be separately negotiated for players and team officials in all divisions and for referees, and expressed as a per capita cost or Minor players and all referees, and as a per team cost for all Senior teams. For Minor players and all referees, this cost shall be added to the registration fee for each Minor player and all referees. For Senior teams, this cost shall be separate from registration fees. Referees who are also registered players shall not be subject to two insurance fees.

Players, coaches, referees and team officials shall be covered with Insurance for the playing year, as defined in regulation 9 "Playing Year" (Jan 1 - Dec 31) in the BCLA Operating Policy.

## **7. PLAYER REGISTRATION**

- 7.01 Each association or team shall complete BCLA approved Registration Form for every player, in sufficient copies to meet the needs of the Association. Any association or team failing to register each and every player and pay the appropriate registration fee may be suspended in accordance with By-Law II.
- 7.02 All Minor/Youth players (Box/Field) must register within the set boundaries (a primary residence within a city, town, municipality, school district, etc. of the appropriate Directorate as determined by the specific Commission/League.
- 7.03 The local Commissions/Leagues are responsible to administer these boundaries and for providing these boundaries to the BCLA Office, through their respective Directorates.
- 7.04 Any person legally residing, either temporarily or permanently, in British Columbia may register as a member of the BC Lacrosse Association.
- 7.05 Out of Country residents may become members on an annual basis by applying for placement through a league and ratification by the appropriate Directorate. Potential members must apply to Minor Box/Senior Box/Field Directorate for approval, and must follow the applicable registration and transfer procedures. Within Minor Box and Youth Field, an Out of Country player is not permitted to displace a resident player; specifically, resident players cannot be released if Out of Country players are being accepted by a club (this does not speak to the caliber or tier that either player will achieve after association tryouts).
- 7.06 All members must have medical insurance (equivalent to BC Medical Insurance coverage). Members without a BC Care Card must provide proof of basic health insurance.

## **8. JURISDICTION**

The Senior Directorate shall have jurisdiction over all Box Lacrosse players over the age of sixteen as at January 1 of each playing year, registered with teams/leagues as defined in the Senior Directorate Operating Policy.

The Minor Directorate shall have jurisdiction over all Box Lacrosse players sixteen years and under as at January 1 of each playing year, including all Female Box lacrosse Junior age and below, registered with teams/leagues as defined in the Minor Directorate Operating Policy. Box players of 17 years of age may be covered under the Minor Directorate as per conditions set up in Regulation 7 of the Minor Operating Policy.

The Field Lacrosse Directorate shall have jurisdiction over all Field Lacrosse players, registered with teams/leagues as defined in the Field Directorate Operating Policy.

The Recreation Directorate will have jurisdiction over all players on teams, in leagues or in programs not under the jurisdiction of the Senior, Minor or Field Directorates.

## **9. PLAYING YEAR**

The playing year shall be from January 1 to December 31 in any calendar year.

## **10. PLAYING AGE**

The playing age shall be the age of the individual player prior to January 1 of the playing year.

## **11. SUSPENSIONS AND DISCIPLINE**

- 11.01 All BCLA members shall recognize that all disciplinary actions and suspensions given in the Field Directorate, Senior Directorate, Minor Directorate, Recreation Directorate, BC Lacrosse Coaches Technical Support Group, BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Officials Technical Support Group will be served in that Directorate or Technical Support Group, unless upon a recommendation of the residing body, it is deemed by the BCLA Executive that the infraction warrants a suspension from all sectors or any other sectors of the BCLA. An exception to this will be when a suspension is due to non-payment of funds owing to the BCLA Office, Team or League. When a suspension is for outstanding monies, the suspension will apply to all Directorates and Technical Support Groups. The only other exception will be that a Minor Directorate player is not permitted to play with a Senior Directorate or Recreation Directorate team until the player's suspension with the Minor team has been served and if a Minor Directorate player receives a suspension while playing up on a Senior Directorate or Recreation Directorate team, the player is not able to play for their minor team until the suspension for the allotted number of games assessed in the Senior Directorate or Recreation Directorate has been served with the team the player is registered with. Coaches who receive a suspension in Minor or Senior or Recreation are not permitted to coach at any level until the suspension has been served in the level at which the suspension was given.
- 11.02 All outcomes of suspensions during hearings shall be reported to the BCLA Office for permanent record. The records are accessible by staff for access to Hearing /Appeal Chairs, Directorates, Technical Support Groups and/or Leagues/Commissions upon request for Suspension and/or Discipline Hearings and Appeals.

## **12. GENDER EQUITY**

- 12.01 The BCLA is committed to providing both genders with full and equal opportunity to participate in and lead the BCLA's administration, programs and activities.
- 12.02 The BCLA will encourage Gender Equity by:
- Ensuring that the achievement of equal opportunities is a key consideration when developing, updating or delivering BCLA programs;
  - Ensuring that the needs and concerns of both genders are identified, promoted and supported;
  - Ensuring that the governance structure encourages and promotes full and equal opportunities of all genders;
  - Ensuring that all staff has equal opportunities to participate in decision-making, advance in management, and receive equal remuneration.
  - Co-operating with other organizations such as Sport Canada, Sport BC, CAAWS, et al., to promote equal opportunities for all genders;

- f) Providing international leadership with the IF in the promotion of equal opportunities for all genders;
- g) Encouraging all international games and event organizers to provide for equal opportunities for all genders to participate.

### **13. TRANSGENDER PARTICIPANT POLICY**

#### **13.01 Definitions**

The following terms have these meaning in this Policy:

- a) "Trans or transgender" – is a term that refers to a person whose gender identify, or affirmed sex, is different from the sex they were assigned or assumed to be at birth. Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans.
- b) "BC Lacrosse Association (BCLA) team or event" – includes any member, team, tournament, training opportunity or other sanctioned event organized or managed by BC Lacrosse Association or any member association/club/team.
- c) "Participant" – any player, parent, guardian, manager, trainer, coach, official, volunteer, organizer or other individual involved in the administration, support or conduct of a BC Lacrosse Association and/or member team or event.

#### **13.02 The BC Lacrosse Association supports Inclusion of Transgender Participants**

- a) The BC Lacrosse Association is an inclusive organization and welcomes participation of all individuals in our programs and activities, irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental disability.
- b) The BC Lacrosse Association supports inclusion of transgender participants in all aspects of Lacrosse.
- c) The BC Lacrosse Association will assign a BC Lacrosse Association Support Contact person and provide contact information on the BC Lacrosse Association website to assist in issues relating to this policy.

#### **13.03 Participation in the Gender Group with which the Player Identifies**

- a) For the purpose of registration on gender-based BCLA/member teams or events, a player may register under the gender with which the player identifies.

#### **13.04 Disclosure**

- a) Disclosure of an athlete's transgender identity is that athlete's choice.
- b) While the BC Lacrosse Association is entirely supportive of transgender athletes' participation and welcomes disclosure of same where an individual prefers, disclosure of one's transgender identity is not a requirement of participation. Such disclosure should not be sought of any Participant by any Participant.

##### **Exception**

- a) A transgender **athlete** must inform the BC Lacrosse Association Support Contact and may need to disclose their transgender status more generally where the player wishes to participate in a BC Lacrosse Association/member team or event that could be subject to doping control (see Doping Control), or when participating in an extra-jurisdictional event which requires said disclosure (see Extra-jurisdictional Participation).

#### **13.05 Doping control**

- a) All athletes must be aware of and have a responsibility for meeting eligibility requirements based on doping control.
- b) Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in establishing eligibility at relevant events and what process, if any, may be required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment, if necessary.

#### 13.06 **Extra-Jurisdictional Participation**

- a) All athletes must be aware of and have a responsibility for meeting eligibility requirements based on the rules and regulations of extra-jurisdictional events within which they wish to participate.
- b) Some BC Lacrosse Association/member teams and events occur in conjunction with other organizations or occur outside of BC. These extra-jurisdictional events may be subject to rules or requirements for transgender **athletes'** participation that are different from this policy. Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in determining eligibility at relevant events in advance of competition.

#### 13.07 **Confidentiality**

- a) Any communication to the BC Lacrosse Association regarding participation or transgender policies between a transgender athlete and the BC Lacrosse Association will remain confidential to the extent requested by the athlete and/or their family, except as necessary for the purposes of implementing this Policy.

##### Application

- a) All individuals participating with the BC Lacrosse Association/member teams or events are expected to observe and follow this policy.
- b) Any member of the BC Lacrosse Association and/or participant in a BC Lacrosse Association/member team or event who becomes aware of conduct that violates this policy should report the conduct to a person within the BC Lacrosse Association.
- c) Any participant in a BC Lacrosse Association/member team or event in violation of this policy may be subject to sanction, including exclusion from the BC Lacrosse Association/member teams or events.
- d) The BC Lacrosse Association will endeavour to apply this policy in a reasonable and flexible manner, respecting the importance of fostering fair and equitable participation and competition at all levels of play, maintaining and promoting the BC Lacrosse Association as an inclusive organization for transgender participants, and the privacy interests of those participants.

#### 13.08 **Facility Use – Washrooms and Change rooms**

- a) Participants may use washroom and change room facilities consistent with the gender with which they identify. The BCLA recommends provision of gender neutral facilities where available.

#### 13.09 **Ongoing Monitoring**

- a) This policy is informed by the recommendations of the Canadian Centre for Ethics in Sport, as detailed in "Creating Inclusive Environments for Trans Participants in Canadian Sport" – May 2016
- b) The BC Lacrosse Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available, and at a minimum every 3 years.

### **14. HARASSMENT**

- 14.01 The BCLA is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The BCLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted.

14.02 Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the BCLA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

14.02.1 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

14.03 The following types of harassment are intolerable, whether or not individuals complain:

14.03.1 **Abuse:** Abuse can be physical, emotional or sexual.

- (i) **Physical Abuse** - using physical force or actions that result, or could result, in injury.
- (ii) **Emotional Abuse**- a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individuals, insults, humiliation or rejection.
- (iii) **Sexual Abuse**- using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents.

14.03.2 **Harassment:** Any behaviour that satisfies one or more of the following definitions of Harassment.

- (i) **Personal Harassment:** Behaviour, including communications, conduct or gesture, which:
  - (a) is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise); and
  - (b) would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.
- (ii) **Sexual Harassment:** Behaviour involving unwelcome sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature when:
  - (a) such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group; or
  - (b) submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or
  - (c) submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or
  - (d) such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.
- (iii) (a) **Bullying:** Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.).

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

- Physical (hit or kick victims; take/damage personal property)

- Verbal (name-calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber-Bullying

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

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

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

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

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

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

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

- (i) having initiated this policy on behalf of this individual or another individual;
- (ii) having participated or co-operated in any investigation under this policy; or
- (iii) having associated with anyone who has invoked this policy or participated in an investigation.

14.03.4 **Prohibited Ground:** The BC Human Rights Code provides that no person shall discriminate against another person with respect to, amongst other things, employment, publications, accommodation, service, and facilities on any of the following grounds (the "Prohibited Grounds"): race, marital status, sex, colour,



conviction for an offence, age, ancestry unrelated to employment, sexual orientation, place of origin, physical disability, political belief, mental disability, family status, religion.

- 14.03.5 **Reasonable Person Standard:** In relation to a determination of Harassment under this policy, an assessment of responsibility that takes into account not only what the Complainant and Respondent actually experienced, knew, or understood about one another or the situation, but also what a reasonable person in each of their circumstances would or ought to have experienced, known, or understood.
- 14.03.6 **Responsible Adult:** Where the Complainant or the Respondent is a minor (under 19), or otherwise unable to personally represent, a parent, guardian, or other adult of the person's choice who may speak on behalf of the Complainant or Respondent.
- 14.04 It is the overall objective of the BCLA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 14.04.1 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviour continues, the individual should file a complaint in the manner described in the BCLA Complaint Review Procedure.
- 14.04.2 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the BCLA Complaint Review Procedure.
- 14.04.3 The BCLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 14.04.4 The BCLA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
- 14.04.5 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the BCLA Discipline Policy.

## 15. DOPING CONTROL PROGRAM

### 15.01 **Position Statement**

- 15.01.1 The BCLA is unequivocally opposed, on ethical, medical and legal grounds to the practice of doping in sport and fully supports the position of Sport Canada and the Canadian Centre for Drug Free Sport (CCDS) against the use of banned substances and methods.
- 15.01.2 The use, possession, and/or trafficking of banned substances, methods or recreational drugs, or the encouragement or counseling to use banned substances, methods or recreational drugs; and/or taking measures to mask the use of banned substances, methods or recreational drugs by any member of the BCLA or its member associations is unacceptable, constitutes doping violations, and will not be tolerated.
- 15.01.3 The BC Lacrosse Association endorses and adopts The Canadian Policy on Penalties for Doping in Sport as developed and issued by the Canadian Centre for Drug-Free Sport.

- 15.01.4 It is mandatory that all Senior A, Senior B, Junior A and Junior B players, coaches and trainers must complete the CCES on-line drug education course by July 1 of the playing year. Failure to complete the course by this deadline could result in a suspension of the individual or \$100/player, coach and trainer fine to the team.

**15.02 Definitions**

- 15.02.1 The BCLA defines doping as the use by, or distribution to, a player of banned substances or methods (below) which could have the effect of improving artificially the player's physical and/or mental condition and so augmenting their athletic performance.
- 15.02.2 In accordance with the Canadian Policy on Penalties for Doping In Sport, a doping infraction consists of doping infractions: the use of banned substances, and doping related infractions: infractions other than the use of banned substances or practices.
- 15.02.3 A doping infraction is the use of banned substances or practices. The reference for these substances and practices include the International Olympic Committee's published categories of banned classes and methods.

**15.03 Doping related infractions are:**

- a) Condoning the use of banned substances or practices;
- b) Counseling or advising others to use banned substances or practices;
- c) Avoiding or aiding in avoiding doping control and detection of banned substances or practices;
- d) Securing, supplying or administering banned substances or practices;
- e) Possession of banned substances without valid medical reason;
- f) Importing or selling banned substances or materials intended for use in a manner contrary to anti-doping rules;
- g) Refusal to participate in doping control;
- h) Failing to co-operate as requested by any CCDS or sport-governing body investigation into a possible doping infraction; with the intent of violating anti-doping rules.

**15.04 Doping Control**

- 15.04.1 The BCLA acknowledges and endorses the Standard Operating Procedures (SOP) for doping control as developed through CCDS. Copies of the Canadian Doping Control Standard Operating Procedures are available upon request from the BCLA, LC or CCDS.
- 15.04.2 The BCLA endorses the concept of Announced and Unannounced doping control as outlined in the CCDS Standard Operating Procedures.
- 15.04.3 The BCLA, through the LC, will recommend anti-doping programs to the CCDS with the intent that all players selected to the National Team squads be tested.

**15.05 Doping Violations**

- 15.05.1 Any player producing a positive result in contravention of the BCLA Anti-Doping Policy shall be immediately ineligible for all competition, domestic and international.
- 15.05.2 In accordance with the SOP, a doping infraction may be proven by a positive test result obtained from an IOC accredited laboratory, or such other evidence which establishes a doping infraction (e.g. admission).
- 15.05.3 Whether a doping infraction is established by evidence other than a positive test result will be determined according to the Procedures for the Determination of Doping Related Infractions contained in the SOP.

- 15.05.4 The penalty for a doping infraction proven by a positive test result is calculated from the date of sample collection. Otherwise, a penalty is calculated from the decision of the Panel as set out in the Procedures for the Determination of Doping Related Infractions, with necessary modifications.
- 15.06 **Penalties**
- 15.06.1 **Doping Infractions.** Subject only to the provisions of reinstatement, the penalties for a doping infraction by an athlete are:  
a) First infraction: 4 years ineligibility  
b) Second infraction: life ineligibility
- 15.06.2 Subject only to the provisions of reinstatement, the penalties for a doping related Infraction by a person other than an athlete are:  
a) First infraction: life ineligibility
- 15.07 In cases where the infraction occurs at a major event (such as the World Cup), a person's four-year ineligibility will include the same major sporting event even if the date of the next event is beyond the four-year time period.
- 15.08 Subject only to the provision for reinstatement the Federal Government Sport Funding penalty for a doping infraction by any person is life ineligibility on the first infraction.
- 15.09 **Doping Related Infractions**
- 15.09.1 An athlete who has committed a doping related infraction will be subject to a lifetime ineligibility for direct federal sport funding, and a sport ineligibility for a minimum period of four years, except where the infraction and the athlete's misconduct is deemed by the BCLA to warrant a greater penalty.
- 15.09.2 Subject only to the provisions for reinstatement any person other than an athlete proven to have committed a doping related infraction shall be subject to a lifetime penalty in respect of direct federal sport funding and sport ineligibility.
- 15.09.3 Penalties for doping related infractions are calculated from:  
a) The date of refusal to be tested or avoiding doping control;  
b) In all other cases, from the decision of the Panel as set out in the SOP.
- 15.10 **Reinstatement**
- 15.10.1 A person who has been found to have committed a doping or doping related infraction may apply for reinstatement of sport eligibility and eligibility for direct federal sport funding under the guidelines established by the Canadian Policy on penalties for Doping in Sport. In all cases, the onus of proof of mitigating, exceptional or demonstrable circumstances for reinstatement rests with the sanctioned person.
- 15.10.2 As per the guidelines issued by the CCDS, there are three potential avenues for reinstatement.
- a) **Category I**  
Category I applies only to doping infractions involving stimulant class of banned substances when administered orally for medical purposes as defined from time to time by CCDS consistent with the IOC Charter Against Doping in Sport. On the first infraction an athlete may apply at any time to the BCLA to return to competition after three months. Subsequent infractions may be dealt with through Category II and III reinstatement.
- b) **Category II**  
Under limited and exceptional circumstances, a person who has committed an infraction with a four-year sport ineligibility and with a four-year ineligibility and who desires to be reinstated may apply to

the LC under Category II. The applicable limitations are described in the Criteria for Category II reinstatement issued by CCDS. In the event a person applies for Category II reinstatement for a second infraction as described in Category I reinstatement, the athlete shall remain ineligible to compete for a minimum of three months.

c) **Category III**

Unless otherwise reinstated, an athlete who has committed an infraction with a four-year penalty and who desires reinstatement must in all cases notify in writing the BCLA, LC and CCDS of their desire for normal reinstatement of sport eligibility, once the applicable penalty has been served. Notice must be given 18 months prior to the date of desired reinstatement. The BCLA in conjunction with the LC and the CCDS will determine the conditions which must be fulfilled during the remaining time period leading up to reinstatement.

## **16. CONCUSSION AWARENESS AND EDUCATION**

16.01 The BCLA acknowledges the severity of concussion and its life-long effects on players and their families.

16.02 The BCLA recommends that all members should review the on-line resources regarding Concussion Management and Protocols as there are many resources available and the BCLA recommends that players and their families discuss current protocols with their own medical resources, (ie, family doctor, sport medicine professional, etc.).

Concussion medicine, resources and expert knowledge improves often and member associations should educate themselves and their members on an ongoing basis; member policies should be 'working' documents that can be changed as necessary to keep members apprised of the most current information.

16.03 As per the BCLA's Risk Management Policy, all Associations/Teams must have an Emergency Action Plan that will be executed should any safety and/or medical emergency arise.

16.04 All teams must have a designated person responsible for initial concussion/head injury assessments during all practices and games. In addition \*to having taken a first aid training course, this designated person must have completed a concussion management course and be capable of making an assessment of a concussion/head injury at the time of an incident. (*\*does not have to be same individual*).

16.05 BCLA members shall institute the following protocols when a member participant (athlete, official, coach, etc.) is suspected of sustaining a concussion or head injury:

a) The individual must immediately be removed from play.

b) The designated person responsible for initial concussion/head injury assessments, along with one other adult when assessing anyone under the age of 19, will conduct the initial assessment of the individual's injury. If a concussion or head injury is assessed, the individual will not return to play until the following protocols are met:

1) The individual must seek medical evaluation by a physician or licensed healthcare professional after a suspected concussion or head injury.

2) The Head Injury Report (see Appendix H) must be completed by the Team Manager or Coach on the date of the injury, and submitted.

- i) For regular league play, to the Local Association Team President or General Manager
- ii) For provincial/tournament play, to the Association President/General Manager and the Provincial or Tournament Director;

- iii) In the case of a Coach, to the BCLCG Chair;
- iv) In the case of an Official, to the BCLOG Chair.

3) A member/participant who is deemed to have suffered a concussion or head injury may not return to play until a Medical Clearance Letter\* (see Appendix H) is provided

- i) For regular league play to the Team Head Coach;
- ii) For provincial/tournament play, to the Team Head Coach and the Provincial or Tournament Director;
- iii) In the case of a Coach, to the BCLCG Chair;
- iv) In the case of an Official, to the BCLOG Chair.

**PLEASE NOTE:** The medical clearance letter must be made available upon request to the local association/team President/General Manager, and/or to the League Commissioner.

16.06 Appendix H contains various resources that can be consulted when creating a Concussion Management Policy and Protocol. BCLA will endeavor to update Appendix H with links to the most recent and relative online resources.

## **17. FAIR PLAY CODES**

- 17.01 The BC Lacrosse Association supports and promotes the Fair Play Codes as outlined in Appendix C of the General Operating Policy.
- 17.02 Remedial action to be from this Code will be deferred to the appropriate Governing Body who has jurisdiction, and their process of investigation and discipline shall apply.

## **18. RISK MANAGEMENT**

- 18.01 The BCLA is committed to providing and promoting a safe environment for all members and staff, and shall adopt the Risk Management Program as outlined in the Risk Management Manual and its future updated materials.

## **19. TRANSPORTATION BY VOLUNTEER DRIVERS**

- 19.01 The BC Lacrosse Association (BCLA) recognizes that there will be times when private vehicles are used to transport athletes, coaches, referees and/or volunteers (other than within a family), and the BCLA values the involvement and commitment of volunteer drivers.
- 19.02 Any volunteer driver willing to provide transportation where needed for organized lacrosse activities, must review and comply with the following conditions:
  - a) The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for that individual's time is no longer considered a "volunteer" and is to contact the Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
  - b) The driver must hold a valid British Columbia (ICBC) driver's license (Novice Stage or Full Privilege only).
  - c) The vehicle must have standard insurance coverage with ICBC.
  - d) The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
  - e) The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
  - f) The vehicle must be maintained in sound mechanical order.
  - g) A vehicle with a seating capacity of more than ten (10) persons, including the driver, is

classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport athletes, coaches, referees and/or volunteers is required to have a valid Class 4 Driver's License issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for athletes, coaches, referees and/or volunteers transportation.

- h) Volunteers who rent vehicles to transport athletes, coaches, referees and/or volunteers must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and bus permits, particularly when renting vehicles, which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
- i) There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.

All incidents of injury or vehicle accidents must be reported to the individual's respective Association/Club/League immediately.

## **20. VOLUNTEER SCREENING**

- 20.01 All lacrosse bench personnel, officiate, manage, train with children 18 years of age or younger must submit to a criminal record check.
- 20.02 The criminal record check must be renewed every three (3) years, prior to the start of the regular season play.
- 20.03 Failure to provide a criminal record check could result in the individual being suspended from coaching.
- 20.04 The BCLA Executive strongly recommends that all associations with athletes 18 years of age or younger, institute a policy that states no adult should be alone with a child and there should always be at least two adults present at all times around a child.
- 20.05 The BCLA membership shall institute the **Rule of Two** that statements that no minor will be left alone with a single adult.
- 20.06 It is the responsibility of the minor box associations, youth field associations, senior box teams, men's field teams and women's' field teams to ensure that the appropriate adults have a current criminal record check on file. The CCR's are to be returned to a designated volunteer screening officer of the local association/team, who will confirm that the appropriate adults (per 20.01) have a current CCR. If there is a problem the CCR can be forwarded to the BCLA Volunteer Screening Officer for a resolution. The CCR box on the coaching form 100 must be filled in by the home association/team before submitting the form to the BCLA Office.

## **21. CONFIDENTIAL FILE**

- 21.01 The BCLA Executive shall create and maintain a confidential file where information has been obtained about a BCLA Member or any individual desirous of becoming involved with the BCLA in so far as it regards to a criminal record or pending criminal charge.
- 21.02 The BCLA Executive shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.

- 21.03 The BCLA Executive shall disclose the contents of its confidential file to the President or Head of any respective association with whom the “individual” is involved or proposes to become involved and the information contained therein must be communicated to the Executive of that respective association.
- 21.04 Prior to disclosing the personal information contained in the confidential file, the BCLA Executive shall make all reasonable efforts to notify the individual whose personal information is to be released.

## **22. WEBSITE PROTOCOL**

The BCLA Website ([www.bclacrosse.com](http://www.bclacrosse.com)) is a communication tool for the BC Lacrosse Association and its members to its members and other interested parties.

- 22.01 The BCLA General Operating Policy REGULATION 1: CODE OF CONDUCT will apply to all aspects of the BCLA Website, and any linked websites to the BCLA Website.
- 22.02 Disruptive and/or abusive behaviour will see the offending parties banned from the BCLA Fan Forum.
- 22.03 Posting of profanity, obscene, adult or abusive language or other obscene, adult or abusive material is strictly prohibited, and will be dealt with under the Code of Conduct.
- 22.04 Postings that could be unlawful, incorrect, libelous, and/or false will not be posted on the BCLA Fan Forum.
- 22.05 While the BCLA respects the privacy of others, the BCLA Executive and Webmaster will co-operate fully with any law enforcement authorities who request information in an investigation of any illegal (i.e., libelous, false, obscene, profane language and/or materials) behaviour.
- 22.06 The BCLA reserves the right to limit or ban anyone from the BCLA Fan Forum.

## **23. SOCIAL MEDIA**

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

certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined.

## **24. CONFLICT OF INTEREST**

- 24.01 **Policy Statement.** The BC Lacrosse Association (BCLA) is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.
- 24.02 **Purpose.** The purpose of this policy is to describe how individuals involved in the BCLA shall conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how the BCLA will make decisions in situations where conflicts of interest may exist.
- 24.03 **Definition of a Conflict of Interest.** A conflict of interest is a situation where an individual, or the organization that the individual represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the BCLA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in the BCLA not being able to achieve a result which would be in the best interest of the BCLA.
- 24.04 Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- 24.05 **Application.** This policy applies to directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles within the BCLA (hereafter referred to as "Representatives" of the BCLA).
- 24.06 **Obligations.** In addition to fulfilling all requirements of the *BC Societies Act*, the BCLA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the BCLA shall not:
- a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the BCLA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
  - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek preferential treatment;
  - c) In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the BCLA, where such information is confidential or is not generally available to the public.
  - e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the BCLA, or in which they have an advantage or appear to have an advantage on the basis of their association with the BCLA;
  - f) Place themselves in positions where they could, by virtue of being a Representative of the BCLA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
  - g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the BCLA.
- 24.07 **Disclosure of Conflict of Interest.**
- a) On an annual basis, all executive members of the BCLA who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any



- real or perceived conflicts that they might have.
- b) At any time that a Representative of the BCLA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the VP Administration or Executive Director of the BCLA, as appropriate.
  - c) Any person who is of the view that a Representative of the BCLA may be in a position of conflict of interest may report this matter to the VP Administration or Executive Director for the BCLA, as appropriate.
- 24.08 **Resolving Conflicts in Decision-Making.** Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of the BCLA shall be considered and decided upon by the Directorate, Committee or Board of the BCLA to which the question relates, or, if not related directly to the Board or a Committee, by the Executive, provided that:
- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;
  - b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
  - c) The Representative abstains from voting on the proposed decision or transaction;
  - d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
  - e) The decision or transaction is in the best interests of the BCLA.
- 24.09 **Enforcement.** Failure by a Representative to adhere to this policy may be referred to the BCLA Discipline Committee.

## **25. PRIVACY POLICY**

- 25.01 The BC Lacrosse Association has adopted a Privacy Policy in accordance with the requirements of the British Columbia Personal Information Protection Act (PIPA). The Privacy Policy is applicable to the BC Lacrosse Association Executive Officers reporting directly to the Executive, Office Staff and other Employees; to the Minor, Senior, Recreation and Field Directorate Executive members; to the BC Lacrosse Coaches Technical Support Group, the BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Officials Technical Support Group Executive Members; to the BC Lacrosse Association Registrars and to members of the BC Lacrosse Association Committees.

Teams and Associations that are members of the BC Lacrosse Association are encouraged to create their own Privacy Policy.

- 25.02 All database and directory information shall only be used for internal BC Lacrosse Association and BCLA-member business. No sharing of information with business external to the BCLA and its members shall be allowed unless this is approved by the BCLA Board.

The sharing of database information for reporting purposes (i.e., government, LC, etc.) will not include any personal information (i.e., names, addresses, e-mail addresses). The information can contain "headless" data including first and last name initials, postal codes and ages for reporting purposes.

## **26. AMENDMENTS**

- 26.01 The General Section of the Operating Policy shall not be altered except at the BCLA Annual General Meeting and shall be made only by a majority vote of the members voting thereon.
- 26.02 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 members at least thirty days prior to the Annual Meeting.

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

### **Definitions:**

"Appeal" refers to the Appeal conducted under this process;

"Appeal Board" refers to the Appeal Committee;

"Appellant" refers to the member appealing a decision;

"Hearing" refers to the hearing conducted under this process;

"May" refers to a choice to act or not;

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

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

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

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

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

### **General Powers**

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

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

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

### **Service of documents**

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

### **Grounds for Appeal**

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

### **Notice of Appeal**

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

### **Time Limits**

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

### **Appeal Board members**

13. The BCLA Vice President - Administration will appoint a minimum of 25, no more than 30 Appeal Board members by January 1 each year.
14. The Chairs of the Senior, Minor and Field Directorates will appoint Appeal Members from their executives and/or commissioners.
15. Each hearing will have a Chair and three to seven panel members. The panel members will have the jurisdiction of, and may exercise and perform the powers and duties provided to them under this bylaw. In the case of a hearing necessary under Section 14.03.2 (Harassment) Policy, the panel should make every effort to be comprised of a minimum 51% of the same gender as the Appellant.
16. The decision of a majority of the panel members constitutes the decision of the panel.
17. Appeal Board members must faithfully, honestly and impartially perform their duties and must not, except in the proper performance of those duties, disclose to any person any information obtained as a member.

### **Disclosure of Documents**

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

**Summary Dismissal**

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

**Witnesses**

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

**Recording of hearing**

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

**Form of hearing of application**

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

**Adjournments**

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

**Evidence**

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

**Decisions**

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

**Review by Level of Appeal**

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

**Immunity for Appeal Board**

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

## APPENDIX B: 2022-2023 FEE SCHEDULE

### SENIOR AND MINOR BOX LACROSSE PLAYER REGISTRATION – 2023 Season

	TEAM FEE	INSURANCE	PER PLAYER REGISTRATION		
Senior A	\$250	\$385		\$56	
Senior B	\$150	\$385		\$56	
Senior C	\$150	\$385	Year 1 \$15	Year 2 \$25	Year 3 \$56
Junior A	\$150	\$220		\$52	
Junior B – Tiers 1/2/3	\$100	\$220		\$52	
U17/Junior (Minor/Female)				\$46	
U15 (Minor/Female)				\$46	
U13 (Minor/Female)				\$46	
U11 fA inor/Female)				\$45	
U9				\$45	
U7				\$42	
Female Box Lacrosse Recreational				\$20	
Minor Box (First year associations)				\$15	
Minor Box(Second year associations)				\$25	

### DEVELOPMENT

### SENIOR BOX LACROSSE PLAYER REGISTRATION – 2022-2023 Season

	INSURANCE FEE	PER PLAYER REGISTRATION		
Senior Box	\$385	Year 1 \$15	Year 2 \$25	Year 3 \$56
Junior Box	\$220	Year 1 \$15	Year 2 \$25	Year 3 \$52

**Please Note:**

- 1) Senior Clubs/Leagues who declare as recreational teams are not allowed to participate in any provincial championships.
- 2) If a new Senior League starts up from an area that does not currently have any organized Senior lacrosse, then they will start at Year 1 registration fees and graduate up to full fees after three years. They will be required to pay full insurance and team fees from Year One on.
- 3) If a new Senior League starts up from an area that currently does have organized Senior Lacrosse, then they will start at registration fees of Year 2, and graduate up the following year to full fees. They will be required to pay full insurance and team fees from the start.
- 4) If a recreational team starts a Senior League or joins an existing Senior League, then they will continue to pay full team and insurance fees.

### FIELD LACROSSE PLAYER REGISTRATION – 2022-2023 Season

	REGISTRATION
Senior	\$52
Youth	\$47
Girls Field Lacrosse (House League – U19 and Below)	\$15
Youth Field/Girls Field (first year associations)	\$15
Youth Field/Girls Field (second year associations)	\$25

## APPENDIX B: 2022-2023 FEE SCHEDULE – Page 2

### RECREATIONAL OTHER LACROSSE PLAYER REGISTRATION – 2022-2023 Season

#### REGISTRATION

#### Recreational (Non-School)

Masters Box	\$20/player
Masters Field	\$20/player
Emergency Services League	\$20/player
Senior Female Lacrosse	\$20/player
Groups approved by the Recreation Directorate	\$20/player
<b>School Affiliate</b>	<b>\$ 0</b>

### BC LACROSSE COACHES FEES

<b>Registration Fee</b>	Paid with submission of Form 100's	\$10/Coach
<b>Box Clinics</b>	CBET - Community Coach - Initiation	TBD
	CBET - Community Coach - Development	TBD
	CBET - Competitive Coach – Introduction	TBD
	CBET - Competitive Coach – Development	TBD
<b>Field Clinics</b>	CBET Programs	TBD

### BC LACROSSE OFFICIALS FEES

<b>Registration Fees</b>	Minor Box and Youth Field (Invoiced to Association)	\$15.00/Referee
	Senior Box and Senior Field (Paid by Referee)	\$45.00/Referee
<b>Box Clinics</b>	Entry Level 1	\$30.00
	Level 1	\$45.00
	Level 2	\$60.00
	Level 3	\$120.00
<b>Field Clinics</b>	First Year – Level 1	\$30.00
	Level 1	\$45.00
	Level 2	\$60.00
	Levels 3-5	\$75.00

### PAYMENTS TO REFEREES:

**Senior Box Officials Payments (per game)** as set out by agreements with individual leagues.

#### Minor Box SHOT CLOCK Officials Payment/Game

Shot Clock Officials – U7/U9	\$ 0
Shot Clock Officials – U11/U13	\$20
Shot Clock Officials – U15/17	\$25
Shot Clock Officials – Female U11/U13	\$20
Shot Clock Officials – Female U15/U17/Junior	\$25

#### Minor Box Officials Payment/Game

U7/U9	\$25
U11 (Minor/Female)	\$35
U13 (Minor/Female)	\$40
U15 (Minor/Female)	\$45
U17 (Minor/Female)	\$50
Juvenile (Minor)/Fem Junior/Fem Senior	\$55

#### Field Officials Payment/Game

U7	\$20
U9	\$25
U11	\$35
U13	\$40
U15	\$45
U18	\$55
Senior Men's	\$65

#### Women's Field Umpire Payment/Game

U12	\$35
U15	\$45
U19	\$55
Senior	\$60

## APPENDIX C: FAIR PLAY CODES

**FAIR PLAY CANADA, 1600 James Naismith Drive, Gloucester, Ont K1B 5N4**  
**PHONE: (613) 748-5883/FAX: (613) 748-5890**

### FAIR PLAY Philosophy

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it's learned, it can apply to every aspect of a person's life. That's why fair play is so important and that's why all of us are responsible. At Fair Play Canada, they believe that the fair play philosophy becomes reality through the creation of a more ethical sport system, one that is democratic, open to all Canadians, and grounded in the principles of integrity, fairness and respect. Through sport, athletes learn about setting goals, working hard and having fun. They learn to respect their own abilities, and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result.

Developing a more ethical sport system means addressing tough issues like violence and equity. In turn, both of those issues include difficult areas such as sexual harassment, the principles of team selection and participant involvement. Through fair play resources, advocacy, communications and training, we're working with partners at the national, provincial and municipal levels to create an atmosphere in which coaches, athletes, administrators and educators can make every athlete's sport experience a positive experience. They believe in an alternative and positive sport-model, one that closes the gap between fair play as a vision and fair play as a reality. We welcome your involvement.

### FAIR PLAY Issues

To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When consistently applied, they not only provide a clear ethical framework for competition, but greater opportunities for getting the most out of the game. That's because they help participants focus on achievement rather than the desire to conquer an opponent.

**Violence.** Any physical aggression outside the rules of a sport is violence. Violence in sport reflects violence in our society; on television or the evening news, so too may we come to accept it as a fact of life in sport. It shouldn't be. The sport system must look at minimizing sources of frustration and at using the appropriate tools to control inappropriate behaviour. Officials must be empowered to enforce the rules.

**Doping and Other Methods of Cheating.** Winning is a reward for effort, will, discipline and talent. Violating the rules by taking performance-enhancing drugs or gaining any other unfair advantage over a competitor has nothing to do with winning; it's a form of cheating. It means that the participants are no longer all playing the same game; it demeans the efforts of every other participant, the integrity of the game and the essence of sport.

**Respect.** Unhealthy attitudes are just as harmful to the value and purpose of sport as unhealthy play. When opponents are viewed as enemies, officials are treated with contempt, and rules are seen only as obstacles to be overcome, nobody wins. Respect for the rules and for everyone involved is fundamental to the quality of sport and the integrity of the game.

**Equal Opportunities and Fair Access.** Sport is for everyone, regardless of age, sex, race or ability. Sport can have numerous benefits for everyone. All Canadians should have a range of choices and opportunities to be involved in sport.

### FAIR PLAY: An Athlete's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As an athlete you have an opportunity to get the best out of sport. You can:**

- Participate because you want to, not just because your parent or coach wants you to.
- Co-operate and respect your coach, teammates and opponents, because without them, there would be no game.

- Always try to control your temper. Competition is stressful and can provoke powerful emotions, but fighting and mouthing off spoil the game for everyone.
- Remember that winning isn't everything. While it's great to win, it should always be fun to play.

### **FAIR PLAY CODES FOR ATHLETES**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **FAIR PLAY: A Coach's Role**

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As a coach you are a role model and leader, and have significant impact on your athletes' attitudes. You can:**

- Encourage your team to respect the opposing team and the rules of the game, to accept the judgments of officials and opposing coaches without argument.
- Teach your players how to manage conflict and stress, and use good judgment in tough situations.
- Avoid overplaying talented players and allow average players equal playing time.
- Remember that children need a coach they can respect. Be generous with praise and set a good example.

### **FAIR PLAY CODES FOR COACHES**

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

### **FAIR PLAY: An Official's Role**

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As an official, you act as the conscience, reinforcing the Fair Play principals. You can:**

- Be consistent and objective in calling infractions, regardless of your personal feelings toward a team or individual player.
- Prevent any players or team staff from intimidating other participants, either by word or action. Similarly, do not tolerate unacceptable conduct toward yourself, other officials, players or spectators.
- Remain open to constructive criticism and try to consider different points of view.
- Respect the athletes, their coaches and parents, and everyone involved in your sport. Remember that you have many shared interests and common sport goals.



## **FAIR PLAY CODES FOR OFFICIALS**

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of **the** athlete's ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

## **FAIR PLAY: A Parent's Role**

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As a parent, you have significant impact on how your children feels about their achievements in sport, and in all aspects of life. You can:**

- Avoid forcing your child to participate in a sport, and remember that children are playing for their enjoyment, not yours.
- Discuss Fair Play issues openly with your child. Encourage **the child** to play by the rules and resolve conflicts without resorting to violence. Help them understand that violence is unacceptable in professional sport.
- Teach your child that although it is fun to win, trying hard and doing one's best is really the name of the game. Never ridicule or get angry at your child for making a mistake or losing a competition. Offer constructive advice and assurance that continued effort will make for improved performance the next time out.
- Remember that children learn best by example. Be a supportive and fair spectator. Applaud good plays by members of both teams.

## **FAIR PLAY CODES FOR PARENTS**

1. I will not force my child to participate in sports.
2. I will remember that children play sport for their enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good players/performance by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

## **FAIR PLAY: An Administrator's Role**

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As a sport administrator, league or club official, you set the tone for fair and ethical competition.**

**You can:**

- Make sure that coaches and officials are capable of promoting fair play as well as the development of sound judgment and good technical skills. Encourage them to become certified.
- Do your best to ensure that all children are given the same chance to participate, regardless of age, gender, ability, ethnic background or race.
- Work toward ensuring that recreation department staff, parents, coaches and participants understand their role and their responsibility for promoting fair play in sports.
- Distribute Fair Play Codes to spectators, coaches, players, officials, parents and news media.

## **FAIR PLAY CODES FOR ADMINISTRATORS**

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

## **FAIR PLAY: A Spectator's Role**

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

**As a spectator, you set the appropriate tone during competition. You can:**

- Avoid ridiculing an athlete for making a mistake during competition. Give positive feedback that motivates and encourages continued effort. Remember that children play sport for their own enjoyment, rather than to entertain others.
- Show respect for the coach and the officials, and their decisions.
- Condemn violence and verbal abuse and express your disapproval of such tactics to coaches and league officials.
- Encourage and applaud fair and skillful plays by all participants.

## **FAIR PLAY CODES FOR SPECTATORS**

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them, there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

## APPENDIX D: CONDUCT OF HEARINGS/APPEALS BEFORE VARIOUS LACROSSE TRIBUNALS

For those individuals who preside at the hearings/appeals of various lacrosse tribunals, there are four cardinal principles. They are as follows:

1. Process is the most important factor in such hearings/appeals. The process is how the hearing/appeal is conducted. The most important factor is not who wins or loses.
2. The process must be fair.
3. Those who preside must come to the hearing/appeal with an open mind.
4. Be polite (even if it is difficult).

There are twelve specific rules which ought to be adhered to. They are as follows:

1. Read over the rules which apply to the particular case before you. You may think you know these rules without reference. You are wrong. Bring the rule book with you. Also bring paper and a pen or pencil.
2. Before the hearing/appeal begins, read all the material which has been filed. Video evidence may be submitted. Tribunal meeting attendees presiding are not required to review the video but may consider or reject it. Note particular questions you may have in the margin.
3. Arrive in good time for the hearing/appeal. Do not arrive late.
4. Before the hearing/appeal starts, do not talk to the parties who appear before you, unless it is to say simply "hello" or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
5. Make sure that the room where the hearing/appeal is to take place is properly set up before the hearing/appeal starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing/appeal.
6. Call the hearing/appeal to order, describe the procedure to be followed. Introduce everybody. Although some organizations have both parties in the room at the same time, this may lead to outbursts and could intensify antagonism between the two parties. You may find it preferable to listen to and question each party separately.  
Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
7. At the end of each side's presentation, if you have a question, ask it then. Do not interrupt the presentation unless absolutely necessary for purposes of clarification.
8. Have paper and pencil available. Make a note when something strikes you as important.
9. The members of the tribunal should retire to consider their decision. This means you must have your own room for your deliberations in the absence of the parties. This may be done by moving into another room or by asking the parties to leave the room you are in.
10. Write out your decision promptly. Give reasons. The reasons may be set up as follows:
  - Describe the issue
  - Set forth the relevant facts
  - Summarize in brief form each side's argument
  - State your findings
  - State your decision
 The reasons do not need to be long, but they must be clear and deal with the issues raised.
11. The written decision should be delivered (by hand, e-mail or mail) to the individual facing the disciplinary action. They should also be advised at that time of the appeal procedure available to them within your organization or through the BCLA.
12. At the end, leave and go home. Do not talk to the parties prior to the decision being delivered.

**REMEMBER:** At the end, it is important that both sides feel they have been given a fair opportunity to state their case.

## APPENDIX E: CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

### VALUES FOR VOLUNTEER INVOLVEMENT

- **Volunteer involvement is vital to a just and democratic society.**

It fosters civic responsibility, participation and interaction.

- **Volunteer involvement strengthens communities.**

It promotes change and development by identifying and responding to community needs.

- **Volunteer involvement mutually benefits both the volunteer and the organization.**

It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

- **Volunteer involvement is based on relationships.**

Volunteers are expected to act with integrity and be respectful and responsive to other with whom they interact.

### GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT

- **Volunteer organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.**

The organizations' practices ensure effective volunteer involvement. The organization commits to providing a safe and supportive environment for volunteers.

- **Volunteers make a contribution and are accountable to the organization.**

Volunteers will act with respect for beneficiaries and community.

Volunteers will act responsible and with integrity.

### ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

- The boards of directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose or mission.
- Policies and procedures are adopted by the organization to provide a framework that defines and supports the involvement of volunteers.
- A qualified person is designated to be responsible for the volunteer program.
- A clearly communicated screening process is consistently applied.
- Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
- Volunteer recruitment and selection reaches out to diverse sources of volunteers.
- Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
- The contributions of volunteers are regularly acknowledges with formal and informal recognition methods.

## APPENDIX F: BC LACROSSE ASSOCIATION SOCIAL MEDIA GUIDELINES

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

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

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

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

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

Sportsmanship   Passion   Integrity   Respect   Innovation   Trust

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

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

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

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

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

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

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

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

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

### **BCLA General Guidelines.**

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

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

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

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

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

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

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

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

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

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

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

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

## **Personal Use**

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

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

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

## **Specific Applications and Situations**

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

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

## **Professional Use Of Social Media**

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

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

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

#### **Rules Of Engagement**

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

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

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

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



## **APPENDIX G: RULES FOR HOLDING ELECTRONIC VOTES**

1. All participants must have access to the necessary equipment for participation in the e-mail vote. If any participant does not have access, the e-vote cannot be taken.
2. The Chair must develop the time frame for the e-vote.
3. A minimum of twenty-four (24) hours' notice must be provided to all participants by e-mail, fax or telephone by the Secretary or the Chair. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. A motion to "lay" on the table is not in order.
6. Each new main motion must be made in a separate, new e-mail message with no other message thread included.
7. New motions in a new message thread may be introduced while there is another motion currently being debated.

### **DEBATE**

1. Members shall use "Reply All" in all messages.
2. Members may respond at will, that is, without seeking recognition from the chair.
3. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. For example...the main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".
4. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. As each motion is disposed of, the corresponding letter in the subject line is removed.
5. In the case of conflicting secondary and incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher ranking motion is made first, the lower ranking motion is not in order.
6. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply-all".
7. The chair shall close debate by asking, "Are you ready for the question on motion 1-a?" in the subject line.

### **VOTE**

1. The Chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
2. The Chair shall include the time frame/deadline for the vote.
3. Members shall state, "I vote yes" or "I vote no" in the first line of the response and use "Reply-All".
4. The Secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
5. The Chair shall announce the results of the vote.
6. The Chair shall either state the next pending motion and open debate or shall declare the thread on "motion (number)" closed.

### **SECRETARY'S RECORDS AND MINUTES**

1. The Secretary, or committee member so designated, shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
2. The Secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
3. These minutes shall be approved at the next regular meeting.
4. Any member shall have the right to request a copy of the message thread of a motion.

## APPENDIX H: CONCUSSION MANAGEMENT FORMS

The following documents are resources that should be used when instituting the BCLA's Concussion Management Policy and Protocol, noting that the 'attached' reports are only examples and each club should decide which format of report/letter is acceptable for their own needs.

- Head Injury Report (attached)
- Medical Assessment Letter (attached)
- Medical Clearance Letter (attached)
- Concussion Recognition Tools - <http://www.parachutecanada.org/downloads/resources/CRT5.pdf>
- What You Need to Know About Concussion (attached)
- CATT Concussion Pathway (attached)
- Return to Sport Stages (attached)
- Return to School Strategy (attached)
- Concussion Guide for Coaches - <http://www.parachutecanada.org/downloads/resources/Concussion-Coaches.pdf>
- Concussion Guide for Athletes - <http://www.parachutecanada.org/downloads/resources/Concussion-Athletes.pdf>
- Concussion Guide for Parents/Caregivers - <http://www.parachutecanada.org/downloads/resources/Concussion-Parents-Caregivers.pdf>

**PLEASE NOTE:** the referenced 'Parachute Canada' are examples of resources that can be used, but there are many other resources available; members should educate themselves on the various options and resources that exist.



# Head Injury Incident Report

Submit via e mail to [deb@bclacrosse.com](mailto:deb@bclacrosse.com) or fax to 604-421-9775 **within 7 days** of the incident.  
Please provide a copy to your **Team Manager** as well.

DISCIPLINE: ☐ Box ☐ Men's Field ☐ Women's Field  
ASSOCIATION/TEAM: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
DATE & TIME OF INCIDENT: \_\_\_\_\_ LOCATION: (City/Facility) \_\_\_\_\_  
Injured Player Name: \_\_\_\_\_ Player Date of Birth: Mth \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Describe incident in detail (use additional pages if necessary and attach photos):

Was any penalty called on the play that caused the injury? ☐ Yes ☐ No

If Yes, what was the penalty?

Did the player receive medical attention? ☐ Yes ☐ No

Did the player go to the hospital? ☐ Yes ☐ No

If so, describe diagnosis and treatment:

What is the make/model of the helmet worn? \_\_\_\_\_

What is the make/model of the facemask worn? \_\_\_\_\_

To the best of your knowledge, was the equipment installed correctly? ☐ Yes ☐ No

Name of individual completing this form: \_\_\_\_\_ Signature: \_\_\_\_\_

Role (coach, manager, parent, player, etc.) \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Witness to Incident:** Role (coach, manager, parent, player, etc.) \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Medical Assessment Letter

Date: \_\_\_\_\_ Athlete's Name: \_\_\_\_\_

To whom it may concern,

Athletes who sustain a suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*. Accordingly, I have personally completed a Medical Assessment on this patient.

### Results of Medical Assessment

- ☐ This patient has not been diagnosed with a concussion and can resume full participation in school, work, and sport activities without restriction.
- ☐ This patient has not been diagnosed with a concussion but the assessment led to the following diagnosis and recommendations:

\_\_\_\_\_  
\_\_\_\_\_

- ☐ This patient has been diagnosed with a concussion.

The goal of concussion management is to allow complete recovery of the patient's concussion by promoting a safe and gradual return to school and sport activities. The patient has been instructed to avoid all recreational and organized sports or activities that could potentially place them at risk of another concussion or head injury. Starting on \_\_\_\_\_ (date), I would ask that the patient be allowed to participate in school and low-risk physical activities as tolerated and only at a level that does not bring on or worsen their concussion symptoms. The above patient should not return to any full contact practices or games until the coach has been provided with a *Medical Clearance Letter* provided by a medical doctor or nurse practitioner in accordance with the *Canadian Guideline on Concussion in Sport*.

Other comments:

\_\_\_\_\_  
\_\_\_\_\_

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print \_\_\_\_\_ M.D. / N.P. (circle appropriate designation)\*

*\*In rural or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.*

**We recommend that this document be provided to the athlete without charge.**

## Medical Clearance Letter

Date: \_\_\_\_\_ Athlete's Name: \_\_\_\_\_

To whom it may concern,

Athletes who are diagnosed with a concussion should be managed according to the *Canadian Guideline on Concussion in Sport* including the *Return-to-School* and *Return-to-Sport Strategies* (see page 2 of this letter). Accordingly, the above athlete has been medically cleared to participate in the following activities as tolerated effective the date stated above (please check all that apply):

- ☐ **Symptom-limiting activity (cognitive and physical activities that don't provoke symptoms)**
- ☐ **Light aerobic activity (Walking or stationary cycling at slow to medium pace. No resistance training)**
- ☐ **Sport-specific exercise (Running or skating drills. No head impact activities)**
- ☐ **Non-contact practice (Harder training drills, e.g. passing drills. May start progressive resistance training. Including gym class activities without a risk of contact, e.g. tennis, running, swimming)**
- ☐ **Full-contact practice (Including gym class activities with risk of contact and head impact, e.g. soccer, dodgeball, basketball)**
- ☐ **Full game play**

**What if symptoms recur?** Any athlete who has been cleared for physical activities, gym class or non-contact practice, and who has a recurrence of symptoms, should immediately remove himself or herself from the activity and inform the teacher or coach. If the symptoms subside, the athlete may continue to participate in these activities as tolerated.

Athletes who have been cleared for full contact practice or game play must be able to participate in full-time school (or normal cognitive activity) as well as high intensity resistance and endurance exercise (including non-contact practice) without symptom recurrence. Any athlete who has been cleared for full-contact practice or full game play and has a recurrence of symptoms, should immediately remove himself or herself from play, inform their teacher or coach, and undergo medical assessment by a medical doctor or nurse practitioner before returning to full-contact practice or games.

Any athlete who returns to practices or games and sustains a new suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*.

Other comments:

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Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print \_\_\_\_\_ M.D. / N.P. (circle appropriate designation)\*

\*In rural or northern regions, the Medical Clearance Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.

**We recommend that this document be provided to the athlete without charge.**



# What You Need to Know About Concussion

This information sheet provides a brief overview on the appropriate care for an individual with a concussion. It outlines the three key steps in dealing with concussion (i.e. recognize, respond and manage) in order to assist your players/athletes in their recovery from this injury. The information included here is meant to supplement what is included in the CATT online courses. Visit [cattonline.com](http://cattonline.com) to take a knowledge course.

## Recognize

A concussion occurs when there is a significant impact to the head or body that causes the brain to move inside the skull. Common causes of concussion include **falls, motor vehicle crashes, and sport and recreational-related activities.**

There is no way to know for certain whether a particular event will lead to a concussion—a relatively minor impact may result in a concussion while a higher-magnitude hit may not. It is important to note that if there is a history of concussion, even a minor hit can trigger symptoms. Signs can be observed while symptoms are experienced by the individual.

The signs and symptoms of concussion in **individuals** include, but are not limited to:

- Headache
- Dizziness
- Nausea
- Blurred vision
- Light/sound sensitivity
- Imbalance
- Ringing in the ears
- Seeing “stars”
- Irritability
- Fogginess
- Fatigue
- Difficulty concentrating
- Poor memory
- Neck pain
- Sadness
- Confusion

Concussion signs to watch for in an **infant or toddler** may include:

- Crankiness and irritability (beyond their usual)
- Any sudden changes in sleeping pattern, eating or playing pattern
- Not interested in their favourite toys or activities
- Forgets a new skill (e.g., toilet training)
- Listless
- Loss of balance, unsteady walking
- Not eating or nursing
- Cannot be comforted

## Respond

Following a potential concussion-causing event, the individual should be removed from activity immediately and assessed for **Red Flags**.

If any of the **Red Flags** are present, call an ambulance or seek immediate medical care.

If no **Red Flags** are present:

- Do not leave the individual alone
- Notify an emergency contact person, parent or caregiver
- Continue to monitor for Red Flags and signs and symptoms of concussion
- Do not let the individual return to their activity
- Do not give the individual any immediate medication
- Do not let the individual leave by themselves
- Do not let the individual drive or ride a bike

### RED FLAGS

-  Neck pain or tenderness
-  Double vision
-  Weakness or tingling/ burning in arms or legs
-  Severe or increasing headache
-  Seizure or convulsion
-  Loss of consciousness
-  Deteriorating conscious state
-  Vomiting
-  Increasingly restless, agitated, or combative

The individual should be monitored for up to 48 hours before assuming that a concussion has not occurred, including monitoring throughout the night following the initial injury. Only wake the individual if you have concerns about their breathing, changes in skin colour, or how they are sleeping. Call an ambulance or seek immediate medical care if the individual is slow to wake or shows any of the **Red Flags**. Within 48 hours:

- If any signs are detected or symptoms are experienced, seek medical attention from a licensed medical professional such as a physician or nurse practitioner (if applicable in your area).
- If no signs or symptoms appear, the individual can return to normal activity but should be monitored for several days. If no signs or symptoms appear, chances are that a concussion was not sustained. If unsure, see a medical professional for guidance.

## Manage

A concussion can have a significant impact on physical, cognitive, and emotional functioning. The recovery process involves balancing activities such that they do not trigger or worsen symptoms—the key is finding the “sweet spot.”

The recovery process is best done in collaboration with key individuals, such as medical professionals, family members, friends, employers, teachers and school staff, and coaches.

**The first and most important step in recovery from a concussion is to rest for a maximum of 2 days.** The individual will need both physical and cognitive rest in order to allow the brain to heal.

- Physical rest includes participation in activities that do not result in an increased heart rate or breaking a sweat. Restrict: exercise, sports, running, biking, rough play, etc.
- Cognitive activity should be limited, minimizing activities that require concentration and learning. Restrict: reading, electronics (computers, smartphones, video games, TV), work/schoolwork, playing musical instruments, listening to loud music, etc.

### REMEMBER:

**Recovery is a fluctuating process. The individual can be doing well one day but not the next.**

Once symptoms start to improve, or after a maximum of 2 days of rest, the individual should begin a step-wise process to return to regular activity, including school, work, sports, etc.

Symptoms should decrease over the course of time. If you are worried that the individual is not improving, follow-up with a licensed medical professional, such as a physician or nurse practitioner (if applicable in your area).

**On average, an adult takes 7 to 10 days to recover from concussion, while children and youth typically take 2 to 4 weeks.** While most concussions resolve within 3 months, persistent symptoms have the potential to cause long-term difficulties. Individuals dealing with symptoms lasting longer than 2 weeks in adults and longer than 4 weeks in children and youth may require additional medical assessment and multidisciplinary management.

### REMEMBER:

**CATT resources to support the recovery process include:**

- **Return to Activity**
- **Return to School**
- **Return to Sport**

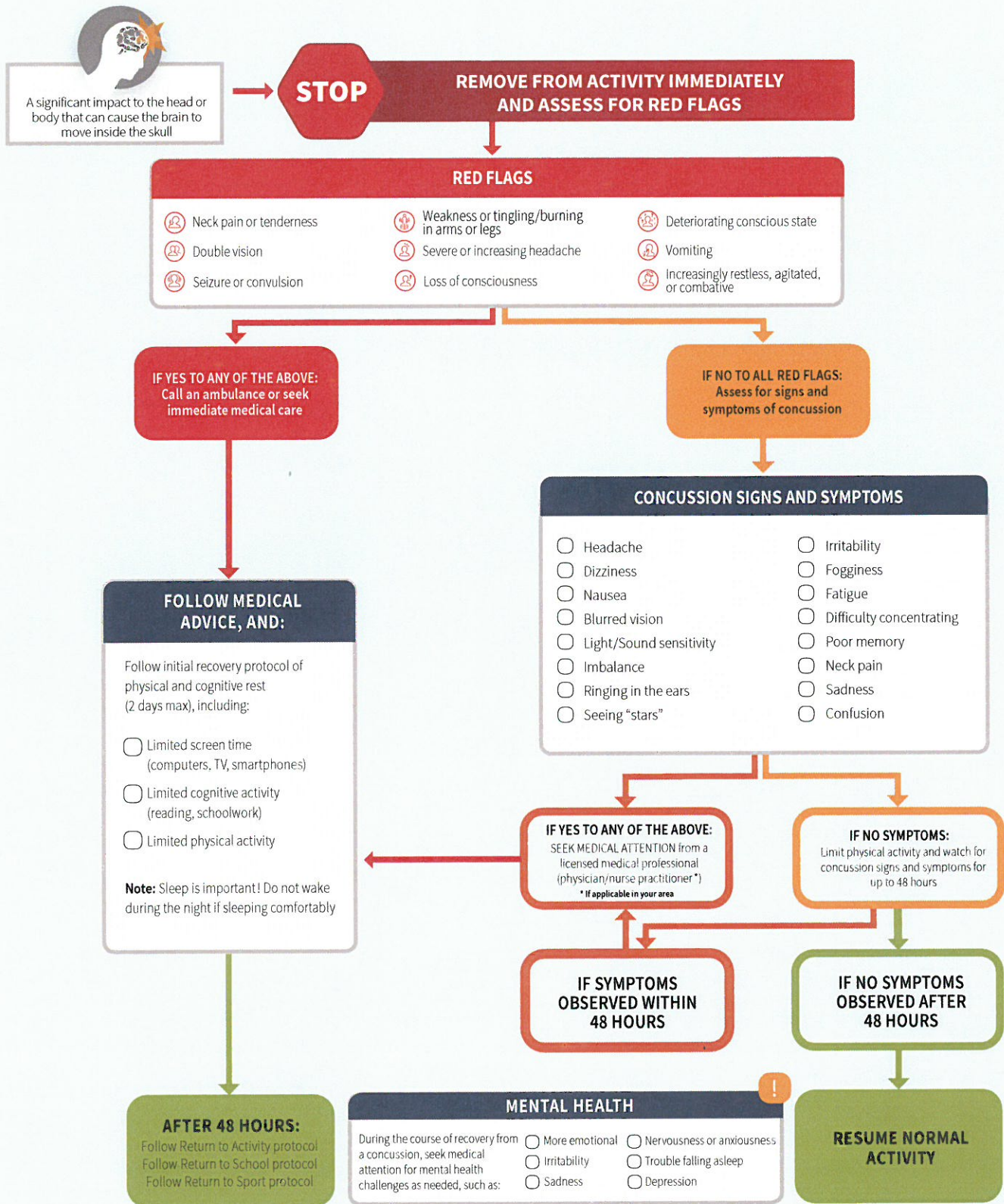
The recovery period may be influenced by:

- Prior concussions
- History of headaches or migraines
- Learning disabilities
- Mental health issues
- ADHD
- Use of drugs or alcohol
- Returning to activities too soon
- Lack of family or social supports

Proper management of a concussion can reduce the risk of complications. It is important that the individual has successfully returned to school or work before fully returning to sport and physical recreation activities. Returning to activity too early may result in more severe symptoms and potentially long-term problems.



# CATT Concussion Pathway





## Return to Sport

This tool is a guideline for managing an individual's return to sport following a concussion and does not replace medical advice. Timelines and activities may vary by direction of a health care professional.

STAGE 1:	STAGE 2:	STAGE 3:	STAGE 4:	STAGE 5:	STAGE 6:
<b>No sporting activity</b> Physical and cognitive rest until symptoms start to improve OR after resting for 2 days max.	<b>Light aerobic exercise</b> Walking, swimming, stationary cycling. No resistance training. The pace of these activities should be at the point where you are still able to have a conversation.	<b>Sport-specific exercise</b> Skating drills (ice hockey), running drills (soccer). No head-impact activities.	<b>Non-contact drills</b> Progress to complex training drills (e.g. passing drills). May start resistance training.	<b>Full-contact practice</b> Following medical clearance participate in normal training activities.	<b>Back in the game</b> Normal game play
Recovery	Increase heart rate	Add movement	Exercise, coordination, cognitive load	Restore confidence; assess functional skills	
<b>Symptoms improve or 2 days rest max?</b> <b>Yes:</b> Move to stage 2 <b>No:</b> Continue resting Time & Date completed: _____	<b>No new or worsening symptoms for 24 hours?</b> <b>Yes:</b> Move to stage 3 <b>No:</b> Return to stage 1 Time & Date completed: _____	<b>No new or worsening symptoms for 24 hours?</b> <b>Yes:</b> Move to stage 4 <b>No:</b> Return to stage 2 Time & Date completed: _____	<b>Symptom-free for 24 hours?</b> <b>Yes:</b> Move to stage 5 <b>No:</b> Return to stage 3 Time & Date completed: _____	<b>Symptom-free for 24 hours?</b> <b>Yes:</b> Move to stage 6 <b>No:</b> Return to stage 4 Time & Date completed: _____	<b>Note: Premature return to contact sports (full practice and game play) may cause a significant setback in recovery.</b>


If new or worsening symptoms are experienced at any stage, go back to the previous stage for at least 24 hours. You may need to move back a stage more than once during the recovery process.

Medical clearance required before moving to stage 5

BOTH TOOLS CAN BE USED IN PARALLEL; HOWEVER, RETURN TO SCHOOL SHOULD BE COMPLETED BEFORE RETURN TO SPORT IS COMPLETED

[www.cattonline.com](http://www.cattonline.com)

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 CONCUSSION AWARENESS  
TRAINING TOOL

**BC INJURY** research and  
prevention unit  
[www.injuryresearch.bc.ca](http://www.injuryresearch.bc.ca)



### Return-to-School Strategy<sup>1</sup>

The following is an outline of the *Return-to-School Strategy* that should be used to help student-athletes, parents, and teachers to partner in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present, student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage.

Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities.
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work.
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities.
4	Return to school full-time	Gradually progress.	Return to full academic activities and catch up on missed school work.

### Sport-Specific Return-to-Sport Strategy<sup>1</sup>

The following is an outline of the *Return-to-Sport Strategy* that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities. Activities should be tailored to create a sport-specific strategy that helps the athlete return to their respective sport.

An initial period of 24-48 hours of rest is recommended before starting their *Sport-Specific Return-to-Sport Strategy*. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the *Sport-Specific Return-to-Sport Strategy*. It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full contact sport activities.

Stage	Aim	Activity	Goal of each step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms.	Gradual re-introduction of work/school activities.
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training.	Increase heart rate.
3	Sport-specific exercise	Running or skating drills. No head impact activities.	Add movement.
4	Non-contact training drills	Harder training drills, e.g. passing drills. May start progressive resistance training.	Exercise, coordination and increased thinking.
5	Full contact practice	Following medical clearance and complete return to school.	Restore confidence and assess functional skills by coaching staff.
6	Return to sport	Normal game play.	

<sup>1</sup>Source: McCrory et al. (2017). Consensus statement on concussion in sport – the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847. <http://dx.doi.org/10.1136/bjsports-2017->



**2022-2023**

**OPERATING POLICY:**

***SENIOR BOX LACROSSE***

*Revised October 2022*



## BC LACROSSE ASSOCIATION

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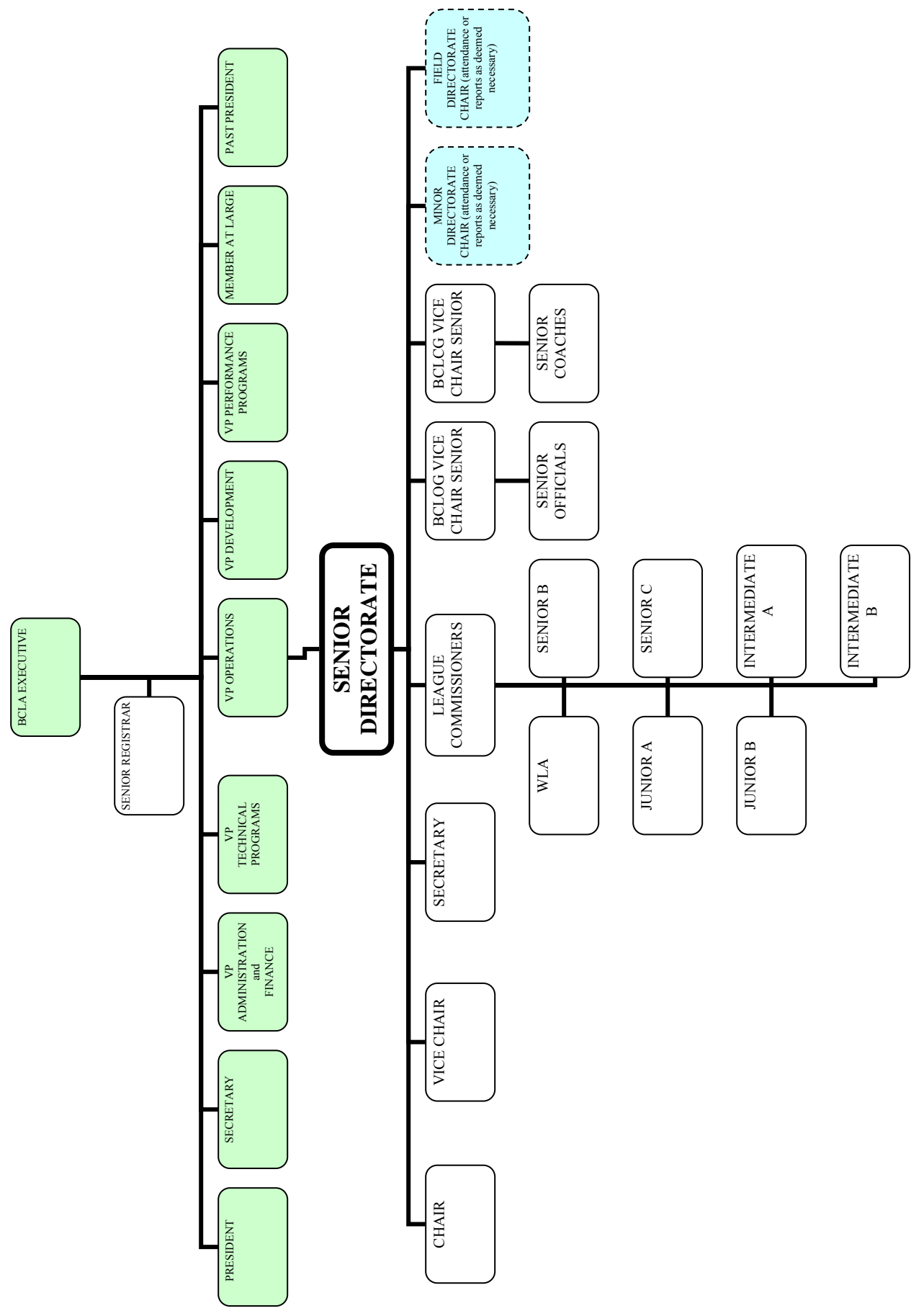
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**SENIOR DIRECTORATE COMMUNICATION CHART**

October 2017



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## SENIOR DIRECTORATE REGULATIONS

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### 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 LC, 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 LC 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 U17 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 1<sup>st</sup> 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 LC 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 U17 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 U17 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.
- 1.02 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	U17
Junior A	Junior B T2	Junior B T3	Junior B T3	U17	
Junior B T1	U17	U17	U17		
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.

### Lacrosse Canada 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 LC 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 (a) Each League is to complete the annual League application form and submit the completed form to the BCLA office by January 1<sup>st</sup> of the new playing year. The Senior Directorate shall meet no later than February 15<sup>th</sup> of the new playing year to review renewal League applications to determine tier or level that each League shall be placed in for the playing season, as per Regulation 8.03.

(b) 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 LC playoffs. If the BC Champion is also the host association when in the LC Championships/Competitions, the BC Silver Medalist will represent the BCLA in the LC 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 LC 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 LC 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 a Junior "B" League, the player must have participated in at least three (3) exhibition games. Junior A players must have played in three (3) games at the Junior A level, one(1) of which is in the BCJALL.
- 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 (3<sup>rd</sup>) week of each month for all game fees for that month. Payment to the Lower Mainland Senior Officials shall be required the first week (1<sup>st</sup>) 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.

<b>January 1</b>	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)
<b>March 1</b>	Last date for Senior A (WLA) draft to be done (SD 5.21)
<b>March 15</b>	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 U17 Draft (SD 5.21)
<b>April 1</b>	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)
<b>April 20</b>	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
<b>May 1</b>	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)
<b>May 25</b>	Final date of registration of coach for playoffs (BCLCG 2.03, 11.02)
<b>July 1</b>	Final date for new player signing (SD 4.07)
<b>July 15</b>	Final date for signing players released by other teams prior to July 1 (SD 4.08)
<b>August 1</b>	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 Lacrosse Canada 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 19<sup>th</sup> 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, Junior 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.



**2022-2023**

**OPERATING POLICY:**

***MINOR BOX LACROSSE***

*Revised October 2022*





# BC LACROSSE ASSOCIATION

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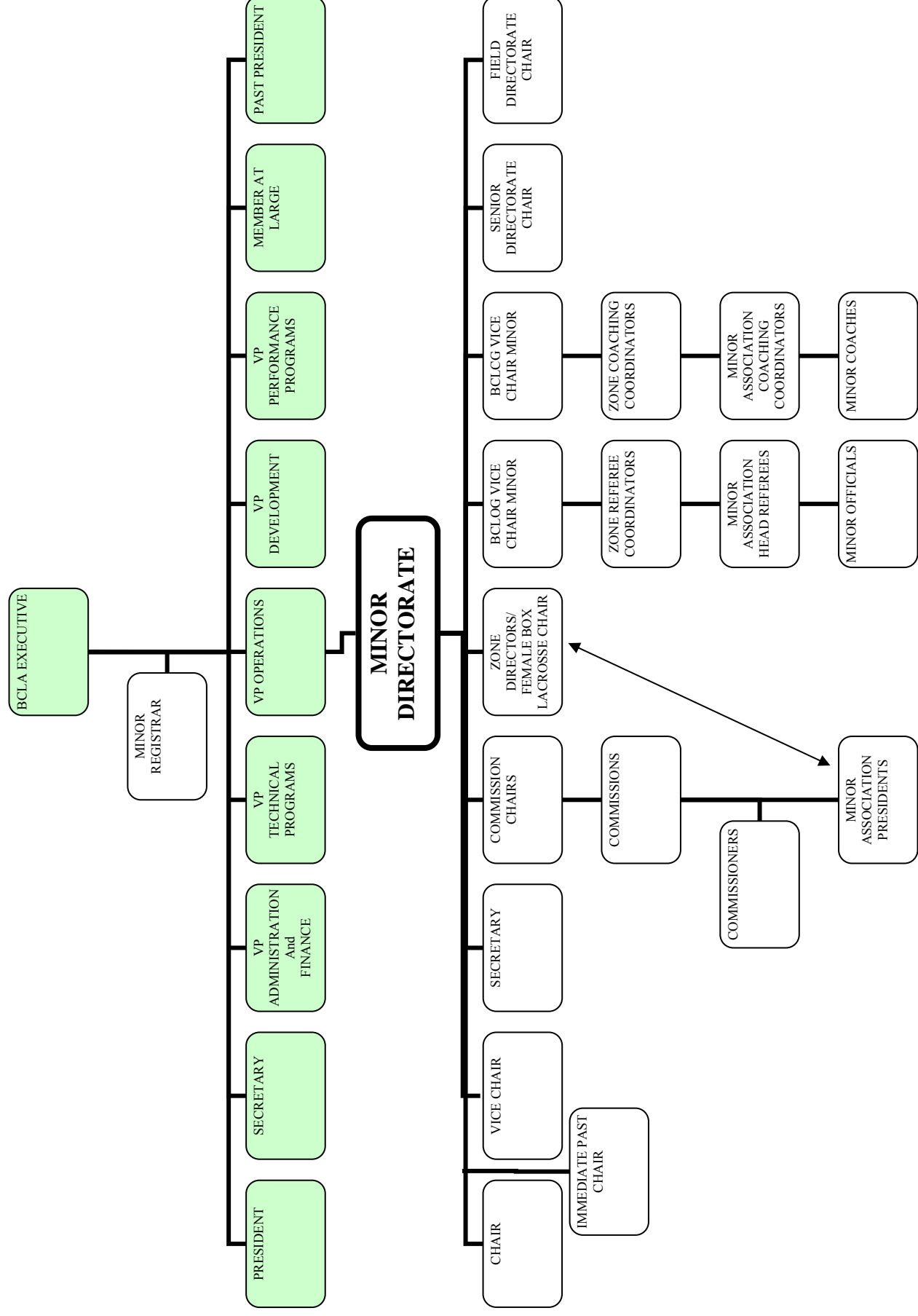
## MINOR DIRECTORATE OPERATING POLICY

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# MINOR DIRECTORATE COMMUNICATION CHART

October 2017



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## MINOR DIRECTORATE REGULATIONS

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### REGULATION 1: STRUCTURE

#### 1.01 ROLES AND RESPONSIBILITIES

##### **The Minor Directorate**

- (a) Governs lacrosse for all Minor players and Female Box up to and including Female Junior players.
- (b) Sets Disciplinary Rules
- (c) Provides a Commissioners' Package
- (d) Sets Provincial Directive and a format for Minor Provincial tournaments
- (e) Sanctions all Minor tournaments

##### **The Minor Directorate Chair**

- (a) Shall preside at all Minor 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 (usually every second month)
- (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 even years
- (j) In the event of a vacancy on the Minor Directorate Executive, the Chair may appoint a replacement to fill the vacancy until the next Special Session. If more than a year remains in the term, an election shall take place at the next Minor Directorate Special Session to elect a replacement to the end of the position's term.

##### **The Minor Directorate Immediate Past Chair**

- (a) Shall act as a liaison between the previous and current Minor Directorate.
- (b) Will help maintain the continuity and direction of the Minor Directorate from one year to the next, and will act as mentor to the newly elected Minor Directorate Chair and Vice Chair, when necessary.
- (c) This position shall be for a one-year term immediately following the individual's final term as Chair.
- (d) Is a voting member of the Minor Directorate.

##### **The Minor Directorate Vice Chair**

- (a) Shall attend all Minor Directorate meetings
- (b) Shall assist the Chair as requested
- (c) Will preside over meetings when the Chair is not available
- (d) Has a close working relationship with all members of the Minor Directorate
- (e) Assists in developing the game of lacrosse
- (f) Is responsible to all members of the Directorate, not a Commission or individual
- (g) Shall be elected for a two year term, in odd years
- (h) Normally acts as Minor Box Provincial Playoff Director

##### **The Minor Directorate Secretary**

- (a) Elected for two (2) year term, in even years.
- (b) Responsible to attend and record minutes for all meetings, and for the distribution of said minutes.
- (c) Assist Chair and Vice Chair with duties as required.
- (d) Responsible to collect information from leagues for carry-over suspensions.

### **The Minor Directorate Registrar**

- (a) Shall be responsible for the administration of the BCLA Online Minor Player Database, filing of all player registration forms and team declarations for all Minor divisions.
- (b) Shall check that all forms 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 Minor Association 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 by the Minor Directorate Declaration Meeting.
- (g) Shall be responsible to the Chair of the Minor Directorate
- (h) Shall attend Minor Directorate Meetings as required.
- (i) Shall be appointed by the Minor Directorate.

### **Minor Directorate Zone Director**

- (a) Is voted in by the Commission and ratified by the Minor Directorate and the BCLA Executive. Where there is no Commission in place, the Minor Directorate Chair will contact all Association Presidents in a Zone to confirm a Zone Representative is supported by the Local Associations.
- (b) Attends Commission meetings
- (c) Is a voting member of the Minor Directorate and attends their meetings
- (d) Main communication link between Minor Directorate and Commissions
- (e) Maintain good communication between Associations and the Commission
- (f) Monthly contact with Association Presidents in their Zone
- (g) An Ad Hoc member of every Association in their Zone
- (h) Ensure they work for all Associations in their Zone
- (i) Ensure all Associations in their Zone are familiar with the By-Laws and Constitution along with the Operating Policy of the BCLA and the Minor Directorate
- (j) Provide guidance on Constitution and By-Laws and the Operating Policies of the BCLA and Minor Directorate to Associations in their Zone
- (k) Work with Associations in their Zone on the nomination of Zone Lacrosse Player of the Year
- (l) Set up trials for Summer Games and assist in selecting Coaches and players
- (m) Ensures all forms are sent out and returned within the correct time lines to allow teams to qualify for Summer Games
- (n) Assists all participants in maintaining a good calibre and standard of the game
- (o) Serve as an agent of the Minor Directorate, and as such, carries out its mandate
- (p) Responsible to liaise with the BCLA Technical Director and the BCLCG Zone Co-ordinator to ensure that all Association Presidents, Coaching Co-ordinators and League Commissioners are advised of the names of all suspended coaches who fail to meet the minimum standards of the Form 100B as of the deadline of May 1.
- (q) Responsible to advise and provide guidance to member associations (and/or individual members of clubs) on how to take part in hearings and appeals.

### **Female Box Lacrosse Chair**

- (a) Responsible to the Minor Directorate for Female Only Box Lacrosse.
- (b) To oversee all aspects of female box lacrosse in the province of British Columbia
- (c) To work with the various commissions to promote female box lacrosse in their Commission
- (d) To act as commissioner when no commissioner is available at the local commission level
- (e) To be given a vote on the Minor Directorate.
- (f) Shall be elected for a two-year term in odd years.
- (g) To be part of development/promotion.
- (h) Must host a minimum of two meetings annually for the Female Zone Box Lacrosse Co-ordinators.

### **Commission Chairs**

- (a) Communication link between the Minor Directorate (through Zone Directors) and their Associations
- (b) Ensure good communications with the Executive and their Associations and possibly with players and parents
- (c) Maintain a good working relationship with all Associations within their Commission
- (d) Responsible to Minor Directorate and all Associations within the Commission
- (e) Responsible for schedule and guidelines for league play and Provincial play-offs in their Commission
- (f) Select their Commissioners, as per Commission Operating Policy and acts as Head Commissioner
- (g) First level of appeal on all matters within their Commission (jurisdiction, players discipline and player movement)
- (h) When player registrations dictate and local associations agree, is able to suggest cross association boundary teams within their league and obtain approval from the Minor Directorate as needed.
- (i) Responsible, along with the elected commission executive members, for managing and making decisions on all release requests and player moves from the Member Associations.

### **League Commissioners**

- (a) Are ratified by the Minor Directorate, with names submitted prior to March 1 of the playing season.
- (b) Rule on disciplinary matters for their league in their Commission, following the Minor Directorate Disciplinary Rules, using the Minor Directorate Suspension Tracking Sheet provided in the Commissioner's Package, submit at the end of the season to the Provincial Director and to the Minor Directorate Secretary for purposes of tracking carryover suspensions into the next box season.
- (c) Ensure all teams are tiered properly. Watch for inequality of teams within their league and the placement and movement of teams, as per Commission Operating Policy.
- (d) Assist in making schedules for their league
- (e) Attend Commission meetings
- (f) Ensure copies of score sheets are given to the Chair of the Commission monthly
- (g) Any communication between League Commissioners and coaches should include Head Coaches.
- (h) League Commissioners report directly to the Commission Chair.
- (i) To work with their Commission and Commission Chair in promoting Box Lacrosse within their Commission.
- (j) Shall receive Team Rosters from Club Registrars by May 7<sup>th</sup> and compare these to Game Sheet Rosters and report exceptions to Club Presidents.

### **Associations**

- (a) Members of a Commission or Zone
- (b) Responsible for lacrosse in their residential area as defined by their Association boundaries.
- (c) Communication link between the parents, players and bench personnel and their Commission
- (d) Sends a representative to all Commission meetings
- (e) Responsible to update their Commission Chair and Zone Representative with their current Association Constitution/By-Laws and Operating Policy on an annual basis within 45 days of their AGM.

## **REGULATION 2: PLAYING DIVISIONS**

- 2.01 The ages of players prior to January 1 of each playing year shall be as follows:

### **Minor Box**

U17	under 17 years
U15	under 15 years
U13	under 13 years
U11	under 11 years

U9                      under 9 years  
U7              under 7 years, but at least 4 years old

**Female Box:**

Junior              under 22 years  
U17              under 17 years  
U15              under 15 years  
U13              under 13 years  
U11              under 11 years  
U9              under 9 years but at least 4 years old

As per General Operating Policy, Regulation 9, the playing year shall be from January 1 to December 31 in any calendar year.

### **REGULATION 3: REGISTRATION**

- 3.01      The onus of being properly registered is the responsibility of the Associations or teams, and not the BCLA.
- 3.02      On or before January 1 of each year, the BCLA Office Staff shall invoice each association for 50% of the previous year's registration fees, to be paid by March 15.
- 3.03      Each Association is responsible to enter and maintain the Association's players on the BCLA on-line player database. Associations with less than 75 players are encouraged to use the BCLA On-Line Registration System, and those with 76 or more players are required to use the BCLA On-Line Registration System (whereby parents register on-line with their local Minor Box Lacrosse Association).
- 3.04      Clubs that find it necessary to start a 'waitlist' must notify their Commission Chair when a waitlist has been started. A plan on what will be done with players on the waitlist should be provided (i.e., will require released players or will release excess players for placement elsewhere) and communicated on regularly.
- 3.05      The Club Registrar shall provide Team Rosters for all club teams to League Commissioners by May 15<sup>th</sup>. League Commissioners are responsible to report discrepancies between association-supplied rosters and team-supplied rosters (game sheet roster) to the Association President as well as their League Chair.
- 3.06      For those Associations who run house league systems and combine teams for provincial play, the Association must submit to the Registrar of the Minor Directorate and the Provincial Playoff Director, the additional Provincial Team lists on the Provincial Verification Roster. Combined Team lists must be e-mailed to the Registrar and the Provincial Playoff Director as well as the BCLA Office prior to May 31 of the playing year. Provincial lists must include the division and level of play (i.e., Provincial Team – U15 A2). This will ensure the team is registered with the BCLA, but will avoid duplicate billing of players by the BCLA.
- 3.07      Each association will submit to the BCLA Office, prior to May 15 of each playing year, a team list generated from the on-line database for each team in the Association. One hard copy of each manual registration and waiver form is required with the Team List (it is not necessary to print/submit copies of the on-line registrations). The manual player registration form must be signed by the parent/guardian and the Association Registrar. Failure to comply with said dates will result in the offending association to be fined \$250.00, and another \$250.00 for each additional seven-day period that the registration forms are not received. For any subsequent paperwork corrections required by the Minor Directorate Box Lacrosse Registrar, this must be submitted by June 1 of the playing year or the Association's team(s) will be unable to declare for Provincials.

- 3.08 No player registrations will be accepted after May 15 without first obtaining the League Commissioner's approval. The League Commissioner will not be able to approve any registrations after June 20.
- 3.09 To register these later players, the association will get approval from the League Commissioner who in turn, will email the Registrar of the Minor Directorate supplying the player's name, address, birthdate and applicable team information. The MD Registrar will add the player's name to the appropriate team list and update the registration database. Within 5 days, the association registrar will provide an electronic copy of the registration form to the BCLA Office followed by the original registration form mailed to the BCLA office.
- 3.10 Associations must provide a list of currently grandfathered players on or before May 15 of each playing year to the Registrar of the Minor Directorate. Failure to do so would make these players ineligible for provincial play.
- 3.11 In recognition of BCLA Operating Policy Regulation 16: Concussion Awareness and Education:
- (a) Member Associations must develop and have an active policy that establishes a "Concussion Policy". This policy should contain training for coaches and trainers (where applicable), a reporting process and return to play guideline.
  - (b) This policy is mandatory.

#### **REGULATION 4: PLAYING RULES**

- 4.01 All games shall be played according to the playing rules set down by the Minor Directorate, and ratified by the Executive, prior to February 1 of the playing year.
- 4.02 The Minor Directorate will instruct member Associations that there is to be strict interpretation of the LC rules and the Minor Directorate policy as written.
- (a) Where there are two teams from one Association playing in one league, there is to be no criss-cross of players from one team to another and back after May 7 of the playing year (see Section 4.09). Where it is necessary to have players criss-cross laterally, this shall be limited to a maximum of three (3) players on a game-by-game basis only. Each player is only able to criss-cross over laterally a maximum of two (2) times. A limit of only five (5) player movements can be made prior to rosters being set. In special circumstances and with valid reason, a team may request a further movement only with the permission of the local Commission. Players are to be clearly marked as, for example, "Criss-crossed from Team 1" in game sheet notes. If said infraction occurs after May 7 of the playing year, the player would be eligible for the player's registered team only.
  - (b) In leagues where players register to participate on a "Female Only" Box lacrosse team, said players will be permitted to also play on 'Minor' (mixed) teams, or vice versa; with the approval of the coach or if unavailable, another team representative, as defined by the Form 100, of the team the player is registered with.
- 4.04
- (a) Any player who is playing on a team that the player is not a properly registered member of (i.e., call-up player) must have that player's name appear on the scoresheet prior to the start of the game.
  - (b) Any team found guilty of playing an ineligible player during a regularly scheduled, sanctioned tournament or playoff games shall forfeit all games won during which an ineligible player was a participant. Should this occur in the playoffs, then only the games played in the playoffs will be awarded to the opposing side.

- 4.05 Team standings in scheduled leagues shall be determined as follows:
- A defaulted game is defined as; to fail to take part in a scheduled contest. In the case of a 'defaulted' game, two points shall be awarded to the team that was willing and able to take part in the scheduled contest. Teams that are deemed to lose points under a defaulted game, due to extenuating circumstances, can request a reschedule of the game to their Commissioner and Commission Chair within 24 hours of the original game. A decision on the reschedule, once made, is not appealable. Extenuating circumstances may or may not be defined in commission policy, if defined, such definition will be upheld.
  - A forfeited game is defined as; to fail to complete a scheduled contest once it has officially started, as called by a game official. In the case of a 'forfeited' game, two points shall be awarded to the team that did not forfeit the contest.
  - A win shall count for two points
  - All draws or tied games, one point to each team
- 4.06 The thirty second clock is to be used in all league and tournament games from U11 age and up, and the operation of same should be completed by a current LC certified official.

4.07 **Part 1 – Playing Up**

- (a) A player may play up one division or calibre higher than that in which the player is registered on a game by game basis with the approval of the coach or if unavailable, another team representative as defined by the Form 100, of the team the player is registered with. In the case of players playing up a division, if an "A" player is going to play up to a "B" or "C" team, only a maximum of two (2) players per game playing up to a higher division is allowed.
- (b) A player may play up one division higher than that in which the player would be registered in accordance to 2.01 for the playing year only with the approval of the player's association. A player playing with a co-op or combined team may play up a division with any of the Associations that make up the co-op or combined team.
- (c)
  - i) Any player who has played up a total of five or more league games, playoff games, sanctioned tournament games, or combination of, in any division or calibre higher than the one in which the player is registered, must for the remainder of that year play for the higher division or calibre in which the player played the fifth (5<sup>th</sup>) game.
  - ii) For a goalie who has played a total of seven (7) or more league, playoff or sanctioned tournament game or combination of, in any division or calibre higher than the one in which the goalie is registered, must for the remainder of that year play for a higher division or calibre in which the goalie played the player's seventh (7<sup>th</sup>) game.

In either situation above, the Home Association will determine which team in that division that the player will play on if there is more than one team in the higher division or if the player has played across multiple levels in a tiered division.
- (d) A team may participate in a higher calibre sanctioned tournament without impacting team or player eligibility unless 4.07 (c) applies.
- (e) Female Box only – where an Association does not have a team in a higher division, any player may be granted an opportunity to play up a higher division with another Association with the permission of the coach and the corresponding commissioners. A player must stay within the accordance of 4.07 (c) (i) (ii).

**Part II – Playing Down**

- (a) A player may play down one division than their appropriate age group when a player size and/or ability dictate necessary as determined by a coach and approved by an Association President. If approved by the local association, the local Minor Association must approve in writing and forward to their local Commission for approval.
- (b) Players granted an opportunity to play down, will have their players statistics reviewed during the season of play (for penalties, scoring, etc). The MD will communicate the



names of players playing down to the League Commissioners, who will need to keep statistics and report to the MD any anomalies seen during review of game sheets, or at a game. Upon review by the Minor Directorate, a previously approved application to play down from Minor to Minor can be reversed at any time during the season of play. An over-age player MAY be eligible for playdowns, playoffs, Zone/Commission Championships or for Provincial Championships play. The MD determination will include at least the following; penalties review, scoring, participation.

- 4.08 (a) With application to the Minor Directorate, no less than 30 days prior to a tournament start date, multi-association "select" teams will be allowed to be formed to play at the "A" level provided that:
- (i) The tournaments that they attend are "A1" tournaments. In extenuating circumstances, with rationale, a zone may request and must receive authorization from the Minor Directorate to play at the "A2" level.
  - (ii) That each tournament co-ordinator and Commissioner Chairs be notified in writing and confirm by return e-mail that the team is a "select" zone team and, that being informed of this, and confirmed as acceptable by a return e-mail that the team is still welcome at the tournament. The Host Commission Chair will advise the Tournament Commissioner of any "select" teams.
  - (iii) That each association in the commission agrees in writing to let the athletes from their own association who are chosen for the "select" team play out for the tournaments.
- (b) "Select" zone teams will not be eligible to compete at any provincial championships.
- (c) Games played while on the "select" team will not count towards the five game rule for athletes as described in Regulation 4.07 (c).
- (d) "Combined" Female Zone Teams, with approval of their Commission, may apply to the Minor Directorate to participate in exhibition games, tournaments and/or provincial championships.
- 4.09 After May 7 of the playing year, no player shall be able to be transferred to another team unless 4.07 (c) applies.
- 4.10 Rules for U9, U7 and female box will be included in the Minor Directorate's commissioners package and may be amended by the Minor Directorate if necessary. These rules will be binding upon all commission play and must be consistently applied throughout the province.
- 4.11 In all aspects of Minor Directorate Play, the practice known as Offence/Defence is not to be played in any of its forms. Offence/Defence is simply defined as a Player playing only one end of the floor at even strength.
- 4.12 (a) No team or player may play more than two (2) games per day (a calendar day) in exhibition, tournament, league or playoff games. This includes players playing up in Seniors on a one-game permit.
- (b) In U7 or U9, teams may play up to three (3) modified or mini games (two periods only) per calendar day. There will be a minimum of one game time allotment between games.
- 4.13 All players in all divisions under the jurisdiction of the Minor Directorate must have stop signs placed on the back of the jersey, above the number. Please Note: These stop sign crests can be screened onto the jerseys, or crests are available from the BCLA Office.
- 4.14 For Out-Of- Province Tournament Play teams must apply to the Minor Directorate, a minimum of 14 days prior to submitting their travel permit, to obtain permission to play at a different level of play than in BC. This applies to 'zone select' teams as well.
- 4.15 Per BCLA General Operating Policy Regulation 16.01, the BC Lacrosse Association Minor Directorate supports and promotes the Fair Play Codes as outlined in Appendix C of the General

Operating Policy. Breach of the Fair Play Codes shall not be tolerated by Minor Club executives. Per BCLA General OP Regulation 16.02, if required, remedial action from this Code will be deferred to the appropriate Governing Body that has jurisdiction, and the process of investigation and discipline shall apply.

## **REGULATION 5: COMMISSION COMPETITION**

- 5.01 The control of all league competition shall be vested in the Commission. The control of inter-commission and inter-provincial competition and Provincial Championship play shall be vested in the Minor Directorate who may establish a commission to govern such play. Where there is no Commission in place, there must be a minimum of two (2) games played between (the two) Associations per division.
- 5.02 Competition will be open to all teams of each age group within leagues as organized by the Commission and/or league Commissioner.
- 5.03 In Commissions that form all leagues in U13, U15, U17 and Female Junior Divisions, all movement of teams by the Commission must be completed by June 1. After June 1, no team shall be moved for league or Provincial Championships play by a Commission. Per Regulation 12.02 (b), the Minor Directorate may move a team for Provincials, with rationale. Once all Commission team movement has taken place, and no later than June 1, a list of all teams final placements will be posted to the Commission website, or provided to the Chair, Vice Chair and Secretary of the Minor Directorate.
- 5.04 In U17, U15 and U13, where "C" leagues are formed, no association may declare a "C" calibre team with more playing experience than the following, not including years of play in U7 or U9:
- |     |   |
|-----|---|
| U13 | – 2 years times the number of registered players except the 3 most experienced players. |
| U15 | – 3 years times the number of registered players except the 3 most experienced players. |
| U17 | – 4 years times the number of registered players except the 3 most experienced players. |

Example (U13) 15 registered players

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

A team list from the on-line database, including player's years experience, must be sent to the League Commissioner by the Association Registrar by May 7 of the playing year, who must in turn notify the Association President if the numbers are not in compliance.

Failure to comply with sending in a team list with years experience may result in the Home Association being fined \$100.00 per day that it is late, up to a maximum of \$500.00, and may result in the team's removal from league play until the team is in compliance with above years' experience.

- 5.05 In U17, U15, U13, and U11, "A1", "A2", "B", and "C" leagues may be formed and are the required declarations to be used for league and tournament play. In Female Junior, Female U17, Female U15, Female U13 and Female U11, an A and B league may be formed and are the required declarations to be used for league, tournament play and Provincials. Where an association has two or more teams in any one league, those teams must be equally balanced by calibre and strength, with the exception of "A1" with the local commission approval. Failure to obtain approval before the start of the season from the local commission will make the teams ineligible for Playdowns and Provincial Championships. If an Association properly declares at the start of the season and a team is ordered to move up (or down) a tier by their local Commission, and the Association already has a team in the tier they are being ordered to move to, those teams affected to not need to be re-balanced. In U13 and above, "A1", "A2" and "B" leagues shall be

recognized by the BCLA for Provincial Championship purposes. All Female teams must be balanced when in a non-tiered league.

- 5.06 All league play must be completed prior to playdown competition.

#### **REGULATION 6: MOVEMENT – MINOR TO SENIOR**

- 6.01 No player qualified to play within the jurisdiction of the Minor Directorate shall sign a Senior player registration form or a Recreation player registration form.
- 6.02 (a) Notwithstanding the foregoing, a Minor Directorate player of U17 age may play up in a higher league with the permission of the Minor player's coach. There is no limit to the number of games a U17 aged player may play under the Senior Directorate. The Minor coach or Minor Association designate must ensure the player's Minor obligations, including practices, league games, tournament games and Summer Games, are fulfilled before signing a one-game permit.
- (b) Notwithstanding the foregoing, a Minor Directorate player of Female Junior age may play up in the Senior Women's Box Lacrosse league, with the permission of the player's 'Minor' coach. There is no limit to the number of games a Female Junior player may play up and it is the 'Minor coach or designate must ensure the players own team obligations (including practices) are fulfilled before signing a one-game permit.
- 6.03 Violation of any of the above shall result in suspension of the player and the coach of the Minor Directorate team who signed the play-up card. The coach of the Senior Directorate team for whom the player played will have any instance where this happens reviewed by the Commissioner of the said Senior Team and the information will also be provided to the BC Lacrosse Coaches Technical Support Group respective Vice Chairs.

#### **REGULATION 7: MOVEMENT – SENIOR BOX TO MINOR**

- 7.01 Movement to play down in the Minor Directorate from the Senior Directorate can be applied for if the following conditions exist:
- i) In Zones where a Junior team is available within a two hour drive (as defined by Google Maps) from the player's home:
- (a) The Local Minor Association must approve in writing and forward to their local commission for approval.
- (b) Upon approval, the request must be forwarded to the Minor Directorate for approval before April 1st of the playing year.
- (c) Upon approval of the request by the Minor Directorate, it will be forwarded to the Senior Directorate for final approval.

Movement to play down in the Minor Directorate from the Senior Directorate will be approved under the following conditions:

- ii) In Zones where a Junior team is NOT available within a two hour drive (as defined by Google Maps) from the player's home:
- (a) The Local Minor Association must approve in writing and forward to their local commission for approval.
- (b) Upon approval, the request must be forwarded to the Minor Directorate for approval-
- (c) Upon approval of the request by the Minor Directorate, it will be forwarded to the Senior Directorate for information purposes.
- 7.02 **Criteria for Approval:**
- (a) Players must be within two (2) years of U17 eligibility.

- (b) Cannot be from an area where there traditionally is a Junior team already registered. When there is no Juvenile Team: over-age Female Box Players will be permitted to play down; male Box Players with two years of experience or less will be permitted to play down.
- (c-i) In Zones where a Junior team is available within a two hour drive (as defined by Google Maps) from the player's home: Cannot be more than two (2) over-age players per team unless the Minor Association is less than two (2) years old. If the Association is less than two (2) years old, then the maximum number will be four (4) players.
- (c-ii) In Zones where a Junior team is NOT available within a two hour drive (as defined by Google Maps) from the player's home: Cannot be more than four (4) over-age players per team.
- (d) Players granted an opportunity to play down, will have their players statistics reviewed during the season of play (for penalties, scoring, etc). The Minor Directorate will communicate the names of players playing down to the League Commissioners, who will need to keep statistics and report to the Minor Directorate any anomalies seen during review of game sheets, or at a game. Upon review by the Minor Directorate, a previously approved application to play down from Senior to Minor can be reversed at any time during the season of play.
- (e) An over-age player MAY be eligible for playdowns, playoffs, Zone/Commission Championships or for Provincial Championships play. The Minor Directorate determination will include at least the following: penalties review, scoring, participation.

**NOTE:** Applications for movement will be reviewed on a case-by-case basis, taking a player's size and skill level into consideration.

## **REGULATION 8: MOVES**

- 8.01 All players must sign and play with the association that administers lacrosse within the boundaries in which that player resides. Upon request, a parent or legal guardian may be required to provide two (2) of the residency validation documentation below, if requested by the association registrar or commission. All bills must be current. Accepted documentation is:
  - 1. Property tax bill where primary residency grant has been claimed
  - 2. Hydro bill
  - 3. Gas bill
  - 4. Cable or satellite bill

If none of the above documents can be provided because the parent/guardian rents and does not pay own utilities, then the following shall apply:

  - 1. A letter from the Landlord verifying rental agreement
  - 2. Driver's License or other Government issued ID with current address
- 8.02 In cases where the player's parents/guardians have joint custody (proof shall be provided in writing to an Association President and Registrar) and the child lives with both parents, residency shall be based on the residence in which the child spends the majority of time. If the custody arrangement is 50/50 and the parents live in different association boundaries, the child can choose which association the player will play with in the first year. In subsequent years, in order to change associations, both parents must provide a Statutory Declaration which states which parent the child is living with, the address where the child currently resides, and which school the child is attending. At any time, if further confirmation is required to verify school attendance, the parent, upon request, will provide a letter of authorization to the school directing the school to provide the BCLA representative with information as to the address of the player.
- 8.03 In all cases, where temporary guardianship has not been assigned by the courts, a Statutory Declaration of Residency form obtained from the BCLA Registrar – Minor Box must be supplied at the cost of the player. The player will be placed in the association where the Commission feels it would be in the best interest of the league and then the player.

8.04 Where there is a team within the player's association, Minor (mixed) and/or Female, but the player has played the two previous consecutive seasons with the same association, other than the one where the player currently resides, and during that time, either met the release requirements described in Minor Directorate Regulation 8.09 or lived within that association's boundaries, the player is considered grandfathered with that association and has the option of signing with that association as a grandfathered player or registering with the player's new home association, where they currently reside.

8.05 Where there is no team available within the player's age group, the player may play for another association with written release from the player's home association and written approval by their local Commission for the current playing season only. (This release is not counted as a grandfathering year.) The player will be placed where the Commission Chair and elected commission executive feels it would be in the best interest of the League and then the player.

In cases where there is no Commission, and the player is requesting a release into another Commission/Zone, the President of the other Association where the player is requesting a release from must also approve of this release. If the release is granted/approved, the player will be placed by the Commission/Zone the player is being released to and will be placed where the Commission Chair and elected commission executive feels it would be in the best interest of the League and then the player. If the release is not granted/approved, the player can appeal the decision with the Minor Directorate.

8.06 No player may sign with two associations in any one playing year, unless properly released.

8.07 A player who is signed with an association and moves to another area during the playing season must receive permission from the local commission of the player's new area before being eligible to play with a team in the player's new area.

8.08 Any player found participating in any lacrosse-related activities with a team they are not officially registered with will have the player's release request automatically denied. Should this occur during the season of play, and if the coach knowingly plays the player, the coach will be suspended indefinitely and referred to the BCLCG for further disciplinary action.

8.09 In all cases, where a player is not playing in an association where the player resides, a player release request form, properly signed by each authorizing party, must accompany the registration form submitted by each club to the BCLA Office. The Commission must sign-off on or before April 30 and a list of those approvals is to be supplied to the Minor Directorate Registrar within twenty (20) days. The player will be placed where the local Commission feels it would be in the best interest of the League and then the player. The only exception would be for Grandfathered players who do not require a signed release form, but must appear on the club's grandfathered list. Failure to obtain written permission prior to the registration deadline will make the current year ineligible to count towards grandfathering and may result in the player being declared ineligible. Minor Directorate Disciplinary Rules will apply.

8.10 For those players attending a specialized school (i.e., hockey school) that is far enough from their principle residence that they must live away from their immediate family and be billeted, will provide proof of school attendance in way of a school transcript. The billeted address will be recorded in the comments section in the registration database if the home address is being used as the address. The player will be placed where the commission chair and elected commission executive feels it would be in the best interest of the league and then the player. At the end of the school year, if the player wishes to move back to the player's original home association before the June 20<sup>th</sup> deadline, 8.06 shall apply.

8.11 Commission placement of US players will only be completed (by March 1<sup>st</sup>) in such a way as to make certain resident players are not displaced on Association teams. This does not speak to

how an Association or Coach will make team selections, but rather to make certain that residents are guaranteed spots in the municipalities/districts in which they live.

## **REGULATION 9: PROOF OF AGE**

- 9.01 (a) In the Minor divisions, a player's age must be verified against one of the documents listed below. A copy of this document can be kept on file with the association in a secure manner or can be visually verified with number recorded on the registration form. If the latter method is used, the number must be recorded in the registration database and parents must be informed they are responsible to provide proof of age, if requested.
- (b) All on-line applications for registrations shall be signed by the Registrar of the association or designate to which the player belongs. In the Minor divisions, a new player's age must be verified against one of the documents listed below. A copy of this document should not be kept on file, and therefore may be requested in subsequent years.

### **List of Acceptable documents used to verify Proof of Age:**

- Government Birth Certificate
- Certificate of Baptism
- Letter from the Registrar of Births advising that age stated is correct.
- Current Passport or Nexus Card
- Certificate of Indian Status Card
- BC Identification Card & BC Service Card

Note: Birth Certificate numbers shall be a mandatory field of the On-Line Registration process.

- 9.02 In the event that none of the above is available, the Commission may permit the player to play within its jurisdiction. Such approval shall be forwarded to the BCLA Office, and ratified by the Minor Directorate.

## **REGULATION 10: TEAM SIZE**

- 10.01 (a) Per Rule 14 of the LC Rulebook, no U17, U15, U13, U11, U9 or U7 team under the jurisdiction of the Minor Directorate shall not have more than 22 signed players, except with special permission of the Commission. Such exceptions shall be ratified by the Minor Directorate. Any team ratified by the Minor Directorate to carry more than 22 players will be permitted to bring all approved players to Provincials. Coaches with an over-sized roster must abide by BCLA Fair Play Codes for Coaches. Any callup of a team ratified to carry more than 22 players must be approved by the Provincial Playoff Director, Minor Directorate Chair and their Commission Chair a minimum of 5 days prior to the start of the provincial event they will be attending.
- (b) No Female Junior team, under the jurisdiction of the Minor Directorate shall be permitted to sign more than 25 players. Only 20 players (18 runners and 2 goalies) will be permitted to be listed on a game sheet for league and tournament play. Only 52 players will be permitted to be verified for League Playdowns/Championships and Provincial Tournament play.
- (c) As an exception to Regulation 10.01(a) a constant exception will be to allow all C level teams to carry a maximum of 25 players. These teams carrying more than 22 players will be permitted to bring 25 players to Provincials but will only be able to dress 20 (18 runners and 2 goaltenders) players per game and may be permitted to use call ups. Players must have played in a minimum amount of games per policy.
- 10.02 Each team may only dress a maximum of 20 players, which shall be composed of five players, one designated goalkeeper, up to thirteen substitute players and one substitute goalie.

## REGULATION 11: TEAM DISBANDING

- 11.01 Proof of a team disbanding shall be with written notification to the local commission and the Minor Directorate Registrar. On proof of a team disbanding, players are automatically released from said team. If said team is a member of an organized league, the players shall not join one team, but shall be distributed among the remaining teams of the league, at the discretion of the Commission, with written confirmation.
- 11.02 Disbanding of a team means a team disbanding within a playing season, not after league season games are finished.

## REGULATION 12: PROVINCIAL CHAMPIONSHIPS

- 12.01 The BCLA Minor Directorate shall ensure that hosts are selected for all minor provincial championships from the minor associations, commissions or zones. Applications to host Minor Provincials shall be due into the BCLA Office no later than the date set out on the application.
- 12.02 **Control.**
- (a) The control of all Provincial Championships is the responsibility of the Playoff Director who shall be a member or past member of and appointed by the Minor Directorate and in conjunction with the VP of Operations.
  - (b) The Minor Directorate will have the final authority, with rationale, to make sure the teams are placed in the appropriate tiers for Provincial Championship games to the best of the ability of the Minor Directorate. This placement would take place at the June meeting of the Minor Directorate, following the declaration deadline. Should a team be moved, they would have the opportunity to withdraw their declaration without fines (indicated in 12.06).

- 12.03 All Zones will play down to the following allotted number of teams:

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

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

- 12.04
- (a) Provincial Championships shall be held for qualifying tiered and untiered Female and Minor (mixed) "A1", "A2", and "B" teams in U17, U15 and U13 Divisions.
  - (b) At the discretion of the Minor Directorate, "C" Provincials in U17, U15 and U13 divisions may be held.
- 12.05 **Eligibility.**
- (a) To be eligible to play in a Provincial Championship tournament, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with the team they are registered with. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.

In the case of Female Junior-age players, the four (4) game requirement may be waived under the following circumstances:

- (a) A written request must be sent by the player to the Female Box Lacrosse Chair and the Provincial Playoff Director no later than fourteen (14) days prior to the start of Female Box Lacrosse Provincials.
- (b) A copy of the player's school records must be submitted for review.
- (c) The player must have been registered with the team prior to May 7 of the current playing season.
- (d) If approved, the written notification (CoP or E-mail) must be submitted with the team's verification roster at the time of the Provincials Coaches meeting.

In addition, for call-ups to be eligible, they must have

- (i) Played 4 games in total at a higher division and/or calibre than the team they are registered with, of which one game must have been with the team that they are participating in provincials with. In the case of Female Junior-age players, the four (4) game requirement may be waived under the following circumstances:
    - (a) A written request must be sent by the player to the Female Box Lacrosse Chair and the Provincial Playoff Director no later than fourteen (14) days prior to the start of Female Box Lacrosse Provincials.
    - (b) A copy of the player's school records must be submitted for review.
    - (c) The player must have been registered with the team prior to May 7 of the current playing season.
    - (d) If approved, the written notification (CoP or E-mail) must be submitted with the team's verification roster at the time of the Provincials Coaches meeting.
  - (ii) Proof of game sheets must be provided to the Playoff Director.
  - (iii) A maximum of two (2) "A" players may be added to a "B" or "C" roster after June 1<sup>st</sup> to play in their provincials. This includes call-ups for provincial play.
  - (iv) For all circumstances – a maximum of four (4) players may be added to a roster for provincial play.
- (b) Minors can only participate in one Minor Provincial Championship. Exceptions can be made for the position of goaltender only in exceptional circumstances, by the Playoff Director as per the current Minor Provincial Championship Directive. Exceptions will also be made for players successful in participating in Provincials under Regulation 4.08 (d) (combined female zone team).
  - (c) In zones where associations run "house league" teams and no sanctioned tiered leagues are run, the four-game rule will not apply for Provincials. Players added from house league teams or lower divisions must be sanctioned by the Zone Director.
  - (d) In zones where tiering does not take place, in established Associations with four (4) or more years of playing experience, with more than thirty (30) players in the same division excluding players with "0" experience (i.e., U13, U15, U17t), the first declared team for the Provincial Championship must declare at an "A" level. In addition, in zones where tiering does take place in established Associations with four (4) or more years of playing experience with four (4) or more teams declaring in the same division for Provincial Championships, one of the declaring teams must be "A1". In extenuating circumstances, with rationale, an Association may request (prior to June 1, as per Regulation 5.03) and must receive authorization from the Minor Directorate to play at a lower level.
  - (f) A team defaulting any game in a playdown series shall be barred from further competition. All scheduled games played by such teams shall be counted as played, and all unplayed games shall count as wins to the team scheduled against the defaulting team. In extenuating circumstances, the Commission Disciplinary Committee shall rule.
  - (g) Any and all teams declaring to play in the "C" Provincial Championships must follow the "C" calibre description as outlined in Regulation 5.04. Team eligibility with the roster of the team that will be playing at provincials will be validated 72 hours prior to the start of



the Provincial Championships (unless the team is moved down by the League Commissioner as outlined in Regulation 5.03).

- (h) Any team ratified by the Minor Directorate and allowed to carry more than 22 (except 25 in C) players for regular league play will be permitted to bring all approved players to Provincials and may be permitted to use call-up players for the Provincial Tournament with the permission of the Provincial Director.

#### 1.06 **Declaration Forms.**

- (a) Declaration forms for Provincials attached with payment in full, payable to the BCLA of said teams to enter Provincial playdowns not received by the BCLA Office by the set date by the Minor Directorate for the playing season will result with the said team becoming ineligible for the Provincial playdowns and Provincials of the playing year.
- (b) Declaration Forms will not be accepted if the team has declared to play in a calibre lower than their final Commission placement.

If a team withdraws from participation in the Provincial Championship Tournament after declaration, the parent association could be fined \$1,000.00. After a provincial berth is confirmed/assigned, the parent association could be subject to a \$3,000.00 fine per team that withdraws. This policy shall be printed on the Provincial Declaration Form. It is further understood that Recognition Ceremonies are a part of the Provincial Championship Tournament and that teams participating in a Provincial Championship must also participate in the Recognition Ceremonies. Teams failing to participate in these Ceremonies will also be subject to the fines as indicated. A "Team" is defined as the roster declared at the Coaches Meeting.

#### 12.07 **Venue.**

It is the responsibility of the Minor Directorate to set the dates and places of all Provincial Championships. The locations shall be chosen from applications received from Associations, Commissions or Zones wishing to host the "A1", "A2", "B", "C" and Female Provincial Championships. The date will not be later than the first weekend in September. The host responsibilities of the Associations, Commissions or Zones chosen to host the "A1", "A2", "B" or "C" Provincial Championships will be as declared in the Provincial Playoff Directive.

#### 12.08 **Trophies.**

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

- 12.09 Host associations will be reimbursed expenses for floor time. Balls and officials payments will be provided by the BCLA Office.

- 12.10 To be eligible to coach in a Provincial Championship, the coach of record must be fully certified as per the BC Lacrosse Coaches Technical Support Group's LCCP. A team must have a fully certified, registered coach as listed on the Form 100B to be eligible to compete in Provincial Championships. The coach of record may be substituted only as per Section 1.03 of the BCLCG Operating Policy.

The Head Coach of each team must arrange to have one team representative who is able to take responsibility for the team and to conduct the business of the meeting at the coaches/managers meeting held prior to each provincial event. Failure of said representation at the meeting may result in the team's Head Coach being suspended for the team's first game.

12.11 The financing of the BCLA Minor Provincial Championships will be as declared in the BCLA Minor Provincial Host Agreement. Any sponsorships secured for the BCLA Minor Provincial Championships shall in no way restrict the ability of any association, commission or zone to host the A1, A2, B, C or Female Provincial Championships.

12.12 **(a) TIE-BREAKER RULE –ROUND ROBIN**

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

- (i) Two teams tied, the winner of game or games between the two teams advances. If still tied, the team which scored the first goal in the tied game, is to be declared the winner of that game.
- (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 (calculated only with scores between the tied teams) advances. If two teams are required to advance, the goal average formula is calculated only once and the two teams with the best goal averages move on.

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

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

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

**GOAL AVERAGE FORMULA**

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

12.13 In all playdowns and Provincial Championships, no teams shall play more than two games per calendar day. There will be a minimum of three hours (start of game time) allowed between games, meaning at least a one game break between games.

- 12.14
- a) A Head Coach of a team at the Provincial Championships may protest on behalf of their team.
  - b) The protest must be in writing from the Head Coach and must be presented to the Provincial Playoff Director within an hour of the game being completed. The written protest must be accompanied by a cheque to the BCLA or cash to the value of five hundred dollars (\$500.00).
  - c) The protest must be noted on the game sheet at the occurrence of the incident under protest, or at the next break in play.
  - d) The Provincial Playoff Director or Designate may hold a hearing on the protest; the validity of the protest will be reviewed in consultation with the Minor Directorate Chair, Provincial Playoff Director and a Provincial Supervisor (Head Supervisor where possible), but will include a review of if there is a possibility that the game could possibly have had a different outcome. This is not a hearing but only a determination if the hearing should be held. The Disciplinary Committee shall consist of not less than three (3) people selected by the Provincial Playoff Director or Designate. The Provincial Playoff Director or Designate will chair the hearing.
  - e) The Disciplinary Committee will make a decision on the protest and what remedy will be undertaken.
  - f) Whatever decision is determined, it is not eligible for appeal.
  - g) Protests of an official's judgment call will not be entertained.
  - h) Protest Hearings must be held at the Provincial Playoff Director's discretion at the earliest possible time, but no later than prior to the next games by the teams in question.

## REGULATION 13: NATIONAL CHAMPIONSHIPS

- 13.01 The Chair of the Minor Directorate or designate is responsible to participate as an active member of the BCLA Team BC Committee.
- 13.02 The Team BC Committee shall consist of: BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCG Chair, the BCLCG Vice Chair – Minor, the BCLCG Vice Chair – Field, the BCLOG Vice Chair – Minor, BCLOG Vice Chair – Field, BCLA Technical Director, BCLA Regional Coaches, the Minor Directorate Chair and the Field Directorate Chair.

## REGULATION 14: TOURNAMENTS

- 14.01 Invitational tournaments are encouraged at all levels as a means of giving enjoyment and encouragement to teams and players. Associations or commissions wishing to host invitational tournaments must apply to the Minor Directorate by the date on the annual application form which will sanction the tournament, and pass the information to all associations, Commissions and league Commissioners. The Minor Directorate will review all applications and maintain a master schedule to determine which tournaments will be sanctioned. The sanctioned list will then be published to all members so the registration process can begin.

In years where it is likely, based on numbers of teams registered in league play, that a division/tier may not have provincials (i.e U17 C) a Tournament Application may be put in place by the Minor Directorate to permit a club to host a tournament (ie, Year End Rally, Commission Cup, etc). This will be communicated on an annual basis through Commissions.

- 14.02 A Tournament Commissioner must be assigned by and confirmed with Commission Chairs for each sanctioned tournament from the pool of ratified League Commissioners by April 1. The Tournament Host Co-ordinator will contact them to deal with any situation where a potential suspension exists. The Tournament Commissioner will administer the discipline for tournaments, and will do so using the **Minor Directorate Disciplinary Rules** for the current playing year; and will ensure that disciplinary action is consistent with that administered during league play.
- 14.03 No more than two games per calendar day will be scheduled for each team during tournament play. In U7 or U9, teams may play up to three modified or mini games (two periods only) during tournament play per calendar day. No player may play in more than the maximum number of games, per REGULATION 4.12. A copy of the tournament schedule must be submitted to the Minor Directorate Tournament Administrator and assigned Tournament Commissioner at least one week prior to the tournament.
- 14.04 In all commissions for tournament play, only players who are of the appropriate age to play in the specified division, or players younger than the appropriate age, may compete. Overage players shall not be eligible for tournament play unless the overage player is a registered member of the younger team and has been sanctioned by the player's home association Commission, or in the case that there is no Commission, by the BCLA Minor Directorate. No player may play in more than two (2) games per calendar day by playing on different teams.
- 14.05 All tournament game sheets must be collected by the Commission-approved Tournament Commissioner. Electronic copies of all game sheets must be sent to all League Commissioners for the Leagues of all participating teams within ten (10) days of the tournament's conclusion by the Commissioner. Original game sheets must be retained by the Tournament Commissioner. Failure of the Tournament Co-ordinator to supply Tournament game sheets to Commissioners may result in the loss of future tournament sanctioning.
- 14.06 Tournament Co-ordinators cannot ask for any personal information (i.e., birthdates, addresses, etc.) from players, due to privacy issues.

- 14.07 Tournament rules and regulations will be submitted to the Minor Directorate prior to receiving sanction. If there are changes or updates, a revised version must be submitted to the Minor Directorate at least one week before the tournament. A copy of the rules and regulations as accepted by the Minor Directorate will be given to the coach or manager of each team participating in the tournament, prior to the team's first game.
- 14.08 Once a team is fully registered and confirmed by the Tournament Host, "Failure to show" at any game by any team registered in a sanctioned tournament will result in a maximum fine of \$500 to the Home Association of said team, subject to extenuating circumstances as accepted by the Minor Directorate. Instances of "failure to show" shall be reported to the Minor Directorate Tournament Administrator who will provide a report at the next meeting of the Minor Directorate for a decision as to whether the instance was a valid "failure to show" and if the extenuating circumstances, if any, were warranted.
- 14.09 Where there are two or more teams from one Association in U7 and U9, crisscross of players from one team to another, where it is necessary for entry into a tournament and for tournament play only, will be allowed with permission from the association's President and Commission Chair. To have players criss-cross laterally, this shall be limited to a maximum of four (4) players per tournament entered. Each player is only able to crisscross over laterally a maximum of one (1) tournament in the season.
- 14.10 For the purposes of developing Female Box lacrosse, female players playing on a Minor (mixed) team, may on application to the Minor Directorate Female Box Lacrosse chair, apply to participate with a Female box Lacrosse team attending a Female Box Lacrosse tournament. Games played will not count towards Provincials eligibility.
- 14.11 Any Association that registers a team for a tournament will be liable to the host for the tournament registration fees if they cancel or withdraw with less than thirty (30) days notice.
- Extenuating circumstances for withdrawal must be approved by Commission (where tournament is hosted) and Minor Directorate

## **REGULATION 15: CAMPS**

- 15.01 Associations wishing to host any camps must apply to the Minor Directorate through the BCLA Office a minimum of four weeks prior to the first day of the camp. The application will be reviewed by the BCLA Office and approved by the Minor Directorate Chair (or designate).
- All of the following rules must be followed or the camp will not be a BCLA-sanctioned event and will not be insured under the BCLA Liability and/or Accident Medical/Dental Insurance program. It will be the responsibility of the Member Association to ensure that:
1. All players must be currently registered with the BC Lacrosse Association.
  2. All Camps must have the approval of their Local Lacrosse Association Executive/Board. This is confirmed by the Local Association President's signature on the form.
  3. All Camps must have the approval of the BC Lacrosse Association.
  4. All instructors, including current senior/junior athletes have the appropriate NCCP Coach Certification.
  5. All adult instructors have completed a criminal record check within the last three years.
  6. Any Minor Box athletes participating with assisting camp instructors must wear all of their appropriate protective equipment, including a mouthguard.
  7. Must be held within the boundaries of the local association applying to host the camp, or with the approval of the local Association President of affected club.

## **REGULATION 16: SKILLS DEVELOPMENT SESSIONS/JAMBOREES**

- 16.01 A skills development session or jamboree is an event intended to introduce players to the game or to enhance player skill and development. It should be free of charge for all participants. A

- minimal charge to cover floor time is acceptable. It may include development drills and other activities for the enjoyment of the participants.
- 16.02 Players register and participate on an individual basis (not as part of a team). A skills jamboree may include short scrimmage matches to assist in development, but is not the appropriate venue for team vs. team play. Such play shall be considered non-sanctioned.
- 16.03 Associations wishing to host Skills Jamborees must advise their Commission who, in turn, will advise the Minor Directorate so that a record of Skills Jamborees may be held by the Minor Directorate and BCLA.
- 16.04 The registration for these events should be free of charge; a minimal fee may be charged to cover operating costs.
- 16.05 Development sessions may be used to introduce new players to the sport and it is the Host Association's responsibility to ensure any new/non-BCLA registered players wear appropriate safety equipment, and that a parent/guardian has completed a registration form and liability waiver before the child can participate in the skills development session. Copies of these completed forms must be retained by the Home Association.
- 16.06 (a) All instructors, including current Senior/Junior athletes, have the appropriate NCCP Coach Certification.  
(b) All adult instructors have completed a criminal record check as per the BCLA General Operating Policy.  
(c) Any Minor Box athletes assisting camp instructors must wear all appropriate protective equipment, including a mouthguard.

## **REGULATION 17: COMMISSIONS**

- 17.01 The Minor Directorate shall establish Commissions to govern Minor Lacrosse league and playoff competition.
- 17.02 Commissions shall consist of a minimum of the following positions:  
(a) Chair  
(b) Vice Chair  
(c) Secretary  
(d) Treasurer  
(e) Zone Director  
(f) Female Box Co-ordinator  
It is also recommended that the position entitled "Immediate Past Chair" be included as part of a Commission Executive.
- 17.03 A Commission Executive is responsible to provide an updated copy of their Commission Operating Policy on an annual basis to the Minor Directorate within 45 days of their AGM. This policy is to include Association boundaries so that a current record may be kept on record with the BCLA Office. When in dispute, in areas where there is a Commission, boundaries shall be voted on by an entire Commission at a Special Meeting called by the Commission Chair for resolution of said dispute. In areas without a Commission, the Minor Directorate would be called upon to resolve any dispute.
- 17.04 A Commission is responsible to process all release requests in a timely manner, at the discretion of the local Commission, following the rules laid out in Regulation 8.
- 17.05 Membership in a Commission is comprised of the Commission Executive, Commissioners and Associations that fall within the boundaries of the Commission.

## REGULATION 18: SUSPENSIONS

18.01 All suspensions are to be made by the Commissioner in charge of the league after a thorough investigation.

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

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

18.03 (a) In the event a Commissioner asks for a levy of more than five games during regular season/league play or playoffs, there shall be a hearing within seven (7) days of the initial suspension, whereas at the conclusion of the player's or coach's/bench personnel's season, the hearing shall be held in a timely fashion but within forty-five (45) days of the initial suspension. With the exception of Coaches/ Bench Personnel, the hearing will be at the call of the Governing Commission Chairperson.

(b) A written report, including referee's report and the game sheet, will be provided to the Commission Chair by the Commissioner making the request.

(c) If a Coach/Bench staff is involved, a written report, including referee's reports and game sheet must be provided to the BCLCG Vice Chair – Minor Box by the Commission making the request. The Commissioner may be requested to attend the BCLCG Conduct Committee hearing.

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

18.04 The suspended person and/or parent/player advocate and individual's association President are to be notified in advance of any hearing, and may be present and be allowed to speak on the individual's behalf. At a provincial championship, the team head coach will be notified if the President is not present.

18.05 Anyone who strikes a referee or official in any manner will receive a Match Penalty and will be suspended immediately. All officials must report such attack on their persons in full detail immediately following the incident and must provide a written report to the Governing Commission for hearing and determination of action. If there is no Governing Commission in place, the hearing will be called by the Minor Directorate.

In the case where-by the infraction was carried out by a Coach /Bench Personnel the written reports will be forwarded to the BCLCG Chair for immediate action.

18.06 See General Operating Policy Regulation 11 for the jurisdiction of suspensions.

18.07 (a) A suspended player may only serve the suspension during games played by the team the player is officially registered with.

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

## REGULATION 19: FIGHTING

- 19.01 Fighting is not allowed in Minor Box Lacrosse.
- 19.02 Fighting is currently addressed by the FIL Rule 78.1 as: The deliberate striking or attempting to strike an opponent, a non-playing member of the opponent's squad, a coach or anyone controlling the play of the game with the hand, cross, ball or otherwise by a player, substitute, a non-playing member of a squad, a coach or anyone officially connected with a team may be an expulsion foul.
- 19.03 A third player entering into an altercation will be automatically expelled from the game.
- 19.04 Any person leaving the bench when the benches have been frozen may be expelled from the game.
- 19.05 One punch thrown, whether it lands on the intended recipient or not, or anyone else, constitutes a fight.
- 19.06 **Suspensions:**  
1<sup>st</sup> Fight – Game Misconduct plus 2 Game Additional Suspension  
2<sup>nd</sup> Fight – Game Misconduct plus 4 Game Additional Suspension  
3<sup>rd</sup> Fight – Game Misconduct and Indefinite Suspension Pending a Hearing

## REGULATION 20: APPEALS

- 20.01 Any suspension up to and including five games is not subject to appeal.
- 20.02 An appeal must be in writing to the Minor Directorate Chair.
- 20.03 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.
- 20.04 Please refer to Appendix A: BCLA Appeals Process – BCLA General Operating Policy.

## REGULATION 21: PROTESTS

- 21.01 An association may protest the outcome of any game on behalf of any one of the association's teams, except at Provincial Championships (see Regulation 12.14).
- 21.02 The protest must be in writing from the association president or designate and must be presented to the Commission Chair within two days of the game date being protested or the protest will not be valid. During playdowns, the protest must be presented within twenty-four (24) hours of the game.
- 21.03 The protest must be accompanied by payment in full, in the amount of one hundred dollars payable to the Commission. This will be returned if the protest is upheld.
- 21.04 The Commission will hold a hearing on the protest. The Hearing Committee shall consist of not less than three people selected by the Commission. The Hearing will be held within five (5) days of the protest being presented or during playdowns, before the next series is to start (whichever comes first).
- 21.05 The Hearing Committee will decide the outcome of the protest at the hearing and will declare either the protest is invalid or the protest is upheld; and if there is to be a rematch.
- 21.06 The decision of a Commission Hearing Committee may be appealed. Please refer to **Appendix A: BCLA Appeals Process– BCLA General Operating Policy.**

## REGULATION 22: CONDUCT

### 22.01 GENERAL CONDUCT

Coaches, assistants, managers, trainers and bench personnel should be registered with the team.

Every participant in lacrosse is responsible for proper observance of the BC Lacrosse Association Constitution and By-Laws, Operating Policy, Rules and Philosophy. BCLA members should place the betterment or welfare of lacrosse and their players above their personal, team and association interests.

It is the responsibility of BCLA members to promote and foster good conduct of all team personnel and supporters at all lacrosse functions and help ensure respect for all lacrosse officials participants and spectators .

Team and association personnel and supporters should refrain from approaching any official or member of the Minor Directorate at or immediately following a game with reference to situations within that game.

All members and supporters of all teams and associations, when in public and recognized as lacrosse members and supporters, must conduct themselves in such a manner as to always enhance the image of lacrosse.

Associations will be responsible for team personnel, association personnel and supporters (fans) who abuse (verbally or physically) any volunteers in any official capacity or spectator, and could be fined if found guilty after a thorough investigation has been carried out by the Minor Directorate.

### 22.02 ALCOHOL AND DRUGS

(1) No one involved in a lacrosse game or practice shall be under the influence of alcohol or drugs, nor shall alcohol be consumed before or during a game or practice.

(2) Alcoholic beverages and drugs are prohibited at game or practice sites and dressing rooms.

**NOTE:** All participants (players, coaches, fans) should be aware of the BCLA Code of Conduct (REGULATION 1) and BCLA Doping Control Program (REGULATION 14) of the BCLA Operating Policy – General Section.

### 22.03 PLAYER TAMPERING

Player tampering shall be recognized when any coach, association or team official or supporter acts in a manner encouraging or enticing a player from another team to: hold out or delay registering; request a release or transfer; join another team, association, Commission. Players not under the direct jurisdiction of a team may not be contacted, influenced, practiced or played in exhibition, tournament, league or playoff games, without appropriate procedures being followed and approval granted.

Prior to talking to a player from another team, including in the same association, with respect to obtaining the player's services in playing up, permission and approval must be obtained from the player's association, coach, and parents, violation of any of the above may result in suspension of the coach of the offending team.

### 22.04 MAINTENANCE OF ORDER

All persons, including those paying admission or receiving passes, who attend games under the jurisdiction of the BCLA, shall be deemed to have agreed that they were admitted on the condition that they abide by the rules and philosophy of the BCLA, even to the extent that they may be ordered removed from any or all playing sites (including areas reserved for spectators).



## REGULATION 23: SUMMER GAMES

- 23.01 It is the responsibility of the Executive of the BCLA to administer and arrange participation in the BC Summer Games.
- 23.02 The Minor Directorate will be responsible to ensure that the BC Summer Games rules are followed.
- 23.03 In accordance with the BC Summer Games procedures, the President of the BCLA, in consultation with the members of the Minor Directorate, shall name a Provincial Advisor. The President of the BCLA will advise the BC Summer Games office of the name of the Provincial Advisor. The Advisor will then become the liaison between the BCLA, Minor Directorate and BC Summer Games.
- 23.04 The Chair of the BCLCG shall liaison directly with the Summer Games Provincial Advisor and ensure that all deadlines and requirements as they pertain to technical support outlined in Operating Policy Coaches (Regulation 10 - Summer Games) are carried out.
- 23.05 The Provincial Advisor will choose a Sport Chairperson from within the BCLA membership, and from within the host community, if possible.
- 23.06 (a) The Zone Director is to ensure that all Presidents within the applicable zone are made aware of the technical support program administered through the Regional Coaches, the BCLA Technical Director and the Team BC Committee.
- (b) The Zone Director is to ensure that all players registered for the Summer Games are informed of where and when tryouts will take place. It is recommended that wherever possible, players have a minimum of seventy-two (72) hours advance notice. Preference is that a week or more notice be given.
- (c) The Zone Directors are responsible to enter the final team roster and coaches per BC Summer Games policy into the BC Summer Games online registration database by the date determined by the Provincial Advisor each year of the Games.
- (d) The Zone Directors are responsible to ensure that all monies to register teams with BC Summer Games and any Jersey fees are collected and into the BCLA office at least 7 days before the Summer Games registration deadline.
- (e) The Provincial Advisor is responsible to ensure that all Officials (both referees and other official Representatives) are entered into the BC Summer Games Registration Database per the BC Summer Games deadlines.
- (f) The Provincial Advisor is responsible to ensure that all Players, Coaches and Officials are registered with the BCLA in the current year of the games and have met any criteria of participation required by the BC Summer Games. This must be verified in the Online Database before the deadline date set by the BC Summer Games.
- 23.07 Overtime Rules**
- (a) During Round Robin play OT will be played to decide all games. Due to time constraints of the bus schedules the Provincial Advisor (or Sport Chair if PA is not on site) will determine how many periods can be played at the end of regulation time. Teams will rest 2 minutes, not change ends and play 10 minute periods, Sudden victory of running time until the time stop determined by the PA is reached or two OT period have been played. If still tied then the team that scores the first goal of the game will be declared the winner of the game.
- (b) At the end of Round Robin the standard tie breaker rule from Regulation 12 will be used if more than two teams are tied.
- (c) Overtime in medal games will follow the Provincial Championship Directive.
- 23.08 The Provincial Advisor and Sport Chairperson will follow the BC Summer Games timetable, decide the schedule, and handle all discipline. Discipline will be as per Minor Directorate Disciplinary Rules.

- 23.09 The Minor Directorate will be given a full report on the Games.
- 23.10 The Team BC Committee will oversee the technical requirements of participation by coaches officials and participants.

## REGULATION 24: 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.

- January** Mid month\* is the deadline for all tournament hosting applications
- February 1** - Last day for approval of playing rules (MD 4.01)
- March 15** - Payment due for 50% of previous year's registration fees (MD 3.02)
- April 1** - Last day to submit request for Senior age player to play down (MD 7.01)
- April 30** - Last day for Commissions to approve player releases (MD 8.09)
- May 1** - Coaches must be registered on Form 100B and registration fees paid at the BCLA Office (BCLCG 1.02, 11.01)
- May 7** - Last date to send "C" team lists to the League Commissioner (MD 5.04).  
- No more criss-cross of players between teams in the same division (MD 4.03)  
- Last day to permanently transfer players to another team within the same playing caliber or league (MD 4.09)
- May 1** - Final date of registration of coach for playoffs (BCLCG 2.03, 11.01)
- May 15** - One copy of each player's registration form and all copies of the Team Registration Lists submitted to BCLA Office (MD 3.05)  
- No more player registrations to be accepted unless approved by Commissioner (MD 3.06)  
- Last date to send list of grandfathered players to the Minor registrar (MD 8.09)
- May 31** - Last date for house league areas to send additional Team Lists for combined teams marked "Tournament/Provincial Team" to BCLA Office (MD 3.04).
- June 1** - No Team Movement (MD 5.03)
- June** - Mid month\* is the deadline for Provincial declaration forms to be received at the BCLA office, not to be confused with the May 31 team list requirement. The declaration form is separate and additional.
- June** - Mid month\* is the deadline for Zone Directors to receive nominations of Zone Lacrosse Players
- June 20** - Last day for a Commissioner to approve registration of new players (MD 3.06)
- June 30** - Final payment of current year's registration fees is due (MD 3.08)
- Sept - First weekend** -- Latest Provincial Championship date (MD 12.07).
- November 15** - Apply for annual membership with the BCLA (BCLA By-Law Number XI, 2.(a)(i).

**Please Note:** 45 days prior to the October AGM is the last day for submission of proposed amendments to the Constitution and By-Laws and Operating Policies.

**\* Exact dates to be set by the Minor Directorate Executive (January, June and July).**

## REGULATION 25: AMENDMENTS

- 25.01 The Operating Regulations of the Minor Directorate shall not be altered except at a Special Session of the Minor Directorate, to be held during the BCLA Annual General Meeting, and shall be made only by a majority vote of the members voting thereon.
- 25.02 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 members at least thirty days prior to the Annual Meeting.



**2022-2023**

**OPERATING POLICY:**

***FIELD LACROSSE***

*Revised April 2022*



# BC LACROSSE ASSOCIATION

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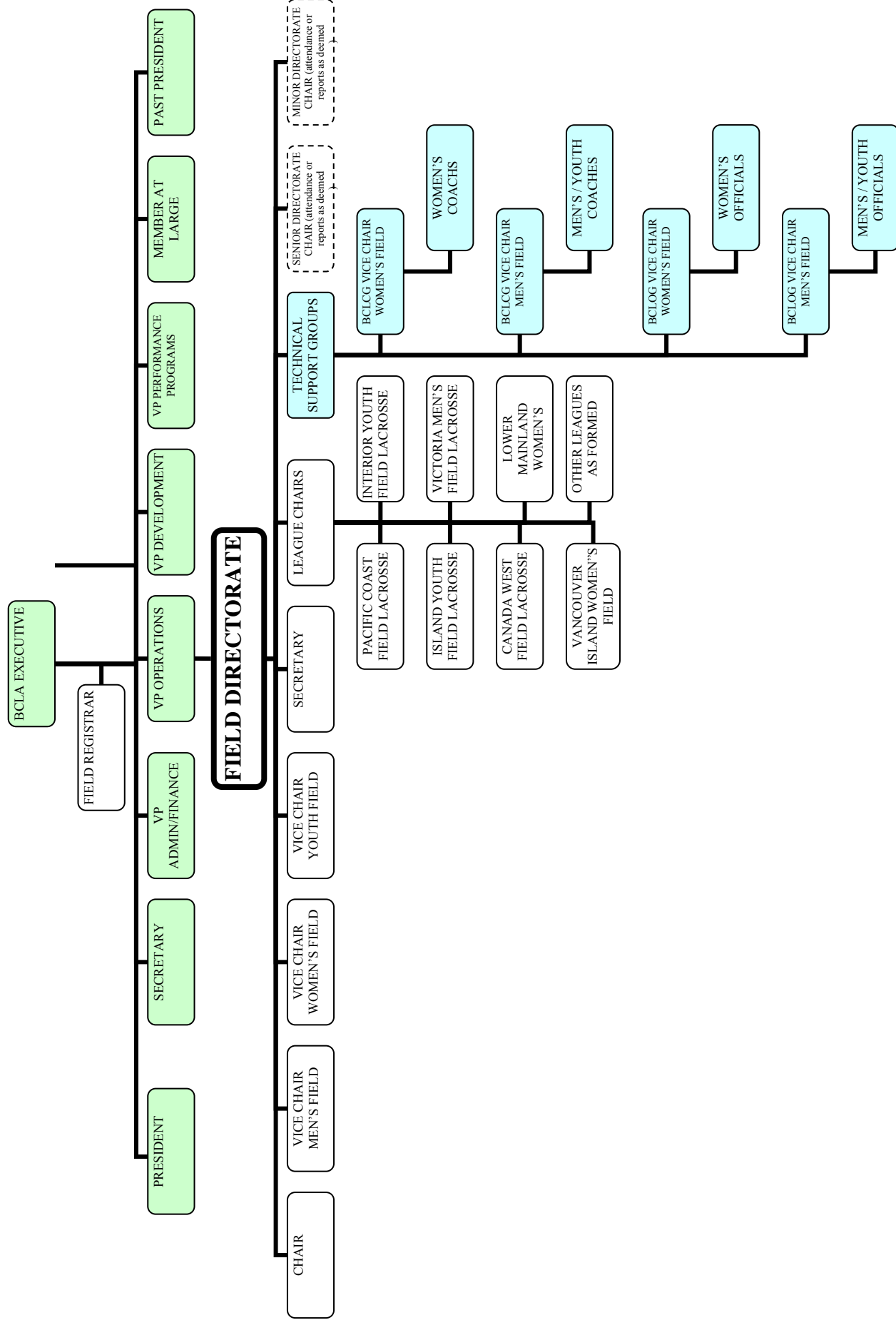
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## October 2017



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## **FIELD DIRECTORATE OPERATING POLICY**

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### **MISSION STATEMENT**

To strengthen and expand the participation, interest and support in Field Lacrosse, by developing and/or enhancing youth, women's and men's programs, at both the recreational and competitive levels in BC. All regulations apply, equally to all sectors of senior, youth and women's field lacrosse, except where noted.

### **REGULATION 1: JOB DESCRIPTIONS**

#### **FIELD DIRECTORATE CHAIR**

- Responsible to the VP of Operations of the BCLA
- To act as direct liaison with the BCLA executive and the Technical Director
- Will be elected to a two-year term in even numbered years
- To chair all Field Directorate meetings

#### **FIELD DIRECTORATE PAST CHAIR**

- Shall act as a liaison between the previous and current Field Directorate
- Will help maintain the continuity and direction of the Field Directorate, and will act as mentor to the newly elected Field Directorate Chair and Vice Chair when necessary
- This position will be immediately following the individual's final term as Chair
- Is a voting member of the Field Directorate

#### **SECRETARY**

- Assist Chair with duties as required.
- Responsible to attend and record minutes of all meetings and for the distribution of said minutes.
- Forward ratified commissioner contact information to the BCLA Office.
- Keep database of association contacts current.
- Elected for a two-year term in even numbered years.

#### **REGISTRAR**

- Responsible for the administration and filing of all player registration forms and team declaration for all divisions.
- To provide year-end registration statistics and have them available for the hosts of the Provincials.
- To ensure that registration forms are updated and available to the membership at the beginning of each season.
- The Registrar shall appoint assistants as needed.

#### **VICE CHAIR - YOUTH**

- Will be the contact for all youth teams for the BCLA Field Directorate
- Will assist in the development of youth programs in BC
- Make sure that all provincials run smoothly by working with the host association
- Will be the liaison between the BCLA Field Directorate and the Leagues
- Will oversee the U18, U15, U13, U11, U9 and U7 age divisions
- Will be elected for a two-year term in odd numbered years.

#### **VICE CHAIR - MEN'S FIELD**

- Will be the contact for all men's teams for the BCLA Field Directorate
- Will assist in the development of men's programs in BC
- Make sure that all provincials run smoothly by working with the host association
- Will oversee any teams attending national championships
- Will be elected for a two-year term in odd numbered years

#### **VICE CHAIR - WOMEN'S FIELD**

- Will be the contact for all senior women's and women's teams for the BCLA Field Directorate
- Will assist in the development of senior women's and women's programs in BC
- Make sure that all provincials run smoothly by working with the host association
- Will be the liaison between the BCLA Field Directorate and the Leagues

- Will oversee the Senior Women's, U19, U15, U12 and U8 age divisions
- Will be elected for a two-year term in even numbered years.

#### **LEAGUE CHAIR OR DESIGNATE**

- Submit Executive list of your league to the Field Directorate
- Chair League meetings as required
- League agreement must be submitted to Field Directorate by June 30<sup>th</sup> of each year
- Written League reports must be submitted to the Secretary one week before Field Directorate meetings.

#### **HIGH SCHOOL LEAGUE CHAIR OR DESIGNATE**

- Chair league meetings as required.
- Position will be appointed by the Directorate and will not carry a vote.

#### **COMMISSIONERS**

- Rule on disciplinary matters for their division assigned, following the Field Directorate Disciplinary rules and the commissioner's package.
- Ensure all teams are tiered properly. Watch for inequality of teams within their league and decide on placement and movement with assigned league committee.
- Making and/or confirming the league schedules for their playing division for their league.
- Any communication between division commissioners and the coaches regarding coach suspensions should include the head coach of the appropriate association and the Vice Chair Men's/Women's Field of the BC Lacrosse Coaches Technical Support Group.

All elections will be held at the Field Directorate Special Session. The Field Registrar will be an appointed position for a one-year term at the Field Directorate Special Session, and will not carry a vote.

Voting members can only vote on General Field Directorate Operating Policies REGULATIONS 1-12, and the area they represent.

Any nomination of an individual for election must be supported by a Member, must include the written consent of the nominee, and must be submitted to the BCLA office 30 days prior to the Special Session.

Nominations will be circulated to the Members twenty-one (21) days prior to the Special Session, and elections will take place at the Special Session. In the event there are no nominations for a position for which an election is to occur submitted within the timelines, an individual may be nominated from the floor of the Special Session.

### **REGULATION 2: COMMISSION STRUCTURE AND LEAGUE GOVERNANCE**

The control of all league competition shall be vested in the league. The control of High School competition shall be vested by the High School League (Directive).

The control of inter-league, inter-provincial competition and provincial championship play shall be vested in the Field Directorate who may establish a league to govern such play.

- 2.01 The Field Directorate shall establish leagues to govern youth and women's lacrosse leagues and playoff competition.
- 2.02 High School will run its own league and playoff competition but are governed by Field Directorate.
- 2.03 These leagues should consist of:
  - (a) Chair
  - (b) Vice Chair
  - (c) Secretary
  - (d) Treasurer
  - (e) Registrar
  - (f) Female Field Co-ordinator
  - (g) Immediate Past Chair
- 2.04 Membership in a league is comprised of the league executive, commissioners and associations that fall within the boundaries of the league.



### REGULATION 3: PLAYING DIVISIONS

- 3.01 The Field Lacrosse Directorate shall govern, promote and supervise competition for league play and the Provincial Finals in the following divisions:
- |                      |  |
|----------------------|--|
| Senior Men's         | 19 years and over  |
| U18 Field            | Under 18 years   |
| U15 Field            | Under 15 years   |
| U13 Field            | Under 13 years   |
| U11 Field            | Under 11 years   |
| U9 Field             | Under 9 years  |
| U7 Field             | Under 7 years -  |
| U5 Field             | Players must be 5 years old as of January 1 of the playing year<br>Under 5 years (Strictly introductory and developmental; this will be a co-ed division. Players from this age division are not permitted to play up to U7 Field or to U8 Women's Field.) |
| Senior Women's Field | 20 years and over  |
| U19 Women's Field    | Under 19   |
| U15 Women's Field    | Under 15   |
| U12 Women's Field    | Under 12   |
| U8 Women's Field     | Under 8  |
- Players must be 5 years old as of January 1 of the playing year
- All ages are determined as of January 1 of the playing year.

### REGULATION 4: PROOF OF AGE

- 4.01 The Registrar of the association shall sign all applications for registrations or designate to which the player belongs, and shall, in the Minor age groups, have visual confirmation of division of proof of age in one of the following forms:
- Government Birth Certificate
  - Certification of Baptism
  - Letter from Registrar or Birth advising that age stated is correct
  - Current Passport
  - Certificate of Indian Status Card
- 4.02 In the event that none of the above is available, the Field Directorate may permit the player to play within its jurisdiction. Such approval shall be forwarded to the BCLA Office and the Field Registrar, and ratified.

### REGULATION 5: PROVINCIAL TROPHIES

- 5.01 An association or league 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 the team, or any of its players, the cost of repair or replacement will be charged to that association or league.
- 5.02 All trophies shall be returned to the Provincial Tournament Office by the team responsible for them before they leave the tournament site. Arrangements to remove the award(s) from the tournament site can be made with the approval of the BCLA Office.

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.

## **REGULATION 6: FACILITIES**

- 6.01 All Associations must advise League Commissioners and/or Scheduler of their home field(s) location and time availability prior to drawing up the schedule or permission to operate. Before being granted approval, every team must satisfy the League Commissioner that suitable accommodation is provided.
- 6.02 The home association shall provide a timekeeper with stop watch(es) and a scorekeeper, as well as such other equipment as is normally required for the conduct of a game.
- 6.03 The official scorekeeper shall be stationed with the time keepers, and the score sheet must always be kept at field level and available for inspection by the officials.
- 6.04 The home team shall be held responsible for assuring the playing area is suitable for all games to the satisfaction of the officials.
- 6.05 No team may change its home game from one venue to another without prior permission of the League Commissioner. Such permission may be granted only if the move complies with the Regulations.
- 6.06 (a) The playing field for youth levels and up will be consistent with World Lacrosse dimensions or as the field space allows.
- (b) The playing field for all women divisions will be consistent with World Lacrosse dimensions or as the field space allows.
- 6.07 (a) Youth U7 and U9 age divisions will play on a smaller scale field with modified dimensions.
- (b) Women's U8 and U12 age divisions will play on a smaller scale field with modified dimensions.

## **REGULATION 7: TOURNAMENTS**

- 7.01 Invitational tournaments are encouraged at all levels as a means of giving enjoyment and encouragement to teams and players. Associations, Clubs and Zones wishing to host invitational tournaments must inform the Field Directorate which will sanction the tournament, and pass the information to all associations, clubs and zones.
- 7.02 In order to avoid conflict, the Field Directorate will maintain a master schedule of all invitational tournaments and advise holders of tournaments of open dates.
- 7.03 A Tournament Commissioner must be assigned by and confirmed with League Chairs for each sanctioned tournament from the pool of ratified League Commissioners by October 1. The tournament Host Co-ordinator will contact them to deal with any situation where a potential suspension exists. The Tournament Commissioner will administer the discipline for tournaments, and will do so using the Field Directorate Disciplinary Rules for the current playing year; and will ensure that disciplinary action is consistent with that administered during league play.
- 7.04 No more than two games per calendar day will be scheduled for each team during tournament play. But teams may play up to three modified or mini games (two halves only) during tournament play per calendar day. No player may play in more than the maximum number of games. A copy of the tournament schedule must be submitted to the Field Directorate.
- U7 – 4 x 8 minute quarters maximum  
U9 – 4 x 10 minute quarters maximum

U11/U13/U15/U18/Men's – 4 x 12 minute quarters maximum

- 7.05 In all leagues for tournament play, only players who are of the appropriate age to play in the specified divisions, or players younger than the appropriate age, may compete. Overage players shall not be eligible for tournament play unless the overage player is a registered member of the younger team and has been sanctioned by the player's home association League. No player may play in more than two (2) games per calendar day by playing on different teams.
- 7.06 All tournament game sheets must be collected by the Commission-approved Tournament Commissioner. Electronic copies of all game sheets must be sent to all League Commissioners for the Leagues of all participating teams within ten (10) days of the tournament's conclusion by the Commissioner. Original game sheets must be retained by the Tournament commissioner. Failure of the Tournament Commissioner to supply tournament game sheets to Commissioners may result in the loss of future tournament sanctioning.
- 7.07 Tournament Co-ordinators cannot ask for any personal information (i.e. birthdates, addresses, etc.) from players, due to privacy issues.
- 7.08 Tournament rules and regulations will be submitted to the Field Directorate prior to receiving sanction. If there are changes or updates, a revised version must be submitted to the Field Directorate at least one week before the tournament. A copy of the rules and regulations as accepted by the Field Directorate will be given to the coach or manager of each team participating in the tournament, prior to the team's first game.
- 7.09 Once a team is fully registered and confirmed by the Tournament Host, "failure to show" at any game by any team registered in a sanctioned tournament will result in a possible fine up to a maximum of \$500 to the Home Association of said team, subject to extenuating circumstances as accepted by the Field Directorate. Instances of "failure to show" shall be reported to the Field Directorate for a decision as to whether the instance was a valid "failure to show" and if the extenuating circumstances, if any, were warranted.
- 7.10 Where there are two or more teams from one Association in Youth U7 and U9 and Women U8, crisscross of players from one team to another, where it is necessary for entry into a tournament and for tournament play only, will be allowed with permission from the Association's President and League Chair. To have players crisscross laterally, this shall be limited to a maximum of four (4) players per tournament entered. Each player is only able to crisscross over laterally a maximum of one (1) tournament in the season.
- 7.11 (a) For the purposes of developing women's field lacrosse, female players playing on a Youth team, on application to the Field Directorate Vice Chair Women's Field, apply to participate with a women's field lacrosse team attending a women's field lacrosse tournament. Games played will not count towards Provincial's eligibility. An online women's field lacrosse registration must be filled out prior to playing in the tournament.
- (b) For the purposes of developing women's field lacrosse, female players playing on a women's field lacrosse team, on completion of request form and submission to the Field Directorate Women's Field Lacrosse Vice Chair, apply to participate with a women's field Lacrosse team attending a women's field Lacrosse exhibition/tournament/jamboree.
- 7.12 **Out of Province and out of Country Travel Permits**
- (a) An application form for travel outside of province or country must be completed and submitted to the BCLA Office for approval within the following timelines:  
Out of Province – 14 days before the event  
Out of Country – 14 days before the event

- (b) All teams traveling out of country must arrange travel and additional medical insurance of out of country medical needs.
- (c) Only teams made up of players and coaches duly registered with the BC Lacrosse Association (in the same discipline) or teams made up of players and coaches duly registered under a BCLA-sanctioned program can obtain a travel permit. A list of the team roster including coaches must accompany this travel permit. Coaches are to be identified by their NCCP numbers and certification levels.
- (d) Traveling teams may only compete against teams or in tournament events approved in this permit. Games must be sanctioned by the recognized lacrosse governing body for that region.
- (e) Traveling teams must adhere to the rules of competition in which they are participating.
- (f) Teams participating in any tournament or exhibition series shall abide by the rules of the Host with regard to any minor and/or major suspension, which may be more or less severe than the BCLA Suspension Guidelines. Teams must ensure that any suspensions in force from their local associations are served during the games with game sheets marked accordingly in tournament games covered by this permit. Suspensions may not be served during exhibition games.
- (g) For all BCLA/LC sanctioned tournaments, scoresheets must be submitted to the local commissioner within three (3) days of returning home from the tournament. Failure to do so may result in additional disciplinary action and/or suspension of the coach.
- (h) **Traveling teams shall remain subject to the BCLA Operating Policies and Codes of Conduct** with regard to disciplinary matters and behavioural conduct. Teams are representing their local associations and the BCLA; therefore, the conduct of the team must be indicative of this responsibility.
- (i) Teams traveling outside of Canada must follow all LC and BCLA policies as these teams are now representing the Lacrosse Canada and the BC Lacrosse Association.

#### 7.13 **Tournaments Hosting Out-Of-Province and Out-Of-Country Teams**

- (a) Associations hosting a tournament must notify the BCLA Office of all teams attending from out of province. Out-of-province teams must have permission from their governing body to attend a tournament in BC. Confirmation of permission must be provided by the visiting teams' governing body to the BCLA Office two weeks prior to the start of the tournament.
- (b) Any team from out-of-province/out-of-country attending a tournament within BC must provide proof of insurance with a minimum of \$5,000,000 (five million) of liability insurance coverage. Copies of insurance documentation must be provided to the BCLA Office two weeks prior to the start of the tournament.

#### 7.14 **Cross-Border League Play**

- (a) British Columbia teams playing in a league based outside of the Province of BC must be properly registered with the BCLA and an out of province or out of country travel permit must be filed with the BCLA Office before league play starts. The team must have permission from their local governing authority in order to participate in the out of province/out of country league and must inform the appropriate Directorate of their intent to play in an out of province league before league play commences.
- (b) Out of province teams playing in a British Columbia-based league must have proof of basic medical coverage in BC, extended health insurance, and proof of liability insurance before playing in BC. The players must be properly registered with their teams and the team must

have permission from their local governing authority to participate in the BC-based league, as well as permission of the local BC authority. The local BC authority must inform the appropriate Directorate of the out of province/country team's participation before league play commences.

- (c) Any team from out of province/out of country playing within BC must provide proof of insurance with a minimum of \$3,000,000 (three million) of liability insurance coverage. Copies of insurance documentation must be provided to the BCLA Office two weeks prior to start of play.

## **REGULATION 8: CAMPS/SKILLS DEVELOPMENT SESSIONS/CLINICS**

- 8.01 Associations wishing to host any camps/skills development sessions/clinics must apply to the Field Directorate through the BCLA Office a minimum of four weeks prior to the first day of the camp/skills development session/clinic.
- 8.02 The application will be reviewed by the BCLA Office and approved by the Field Directorate Chair (or designate).
- 8.03 All of the following rules must be followed or the camp will not be a BCLA-sanctioned event and will not be insured under the BCLA Liability and/or Accident Medical/Dental Insurance program. It will be the responsibility of the Member Association to ensure that:
1. All players must be currently registered with the BC Lacrosse Association.
  2. All Camps/Skills Development Sessions/Clinics must have the approval of their Local Lacrosse Association Executive/Board. This is confirmed by the Local Association President's signature on the form.
  3. All Camps/Skills Development Sessions/Clinics must have the approval of the BC Lacrosse Association.
  4. All instructors, including senior/youth field lacrosse athletes who are participating as instructors, must have the appropriate NCCP Coach Certification or other recognized Coaching Certification if from out of Country.
  5. All adult instructors have completed a criminal record check within the last three years.
  6. Any youth field lacrosse athletes assisting instructors with camps/skills development sessions/clinics must wear all appropriate protective equipment, including a mouthguard.
  7. All camps/skills development sessions/clinics must be held within the boundaries of the local association applying to host the camps/skills development sessions/clinics, or with the approval of the local Association President of affected club.
- 8.04 A skills development session or clinic is an event intended to introduce players to the game or to enhance player skill and development. It should be free of charge for all participants. It may include development drills and other activities of the participants.
- 8.05 Players register and participate on an individual basis (not as part of a team). Any skills development sessions or clinics may include short scrimmage matches to assist in development, but is not the appropriate venue for team versus team play. Such play shall be considered non-sanctioned.
- 8.06 Associations wishing to host skills development sessions or clinics must advise the league Chair who, in turn, will advise the Field Directorate so that a record of skills development sessions or clinics may be held by the Field Directorate and BCLA.
- 8.07 Skills development sessions or clinics may be used to introduce new players to the sport and it is the Host Association's responsibility to ensure any new/non-BCLA registered players wear appropriate safety equipment, and that a parent/guardian has completed a registration form and liability waiver before the child can participate in the skills development sessions or clinics. Copies of these completed forms must be retained by the Home Association.

## REGULATION 9: TRANSPORT AND SUPPORT

- 9.01 Within the confines of budget, the BCLA may offer assistance to conveners or designates at Provincial Championships, National Championships or invitational tournaments.

## REGULATION 10: CONDUCT

### 10.01 **General Conduct**

Coaches, assistants, managers, trainers and bench personnel should be registered with the team.

Every participant in lacrosse is responsible for proper observance of the BC Lacrosse Association Constitution and By-laws, Operating Policies, Rules and Philosophy. BCLA members should place the betterment and welfare of lacrosse and their players above their personal, team and association interests.

It is the responsibility of the BCLA members to promote and foster good conduct of all team personnel and supporters at all lacrosse functions, and help ensure respect for all lacrosse officials, umpires, participants and spectators.

Team and association personnel and supporters should refrain from approaching any official or member of the Field Directorate at or immediately following a game with reference to situations within that game.

All members and supporters of all teams and associations, when in public and recognized as lacrosse members and supporters, must conduct themselves in such a manner as to always enhance the image of lacrosse.

Associations will be responsible for team personnel, association personnel, and supporters (fans) who abuse (verbally or physically) any volunteers in any official capacity or spectator, and will be subject to disciplinary action by the Field Directorate.

### 10.02 **Alcohol and Drugs**

No one involved in a lacrosse game or practice should be under the influence of alcohol or drugs, nor should alcohol be consumed before, during or after a game or practice. Alcoholic beverages and drugs are prohibited at game or practice sites, and dressing rooms.

### 10.03 **Player Tampering**

Player tampering shall be recognized when a coach, association or team official acts in a manner encouraging or enticing a player from another team to: hold out or delay registering; request a release or transfer; join another team, association, club or zone.

### 10.04 **Maintenance of Order**

All persons, including those paying admission or receiving passes, who attend games under the jurisdiction of the BCLA, shall be deemed to have agreed that they were admitted on the condition that they abide by the rules and philosophy of the BCLA, even to the extent that they may be ordered removed from any or all playing sites (including areas reserved for spectators).

## REGULATION 11: AMENDMENTS

- 11.01 Field Directorate Special Session is to be held the month of April, with the date being determined by the Field Directorate Executive.
- 11.02 The Operating Regulations of the Field Directorate shall not be altered except at a Special Session of the Field Directorate, and shall be made only by a majority vote of the members voting thereon.
- 11.03 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 the member/club/association at least thirty days prior to the Special Session.

- 11.04 Exceptions to specific Field Directorate Operation Regulations may be considered by the Field Directorate Executive. Exceptions will be temporary in nature, with a duration of no longer than the end of the current or upcoming season. Exceptions must be passed by a majority vote of the Field Directorate.

## **REGULATION 12: SUSPENSIONS**

- 12.01 All Suspensions are to be made by the Commissioner in charge of the League.
- 12.02 A Commissioner may not levy a suspension of more than five games to any one person per infraction. With the exception of Coaches/Bench Personnel, the Commissioner may recommend further suspensions in writing to the governing Commission.
- 12.03 If any Coach/Bench personnel receives a five-game suspension from a League Commissioner, the Commissioner may recommend in writing that a further suspension may be warranted by the BCLCG. The Commissioner may at any time ask the BCLCG to investigate the conduct or ethical behaviour of a coach or bench personnel without handing down any suspension. Results of these actions must be related in writing back to the Commissioner and the governing Commission.
- 12.04 In event a Commissioner asks for a levy of more than five games, there shall be a hearing. With the exception of Coaches/Bench Personnel, the hearing will be at the call of the governing Commission Chair.
- 12.05 A written report, including referee's report and game sheet, will be provided to the Commission Chair by the Commissioner making the request, and it shall be required that a Commissioner interview, prior to the hearing, the person accused of the infraction.
- 12.06 If a Coach/Bench staff is involved, a written report, including official's report and sheet must be provided to the BCLCG Chair by the Commission making the request. The Commissioner may be requested to attend the BCLCG Conduct Committee hearing.
- 12.07 A member may receive an initial verbal notification of a fine, suspension or decision directly face to face or by telephone. This must be followed by a formal written notification presented, e-mailed or mailed and post-marked within seventy-two (72) hours to the member after initial verbal notification.
- 12.08 The suspended person and the association President are to be notified in advance of any hearing, and may be present and be allowed to speak on the individual's behalf. At a provincial championship, the team head coach will be notified if the President is not present. See General Operating Policy Regulation 11 for the Jurisdiction of suspensions.
- 12.09 (a) A suspended player may only serve the suspension during games played by the team the player is officially registered with.
- (b) While under suspension, a suspended player cannot be on the players' side of the field prior to or during the player's team's game(s). The suspended player can watch the game, with the spectators, from the opposite side of the player's bench.
- 12.10 (a) A suspended coach may only serve the suspension during games played by the team the coach received the suspension for; however, a coach is suspended from all BCLA Field Lacrosse related activities until such suspension is served.
- (b) While under suspension, a suspended coach cannot be at the game venue prior to or during coach's team's game(s).
- 12.11 Any suspension up to and including five games are not subject to appeal.

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## YOUTH FIELD OPERATING POLICY

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**Please Note: All General Regulations (Regulations 1-12) apply equally to all sectors of Youth, Senior Men's and Women's Field Lacrosse in addition to sector specific Regulations.**

### REGULATION 13: YOUTH PLAYER AND COACH REGISTRATION

- 13.01 Only associations or clubs registered with the BCLA may sign players. These may be Field Clubs or Executive branches of existing lacrosse clubs.
- 13.02 Registration of the above association and other obligations to the BCLA shall entitle an association to register players with the Field Directorate
- 13.03 The onus of being properly registered is the responsibility of the Associations or teams, and not the BCLA.
- 13.04 Each Association is responsible to enter and maintain the Association's players on the BCLA on-line player database. Associations with less than 40 players are encouraged to use the BCLA on-line registration system, and those with 41 or more players are required to use the BCLA on-line registration system (whereby parents register on-line with their local Field Lacrosse Association).
- 13.05 (a) The Club/Association must submit one copy of each player's BCLA-approved, completed Youth Field registration form and waiver for those players who register manually. Also required is a team list generated from the on-line database and any applicable signed supporting forms (Player Transfers, Playing Down forms) and required fees to the BCLA Office by October 31 of each playing year (Sept-Aug).
- (b) Each Association will submit to the BCLA Office, prior to October 31 of each playing year, a team list generated from the on-line database for each team in the Association. One hard copy of each manual registration and waiver form is required with the Team List (it is not necessary to print/submit copies of the on-line registrations). The manual player registration form must be signed by the parent/guardian and the Association Registrar. Failure to comply with said dates will result in the offending Association to be fined \$250.00 and another \$250.00 for each additional seven-day period that the registration forms are not received. For any subsequent paperwork corrections required by the Field Directorate Lacrosse Registrar, this must be submitted by December 1 of the playing year or the Association's team(s) will be unable to declare for Provincials.
- 13.06 All players signing certificates and all clubs/associations 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.
- 13.07 (a) A team must have a minimum of ten (10) properly registered players by October 31 of the playing season; otherwise, that team will be disallowed from regular scheduled games, excluding the U7 Field Division. The U7 Field Division shall be allowed a minimum of eight (8) registered players (Reg 18.02).
- (b) Any team found guilty of playing an unregistered player during a regularly scheduled game (league, tournament, exhibition and provincial) shall forfeit all games won during which said player was a participant. The home association will be fined \$250 if a player has played is found to be unregistered, defined as registered in the BCLA player database and all required, completed registration forms in the hands of the League Registrar ( prior to Oct 31 deadline) or BCLA Registrar.
- (c) No player registrations will be accepted after October 31 without first obtaining the League's approval. The League Commissioner will not be able to approve any registrations after November 30.
- (d) All players must be registered on-line and their registration cards must be in to the Field Registrar within forty-eight (48) hours of their first game. A copy of the registration card



must be faxed or e-mailed to the League Registrar, Field Registrar, and Division Commissioner prior to the player's first game.

- (e) To register these late players, the association will obtain approval from the League Commissioner. The Association Registrar or the League Registrar will provide an electronic copy of the registration to the Field Directorate Registrar supplying the player's name, address, birthdate, medical number, insurance waiver, and applicable team information. The Field Directorate Registrar will add the player's name to the appropriate team list and update the registration database. Within five (5) days, the Association Registrar or the League Registrar will provide to the BCLA Office the original registration forms.

13.08 No player may sign with two associations in any year (unless properly released).

Exception: Female players wishing to play Youth Field Lacrosse and Women's Field Lacrosse within the same season may do so per regulation 35.08.

- 13.09 For those players attending a specialized or academy school that is far enough from their principle residence that they must live away from their immediate family and be billeted, will provide proof of school attendance in way of a school transcript. The billeted address will be recorded in the comments section in the registration database if the home address is being used as the address. The player will be placed where the commission feels it would be in the best interest of the league. If the player wishes to move back to the player's original home Association before the November 30 deadline, policy 13.08 will apply.
- 13.10 All coaches in the Field Directorate shall comply with the regulations and certification outlined in REGULATION 11 of the BC Lacrosse Coaches Technical Support Group Operating Policy.
- 13.11 The Club Registrar shall provide Team Rosters for all club teams to League Commissioners by the end of October 31<sup>st</sup>. League Commissioners are responsible to report discrepancies between association-supplied rosters and team-supplied rosters (game sheet roster) to the Association President as well as their League Chair.
- 13.12 Two clubs that want to combine players from their respective Associations must submit a written request to the League/Commission and the Field Directorate, along with rationale, no later than 90 days prior to the start of the playing season. The request must come from the President or designate of each respective club. Permission must first be granted by the League/Commission, at which time the Field Directorate may then ratify or reject the request. Combining clubs will be authorized for no more than two (2) playing seasons per request. Clubs must resubmit their request and rationale in order to be approved for a further two (2) year term. Players will remain registered with each home association and not subject to release. For the purpose of call-ups, the combined clubs shall be considered one club subject to all Field Directorate and Commission call-up rules.

## **REGULATION 14: YOUTH MOVES**

All players must sign and play with the associations which administers lacrosse within the boundaries in which that player permanently resides.

- 14.01 Upon request, a parent or legal guardian may be required to provide two (2) of the residency validation documentation below, if requested by the association registrar or the league. All bills must be current. Accepted documentation is:
  - 1. Property tax bill where the primary residency grant has been claimed
  - 2. Hydro Bill
  - 3. Gas Bill

#### 4. Cable or Satellite Bill

If none of the above documents can be provided because the parent/guardian rents and does not pay own utilities, then the following shall apply.

1. A letter from the Landlord verifying rental agreement AND
2. Driver's License or other Government issued ID with current address

- 14.02 In cases where the player's parents/guardians have joint custody (proof shall be provided in writing to an Association President and Registrar) and the child lives with both parents, residency shall be based on the residence in which the child spends the majority of time. If the custody arrangement is 50/50 and the parents live in different Association boundaries, the child can choose which Association the player will play with in the first year. In subsequent years, in order to change Associations, both parents must provide a Statutory Declaration which states which parent the child is living with, the address where the child currently resides, and which school the child is attending. At any time, if further confirmation is required to verify school attendance, the parent, upon request, will provide a letter of authorization to the school directing the school to provide the BCLA representative with information as to the address of the player.
- 14.03 If a player does not want to play with the home association, the player must obtain a release from the home association. With the written permission of the player's home association, local league may approve a move to an association other than that in which the player lives. A copy of the release must accompany the team registration form to the Field Registrar and the BCLA office.
- 14.04 If there is a dispute, the League, after receiving a formal written request from the player's parent or guardian, will have the right to place the disputed player to an association where the League feels would be in the best interest of the league and the player.
- 14.05 If the player has played the two previous consecutive seasons with same association as an eligible player (living within that association's home areas or properly released), the player is considered grandfathered with that association and has the option of signing and playing with either the player's home association or the association the player previously played for.
- 14.06 If an association signs an ineligible player the team of this ineligible player will forfeit all points earned until the player has been correctly registered.
- 14.07 A player who is signed with an association and moves to another area during the playing season must receive permission from the Division Commissioner of the player's new area before the player is eligible to play with a team in the new area.  
If, after the declaration date, the team in which said player will be playing for will be allowed to resubmit their team declaration.
- 14.08 Where no team is available within the players' age group, the player may play for another association with written release from the player's home association and written approval by the local league for the current playing season only. This release may not be counted as a grandfathering year. A copy of the release must accompany the team registration form to the Field Registrar and the BCLA office.
- 14.09 No player may play with two associations in any year unless the requirements of Regulation 14 or 13.08 are satisfied.
- 14.10 If there is a dispute, the League will have the right to place the transferring player to the association where the League and Division Commissioner feel it would be in the best interest of the league and the player.
- 14.11 Neighbouring associations may agree to boundaries that are different from municipal boundaries. A copy of the agreement must be filed with the League and a copy given to the BCLA Office for safekeeping. (This does not disallow any previously established boundaries agreed upon).
- 14.12 Any player found participating in any lacrosse-related activities with a team that the player is not officially registered with will have the player's release request automatically denied.

### **REGULATION 15: YOUTH TEAM SIZE**

- 15.01 No team under the jurisdiction of the Vice Chair Youth Field shall have more than twenty-five (25) signed players, except with special permission of the Field Directorate. The Field Directorate shall ratify such exceptions.
- 15.02 Minimum of number of registered players as per Regulation 13.07 (a).
- 15.03 Associations may not cap or waitlist any player until they have reached a roster size of 23.

### **REGULATION 16: YOUTH PLAYING UP**

- 16.01 A player may play up one division or calibre higher than that in which the player is registered, with the written permission of lower level coach.
- 16.02 A team may participate in a higher calibre sanctioned tournament without impacting team or player eligibility.

### **REGULATION 17: MOVEMENT – YOUTH TO SENIOR**

- 17.01 No player qualified to play within the jurisdiction of the Youth Division shall sign a senior player registration form.
- 17.02 If there is no league for an age group, a player may play up two age groups.
- 17.03 Violation of any of the above shall result in suspension of the Minor Coach and/or the Senior Coach of the team for whom the player played.
- 17.04 The coach is responsible to approve the call-up and to notify the Commissioner. The Senior Coach is to ensure that the call-up form has been signed by the Minor Coach authorizing the player.

### **REGULATION 18: YOUTH TEAM DISBANDING**

- 18.01 Proof of a team disbanding shall be written notification to their league chair and league commissioner. On proof of a team disbanding, players are automatically released. If said team is a member of an organized league, the players shall not join one team, but shall be distributed among the remaining teams of the league, by the Division Commissioner and League Committee, with written confirmation.
- Disbanding of a team means a team disbanding within a playing season, not after league season games are finished
- 18.02 Associations/teams must resubmit their team declarations if they have received disbanded players after the declaration date. If an association/team does not resubmit after receiving a disbanded player, it may result in that player being ineligible for Provincials. Timeframe to be determined by the Field Directorate

### **REGULATION 19: YOUTH - COACHES**

- 19.01 All leagues are required to have a position of "Coaching Coordinator". This person's role will be responsible:
- For the liaison between the BCLCG Vice-Chair Men's Field and the respective Association or Club Coaching Coordinators
  - To forward all coaching requirements and/or problems to the BCLCG.
  - To ensure all deadlines are adhered to by the Association or Club Coaching Coordinators
  - To act as a member of the Discipline Committee when required.
  - To attend all meetings of the BCLCG.

## **REGULATION 20: YOUTH - OFFICIALS**

- 20.01 For each scheduled League game, all member associations must provide on field and in uniform, a minimum of two referees, all of which must be certified as a field lacrosse referee for the current playing season.
- 20.02 All Associations must ensure that they have a minimum of one referee per age group, or equivalent, all of which must be certified as a field lacrosse referee for the current playing season. An exception may be brought to the Field Directorate prior to September 15<sup>th</sup> for those Associations experiencing difficulties in adhering to this rule.
- 20.03 Every league in British Columbia must have a League Chief Referee. The league must submit their selected candidate to the Head Referee of the BC Field Directorate for approval. Only after approval by the Head Referee shall the league's Chief Referee be recognized. If a candidate is not submitted to the BC Field Directorate Head Referee by October 1<sup>st</sup> of the playing year, the Chief Referee may be appointed by the BC Field Directorate Head Referee.
- 20.04 Every tournament held in British Columbia must have a Referee-In-Chief. The tournament organizers must submit a candidate to the BC Field Directorate Head Referee no later than four weeks prior to the start date of the tournament. If such a candidate is not nominated by said time, a Referee-in-Chief may be appointed by the BC Field Directorate Head Referee. The candidate will only be recognized as Referee-in-Chief of the tournament upon approval of the Head Referee of the BC Field Directorate. This will apply to all tournaments including Provincial Championships and International tournaments. This will also be the process through which a Referee-in-Chief will be nominated for National Championships and International Championships hosted in British Columbia.

## **REGULATION 21: YOUTH PLAYING RULES**

- 21.01 All games shall be played according to the playing rules set down by the Field Directorate, and ratified by the executive, prior to September 1st of the playing year.
- 21.02 The Field Directorate will instruct member associations they must adhere to the World Lacrosse rules, LC rules and policy, and to the BCLA Field Directorate Operating Policy as written.
- When traveling out of BCLA governed areas, teams must adhere to host governing rules as well as the BCLA Policies.
- 21.03 Where there are two teams from one Association playing in one league, there is to be no movement of players from one team to another, and back and forth, after October 31 of the playing year. If said infraction occurs after October 31 of the playing year, the player would be eligible for the player's registered team only. Any team found guilty of playing an ineligible player during a regularly schedule game shall forfeit all games won during which an ineligible player was a participant. Should this occur in the playoffs, then, only the games played in the playoffs will be awarded to the opposing side.
- 21.04 No team or player may be scheduled for, or play in, more than two regulation length games per day, and no more than three mini-games per day. Exceptions for goalies may apply.
- U7 – 4 x 8 minute quarters maximum  
U9 – 4 x 10 minute quarters maximum  
U11/U13/U15/U18 – 4 x 12 minute quarters maximum
- 21.05 Team standing in scheduled leagues shall be determined as follows:
- A win shall count for two points
  - All draws or tied games, one point to each team
- 21.06 In the event of a team defaulting a game, any legitimate expenses incurred as a consequence of the default shall be reimbursed by the defaulting association/club. The expenses will be paid to the non-offending association/club within thirty (30) days of the receipts received.

- 21.07 In the event of a defaulted game, the non-offending team shall be awarded a goal and shall be awarded two (2) points in league standings.
- 21.08 In the age groups of U9 and below, no player shall play more than one-half of the game at the positions of Attack or Big Stick.
- 21.09 In the age groups of U9 and below, no team shall play a stationary zone defence within their defensive restraining line when the teams are at even strength.
- 21.10 If a game cannot be completed (weather, lightening, medical, etc.) it will be considered completed if 3 complete quarters or 75% of the playing time has elapsed. A game that has not reached the 75% requirement, is considered a suspended game, and if this game is replayed on another day it must be replayed from the beginning. The final decision on whether a game is complete or suspended is made by the game official and must be noted and initialed on the game sheet by the official making the ruling.

## **REGULATION 22: YOUTH CHAMPIONSHIPS AND U11 PROVINCIAL TOURNAMENT**

- 22.01 (a) The Provincial championships of the Field Lacrosse Directorate shall consist of the U18, U15 and U13 series in Tier 1 and Tier 2, if deemed desirable by the Field Lacrosse Directorate.
- (b) A Provincial tournament shall be held for all teams in BC at the U11 age division, if deemed desirable by the Field Lacrosse Directorate.
- 22.02 The winners of the Provincial Championship shall be declared British Columbia Champions.
- 22.03 (a) At the scheduled meetings, the Field Directorate may decide the number of teams to enter the Provincial Championships.
- (b) All leagues will play down to the following allotted number of teams per tier:
- |                  |         |
|------------------|---------|
| Lower Mainland   | 5 Teams |
| Vancouver Island | 2 Teams |
| Interior         | 1 Team  |
- (c) Numbers may be altered by the Field Directorate to fill any vacancies or to make allowances for participation by leagues in developing areas.
- Only one team from a developing area may participate if all spots are allotted. If more than one team declares from a developing area, then a playdown occurs to fill the allotted spot. If this is not feasible, then the Field Directorate will determine which team will be allotted the spot.
- (d) Where there is a vacant Provincials position, top ranked/seeded teams from either of the remaining leagues (i.e., PCFLL, VIYFLL, IYFLL) who have not yet already obtained a spot for Provincials will play a single "Wild Card" game (LC rules) to determine who will fill that vacancy. This game will be played at a neutral field as determined by the Field Directorate. When the Provincial Division Host League or Association has a team from their area ( i.e., PCFLL indicates a Burnaby team), the tier or division playing in the "Wild Card" game, the travelling team will be the Provincial Host Association or that League's team. If the "Wild Card" game is not able to be played due to weather related events and/or field closure, the BCLA tie break rule number 9 in the Provincial Directive will be implemented. This means the Field Directorate will draw a team name for the final Provincial position from the two eligible "Wild Card" teams.
- 22.04 **Host Obligations**  
It shall be the duty of any group hosting a Provincial Championship to ensure that the bench officials will be of neutral standing for any game which:
- determines finalists for a provincial championship

- determines a provincial champion
- determines any medal winner

This shall be ensured and enforced by the Chair of the tournament and/or the Referee-in-Chief of the tournament.

#### 22.05 **Control**

- (a) The control of all Provincial Championships is the responsibility of the Convener who shall be appointed by the Field Directorate.
- (b) The Field Directorate will have the final authority, with rationale, to make sure the teams are placed in the appropriate tiers for Provincial Championship games to the best of its ability. This placement would take place at the December meeting of the Field Directorate following the declaration deadline. Should a team be moved, they would have the opportunity to withdraw their declaration by 4 pm on the second Friday in January, without fines (indicated in 22.10).

The Vice Chair-Youth will notify by electronic means the League Chair and the Association President of the team's tier change within 48 hours of the December meeting. Field Directorate rationale is to be documented and made available to the affected League Chair, Association President and Commissioner within 48 hours of the December meeting.

22.06 Applications for upcoming year to host provincials are due to the Field Directorate Chair by August 15th along with budget. Announcement of who will be hosting provincials shall be made no later than November 1<sup>st</sup> of the current playing season.

22.07 Qualifiers will be declared as per Playoff Directive.

#### 22.08 **Eligibility**

To be eligible to play in a provincial championship tournament, a team must have played a minimum of eight league, sanctioned tournament games, or playoff games, or combination of, during the current year as a team. Exceptions will be reviewed by the Field Directorate.

**PLEASE NOTE:** In the case of the development areas in BC (i.e., Zones 1,7,8), the exception to this rule will apply to facilitate growth in underdeveloped field lacrosse areas of the province.

To be eligible to play in a Provincial Championship tournament, a player playing up a division or calibre must have played a minimum of three league, sanctioned tournament games, or playoff games, or combination of, during the current year with that team. Proof of game sheets must be presented to the playoff director, upon checking in at the provincials. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.

Youth players can only participate in one Youth Provincial Championship. Youth Players must have played in a minimum of fifty percent (50%) of all scheduled league games with that team, excluding players playing up one age group or calibre. In the event a player is injured during the season an exception may be made upon receipt of a doctors note covering the dates of the injury and indicating clearance to return to play. This must be given to the coach of the players team and the commissioner must be notified. This exception must be forwarded to the Field Directorate at least one week prior to provincials for review. Exceptions can be made for the position of goaltender. All exceptions must be approved by the Field Directorate.

A league must operate successfully for three (3) consecutive years to be considered viable and eligible for national championships.

#### 22.09 **Declaration Forms**

The BCLA Office must receive declaration forms for provincials along with an attached roster and payment for entry into provincial playdowns by the date set by the Field Directorate for the playing season. Failing this will result with the said team becoming ineligible for the provincial playdowns and provincials of the playing year.

If a team withdraws from participating in the Provincial Championship Tournament after declaring, the parent club shall be subject to a \$1,500.00 fine per team that withdraws. Additionally, if a team withdraws within 14 days prior to the start of the Provincial Championship Tournament, the parent club shall be subject to a \$3,000.00 fine per team that withdraws. Outstanding fines not paid by the first day of registration of the following season will result in all player registrations for that association to be suspended until the fine is paid. All withdrawals must be made in writing by the Parent Club.

If a team withdraws from the U11 Provincial tournament after declaring, the parent club shall be subjected to a \$500 fine per team that withdraws if that team withdraws less than 14 days prior to the start of the tournament. Outstanding fines not paid by the first day of registration the following season will result in all player registrations for that association to be suspended until the fine is paid.

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

The registered player names recorded on the declaration form will form the final roster for Provincial Championships and the only changes permitted will be to delete registered players who will not be participating due to not meeting qualification requirements, injury, etc. or to add any call-up players who have met the minimum requirements of the youth league.

**22.10 Venue**

It is the responsibility of the Field Directorate to set dates and places of all provincial championships. The locations shall be chosen from applications received from Associations, Clubs, or Zones wishing to host all levels of play. The host responsibilities of the Associations, Clubs or Zone to host provincial championships will be declared by the Field Directorate.

**22.11 Trophies**

Medals, plaques and awards will be provided by the BCLA for all championships. Gold, Silver and Bronze, as well as participation gifts, will be awarded in the U18, U15 and U13 Field provincial championships. Individual MVP awards will be supplied for one player of each team per game, in all U18, U15 and U13 divisions. There will also be one Tournament All- Star chosen for each Tier #1 and Tier #2 Provincials. The ordering of trophies through the BCLA Office and distribution will be the responsibility of the Field Directorate. Provincial Hosts will supply qualified Bench Officials and a committee room for all officials. Provincial Hosts will be reimbursed expenses for field time, balls and referees.

22.12 The coach of record may be substituted only as per section 1.03 of the BCLCG Operating Policy.

22.13 The financing of the Field Lacrosse Provincial Championships will be declared by the BCLA Field Provincial Host Agreement. Any sponsorship secured by the BCLA shall in no way restrict the ability of any association, club or zone to host the U18, U15 and U13 Field Provincial Championships.

22.14 Youth Provincial Championships must be held on a non-conflicting weekend than the Senior Men's or Masters Provincial Championships and will be held on or after the last week of January and not later than the last weekend of March.

## **REGULATION 23: YOUTH PROVINCIAL TRAINING CAMPS**

23.01 Provincial Training Camps for the purpose of selecting players to attend National Training Camps and/or to participate on Provincial teams shall come under the direction of the Field Lacrosse Directorate in cooperation with member associations.

- 23.02 (a) This includes any National Invitational Tournaments in all divisions.  
(b) To be eligible to participate in a Provincial Training Camp, players must have been duly registered within the Field Lacrosse Directorate for the previous playing season.

**Please Note:** BY-LAW IX: COMMITTEES, (i) Team BC Committee, supercedes REGULATION 23.

## REGULATION 24: YOUTH TIMELINE

**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.

<b>December</b>	Provincial Declaration Forms due (2 <sup>nd</sup> Friday in December)
<b>January 1</b>	Date for determining age level of playing year. (General Reg. 10, FD 3.01)
<b>Jan-Mar</b>	Youth Provincials (FD 22.15)
<b>April</b>	Field Directorate Special Session (FD 11.01)
<b>August 15</b>	Applications for hosting Youth Provincials in next playing year. (FD 22.06)
<b>September</b>	First Nations Trophy/Alumni Cup - Labour Day Weekend
<b>October 1</b>	Deadline for coaches Form 100M and fees to BCLA Office or will be subject to fine. (BCLCG 1.02, 11.03)
<b>October 11</b>	Final date of registration of coach for playoffs (BCLCG 2.03, 11.03)
<b>October 31</b>	Last date for player movement (FD 13.05) Youth registration cards and fees due to BCLA Office. (FD 13.05)
<b>November 30</b>	Youth registration closed. (FD 13.05, 13.07)

Exact dates to be determined by the Field Directorate Executive (March, April, Sept)



## **APPENDIX A:**

### **BCLA FIELD DIRECTORATE POSITION AND ZONE DEFENCE RULES**

#### **RE: Field Directorate Operating Policy Playing Rules Sections 21.08 and 21.09**

1. All Field Association Coach Coordinators will be advised that they are responsible for the actions of their coaches. They are also to advise **all coaches** in their association that the violation of section 21.08 and 21.09 is **prohibited** in BC Youth Field Lacrosse, as per current operating policy and such action can result in suspension.
2. If any Zone/Association Coaching Coordinator, League Commissioner, BCLCG Executive Member, or Field Directorate Executive, clearly determines a coach is in violation of section 21.08 or 21.09 they are to advise by phone or electronic means the VP of Youth Field Lacrosse for the BCLCG. The VP Youth Field Lacrosse will formally advise the Association Coaching Coordinator/Head Coach and/or President of the incident and it will be their responsibility to ensure that the Coach has been warned and the first infraction has been recorded.
3. If the Coach is again found to be in violation of 21.08 or 21.09 by the above named persons in Paragraph 2, they will advise the VP of Youth Field Lacrosse for the BCLCG. If this is the second infraction the VP Youth Field Lacrosse will advise the League Commissioner to assess an immediate TWO-GAME Suspension, which is not appealable.
4. If found a third time, the Coach will receive an automatic FIVE-GAME Suspension from the commissioner and must attend a hearing called by the Coaches Association. This hearing may determine the future status of that Coach within the BCLCG.
5. It is the responsibility of the Field Directorate Vice Chair - Youth Field to ensure that a complete up-to-date record of such infractions is kept both by the BCLCG and the BCLA Technical Director.

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## SENIOR MEN'S FIELD OPERATING POLICY

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**Please Note: All General Regulations (Regulations 1-12) apply equally to all sectors of Youth, Senior Men's and Women's Field Lacrosse in addition to sector specific Regulations.**

### REGULATION 25: SENIOR PLAYING DIVISIONS

- 25.01 The Field Lacrosse Directorate shall govern, promote and supervise competition for league play and the Provincial Finals in the following divisions:

Senior Men's

Open

All ages are determined as of January 1 of the playing year.

### REGULATION 26: SENIOR PLAYER AND COACH REGISTRATION

- 26.01 Only associations or clubs registered with the BCLA may sign players. These may be Field Clubs or Executive branches of existing lacrosse clubs.
- 26.02 Registration of the above association and other obligations to the BCLA shall entitle an association to register players with the Field Directorate.
- 26.03 The Club/Association must submit Senior field registration on-line lists, cards and required fees to the BCLA Office by December 1 of each playing year (Sept - Aug). Additional Senior Field players may be added, and the date will be determined by the Field Directorate at the beginning of each season.
- 26.04 All players signing certificates and all clubs/associations 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.
- 26.05 (a) A team must have a minimum of ten (10) registered players by the start of the playing season; otherwise, that team will be disallowed from regular scheduled games.
- (b) Any team found guilty of playing an unregistered player during a regularly scheduled game shall forfeit all games won during which said player was a participant.
- (c) Any team may register more players until the final registration deadline date of the playing season, and at that time, an updated team list must be sent to the BCLA Office.
- (d) All players must be registered on-line and their registration cards must be into the Field Registrar within forty-eight (48) hours of their first game with a signed waiver and player code of conduct.
- 26.06 No player may sign with two associations in any year.
- 26.07 All coaches in the Field Directorate shall comply with the regulations and certification outlined in REGULATION 12 of the BC Lacrosse Coaches Technical Support Group Operating Policy.
- 26.08 (a) Each team will be required to submit a completed BCLA Registration form for each player on the team along with the appropriate BCLA fee prior to the registration deadline as per BCLA General Operating Policy Regulation 7.01.
- (b) In the event that a team does not meet the deadline date for registration as outlined by the Division level, the BCLA Field Directorate has the option to disperse those individual players that have met the registration requirements amongst the remaining teams within the league at their sole discretion. Players are not considered transferred to the new team they have been placed with. The registration cards and fees must be paid prior to placement.

- (c) Players that are placed by the BCLA Field Directorate with another team within the league may participate in the Provincial Championships providing they meet the qualifications of the league or division for a combined minimum number of games with the original registered team and the placement team or as authorized by the BCLA Field Directorate.
- (d) The original team will remain suspended until such time as the registration cards and fees have been submitted to the BCLA for any remaining players on record as playing in a minimum of one league game. Any applicable league fees must also be paid in full for a team to be considered back in good standing. Players who have not paid their team fees to the suspended team under the jurisdiction of the BCLA shall remain suspended and may not register with any subsequent team until the payment has been made and is on record with the BCLA Field Directorate. Team and player suspensions will carry forward into the next season(s) and in other BCLA jurisdictions until paid in full as per BCLA General Operating Policy Regulation 11.01: Suspensions and Discipline.

### **REGULATION 27: SENIOR TEAM SIZE**

- 27.01 Minimum of ten (10) registered players per team. No team under the jurisdiction of the Vice Chair, Senior Men's Field shall have more than thirty (30) signed players, except with special permission of the Field Directorate.

### **REGULATION 28: MOVEMENT – YOUTH TO SENIOR**

- 28.01 No player qualified to play within the jurisdiction of the Youth Division shall sign a senior player registration form.
- 28.02 Notwithstanding the forgoing, a Youth Field player of U18 age may play up in a higher league with permission of the Youth player's coach, who must notify the U18 Division Commissioner. A one-game permit must be completed and submitted with the game sheet to the Senior Men's League Commissioner.
- 28.03 Violation of any of the above shall result in suspension of the Minor Coach and/or the Coach of the Senior team for whom the player played. The Minor Coach is responsible to approve the call-up and to notify the Commissioner. The Senior Coach is to ensure that the call-up form has been signed by the Minor Coach authorizing the player.

### **REGULATION 29: SENIOR TEAM DISBANDING**

- 29.01 Proof of a team disbanding shall be written notification to the Registrar and the League Commissioner. On proof of a team disbanding, players are automatically released. If said team is a member of an organized league, the players shall not join one team, but shall be distributed amongst the remaining teams of the league, at the discretion of the League Commissioner, with written confirmation.  
  
Disbanding of a team means a team disbanding within a playing season, not after league season games are finished.

### **REGULATION 30: SENIOR OFFICIALS**

- 30.01 For each scheduled League game, all member associations must provide on field and in uniform, a minimum of two referees, all of which must be certified as a field lacrosse referee for the current playing season.
- 30.02 Every league in British Columbia must have a League Chief Referee. The league must submit their selected candidate to the Head Referee of the BC Field Directorate for approval. Only after approval by the Head Referee shall the league's Chief Referee be recognized. If a candidate is not submitted to the BC Field Directorate Head Referee by October 1 of the playing year, a Chief referee may be appointed by the BC Field Directorate Head Referee.

- 30.03 Every tournament held in British Columbia must have a Referee-In-Chief. The tournament organizers must submit a candidate to the BC Field Directorate Head Referee no later than four weeks prior to the start date of the tournament. If such a candidate is not nominated by said time, a Referee-In-Chief may be appointed by the BC Field Directorate Head Referee. The candidate will only be recognized as Referee-In-Chief of the tournament upon approval of the Head Referee of the BC Field Directorate. This will apply to all tournaments including Provincial Championships and International tournaments. This will also be the process through which a Referee-In-Chief will be nominated for National Championships and International Championships hosted in British Columbia.

## **REGULATION 31: SENIOR PLAYING RULES**

- 31.01 All games shall be played according to the playing rules set down by the Field Directorate, and ratified by the executive, prior to September 1st of the playing year.
- 31.02 The Field Directorate will instruct member associations they must adhere to the World Lacrosse rules, LC rules and policy, and to the BCLA Field Directorate Operating Policy as written.
- 31.03 Where there are two teams from one Association playing in one league, there is to be no cross-over of players from one team to another, and back and forth, after November 1 of the playing year. If said infraction occurs after November 1 of the playing year, the player would be eligible for the player's registered team only. Any team found guilty of playing an ineligible player during a regularly schedule game shall forfeit all games won during while an ineligible player was a participant and will be subject to any league disciplinary fines.
- 31.04 No more than two regulation length games per day and no more than three mini-games (4 x 12 minute quarters maximum) per day will be scheduled for each team during tournament play.
- 31.05 The goal average formula will be used in the playdowns and Provincial Championships when deemed necessary by the Convener and the Field Directorate Vice-Chair - Senior Men's Field. 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.
  - (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.

- 31.06 In the event of a team defaulting a game, any legitimate expenses incurred as a consequence of the default shall be reimbursed by the defaulting association/club. The expenses will be paid to the non-offending association/club within 30 days of the receipts received.
- 31.07 In the event of a defaulted game, the non-offending team shall be awarded a goal and shall be awarded two (2) points in league standings.
- 31.08 If a game cannot be completed (weather, lightening, medical, etc.) it will be considered completed if 3 complete quarters or 75% of the playing time has elapsed. A game that has not reached the 75% requirement, is considered a suspended game, and if this game is replayed on another day it must be replayed from the beginning. The final decision on whether a game is complete or suspended is made by the game official and must be noted and initialed on the game sheet by the official making the ruling.

## REGULATION 32: SENIOR CHAMPIONSHIPS

- 32.01 Applications for upcoming year to host provincials are due to the Field Directorate Chair by August 15 along with budget.
- 32.02 The Championships of the Field Lacrosse Directorate shall consist of the Senior series deemed desirable by the Field Lacrosse Directorate.
- 32.03 The winners of the playoffs shall be declared British Columbia Champions.
- 32.04 The declared British Columbia Champions will have thirty days to announce that they will represent British Columbia in the LC National Championships. If no commitment has been received from the declared Champions, the second place team will then have the opportunity to represent British Columbia. If neither the first or second place team commits to participate, the BCLA Field Directorate may determine a representative to attend the LC National Championships.
- 32.05 At the scheduled meetings, the Field Directorate may decide the number of teams to enter the Provincial Championships.
- 32.06 **Host Obligations.** It shall be the duty of any group hosting a Provincial Championship to ensure that the bench officials will be of neutral standing for any game which:
- determines finalists for a provincial championship
  - determines a provincial champion
  - determines any medal winner
- This shall be ensured and enforced by the Chair of the tournament and/or the Referee-In-Chief of the tournament.
- 32.07 **Jurisdiction.** The jurisdiction of all Provincial Championships is the responsibility of the Senior Men's Vice Chair of the BCLA Field Directorate in conjunction with the BCLA Vice President – Operations.
- 32.08 Qualifiers will be declared as per Playoff Directive.
- 32.09 Provincial Championships shall be held for qualifying Senior Men's divisions. Senior Provincial Championships must be held on a non-conflicting weekend than the Youth or Masters Provincial Championships.
- 32.10 **Eligibility.** To be eligible to play in a Provincial Championship tournament, a registered team player must have played a minimum of six league, sanctioned tournament games, or playoff games, or combination of, during the current year with that team. Proof of game sheets must be presented to the Senior Men's Field Chair or designate, upon checking in at the provincials. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.
- A call-up must have a minimum of three (3) league games supported by game sheets.
- Teams wishing to participate in Provincial Tournaments from an area with without a league must apply to the Vice Chair - Senior Men's Field who will bring it forward to the BCLA Field Directorate for approval. Qualifying league games may be waived in developing areas.
- 32.11 **Declaration Forms.** Declaration forms for provincials attached with a roster and payment of the entry fee payable to the Host Association of said teams to enter provincial playdowns not received by the BCLA Office by the set date by the Field Directorate for the playing season will result in the team being declared ineligible for the provincial playdowns and Provincials of the current playing season.
- Declaration forms will not be accepted if the team has declared to play in a division lower than their League placement.

If a team withdraws from participating in the Provincial Championship Tournament after declaring, the club shall be subject up to a \$1,500.00 fine for each team that withdraws. Outstanding fines not paid by the first day of registration of the following season will result in all player registrations for that club to be suspended until the fine is paid.

The registered player names recorded on the declaration roster form must be submitted to the BCLA Office no later than 14 days prior to the Senior Men's Field Provincial Championships and will form the final roster for Provincial Championships. The only changes permitted will be to delete registered players who will not be participating due to not meeting qualification requirements, injury, etc. or to add any call-up players who have played a minimum of three games in the league as supported by game sheet records.

- 32.12 **Venue.** It is the responsibility of the Host Association to set dates and places of the Senior Men's Provincial Championships. The date will not be later than April 30. The host responsibilities of the Associations, Clubs or Zone to host provincial championships will be declared by the Field Directorate.
- 32.13 **Awards.** Gold, Silver and Bronze Medals will be provided by the BCLA as per the approved BCLA budget for the Senior Men's Provincial Championship. The ordering of trophies and distribution will be at the discretion of the Host Association.
- 32.14 The financing of the Senior Men's Field Lacrosse Provincial Championships will be declared by the BCLA Field Provincial Host Agreement. Any sponsorship secured by the BCLA shall in no way restrict the ability of any association, club or zone to host the Provincial Championships.
- 32.15 The coach of record may be substituted only as per section 1.03 of the BCLCG Operating Policy.

### REGULATION 33: SENIOR PROVINCIAL TRAINING CAMPS

- 33.01 Provincial Training Camps for the purpose of selecting players to attend National Training Camps and/or to participate on Provincial teams shall come under the direction of the Field Lacrosse Directorate in cooperation with member associations.
- 33.02 To be eligible to participate in a Provincial Training Camp, players must have been duly registered within the Field Lacrosse Directorate for the previous playing season.

### REGULATION 34: SENIOR TIMELINE

**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.

<b>January 1</b>	Date for determining age level of playing year. (Gen Reg 10, FD 3.01 & Sr. Men's 25.01)
<b>TBA</b>	Last date for registering Men's players (to be decided by the Field Directorate at the beginning of each season depending on playing season)
<b>TBA</b>	Provincial Declaration Forms due to BCLA Office (to be decided by Field Directorate at the beginning of the season depending on when Easter falls)
<b>March</b>	Final declaration roster due to the BCLA Office 30 days prior to the Senior Men's Field Provincial Championships.
<b>April</b>	Men's Provincials (FD Sr. Men's 32)
<b>April</b>	Field Directorate Special Session (FD 11.01)
<b>June 15</b>	Applications for hosting tournaments for upcoming playing year due.
<b>June 30</b>	Deadline for submitting league agreements to Field Directorate (FD 1)
<b>August 15</b>	Applications for hosting Men's Provincials in the next playing year. (FD Sr. Men's 32.01)
<b>October 1</b>	Deadline for coaches Form 100M and fees to BCLA Office or will be subject to fine. (BCLCG1.02, 6.03)
<b>October</b>	Senior Men's LC National Championships – Thanksgiving Weekend
<b>November 1</b>	Last date for cross-over of players. (FD Sr. Men's 31.03)
<b>December 1</b>	Senior Men's registration cards and fees due to BCLA Office. (FD Sr. Men's 26.03)
Exact dates to be determined by the Field Directorate Executive (April, Oct)	

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## **WOMEN'S FIELD OPERATING POLICY**

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**Please Note: All General Regulations (Regulations 1-12) apply equally to all sectors of Youth, Senior Men's and Women's Field Lacrosse in addition to sector specific Regulations.**

### **REGULATION 35: WOMEN'S PLAYER AND COACH REGISTRATION**

- 35.01 Only associations or clubs registered with the BCLA may sign players. These may be Field Clubs or Executive branches of existing lacrosse clubs.
- 35.02 Registration of the above association and other obligations to the BCLA shall entitle an association to register players with the Field Directorate. The Women's Field season shall be September-August.
- 35.03 The onus of being properly registered is the responsibility of the Associations or teams, and not the BCLA.
- 35.04 Each Association is responsible to enter and maintain the Association's players on the BCLA on-line player database. Associations with less than 40 players are encouraged to use the BCLA on-line registration system, and those with 41 or more players are required to use the BCLA on-line registration system (whereby parents register on-line with their local Field Lacrosse Association).
- 35.05 (a) The Club/Association must submit one copy of each player's BCLA-approved, completed Women's Field registration form and waiver for those players who register manually. Also required is a team list generated from the on-line database and any applicable signed supporting forms (Player Transfers, Playing Down forms) and required fees to the BCLA Office by October 31 of each playing year (Sept-Aug).
- (b) Each Association will submit to the BCLA Office, prior to October 31 of each playing year, a team list generated from the on-line database for each team in the Association. One hard copy of each manual registration and waiver form is required with the Team List (it is not necessary to print/submit copies of the on-line registrations). The manual player registration form must be signed by the parent/guardian and the Association Registrar. Failure to comply with said dates will result in the offending Association to be fined \$250.00 and another \$250.00 for each additional seven-day period that the registration forms are not received. For any subsequent paperwork corrections required by the Field Directorate Lacrosse Registrar, this must be submitted by December 1 of the playing year or the Association's team(s) will be unable to declare for provincials.
- (c) The Club/Association must submit one copy of each player's BCLA-approved, completed Senior Women's Field registration form and waiver for those players who register manually. Also required is a team list generated from the on-line database and any applicable signed supporting forms (Player Transfers, Playing Down forms) and required fees to the BCLA Office by April 30 of each playing year.
- 35.06 All players signing certificates and all clubs/associations 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.
- 35.07 (a) U8 teams must have a minimum number of four (4) registered players; U12 teams must have a minimum number eight (8) players and U15 and U19 teams must have a minimum of ten (10) players by the start of the playing season otherwise, that team will be disallowed from the regular scheduled games.
- (b) Any team found guilty of playing an unregistered player during a regularly scheduled game shall forfeit all games won during which said player was a participant. The home Association will be fined \$250 if a player has played is found to be unregistered, defined

- as registered in the BCLA player database and all required, completed forms in the hands of the League Registrar (prior to Oct 31 deadline) or BCLA Registrar.
- (c) No player registrations will be accepted after October 31 without first obtaining the League's approval. Additional Women Field players may be added up to November 30 upon approval of the League Commissioner and League Executive.
  - (d) All players must be registered on-line and their registration cards must be in to the Field Registrar within forty-eight (48) hours of their first game. An electronic copy of the registration card must be received by the League Registrar, Field Registrar, and Division Commissioner prior to the player's first game.
  - (e) To register these late players, the association will obtain approval from the League Commissioner. The Association Registrar or the League Registrar will provide an electronic copy of the registration to the Field Directorate Registrar supplying the player's name, address, birthdate, medical number, insurance waiver, and applicable team information. The Field Directorate Registrar will add the player's name to the appropriate team list and update the registration database. Within five (5) days the Association Registrar or the League Registrar will provide to the BCLA Office the original registration forms.
- 35.08 (a) No player may sign with two associations in any year (unless properly released).  
 (b) Female players wishing to play Youth Field Lacrosse and Women's Field Lacrosse within the same season may do so provided they register for both disciplines with their home association. Female players may request one release per discipline from their home association. Associations and Commissioners are encouraged to grant such releases in order to facilitate play in Women's Field Lacrosse.
- 35.09 For those players attending a specialized or academy school that is far enough from their principle residence that they must live away from their immediate family and be billeted, will provide proof of school attendance in way of a school transcript. The billeted address will be recorded in the comments section in the registration database if the home address is being used as the address. The player will be placed where the commission feels it would be in the best interest of the League. If the player wishes to move back to the player's original home Association before the November 30 deadline, Policy 13.08 will apply.
- 35.10 All coaches in the Field Directorate shall comply with the regulations and certification outlined in REGULATION 11 of the BC Lacrosse Coaches Technical Support Group Operating Policy.
- 35.11 The club Registrar shall provide Team Rosters for all club teams to League Commissioners by the end of October 31<sup>st</sup>. League Commissioners are responsible to report discrepancies between association-supplied rosters and team-supplied rosters (game sheet roster) to the Association President as well as their League Chair.

## **REGULATION 36: WOMEN'S MOVES**

All players must sign and play with the associations which administers lacrosse within the boundaries in which that player permanently resides.

- 36.01 Upon request, a parent or legal guardian may be required to provide two (2) of the residency validation documentation below, if requested by the association registrar or the league. All bills must be current. Accepted documentation is:
1. Property tax bill where the primary residency grant has been claimed
  2. Hydro Bill
  3. Gas Bill
  4. Cable or Satellite Bill
- If none of the above documents can be provided because the parent/guardian rents and does not pay own utilities, then the following shall apply.
1. A letter from the Landlord verifying rental agreement AND



2. Driver's License or other Government issued ID with current address

- 36.02 In cases where the player's parents/guardians have joint custody (proof shall be provided in writing to an Association President and Registrar) and the child lives with both parents, residency shall be based on the residence in which the child spends the majority of time. If the custody arrangement is 50/50 and the parents live in different Association boundaries, the child can choose which Association that the child will play with in the first year. In subsequent years, in order to change Associations, both parents must provide a Statutory Declaration which states which parent the child is living with, the address where the child currently resides, and which school the child is attending. At any time, if further confirmation is required to verify school attendance, the parent, upon request, will provide a letter of authorization to the school directing the school to provide the BCLA representative with information as to the address of the player.
- 36.03 If a player does not want to play with the home association, the player must obtain a release from the home association. With the written permission of the player's home association, local league may approve a move to an association other than that in which the player lives. A copy of the release must accompany the team registration form to the Field Registrar and the BCLA office.
- 36.04 If there is a dispute, the League, after receiving a formal written request from the player's parent or guardian, will have the right to place the disputed player to an association where the League feels would be in the best interest of the league and the player.
- 36.05 If the player has played the two previous consecutive seasons with same association as an eligible player (living within that association's home areas or properly released), the player is considered grandfathered with that association and has the option of signing and playing with either the player's home association or the association the player previously played for.
- 36.06 If an association signs an ineligible player the team of this ineligible player will forfeit all points earned until the player has been correctly registered.
- 36.07 A player who is signed with an association and moves to another area during the playing season must receive permission from the Division Commissioner of the player's new area before the player is eligible to play with a team in the new area.
- If, after the declaration date, the team in which said player will be playing for will be allowed to resubmit their team declaration.
- 36.08 Where no team is available within the players' age group, the player may play for another association with written release from the player's home association and written approval by the local league for the current playing season only. This release may not be counted as a grandfathering year. A copy of the release must accompany the team registration form to the Field Registrar and the BCLA office.
- 36.09 No player may play with two associations in any year unless the requirements of Regulation 13.08, 35.08 or 36 are satisfied.
- 36.10 If there is a dispute, the League will have the right to place the transferring player to the association where the League and Division Commissioner feel it would be in the best interest of the league and the player.
- 36.11 Neighbouring associations may agree to boundaries that are different from municipal boundaries. A copy of the agreement must be filed with the League and a copy given to the BCLA Office for safekeeping. (This does not disallow any previously established boundaries agreed upon).

- 36.12 Any player found participating in any lacrosse-related activities with a team that the player is not officially registered with will have the player's release request automatically denied.

### **REGULATION 37: WOMEN'S TEAM SIZE**

- 37.01 No team under the jurisdiction of the Field Directorate shall have more than twenty (20) signed players except with special permission of the Field Directorate. The Field Directorate shall ratify the exceptions.
- 37.02 The U15, U19 and Senior Women's division teams must have a minimum of ten (10) registered players per team. The U8 division team must have a minimum of four (4) registered players. The U12 division must have a minimum of eight (8) registered players.
- All divisions (U8, U12, U15 U19 and Senior Women's) may have a game roster of up to eighteen (18) (Rule 5, World Lacrosse Women's Official Rules)
- 37.03 Associations may not cap or waitlist any player until they have reached a roster size of twenty (20).

### **REGULATION 38: WOMEN PLAYING UP**

- 38.01 A player may play up one division or calibre higher than that in which the player is registered, with the written permission of lower level coach.
- 38.02 A team may participate in a higher calibre sanctioned tournament without impacting team or player eligibility.

### **REGULATION 39: WOMEN'S MOVEMENT – U19 TO SENIOR**

- 39.01 No player qualified to play within the jurisdiction of the U19 Division shall sign a senior player registration form. The player may have the registration form transferred to the Vice Chair – Women's Field after the following conditions are met:
- Letters of agreement to the transfer, from the player, the player's parent/guardian, the player's home association and the Senior team the player wishes to transfer to, along with a letter requesting approval, shall be forwarded to the Field Directorate, and shall notify the appropriate Commissioner.
- 39.02 Notwithstanding the forgoing, a U19 Field player may play up in a higher league with permission of the U19 player's coach, who must notify the Vice Chair of Women's Field.
- Violation of any of the above shall result in suspension of the player and the coach of the Senior team for whom the player played.

### **REGULATION 40: WOMEN'S TEAM DISBANDING**

- 40.01 Proof of a team disbanding shall be written notification to the league chair and the league commissioner. On proof of a team disbanding, players are automatically released. If said team is a member of an organized league, the players shall not join one team, but shall be distributed among the remaining teams of the league, at the discretion of the Division Commissioner, with written confirmation.
- Disbanding of a team means a team disbanding within a playing season, not after league season games are finished.

- 40.02 Associations/teams must resubmit their team declarations if they have received disbanded players after the declaration date. If an Association/team does not resubmit after receiving a disbanded player, it may result in that player being ineligible for Provincials. Timeframe to be determined by the Field Directorate.

### **REGULATION 41: WOMEN'S COACHES**

- 41.01 All leagues are required to have a position of "Coaching Coordinator". This person's role will be responsible:
- For the liaison between the BCLCG Vice-Chair Women's Field and the respective Association or Club Coaching Coordinators
  - To forward all coaching requirements and/or problems to the BCLCG.
  - To ensure all deadlines are adhered to by the Association or Club Coaching Coordinators
  - To act as a member of the Discipline Committee when required.
  - To attend all meetings of the BCLCG.

### **REGULATION 42: WOMEN'S OFFICIALS**

- 42.01 For each scheduled League game, each team must provide on field and in uniform, at least one certified women's field umpire.
- 42.02 All associations must ensure that each of their teams has a minimum of two (2) women's field lacrosse umpires, certified for the current playing season, available for officiating hosted games. All umpires must be certified by November 11<sup>th</sup> of the current playing season.
- 42.03 Every league in British Columbia must have a League Chief Umpire. The league must submit their selected candidate to the Head Umpire of the BC Field Directorate for approval. Only after approval by the Head Umpire shall the league's Chief Umpire be recognized. If a candidate is not submitted to the BC Field Directorate Head Umpire by October 1 of the playing year, a Chief umpire may be appointed by the BC Field Directorate Head Umpire.
- 42.04 Every tournament held in British Columbia must have an Umpire-In-Chief. The tournament organizers must submit a candidate to the BC Field Directorate Head Umpire no later than four weeks prior to the start date of the tournament. If such a candidate is not nominated by said time, an Umpire -In-Chief may be appointed by the BC Field Directorate Head Umpire. The candidate will only be recognized as Umpire -In-Chief of the tournament upon approval of the Head Umpire of the BC Field Directorate. This will apply to all tournaments including Provincial Championships and International tournaments. This will also be the process through which an Umpire -In-Chief will be nominated for National Championships and International Championships hosted in British Columbia.

### **REGULATION 43: WOMEN'S PLAYING RULES**

- 43.01 All games shall be played according to the playing rules and World Lacrosse approved crosse and pocket list set down by the Field Directorate, and ratified by the executive, prior to September 1st of the playing year.
- 43.02 The Field Directorate will instruct member associations they must adhere to the World Lacrosse rules, LC rules and policy, and to the BCLA Field Directorate Operating Policy as written.
- When traveling out of the BCLA governed areas, teams must adhere to host governing rules as well as the BCLA Policies.
- 43.03 Where there are two teams from one Association playing in one Women's Field/Senior Women's Field Lacrosse League, there is to be no cross-over of players from one team to another, and back and forth, after October 31 of the playing year for Women's Field Lacrosse teams and April

30 of the playing year for Senior Women's Field Lacrosse teams. If said infraction occurs after October 31 of the Women's Field playing year or April 30 of the Senior Women's playing year, the player would be eligible for the player's registered team only. Any team found guilty of playing an ineligible player during a regularly scheduled game shall forfeit all games won during which an ineligible player was a participant. Should this occur during provincials, then only the games played in the provincials will be awarded to the opposing side.

- 43.04 Team standing in scheduled leagues shall be determined as follows:  
A win shall count for two points  
All draws or tied games, one point to each team
- 43.05 In the event of a team defaulting a game, any legitimate expenses incurred as a consequence of the default shall be reimbursed by the defaulting association/club. The expenses will be paid to the non-offending association/club within thirty (30) days of the receipts received.
- 43.06 No team or player may be scheduled for, or play in, more than two regulation length games per day. Exceptions for goalies may apply.
- 43.07 Rules for Women's Field will be stated in the Field Directorate's Provincial Directive included in the coaches package and may be amended by the Field Directorate if necessary. These rules will be binding upon all play during provincials.
- 43.08 In the event of a defaulted game, the non-offending team shall be awarded a goal and shall be awarded two (2) points in league standings.
- 43.09 All Women's teams must be balanced when in a non-tiered league. When an Association has two or more teams in any one league (U12, U15, or U19) those teams must be equally balanced by calibre and strength. Associations that have two or more teams within a league will have until October 31 of the playing year to balance their teams accordingly.
- 43.10 Players within the Women's league may use a crosse which is World Lacrosse approved by September 1 of the playing year, provided the crosse is deemed permissible by the Umpire during the stick-check prior to any league or Provincial game.
- 43.11 With the exception of the goalkeeper, all team members must be dressed uniformly. The goalkeeper's shirt must be the same as the player's team's top and must be worn over the chest and any shoulder/arm pads. The bottom of the player's uniform must be the same predominant colour of the player's team's kilt or shorts, or be a solid dark colour.
- The goalkeeper must wear a chest or body pad, a helmet with a chin strap that must be fastened, a facemask, and an attached throat protector. The distance that the throat protector hangs from the helmet must be less than the diameter of the ball. In addition to the attached throat protector, a wrap-around type throat protector may be worn.
- The goalkeeper may wear padded gloves, shoulder/arm pads and leg pads. All padding must fit securely and not increase the width of the goalkeeper's body beyond the thickness of the padding.
- The maximum thickness of the padding is 3 centimetres (cms). Padded gloves must be tied securely at the cuff and must not have any webbing.
- 43.12 A game is considered legal and complete if 80% of the playing time has elapsed. 80% of a 4 x 15 minute game is 48 minutes. If an interrupted game (one in which less than 80% of the game has been played) is continued on the same day, it will be restarted from the point of the interruption. A suspended game that is replayed on another day must be replayed from the beginning. To accommodate the time constraints of a tournament, a suspended game that is

replayed on another day may be restarted from the point of interruption (World Lacrosse Rule 11: Duration of Play).

#### **REGULATION 44: WOMEN'S TOURNAMENTS/CHAMPIONSHIPS**

44.01 The Championships of the Field Lacrosse Directorate shall consist of the U19, U15 and U12 series in Tier 1 and 2, if deemed desirable by the Field Lacrosse Directorate.

44.02 The winners of the Provincial Championship shall be declared British Columbia Champions.

44.03 (a) At the scheduled meetings, the Field Directorate may decide the number of teams to enter Provincial Championships

(b) Numbers may be altered by the Field Directorate to fill any vacancies or to make allowances for participation by leagues in developing areas.

44.04 **Host Obligations**

It shall be the duty of any group hosting a Provincial Championship/Tournament to ensure that the bench officials will be of neutral standing for any game which:

- determines finalists for a provincial championship/tournament
- determines a provincial/tournament champion
- determines any medal winner

This shall be ensured and enforced by the Convener and/or the Umpire-In-Chief of the tournament.

44.05 **Control.**

The control of all Provincial Championships is the responsibility of the Convener who shall be a member of and appointed by the Field Directorate.

44.06 Applications for upcoming year to host provincials are due to the Field Directorate Chair by August 15 along with budget.

44.07 Qualifiers will be declared as per Playoff Directive.

44.08 Provincial Championships shall be held for qualifying Women's divisions.

44.09 **Eligibility.**

To be eligible to play in a Provincial Championship or Tournament, a team must have played a minimum of eight league, sanctioned tournament games, or playoff games, or combination of, during the playing year as a team. Exceptions will be reviewed by the Field Directorate.

**PLEASE NOTE:** In the case of the development areas in BC the exception to this rule will apply to facilitate growth in the underdeveloped Women's Field Lacrosse areas of the province.

To be eligible to play in a Provincial Championship/Tournament, a player playing up a division must have played a minimum of three league, sanctioned tournament games, or combination of, during the current year with that team. Proof of game sheets must be presented to the convener, upon checking in at the Provincial Championship/Tournament. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting.

Women's players can only participate in one Women's Provincial Championship/ Tournament and must have played in a minimum of fifty percent (50%) of all scheduled league games with that team, excluding players playing up one age group. Exceptions can be made for the position of goalkeeper, provided that the team uses a set goalkeeper throughout the regular season and does not rotate that position. Goalie exceptions must be reviewed by the Field Directorate.

**44.10 Declaration Forms.**

Declaration forms for provincials attached with a roster and payment to the BCLA of said teams to enter Provincial Tournaments/Championships not received by the BCLA Office by the set date by the Field Directorate for the playing season will result with the said team becoming ineligible for the provincial playdowns and Provincial Tournament or Championship of the playing year.

If a team withdraws from participating in the Provincial Championship Tournament after declaring, the parent club shall be subject to a \$1,500.00 fine per team that withdraws. Additionally, if a team withdraws within 14 days prior to the start of the Provincial Championship Tournament, the parent club shall be subject to a \$3,000.00 fine per team that withdraws. Outstanding fines not paid by the first day of registration of the following season will result in all player registrations for that association to be suspended until the fine is paid.

The registered player names recorded on the declaration form will form the final roster for Provincial Tournaments/Championships and the only changes permitted will be to delete registered players who will not be participating due to not meeting qualification requirements, injury, etc. or to add any call-up players who have played a minimum number of games in the league to meet the qualification.

**44.11 Venue.**

It is the responsibility of the Field Directorate to set dates and places of all provincial championships. The locations shall be chosen from applications received from Associations, Clubs, or Zones wishing to host all levels of play. The host responsibilities of the Associations, Clubs or Zone to host provincial championships will be declared by the Field Directorate.

**44.12 Trophies.**

Medals, plaques and awards will be provided by the BCLA for all championships. Gold, Silver and Bronze, as well as participation medals, will be awarded in the provincial championships. The ordering of trophies through the BCLA Office and distribution will be the responsibility of the Field Directorate. Host Associations will supply qualified Bench Officials and a committee room for all officials. Host associations will be reimbursed expenses for field time, balls and referees.

44.13 The coach of record may be substituted only as per section 1.03 of the BCLCG Operating Policy.

44.14 The financing of the Field Lacrosse Provincial Championships will be declared by the BCLA Field Provincial Host Agreement. Any sponsorship secured by the BCLA shall in no way restrict the ability of any association, club or zone to host the Provincial Championships.

## **REGULATION 45: WOMEN'S PROVINCIAL TRAINING CAMPS**

45.01 Provincial Training Camps for the purpose of selecting players to attend National Training Camps and/or to participate on Provincial teams shall come under the direction of the Field Lacrosse Directorate in cooperation with member associations.

45.02 To be eligible to participate in a Provincial Training Camp, players must have been duly registered within the Field Lacrosse Directorate for the previous playing season.

## REGULATION 46: WOMEN'S TIMELINE

**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.

<b>January 1</b>	Date for determining age level of playing year. (General Reg 10 & FD 3.01)
<b>February</b>	Women's Provincial Championship/Tournament
<b>April</b>	Field Directorate Special Session (FD 11.01)
<b>April 30</b>	Senior Women's player registration deadline (FD35.05 c) Senior Women's last date for cross-over players (FD 43.03)
<b>May 1</b>	Senior Women's Field Deadline for coaches Form 100W and fees to BCLA Office or will be subject to fine (BCLCG 1.02, 11.03)
<b>August</b>	Women's National
<b>August 15</b>	Applications to host Women's Field Lacrosse tournaments/Provincial Championship for upcoming year (FD 44.06)
<b>September 1</b>	Deadline for ratification of playing rules (FD 43.01)
<b>October 1</b>	Women's deadline for coaches Form 100W and fees to BCLA Office or will be subject to fine (BCLCG 1.02, 11.03)
<p>All coaches must have successfully completed the minimum requirements outlined in the current Form 100B, Form 100M and/or Form 100W in the division of which they participate, by the deadline set by the BCLCG (Apr 20 – Senior Box; May 1 – Minor Box/Senior Women's Field; October 1 – Field) (BCLCG 7.03)</p>	
<b>October 31</b>	Women's Player registration deadline (FD 35.04) Women's last date for cross-over players (FD 43.03)
<b>November 11</b>	Umpires must be certified (for the current playing season)







**2022-2023**

**OPERATING POLICY:**

***RECREATION***



## **BC LACROSSE ASSOCIATION**

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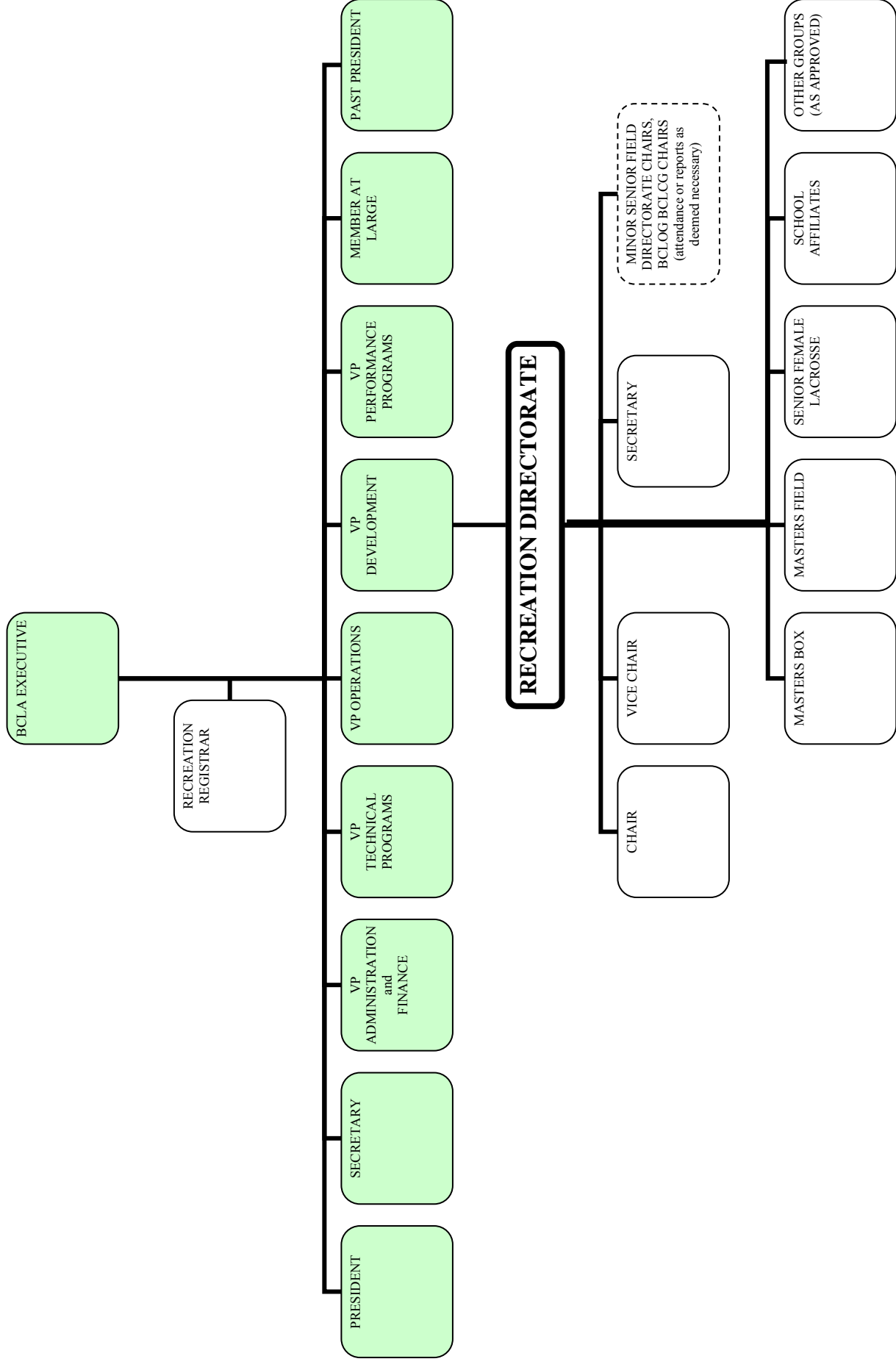
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# RECREATION DIRECTORATE COMMUNICATION CHART

October 2017



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# BRITISH COLUMBIA LACROSSE RECREATION DIRECTORATE

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## REGULATION 1: STRUCTURE

### 1.01 ROLES AND RESPONSIBILITIES

#### **The Recreation Directorate**

- (a) Governs lacrosse for all players registered as “recreation” and playing on teams/leagues or in programs not governed by the Senior, Minor or Field Directorates.
- (b) Collects and monitors the league agreements/policies/methods of operation of the individual recreational leagues/groups.
- (c) Provides assistance as necessary to those leagues/groups.

#### **The Recreation Directorate Chair**

- (a) Shall preside at all Recreation Directorate meetings
- (b) Shall ensure the affairs of the Directorate are being carried out
- (c) Shall ensure the procedures as set out in the By-Laws and Constitution are being carried out.
- (d) Is responsible to call meetings of the Directorate.

#### **The Recreation Directorate Vice Chair**

- (a) Shall attend all Recreation Directorate meetings
- (b) Shall assist the Chair as requested.
- (c) Will preside over meetings when the Chair is not available.

#### **The Recreation Directorate Secretary**

- (a) Shall record the minutes of all Recreation Directorate meetings
- (b) Shall distribute the minutes and other information to the Recreation Directorate members and to any other parties as necessary

#### **Teams/Leagues/Programs**

- (a) Shall provide the Recreation Directorate with all necessary contact information
- (b) Shall provide league agreements/rules/methods of operation annually to the Recreation Directorate two months prior to start of play

## REGULATION 2: PLAYING DIVISIONS

- 2.01 As defined by the individual leagues or programs

## REGULATION 3: REGISTRATION

- 3.01 The onus on being properly registered is the responsibility of the leagues, teams or programs and not the BCLA.
- 3.02 Each league/team/program is responsible to enter and maintain their players on the BCLA on-line player data base.
- 3.03 Each league/team/program will submit to the BCLA Office, prior to start of play, one copy of each player's BCLA-approved, completed registration form along with a team list generated from the on-line database, along with the appropriate registration fee.
- 3.04 Player registrations and team lists are to be updated, and sent to the BCLA office, along with the appropriate registration fee, as new players are registered with the league/team/program.

#### **REGULATION 4: PLAYER ELIGIBILITY**

- 4.01 All players on recreation teams/programs as defined by the by-laws and operating policies must register as a recreation player, regardless if they are also registered through the Senior, Minor or Field directorates.
- 4.02 Players registered with the Recreation Directorate cannot play on teams under the jurisdiction of the Senior, Minor or Field Directorates unless properly registered on the appropriate forms as a player with those directorates.
- 4.03 Call-ups from the Recreation Directorate are not allowed unless regulation 4.02 is adhered to.
- 4.04 Recreation teams cannot be affiliated with Senior Directorate teams.
- 4.05 Recreation teams are not allowed to compete against teams registered in the Senior Directorate, Minor Directorate or Field Directorate in league, tournament or championship play.
- 4.06 Recreation teams/leagues will not be allowed if they conflict with or are detrimental to teams/leagues registered in the Senior Directorate, Minor Directorate or Field Directorate. The Senior Directorate, Minor Directorate or the Field Directorate will be consulted about possible conflicts.

#### **REGULATION 5: CONDUCT**

- 5.01 It shall be considered an offence against the membership to violate the BCLA Lacrosse Code of Conduct.
- 5.02 Actions contrary to the BCLA Code of Conduct, 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 -- will be cause for investigation by the Recreation Directorate.

#### **REGULATION 6: AMENDMENTS**

- 6.01 The Operating Regulations of the Recreation Directorate shall not be altered except at the BCLA Annual General Meeting and shall be made only by a majority vote of the members voting thereon.
- 6.02 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 members at least thirty days prior to the Annual Meeting.



**2022-2023**

**OPERATING POLICY:**

***OFFICIALS***

*Revised September 2021*





# BC LACROSSE ASSOCIATION

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## BC LACROSSE OFFICIALS TECHNICAL SUPPORT GROUP OPERATING POLICY

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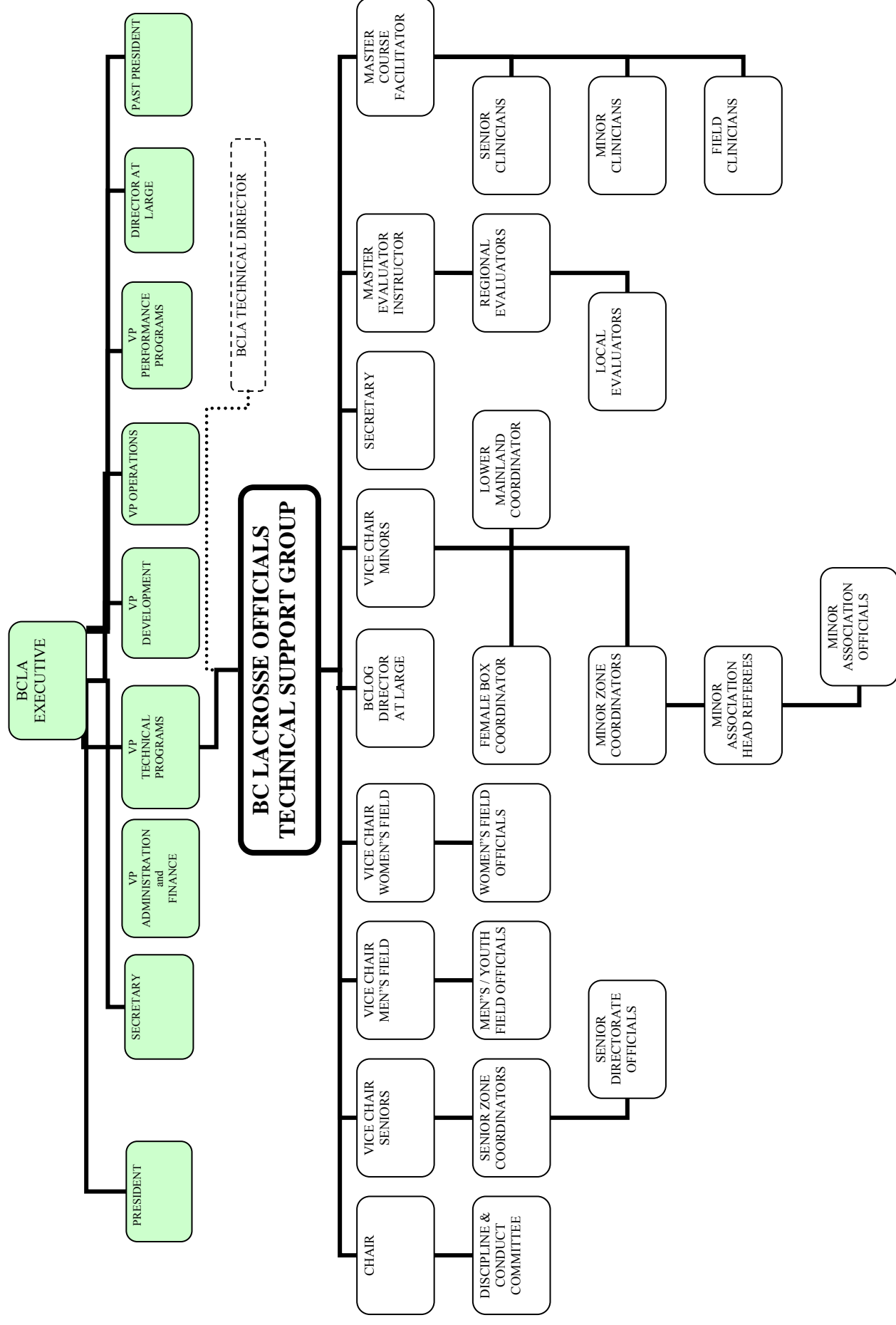
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# BC LACROSSE OFFICIALS COMMUNICATION CHART

October 2017



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## **BRITISH COLUMBIA LACROSSE OFFICIALS TECHNICAL SUPPORT GROUP**

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### **REGULATION 1: OBJECTIVES**

- 1.01 To improve the level of officiating by:
- Providing workshops and clinics, both theoretical and technical;
  - Making teaching aids available;
  - Registering all officials in British Columbia with the BC Lacrosse Association;
  - Conducting Disciplinary Hearings and investigations for BCLOG membership; and
  - Conducting regular evaluations every officiating season.
- 1.02 To improve the game of lacrosse by:
- Promoting good fellowship amongst Association members;
  - Promoting and maintaining high standards of relationship with Association members, officials and coaches of the various levels of teams and leagues with whom the BCLOG shall make its services available;
  - Providing opportunity for input concerning the rules and regulations involved in the “calling of the game”; and
  - Upholding the rules according to the most current Lacrosse Canada rulebook and the most current ILF rulebook with the only exception being those rules changed or permitted by the Minor Directorate, Senior Directorate or Field Directorate.

### **REGULATION 2: JURISDICTION**

- 2.01 The jurisdiction of this organization shall extend to all organized lacrosse within the Province of British Columbia as described in the BCLA Constitution and By-Laws.
- 2.02 This organization shall provide information regarding referees to the Provincial Convener and District Directors for all playoffs, and to League Presidents, Head-Referees or associations for league and exhibition games within the Association. Should any referee solicit, or accept an assignment, to officiate in any game of a non-affiliated association, league or club within the jurisdiction of this organization without approval, then such official shall be subject to disciplinary action.
- 2.03 No referee shall be permitted to referee in games outside the province of British Columbia without a request in writing and approval of this organization.

### **REGULATION 3: ORGANIZATION**

- 3.01 a) The Executive Committee of this organization will be elected annually at the BCLOG Special Session, and shall be comprised of:
- i) Chair
  - ii) Vice Chair - Senior
  - iii) Vice Chair - Minor
  - iv) Vice Chair – Men’s Field
  - v) Vice Chair – Women’s Field
  - vi) Secretary
  - vii) Immediate Past Chair
  - viii) Director at Large
- b) All officers shall be elected by secret ballot at the BCLOG Special Sessions.

- c) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
  - d) The Chair, Vice Chair – Women’s Field, and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair – Minor, Vice Chair – Senior, and the Vice Chair – Field shall be elected in two-year terms in even-numbered years. The Director at Large would be elected for a one-year term.
  - e) The Immediate Past Chair, upon election of a new Chair, shall be appointed to serve a term of two (2) years, to act as an advisor to the new Executive Committee of the BCLOG.
  - f) In the event that a member of the executive of the BCLOG is not able to complete the duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLOG.
  - g) The operating committee of the BCLOG shall consist of the Executive Committee and the following additional members as appointed by the Executive Committee of the BCLOG:
    - i) Minor Zone Co-ordinators
    - ii) Senior Zone Co-ordinators
    - iii) Master Learning Facilitator
    - iv) Minor Clinicians
    - v) Senior Clinicians
    - vi) Field Clinicians
    - vii) Female Box Co-ordinator
    - viii) Lower Mainland Co-ordinator
    - ix) Assistant Minor Zone Co-ordinator
- 3.02 The BCLOG shall be under the leadership of the Chair who will be responsible for directing the duties of the Executive and Operating Committees to obtain the objectives of the BCLA and attain continuity of refereeing throughout the Province.
- 3.03 Any Vice Chair or Director who fails to comply with their assigned duties will be replaced by appointment. It will be the responsibility of the BCLOG Chair, in conjunction with the BCLA Vice President - Operations, to appoint a new Vice Chair or Director for that section for the remainder of the term. In the event that a Vice Chair is temporarily unable to fulfill any required duties, the Vice Chair or Director may appoint a designate to act on the Vice Chair’s or Director’s behalf.
- 3.04 The duties of the positions of the BCLOG are as follows:
- a) Vice Chair - Senior**  
 Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in officiating. Will liaise with the Chair and perform all duties that are assigned, including evaluating and grading all Senior officials, with assistance from the assigned evaluators. The position and duties of the Senior Allocator will fall under the leadership of the Vice Chair - Senior. Will assist the Vice Chair - Minor in the training of Minor level officials who show skills and knowledge so that they are encouraged to graduate to the Senior level when the qualifications defined in Appendix One are met. Will provide a monthly written summary to the BCLOG Chair by the third Monday of each month (January - September). Will act as a liaison regarding LC issues, and will inform BCLOG members of officiating issues through written communication. Will appoint a selection committee as per APPENDIX FOUR, and will ensure the criteria is followed as noted.

**b) Vice Chair - Minor**

Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in officiating. Will liaise with the Chair and perform all duties that are assigned. Will be in contact with the Minor Association Head Referees frequently throughout the year. Will attend Minor Directorate meetings as required and provide a monthly written summary to the BCLOG Chair by the third Monday of each month (January - September). Will assist Minor Association Head Referees, when requested, with evaluations throughout the playing season to ensure all minor officials are evaluated. Will correlate the evaluations and grading of all Minor officials so that proven, qualified officials are used for championships and tournaments throughout the Province. These evaluations are to be used in conjunction with the Head Referees Provincial Qualifications Lists. Will be responsible for the assignment of officials at Provincial Championship Tournaments.

**c) Vice Chair – Men’s Field**

Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in officiating that is required at the respective levels. Will liaise with the Chair and perform all duties that are assigned. Will assist and correlate all evaluations of all officials to ensure that proven, qualified officials are used in tournaments and championships throughout the Province. Will also be responsible for selecting the officials for National Championship Tournaments, International Tournaments where BC officials are requested or required, and for making recommendations to the LC for officials to participate at World Championship tournaments. Will provide a monthly written summary to the BCLOG Chair by the third Monday of each month (Jan-Sept).

The British Columbia Field Lacrosse Officials Group shall be under the jurisdiction of the BCLOG Vice Chair - Field.

**d) Vice Chair – Women’s Field**

Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in officiating that is required at this level. Will liaise with the Chair and perform all duties that are assigned. Will assist and correlate all evaluations of all officials to ensure that proven, qualified officials are used in tournaments and championships throughout the Province.

**e) Secretary**

Will collect all correspondence directed to or from the BCLOG. Will record notes of the executive committee, the special session or any other meeting as requested by the Chair. Will liaise with Chair and perform all duties that are assigned. Will serve as a payment intermediary between referees and leagues as per section 22.02 (a) of the Senior Directorate Operating Policy.

**f) Director at Large**

Responsible for special projects as assigned by the BCLOTSG Chair and the Executive.

**g) Female Box Co-ordinator**

Appointed for a term of no less than two years. Will liaise with all member groups to ensure that there is proper recruitment, training and continual excellence in officiating. Will co-ordinate the training and supervision of participating minor referees in the female box sector; and to co-ordinate communication, as necessary, with minor head referees. Will assist minor association head referees with evaluations and training of officials in Female Box Lacrosse.

**h) Minor Zone Co-ordinator**

Appointed for a term of no less than two years. Responsible for assisting association head referees within their zone, with the training, recruitment and retention of minor referees. Responsible for investigating disciplinary matters that arise concerning minor officiating that takes place within their zone. Results of this investigation shall be forwarded to the Vice Chair – Minor for further action. Responsible for evaluating those referees within their zone that are nominated for provincial championships and/or Summer Games. Details of these evaluations shall be forwarded to the Vice Chair – Minor. Required to attend all BCLOG minor zone and Operating Committee meetings.

**i) Assistant Minor Zone Co-ordinator**

Appointed for a term of no less than two years. Responsible for assisting association head referees within their appointed region, with the training, recruitment and retention of minor referees. Responsible for investigating disciplinary matters that arise concerning minor officiating that takes place within their region. Results of this investigation shall be forwarded to their Minor Zone coordinator and the BCLOG Vice Chair – Minor for further action. Responsible for evaluating those referees within their region that are nominated for provincial championships and/or Summer Games. Details of these evaluations shall be forwarded to the Vice Chair – Minor. Required to attend all BCLOG minor zone and Operating Committee meetings. Will liaise with their Minor Zone Coordinator and perform all duties that are assigned.

**j) Lower Mainland Co-ordinator**

Appointed for a term no less than two years. Responsible for assisting association BCLOG Zone Co-ordinators and head referees within the Lower Mainland Commission (Zones 3,4,5) with the training, recruitment and retention of minor referees. Will assist the BCLOG Vice Chair – Minor in the co-ordination of BCLOG activities within this region. Will act as a liaison between the BCLOG and the Lower Mainland Minor Lacrosse Commission and will represent the BCLOG at meetings of this Commission. Will assist in the evaluation of referees within this region that are nominated for provincial championships and/or Summer Games. Details of these evaluations shall be forwarded to the Vice Chair – Minor. Required to attend all BCLOG minor zone and Operating Committee meetings.

**k) Senior Zone Co-ordinator**

Appointed for a term no less than two years. Responsible for overseeing senior officiating within their zone. Responsible to liaise between senior officials within their zone and the Operating Committee of the BCLOG.

**l) Master Course Conductor**

Appointed/ratified by the LC for a term no less than three years. Responsible for training Level 1-2 and Level 3-5 referee clinicians. Responsible for updating all training and technical materials for referee instruction. Required to attend LC meetings as necessary.

**m) Clinicians**

Appointed for a term of one year by the respective Vice Chair in conjunction with the Chair, Secretary, Master Course Conductors and (if minor) Head Referee from zone where clinics are held. Must currently hold a Level 3 or higher certification with at least five years of box lacrosse officiating experience, and (if minor) have experience as a head referee or assistant head referee. Must be a member in good standing with the BCLA and BCLOG. Must demonstrate a high degree of professionalism and maturity both on and off the floor. Must be certified annually as a clinician by a Master Course Clinician in a clinician training session. Responsible for conducting referee training and subsequent certification of referees. Responsible for assisting the Master Learning Facilitator with the updating of course materials for referee instruction. Responsible for assisting Zone Co-ordinators with evaluations and supervision of minor officials.

**n) Senior Clinicians**

Appointed for a term no less than two years. Responsible for conducting senior officials clinics and subsequent certification of senior officials.

**o) Field Clinicians**

Appointed for a term no less than two years. Responsible for conducting field officials clinics and subsequent certification of field officials.

- 3.05 Allocators for Senior Box shall be appointed by the Senior Directorate in consultation with the BC Lacrosse Officials Technical Support Group and ratified by the BCLA Executive prior to the start of the season.

All records/information obtained or developed during the elected/appointed season becomes the property of the BCLA and must be handed over to the BCLA Technical Director.

- 3.07 BCLOG Referee in Chief or Umpire in Chief for local tournaments.

The RIC/UIC must be appointed by the local host association at least 45 days prior to the dates of the tournament. RIC/UICs must have the necessary knowledge, experience and skill to effectively supervise, organize and assess officials for the age groups in the tournament. The RIC or UIC does not work as a game official in the tournament. Notwithstanding the above, should a situation arise which requires the RIC to participate as a game official, it can be approved by the BCLOG Vice Chair for that Sector.

Responsibilities include the following:

1. Coordinate planning with the host;
2. Ensure that enough officials are available to conduct the tournament safely and that BCLOG daily game limits will not be exceeded;
3. Attend pre-competition meetings and respond to all questions and issues pertaining to officiating;
4. Handle all communications between the participants and the officials;
5. Ensure that a system is in place for officials to receive payment;
6. Provide input to inquiries or discipline procedures as the representative of the officials under supervision;
7. Supervise the officials in the tournament, and recruit assistant supervisors as necessary;
8. Follow BCLOG Guidelines for Game Allocations (see section 5.11 and referenced side document);
9. Complete an event report and submit it to the host association within 30 days of the end of competition.

## **REGULATION 4: MEMBERSHIP**

- 4.01 All officials (Senior, Minor, Men's Field, Women's Field) will be registered with the BCLA and will follow the regulations in the BCLA Operating Policy.
- 4.02 All officials used in Provincial/National Playdowns/Championships must agree to a Criminal Record Check.
- 4.03 To be an active member of the BCLA, an official must:
  - a) Participate in an educational program as set by the Executive Committee of the Officials Technical Support Group and/or the NOCP;
  - b) Have paid the BCLA/BCLOG registration fees.
  - c) All outstanding fines must be paid prior to registration as an official each season.
- 4.04 All active, registered officials have the privilege of voting at the BC Lacrosse Officials Technical Support Group Special Session held each year.
- 4.05 Each member will receive a LC National Officiating Certification Program (NOCP) card once the officiating level applied for is successfully achieved. The certification requirements are outlined in Appendix One.
- 4.06 All minor associations will be represented by a Head Official/Referee, who shall attend scheduled minor officials meetings. Failure to attend such scheduled meetings will result in a fine. For zones outside of the Lower Mainland, they may be represented at the scheduled meetings by the BCLOG minor zone representative. Zone representatives may carry proxy votes from their associations.

### **Fine Guidelines as follows:**

1 <sup>st</sup> meeting missed	\$26.00 fine
2 <sup>nd</sup> meeting missed	\$35.00 fine
3 <sup>rd</sup> meeting missed	\$60.00 fine
Additional Meetings Missed	\$60.00 fine
Special Session Missed	\$100.00 fine

Note: This is per BCLA fiscal year. Any fines not paid could result in club being declared not in good standing.

## REGULATION 5: GAME ASSIGNMENT GUIDELINES

- 5.01 All persons officiating a sanctioned game must hold a valid and current NOCP card and submit to a physical fitness examination on the recommendation of the Evaluator.
- 5.02 Criteria and Selection Guidelines for Senior Box Officials to officiate in league post-season playdowns, provincials and national championships will be followed by the BCLOG Executive Committee as outlined in APPENDIX FOUR: SELECTION POLICY - REFEREES TO PLAYOFFS, PROVINCIALS AND NATIONALS.
- 5.03 An official shall not referee a sibling, parent or immediate relation involved in a game at all levels except in extenuating circumstances, and agreed to by both teams. Both coaches must sign the top of the scoresheet to verify agreement prior to the start of the game.  
Note: Exemption for Field Lacrosse due to low numbers of officials. Will be reviewed on a yearly basis.
- 5.04 **Referee-in-Chief (National Championships held in BC)**  
Three names will be put forward by the BCLOG Executive Committee to the Senior Directorate who shall select one person. The selected person shall be forwarded to the BCLA President for approval. The BCLA President shall send the individual's name to the LC for final approval.
- When the RIC is decided upon by the BCLOG executive committee, the BCLOG chair will send the name to the BCLA executive for ratification. If the RIC is approved by the BCLA executive, the name will be sent to the LC for final approval.
- 5.05 All officials game assignments in all senior directorate lacrosse games shall be allocated by the BCLA Senior Allocators. This will 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.
- 5.06 Responsibility for league, playoff and exhibition game schedules shall be as follows:
- a) For conflict and/or rescheduled games, the commissioner shall notify the appropriate allocator at least 72 hours prior to the date of the new game.
  - b) For all playoffs, the commissioner shall provide a schedule of games to the appropriate allocator at least 72 hours prior to the date of commencement of games.
  - c) It is the responsibility of the commissioner to contact the appropriate allocator giving a minimum of 72 hours notice of exhibition games.
  - d) It is the responsibility of the commissioner to contact the appropriate allocator giving a minimum of 72 hours notice of a game cancellation. Teams will be assessed for officials fees should the team manager fail to notify the commissioner or cancel a game with less than 24 hours notice.
  - e) If a game is cancelled due to field closure or dangerous conditions and the official is provided notice of the game cancellation prior to arriving at the game site then the official or officials will not be paid a game fee. If direct notice (text or phone) is not given to the official and the official has arrived at the game site for a game that has been cancelled for dangerous conditions, the official or officials will be paid the full game fee. As games cancelled due to weather are beyond the control of the people involved the 24 hour cancellation rule will not apply provided proper notice is given.
- 5.07 All minor and senior officials are to be available to officiate at all qualified levels, as assigned by the Senior Allocator or Association Allocator. Any refusal to work at various levels may result in suspension of the official and shall be reviewed by the Vice Chair and/or Discipline Committee.
- 5.08 No Minor or Senior official shall have more than three (3) league, tournament, exhibition or playoff games assigned to that official per day. Should a Minor or Senior official be assigned three (3) games in a day, two (2) of which may be consecutive, the official must have at least a one-game



break between any of the assigned games. The assigned games would be when they are required to be one of the on-floor officials for a box game or one of the on-field officials for a field game. An exception to this would be if the official, along with the officials on-floor duties (for box) were to operate the offensive thirty-second clock or in field, an official assigned to be a CBO.

- 5.09 For Minor Box Lacrosse only, during all league and post season play, visiting teams may not bring a referee from outside the home team's association without prior consent from the home association obtained at least forty eight (48) hours in advance of the scheduled game time. If consent is granted, visiting teams may contact their local head referee or BCLOG minor zone coordinator to have a referee assigned. Visiting teams that bring a referee to a road game will be responsible for that referee's game fees and any appropriate travel expenses. Under NO circumstances may team personnel choose or contact referees on their own. Referees who accept a game assignment offered directly from a team may be subject to disciplinary action.

Note: Home associations are under no obligation to accede to requests of this kind and may decline. Note also that in some regions, referee assignments for zone play downs are made directly by the BCLOG Minor Zone coordinator.

- 5.10 No official shall referee any games while wearing a plaster hard cast on the official's body.
- 5.11 No official, under any circumstances, may referee any game alone (with the exception of U7).
- 5.12 **Minor/Field Referee Allocation Guidelines**

The BCLOG Vice Chair Minor/Field, with the assistance of the BCLOG Minor/Field Operating Committee, shall set down in writing a policy guide that will outline the rules, regulations and recommendations that are to govern referee allocation in all BCLA minor/youth field associations. This document will have detailed instructions for both league play and tournaments.

These documents are to be updated annually and or as necessary by the BCLOG Vice Chair Minor/Field, with the assistance of the BCLOG Minor/Field Operating Committee (2 documents; one for minor box and one for youth field).

## REGULATION 6: DUES

- 6.01 Membership dues and certification clinic registration fees must be submitted prior to attending the scheduled certification clinic. For Entry Level, Level 1 and Level 2 Officials, registration and payment will be completed by the Official's Minor/Youth Association and submitted to the BCLA Office three (3) days prior to the scheduled carding clinic. For Level 3, Level 4 and Level 5 Officials registration will be completed by the individual official and submitted via the prescribed on-line platform or to the BCLA Office three (3) days prior to the scheduled certification clinic.
- 6.02 The dues are as outlined in the BCLA Operating Policy, Appendix B: BCLA Fee Schedule.
- 6.03 Any outstanding dues or fines owed by officials may be deducted from payments owed to officials and remitted to the secretary under 22.02 (A) of the Senior Directorate Operating Policy.

## REGULATION 7: FEES AND EXPENSES

- 7.01 Fees and expenses for playoff games are as outlined in the BCLA Operating Policy, Appendix B: BCLA Fee Schedule.
- 7.02 Provincials: The BCLOG, with input from the BCLOG Vice Chairs (Minor, Senior and Field) Head Referees, Zone Coordinators and Evaluators shall appoint qualified officials for all Provincials. The expenses to send qualified officials to other zones shall be included in the BCLOG Annual

Budget. These costs will include transportation and accommodation of the officials (least cost). Accommodation, travel and per diem for the BCLOG Vice Chair – Minor, Senior and Field or Designate, upon approval from the BCLOG chair.

7.03 Senior Box Allocator: Payment to these positions will be included in the BCLOG Annual Budget.

7.04 Nationals: The expenses to send qualified officials to the nationals shall be included in the BCLOG Annual Budget. These costs will be for transportation only.

## **REGULATION 8: DISCIPLINE & CONDUCT COMMITTEE**

8.01 The BCLOG Chair shall form Discipline and Conduct Committees as required, and shall appoint committee members to carry out necessary investigations and render disciplinary action recommendations to the Chair.

8.02 The Executive Committee shall compile a list of nine (9) people from which the Chair will draw to form Discipline and Conduct Committees.

8.03 Three (3) members from this list shall serve as the Committee for any given disciplinary act that falls under the auspices of the BCLOG. Committee members must be neutral; no person from the list shall participate on a Committee if the issue involves the person's own Association/Club or if the issue involves a relative.

## **REGULATION 9: CONDUCT & DISCIPLINE**

9.01 It shall be the duty of every member of this organization to display a conduct at all times that furthers the best interests of the membership, that assists fellow members wherever possible to improve the standard of officiating and that ensures the respect of all participants and fans.

9.02 Any negligence by an official in the duties shall be thoroughly investigated by the Discipline and Conduct Committee who shall report and recommend to the Chair of the BCLOG the action to be taken

### **Violation of any of the following shall be subject to disciplinary action:**

9.03 Suspicion of being under the influence of alcohol and/or illegal drugs when reporting for official BCLOG duties. **(Must be forwarded to BCLOG.)**

9.04 Failure to report for any assignment without sufficient excuse when properly notified. Excuse must be legitimate and those found not telling the truth shall be suspended until the Discipline and Conduct Committee completes an investigation. (May be handled locally in minors)

9.05 Exhibiting a pattern of tardiness to game assignments. (May be handled locally in minors.) Appropriate Vice Chairs may impose a fine as they deem necessary for instances where a referee/umpire is shown to have a pattern of being late. Being on time for an assignment shall be defined as being on site a minimum of 30 minutes prior to scheduled game start time for scheduled game assignments. Officials may appeal all fines to the officials operating committee on a case by case basis for extenuating circumstances such as injury, sickness or family emergency as examples.

9.06 Engaging in and/or provoking controversial discussions (including swearing, verbally abusing, threatening or racial abuse) with coaches, officials, players, parents or spectators. (Initial incident may be handled locally in minors, subsequent incidents for same official must be forwarded to BCLOG.)

- 9.07 Manhandling of players. (Must be forwarded to BCLOG. All complaints must be on association letterhead and signed by the President and coaches of the association team.)
- 9.08 Failure to complete game reports when required. (May be handled locally in minors.)
- 9.09 Verbally or otherwise threatening to withdraw officiating services. (Must be forwarded to the BCLOG.)
- 9.10 Continuously failing to officiate according to the LC/ILF Rule Book, its interpretations and BCLA amendments. (May be handled locally in minors.)
- 9.11 Failure to dress in accordance to Regulation 11. (May be handled locally in minors.)

**Disciplinary actions arising from failure to comply to the Conduct of an Official**

- 9.12 Senior Officials must be diligent with their time management for the availability for the web based allocation site used for Leagues under the Senior Directorate. Officials must effectively block out all times when not available for games.

If the officials name shows availability for games and the official declines the game after being published, the official will be deemed negligent and be fined \$10.00.

If the official accepts the published game and then turns back the game, that official will be fined \$20.00. Fines will be deducted from that officials monthly cheque.

Officials may appeal all fines to the officials operating committee on a case by case basis for extenuating circumstances such as injury, sickness or family emergency as examples.

Officials must be in good standing in order to receive game assignments in case of official not receiving monthly cheques.

- 9.13 The following constitute a guideline for disciplinary actions to be used within a Zone.
  - a) restricted activity:
    - i. no game assignments with team or teams in question,
    - ii. no game assignments within the Division / Calibre in question, or
    - iii. limited game assignments over a period of time;
  - b) probation / monitoring:
    - i. close monitoring at subsequent games or over a period of time,
    - ii. evaluations at subsequent games or over a period of time,
    - iii. additional training and/or counseling;
  - c) suspension from officiating:
    - i. in the event the case is to be raised to the BCLOG, immediate suspension may occur until an investigation takes place;
  - d) fines:
    - i. For minor associations, should they find an official developing a history of tardiness or absence, the association can impose fines or sanctions against the official at the discretion of their head referee.
    - ii. All senior referees shall provide 24 hours notice for cancellation of prescheduled games. Any senior referee who does not provide the proper notice may be fined two (2) game fees determined by the calibre of the game cancelled (at the discretion of the Vice Chair – Senior).
    - iii. officials threatening to withdraw services shall be fined between \$60.00 and \$100.00 per official, depending on the division from which services were going to be withheld,
    - iv. Failure to dress in accordance to Regulation 11 will be subject to a \$50.00 fine. Only one warning will be given in writing, then the fine.

- v. Failure by a referee to report to a game assignment (no show) will be dealt with accordingly.
- |                           |  |
|---------------------------|--|
| 1 <sup>st</sup> "no show" | 2 game fees  |
| 2 <sup>nd</sup> "no show" | 3 game fees  |
| 3 <sup>rd</sup> no show   | Immediate suspension from the BCLOG Senior and Minor Divisions. Pending an investigation by the BCLOG Discipline Committee. All fines must be received by the BCLOG with ten (10) business days, after receiving registered notification of fines. |

9.14 See General Operating Policy Regulation 11 for the jurisdiction of suspensions.

## REGULATION 10: EVALUATIONS

- 10.01 The Senior Evaluator, any Zone Head Referee, any BCLOG Clinician or any Association/Club Head Referee may perform a formal evaluation.
- 10.02 In the event that the Evaluator declares a referee unable to officiate at the level reviewed, the referee will be restricted to a lower Division or Calibre.
- 10.03 At the discretion of the Evaluator, a referee will be restricted to a specific Division or Calibre based upon a game evaluation. Such a restriction will remain in effect until subsequent evaluations show a potential to move up a Division or Calibre.

## REGULATION 11: DRESS AND EQUIPMENT

- 11.01 a) **Senior:** Black CSA Approved hockey helmet, Official referee jersey, pre-crested with LC and BCLOG approved logos only; black trousers; black running shoes with black laces which must be tied; black socks; finger whistle, string and tape measure. The referee jersey must be tucked into pants.
- b) **For Western Lacrosse Association only:** Black CSA Approved hockey helmet, official referee jersey, pre-crested with LC, BCLOG And WLA approved logos only; striped jersey supplied by the WLA; black trousers, running shoes with laces which must be tied, black socks, finger whistle, string and tape measure. The referee jersey must be tucked into pants.
- 11.02 Minor: Black CSA Approved hockey helmet, Official jersey, pre-crested with the LC and BCLOG approved logos only; black trousers; running shoes with laces which must be tied; white socks; finger whistle, string and tape measure for U15 and U17 Divisions. A plain black short with pockets shall be permitted for U13, U11, U9 and U7 Divisions. "Tear-away" or sweatpants are NOT permitted. In order to function as a team, both officials must be dressed in clean, neat, identical uniforms. The referee jersey must be tucked into pants or shorts. For Provincials and Summer Games, only long black trousers will be permitted.
- 11.03 Field: The official uniform of the Canadian Field Lacrosse Referees shall consist of:

### Men's Field Referee Uniform

- a black hat with white piping
- a black and white striped sweater (long or short sleeves)
- solid black golf-style shorts with belt loops (drawstring shorts are not acceptable) with black ankle high socks or black foul weather pants with black socks
- white Bermuda shorts or white knickers
- a black belt
- white socks with black tops
- black shoes

- whistle (and a spare)
- an official scorecard
- two yellow flags
- pencil and eraser
- coin
- 30 second timer (or watch: digital or analog with a second hand)
- tape measure
- string
- rule book
- rainwear
- warm clothing

#### **Women's Field Umpire Uniform**

- Shirt with alternating 1" black and white striping
- Solid black kilt or solid black shorts
- Solid black pants may be worn in cold weather
- Black socks
- Solid black shoes or cleats
- Whistle ( and a spare)
- Red, Yellow and Green cards
- Measuring tape
- String
- Rule book

In order to function as a team, both officials must be dressed in clean, neat, identical uniforms. Therefore, both long and short sleeve sweaters, as well as both white shorts and knickers, should be carried in the referee's bag. Referee in charge makes final decision on dress.

### **REGULATION 12: REPORTS**

- 12.01 Any report covering the explanation of a Match Penalty or other serious offences shall be written on the Official's Game Report and forwarded within twenty-four (24) hours to the appropriate league official for action. Any such explanation shall be confidential and shall not be made public other than for discussion by the appropriate league official.

### **REGULATION 13: AMENDMENTS**

- 13.01 The Operating Regulations of the BCLOG shall not be altered except at a Special Session of the BCLOG 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 members of the BCLOG at least thirty days prior to the Special Session.

## **APPENDIX ONE: LC BOX AND FIELD CERTIFICATION LEVELS**

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**Entry Level:** Minimum 13 years of age in the calendar year (BC Amendment) AND Has no officiating experience AND Has achieved a minimum grade of 60% on the LC Entry Level certification exam in the current year. Guidelines: May officiate U11 Box or U-10 Field (or equivalent level of play) and below, and provided the official is two years older than the division officiated.

**Level One:** Minimum 14 years of age in the calendar (BC Amendment) AND Has been previously certified as a LC Entry Level official AND Has achieved a minimum grade of 70% on the LC certification exam OR Minimum 16 years of age AND has some lacrosse background with no officiating experience or has some officiating experience in another sport COMBINED with the permission of the appropriate Provincial Director of Officiating (or delegate) AND Has achieved a minimum grade of 70% on the LC Level One certification exam Guidelines: May officiate U13 Box or U-13 Field (or equivalent level of play) and below, and provided the official is two years older than the division officiated.

**Level Two:** Minimum 16 years of age in the calendar year AND Has been previously certified as a LC Level One Official AND Has achieved a minimum grade of 75% on the LC certification exam in the current year OR Minimum 18 years of age AND Has an extensive lacrosse background with no officiating experience or some officiating experience in another sport COMBINED with the permission of the appropriate Provincial Director of Officiating (or delegate) AND Has achieved a minimum grade of 75% on the LC Level Two certification exam Guidelines: May officiate U17 Box or, U-19 Field (or equivalent level of play) and below, based on evaluation and provided the official is two years older than the division officiated.

**Level Three:** Minimum 18 years of age in the calendar year AND Has been previously certified as a LC Level Two within the past two years AND Has applied to the appropriate Provincial Director of Officiating, including a successful written on- floor evaluation by the appropriate Provincial Director of Officiating (or delegate) or has been recommended to the appropriate Provincial Director of Officiating by an appropriate delegate AND Has been invited by the appropriate Provincial Director of Officiating or delegate to certify as a LC Level Three AND Has achieved a minimum grade of 80% on LC Level Three certification exam Guidelines: May officiate Junior or Senior Box, or Men's Field (or equivalent level of play) and below. Eligible to apply for a LC National Championship, with a successful on-floor evaluation at the level of play applied for, by the appropriate Director of Officiating (or delegate).

**Level Four:** Minimum 21 years of age in the calendar year AND Has been previously certified as a LC Level Three within the past two years AND Has applied to the appropriate Provincial Director of Officiating, including a successful written on-floor evaluation by the appropriate Provincial Director of Officiating (or delegate) or has been recommended to the appropriate Provincial Director of Officiating by an appropriate delegate AND Has been invited by the appropriate Provincial Director of Officiating or delegate to certify as a LC Level Four AND Has achieved a minimum grade of 90% on the LC Level Four certification exam AND

**\*Requirements for Men's Field:** In addition to the above, has experience in both the chief bench official (CBO) position and supervisory/instructional/mentorship roles, as determined by the appropriate Provincial Director of Officiating.

**Level Five:** Minimum 21 years of age in the calendar year AND Has been previously certified as a LC Level Four within the past two years AND Has been invited by the appropriate Provincial Director of Officiating or delegate to certify as a LC Level Five AND Has achieved a minimum grade of 90% on the LC Level Five certification exam in the current year.

**\*Requirements for Box:** In addition to the above, has officiated at a LC National Championship above the U17 division, and has been recommended by the RIC of that National Championship.

**Level Five:** Minimum 21 years of age in the calendar year AND Has been previously certified as a LC Level Four within the past two years AND Has been invited by the appropriate Provincial Director of Officiating or delegate to certify as a LC Level Five AND Has achieved a minimum grade of 90% on the LC Level Five certification exam in the current year.

**\*Requirements for Men's Field:** In addition to the above, has officiated an World Lacrosse World Championship, and has received World Lacrosse certification

**Governance Level:** Has certified as a LC official within the past three years AND No longer participates on-floor, but with the permission of the appropriate Provincial Director of Officiating only, continues to be involved in officiating aspects including but not limited to, administration, supervision, mentorship or leadership AND Has achieved a minimum grade of 80% on the LC Level Three certification exam

## APPENDIX TWO: NATIONAL OFFICIALS CERTIFICATION PROGRAM (May 1997) REFEREE LEVEL CRITERIA

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### WOMEN'S FIELD LACROSSE

	Requirement	Test Results	Experience
Level 1 Apprentice	<ul style="list-style-type: none"> <li>- complete Level 1-2 clinic every two years</li> <li>- no age requirement</li> </ul>	<ul style="list-style-type: none"> <li>- 60% on test material</li> <li>- rated by 2 umpires (any level)</li> </ul>	<ul style="list-style-type: none"> <li>- sound knowledge of rules, flow of play</li> </ul>
Level 2 Local	<ul style="list-style-type: none"> <li>- complete Level 1-2 clinic every two years</li> </ul>	<ul style="list-style-type: none"> <li>- 70% on test material</li> <li>- rated by 2 umpires (local, Provincial or National)</li> </ul>	<ul style="list-style-type: none"> <li>- 1+ yrs experience</li> <li>- well-developed interpretation of rules &amp; judgment</li> </ul>
Level 3 Provincial	<ul style="list-style-type: none"> <li>- complete Level 3 clinic</li> <li>- ability to umpire at Provincials</li> </ul>	<ul style="list-style-type: none"> <li>- 80% on test material</li> <li>- rated by 2 umpires (Provincial or National)</li> </ul>	<ul style="list-style-type: none"> <li>- local for 1 yr</li> <li>- have umpired at Provincials</li> </ul>
Level 4 National	<ul style="list-style-type: none"> <li>- complete Level 4 clinic</li> <li>- ability to umpire at Nationals</li> <li>- have umpired at Provincials</li> </ul>	<ul style="list-style-type: none"> <li>- 90% on test material</li> <li>- rated by 2 umpires (National) over 2 games at Nationals</li> </ul>	<ul style="list-style-type: none"> <li>- Provincial for 1 yr</li> <li>- Recommended by MA for National rating</li> </ul>
Level 5 International (IFWLA)	<ul style="list-style-type: none"> <li>- have umpired at Nationals</li> <li>- have National rating</li> </ul>	<ul style="list-style-type: none"> <li>- ___% on IFWLA test material</li> <li>- rated by 2 International umpires at elite competition</li> </ul>	<ul style="list-style-type: none"> <li>- International game experience</li> <li>- Recommended by National Association for International rating</li> </ul>



## **APPENDIX THREE: SELECTION POLICY REFEREES TO SENIOR BOX PLAYOFFS, PROVINCIAL, NATIONAL AND INTERNATIONAL EVENTS**

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### **Selection Policy**

1. A candidate must be an active member in good standing of the BC Lacrosse Association as of May 1 of the current playing year.
2.
  - (a) A candidate for Junior B, Senior C Playoff and Provincials must have attained a LC Level 3 or greater, must have officiated 10% of league games and must receive two (2) favorable evaluation during the league from an evaluator recognized by the Selection Committee.
  - b) A candidate for Junior A and Senior B Playoff must have attained a LC Level 4 or greater, must have officiated 10% of league games and must receive two (2) favorable evaluation during the League from an evaluator recognized by the BCLOG Selection Committee.
  - c) A candidate for Founder's Cup must have attained a LC Level 4 or greater, must be an active part of the Junior B League Playoffs and Provincials, and must receive two (2) favorable evaluations during the Playoffs and Provincials from the RIC at Provincials or an evaluator recognized by the Selection Committee. A candidate for President's and Minto Cup must have attained a LC Level 4 or greater, must be an active part of the Senior B or Junior A Playoffs, and must receive two (2) favourable evaluations during the Playoffs from an evaluator recognized by the Selection Committee.
3. Founders Cup candidates must not have officiated at no more than three Founders Cups.
4. All candidates must be active members within the BCLOG and LC Officiating Programs.
5. Successful applicants will receive an invitation by the BCLOG Vice-Chair - Senior.
6. All candidates must meet all examination requirements as set out by the BCLOG and LC Officiating Committees.
7. All candidates must meet all evaluation requirements as set out by the BCLOG and LC Officiating Committees.
8. All candidates must meet all fitness requirements as set out by the BCLOG and LC Officiating Committees.
9. All candidates must meet all uniform requirements as set out by the BCLOG and LC Officiating Committees.
10. Candidates for Provincials and Nationals must be available for any games during the tournament.

### **Selection Committee**

1. The selection committee will be comprised of the following members:
  - a. BCLOG Vice-Chair - Senior
  - b. Two or more members are to be appointed by the BCLOG Vice-Chair - Senior. The BCLOG Vice-Chair - Senior shall, at the Vice Chair – Senior's discretion, increase or decrease the number of committee members as required.
2. No members of the selection committee shall be a candidate for a national appointment.
3. The BCLOG Vice-Chair - Senior shall be the Chair of the Selection Committee. The BCLOG Vice Chair - Senior will only cast a vote in the event of a tie in voting.
4. The selection committee will publish a list of recognized evaluators.
5. The selection committee may consult with league commissioners regarding candidates.
6. The selection committee may consult with the RIC's for the respective Provincial Championships
7. The selection committee's decision shall be final.

8. The selection committee does not select RIC's.

#### **Selection Criteria**

1. The Selection committee will utilize the following criteria in arriving at their decision:
  - a. Past performance and evaluations at BCLA and LC sanctioned events
  - b. Past or present contributions to the NOCP program
  - c. Evaluation Grade
  - d. Exam Grade
  - e. League Commissioner Feedback

#### **Application Process**

1. All interested candidates are to submit a completed application and two (2) favorable evaluations to the BCLOG Selection Committee no later than the date(s) as laid out in the time line below.
2. The selection committee will review each application and make their recommendations to the BCLOG Vice-Chair - Senior who will then send out the appropriate invitations.

#### **Selection Procedure**

The selection procedure will begin after the application deadline.

1. The candidates will be ranked according to the criteria outlined above. The top candidate(s) will be selected to work the respective playoff, provincial, and/or national. Where there is a tie in the final rankings the following criteria will be used to rank the referees
  - a. On-Floor Evaluations – 50%
  - b. NOCP Exam- 30%
  - c. Contributions to the BCLOG Officiating Program – 20%

In addition to the selected referees, alternate referees will be selected to act as back up referees in the event that the nominated officials are not able to fulfill their obligations, or if additional referees are requested.

2. Based on the number of officials required, the successful officials will be notified by telephone or email by the BCLOG Vice Chair - Senior.
3. Officials will be asked to sign a contract agreeing to the terms and conditions of the offer to officiate at the Provincial/National Championship and to abide by the terms set out in the contract.

#### **Selection Time Lines:**

<b>Date</b> <i>(Current playing year)</i>	<b>Action Item</b>
<b>April 30</b>	Selection Policy and Application sent out to BCLOG members
<b>June 1</b>	Deadline for submission of Playoff, Provincials and National Applications from interested candidates.
<b>June 20</b>	Deadline for submission of two (2) Evaluations from candidates who have applied.
<b>June 26</b>	Selection Committee meets to review and discusses applications.
<b>June 28</b>	Selection Committee to Forward Recommendations to the BCLOG Vice-Chair – Senior.
<b>June 30</b>	BCLOG Vice Chair - Senior to send invitations to successful applicants.
<b>July 10</b>	Receive responses from successful applicants
<b>July 15</b>	Submit nominations into LC



**2022-2023**

**OPERATING POLICY:**

***COACHES***

*Revised September 2021*



## **BC LACROSSE ASSOCIATION**

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### **BC LACROSSE COACHES TECHNICAL SUPPORT GROUP OPERATING POLICY**

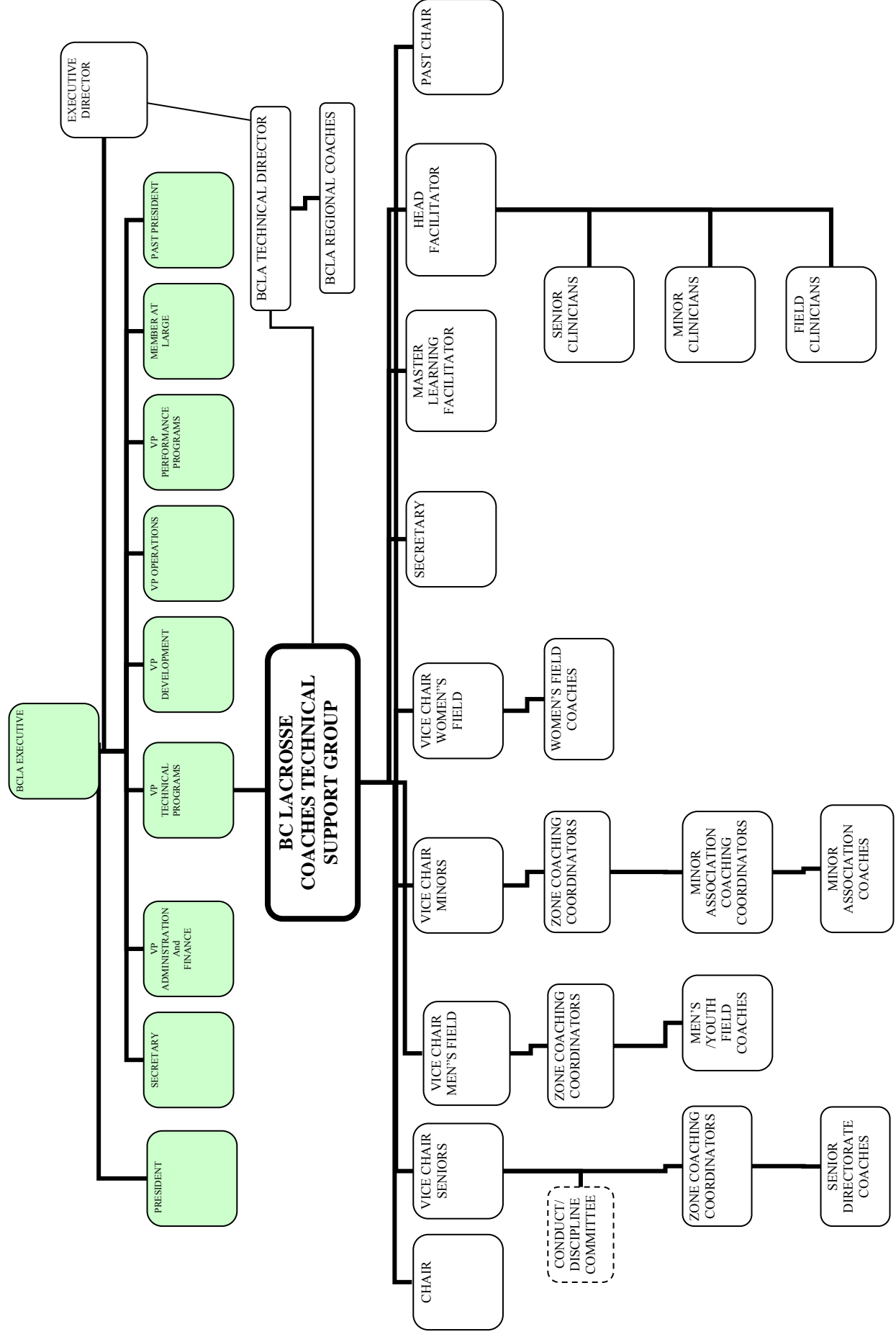
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## October 2017



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## BRITISH COLUMBIA LACROSSE COACHES ASSOCIATION

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### 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 LC Lacrosse Coaches Code of Ethics.
- insisting that coaching be done in accordance with the LC Rule Book and the World Lacrosse 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 and Senior 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:

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

- (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 must complete all required training 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.
- Online Newsletters (TBA).
- All applicable coaching material and upcoming training opportunities.

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 LC 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 National Coaching Certification Program (NCCP).
- Liaison with the MLF to ensure that the technical data base and clinicians are available to meet all NCCP 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.

### **Secretary**

- Will collect all correspondence directed to or from the BCLCG
- Will attend and record the minutes of all BCLCG meetings
- Will assist the Chair with duties as required

### **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 LC Coaching Committee through the BCLA Coaching Co-ordinator.
- To act as technical advisor to the BCLCG.
- To ensure that all the parameters of the Form 100B and the NCCP 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 liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for the senior box coaches.
- 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 LC 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.
- To ensure that all the parameters of the Form 100B and the NCCP 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 liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for the minor box coaches.
- 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 LC 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.
- To ensure that all parameters of the Form 100M and the NCCP 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 LC 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.
- To ensure that all parameters of the Form 100W and the NCCP 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 LC National Resource Person (NRP).

### **Head Facilitator**

- Minimum Standard: Fully Certified Competitive Introduction- Level 2.
- 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 Trained/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- Regulation 12.  
 (d) Zone Coaching Selection Procedures.

## REGULATION 5: CONDUCT

- 5.01 It shall be considered an offense against the membership to violate the LC 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 11.01: 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), 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 U11 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 U13 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.
- 1) All Coaches must have successfully completed the minimum requirements outlined in the current Form 100B, Form 100M and/or Form 100W in the division of which they participate, by the deadline set by the BCLCG (April 20 – Senior Box; May 1 – Minor Box/Senior Women's Field; October 1 - Field).
- (b) 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 personal 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 National Coaching Certification Program (NCCP).
- (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 1<sup>st</sup>. 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-Development 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.
- (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 20<sup>th</sup> 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 Senior Women's Field and October 1 for Men's/Youth and Women's 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 midnight April 30 for Senior Box; midnight May 1 for Minor Box/Senior Women's Field and midnight October 1 for Men's/Youth and Women's 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(b).
- 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 – MINOR AND SENIOR BOX CERTIFICATION

<b>Form 100B</b> <small>Effective January 1, 2022</small>											
<b>Club/Association Name:</b>			<b>\$10/Coach</b>		<b>Online Fair Play Form -</b> <a href="https://www.bclacrosse.com/team/bc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/team/bc_reg/bcla_fairplay_coaches.php</a>						
<b>Year of Current Season:</b>			<b>\$5/Trainer</b>		<b>\$ 10.00</b>						
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
Mini-Tyke #1	Joe Smith	Head Coach	1234566	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	joe@bclacrosse.com	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

Form 100s are due May 1<sup>st</sup> for the Minor Associations and April 20<sup>th</sup> for the Senior Divisions

Category	Coach Certification	
	Club Minimum Standard	Team BC / National Championship Minimum Standard
U7	Community Development Trained	N/A
U9	Community Development Trained	N/A
Rec/House Leagues	Community Development Trained	N/A
U11	Community Development Trained	N/A
U13	Community Development Trained	Competitive Introduction Certified
U15	Competitive Introduction Trained	Competitive Introduction Certified
U17	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 (all coaches on the bench) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Certified is equivalent to Community Development Trained (CMD)
- Old NCCP Level 2 Certified is equivalent to Competitive Introduction Trained (CPI)
- A first year CPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year CPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

### 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** suitable registered on 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).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/box-lacrosse-form-100b.php>

## APPENDIX B: FORM 100M – FIELD CERTIFICATION

<b>Form 100M</b> Effective January 1, 2022 <small>Youth and Senior Men's Field Due Oct 1</small>											
<b>Club/Association Name:</b>		<b>\$10/Coach</b>		<b>Online Fair Play Form -</b> <a href="https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php</a>							
<b>Year of Current Season:</b>		<b>\$5/Trainer</b>		Please email the Form 100s to Dave Showers at <a href="mailto:dave@bclacrosse.com">dave@bclacrosse.com</a>							
										<b>\$ 10.00</b>	
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
U15	Mike Anderson	Head Coach	1234568	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	<a href="mailto:mike@dcnet.com">mike@dcnet.com</a>	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

### Youth / Men's Field

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship 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	Competitive Introduction Certified
(U15)	Competitive Introduction Trained	Competitive Introduction Certified
(U18)	Competitive Introduction Trained	Competitive Introduction Certified
Senior	Competitive Introduction Trained	Competitive Introduction Certified

- Head Coaches and Assistant Coaches (all coaches on the field) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Field Certified is equivalent to Field Community Development Trained (FCMD)
- Old NCCP Level 2 Field Certified is equivalent to Field Competitive Introduction Trained (FCPI)
- A first year FCPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year FCPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

#### **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** suitable registered on 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. Field Provincial Championships).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/field-lacrosse-form-100m-100w.php>

## APPENDIX C: FORM 100W – WOMEN'S FIELD CERTIFICATION

<div style="display: flex; align-items: center;"> <div> <b>Form 100W</b>                      Effective January 1, 2022  <small>Senior Women's Due May 1<sup>st</sup>; Women's Field Due Oct 1</small> </div> </div>											
<b>Club/Association Name:</b>		<b>\$10/Coach</b>		<b>Online Fair Play Form -</b> <a href="https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php</a>							
<b>Year of Current Season:</b>		<b>\$5/Trainer</b>		Please email the Form 100s to Dave Showers at <a href="mailto:dave@bclacrosse.com">dave@bclacrosse.com</a>					<b>\$ 10.00</b>		
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
Senior Women's	Jane Doe	Head Coach	1234568	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	Jane@americaonline.ca	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

Women's Field / Senior Women's

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship Minimum Standard
WF Youth (U12)	Women's Field Community Development	N/A
WF Junior (U15)	Women's Field Community Development	Women's Field Community Development Trained
WF Junior (U19)	Competitive Introduction Trained - TBD	Women's Field Community Development Trained
Senior Women's	Competitive Introduction Trained - TBD	Women's Field Community Development Trained

- Head Coaches and Assistant Coaches (all coaches on the field) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Field Certified is equivalent to Field Community Development Trained (FCMD)
- Old NCCP Level 2 Field Certified is equivalent to Field Competitive Introduction Trained (FCPI)
- A first year FCPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year FCPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

### **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** suitable registered on 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. Field Provincial Championships).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/field-lacrosse-form-100m-100w.php>



**2022-2023**

**OPERATING POLICY:**

***VOLUNTEER LEADERSHIP***



## **BC LACROSSE ASSOCIATION**

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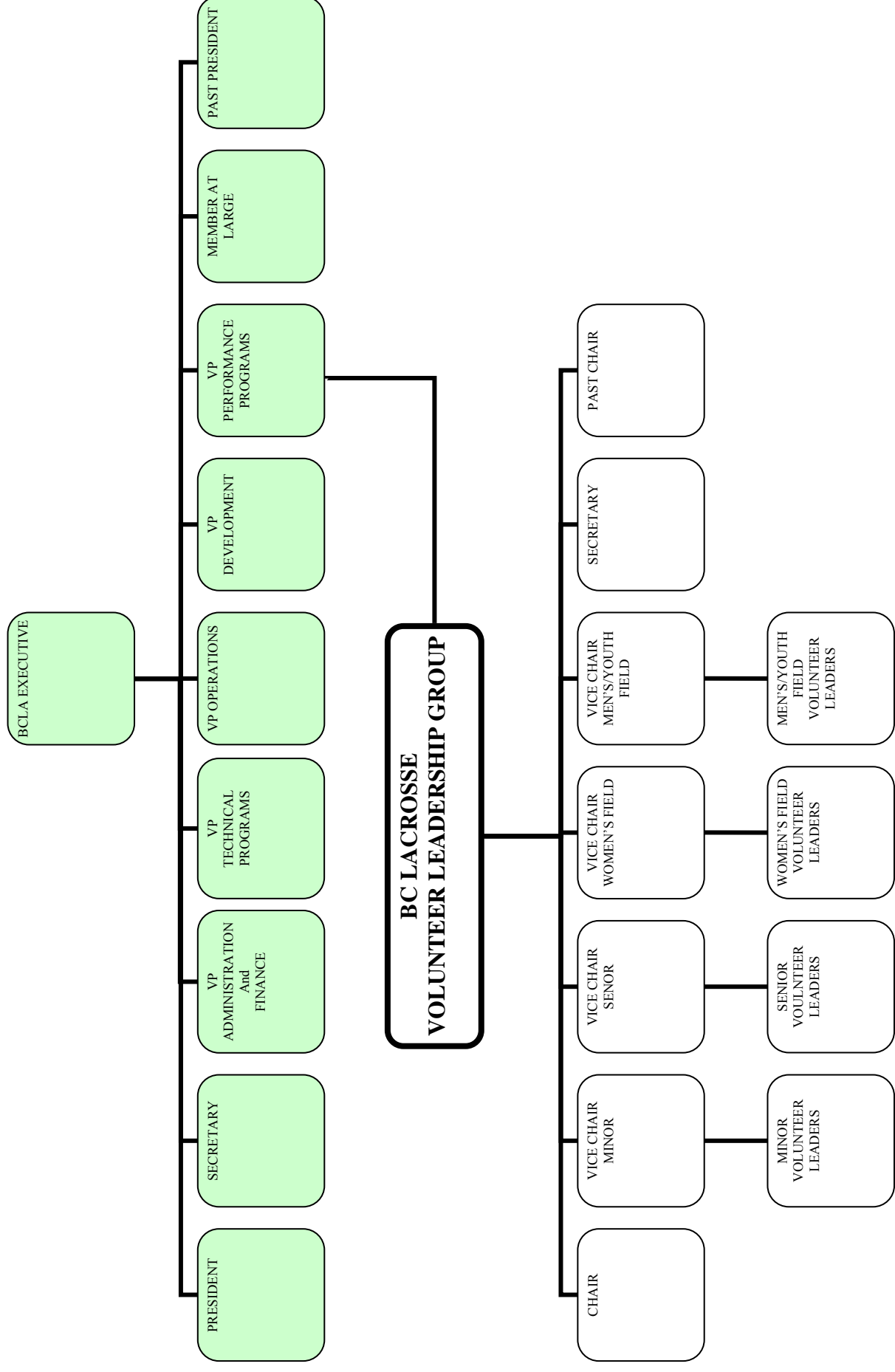
### **BC LACROSSE VOLUNTEER LEADERSHIP TECHNICAL SUPPORT GROUP OPERATING POLICY**

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**BC LACROSSE VOLUNTEER LEADERSHIP COMMUNICATION CHART**

October 2017





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## **BC LACROSSE VOLUNTEER TECHNICAL SUPPORT GROUP OPERATING POLICY**

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### **REGULATION 1: OBJECTIVES**

- 1.01 To improve the level of volunteerism and community leadership by:
- Providing workshops and clinics, both theoretical and technical.
  - Making volunteering resources available.
  - Registering lacrosse volunteers in British Columbia
  - Providing a system for disciplinary action where applicable and for an appeal process for all members.
- 1.02 To improve the game of lacrosse by:
- Promoting good fellowship among Association members.
  - Creating and encouraging constructive communication strategies and relationships among BCLVLA members.
  - Promoting and maintaining high standards of relationship with Association members and volunteers of the various levels of teams and leagues with whom the BCLVLA shall make its services available;
  - Upholding the BCLA Lacrosse Constitution, By-Laws and Operating Policies including the Code of Conduct.

### **REGULATION 2: JURISDICTION**

- 2.01 The jurisdiction of this organization shall extend to all organized lacrosse within the Province of British Columbia as described in the BCLA Constitution and By-Laws.
- 2.02 No rule or regulations in this operating policy will override provisions of the BCLA By-Laws or General Operating Policy. Any conflict will be resolved in favour of the superior regulations.

### **REGULATION 3: MEMBERSHIP**

- 3.01 Membership in the BCLVLA is automatic for all persons providing volunteer leadership services in any BCLA membership class as defined in the following BCLA BY-Law Number II: Membership classes:
- a) Section 2 (a)
  - b) Section 2 (b)
- 3.02 To be an active member of the BCLVLA, a volunteer must:
- a) Be a member of the BCLVA pursuant to regulation 1.01(b); or
  - b) If a member of the BCLVA pursuant to regulation 1.01(a) the volunteer must be registered with the BCLA through their organization submitting their name annually for inclusion in the BCLA directory.
- 3.03 All active members of the BCLVA have the privilege of voting at the BC Lacrosse Volunteer Association Special Session held each year.
- 3.04 All active members of the BCLVLA are entitled to insurance coverage, as outlined in the BCLA Operating Policy: Section 6.
- 3.05 All BCLA member associations shall name a Volunteer Leadership Coach to be the prime contact between the BCLVLA and their organization. For Minor and Youth Field Associations, it is recommended that the Volunteer Leadership Coach be a board level position separate from other elected or appointed positions.

## REGULATION 4: ORGANIZATION

- 4.01 a) The Executive Committee of this organization is as defined in BCLA By-Law X Section 7 (a) and elected as BCLA By-Law X Section 7 (b).
- b) All officers shall be elected by secret ballot at the BCLVLA Special Sessions.
- c) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
- d) The Chair, and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair shall be elected in two-year terms in even-numbered years.
- The Regional Representatives shall be appointed by the BCLVLA Executive and sanctioned by the BCLA Executive for two-year terms from the date of the appointment.
- e) In the event that a member of the executive of the BCLVLA is not able to complete **the** duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.
- 4.02 The BCLVLA shall be under the leadership of the Chair who will be responsible for directing the duties of the Executive obtain the objectives of the BCLA and attain continuity of volunteering throughout the Province.
- 4.03 In the event that a member of the executive of the BCLVLA is not able to complete **the** duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.

## REGULATION 5: THE EXECUTIVE

- 5.01 The Executive of the BCLVLA, as defined in the By-Laws, will meet as a group a minimum of two (2) times per year:
- (a) As called by the Chair
- (b) Special Session at the BCLA AGM for an annual workshop and election of executive.
- The BCLVLA 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 to the appropriate membership.
- 5.02 **Job Description - Chairperson:**
- Responsible to the BCLA Vice President – Performance Programs for the administration of the BCLVLA.
  - Responsible for the supervision of the Executive of the BCLVLA.
  - To act as direct liaison with the BCLVLA Executive and the Executive Director.
  - Ensure that the BCLVLA is represented at all BCLA meetings where the BCLVLA is a member or where their input or presence has been requested.
  - Ensure that the BCLVLA operates within the approved BCLVLA budget.
  - To oversee all projects of the BCLVLA.
  - Represent the BCLVLA at the BCLA Annual General Meeting.
  - To chair or delegate a replacement chair for the BCLVLA Special Session and all other BCLVLA sponsored meetings or conferences.

- Work with the BCLA Vice President – Performance Programs to facilitate the recommendations by the BCLVLA Executive Committee (Chair, Vice Chair, Secretary) to appoint the Regional Representatives and request sanction by the BCLA Executive.

**5.03 Job Description – Vice Chair**

- Will attend all meetings of the BCLVLA
- Will liaise with all member groups and associations to ensure that there is proper recruitment, training and continual excellence in volunteering.
- Will liaise with the Chair and perform all duties that are assigned.
- Will preside over meetings when the Chair is not available.

**5.04 Job Description – Regional Representatives**

- Will attend all meetings of the BCLVLA
- Will liaise with all member groups and associations in respective regions to ensure that there is proper recruitment, training and continual excellence in volunteering.
- Will perform all duties as assigned by the Chair and the Vice Chair of the BCLVLA.

## **REGULATION 6: VOTING PRIVILEGES**

- 6.01 (a) Refer to the By-Laws of the British Columbia Lacrosse Association.  
 (b) All members of the BCLVLA in good standing will cast one vote per person at BCLVLA general meetings.

## **REGULATION 7: CONDUCT**

- 7.01 It shall be considered an offence against the membership to violate the BCLA Lacrosse Code of Conduct.
- 7.02 Actions contrary to the BCLA Code of Conduct, 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 -- will be cause for investigation by the BCLVLA.

## **REGULATION 8: VOLUNTEER PROGRAMS**

- 8.01 The BCLVLA, with the assistance of the BCLA Executive Director, will be responsible for the Volunteer Development program including training and volunteer development projects and programs.
- 8.02 The BCLVLA, with the assistance of the BCLA Executive Director, shall be responsible for ensuring all deadlines are adhered to.

## **REGULATION 9: AWARDS**

- 9.01 The Volunteer Leadership Technical Support Group will not have an award structure of its own as all members are eligible for existing BCLA Awards.

## **REGULATION 10: AMENDMENTS**

- 10.01 The Operating Regulations of the BCLVLA shall not be altered except at a Special Session of the BCLVLA and shall be made only by a majority vote of the members voting thereon.
- 10.02 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.

## REGULATION 11: DUES

- 11.01 The will be no separate dues structure for membership in the BCLVLA.
- 11.02 Fees for specific training sessions and other programs designed for the benefit of individual members may be set by the BCLA Executive in conjunction with the Executive Director as deemed necessary to recover a portion/all of costs.

## REGULATION 12: DISCIPLINE & CONDUCT COMMITTEE

- 12.01 The BCLVLA Chair shall form Discipline and Conduct Committees as required, and shall appoint committee members to carry out necessary investigations and render disciplinary action recommendations to the Chair.
- 12.02 The Executive Committee shall compile a list of nine (9) people from which the Chair will draw to form Discipline and Conduct Committees.
- 12.03 Three (3) members from this list shall serve as the Committee for any given disciplinary act that falls under the auspices of the BCLVLA. Committee members must be neutral; no person from the list shall participate on a Committee if the issue involves the person's own Association/Club or if the issue involves a relative.

## REGULATION 13: CONDUCT & DISCIPLINE

- 13.01 It shall be the duty of every member of this organization to display a conduct at all times that furthers the best interests of the membership, that assists fellow members wherever possible to improve the standard of volunteering and that ensures the respect of all participants and fans.
- 13.02 See General Operating Policy Regulation 11 for the Code of Conduct and other regulations.

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### **Operating Policy Revisions:**

October 1989	October 2001	October 2013
May 1990	October 2002	October 2014
October 1990	October 2003	October 2015
November 1992	October 2004	October 2016
November 1993	October 2005	October 2017
January 1995	October 2006	October 2018
October 1995	October 2007	October 2019
October 1996	October 2008	October 2020
October 1997	October 2009	October 2021
October 1998	October 2010	October 2022
October 1999	October 2011	
October 2000	October 2012	