



Kamloops Minor Lacrosse Association
Operating Policy

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For the purpose of this Operating Policy:

1. The term "Executive" refers to the core members of the Board of Directors as defined in the KMLA Bylaws, which includes: President, Vice President 1, Vice President 2, Secretary, Treasurer, Registrar.
2. The term "Directors at Large" refers to additional board-appointed positions that are not part of the Executive or voting members but contribute to the Board of Directors.
3. The Board of Directors includes both Executive members and Directors at Large, collectively representing the governing body of KMLA.

EXECUTIVE SUMMARY

MISSION

Kamloops Minor Lacrosse Association is dedicated to shaping youth athletes into champions on and off the field through both recreational and competitive lacrosse. Our focus is to provide positive experiences for all members, emphasizing supportive coaching and mentoring. We are committed to upholding fair play, sportsmanship, equality, and non-discrimination, fostering qualities like leadership, responsibility, and empathy that extend beyond the sport.

VISION

The Kamloops Minor Lacrosse Association will be a leader in offering a safe environment that fosters psychological, social, emotional, and physical development in all members through the game of lacrosse.

VALUES R-E-A-L-M Values

R- Respect for: 1) Program 2) Coaches 3) Teammates 4) Self

All members, coaches, and athletes within the Kamloops Minor Lacrosse Association will demonstrate unparalleled levels of respect for the Program, Coaches, Teammates, and themselves. This underlying core value will govern all club activities and in turn offer individuals with lasting growth opportunities through the positive mentorship and required adherence to these standards.

E - Effort - In Lacrosse and all that one undertakes.

Athletes will learn to focus on and fully adopt the principle that giving 100% is a requirement at each practice, on every shift, and in life. Each athlete is in control of their own levels of effort and will be taught to harness this and become accountable for effort levels as a key measure of success ahead of winning.

A - Awareness - Look, Listen, and take appropriate action.

To foster development, respect, and effort, athletes must be guided to cultivate strong self-awareness and equipped with the skills to self-assess and respond effectively. This includes evaluating their work ethic, attentiveness, and responses to coaching feedback. For example, an athlete should ask themselves, "Am I fully applying myself? Am I actively listening and implementing my coach's feedback?" Additionally, if a teammate becomes distracted, an athlete should aim to help them refocus. Such observations are integral to building a heightened sense of awareness.

L - Learning - The value of hard work and dedication.

Learning new skills can be both very exciting and sometimes uncomfortable. Athletes will be taught to be patient and to develop a willingness to commit to a long term development model. Perfect practice, maintaining an open minded approach to new skills, and accurate repetition are fundamental learning principles adopted and delivered by the Club.

M - Mistake Management - Seeing mistakes as a means to learn and grow.

Mistakes are a natural part of growth, bringing valuable experience. Every member, coach, and athlete will be encouraged to give their best effort, while accepting and embracing mistakes as opportunities to learn and grow. The Kamloops Minor Lacrosse Association is committed to creating a positive environment where individuals can work within the guidelines of the program and their respective teams to try new skills, tactics, and make decisions as appropriate to foster growth as individuals and teammates.

PHILOSOPHY STATEMENT

The Kamloops Minor Lacrosse Association (KMLA) is a not-for-profit, volunteer-driven organization dedicated to amateur sports. The KMLA's programs focus on fostering fun, fitness, and skill development, prioritizing the goals and interests of the athletes above all else. Committed to sportsmanship, fair play, and a positive learning environment, the KMLA ensures a safe space free from harassment, abuse, and intimidation, supporting each player's growth and enjoyment.

OBJECTIVE

The Operating Policy is a set of policies that the KMLA Board of Directors use to guide day-to-day decisions and operations. The Operating Policy contains such items as the roles and responsibilities of various association positions, registration information etc. The Operating Policy is to work in conjunction with the KMLA Constitution and Bylaws. This policy will be reviewed by the Executive a minimum of every 2 years.

OPERATING RULES

The KMLA shall operate under the rules and regulations of the Lacrosse Canada Association ("LC"), British Columbia Lacrosse Association ("BCLA"), Thompson-Okanagan Minor Box Lacrosse Commission (TOMBLC), Interior Field Lacrosse Commission (IFLC), the KMLA Constitution and Bylaws, as well as the policies and procedures set out in this manual.

CONSTITUTION & BYLAWS

Please see the KMLA website under About Us for updated Constitution & Bylaws. <https://kamloopsrattlers.com/>

MEMBERSHIP

The following individuals are considered Members of the Association:

- Parents or legal guardians of players under the age of 18 (A maximum of two parents or legal guardians of each player)

Any individual residing in the boundaries of KMLA who wishes to become a member may apply to the Board:

- Lacrosse players registered with the Association (For voting purposes only those 18 years of age and over)
- Any non-parent coach, assistant coach or manager officially registered with the Association.
- Any Officials registered with KMLA.
- Members of the KMLA Board of Directors.

For the purposes of the Annual General Meeting, only the individuals listed above will have voting rights. Members must be in good standing with KMLA to vote at the AGM.

Good Standing

A member is deemed not in good standing if they fail to pay membership dues or registration fees. Members who are not in good standing may not vote at the Annual General Meeting (AGM) or any other general meeting. A member's status in good standing is reinstated once outstanding fees are paid in full.

Termination of Membership

Membership in KMLA is terminated if a member remains not in good standing for six consecutive months.

CONDUCT, SAFETY, AND DISCIPLINE

FAIR PLAY

Everyone involved in the sport of lacrosse – parents, spectators, athletes, officials and coaches – plays a crucial role in promoting fair play. The most effective way to achieve this is by leading through example: respecting both the written and unwritten rules of the game. It is equally important to develop the ability to manage stress constructively so that fair play instincts are not compromised in

the heat of competition. The KMLA is fully committed to the Fair Play Principles of the Government of Canada (Fitness and Amateur Sport). The Association strives to ensure that all participants are equipped with the tools and training necessary to uphold these principles during practices and games. By fostering core values of honesty, integrity, and respect, KMLA aims to instill a culture of fair play among its players and broader community.

All players, coaches, managers, officials, and members—including parents/guardians, bus drivers, team officials, volunteers, Board and Directors — are expected to always conduct themselves with politeness, respect, and sportsmanship. Persistent unacceptable conduct or blatant disregard for LC, BCLA, TOMBLC, IFLC or KMLA policies and procedures will result in disciplinary action.

Fair Play Codes: Refer to Appendix A.

GENERAL CODE OF CONDUCT

All individuals affiliated with the KMLA shall:

1. Refrain from using foul or negative language.
2. Avoid verbal or physical abuse toward officials, participants, or spectators.
3. Demonstrate respect, courtesy, and sportsmanship at all times.
4. Actively participate in games and events with a positive attitude.
5. Represent the KMLA with integrity and respect.
6. Uphold the values of teamwork, community spirit, and pride.
7. Respect facilities and staff involved in KMLA events.
8. Emphasize fun and fair play in all activities.
9. Treat the game of lacrosse with respect.
10. Report breaches of the Code of Conduct promptly.
11. Adhere to the BCLA's Social Media Policy.

HARASSMENT AND ABUSE

The KMLA is committed to fostering a sport environment where participation is equitable, respectful, and free from discrimination or harassment. All individuals have the right to work, train, and compete in a setting that upholds dignity, productivity, and respect, and that promotes self-development and performance advancement based on individual interest and ability.

Definition of Harassment

Harassment includes any unwelcome behavior—intentional or unintentional—by an individual in a paid or volunteer role within KMLA that a reasonable person would consider offensive, intimidating, or demeaning. This may include:

- **Physical Abuse:** Actions resulting in or risking physical harm.
- **Emotional Abuse:** Verbal attacks, insults, or behaviors that harm self-respect.
- **Sexual Abuse or Harassment:** Unwelcome sexual advances, requests, or conduct that creates a hostile environment or impacts participation.
- **Bullying:** Misuse of power through actions or words meant to humiliate, exclude, or intimidate, including cyberbullying.
- **Retaliation:** Any action against someone for reporting or cooperating in an investigation related to harassment or abuse.

Bullying

The KMLA is committed to providing a safe and positive environment for all participants and will not tolerate bullying. **Bullying is defined as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.** Bullying can occur in various settings, including during KMLA events, as well as online through social media.

Bullying can take many forms, including:

Physical— examples include kicking, punching, hitting, spitting, biting, tripping, theft or destruction of property and team kit.

Verbal— examples include threatening consequences, spreading rumors, name calling, teasing, making sexual, racist or sectarian remarks, highlighting physical appearance or sporting ability.

Emotional— examples include (often non-verbal) isolating an individual from the activities and social acceptance of other team members, ignoring or excluding individuals, talking behind their backs, staring, writing unpleasant notes/letters/graffiti, writing letters/ text messages or comments on social media and internet sites.

Bullying is unacceptable towards anyone associated with KMLA, including children, coaches, volunteers, and parents. Anyone found to be bullying others will be dealt with seriously. Consequences may include:

- Verbal warning
- Written warning
- Temporary ban from practices or tournaments
- Permanent ban from KMLA

KMLA will investigate all reported incidents of bullying objectively and will involve listening carefully to and supporting all those involved.

Zero-Tolerance Policy

Harassment, bullying, or abuse—physical, emotional, or sexual—will not be tolerated. Volunteers, officials, and all participants must adhere to this policy. Violations will result in disciplinary action up to and including removal from KMLA.

Prohibited Grounds for Discrimination

KMLA complies with the BC Human Rights Code, ensuring no one is discriminated against based on race, marital status, sex, color, religion, or other protected characteristics.

VIOLENCE

The KMLA maintains a zero-tolerance policy for violence to ensure a safe and respectful environment for all participants.

Definition of Violence

Violence includes any intentional act that causes or could cause physical harm, such as:

- **Physical Assault:** Hitting, kicking, shoving, or other harmful contact.
- **Weaponized Use of Equipment:** Actions such as two-handing or spearing with a lacrosse stick.
- **Verbal Threats:** Words or gestures intended to harm or intimidate.

Consequences

Individuals who engage in violent behavior could face disciplinary actions, including but not limited to:

- Additional suspensions from games or activities beyond Officials report.
- Permanent expulsion from KMLA.

The severity of consequences will consider factors such as the offense's seriousness, the individual's history, and mitigating circumstances.

Reporting and Investigation

Violent incidents must be reported immediately to the KMLA President or Vice Presidents. Detailed accounts and video footage, if available, will aid in a thorough investigation.

Parental and Participant Responsibilities

Parents and participants are expected to:

- Promote sportsmanship and respect.
- Educate children on the importance of safety and non-violence.
- Cooperate fully in investigations.

By enforcing this policy, KMLA aims to foster a culture of safety, respect, and skill development, free from fear of violence.

DISCIPLINARY PROCESS

The KMLA Executive has established a clear process to manage disciplinary matters fairly and consistently, ensuring alignment with the Association's Constitution and By-Laws, and policies. KMLA retains the authority to adapt this process as needed to address specific situations effectively. In most cases, the KMLA Disciplinary Committee, consisting of the President and both Vice Presidents, will handle disciplinary issues.

Scope of Misconduct

Disciplinary action may be initiated for any individual who engages in behavior that:

- a) Breaches the Code of Conduct.
- b) Exploits their position within the KMLA for unauthorized personal or material gain or breaches their fiduciary duties.
- c) Circulates false or malicious statements derogatory to any member of KMLA or another association.
- d) Willfully disregards or violates the KMLA's Constitution and By-Laws, policies, or regulations.
- e) Encourages others to disregard or violate the KMLA's Constitution and By-Laws, policies, or regulations.
- f) Displays conduct deemed detrimental to the KMLA, the sport of lacrosse, or its players, spectators, officials, or volunteers.

Authority to Act

The Disciplinary Committee has the authority to suspend players, team personnel, parents, or any Association member independent of any other sanctions imposed by TOMBLC, IFLC or the BCLA.

Disciplinary actions may include, but are not limited to:

- Suspension from games (home and/or away) and practices for a specified duration.
- Removal of team personnel, such as coaches or managers, based on substantiated feedback regarding unbecoming or detrimental conduct.
- Expulsion from the Association through a special resolution, as outlined in the KMLA Constitution and By-Laws.

Disciplinary Procedures

1. Initial Review and Action:

- The Disciplinary Committee will evaluate complaints or reports of misconduct based on evidence, the severity and frequency of the offense, and input from relevant parties.
- A "24-hour rule" will be applied when possible to allow for measured and unemotional responses.
- Depending on the circumstances, the Disciplinary Committee may meet with the individual involved to address and resolve the issue informally.

2. Board Review:

- For more serious incidents, the Disciplinary Committee may convene a meeting of the Executive or Board of Directors within seven (7) days to determine the appropriate disciplinary measures.

3. Formal Resolution:

- If suspension or expulsion is warranted, the matter will follow the procedures outlined in the KMLA Constitution and By-Laws. This includes providing the individual with a notice of the resolution, a brief statement of reasons, and an opportunity to address the membership before a vote is conducted.

Finality of Decisions

Disciplinary decisions made by the Disciplinary Committee and Board of Directors are conclusive, barring any regular appeals.

Emphasis on a Positive Environment

This process aims to uphold the values of sportsmanship, safety, and integrity within the KMLA community while maintaining fairness and transparency in disciplinary actions.

BOARD OF DIRECTORS

The Board of Directors consists of both Executive members elected at the Annual General Meeting (AGM), and Appointed Directors. Each elected Executive member (excluding the President) is entitled to one vote at all meetings, motions, and decisions throughout the year, regardless of any additional positions or titles held within the Kamloops Minor Lacrosse Association (KMLA). Appointed

Director positions do not have voting rights, with the exception of the Past President, who retains one vote. Appointed members, however, maintain their general membership voting rights in all general membership votes.

The Executive is responsible for overseeing the operations, strategic direction, and activities of the KMLA. The Executive are the primary decision-makers for KMLA and have authority over the Appointed Directors. The Appointed Directors are responsible for specific tasks or areas and report to the Executive.

All members of the Board of Directors must act with integrity, demonstrate accountability, and make decisions in alignment with the mission and values of the KMLA. They must also ensure compliance with all governing documents and applicable laws, while promoting the best interests of the organization.

KMLA EXECUTIVE

The Board consists of the following positions and their respective terms:

President	1 year term Non-voting position (tie-breaking vote)
1st Vice President	2 year term on odd years
2nd Vice President	2 year term on even years
Treasurer	2 year term on even years
Registrar	2 year term on odd years
Secretary	2 year term on odd years

Duties of Executive: Refer to Appendix C.

KMLA APPOINTED DIRECTORS

Once elected, the Board shall appoint, subject to majority Board approval, the following Appointed Directors positions, for a period not to exceed 1 year.

HEAD COACH	ADVERTISING AND PROMOTIONS SPECIALIST
HEAD REFEREE	COMMUNICATIONS COORDINATOR
HEAD MANAGER	EQUIPMENT MANAGER
SCREENING OFFICER	JERSEY COORDINATOR
FEMALE COORDINATOR	KMLA APPAREL COORDINATOR
REP COORDINATOR	TOURNAMENT COORDINATOR
INDIGENOUS LIAISON	FUNDRAISING AND SPONSORSHIP COORDINATOR
PAST PRESIDENT	GRANT APPLICATION COORDINATOR
DIRECTOR OF PLAYER DEVELOPMENT	EVENTS AND ACTIVITIES COORDINATOR
SCHEDULER	GAME FOOTAGE MEDIA COORDINATOR
WEB ADMINISTRATOR	

Duties of Appointed Directors: Refer to Appendix D.

FIDUCIARY DUTIES

The KMLA Board of Directors have a legal and ethical obligation to act in the best interests of the KMLA. The fiduciary duties are categorized into three key responsibilities:

- **Duty of Care:** Board of Directors must participate in decision-making processes with due diligence, ensuring decisions are based on adequate information. This includes staying informed, attending meetings, and reviewing relevant materials.
- **Duty of Loyalty:** Board of Directors must prioritize the interests of the KMLA above their personal interests. They are expected to avoid conflicts of interest and to disclose any potential conflicts when they arise.
- **Duty of Obedience:** Board of Directors must ensure that the KMLA complies with all applicable laws, regulations, and governing documents, and that decisions made align with the mission and objectives of the organization.

These fiduciary duties guide the Board of Directors in their role, emphasizing the importance of transparency, integrity, and accountability in all decisions made on behalf of the KMLA.

DECISION-MAKING PROCESS

The Board of Directors must make decisions collectively, with transparency and fairness. The following outlines the decision-making process for the Board of Directors:

- **Executive Vacancies:**
If an elected position becomes vacant mid-season, the Executive may appoint a replacement via majority vote to serve until the next Annual General Meeting (AGM), with eligibility for election at the AGM.
- **Appointed Vacancies:**
Whenever there is a vacancy of an appointed position, the position may be filled by majority vote of the remaining Executive. The appointee will serve until the next AGM.
- **Majority Voting:**
Formal decisions will be made by majority vote at Board meetings, with Executive members having voting rights. Appointed positions are non-voting members. For urgent matters, virtual or electronic voting may be used.
- **Board Recusal:**
Board members who have children on a team where an issue has arisen must recuse themselves from discussions involving that team, player, or any perceived conflict of interest, whenever possible. However, there may be circumstances where recusal is not feasible. In such cases, transparency and fairness must guide the decision-making process.
- **Confidentiality:**
Executive and Appointed Directors have a duty to maintain confidentiality regarding specific matters related to KMLA business or individual members. Confidential discussions should occur only within the Board of Directors. Breaches of confidentiality may result in removal by majority vote of the Executive.

REPORTING & COMMUNICATION CHANNELS

Effective and transparent communication is essential for the KMLA's success. The following guidelines ensure that communication within the Board, as well as with members, is clear and professional.

- **Communication with Members:**
KMLA members are encouraged to submit questions, suggestions, or concerns in writing to the President, through Vice Presidents 1 or 2. These concerns should be addressed promptly and appropriately.
- **Reporting Violations:**
Any observed violations of KMLA rules, policies, or procedures, or issues related to the BCLA or TOMBLC, must be reported to the Executive for review.
- **Transparency & Timeliness:**
The Executive must respond to communications in a timely manner, acknowledging receipt and providing necessary information promptly. All communications should maintain professionalism, respect, and confidentiality when required.
- **Official Channels:**
 - **Board Communications:** Official Board communications will be conducted through the designated emails:

- **Board@kamloopsrattlers.com** – Includes entire Board of Directors.
- **Executive@kamloopsrattlers.com** – includes all Executive members only. (President, VP1, VP2, Secretary, Treasurer and Registrar.)
- **Social Media:** Official social media channels are reserved for public announcements and promotions only as directed. Executive and Appointed Directors should share responsibly.

MEETINGS & COMMITTEES

Meetings:

Board meetings are the primary communication platform for decision-making. Regular meetings will be held monthly. Special meetings may be called as needed for urgent matters. Meeting minutes will be compiled by the Secretary and distributed within one week of each meeting.

- **Committee Responsibilities:**

The KMLA Executive and Appointed Directors may participate in various committees for operational and strategic planning purposes. Examples of committees include:

- **Tournament Committee:** Chaired by the Tournament Coordinator.
- **Policy Review and Strategic Planning:** This meeting occurs at least once every two years with the President and Executive members.
- **Coaches, Managers, and Treasurer Meetings:** Held in March/April and September, mandatory for all teams to have representation.

Meeting Procedures:

All meetings will follow Robert's Rules of Order for procedural disputes not covered in these policies.

DISPUTE RESOLUTION

The KMLA encourages open communication and strives to resolve disputes efficiently and respectfully. The dispute resolution process includes the following steps:

- **Step 1: Direct Communication:**
Individuals involved in a dispute are encouraged to communicate directly to express concerns and seek resolution.
- **Step 2: Involvement of the Executive:**
If direct communication does not resolve the issue, the matter should be raised with the President. If the President is involved in the dispute, concerns should be directed to Vice Presidents 1 or 2.
- **Step 3: Decision and Resolution:**
The Executive will review the situation, consider all relevant information, and make a fair decision in the best interest of the organization. Confidentiality will be maintained throughout the process.

TRAVEL EXPENSES – EXECUTIVE MEMBERS

Reimbursements for travel for members of the KMLA Executive will be as follows:

- **Mileage:**
 - Local travel (city driving): \$0.65 per km.
 - Long-distance (highway) travel: \$0.50 per km.
- **Hotel:** Hotel costs for attending the BCLA AGM as a delegate (based on BCLA By-Law V #5)

BOARD OF DIRECTORS OATH

All Board of Directors are required to review and sign an oath of office before assuming their duties. The oath serves to reinforce commitment, define responsibilities, and set standards for conduct.

Board of Directors Oath: Refer to Appendix B.

GENERAL OPERATIONS

COMMUNICATIONS

- The KMLA has a web site at the following address: <https://kamloopsrattlers.com/> .
- The Secretary is responsible for picking up and creating a log of all mail from the KMLA post office box.
- The current mailing address of the KMLA is:
Kamloops Minor Lacrosse Association
PO Box 446 - Stn Main
Kamloops, BC V2C 5L2
- The President shall be made aware of all correspondence received and/or distributed by the KMLA.

LOGO, COLORS AND NAME

The official recognized colors of the KMLA shall be predominantly: Blue, Gold and White. All teams in the KMLA shall be named and known as the Rattlers. The KMLA name and logo are the exclusive property of the association and may only be used with prior written approval from the President. Only Executive members are authorized to use the logo for official KMLA business.

STORAGE SPACE

The KMLA has two storage spaces:
1655 Island Pkwy, McArthur Island - C can in the middle of the ball fields
740 Victoria Street, Memorial Arena - Basement storage room

The storage spaces are used for all KMLA owned equipment and jerseys. Entry to this storage space is limited to four (4) key holders; the President, Equipment Manager, Jersey Coordinator and KMLA Apparel Coordinator.

REGISTRATION

The KMLA is committed to ensuring that all individuals wishing to register and participate in lacrosse within the Kamloops community are afforded the opportunity to do so. All players, coaches, and team officials must be registered with the KMLA and insured before engaging in any activities sanctioned by the KMLA.

REGISTRATION DEADLINES

- The registration deadline will be established in accordance with BCLA regulations.
- Registration dates will be communicated through the KMLA website, via emails to members, along with all other means of identified marketing.
- Late registrations will incur a fee to cover BCLA administrative costs.
- Registrations submitted after the final date will be placed on a waiting list if rosters are full, and membership with the KMLA for the current season is not guaranteed.

REGISTRATION FEES

- Registration fee includes a team picture, use of KMLA game uniforms, one pair of KMLA shorts, insurance and practice/game floor time.
- Registration fees will be set annually by the Executive and can be paid through approved methods in accordance with the amounts and deadlines established by the Executive. Tryout fees must be paid prior to a player participating in tryouts. All registration fees must be settled before a player's first league game, unless alternative arrangements have been made with the Registrar.
- Families registering two or more children from the same household with the KMLA will receive a \$25 discount for each subsequent registration.
- Late registrants in non-competitive divisions will be assigned to the team with the fewest players. If all teams have an equal number of players, the Vice Presidents will make the placement decision. For competitive divisions, late registrants who do not attend tryouts or assessments will be placed on a case-by-case basis by the Vice Presidents.
- KMLA's registration will close before the start of each season and will be posted on the website.
- Players with outstanding registration fees, fundraising contributions, or other financial obligations will not be permitted to register for the current season until all outstanding amounts are paid in full.

FINANCIAL ASSISTANCE

The KMLA recommends application to three not-for-profit organizations that provide financial assistance for registration fees and equipment to kids aged 18 and under. Through a confidential application process, they provide grants so kids can play a season of sport. Please refer to Kid Sport BC, Canadian Tire Jumpstart and Athletics 4 Kids. For more information go to the registration tab on the KMLA Website or email the Secretary.

REFUND POLICY (BOX AND FIELD LACROSSE)

All refund requests must be submitted to the KMLA Registrar at registrar@kamloopsrattlers.com.

General Refund Policy:

Prior to the Start of the Season (Box: February 25 / Field: September 1):

- If the player has not participated in any team activity: Full refund, less a \$50 administration fee.
- If the player has participated in team activity: Full refund, less a \$50 administration fee and a \$46 BCLA fee.

Early Season Withdrawal (Box: February 25 to March 31 / Field: September 1 to September 20):

- Refunds will be issued less a \$50 administration fee and a \$46 BCLA fee, regardless of participation.

Mid to Late Season Withdrawal (Box: After March 31 / Field: After September 20):

- Refunds will only be considered for medical or injury-related reasons. Requests must be accompanied by a doctor's note and will be reviewed on a case-by-case basis by the Board.

Processing and Submission:

- Refund requests must include a completed refund form, available on the KMLA website.
- Submit the completed form to both the KMLA Registrar (registrar@kamloopsrattlers.com) and the KMLA Treasurer (treasurer@kamloopsrattlers.com).
- Please allow up to 30 days for processing.

NSF CHEQUES

Members who issue NSF (non-sufficient funds) cheques will be contacted by the Treasurer and must make restitution within five (5) days, either in cash or via a certified cheque/money order. An NSF fee of \$25.00 will apply. Failure to comply with this policy will result in the cancellation of the player's registration, and they will be classified as a member not in good standing.

CANCELLATION OF REGISTRATION

Players or their parent/guardians who choose to cancel registration will be reimbursed in accordance with the KMLA Refund Policy. To process any refunds, all outstanding financial obligations must be settled, and any equipment or jerseys must be returned.

INJURED PLAYERS

If a player becomes injured during the season and is unable to return, their parent/guardians may request a refund of fees in accordance with the KMLA Refund Policy. Refunds will not be issued to injured players who maintain their spot on the roster.

PLAYER RELEASE REQUESTS

Listed below are the guidelines to be followed when dealing with release requests:

- a) Players must be registered with the KMLA prior to requesting a release.
- b) The KMLA releases players only under extraordinary circumstances. Releases will not be granted under any circumstances immediately prior to, during and after evaluations.
- d) Players MAY BE offered a release if and when the KMLA cannot provide a team for the player to play for.
- e) Players will not be released if such a release results in a negative impact upon the KMLA's ability to field teams at that level.
- f) Players incapable of making a team and or playing at a particular level within the KMLA will not be released to play at the same level of a competing association.
- g) Players released from other associations to try out for KMLA positions will receive treatment no different than that of existing KMLA players.
- h) All release requests must be written and addressed to the KMLA President.
- i) Release request forms are available on the BCLA website.
- j) Release requests must be submitted prior to registration completion.
- k) All other release requests will be handled monthly or the next scheduled Board meeting.
- l) All release requests are to be reviewed by the Executive, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.
- m) The KMLA is governed by the TOMBLC and IFLC. While these leagues prefer such matters to be dealt with at the association level, any questions concerning releases, not answered by your association, are best directed to the TOMBLC Chairperson.

WAITLISTS

- a) Waiting Lists shall be comprised of the following:
 - Any returning players will take precedence over all other waiting lists.
 - All new players
 - Any player from out of the KMLA draw zone that wishes to play for the KMLA. This list is always bumped to the end of the line by the new/returning player wait lists.
- B) Waiting lists shall be established after:
 - The optimum number of players has been registered [in each division] at the subsequent new/late returning player registration. The optimum number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.
 - Maximum number of players and goalies for one team is set by the BCLA.
- c) A sibling, whose family is currently a member of the KMLA, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
- d) A player is grandfathered into KMLA once they have moved out of the KMLA draw zone provided they have played lacrosse in Kamloops, as a resident, for two or more consecutive years before moving out of the Kamloops draw zone.
- e) If the necessary registration numbers are not met to sustain a team, waitlisted players will be refunded and released.
- f) The registrar will notify you if you are placed on the waitlist.

BUDDY REQUESTS FOR NONCOMPETITIVE DIVISIONS (HOUSE DIVISIONS)

Players may submit one (1) buddy request per registration. Requests must be noted in the comments section of the registration form. To be considered, the requested buddy must submit a matching request.

Example:

If Ben Shooter requests Sam Brickwall as his buddy, Sam Brickwall must also request Ben Shooter in order for the request to be considered.

All buddy requests must be received prior to team formation or by the last day of assessments, whichever comes first. KMLA will make every effort to honor buddy requests, but these requests are not guaranteed.

Please note: No requests for specific coaches will be accepted.

TEAM SIZE

Team sizes will be determined based on registration numbers at the beginning of each season. Once established, team sizes will remain fixed throughout the season unless registration numbers exceed initial estimates. Players may be released to or integrated from other lacrosse associations as needed, as directed by TOMBLC, IFLC or BCLA. For detailed rules regarding team sizes, please refer to BCLA Minor Directorate Operating Policy 10.01 (a) and BCLA Field Directorate Operating Policies 13.07 (a) and 15.01(a).

PRIVACY POLICY

All information collected during registration for minor field or box lacrosse is used solely by KMLA and BCLA for registration and administrative purposes. This information is protected under our privacy policy and will not be shared with any third parties outside of the BCLA and its members, ensuring confidentiality and adherence to privacy standards.

FINANCE

No borrowing of money shall be done without sanction of a special resolution. Signing officers may be changed should a conflict of interest arise. An alternate signing officer shall be chosen by the Executive.

EXPENSES

- a) General operating expenses [office and administrative expenses] need only be authorized by two of the signing officers.
- b) Expenses deemed extraordinary shall require a majority vote of the existing Executive.
- c) Budgeted expenses shall require a majority vote of the existing Executive.

BUDGET

- a) A budget shall be prepared prior to the AGM and presented at the AGM for a vote of acceptance by the membership.
- b) The Treasurer shall prepare the budget, with input from the Executive as to the needs of the KMLA in the forthcoming year.
- c) The budget may be revised periodically during the operating season should circumstances require.
- d) The revised budget must be approved by a majority vote of the Executive before implementation.

BANKING

- a) The Association treasurer upon commencement of their term of office will assume responsibility of all KMLA financial accounts.
- b) All accounts will have signing officers, one of which must be the treasurer. Each bank transaction must require two signatures.
- c) Disbursements from the Gaming account must be in accordance with the terms and conditions for Charitable Gaming and Access to Gaming Revenue.

REVENUE

- a) The Association shall apply for Gaming Funds on an annual basis. The Treasurer shall complete the application and corresponding reports with input from the Executive as to the budget needs. Funds received from the Gaming Commission will be deposited into the Gaming bank account.
- b) General Operating account will receive revenue from:
 - Registration in accordance with the current rates as established by the Executive.
 - All excess revenues generated for KMLA hosted Programs will be deposited into the general operating account.
 - All funds generated by the KMLA through fundraising efforts must form part of the general operating revenue.
- c) Miscellaneous Revenue.
 - All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue.

DISBURSEMENTS

All receipts obtained for use of general operating funds or gaming funds must be retained for a period of seven years.

- a) General & administrative:
 - Require authorization of two of the signing officers.
 - Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Executive.
 - Budgeted expenses in excess of \$500 will require a majority vote of the Executive.
 - b) Extraordinary Expenses
 - Out of town travel expenses incurred to represent the Association.
 - Medical expenses not covered under provincial medical plans.
 - Non-parent coach expenses.
 - Coach bursaries.
 - KMLA Sponsorships.
 - Etc.
- Items above will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote.
- c) Capital Acquisitions
 - Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life.
 - The Association must own capital acquisitions.
 - Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association.
 - Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
 - Such funds in the case of Capital Plans must be identified and secured.
 - d) KMLA AGM:
 - Expenses shall be drawn from the general operating account.

- e) BCLA AGM

- Expenses shall be drawn from the general operating account and the KMLA shall cover the expenses of voting members attending the BCLA AGM in representation of the KMLA.
- All reasonable expenses per KMLA representative will be awarded with the proper receipts submitted to the treasurer.
- Selection of the KMLA Representatives for the BCLA AGM will be made by the Executive and must be an elected board member.

TEAM FUNDRAISING

The KMLA is committed to keeping costs as low as possible for our members while ensuring consistency in fundraising opportunities across teams. To achieve this, all teams must consult with the Fundraising and Sponsorship Coordinator when organizing any raffles or draws. Failing to do so may jeopardize future funding from Gaming sources.

Individual team sponsorships must specify the intended use of sponsorship funds and receive written approval from the sponsoring company. Any funds not designated will be allocated to the general team fund for use at the team's discretion.

TEAM FUNDS AND BANKING INFORMATION

Team managers will be responsible for collecting and holding team fees. Team funds are considered the property of the players' parents or guardians. As such, any parent or guardian who wishes to inquire about the status or balance of the team account shall be provided with the information promptly.

At the beginning of each season, the team manager and/or head coach must create a budget. This budget must be approved by a majority of the team, and submitted to the KMLA Executive by the deadline set at the start of the season. If a team's composition changes prior to a tournament (such as the Provincials or Jack Crosby Tournament), two budgets will be required: one at the beginning of the season and another reflecting the changes. Both budgets must be submitted along with the end-of-season accounting.

Any remaining funds in the team account at the end of the season may be distributed equitably among players and their families, limited to the extent of the fees initially paid.

Budgets should be prepared based on the number of players on the roster at the time of formation. If roster numbers change, the following guidelines regarding team seed funds will apply:

Prior to the 1st league game:

- If a player is injured and has formally relinquished their spot on the roster, all seed money shall be returned.
- If a player quits the team, they must formally resign by providing a letter to the coach and manager; all seed money shall be returned.

After the 2nd league game or upon passing the budget, whichever occurs first:

- If a player is injured or quits and will not be returning for the season, he or she can request seed money by submitting a formal letter of request.
- All team seed money shall be distributed equally among all original team members at the end of the season.

NON-PARENT COACHES EXPENSE POLICY

Non-parent coaches are invaluable to KMLA. While they are not paid for their coaching, teams must fundraise or collect team fees to fairly reimburse them for travel-related expenses, including reasonable costs for fuel, accommodation, and meals when traveling with their teams. To help reduce expenses, teams are encouraged to arrange rides for coaches whenever possible.

CASH HANDLING POLICY

To prevent mishandling of funds and safeguard against loss, the KMLA has established internal controls for cash collection and handling. The following protocols must be adhered to in order to ensure proper segregation of duties regarding cash collection, depositing, and reconciliation:

- The Treasurer must be notified immediately of all cash collected for the Association, including registration fees, KMLA apparel sales, and tournament funds.

- Only authorized individuals may collect cash, and they must complete appropriate forms to account for the cash collected.
- All cash must be promptly submitted to the KMLA Treasurer for immediate deposit into the KMLA bank account.
- The Association Treasurer will reconcile deposit documentation with the bank statement.

RISK MANAGEMENT

CRIMINAL RECORDS CHECK POLICY

Individuals belonging to the KMLA should be advised that anyone in the capacity of a volunteer will be requested to submit to a criminal records check through the Ministry of Justice or RCMP at no cost to them.

1. **Requirement for Criminal Records Check**
 - All volunteers working with athletes aged 18 years or younger are required to submit a criminal record check.
2. **Costs for In-Depth Checks**
 - Should a more comprehensive record search be necessary, the KMLA will cover the associated costs.
3. **Renewal Frequency**
 - Criminal record checks must be renewed every three (3) years, prior to the commencement of the regular season.
4. **Consequences of Non-Compliance**
 - Failure to provide a valid criminal record check will result in suspension from coaching, assisting, or volunteering activities.
5. **Submission Process**
 - Volunteers must utilize the KMLA-issued Criminal Record Check letter available on the KMLA website when submitting their application to the RCMP or when applying through the Ministry of Justice website.
6. **Supervision Policy**
 - In accordance with KMLA policy, no adult should be alone with a child. There must always be at least two adults present when interacting with minors.
7. **Confidentiality and Record Keeping**
 - The Screening Officer is responsible for creating and maintaining a confidential file containing information related to criminal records or pending charges for KMLA members or individuals seeking involvement with the KMLA.
 - The Screening Officer will implement reasonable security measures to protect personal information within this confidential file from unauthorized access, use, disclosure, or disposal.

For more comprehensive information regarding this process, the KMLA will defer to the [BCLA Criminal Record Checks Policies and Procedures](#).

PLAYER SAFETY

Team Staff have supervision obligations related to players in the dressing rooms before and after games and practices. BCLA mandates that players are to be supervised before and after all games and practices. In particular, parents and coaches are to be reminded of the “two deep method” of supervision which requires the presence of at least two adults in the dressing room at all times. We recognize that the supervision requirements for each team are unique, however it is imperative that team staff work together with parents to develop a supervision strategy that complies with the BCLA policy.

Within the Locker Rooms and arenas, all KMLA members should:

- Ensure that as team officials, KMLA members and as parents you establish strict rules against horseplay in the Locker room, that the Locker room floor is free from debris.
- If you work with a team that includes both males and females, ensure that any separate Locker areas are safe and supervised.

Know the location of all fire exits, first aid/treatment rooms and First Aid Kits within every arena facility

Say NO to Locker Room boxing

Locker Room boxing is an activity that takes place when players put their helmets and gloves on with the intention of punching each other in a vicious manner – often in the head area. KMLA does not condone this type of behavior or any other type of fighting between players either on or off the floor/ field.

With increased awareness and education concerning concussions in sport, it is becoming more apparent that any type of blow to the head area has the potential to cause severe injury regardless of whether or not a player is wearing a helmet. Concussion injuries can cause lengthy loss of playing time and end players' careers, and recent evidence suggests that the cumulative effects of multiple concussions can have a detrimental effect on the lives of young athletes in the long term.

Coaches and team leaders are asked to work to eliminate this type of behavior both in the Locker room and in areas where this behavior can potentially occur. KMLA stresses the importance of players being supervised at all times during team activities to help ensure a safe environment.

Electronic Devices in Locker Rooms

The use of electronic devices, including but not limited to cell phones, smartphones, cameras, and camera phones, is prohibited in and around change rooms during any KMLA-sanctioned event. The ability of these devices to take discreet photos or videos without detection raises significant concerns about privacy and safety. Any use of devices to capture images or videos in sensitive areas, such as change rooms, is a violation of personal privacy and will not be tolerated.

Coaches are encouraged to provide a "lock box" for players to store their devices upon entering the change room, with the devices being returned upon departure. While KMLA understands that it may not always be feasible to leave devices behind, players are strongly advised not to bring digital devices into the change rooms.

Co-Ed Locker Rooms

The Co-ed Locker Room policy aims to balance social integration and team camaraderie while ensuring a safe and respectful environment for all participants.

- **U9 and younger:** Mixed-gender teams may use the same change room with the presence of two adults.
- **U11 and older:**
 - If separate change areas are available, males and females must use the appropriate facilities.
 - If no separate facilities are available, players will dress, undress, and shower in shifts, with coaches responsible for player safety.
 - If neither option is feasible, teams may relax the guidelines with consensus from all participants (players, parents, coaches) and signed consent. The alternate plan must be submitted to the KMLA Screening Officer for review.

For Co-ed locker room arrangements at U11 level or higher:

- An alternate plan must ensure a safe environment, with acceptance and signed consent from all parties involved, and documentation must be submitted for review.
- A locker room monitor must be of the same gender as the players being monitored. If one monitor is outside the locker room, they should check in regularly. If two monitors are inside, they can observe the room together to prevent allegations.

INSURANCE

1. Insurance Coverage

- All players, coaches, assistant coaches, and on-floor personnel, including managers and trainers, are required to have BCLA insurance coverage. This insurance is available to KMLA members upon application through BCLA.
- KMLA-sanctioned floor time is designated exclusively for registered members. Consequently, KMLA registered players, coaches, and officials practicing on privately rented floors outside of KMLA-sanctioned times will not be covered by KMLA insurance.

2. Supervision and Safety Protocols

- **Supervision:** Players must never be left unsupervised while on the floor.

- **Access Control:** Coaches are responsible for ensuring that all doors leading to the playing surface remain closed during practices and games to prevent injuries.
- **Protective Gear:** Helmets must always be worn by all players while on the floor.

MEDICAL INFORMATION

Medical Information & Confidentiality

Each team must maintain up-to-date medical information, including known conditions and emergency contacts, available through a form on the KMLA website. Team managers are responsible for collecting this information.

This information must be kept confidential, accessible only to authorized personnel, and should accompany any injured player to the hospital if necessary.

Clearance for Participation

Players or officials who are removed from a game with injuries or medical conditions (e.g., concussions, fractures) that may compromise their safety, must provide written medical clearance before resuming participation.

Team managers are responsible for collecting and submitting these clearances to the Screening Officer.

Immediate Response: Coaches must take all precautions to prevent injuries and inform players and parents about potential risks. In cases of suspected neck or back injuries, the player should not be moved; 911 must be called, and the parent/guardian and KMLA President notified.

Concussion Protocol: Players experiencing symptoms (e.g., dizziness, headaches) must report these to coaches immediately and be escorted to medical attention if necessary. All head injuries must follow the BCLA concussion protocol (Policy 16.05).

- Players or officials who are removed from a game or practice with a suspected concussion may only return to play with written medical clearance provided by a physician or licensed healthcare professional.
- The Team Manager must retain a copy of the Medical Clearance and submit it to the Head Coach and President for regular league play and practices. The Head Coach must then forward the clearance to the appropriate League Commissioner and BCLA Office (info@bclacrosse.com). For Provincial/Tournament play, the Team Manager must submit the clearance to the Head Coach and Chair of the respective Directorate/Technical Support Group.

For additional concussion resources, please visit the KMLA website.

Return-to-Play Requirements

- **Medical Clearance:** Any player injured severely enough to cause a game stoppage, lose consciousness, or be taken by ambulance must obtain medical clearance before returning.
- **Non-Lacrosse-Related Injuries:** Players with outside injuries or illnesses must also provide clearance before returning to the floor or field.
- **Rotation Rest:** Players injured but not severely may return only after sitting out a full line rotation.

Injury Reporting & Documentation

All injuries, regardless of severity, must be reported to the respective VPs and Screening Officer. Parents/guardians must complete a BCLA Injury Report Form, which the Screening Officer will submit to BCLA and retain a copy for KMLA records. Timely submission is critical for accurate documentation and, if needed, insurance claims.

FIRST AID KITS

All teams registered with the KMLA are required to keep appropriate first aid kits on the bench during practices, games, or other on-floor activities. A small basic kit will be provided by the Association at the beginning of each season.

ALCOHOL AND DRUG POLICY

The KMLA is committed to providing a safe and healthy environment for all participants. Therefore, the following policies regarding alcohol, tobacco, cannabis, and drug use must be **strictly observed**:

1. **Prohibition of Substances:** No individuals involved in lacrosse games or practices, including players, coaches, officials, and volunteers, shall be under the influence of alcohol, tobacco, cannabis, or illegal drugs. Consumption of these substances is strictly prohibited before or during any game or practice, as well as in and around the arena or box area.
2. **Restricted Areas:** The possession and consumption of alcoholic beverages, cannabis, and illegal drugs are forbidden at all game and practice sites, including dressing rooms and vehicles used for transporting athletes, coaches, parents, and volunteers.
3. **Travel Regulations:** During travel for games, no athlete, coach, or volunteer associated with the team may consume alcohol from the point of departure until the return to the original location.
4. **Consequences for Underage Players:** Any underage player found to be under the influence of drugs, cannabis, or alcohol while representing KMLA will face immediate suspension. The KMLA Executive will determine the appropriate consequences for the player's actions. If the incident occurs during travel, the player will be sent home immediately at the expense of their parents.

In the interests of all athletes, profanity and the use of alcohol, drugs, cannabis and cannabis products, tobacco and tobacco products are prohibited during all games and practices under the jurisdiction of the KMLA, this is subject to disciplinary action set forth by the Executive of KMLA.

EQUIPMENT

GENERAL GUIDELINES

To ensure the safety of all participants in KMLA programs and activities, the following guidelines regarding helmets and protective equipment must be strictly adhered to:

1. **Mandatory Use of Protective Equipment:**
 - All participants must wear certified CSA-approved protective equipment, including helmets, face protection, and mouth guards, at all times during KMLA activities, including games and practices.
2. **Responsibility for Compliance:**
 - Coaches, team officials, and parents/guardians are responsible for ensuring that all players wear appropriate protective equipment that is:
 - Properly fitted
 - Age-appropriate
 - In good condition
3. **Helmet Protocol:**
 - Helmets must be worn by players at all times while on the bench or on the floor and should never be removed during these times.
 - CSA certification stickers must remain intact and must not be removed or altered in any way.
4. **Modifications to Helmets:**
 - While number stickers are permitted, any other modifications, such as additional stickers, tape, or painting, are strictly prohibited as they can compromise the integrity and safety of the equipment.

TEAM GOALIE GEAR

The KMLA is committed to ensuring that all players have access to appropriate goalie gear under the following guidelines:

1. **Eligibility:**
 - Goalie gear will be provided to coaches for U7 and U9 teams, as well as to players from U11 through Junior Female divisions.
2. **Distribution:**
 - Gear will be distributed fairly and equitably among all players.

- Distribution will occur on a first-come, first-served basis for KMLA players after January 1st of the playing year.
 - The oldest gear that is in acceptable condition and fits the player properly will be prioritized for distribution.
3. **Registration Requirement:**
- Players must be properly registered for the current playing year with KMLA Lacrosse before any gear can be provided.
4. **Deposit:**
- A deposit in the form of a postdated cheque must be submitted before gear is issued for the season or skills camps.
5. **Return of Gear:**
- All gear must be returned to the Equipment Manager by August 1st at the latest, or immediately following any skills camp.
 - If gear is not returned by August 15th, the deposit cheque will be cashed, with \$100 retained by the association. The remaining amount will be refunded upon return of the gear.
6. **Care and Condition of Gear:**
- Gear provided by KMLA Lacrosse must not be altered or damaged beyond normal wear and tear.
 - Players who willfully damage, alter, or fail to return gear will forfeit their deposit cheque and will not be eligible to receive gear in subsequent years.
 - Players are responsible for replacing any gear that is willfully damaged or not returned.
7. **Cleaning Responsibilities:**
- Players must properly air out gear between uses and before returning it to the association. Failure to do so may result in the player being held responsible for professional cleaning costs.
8. **Good Standing Status:**
- Players who willfully damage, alter, or fail to return gear, and do not compensate KMLA for lost or damaged gear, will be considered a "Member Not in Good Standing." This information will be communicated to the BCLA.
9. **Emergency Lending:**
- In emergency situations, gear may be temporarily lent to another association with a deposit required.

LIST OF KMLA PROVIDED GOALIE GEAR

KMLA will provide the following goalie equipment:

- Equipment Bag
- Approved Box Lacrosse Uppers
- Approved Box Lacrosse Shin Guards
- Approved Box Lacrosse Pants
- Approved Box Lacrosse Neck guard
- Approved Box Lacrosse Stick
- Approved Field Lacrosse Uppers
- Approved Field Lacrosse Stick
- Approved Field Lacrosse Shin Pads
- Approved Field Lacrosse Neck Guard

KMLA will NOT provide the following goalie equipment:

- (Goalie Jock or Jill)
- Goalie Gloves
- Helmet
- Mouth guard

GOALIE GEAR SIZES

- Any player that receives an exemption from Lacrosse Canada as well as the written permission of the President of KMLA Lacrosse will be eligible to be provided gear from the next larger size category provided it is available.
- Gear will be provided based on Lacrosse Canada recognized categories for age groups.

- Appendix A of the Box Lacrosse Rule and Situation Handbook lists the LC Goalkeeper Equipment Specifications.

The 3 categories are as follows:

Category	Ages	Division
1	Ages up to 10	U7, U9, and U11
2	Ages 11 and 12	U13
3	Ages 13 and up	U15, U17

All gear provided by KMLA Lacrosse Association will comply with LC Goaltender Equipment Standards. For a complete listing of required equipment, BCLA's website.

FLOOR ALLOCATION

BOX FLOOR TIME

Floor time allocation will be based on the following principles:

- Usage of Space**
 - Both the Kamloops Valleyview and Westsyde box will be utilized for outdoor space.
- Time Slot Preferences**
 - **U7, U9, U11:** Preference for earlier time slots in the evenings (5:00 PM - 7:00 PM on weekdays).
 - **U13/U15:** Preference for later time slots in the evenings (7:00 PM - 9:00 PM).
 - **U18 & Junior Girls:** Preference for late time slots (9:00 PM - 10:00 PM).
- Shared and Dedicated Floor Time**
 - **U7 and U9 Teams:** Will share floor time; all other teams will receive dedicated floor times.
 - **U7 Teams:** Will have shared practice times of 60-minute slots.
 - **U9 Teams:** Will have shared practice times of 60-minute slots.
 - **U11 Teams:** Will receive individual practice slots of 60-minute duration.
 - **U13, U15, and U18 Teams:** Will receive individual practice times of 90 minutes, subject to box availability.
 - Any team requesting extra floor space beyond the standard schedule (two standing practices a week) must submit a request to the Scheduler and make payment to the Treasurer from team funds, unless the Executive decides to waive the payment.

FIELD ALLOCATION

Field allocation will follow these principles:

- Time Slot Preferences**
 - **U7-U9:** Preference for earlier time slots in the evenings (5:00 PM - 7:00 PM on weekdays).
 - **U11 and U13:** Preference for later time slots in the evenings (7:00 PM - 9:00 PM).
 - **U15-U18:** Preference for late time slots (9:00 PM - 10:00 PM).
- Shared and Dedicated Field Time**
 - **U7 U9 Teams:** Will have shared practice times of 60-minute slots.
 - **U11 Teams:** Will receive individual practice times of 60-minute slots.
 - **U13, U15, and U18 Teams:** Will receive individual practice times of 90 minutes, subject to field time availability.
- Shared Practices in Upper Divisions**
 - In certain cases, based on field availability, practice times may be shared in the upper divisions, with priority given

to individual team practices.

In some cases, depending on field availability, practice times may be shared in the upper divisions with a priority on individual team practices.

GAME CHANGES OR RESCHEDULING OF GAMES

SUBMISSION OF TOURNAMENT DATES

- Before the season begins, teams must submit their anticipated tournament dates to the Head Coach and Scheduler.

CONFLICT REVIEW

- After the schedule is released, the team Manager and Coach should promptly review the team schedule to identify any conflicts.
- Only lacrosse-related conflicts are permitted, including lacrosse tournaments and Team BC tryouts.

GAME AND PRACTICE TIME CONFLICTS

- If a team has a game and practice scheduled simultaneously during the season, the team must email the Head Coach and Scheduler to release their practice time at least 7 days in advance.
 - a) The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff game as well as any KMLA scheduled practices and evaluation session(s).
 - b) Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the KMLA unless the KMLA has waived the floor fees. This includes any referee fees.
 - c) Teams that fail to notify the KMLA Scheduler of any floor time to be canceled will be responsible to reimburse the Association for that floor time, using their own team funds.
 - d) Teams must turn floor time back to the KMLA Scheduler if they do not have a game scheduled on their regular game night. If the KMLA Scheduler does not have a game to re-schedule in that time slot, the team returning the floor time will have first priority on using that floor time for their own use.

STEPS FOR RESCHEDULING OF GAMES

1. **Coordinate with Opposing Team**
 - Contact the opposing team and discuss potential rescheduling dates. Reviewing their schedule in advance can facilitate this process.
2. **Contact Scheduler (KMLA Home Games)**
 - For KMLA home games, reach out to the Scheduler to coordinate available options based on the dates tentatively agreed upon with the opposing team.
3. **Confirm New Date and Notify Stakeholders**
 - Once a new date and time are confirmed, send an email to the Commissioner, Scheduler, Referee Allocator, and the opposing team.
 - In the email subject line, include the game number, and both the original and new date and time.
 - The email should request official permission to change the game from the original to the new date and time.
4. **Obtain Commissioner Approval**
 - The Commissioner must approve the change via email, confirming all parties (team managers, coaches, Referee Allocator, Scheduler, and Web Administrator) are notified.

- Only after receiving the Commissioner’s approval can the official schedule be updated.

OFFICIALS

Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the KMLA. Referees are allowed to referee outside of the KMLA so long as it doesn’t interfere with scheduling of KMLA home games.

GAME PAYMENT PROCESS

- The KMLA will pay referee floor fees for any regularly scheduled tiering, regular season and playoff game. Exhibition and tournament games will be the responsibility of the teams participating in those games and Tournament Committees respectively.
- Game officials must be paid prior to the start of each game.
- Officials are required to sign the referee payment form as confirmation of receipt.
- The signed payment form must be retained and included in the team’s financial documentation submitted at the end of the season.

GENERAL PROGRAM GUIDELINE

AGE DIVISIONS

Players are divided into divisions based on their age as of December 31st of the year registered. Divisions are as follows for:

BOX DIVISION	FIELD DIVISION
U7	U7
U9	U9
U11	U11
U13	U13
U15	U15
U18	U18

AGE DIVISION ADJUSTMENT REQUESTS

Players who wish to apply for placement in a different age division (play up or play down) must submit a written request to the Association President. Each application will be evaluated based on the player’s size, skill level, and other relevant factors to determine whether the request can be forwarded for further consideration.

TEAM SELECTION GUIDELINES

The primary goal of team selection is to create well-balanced and competitive teams in each division, reflecting the values and

philosophy of the KMLA. Balanced teams help ensure that games are engaging and fair, enhancing the experience for all.

Player Evaluations

- Player evaluations shall be conducted for each playing division from U11 – U18 each playing season and each registered participant shall be given equal opportunity to participate.
- To participate in player evaluations a player must be registered with the KMLA.
- The number of players selected or assigned to a team will be based on recommendations made by the President, VPs, Head Coach and evaluation sheets. These recommendations will consider the number of players registered in a division, caliber and number of goalies available.
- Evaluators will use approved KMLA evaluation forms.
- Evaluators will keep confident their evaluations from parents, only to discuss with the President, VPs and Head Coach.
- U9 and U7 divisions will be evaluated but only for the purpose of balanced teams.

Maintaining Parity

The KMLA Executive is responsible for ensuring parity within each division. If, after the draft, it is determined that the teams are not balanced, the Executive may require a re-draft of players or entire teams to restore competitive balance.

PARENT/PLAYER REQUESTS

All parent requests must be submitted in writing to the Executive before “Assessments” begin. Requests will only be considered for carpooling needs, children in multi-parent families, or specific medical reasons. Approval of these requests is not guaranteed. Any additional or unique requests can also be submitted for review and potentially approval. Approved requests will be noted for the record and shared with coaches prior to the draft to inform team selection. Requests will be honored whenever possible, provided they do not compromise team parity.

KMLA generally allows one (1) parent/player request per team. However, exceptional cases requiring additional consideration will be reviewed by the Executive to determine an appropriate course of action.

PLAYER FLOOR TIME

KMLA is committed to fair and equitable floor time for all players. Coaches should aim to provide balanced playing time based on the team dynamic, following a regular rotation for all players in games and scrimmages. While coaches may choose different player combinations as needed, this should not result in favoritism or excessive floor time for specific players. Double-shifting to increase floor time for individual players is not permitted.

Under no circumstances should coaches use an Offense/Defense lineup, as the use of this system is prohibited in minor lacrosse under CLA regulations. Coaches are expected to uphold these guidelines and remain accountable to players and their parents or guardians.

BOX LACROSSE CALL-UP GUIDELINES

Eligibility for Use of Call-Up Players (U11, U13, U15, and U18)

Call-up players may be used to replace registered team players who are absent due to injury or other reasons, but **not** to replace players who are suspended by KMLA or BCLA. The following guidelines apply:

1. **"A" Team Call-Ups:** A player registered on an "A" team may play for a "B" level team in the division above (e.g., a U13 "A" player may play on a U15 "B" team). No more than **two call-up players** are permitted at any given time. Similarly, a "B" team player can be called up to play in the same division on the "A" team or on "B" or "C" teams in higher divisions, with a maximum of two call-ups per game. A player who plays five or more games in a higher division or tier will be required to continue playing at that higher level for the rest of the season.
2. **Goaltender Call-Ups:** If a team's designated goaltender is injured, ill, or absent, a goaltender from a lower division may be called up. This applies to age divisions U11, U13, U15, and U18. A goalie who plays seven or more games in a higher division or tier will be required to continue playing at that higher level for the rest of the season. The Board will assign

the specific team for which the player will play in cases where multiple teams exist in the higher division.

3. **Provincial Playoffs:** For player mobility rules during provincial playoffs, please refer to BCLA's specific guidelines for playoffs.

U11 Call-Ups

For the safety of U9 players, call-ups to U11 require KMLA VP approval before each game based on the following criteria:

- **Eligibility:** Only second-year U9 players are eligible for call-up.
- **Practice Requirement:** Called-up players must have practiced with the U11 team prior to the game to familiarize themselves with the rules.
- **Player Limit:** Call-ups are only permitted to restore the team to its original roster size due to illness, injury, or absenteeism (e.g., if a U11 team has 15 rostered players and two are absent, they may call up two U9 players).
- **Certification:** The called-up player must be first aid certified.

FIELD LACROSSE CALL-UP GUIDELINES

- **Division and Caliber:** Players may play up one division or one caliber higher than their current registration level, provided they have written permission from their current (lower level) coach.
- **Tournament Participation:** Teams are permitted to compete in a higher-caliber sanctioned tournament without affecting their eligibility status for their registered level or that of individual players.

These guidelines ensure player development opportunities while maintaining compliance with division and caliber requirements.

COACHING DIRECTIVE

GENERAL GUIDELINES

Coaches are official representatives of KMLA and are expected to embody the values of the association. They are bound by the KMLA Coaching Code of Conduct and must adhere to all relevant policies and procedures related to coaching. Coaches are selected based on their competence and commitment to managing the diverse responsibilities that come with coaching young athletes. The following attributes are essential for all coaching candidates:

- **NCCP Certification:** Must hold certification at the level specified by KMLA, BCLA, and LC policies.
- **Coaching Experience:** A strong background in lacrosse, hockey, or other recognized NCCP sports.
- **Commitment to Athlete Development:** A demonstrated interest in and commitment to long-term athlete development.
- **Team Collaboration:** The ability to work effectively with fellow coaching personnel.
- **Effective Communication:** Proficiency in conveying on-floor and off-floor requirements to players and their parents/guardians.
- **Availability:** Commitment to meeting the time requirements associated with coaching duties.

Individuals who accept coaching positions must recognize their vital role within the team. As leaders, coaches serve as role models, shaping the attitudes of players during their formative years in minor lacrosse. This responsibility underscores the importance of examining one's coaching philosophy, including perspectives on winning and losing, broader responsibilities beyond simply fielding a successful team, and the essential qualities of leadership.

THE COACHING CODE OF ETHICS *

1. **INTEGRITY** – the coach must act with integrity in performing all duties owed to athletes, lacrosse, other coaches, and the public.

2. **COMPETENCE** – the coach must strive to be well prepared and maintain current certification in order to ensure that all duties are fulfilled
3. **ATHLETE’S INTEREST** – the coach must act in the best interest of the athlete’s development as a person
4. **RESPECT FOR THE RULES** – the coach must respect both the letter and the spirit of the rules that define and govern lacrosse
5. **RESPECT FOR OFFICIALS** – the coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to established rules
6. **RESPONSIBILITY TO OTHER COACHES** – the coach’s conduct towards other coaches must be characterized by courtesy, good faith, and respect
7. **PERSONAL CONDUCT** – the coach must maintain the highest standards of personal conduct and support the principles of fair play

* From the Coaching Association of Canada

CONCUSSION EDUCATION

All coaches and safety personnel are required to complete mandatory concussion education training annually by April 1st. This can be done online for no cost. Proof of completion must be provided to the KMLA Head Coach.

COACHING SELECTION PROCESS

Applications

Applications for coaching positions for the box season must be submitted by the end of January. Applications for coaching positions for the field season must be submitted by the middle of August. All prospective coaches, whether new or returning, are required to complete a formal application form.

The selection of coaches for KMLA will be guided by the following criteria:

- **Coaching Certification:** Candidates must hold the necessary coaching certification as specified by the BCLA and demonstrate a commitment to ongoing self-improvement through participation in additional coaching clinics or levels.
- **Technical Knowledge:** Applicants should possess a solid understanding of the technical aspects of lacrosse.
- **Coaching Experience:** Prior successful experience in coaching lacrosse is essential.
- **Personal Skills:** Candidates must exemplify the personal qualities outlined in the KMLA Code of Conduct.
- **Organizational Commitment:** Strong organizational skills and a demonstrated personal commitment are required, including regular practice sessions, participation in tournaments, and overall team management.
- **Additional Skills:** Any supplementary skills (e.g., first aid certification) that would enhance the applicant’s ability to fulfill coaching responsibilities will be beneficial.

Note: While the above criteria are prioritized, they should not serve as rigid barriers. For instance, an applicant with significantly greater technical knowledge or coaching experience who is committed to obtaining their coaching certification should be considered, even if they do not yet meet all listed requirements.

Additional consideration will be given to:

- Experience within KMLA
- Previous coaching experience
- Experience working with children
- Community involvement
- Relevant certifications and training
- References from credible sources

For the U15 and U18 A divisions, a higher caliber of coaching expertise is required to effectively meet the program's needs. The Head Coach will actively seek out qualified candidates to ensure that these requirements are fulfilled.

FINAL SELECTION

All applications for coaching positions will be reviewed by the Head Coach, who will present recommendations to the Executive for ratification prior to the start of the evaluation and tryout process.

DUTIES OF THE TEAM HEAD COACH

1. **Official Team Spokesperson:** Act as the primary spokesperson for the team, representing its interests and values to parents, officials, and the community.
2. **Delegation of Responsibilities:** Coordinate and delegate tasks effectively to the Assistant Coach(es) and Team Manager to ensure smooth team operations.
3. **Activity Planning:** Collaborate with the Assistant Coach(es) to plan and organize both on-floor and off-floor team activities, fostering team cohesion and engagement.
4. **Player Evaluation and Selection:** Work closely with the Head Coach to evaluate players and make informed decisions on team selections.
5. **Team and Parent Meetings:** Organize introductory meetings with players and parents to outline coaching philosophy, team expectations, and the approach to player floor time.
6. **Pre-Game Preparation:** Oversee and communicate pre-game preparations, ensuring the team is well-informed and ready for competition.
7. **Practice Design:** Develop and implement comprehensive practice plans in consultation with the Assistant Coach(es), focusing on skill development and team strategy.
8. **Game Coaching:** Lead the team during all games and practices, providing direction and motivation.
9. **Team Rules and Supervision:** Establish and enforce team rules, overseeing player conduct and safety both on and off the field.
10. **Risk Management:** Stay informed about risk management practices related to player injuries and ensure a safe playing environment.
11. **Year-End Report:** Compile and submit a detailed year-end report assessing player and team performance, outlining practice plans and game strategies, and providing recommendations for program improvements.
12. **Curriculum Implementation:** Ensure the on-floor curriculum is implemented effectively, aligning with organizational standards.
13. **Compliance Oversight:** Guarantee that all team members adhere to the rules and regulations of the LC, BCLA, and KMLA.

DUTIES OF THE ASSISTANT COACH

1. **Support in Player Evaluation:** Assist the Head Coach in evaluating players and participating in the selection process for House and Select teams.
2. **Practice Management:** Aid in planning, organizing, and conducting team practices to ensure productive training sessions.
3. **Pre-Game Support:** Assist in the preparation for games, ensuring players are ready and focused.
4. **Game Operations:** Support the Head Coach during games by actively managing team dynamics and providing in-game guidance.
5. **Post-Game Analysis:** Contribute to post-game evaluations, discussing team performance and areas for improvement.
6. **Opponent Scouting:** Assist with scouting and evaluating opponents, particularly at the older levels, to inform strategic planning.
7. **Player Supervision:** Help supervise players both on and off the field, maintaining a positive and safe environment.
8. **Game Plan Development:** Collaborate with the Head Coach to formulate the overall game plan and make necessary adjustments for each game.
9. **Year-End Evaluation Report:** Prepare and submit a year-end evaluation report to the Head Coach, detailing observations on player and team performance and offering general recommendations for program enhancement.

- 10. Acting Authority:** Assume the responsibilities of the Team's Head Coach in their absence, ensuring continuity in leadership and team direction.

DISCIPLINE - BENCH PERSONAL

COACHES AND TEAM OFFICIALS

KMLA takes all written complaints regarding a Head Coach, Assistant Coach, or other bench personnel seriously. The association expects coaches and team officials to uphold strict discipline among players and their parents or guardians. As representatives of KMLA, their respective teams, and the Kamloops communities, it is crucial for coaches to be well-versed in the rules and regulations at all levels. They hold the responsibility for player conduct in all situations, including dressing rooms and while traveling. Failure to meet these expectations may result in a suspension from play.

ESTABLISHING TEAM GUIDELINES:

At the first meeting of the season, specific team guidelines should be created with input from players, parents/guardians, coaching staff, and team management. These guidelines must be documented and distributed to all players and their families to ensure clarity regarding team expectations. They are in addition to KMLA, BCLA, and LC rules and must not contradict them.

DISCIPLINARY AUTHORITY AND INCIDENT REPORTING:

Coaches are responsible for maintaining discipline and must enforce the decisions of game officials. They must ensure that all automatic penalties are served, and no player or team official returns to play until their suspension is completed. All disciplinary actions must be documented in an incident report and submitted to the President within five (5) days of the incident. The President will review these reports, and if suspensions beyond one game are deemed necessary, the circumstances will be communicated to the KMLA Board for further consideration.

PLAYER CONDUCT EXPECTATIONS:

Players are expected to behave responsibly and serve as ambassadors for their sport. While participating in events or activities representing KMLA—especially when wearing team jerseys, tracksuits, or jackets—they should demonstrate good sportsmanship and respect towards peers and community members. Failure to adhere to these standards may result in reprimand or possible suspension from play, as determined by the KMLA.

POLICY FEEDBACK AND AMENDMENTS

The Kamloops Minor Lacrosse Association (KMLA) is committed to maintaining clear, effective, and equitable policies. We recognize that policies may require updates or clarifications over time. If you have concerns, suggestions, or feedback regarding this Operating Policy, please submit them in writing to the President of KMLA.

Submissions will be reviewed by the Executive and any amendments deemed necessary will be addressed in accordance with the association's governance structure. Significant policy updates will be communicated to members and may require approval at the next Annual General Meeting (AGM).

Thank you for your input and dedication to fostering a positive and collaborative environment within the KMLA community.

APPENDIX A

FAIR PLAY CODES

The KMLA is fully committed to the Fair Play Principles of the Government of Canada (Fitness and Amateur Sport). The Association will do everything in its power to ensure that all its participants receive the training needed to promote fair play in both practices and games, while instilling core values of honesty, integrity, and respect among players.

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 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 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 CODES FOR OFFICIALS

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her 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 CODES FOR PARENTS

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his/her 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/performances 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.
11. I will abide by the BCLA policies on harassment, bullying and cyber-bullying.
12. I will follow the rules, regulations and decisions as set by the Kamloops Minor Lacrosse Association.

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

* Fair Play Codes supplied courtesy of Fair Play Canada

APPENDIX B

KMLA BOARD OF DIRECTORS OATH

Attention KMLA Board of Directors,

I, _____, pledge my commitment to the mission and vision of Kamloops Minor Lacrosse Association. In accepting this role as an elected board member, I solemnly affirm the following:

1. I will act in the best interests of the association, striving to advance its mission of fostering youth development through lacrosse excellence. ____ Initial

2. I will faithfully uphold the principles of transparency, accountability, and integrity in all my actions and decisions. ____ Initial

3. I will work collaboratively with my fellow board members, coaches, staff, and volunteers to create a positive and inclusive environment for our young athletes. ____ Initial

4. I will actively engage with and listen to the concerns and perspectives of the association's stakeholders, including players, parents, and the broader community. ____ Initial

5. I will diligently fulfill my fiduciary responsibilities, ensuring the responsible and ethical use of the association's resources. ____ Initial

6. I will support and promote a culture of sportsmanship, respect, and fair play within the association. ____ Initial

7. I will stay informed about developments in the governance best practices, and relevant policies to contribute effectively to the association's growth and success. ____ Initial

8. I understand that my role is one of service to the community and commit to representing the association with professionalism and dedication. ____ Initial

By taking this oath, I willingly accept the responsibilities and obligations inherent in serving as a Board of Director for the Kamloops Minor Lacrosse Association.

Signature

Date

APPENDIX C

DUTIES OF THE EXECUTIVE

THE PRESIDENT

- (These duties are in addition to those outlined in the Bylaws)
- Provide overall direction of the KMLA and uphold the association's mission, vision and values.
- Hold the Board of Directors accountable to the guidelines set forth by the KMLA Constitution and Bylaws, British Columbia Lacrosse Association (BCLA), Thompson Okanagan Minor Box Lacrosse Commission (TOMBLC), and the Interior Field Lacrosse Commission (IFLC).
- Ensure the association is represented at all TOMBLC, IFLC and BCLA meetings
- Be a delegate to the governing Provincial Society Annual meeting.
- Preside and chair all meetings of the KMLA, set all meeting dates, and act as an advisor to the Board.
- Point of contact for any league or BCLA disciplinary actions regarding any members of KMLA.
- Point of contact for all Criminal Record Check information in conjunction with the Screening Officer.
- Appoint auditors to examine the association's accounting records as required.
- Have the power, subject to the approval of the Executive, to replace any elected or appointed member whom he/she feels is not fulfilling his/her duties.
- Complete the Association renewal form every year at the BCLA AGM or appoint another Executive member.
- Be a signing officer of the KMLA.
- Prepare the President's report for KMLA AGM.

THE VICE PRESIDENTS

- (These duties are in addition to those outlined in the Bylaws)
- The 1st Vice President will assume the responsibilities of the President in the event the President is unable to fulfill their duties. In situations where both the President and 1st Vice President are unavailable, the 2nd Vice President will step in to fulfill presidential responsibilities.
- If the President resigns or is unable to fulfill their duties for any reason, the 1st Vice President shall assume the President's responsibilities for the remainder of the term.
- Attend meetings scheduled by the TOMBLC, the IFLC and BCLA, representing the KMLA alongside the President in discussions and votes.
- Attend KMLA Board meetings.
- Support KMLA events, including tryouts, assessments, tournaments and league games, alongside other KMLA Executive.
- Serve as a point of contact for KMLA disciplinary items and complaints and act as a mediator to troubleshoot potential issues involving teams, parents, and coaches.
- Participate in any committee of the KMLA as designated by the President.
- Perform other related duties as required.
- Be a signing officer of the KMLA.
- Prepare the Vice President's reports for KMLA AGM.

THE SECRETARY

- (These duties are in addition to those outlined in the Bylaws)
- Assist the President in the performance of his/her duties.
- Arrange board meeting logistics, including booking spaces for all KMLA board meetings.
- Send meeting notices to the Board of Directors (including the agendas from the President).
- Keep a complete record of all meetings of the association and of all business and correspondence transacted there. Meeting minutes shall be distributed within one week of such meetings.
- Ensure any reports and/or statements or any other documents that may be required by LC, BCLA, Lower Mainland Minor Lacrosse Commission (LMMLC), TOMBLC, IFLC, or any other governing bodies are filed as required within allotted time frames.
- Coordinate with the Communications Coordinator to share league updates, schedules, policy changes, and governing body updates, ensuring timely dissemination while adhering to the established communications schedule.

- Prepare and maintain accurate lists of all members of the KMLA including a coaching list, referee list, managers list, Executive, Board of Directors, etc.
- Keep record of all KMLA Board of Directors positions and their job descriptions.
- Turn over all files, communications and documents pertaining to the affairs of the KMLA to their successor.

THE TREASURER

- (These duties are in addition to those outlined in the Bylaws)
- Be responsible for the care, control and custody of all finances and financial records of the KMLA.
- Develop and manage the association's annual budget, including a savings plan, projected expenditures, and a contingency fund, and oversee all financial transactions, including funds management, cheque writing, and bank deposits.
- Maintain a continuous record, reconcile association bank accounts monthly. Records to be maintained for a period of seven years.
- Work with the registrar to issue any player refunds if required.
- Prepare payments as needed to referees, BCLA, TOMBLC and IFLC.
- Apply for gaming funds on behalf of KMLA.
- Apply for all necessary gaming licenses for association events.
- Assist teams in applying for various licenses, including 50/50 draws and raffles, while maintaining association policies. Ensure compliance with gaming guidelines across all teams.
- Ensure accurate financial tracking of all apparel and equipment transactions with the KMLA Apparel Coordinator.
- Draft and present a current financial report at every Board meeting.
- Draft and present a complete financial statement including a balance sheet, statement of current assets, accounts receivables and accounts payables including a copy of the operating budget for the same calendar year to the President at the AGM.
- Be present at the managers and/or coaches meeting at the beginning of the season and assist teams in their financial duties.
- Upon leaving the position, he/she shall turn over all books, papers, vouchers, invoices, cash and control of all bank accounts to their successor or the President.
- Maintain signing authority (with at least two other Executive members) of the KMLA.

THE REGISTRAR

- (These duties are in addition to those outlined in the Bylaws)
- Maintain the register or members lists
- Be responsible for the bi-annual registration of all playing members, teams, and officials with the BCLA.
- Be responsible for the records of all registered players and passing this information on to the BCLA and Division Coordinators.
- Process late registrations and withdrawals/refunds and advise the Treasurer of any refunds to be made.
- Keep individual file copies of birth certificates and registration forms for each player.
- Contact all returning players that have not registered by the deadline and remind them to register.
- Contact all players who did not re-register with the KMLA to determine why they aren't returning.
- Create an assessment plan for parents and players to gauge satisfaction with the KMLA and work with the President to execute.
- Complete and present an annual activity report to the President at the AGM.

APPENDIX D

DUTIES OF APPOINTED DIRECTORS

HEAD COACH

- Supervise all coaches and ensure they are representing the goals of the association.
- Ensure coaches are up to date with all qualifications required for the level in which they are coaching.
- Work with BCLA to have more in-person NCCP training sessions in Kamloops every year.
- Ensure all coaches and safety personnel complete mandatory concussion education training annually by April 1st and provide proof of completion.
- Collect any BCLA Injury Report Forms completed by parents/guardians, submit them to BCLA, and retain a copy for KMLA records. Ensure timely submission for accurate documentation and potential insurance claims.
- Ensure that players or officials removed from a game due to injuries or medical conditions (e.g., concussions, fractures) provide written medical clearance before resuming participation. Work with team managers to collect and verify these clearances.
- Be responsible for the creation and implementation of any additional coaches training and/or mentorship program.
- Supervise coaching staff, attend practices and games and assist by way of practice plans, game strategies and systems.
- Organize coaching recruitment and selection, collect applications and present to the Executive as needed.
- Coordinate semi-annual 100B forms.
- Assist with organizing evaluations and try-outs, ensure draft process is in place, and make sure KMLA meets the mandate of balanced teams (where necessary).
- Organize and chair coaches meeting at least once at the beginning of both box and field season once coaches have been approved, and lead any other coaching meetings as necessary. Ensure coaches are aware of new rules and follow policies.
- Execute an assessment plan for coaches to better understand their needs and work with the President to execute.
- Represent the KMLA at the BCLA Technical Support Groups Special Sessions or any other special sessions as needed.
- Complete and present an annual activity report to the President at the AGM.

HEAD REFEREE

- Responsible for assigning referees to officiate games during the lacrosse season.
- Responsible for recruitment, training and supervising all referees in the KMLA.
- Work with BCLA to have more in-person NOCP (National Officiating Certification Program) training sessions in Kamloops every year.
- Arrange for referee assessments as required.
- Work closely with the Head Coach reporting any discipline or assignment problems or any coach indiscretions relating to the refereeing of games.
- Responsible for the disciplining of referees within the KMLA, seeking the council of the Head Coach and President as needed.
- Represent the KMLA at the BCLA Technical Support Groups Special Sessions and any other Head Referee meetings.
- Provide the Board with information relating to the British Columbia Lacrosse Officials Association (BCLOA) rules, regulations or directives.
- Complete and present an annual activity report to the President at the AGM.

HEAD MANAGER

- Responsible for supporting team managers across KMLA.
- Share resources and strategies for team managers to recruit and delegate tasks to parent volunteers.
- Distribute standard safety protocols, team rules, and guidelines.
- Support team managers in handling team finances, budgeting, and collecting team fees.
- Help managers stay organized and proactive involving tournament registrations and arrangements.
- If there are tournaments that involve more than one KMLA team, seek the best hotel rates for the entire association and communicate this with the team managers.
- Suggest team-building activities and events to team managers that foster team spirit and camaraderie.
- Work closely with the Head Coach to provide managers with resources that support coaches, ensuring consistent communication and alignment with KMLA's coaching objectives.
- Complete and present an annual activity report to the President at the AGM.

SCREENING OFFICER

- Ensure the appropriate adults have a current criminal record check (CRC) on file and that it is up to date.
- Keep a record and ensure CRCs are completed every three years.
- Forward any issues with CRCs to the BCLA Volunteer Screening Officer for a resolution.
- Fill out the CRC box on the coaching form 100s before submitting the form to the BCLA office.
- Approve alternate Co-ed Locker Room arrangements for U11+ teams, ensuring safety, respect, and compliance with signed consent from all participants.
- Verify that locker room monitoring follows gender-specific guidelines and safety protocols, including proper documentation.

FEMALE COORDINATOR

- Communicate with regional contacts regarding all-female training schedules and camps.
- Organize and coordinate player release requests as needed.
- Serve as a liaison to ensure female players receive relevant information about training and development opportunities.

REP COORDINATOR

- Communicate with regional contacts regarding rep training schedules and exhibition games.
- Organize and coordinate player release requests as needed for A teams.
- Serve as a liaison to ensure rep players receive relevant information about training and development opportunities.

INDIGENOUS LIAISON

- Serve as a vital link between KMLA and Tk'emlúps te Secwepemc, fostering collaboration and promoting inclusive participation.
- Organize and coordinate Indigenous components for all opening ceremonies, tournaments, and special events hosted by KMLA.
- Provide cultural insights, support engagement initiatives, and strengthen relationships to enhance opportunities for Indigenous youth in lacrosse programs.

PAST PRESIDENT

- Serve in an advisory capacity as needed, performing duties and responsibilities as allocated by the current President or Executive.

DIRECTOR OF PLAYER DEVELOPMENT

- Plan and coordinate clinics, training sessions, and skill development workshops, involving guest coaches, current players, or specialists as appropriate.
- Develop and implement programs focused on skill-building and overall player development across all age groups and skill levels within KMLA.
- Identify and facilitate player advancement opportunities, including regional camps, tryouts, and showcases, and communicate these to players and parents.
- Perform other duties as necessary to support the growth and improvement of all players within the KMLA system.

SCHEDULER

- Plan and organize all practice and game floor and field time within KMLA, and any other necessary facilities.
- Allocate practice times equitably among teams to maximize facility usage.
- Schedule all meetings and floor times with the facilitator of Kamloops Parks and Recreation, including “selling back” unused floor time.
- Serve as a member of the Thompson-Okanagan Minor Box Lacrosse Commission (TOMBLC) Scheduling Committee.
- Attend a scheduling meeting with the rest of TOMBLC in March.
- Review all draft league schedules and identify any issues that might hinder the KMLA teams.
- Distribute league schedules to Head Coaches, Head Referees, Head Managers and Executive.
- Cancel any unneeded arena times or field times in a timely fashion.
- Liaise with the Head Coach during the season regarding any rescheduling of practice or game times.

- Communicate any game schedule changes to the Head Referee so that they are also rescheduled as needed.
- Coordinate with the Treasurer to ensure timely processing of invoices and credits.
- Work with the Tournament Coordinator to arrange facilities required for tournaments.
- In field season, ensure all fields have appropriate lines painted on them.

WEB ADMINISTRATOR

- Lead the maintenance of the KMLA website to ensure it is up to date and user-friendly.
- Promote activities through the use of the KMLA website as directed by the President.
- Assist with the admin side of the Customer Relationship Management (CRM). (ie. Team Snap/RAMP) Be the liaison between the CRM and KMLA.
- Manage the hosting agreement and monitor bandwidth usage.
- Regularly backup website content to prevent data loss.
- Maintain an updated calendar of activities /news on the website.
- Set up and maintain the KMLA Google Suite account, including setting up email access to new and existing accounts.
- Website design background is an asset.

ADVERTISING AND PROMOTIONS SPECIALIST

(External Focus & Promotion)

- Manage all external advertising initiatives, including billboards, radio ads, social media, posters in arenas, and media placements (e.g., Castanet Media ads, Kamloops Activity Guide).
- Develop and implement promotion strategies for KMLA activities, ensuring visibility and awareness within the local community.
- Write and distribute press releases for both social and traditional media, including local newspapers, radio, and TV stations.
- Create promotional content for social media platforms, ensuring alignment with advertising goals and engagement strategies.
- Create, manage, and assess paid Facebook, Instagram, and other social media ads for registration, program promotions, and other initiatives.
- Track performance metrics of paid social media ads (e.g., engagement, conversion rates) and adjust strategies to improve results.
- Collaborate with coaches and parents to gather photos that showcase the talent within Kamloops and promote the growth of lacrosse across our social media platforms.
- Coordinate a social media takeover program that gives players the opportunity to share their experiences and promote the sport through engaging, player-led content.
- Collaborate with local businesses, organizations, and partners to promote KMLA events and activities.
- Optimize social media and traditional media advertising campaigns to increase visibility, engagement, and registrations.
- Create targeted campaigns based on specific events or seasons (e.g., registration period, upcoming tournaments).
- This position works hand in hand with the Communications Coordinator to ensure alignment with internal communications plan.

COMMUNICATIONS COORDINATOR

(Internal Focus & Communication)

- Coordinate the dissemination of all pertinent information including: league updates, schedules, policy changes, and BCLA communications with the membership, coaches, referees, volunteers, following the established communications schedule.
- Monitor engagement metrics on email communications (e.g., open rates, link clicks) to improve content relevance and increase member engagement.
- Optimize internal communication processes by evaluating outreach methods and adjusting to improve member engagement and retention.
- Manage and update all social media platforms with relevant, timely content (e.g., program updates, schedules, policy changes).
- Work with the Webmaster to keep the website up to date.
- Track relevant updates from TOMBLC, IFLC, BCLA/LC, and other local lacrosse organizations and incorporate into the association communications.
- Share relevant updates to the membership while following the communications schedule.

- This position works hand in hand with the Advertising and Promotion Specialist to ensure alignment with external communications plan.

EQUIPMENT MANAGER

- Responsible for the inventory and maintenance of all KMLA equipment.
- Responsible for distributing at the beginning of the year and collecting at the end of the year all KMLA goalie equipment, coaches packages and other KMLA gear.
- Work with the Head Coach to put together coaches packages and distribute.
- Maintain an accurate inventory of goalie equipment, including which teams received which gear and when it is returned.
- Report necessary purchases or repairs to the Board as advised by coaches, managers, etc. and make said purchases or repairs as directed.
- Ensure proper storage of all equipment during the off season.

JERSEY COORDINATOR

- Coordinate with team managers and the Association to ensure all teams receive the correct number of jerseys in good condition at the beginning of the season and that they are returned by July 31st.
- Ensure adequate storage for all team jerseys during and at the end of the season.
- Inspect jerseys to ensure they are free of holes, snags, and stains.
- Maintain an accurate inventory of all jerseys in storage and with teams, including which jerseys are sponsored and when sponsorships expire.
- Assist with planning and ordering of jerseys, pinnies, and shorts for future seasons.
- Report any players who damage or fail to return their jerseys.

KMLA APPAREL COORDINATOR

- Obtain KMLA apparel for resale and set up and manage KMLA apparel online store.
- Maintain a current inventory of merchandise and its approximate value.
- Procure KMLA souvenirs/swag to promote the sport of lacrosse.
- Coordinate with the Treasurer for timely processing of invoices and credits.

TOURNAMENT COORDINATOR

- Manage the Tournament Committee and serve as the liaison between division tournaments and the Board of Directors.
- Schedule and facilitate meetings with division representatives (Team Managers or Designates).
- Ensure that Committee members and division representatives are informed of their duties and responsibilities.
- Chair tournament meetings and remain an active member of the committee.
- Maintain a presence at all tournaments, including minor provincials, either in person or through an appointed designate, and monitor activities to report back to the Board of Directors.
- Ensure that any fundraising activities conducted during the tournament are approved by the Executive to comply with application and gaming requirements.
- Provide guidance and support on behalf of the Executive as needed.
- Document all funds raised through gaming permits and coordinate with the Treasurer regarding gaming licenses.

FUNDRAISING AND SPONSORSHIP COORDINATOR

- Seek major sponsorships for the association, targeting high-profile partnerships to support our programs and events.
- Establish and oversee annual fundraising programs to generate consistent financial support for the association above and beyond any major sponsorships.
- Ensure that any team fundraising above and beyond any major sponsorship needs, meets the majority approval from the parents of the team.
- Ensure all sponsorship commitments are fulfilled.
- Coordinate fundraising events such as a wall-ball marathon and any other fundraising activities with the Events and Activities Coordinator.

GRANT APPLICATION COORDINATOR

- Research, identify, and apply for all relevant grants to secure funding for the association's programs, events, and initiatives.

- Collaborate with the Executive to gather necessary information and documents to support grant applications, as well as determine what the association is going to use the grants for.
- Track grant application deadlines, manage submissions, and monitor reporting requirements to ensure compliance and successful funding.

EVENTS AND ACTIVITIES COORDINATOR

- Arrange and coordinate all aspects of team photo day during both box season and field season.
- Register KMLA for the Kamloops Santa Parade and coordinate all aspects of participation, including recruiting volunteers, arranging transportation, decorations and organizing swag or promotional items.
- Oversee the voting process for annual awards, including ordering frames, mini jerseys, and preparing the awards for presentation.
- Coordinate the presentation of awards, which may take place during the AGM.
- Represent KMLA in the community by registering and organizing participation in community events.
- Assist with fundraising events such as a wall-ball marathon with support from the Fundraising and Sponsorship Coordinator.

GAME FOOTAGE MEDIA COORDINATOR

- Instruct/train a designate from teams requesting the use of the cameras on how to set up and operate the camera and associated app software on their personal device.
- Maintain the Veo administrator account.
- Catalog and store game recordings securely, making them easily accessible for players, coaches, and association records.
- Set up and provide access to the online clubhouse for the team designate.
- Coordinate with coaches to review footage for performance feedback and distribute videos to team members and parents.
- Work with the Head Coach on a suitable schedule for using the cameras. Priority will be given to A teams in the following order: U18, U15, U13, and U11. If there is no U18 A team, priority will shift to the U15 A team, and so on.
- Regularly check equipment functionality and arrange repairs or replacements as needed to ensure readiness.