

# RIDGE MEADOWS MINOR LACROSSE ASSOCIATION (RMMLA)



## POLICY MANUAL

*REVISED May 18, 2021*

## **ARTICLE A – PURPOSE/ AMENDMENTS**

- A-1 Articles contained in this Policy Manual are general guidelines of which the RMMLA largely relies on to guide in day-to-day operations.
- A-2 Articles may require amendments from time-to-time and are altered to reflect changes that occur with our affiliated associations, issues within the RMMLA, and the game of lacrosse in general.
- A-3 Unlike the Constitution & By-Laws, changes to the Policy Manual can be made by a majority vote of the Directors at any Regular Meeting of the Board of Directors, or any Special Meeting of the Board of Directors. Articles in the Policy Manual must always be in agreement with the Constitution & By-Laws of the RMMLA, which always takes precedent over other RMMLA documents, including this Policy Manual.
- A-4 All changes in the Policy Manual shall be reported in the minutes of the applicable Regular or Special Meeting of the Board of Directors. An updated copy of the Policy Manual shall be available to members on the RMMLA website.

## **ARTICLE B - MEMBER CODE OF CONDUCT**

- B-1 Members shall refrain from any conduct, physical, verbal, or electronic, that serves to harm or in any way puts members of the RMMLA, or members of any of its affiliated associations into disrepute. This includes malicious statements and false accusations.
- B-2 Members shall show respect towards and shall not verbally abuse any spectator, member, participant, or official during any RMMLA event. This includes showing respect for the cultural, social, and political values of all participants in sport.
- B-3 Members shall not willfully ignore or break, nor shall they council others to break, Constitution, By-Laws, or Policy Manual of the RMMLA or its Affiliated Associations. Members shall not engage in conduct detrimental to the workings of the RMMLA or its Affiliated Associations. Members shall be required to sign and submit an RMMLA Code of Conduct form.
- B-4 Members shall not use their standing in the RMMLA for unauthorized personal and/or material gains.
- B-5 Members shall have a responsibility to report any gross breach of the above to the President or other Director of the RMMLA. Where possible, such report shall be in writing.

## **ARTICLE C – MEMBER DISCIPLINE**

- C-1 At the first Regular Meeting of the Board of Directors following the AGM, a Discipline Committee will be appointed to deal with official and valid written complaints regarding potential breaches to the Code of Conduct.
- C-2 The President shall oversee the Discipline Committee, and is charged with delivering any valid complaints, and advising the Committee on process; however, the President shall have no input on decisions.
- C-3 The Discipline Committee shall consist of Elected Directors, with a minimum of three unbiased members charged with hearing any one complaint.
- C-4 Any formal investigation shall include an interview with those individuals named in the report, as well as any witnesses to events in the report.

- C-5 Upon conclusion of the investigation, the Discipline Committee shall turn their findings over to the President. The Discipline Committee shall provide a ruling on each charge mentioned in the original complaint. In doing so, the Discipline Committee has the power to recommend any of the following appropriate responses:
- i. The Discipline Committee may find that no party's actions constitute any disciplinary action.
  - ii. The Discipline Committee may find that one or more party's actions constitute a breach of the Code of Conduct and require a penalty. Recommended penalties are suggested, but not limited to, an official warning, or a temporary suspension of privileges.
- C-6 Upon receiving the Discipline Committee's findings, the President shall ensure that proper due process has been followed. The President shall compose a letter outlining the Discipline Committee's findings on each charge in the original complaint and ensure the letter is delivered to all parties involved. Any such letter should include information to appeal the decision.
- C-7 In the case of any temporary suspension of privileges, that individual must be given, in same letter, a clear definition of the terms of the suspension, as well as a clear set of steps necessary for cessation of suspension. Such steps may include, but are not limited to, a simple time allotment, a partial giving up of position or privileges, taking steps for apology, or completion of a course or workshop.
- C-8 Any persons affected by a decision reached by the Discipline Committee may appeal, in writing, within seven (7) days to the President, who shall then arrange for a written appeal to be delivered to the Board of Directors at the next Regular Meeting of the Board of Directors or at a Special Meeting of the Board of Directors. Appeals shall be discussed and ruled on *in camera*.

#### **ARTICLE D – REGISTRATION FORMAT**

- D-1 Box Lacrosse and Field Lacrosse registrations shall be completed using the BCLA Online Registration System. In some cases, paper registration will be accepted. Unless special circumstances, registration is not official until payment has been made.
- D-2 Lacrosse registration shall commence on or close to June 15<sup>th</sup> for Field Lacrosse, or December 1<sup>st</sup> for Box Lacrosse. Regular Registration is open to any applicable person. Late Registration for returning players may include a financial penalty. Late Registration Fees do not apply to new-to-lacrosse players. Late Registration dates to be set prior to commencement of Box/Field registration and can be changed as operationally required. Late Registration dates should align with coach application deadlines for team planning purposes.
- D-3 Registration fees shall be set on a yearly basis, as determined by the budget, and approved by the Board of Directors. Oldest child pays full price; second child receives 10% discount; subsequent children receive 20% discount; Box Lacrosse and Field Lacrosse are dealt with separately.
- D-4 A nominal fee may be charged to players wishing to attend 'A' evaluations.
- D-5 Refunds of registration fees must be applied for in writing to the club Registrar and are subject to the following:
- i. Full refund, less \$25.<sup>00</sup> upon receipt of request prior to February 1<sup>st</sup> (Box), or August 1<sup>st</sup> (Field).
  - ii. 50% refund, upon receipt of request prior to March 31<sup>st</sup> (Box), or September 15<sup>th</sup> (Field).
  - iii. No refund given after March 31<sup>st</sup> (Box) or September 15<sup>th</sup> (Field), except for valid medical reason.
  - iv. If a valid medical reason is provided to the Registrar and President, a registration refund shall be pro-rated based on when the season-ending injury occurred, less any league fees that the RMMLA incurs, and the cost of uniform shorts (if provided).
- D-6 Registrants whose fees are paid with NSF cheques may have their membership revoked until those fees are collected. Members may also be subject to an additional minimum penalty fee of \$25.<sup>00</sup>.

- D-7 In the case where a child is unable to complete registration due to financial hardship, the Registrar shall assist the family in using some form of support (i.e. KidSport, Jumpstart). In the event that these avenues fail, the RMMLA may look at other avenues, including waiving fees.
- D-8 All registrants shall be informed that the RMMLA cannot guarantee a spot on a Ridge Meadows team until teams have been formed for the season.
- D-9 In the event that there are players registered that the RMMLA does not have space for, releases may be necessary.
- D-10 In the case of releases, the RMMLA shall release players based on the following format:
- i. Upon close of Regular Registration the RMMLA Registrar shall compile a numbered list - the RMMLA Registration List - based on (a) seniority with the RMMLA, and (b) order of registration.
  - ii. During Late Registration, players will be added to the bottom of the appropriate Division on the RMMLA Registration List in order of registration, seniority with the RMMLA having no bearing.
  - iii. In Divisions where “releases” may be necessary, players will be advised of their position on the RMMLA Registration List prior to any ‘A’ tryouts beginning.
  - iv. Regardless of position, any player on the RMMLA Registration List who has paid the tryout fee will be eligible to try out for and participate on an ‘A’ team.
  - v. Once ‘A’ team rosters have been set, any necessary releases will be made from the ‘B’ pool, based on the RMMLA Registration List.
- D-11 Players who withdraw from (quit) a team shall be removed from the team roster and registration database. These players shall no longer be eligible to participate in any RMMLA activity.
- D-12 With approval from governing bodies and pending room to accommodate, new players may be added to team rosters at any point in the season. Any player who appeared on a “waitlist” or withdrew due to lack of room will receive first consideration.

#### **ARTICLE E – TEAM FEES**

- E-1 At the start of the season, a team’s manager and head coach, with input from parents, will determine the necessary team fees to be collected from each parent. Team fees may be used for – but are not limited to - tournament entry, travel costs, and/or required team apparel.
- E-2 After sharing the team budget with parents, but prior to the start of regular season, the team manager shall submit a team budget to the Fourth Vice-President for final approval.
- E-3 In the case of a non-parent coach, parents will decide what funds – if any – will be provided for any tournament or Provincials travel. The RMMLA will match any team funds contributed for non-parent coach travel costs to Provincials, up to a maximum of \$500.<sup>00</sup>. The RMMLA shall budget \$4,000.<sup>00</sup> for this purpose.

#### **ARTICLE F – OPERATIONAL PERSONNEL & DESIGNATED OFFICIALS**

- F-1 Operational Personnel of the RMMLA shall include those persons filling positions as deemed necessary by the Board of Directors.
- F-2 Operational Personnel may be Regular Members or may be persons who do not qualify as Regular Members. Serving as Operational Personnel does not qualify a person to become a Regular Member.

F-3 Operational Personnel are appointed by a majority vote of the Directors for a period of one year, generally following an AGM. Operational Personnel may include:

- (a) A **Facilities Allocator** responsible for allocating arena time and box time for practices and games. This position reports to the Third Vice-President, and shall:
  - i. Use appropriate guidelines to allocate regular practice and game time to all RMMLA box teams.
  - ii. Work with the Referee Allocator to book referees.
  - iii. Support Division Managers and team managers in any necessary scheduling or rescheduling of games and/or practices.
  - iv. Communicate with City representatives advising coaches the status and availability of all facilities including arenas and boxes.
  - v. Be eligible to receive a yearly compensation in the sum of \$500 as approved by majority vote of the Board of Directors.
  - vi. Provide a weekly report to the Third Vice-President advising of any issues or concerns.
  
- (b) A **Field Allocator** responsible for allocating field time for practices and games. This position reports to Third Vice-President, and shall:
  - i. Use appropriate guidelines to allocate regular practice and game time to all RMMLA field teams.
  - ii. Work with the Referee Allocator to book referees (as necessary).
  - iii. Support Division Managers and team managers in any necessary scheduling of rescheduling of games and/or practices.
  - iv. Communicate with City representatives advising coaches the status and availability of all fields.
  - v. Be eligible to receive a yearly compensation in the sum of \$300 as approved by majority vote of the Board of Directors.
  - vi. Provide a weekly report to the Third Vice-President advising of any issues or concerns.
  
- (c) An **Assistant Female Director(s)** who shall be responsible for assisting the Female Director when needed. This position reports to the Female Director and shall:
  - i. Assist with planning the female lacrosse season.
  - ii. Assist the Female Director with problems that arise during the season.
  
- (d) The **Junior Head Coach, Senior Head Coach, and Female Head Coach** shall be responsible for recruiting, interviewing, training, and supervising all coaches in the RMMLA. This position reports to the Second Vice-President, and shall:
  - i. Be required to submit a satisfactory Criminal Record Check.
  - ii. Arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches.
  - iii. Chair any RMMLA Coaches' Meeting at the start of each Box Lacrosse and Field Lacrosse season. As well, the Head Coach shall call and lead any other coaching meetings as are necessary.
  - iv. Attend the Coaches Special Session of the BCLCA on behalf of RMMLA.
  - v. Chair any RMMLA Coaching Committee.
  - vi. Supervise the coaching staff of the RMMLA, attending practices/games and becoming involved where necessary by way of assistance with practice plans, game strategies, and systems.
  - vii. Junior Head Coach shall oversee the Divisions of Mini-Tyke to Novice for Box Lacrosse and U7 to U11 for Field Lacrosse. Senior Head Coach shall oversee the Divisions of Pee Wee to U16/Midget and U13 to U18 for Field Lacrosse. The Female Head Coach shall oversee all Female Box and Field Lacrosse coaches.
  - viii. Work with Division Managers to ensure tryouts and evaluations are organized, draft process is in place and working to ensure RMMLA meets the mandate of balanced teams (where necessary).

- ix. Ensure coaches are aware of new rules, and follow policies of the BCLA, RMMLA, LMMLC, and PCFLL.
  - x. If there is one in place, work with the **Head Coach Administrator** to ensure coaches are properly certified and/or registered for the appropriate coaching clinics.
- (e) The **Head Referee** shall be responsible for obtaining, training and supervising all referees in the RMMLA. This position reports to the Second Vice-President, and shall:
- i. Be required to submit a satisfactory Criminal Record Check.
  - ii. Arrange for clinics and training programs of referees when needed.
  - iii. Collect and keep a file of referee's reports on all ejected players and coaches and arrange for the submission of said reports to the appropriate authorities.
  - iv. Arrange for referee assessments, as required.
  - v. Represent the RMMLA to the British Columbia Lacrosse Referee Association.
  - vi. Be responsible for the appointment of a Junior Head Referee, who is not a member of the Board of Directors, to oversee the Mini-Tyke, Tyke, and Novice Divisions.
  - vii. Attend the Coaches Special Session of the BCLA on behalf of RMMLA.
  - viii. Be eligible to receive annual compensation of \$500 as approved by a majority vote of the Board of Directors.
- (f) The **Referee Allocator** shall be responsible for assigning referees and umpires to officiate games during Box and Field Lacrosse seasons. This position reports to the Head Referee. Shall be eligible to receive yearly compensation of \$500 on approval of the majority of the Board of Directors.
- (g) The **Equipment Manager(s)** reports to the Third Vice-President, and shall be responsible for the upkeep and maintenance of all RMMLA equipment, and shall:
- i. Supervise distribution and collection of all RMMLA equipment.
  - ii. Be responsible for the maintenance of RMMLA equipment.
  - iii. Maintain an inventory of RMMLA equipment.
  - iv. Submit purchase requests to the Third Vice-President.
- (h) **Social Media** reports to the Board of Directors and is responsible for all social media applications such as "Twitter", "Instagram", "Facebook", or other.
- (i) The **Apparel Coordinator** reports to the Board of Directors and shall:
- i. Submit a list of three apparel vendors for approval.
  - ii. Work with approved vendors for quality control of branding and product.
  - iii. Maintain RMMLA uniform needs, including the design and ordering of RMMLA shorts, and submit to the Board of Directors for approval.
- (j) The **Recognition Coordinator** shall work on projects to recognize RMMLA players and volunteers.
- i. Work on obtaining and organizing club trophies as well as any trophy case(s).
  - ii. Arrange and organize RMMLA Awards Night.
  - iii. Arrange and organize "picture day" for Field and Box teams.
  - iv. Organize and display any past and/or current banners belonging to the RMMLA.
  - v. Obtaining and displaying recognition signage at RMMLA used venues including arenas, lacrosse boxes and/or fields.
  - vi. Maintain a list of "lifetime members" of the RMMLA.
- (k) The **Division Managers** shall be responsible for a specific age group or groups. Division Managers report to the Fourth Vice-President and shall:

- i. Upon receiving a list from the Registrar contact all players who are not registered but were registered the previous year.
  - ii. Disseminate tryout/evaluation information to parents and other coaches, as well as coordinate and assist where needed.
  - iii. Ensure that coaches and managers have all necessary information to properly run their teams.
  - iv. Oversee day to day problems in Division and report to RMMLA Fourth Vice-President or any other appropriate Director.
  - v. Be responsible for dissemination and collection of required RMMLA documents during evaluations and tryouts.
- (l) (a) The **Tournament Coordinator** reports to the President and shall be responsible for:
- i. Recruit and support Tournament Chairpersons for our 4 RMMLA tournaments (Burrards Blast, Reign Storm, Barn Burner, and West Coast Shootout).
  - ii. Ensure Tournament Chairpersons follow policies that affect their tournaments; submit a tournament plan - how many teams, impact on referee demand, etc.
  - iii. Ensure applications are made on time to host tournaments or jamborees with the BCLA.
  - iv. Liaise with the Facilities Allocator and Field Allocator to ensure floor time or field time are set aside for the applicable tournament weekends.
  - v. Notify the President of any intended gaming activities and ensure gaming applications and reports are filed correctly.
  - vi. Ensure tournament budgets are kept and followed.
- (b) **Tournament Chair** reports to the Tournament Coordinator and shall be responsible for organizing and running any one RMMLA Tournament.
- (m) The **Event Coordinator** reports to the First Vice-President and shall be responsible for coordinating and any RMMLA special events.
- (n) The **Director of Player Safety** reports to the President and shall be responsible for overseeing the RMMLA concussion management program and overall player safety. Responsibilities shall include:
- i. Be familiar with RMMLA Policy on concussion management and return to play guidelines.
  - ii. Ensure that each team has at least 2 Safety people and oversee them throughout the season.
  - iii. Ensure the Safety People on each team have their Criminal Record Checks completed.
  - iv. Facilitate a pre-season meeting with all team Safety people prior to the season beginning in early April (for Box Lacrosse), and in early September (for Field Lacrosse).
  - v. Develop a plan for player care during tryouts and ensure there is a Safety Person trained and on site at tryouts and evaluations for Pee Wee and above.
- (o) **Head Coach Administrator** reports to the Club 'Head Coaches' of the RMMLA and shall:
- i. Be the liaison to the BCLA for coach registration into coaching clinics.
  - ii. Ensure coaches are registered for applicable and necessary clinics.
  - iii. If coaches need certification, relay that information to the applicable coaches.
  - iv. Notify the Association Head Coaches of any coaches who fail to attend the coaching clinics, despite being registered.
- (p) **Website Administrator** reports to the Board of Directors and is responsible for maintaining the RMMLA website and ensuring content is up to date.

F-4 **Designated Officials** are those individuals who fulfill the role of coach or referee. These may be Regular Members or Non-Members. Serving as a Designated Official does not qualify a person to become a Regular Member.

- i. Head coach, or assistant coach – must be listed on official documentation.
- ii. Team managers – must be listed on official documentation.
- iii. Referees – must be listed as a referee with the RMMLA.

**ARTICLE G - COACH SELECTION**

- G-1 The Head Coach shall distribute RMMLA Box Lacrosse Coaching Applications on or around December 1<sup>st</sup> and RMMLA Field Lacrosse Coaching Applications on or around June 1<sup>st</sup>. Applications shall be emailed to all Regular Members and Designated Officials. As well, applications shall be made available on the RMMLA website. Applications shall specify a due date. Late applications may be considered, by discretion of Second Vice-President and Head Coach.
- G-2 At the January and July Regular Meetings of the Board of Directors, the Second Vice-President and Head Coach shall nominate an unbiased and impartial Coaching Selection Committee (CSC), composed of Directors, Operational Personnel and/or Members.
- i. The Second Vice-President, Head Coach, and Head Referee shall always, if possible, be members on the CSC and shall always tender a vote, unless in the case of direct conflict. In the case of Female teams, the Female Head Coach shall always be a member on the CSC and shall always tender a vote.
  - ii. After the application deadline, CSC members will review applications and may choose to interview candidates at their discretion. It may be unnecessary to interview all candidates: therefore, some applicants may not be granted an interview. Upon completion, the CSC shall decide on the individual nominated for each position. The Head Coach shall then contact all unsuccessful and successful applicants. This process shall be completed on or around August 15<sup>th</sup> (Field Lacrosse) and January 31<sup>st</sup> (Box Lacrosse) of each calendar year.
  - iii. The CSC shall select coaches based on, but not limited to, qualifications, coaching experience, playing experience, references, attitude, parent surveys and other correspondence.
  - iv. When two candidates are interviewed and ranked of approximately equal merit, preference shall be given to any applicant not currently serving as a head coach of any other RMMLA team.
  - v. Final coaching placements are dependent upon registration and/or tiering.
- G-3 The head coach of each team shall have the ability to choose, add, and/or remove individuals to serve as team staff, based on the following two provisions: (1) no parent assistant coaches, parent managers, or parent trainers shall be named before the tryout process is complete, and (2) head coaches must submit names of all team officials for approval by Second Vice-President and Association Head Coach.

**ARTICLE H – TEAM SELECTION**

- H-1 In any Division in which there is no tiering, or in cases where there are teams in tiering Divisions that need to be balanced, teams will be selected through an evaluation and balancing process, involving the appropriate Division Manager and/or team head coaches, to be overseen by the First Vice-President, as well as Field Representative, or Female Representative where applicable.
- i. The First Vice-President shall determine the optimal number of players on each team in each Division. This number may fluctuate as players register and withdraw during tryouts.
  - ii. Players may be aged up for number-balancing only; players shall not be aged-up based on performance or skill.
  - iii. In cases of balancing teams, teams shall play a small number of league games before the final “trading” of players to balance teams. Coaches, parents, and players shall be prepared for and expect player movement after the tiering schedules or first few weeks in Box and Field Lacrosse. This is the normal procedure.
  - iv. At the January Regular Meeting of the Board of Directors, the First Vice-President with assistance from other Board members shall present a calendar for final dates for Box Lacrosse team selection at each Division and tier.



- H-2 In any Division in which there is tiering, teams will be selected through a formal “try-out” process, involving the appropriate Division Manager and team head coaches, to be overseen by the First Vice-President, with the Field Representative, and/or Female Representative when appropriate.
- H-3 Players participating in ‘A’ tryouts are expected to play where placed. If parents feel there are special circumstances (i.e., they want to only play A2) they shall contact the Division Manager, who will then discuss with the First Vice-President for a reasonable solution.
- H-4 The First Vice-President shall determine the optimal number of players on each team in each Division. This number may fluctuate as players register and withdraw during tryouts.
- H-5 For ‘B’ evaluations, coaches will work with the Division Manager in forming rosters. Once evaluations have been completed, but prior to any ‘C’ releases being made, the Division Manager must review “years played” to determine if forming a ‘C’ team is possible. Where it is not possible to form a qualifying ‘C’ team, all players will remain in the ‘B’ Division, with the number of teams and/or players adjusted accordingly.
- H-6 In releasing players from tryouts, initial releases can be made by email; all later releases shall be made discreetly in person or by phone call.
- H-7 A head coach shall inform the First Vice-President prior to tryouts beginning if there are issues regarding player selection. In these instances, the First Vice-President shall intervene and work out a solution that allows each child to be fairly considered for team selection. In the event that a reasonable solution cannot be reached, the First Vice-President shall provide a solution.
- H-8 Players shall communicate their level of commitment to the Division Manager and appropriate Head Coach prior to try-outs beginning. At the Pee Wee A1, Bantam A1, and U16/Midget A1 levels, lacrosse shall be each player’s top priority extra-curricular activity. The Head Coach shall determine what commitment level meets this requirement while still respecting the fair play codes of Sport BC and the BCLA.
- H-9 In cases where a player has paid the tryout fee but is unable to begin tryouts due to injury, it is the responsibility of the player to inform the Division Manager. The Division Manager, along with other Board members, will reasonably arrange for the injured player to participate in tryouts once healthy. A player shall not attend tryouts until healthy enough to fully participate in all drills and scrimmages. In some cases, players unable to reasonably participate in ‘A’ tryouts may be assigned to a ‘B’ or ‘C’ team.
- H-10 In cases where a player has paid the tryout fee but is unable to begin tryouts due to any reason other than injury, it is the responsibility of the player to file a written request to the Division Manager at least seven (7) days prior to the first tryout session. The Head Coach and Second Vice-President will review all requests and, if deemed appropriate, will make arrangements for the player to participate in tryouts once available. Not all requests will be accommodated and, in some cases, players unable to participate in ‘A’ tryouts may be assigned to a ‘B’ or ‘C’ team.
- H-11 In the case of multiple teams at the A1 level, the RMMLA may adopt first team/second team levels for team selection. Some discretion shall be used when placing first-year players on the first team and second-year players on the second team.
- H-12 The First Vice-President shall work with the Head Coach to determine number and level of teams in each Division and along with other Directors shall make final decisions regarding team declarations. Number and level of teams is in part governed by the LMMLC and PCFLL.

H-13 The RMMLA shall follow a “no-release” policy unless there is no RMMLA team for the player to join.

H-14 Once Box and Field teams are selected, each team’s head coach or manager is responsible for delivering a signed and verified team roster to the RMMLA Registrar. This signed and verified team roster is needed for correct registration purposes with the LMMLC, PCFLL, and BCLA.

**H-15 RMMLA ALL STAR TEAMS**

- i. In the case of multiple RMMLA teams within the Novice A1, A2, or B tiers, the RMMLA shall combine those teams to form an ‘ALL STAR’ team for the purposes of the annual Jack Crosby tournament held in July in Burnaby.
- ii. Coaching staff for the Crosby teams shall consist of the two or three head coaches of the balanced RMMLA ‘League’ teams. If the coaches are unable to work together, the RMMLA Head Coach responsible for Novice, and the Second Vice-President shall appoint the ALL STAR team head coach based on pre-season interviews, coach feedback forms, and suitability for the job.
- iii. The Novice Division Manager shall canvass the Novice A and B players once teams are formed in early to mid-March to compile players’ names who wish to be considered for the Crosby All Star Teams.
- iv. ALL STAR team players shall be announced during tiering break. Coaches from the two or three balanced ‘league’ teams shall work together to identify a suitable roster using tiering games and practices as the tryouts. Coaches shall select players based on skill, coachability, discipline, attitude, teamwork, commitment, and the player’s availability for the Crosby tournament. In the event that the aforementioned player qualities are equal between two candidates, preference shall be given to players in their second year of Novice.
- v. The Novice Division Manager shall register ONE RMMLA team per A1, A2, and B Division for the Jack Crosby All Star Tournament when the BCLA opens tournament registration in early March. Once rosters are identified in early May, the contact for the Crosby teams shall be turned over to the Team manager. In the event that there is no Novice Division Manager, the Fourth Vice-President shall be responsible for registering the Novice All-Star Teams.
- vi. The RMMLA First Vice-President of Operations shall oversee the Crosby All Star team selection process.
- vii. The RMMLA shall pay the tournament entry fee for each team representing the RMMLA at the Jack Crosby All Star Novice Tournament.
- viii. In the event that other “All Star” tournaments are created within BC, the RMMLA Executive Board of Directors shall be involved in the registration and formation of RMMLA teams for these other “All Star” events.

H-16 In cases where a Division is short an adequate number of players to fill a team or teams, players may be aged up from one Division lower to help fill roster spots, only if:

- i. The lower age Division has a surplus of registered players, and
- ii. The player is granted permission by the Board of Directors, and
- iii. The parent(s) or guardian(s) of the player to be moved grants permission.

**ARTICLE I - FLOOR TIME SELECTIONS**

I-1 The Facilities Allocator shall block times and venues appropriate for age and level groups. This is to ensure that both younger and older aged players fill appropriate times; as well as to ensure different levels play at appropriate arenas.

I-2 Next, based on above, the Facilities Allocator shall offer available home game and practice times based on allotments from the previous year. Where possible, coaches should be informed of game and/or practice times prior to accepting any head coaching role. Efforts shall be made to satisfy needs of all coaches.

- I-3 All dry floor and box allocations from the City and/or private arenas are purchased by the RMMLA as a whole and not for any one team or Division. All allocations to the teams are based on the above.
- I-4 Novice teams and younger will not have dry floor practices allocated to start after 8:00 pm weekdays. Pee Wee and above will not have dry floor practices allocated to start before 7:00 pm unless all of the Novice and younger teams have their allocation and there are still early time slots available.
- I-5 All Novice and above teams may be allocated two practice times per week: one dry floor practice and one outside box practice. If allocated two, one will be weekday and one will likely be weekend.
- I-6 When applicable, Mini-Tyke and Tyke lacrosse seasons shall end with the annual Burrards Blast Tournament. These will be the final games of the season. Any “missed” or “make-up” games shall not be played after this date.

**ARTICLE J - FIELD SELECTIONS**

- J-1 The Facilities Allocator shall allocate times and venues appropriate for age and level groups. This is to ensure that both the boys and girls programs fill appropriate times; as well as to ensure different levels play at appropriate fields.
- J-2 All field allocations from the City and/or private arenas are to the RMMLA as a whole and not for any one team or Division.
- J-3 Next, based on above, the Facilities Allocator will attempt to ensure during practice allocation the female Field teams are not practicing with the boys’ Field teams.

**ARTICLE K – ARENA/BOX POLICIES**

- K-1 The RMMLA shall be responsible for arena floor charges for any regularly scheduled league, playdown or home tournament game as well as any RMMLA scheduled practice or evaluation sessions. Teams organizing exhibition games and/or other lacrosse activities may be responsible for costs.
- K-2 As per LMMLC and/or PCFLL policy, games cancelled are the responsibility of the home team’s manager. In these cases, the manager must contact the opposing coach and Facilities Allocator to arrange for a new time. The Facilities Allocator shall contact the Referee Allocator. In addition, the manager must inform the LMMLC or PCFLL Division Manager.
  - i. Under normal circumstances, teams that fail to notify the Facilities Allocator of any floor time to be unused with a minimum of one week, may be responsible to reimburse the RMMLA for that floor time, using their own team funds.
  - ii. The Facilities Allocator will take back dry floor from teams if they do not have a game scheduled at their regular game time. The team manager must notify the Facilities Allocator to return this dry floor. If a team fails to do this, or uses their game time for a practice, they may be charged the floor time.
  - iii. Teams must return box time back to the Facilities Allocator if they don’t use their regular scheduled box time for any game or practice.

**ARTICLE L - PLAYING TIME**

- L-1 Teams participating in non-tiering Divisions, and/or teams competing at the ‘B’ or ‘C’ levels shall reasonably provide players with equal playing time, including participation on power play, short-man, or any other special line, including all game times and game situations.
- L-2 Teams participating at the ‘A1’ or ‘A2’ should also provide equal playing time for all players, the exception being that these teams may run special teams, i.e., power play and short-man.

## **ARTICLE M – PROVINCIAL DECLARATIONS**

- M-1 Under guidance from the Fourth Vice-President, Division Managers shall distribute Provincial Declaration forms to all team head coaches and/or managers. It is the responsibility of the head coach and/or manager to re-submit completed forms to the Division Manager.
- M-2 Division Managers shall deliver completed Provincial Declarations to the Fourth Vice-President for submission.
- M-3 The RMMLA shall pay Declaration fees for each team. All RMMLA teams are encouraged to participate in playdowns. Once a Provincial Declaration has been submitted to the BCLA, a team must fulfill their commitment to playdowns and/or Provincials. Failure to comply with said commitment shall result in a fine to the team.

## **ARTICLE N – JERSEYS & EQUIPMENT**

- N-1 Post-dated jersey cheques from each parent must be submitted, along with a team roster, to the Equipment Manager in order for jersey pick up.
- N-2 There shall be no altering of jerseys, except in the case of sewing one 'C' and one or more 'A's on the front left upper chest. There shall be no name bars fastened to jerseys.
- N-3 Upon culmination of season, jerseys shall be returned washed, in bins and in number order to the Equipment Manager in a timely manner.
- N-4 In the event that a jersey is lost or damaged, the jersey cheque shall be cashed.
- N-5 Teams shall be provided with lacrosse balls and scoresheets at the start of the season. At the Mini-Tyke and Tyke levels, a set of goalie gear and a goalie stick shall also be provided to each team. Field Lacrosse teams shall also be provided with a set of goalie gear, a goalie stick, and a minimum of three "big stick" shafts.
- N-6 For Box Lacrosse season, where necessary, goalies aged Novice and above shall rent their equipment from the RMMLA. Goalies shall provide a post-dated cheque for \$1000<sup>00</sup> that will only be cashed in the event that gear is not returned or is destroyed.
- N-7 Box Lacrosse goalies in Pee Wee and above will be responsible for purchasing their own sticks, provided there is a full-time goalie.
- N-8 The RMMLA will provide a \$75 equipment subsidy for **new** referees in Field Lacrosse or Box Lacrosse to assist with the costs associated with equipment purchase to fulfill their duties. Receipts for equipment must be provided.

## **ARTICLE O – FUNDRAISING**

- O-1 RMMLA teams shall be responsible for their team fundraising. RMMLA teams who apply for gaming licenses must do so under their own personal name and not use the RMMLA club name. Fundraising efforts shall not contradict any articles in the RMMLA By-Laws or Policy Manual.
- O-2 All RMMLA teams shall support all official RMMLA club fundraisers, making reasonable efforts to participate and promote. Team events shall not be scheduled at same time as RMMLA events.
- O-3 Gaming licenses for all RMMLA club events, including tournaments, social events or other, shall be applied for and overseen by the President in concert with the Treasurer. As well, gaming license reports shall be submitted after completion of each event by the President in concert with the Treasurer. This is to ensure compliance with all regulations to avoid adverse effects on the gaming grant application.

## **ARTICLE P – TEAM BC**

- P-1 The RMMLA shall support Team BC programs in Box Lacrosse and Field Lacrosse.
- P-2 The RMMLA shall budget a maximum of \$4000 to contribute up to \$250<sup>00</sup> to reimburse Team BC expenses one-time only to any male or female player registered with the RMMLA. Separate disbursements will not be allotted for “Box” lacrosse and “Field” lacrosse. Applications shall be posted on the website by June 1<sup>st</sup> of each year. The application process shall close by June 30<sup>th</sup>, with cheques delivered in July.
- P-3 The RMMLA may also contribute floor time to Team BC teams, where there are Ridge Meadows players participating. Each team with one or more Ridge Meadows players is eligible to receive up to two hours of floor time provided it is available and not being used by an RMMLA team.

## **ARTICLE Q – MEETING OF AFFILIATED ASSOCIATIONS**

- Q-1 The RMMLA shall send delegates to any meeting of an affiliate association as approved by the Board. Expenses shall be drawn from the General Operating Account, and if applicable, may include accommodation and parking in the official facility, banquet tickets for the individual and a guest.
- Q-2 Original receipts or photocopies of such must be provided for reimbursement.

## **ARTICLE R – TOURNAMENTS**

- R-1 All RMMLA teams registered in a Division shall participate in all RMMLA tournaments.
- R-2 At the discretion of the Tournament Chairperson, RMMLA teams may be given a reduced rate to enter RMMLA tournaments, with the expectations that parents volunteer a substantial amount of time during the tournament.
- R-3 Tournament Chairpersons must submit their tournament plan to the President for approval prior to the President signing the BCLA Tournament Host Application Form. The Tournament Chairperson’s tournament plan will ensure that RMMLA resources will not be exhausted (referees, RIC, volunteers, floor time/field time).

## **ARTICLE S – APPAREL**

- S-1 All RMMLA teams shall follow apparel guidelines outlined in this document.
- S-2 Apparel ultimately shall be the responsibility of the Second Director-At-Large, who may also work with an appointed Apparel Coordinator, who shall present to the Board of Directors a list of proposed vendors to be deemed “approved”. Approved vendors shall be provided with official RMMLA logos, as well as given guidelines as to what apparel options are acceptable.
- S-3 RMMLA teams shall go directly to approved vendors and directly negotiate orders for their teams.
- S-4 Any RMMLA team ordering apparel that contradicts terms outlined in this document may be subject to present and/or future concessions.
- S-5 When the RMMLA Board of Directors receives a proposal for sponsorship display on Burrards apparel, the Board shall reserve the right to stipulate how the logo will look, where, and how large. Allowance of sponsorship display shall be subject to sponsor approval by a majority vote of the RMMLA Board of Directors prior to logo placement on the apparel. Approved vendors will be informed of this stipulation and are not to produce Burrards apparel with sponsorship logos displayed without RMMLA Board of Director approval. Any such sponsor logo shall not interfere with the Burrards logo’s appearance or alter the Burrards logo in any way. The company’s purpose and/or logo shall not be offensive in any way and shall be appropriate for a youth community sports

organization. RMMLA members who do not receive Board of Director approval for sponsorship display shall be subject to RMMLA disciplinary policies.

#### **ARTICLE T – AWARDS**

- T-1 The RMMLA shall, based on volunteer capacity, host an **Awards Ceremony** in November of each year, with the intent of recognizing individuals, families, and teams who have made extraordinary contributions to the RMMLA and its membership. Awards may include the following:
- i. Most Inspirational Player – One player from each team (Novice to Junior) who best exemplifies sportsmanship, determination, and team play. Winners will receive a keeper trophy.
  - ii. Recreational Coach of the Year – One coach from a ‘B’ or ‘C’ team who best exemplifies the characteristics of an exceptional coach, modeling both lacrosse and life skills to his or her players. *Winner may be nominated for the BCLA’s John Cavallin Merit Award.*
  - iii. Competitive Coach of the Year – One coach from a ‘A1’ or ‘A2’ team who best exemplifies the characteristics of an exceptional coach, modeling both lacrosse and life skills to his or her players. In addition, the coach should have enjoyed some level of success. *Winner may be nominated for the BCLA’s John Cavallin Merit Award.*
  - iv. Team Manager of the Year – One manager from any Division who has done the most to promote the game of lacrosse to the team. *Winner may be nominated for the BCLA’s Hugh Gifford Merit Award.*
  - v. Junior Official of the Year – Presented to the junior official who has made the greatest contribution to the Ridge Meadows Minor Lacrosse Association. Recipient should mainly work at the Mini-Tyke, Tyke, and Novice levels. *Winner may be nominated for the BCLA’s Jimmy Gunn Merit Award.*
  - vi. Comeault Award (Senior Official of the Year) – Presented to the senior official who has made the greatest contribution to Ridge Meadows lacrosse. Recipient should mainly work at the Pee Wee, Bantam, U16/Midget, or Female Junior levels. *Winner may be nominated for the BCLA’s Jimmy Gunn Merit Award.*
  - vii. Aiden Serr Memorial Scholarship Award – see article U in Policy Manual
  - viii. Tully Award - Volunteer of the Year (Non-Executive) – Presented to the non-executive member who has made the greatest contribution to the Ridge Meadow Minor Lacrosse Association over the past year. *Winner may be nominated for the BCLA’s Ruth Seward Merit Award.*
  - ix. Executive Member of the Year – Presented to the Executive member who has made the greatest contribution to the Ridge Meadow Minor Lacrosse Association over the past year. *Winner will receive the BCLA President’s Award and may also be nominated for the BCLA’s Art Daoust Merit Award.*
  - x. Graduating Player of the Year (Gwyn McLeod Award) – Presented to the graduating male and female who is most involved and best exemplifies RMMLA lacrosse. Recipients shall have been playing with the RMMLA for a number of years and involved in other areas of the RMMLA including coaching and refereeing. Overall Attitude shall also be considered. *Individuals shall be nominated for the BCLA Subway Player of the Year Award.*
  - xi. RMMLA Family of the Year – Presented to the family who has made the greatest contribution to RMMLA lacrosse. *Winner may be nominated for the BCLA’s Ted Fridge Family SPIRIT Award.*
- T-2 Subject to funding, individuals shall have their name inscribed on a plaque and/or trophy to be displayed in the RMMLA trophy case.
- T-3 Individuals and/or families nominated for a BCLA Award may be given the opportunity to attend the BCLA AGM, with expenses paid for accommodation and banquet ticket for award nominee and a guest.

#### **ARTICLE U – SCHOLARSHIP**

- U-1 The RMMLA shall award the “Aiden Serr Memorial Scholarship” of \$750<sup>.00</sup> to one deserving male and \$750<sup>.00</sup> to one deserving female RMMLA player each season.
- U-2 Eligible individuals shall have fulfilled the following requirements:

- i. Have been a player in the RMMLA for six (6) or more years.
- ii. Have demonstrated strong character and attitude while a member of the RMMLA.
- iii. Have demonstrated strong character and attitude outside the RMMLA (school, community).
- iv. Plan on attending a recognized post-secondary institution.

U-3 Interested individuals will apply during their grade 12 year. Scholarship information will be made available on the RMMLA website, and in the SD42 directory of available scholarships. Scholarships will be awarded during the student's grade 12 year at our annual awards night, and students will be recognized during their school's commencement ceremony. Monies will be allotted upon registration at a recognized post-secondary institution.

#### **ARTICLE V – PLAYER SAFETY**

V-1 The RMMLA shall employ the 'Rule of Two'. No minor will be left alone with a single adult.

V-2 The RMMLA shall follow the guidelines for concussion awareness and identification as well as return-to-play protocols as laid out by the BCLA. All information, guidelines, policies and protocols can be found in the BCLA Operating Policy 16 as well as Appendix H, via their website links: [BCLA Operating Policy](#) and [BCLA Operating Policy - Appendix H](#)

#### **ARTICLE W – COACHING COMPLAINTS AND FEEDBACK**

W-1 Any players or parents having concerns around playing time or other coaching related issues are encouraged to respectfully set up a meeting with their team's head coach (through the team manager) to discuss their player's current role with the team and ways to improve their opportunities. Please allow 24 hours to pass before sending your communication.

W-2 If the player or parent(s) are not satisfied with the outcome of the meeting, they may request a meeting with the Association Head Coach, through the Division Manager. If still unsuccessful in achieving a resolution, a meeting with appropriate Executive Members including the Second Vice-President, First Vice-President, and President may be solicited by the Association Head Coach. These meetings will only be considered if the player or parent has reasonably tried to mediate a solution with their team head coach first.

W-3 RMMLA is committed to providing a safe learning environment for the player and parents but does not give the parent the right to question the coach's teaching style, line combinations, or the position the child plays. Constant harassment or undermining of the coaches will not be tolerated and will be referred to the Discipline Committee for review that could result in disciplinary action.

W-4 Coach feedback surveys will be available on the RMMLA website at the end of each Box and Field Lacrosse season. Feedback surveys will be filed and used in subsequent coaching selection decisions as per Article G-2.

## **APPENDIX 'A' – Sr. Burrards Logo Usage Agreement**

April 3, 2019

John and RMMLA executive,

As discussed last night with yourself and Kelly Scott the parameters around the use of the logo are as follows:

- The logo cannot be altered in any way, in some embroidery you can't get the date under the wings, this is acceptable.
- The logo cannot be used in a sponsorship gimmick. i.e.: Bob's excavating, the logo can't become part of Bob, like replacing the B or O.
- The minors continue to support X-Treme threads as long as they are the supplier of the Sr. Burrards. The minors can have other vendors but keep X-Treme threads as one of the vendors.
- Any team sponsorship or association sponsorship is approved by the minor executive and is Fan/Child appropriate.
- The vector file cannot be shared outside the Minor and Sr. approved vendors.

Any issues or questions don't hesitate to call,

Thanks,

Lance Andre  
President/Governor  
Maple Ridge Burrards  
[Lanceandre70@hotmail.com](mailto:Lanceandre70@hotmail.com)  
604-308-8855