

# **RIDGE MEADOWS MINOR LACROSSE ASSOCIATION (RMMLA)**



## **POLICY MANUAL**

*REVISED July 19, 2019*

## **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:
- (a) The Discipline Committee may find that no party's actions constitute any disciplinary action.
  - (b) 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 Box 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 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:
- (a) Full refund, less \$25.00 upon receipt of request prior to February 1<sup>st</sup> (box), or August 1<sup>st</sup> (field).
  - (b) 50% refund, upon receipt of request prior to March 31<sup>st</sup> (box), or September 15<sup>th</sup> (field).

(c) No refund given after March 31<sup>st</sup> (box) or September 15<sup>th</sup> (field), except for valid medical reason.

- 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 \$25.00.
- 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 (ie. 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 barring.
  - 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-10 Players who withdraw (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-11 With approval from governing bodies and pending room to accomodate, 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 team budget with parents, but prior to the start of regular season, the Team Manager shall submit a team budget to the 4<sup>th</sup> 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 \$500.00. RMMLA shall budget \$4000 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 the 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 **Head Coach** and **Female Head Coach** shall be responsible for 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) collect criminal record checks from all coaches, trainers, doormen, managers and other volunteers in proximity to minors.

- (iii) arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches.
  - (iv) 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.
  - (v) attend the Coaches Special Session of the BCLCA on behalf of RMMLA.
  - (vi) chair any RMMLA Coaching Committee.
  - (ii) supervise the coaching staff of the RMMLA, attending practices/games and becoming involved where necessary.
  - (iii) refrain from serving as Head Coach of any RMMLA team.
- (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 to the President.
  - (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 BCLOA 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) **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) **Equipment Manager** reports to the 3<sup>rd</sup> 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 3<sup>rd</sup> Vice President.
- (h) **Website/Social Media** is responsible for maintain the RMMLA website, as well as all social media applications such as "Twitter", "Instagram", "Facebook", or other.
- (i) **Apparel Coordinator** shall report to the Board of Directors and shall:
- (i) submit a list of three approved 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 Board of Directors for approval.
- (j) **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

- (iii) arrange and organize RMMLA Awards Night
- (iv) arrange and organize “picture day” for field and box teams
- (v) organize and display any past and/or current banners belonging to the RMMLA
- (vi) obtaining and displaying recognition signage at RMMLA used venues including arenas, lacrosse boxes and/or fields.
- (vii) Maintaining a list of “lifetime members” of the RMMLA

(k) **Division Coordinators** shall be responsible for a specific age group or groups. Division Coordinators report to the Fourth Vice President and shall;

- (i) upon receiving a list from the Registrar, the Division Manager shall 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 the dissemination and collection of documents including Form 100’s, Provincial Declarations, and coaching surveys.

(l) **Tournament Chair** reports to the Fourth Vice President and shall be responsible for organizing and running any one RMMLA Tournament.

(m) **Event Coordinator** reports to the First Vice President and shall be responsible for coordinating and any RMMLA special events.

(n) **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 knowledge of CCMI programming, familiarize with RMMLA Policy on concussion management and return to play guidelines, implement and oversee Team Safety people. Ensure that each team has at least 2 Safety People trained in the sideline assessment 'APP', ensuring the Safety People on each team have their Criminal Record Checks completed, be the RMMLA liaison with CCMI clinics, facilitate a pre-season training session with all team Safety People prior to the season beginning in early April (for Box lacrosse), and in early September (for Field lacrosse), develop a plan for player care during tryouts (ensure we a Safety Person trained and on site at tryouts and evaluations for Pee Wee and above).

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.

- (a) Head Coach, or Assistant Coach – must be listed on official documentation.
- (b) Team Managers – must be listed on official documentation.
- (c) 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 2<sup>nd</sup> 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.
- (a) 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 Director shall always be a member on the CSC and shall always tender a vote.
  - (b) All applicants shall be interviewed by CSC members. 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.
  - (c) The CSC shall select coaches based on, but not limited to, qualifications, coaching experience, playing experience, references, attitude, parent surveys and other correspondence.
  - (d) 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.
  - (e) 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 2nd Vice President and 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 Coordinator and/or team head coaches, to be overseen by the First Vice President, as well as Field Representative, or Female Representative where applicable.
- (a) 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.
  - (b) Players may be aged up for number-balancing only; players shall not be aged-up based on performance or skill.
  - (c) 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.
  - (d) At the January Regular Meeting of the Board of Directors, the First Vice President with assistance from other Executive 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 Coordinator 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 (ie. 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 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 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-11 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-12 The RMMLA shall follow a "no-release" policy unless there is no RMMLA team for the player to join.
- H-13 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-14 **RMMLA ALL STAR TEAMS**

- a) 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.
- b) (i) Coaching staff for the Crosby teams shall consist of the two or three head coaches of the balanced RMMLA 'League' teams.  
  
(ii) If the coaches are unable to work together, the RMMLA Head Coach responsible for Novice, and the 2<sup>nd</sup> Vice President shall appoint the ALL STAR team head coach based on pre-season interviews, coach feedback forms, and suitability for the job.
- c) 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.
- d) 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.
- e) 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 4<sup>th</sup> Vice President shall be responsible for registering the Novice All-Star Teams.
- f) The RMMLA 1<sup>st</sup> Vice President of Operations shall oversee the Crosby All Star team selection process
- g) The RMMLA shall pay the tournament entry fee for each team representing the RMMLA at the Jack Crosby All Star Novice Tournament
- h) In the event that other "All Star" tournaments are created within B.C., the RMMLA Executive Board of Directors shall be involved in the registration and formation of RMMLA teams for these other "All Star" events.

H-15 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 Executive 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 our 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 Coordinator.

- (a) 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.
- (b) 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.
- (c) 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, ie. power play and short-man.

#### **ARTICLE M - PROVINCIAL DECLARATIONS (BOX)**

- M-1 Under guidance from the Fourth Vice-President, Division Coordinators 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 Coordinator.
- M-2 Division Coordinators 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, washed jerseys on hangers in number of order shall be returned to the Equipment Manager in a timely manner.
- N-4 In the event that a jersey is lost or damaged, the jersey check 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. Upon pickup, goalies shall provide a cheque in the amount of \$35.00 – this cheque will be cashed with the funds used for cleaning. Goalies shall provide a second post-dated cheque for \$1000.00 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 For field lacrosse, big sticks (poles) shall be provided for all teams in need.

#### **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 compliancy with all regulations to avoid adverse effects on the gaming grant application.
- O-4 The RMMLA shall provide funds for “raffle baskets” to be used at official RMMLA events, such as a tournament or social events.

#### **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 \$250.00 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 chair, 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 shall be the responsibility of the Promotions 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. Our 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:
- (a) 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.
  - (b) 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.*
  - (c) 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.*
  - (d) 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.*
  - (e) 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.*
  - (f) 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, Midget, or Female Junior levels. *Winner may be nominated for the BCLA’s Jimmy Gunn Merit Award.*
  - (g) Scholarship Award – Presented to the graduating Midget (male) or graduating Midget/Junior (female) who has contributed the most to the Ridge Meadows Minor Lacrosse Association. Applicants must submit a school transcript as well as share post-secondary aspirations. *Funds are provided in part by the RMMLA. Implementation is subject to funding.*
  - (h) 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.*
  - (i) 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.*
  - (j) 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.*

**(k)** 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 \$750.00 to one deserving male and \$750.00 to one deserving female RMMLA player each season.

U-2 Eligible individuals shall have fulfilled the following requirements:

- (a) have been a player in the RMMLA for six (6) or more years
- (b) have demonstrated strong character and attitude while a member of the RMMLA
- (c) have demonstrated strong character and attitude outside the RMMLA (school, community)
- (d) 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 **Ridge Meadows Minor Lacrosse Association Concussion Policy:**

- 1) All athletes ages 10 and up (PeeWee/Bantam/Midget/Jr. Girls) are required to have completed a full comprehensive baseline test through any Complete Concussion Management clinic prior to tryouts beginning. Baseline tests are valid for 1 full calendar year.
- 2) All Coaches, Trainers, or Safety People involved in the RMMLA must complete the CCMI *Concussion Sideline Course*. All PeeWee/Bantam/Midget/Jr. Girls Coaches, Trainers, and/or Safety People, must download the accompanying CCMI Concussion Tracker Smartphone Application. (Younger levels are welcome to download the app).
- 3) If a concussion is suspected, whether occurring as part of the RMMLA or otherwise, the athlete is to be removed immediately from all practices and/or games and not permitted to return until cleared through the *Concussion Tracker* Smartphone Application which indicates completion of the Return-to-Play process.
  - a) All suspected concussions must be reported through the Concussion Tracker Smartphone Application by a coach, trainer, or safety person, or the athlete themselves.
  - b) All players with suspected concussions should be encouraged to either attend the nearest emergency department and/or to make an appointment at the nearest CCMI clinic as soon as possible to receive a proper diagnosis and help speed the *Return-to-Play* process.



### V-3 RMMLA Concussion Return-to-Play Process:

A 10-stage process has been designed to ensure complete healing of a player who receives a concussion. Each Stage in this process must be completed in conjunction with a certified CCMI practitioner prior to ANY athlete returning to practice or competition. Each stage must be separated by at least 24 hours and the athlete must be completely symptom-free at each stage prior to progressing to the next stage. If symptoms are experienced at any stage, the athlete is to drop back to the previous stage for a period of 24 hours and be symptom-free at that stage prior to attempting the next stage again.

Any stage marked with \*\* indicates that this stage must be completed under the direction and presence of a CCMI certified practitioner. Please book these appointments in advance to ensure that you are seen at the appropriate times. Each stage of recovery for injured athletes, as indicated by the treating clinician, can be viewed through the *Concussion Tracker* application to ensure that everyone is on the same page.

RMMLA has formed a collaborative partnership with Complete Concussion Management Inc. because they are the leaders in concussion management for amateur sports associations in Canada. All protocols and stages are based on the most current scientific research and this policy has been enacted to help keep your children safe; reducing the risk of concussion as well as the potentially permanent or fatal outcomes that may arise from improper management of these injuries. Thank you for your cooperation as well as your support in helping to make this sport safer for your children.

#### **Stage 1 – Absolute Rest \*\***

Once the athlete has received a diagnosis of concussion from a certified CCMI practitioner, the first step is *absolute* rest. During this stage it is extremely important that the athlete refrain from any activity that could burn energy (a concussion is an energy deficit within the brain). This means no exercise, no school, no homework, no studying, no video games, no cell phones, no TV. Once the athlete has had at least 24 hours of *SYMPTOM-FREE* rest, they can progress on to stage 2.

If the athlete has rested for 3 or more days and is still experiencing symptoms, please book a follow-up appointment with your CCMI practitioner to discuss a potential treatment strategy which could speed your recovery.

If you are ready to move on to the next stage, please submit a progress report to your treating clinician through the *Concussion Tracker* smartphone application by selecting the recovery tips icon and scrolling to the bottom of the page.

#### **Stage 2 – Light ‘Cognitive’ Activity**

“Cognitive” means mental. After the athlete is completely symptom free for a period of 24-hours with no mental stimulation, try incorporating 30-45 minutes (MAX) of light reading, homework, TV viewing etc. If the athlete has no symptoms with the addition of light cognitive activity, they can be permitted to move on to stage 3 the following day. If the athlete starts to feel symptoms with the addition of light cognitive activity, they are to drop back to stage 1 for another 24 hour rest period (Stage 1) before attempting stage 2 again.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.)

### **Stage 3 – Half-Day of School with Modifications**

The athlete is now permitted to attend a half-day of school with modifications. Your CCMI practitioner will provide you with a letter specifically outlining what you can and cannot do. Typical modifications include but are not limited to: No tests, No gym, No homework, No music class, Frequent breaks etc. If the athlete experiences a return of symptoms they are to drop back to stage 2 for 24-hours (and be symptom free) prior to attempting stage 3 again. If the athlete has no return of symptoms with a half-day of school, they are permitted to advance to stage 4 the following day.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.

### **Stage 4 – Full Day of School with Modifications**

The athlete is now permitted to attend a full day of school. Your CCMI practitioner will once again provide modifications as to what you are, and are not, permitted to do.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.

### **Stage 5 – Light Physical Activity \*\***

If the athlete had no return of symptoms at stage 4, you are to book a follow-up appointment with your CCMI practitioner to complete stage 5. This stage incorporates the addition of light physical exertion to see how your brain responds to an increased demand for blood flow. You will need to dress in athletic attire and be required to complete 20-30 minutes of clinician supervised physical activity while your heart rate and blood flow are monitored.

### **Stage 6 – Non-Contact Practice – Phase I (Low Intensity)**

Upon successful completion of stage 5, the athlete will be permitted to return to sport specific activity with the team in a NON-CONTACT format. The athlete will be asked to complete various simple “sport-specific” drills that do not involve contact or the chance of contact. These drills will be individually based and will involve fairly low physical stress as well as low heart rates.

A list of suggested drills for every sport can be found in the coach/trainer smartphone app by selecting Profile---Team --- the athlete in question---select a sport from the dropdown menus to view drills.

If there is any increase in symptoms the athlete is to be removed from practice and attempt again at the next practice.

Coaches or trainers should submit a progress report through the *Concussion Tracker* application at the end of every practice to notify the treating clinician on performance and/or the onset of any symptoms experienced (Profile---Team--- athlete in question---scroll to bottom)

### **Stage 7 – Non-Contact Practice – Phase II (Higher Intensity)**

This stage will once again be administered by your coach and/or trainer. The athlete is now permitted to take place in ‘dryland’ training and weight training. Sport-specific drills can now be conducted at higher intensity and be more *team-based* (3-man weave, breakouts, etc.). At this stage, athletes are still NOT permitted to participate in any drills that involve contact or that have the chance for potential contact.

As in stage 6, lists of suggested drills for every sport can be found in the coach/trainer smartphone app by selecting Profile ☑ Team ☑ the athlete in question ☑ select a sport from the dropdown menus to view drills.

Any increase in symptoms the athlete is to be removed from practice and attempt again at the next practice.

Coaches or trainers should submit a progress report through the *Concussion Tracker* application at the end of every practice to notify the treating clinician on performance and/or the onset of any symptoms experienced (Profile---Team---athlete in question ---scroll to bottom)

### **Stage 8 – Blackhawks Protocol and Re-Testing of Baseline \*\***

This stage must be conducted by a certified CCMI practitioner. The Blackhawks protocol is an intensive physical exertion protocol that challenges the athlete's cardiovascular system as well as their balance (vestibular system) and assesses their readiness to return to full athletic competition. Upon successful completion of the Blackhawks program, the athlete will immediately undergo full re-testing of all baseline-testing parameters to assess every area of neurological functioning to determine if the athlete has reached full brain recovery. Many athletes reach this stage believing that they are fully recovered because they are no longer experiencing symptoms.

Keep in mind that symptoms (how you feel) does not coincide with brain recovery. If you do not successfully complete this stage, do not be discouraged; it simply means that your brain has not fully recovered.

This stage takes approximately 1.5 hours. Please dress in athletic attire, bring water, and be prepared to exercise.

Upon successful completion of this stage, the athlete will be cleared for full contact. They will once again appear in green on team lists within the *Concussion Tracker* app.

### **Stage 9 – Full Practice**

Upon successful completion of Stage 8, it is strongly encouraged that you participate in at least 1 practice at full intensity, including contact drills, prior to participating in a game. The intensity of practice is generally less than the intensity of game play and therefore it is encouraged that the athlete complete this step so that they are more prepared for high-intensity game play.

### **Stage 10 – Full Game-Play**

Enjoy returning to a full game.

## 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. eg: 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