



## Contents

|                                        |   |
|----------------------------------------|---|
| 1. Definitions.....                    | 4 |
| A) Preamble .....                      | 4 |
| B) Subservience .....                  | 4 |
| C) Alteration of Policy Manual .....   | 4 |
| D) Privacy Act .....                   | 4 |
| E) BC Direct Access Gaming.....        | 4 |
| F) Fair Play .....                     | 5 |
| 2. Risk Management .....               | 5 |
| 3. Structure and Management .....      | 5 |
| A) BC Societies Act .....              | 5 |
| B) Bylaws .....                        | 5 |
| C) Volunteers .....                    | 6 |
| 4. Operating Policy.....               | 6 |
| A) Fees & Expenses.....                | 6 |
| 1) Registration Rates.....             | 6 |
| 2) Financial Aid .....                 | 6 |
| 3) Skills Camps & Special Events ..... | 7 |
| 4) Refunds .....                       | 7 |
| B) Players.....                        | 7 |
| 1) Registration.....                   | 7 |
| 2) Division Ages.....                  | 7 |
| 3) Goaltenders .....                   | 7 |
| 4) Floor Requirements .....            | 8 |
| 5) Player Release .....                | 8 |
| 6) Playing Up .....                    | 9 |
| 7) Player Conduct.....                 | 9 |



|                                       |    |
|---------------------------------------|----|
| C) Teams .....                        | 9  |
| 1) Team Selection .....               | 9  |
| 2) Protecting Players .....           | 9  |
| 3) Player Draft Policy .....          | 10 |
| 4) Team Size .....                    | 11 |
| 5) Cancelled Games or Practices ..... | 12 |
| 6) Uniforms .....                     | 12 |
| 7) Player Movement .....              | 13 |
| D) Coaches .....                      | 13 |
| 1) Selection of Coaches .....         | 13 |
| 2) Qualifications .....               | 14 |
| 3) Coach Evaluation Forms .....       | 14 |
| 4) Coach Attire .....                 | 14 |
| 5) Training Expenses .....            | 15 |
| 6) BCLA Fees .....                    | 15 |
| 7) Fines .....                        | 15 |
| 8) Conduct .....                      | 15 |
| 9) Criminal Record Checks .....       | 15 |
| E) Trainer Aide .....                 | 16 |
| F) Team Managers .....                | 16 |
| G) Referees .....                     | 17 |
| 1) Qualifications .....               | 17 |
| 2) Training Expenses .....            | 17 |
| 3) Pay .....                          | 17 |
| 4) BCLA Fees .....                    | 17 |
| 5) Fines .....                        | 17 |
| 6) Conduct .....                      | 17 |
| 7) Uniform .....                      | 18 |



|    |                                                     |    |
|----|-----------------------------------------------------|----|
| H) | Game Requirements .....                             | 18 |
| 1) | Officials .....                                     | 18 |
| 2) | Game Start and End Times .....                      | 18 |
| 3) | Game Equipment .....                                | 19 |
| I) | U7/U9 Play and Development .....                    | 19 |
| J) | Provincial Teams.....                               | 19 |
| K) | Equipment .....                                     | 20 |
| L) | Tournaments .....                                   | 20 |
| 1) | Home Tournaments .....                              | 20 |
| 2) | Away Tournaments .....                              | 21 |
| 3) | Hosting of Other Tournaments or Championships ..... | 22 |
| M) | Zone – TOMBLC & IFLC .....                          | 22 |
| N) | Concerns .....                                      | 23 |
| 1) | Complaints .....                                    | 23 |
| O) | Code of Conduct.....                                | 24 |
| 1) | Player’s Code of Conduct.....                       | 24 |
| 2) | Coaches Code of Conduct .....                       | 25 |
| 3) | Parent’s Code of Conduct .....                      | 26 |
| 4) | Breach .....                                        | 27 |
| 5) | Disciplinary Procedures .....                       | 27 |



# 1. Definitions

## A) Preamble

The operating policies of the Shuswap Minor Lacrosse Association (referred to throughout this document as "SMLA" or "the Association") are designed to ensure consistency in the 'day to day' and 'season to season' operations of the Association. They are designed to ensure fair and equal treatment to all participants (athletes, coaches, referees and parents). These operating policies must always be consistent with the goals and objectives of the Association as laid down in its Constitution.

## B) Subservience

These policies are subservient to the Constitution of the Shuswap Minor Lacrosse Association as well as any policies laid down by the following if applicable:

- Thompson Okanagan Minor Box Lacrosse Commission (TOMBLC)
- Interior Field Lacrosse Commission (IFLC)
- British Columbia Lacrosse Association (BCLA) and its Directorates
- Canadian Lacrosse Association (CLA)

If any conflict is found, the Executive Committee (Board) of SMLA will cause, at its first opportunity, such conflicting policies to be changed to meet or exceed the standards set by its governing bodies.

## C) Alteration of Policy Manual

All changes and/or additions to SMLA Operating Policy Manual will be submitted in writing to the President and/or Secretary thirty (30) days prior to a Special Meeting. This edition is prepared for easy and convenient reference, and should regulations be changed or errors occur, the contents of this book will be suspended by the official minutes of the Shuswap Minor Lacrosse Association.

## D) Privacy Act

Follow BCLA rules and guidelines.

## E) BC Direct Access Gaming

SMLA depends on and receives monies annually from B.C. Gaming and will follow all B.C. Gaming rules to ensure maintenance of SMLA in good standing.



## F) Fair Play

SMLA is fully committed to the fair play principles of the Government of Canada (Fitness and Amateur Sport). The Association will do everything in its power to ensure that all its participants are adequately trained to ensure that fair play is incorporated into our team practices and games and are taught the importance of honesty, integrity and respect.

## 2. Risk Management

Some of the risk management principles that SMLA will adopt include:

- Following Fair Play guidelines
- Implement a role/position on the Executive Committee of Risk Manager which will do the following:
  - Ensure that all coaches, managers or other volunteers of SMLA who occasionally may have to have unsupervised contact with players have a current Criminal Record Check on file.
  - Ensures the facilities being used by SMLA are in good work order and communicates concerns with the Executive Committee (Board).
  - Ensure all injury reports have been filed to BCLA in a timely fashion.
- Encourage bench staff to have first aid training as much as possible
- Have an “open-door” policy, or open communication policy, that welcomes construction criticism and feedback from membership
- Ensure the proper insurance is in place for all participants and facilities
- Ensure BCLA waivers have been completed by all participants

## 3. Structure and Management

### A) BC Societies Act

SMLA falls under the jurisdiction of The Society Act.

### B) Bylaws

The structure and management of the SMLA are as outlined in the By-laws (available for viewing upon written request to the Secretary of SMLA or online at

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



## C) Volunteers

The Executive Committee (Board) will also be responsible for recruitment of new and future board members, coaches, referees, and other volunteers to support the operation.

Training must be provided by the appropriate personnel who are qualified to do so or as outlined in their duties.

SMLA shall endeavour to recognize the hard work of volunteers by recognizing volunteers at the AGM or Wind-Up Ceremonies for the season.

# 4. Operating Policy

## A) Fees & Expenses

### 1) Registration Rates

Registration fees will be set each year by the Executive Committee (Board).

Registration fees are to be evaluated annually to these criteria:

- Keeping the Association operating with a sound financial base so that its business may be carried out in a safe and proper manner
- Keeping the financial burden as low as possible to its members
- Encouraging new players into the sport
- The changing costs of operating the Association (floor time, referees, equipment, insurance, etc.)

### 2) Financial Aid

All efforts will be made to ensure that no child is unable to play due to financial restraints.

Payments made by 3<sup>rd</sup> party program will be accepted, such as:

- Athletics for Kids
- Jump Start (Canadian Tire)
- Kid Sport Canada
- Home School Funding
- Other Similar Programs

The parent or guardian is responsible for completing the required applications and paperwork and remitting the application in time for the registration deadline.



### 3) Skills Camps & Special Events

Where possible, costs incurred in hosting Association skills camps, goalie clinics, coach's meetings, and any other special events will be covered by the Association, with prior Executive Committee (Board) approval. Any event which is not open to all members in a particular group (these groups may be players, coaches, referees, trainers, team managers or risk management personnel) will require special approval for any Association funding.

### 4) Refunds

It is the responsibility of the player's family to request in writing to the Registrar the reason for a refund and to supply a current address to send the refund to. The refund policy is to ensure that SMLA retains adequate funds to cover the cost attributed to the player leaving the Association. The refund policy will be stated with the registration confirmation email that gets sent out, and SMLA will abide by this policy without exception.

## B) Players

### 1) Registration

Registration will be on a first come first serve basis. Registrations received after the official close of registration will be on a "Space Available" basis as defined in the team size policy.

### 2) Division Ages

Age groups for Minor Lacrosse as of December 31<sup>st</sup> of the playing year.

- U7 (previously Mini Tyke) – under 7 years old but at least 4 years old
- U9 (previously Tyke) – under 9 years old
- U11 (previously Novice) – under 11 years old
- U13 (previously Peewee) – under 13 years old
- U15 (previously Bantam) – under 15 years old
- U17 (previously Midget, Box Lacrosse Only) – under 17 years old
- U18 (Field Lacrosse Only) – under 18 years old

### 3) Goaltenders

SMLA will supply standard goalie equipment for its goalies.



For box lacrosse, this equipment will be of proper fitting size, safe, and functional, and will include shin pads, pants, chest protector, athletic support, neck protector and goalie stick.

For field lacrosse, this equipment will be of proper fitting size, safe, and functional, and will include a chest protector, neck protector and goalie stick.

Any goalie wishing to supply their own equipment will be permitted to if they meet all BCLA and CLA requirements.

#### 4) Floor Requirements

- Only properly registered and paid players may participate in SMLA team practices or games.
- Players MUST have helmets on and be wearing mouth guards at all times they are playing or practicing on the playing surface. This rule is necessary for compliance with the Associations insurance policy regulations and will be enforced by coaches, referees, and all other Association members at all games and practices of SMLA.
- For insurance purposes, only registered players, coaches, referees, managers or trainers may enter the playing surface during the duration of the game.
- Players provide their own personal protective equipment at their own expense.

#### 5) Player Release

- Requests for player release to other Associations must be forwarded in writing to SMLA Executive Committee (Board), along with the BCLA Player Release Form stating the rationale for requesting a release.
- Releases will typically only be granted if the association is unable to put together a team in the individuals age category. Releases to play on a more skilled team or for enhanced development opportunities is not a valid reason for release per BCLA and TOMBLC/IFLC policies.
- No refunds will be given to players quitting or leaving the Association due to a suspension or disciplinary action from the zone or BCLA.





## 6) Playing Up

Player movement is governed by the BCLA, TOMLC and SMLA operating policies. SMLA does not believe it to be in a player's long-term interest to permanently play in a division older than their own age. Requests by parents will be considered on a case-by-case basis and evaluated by the Coaches affected and the Executive Committee (Board). In subsequent years, the situation must be reviewed by the Executive Committee (Board) to determine if the player should continue to advance ahead of his/her peers or if he/she should remain in the division for an additional year and be reunited with his/her own age.

## 7) Player Conduct

Players are bound by the Code of Conduct listed in this manual. Players and their Parents/Guardians will be required to sign and acknowledge the code-of-conduct prior to the start up of the season.

## C) Teams

### 1) Team Selection

Accurate tiering of teams will be the first aim in team selection when there is more than one team in a division. To ensure this, player evaluations will be done at the start of the new season. Joint practices or evaluation camps will be held by the Association and all coaches of that division or age group.

All coaches will participate jointly in running of these evaluation camps or practices to ensure that all coaches have an equal opportunity to work with players and evaluate their skills. In conjunction with the Head Coach the coaches will jointly rate the skills of all players and make their selections by way of a rotating draft until all available players have been selected as defined in the Player Draft Policy.

### 2) Protecting Players

While SMLA recognizes the convenience sometimes accorded by having friends or neighbours of one player playing on the same team, it firmly believes that there are many benefits to be had by each athlete being exposed to a new group



of friends and comrades. This is true not only in one year but also from year to year.

It is also recognized that there are legitimate reasons for having players protected. These include carpooling and family issues.

The following criteria will be considered by the Head Coach:

- Requests must be submitted in writing by the parents or guardians of the player(s) stating the reason and specific needs of the request.
- Requests must be received by the Head Coach at least 2 days before the draft begins.
- No protection of players shall be allowed on the basis of them playing for a particular coach or with particular team-mates.
- A coach may only "protect" his child to the extent described in the Player Draft Policy. That is, the coach must use one of his/her draft selections to choose his/her child in the appropriate round of the draft and then the next pick moves to the next team's coach. There is no unlimited or automatic protection right.

### 3) Player Draft Policy

All players will be evaluated at their skill level and be assigned a number from 1 to 5, with 1 being the highest skill level. A majority of the coaches in the division being drafted must agree on the skill level assigned to each player. If no agreement can be made, the Head Coach, or designate, will make the decision.

Goaltender placement is to be finalized with the team draft. When possible, at least one (1) experienced goaltender shall be placed on each team before a team can take a second goaltender. Goaltenders shall be rated with the same skill level system as other players and be chosen in the draft along with the other players.

The Head Coach, or designate, will supervise the draft of each division, as he/she is ultimately responsible for tiering the teams appropriately.

No trades will be allowed after draft meeting is over unless agreed to by the Head Coach and the President.



The Head Coach must submit the final rosters to the Head Manager once the draft is completed.

Draft list includes contact information and player rating, so it is to be considered confidential and not distributed in any manner.

Each late registrant will be evaluated by the Head Coach and placed on the team most appropriate to his/her skill level, or to the team with the fewest players.

Draft Guidelines as follows:

- I. The draft will start from the highest skill level (Level # 1) and proceed in rotation until all players have been picked at all skill levels.
- II. If a coach or assistant coach has elected to protect his/her child, the child is not picked until the draft has reached the skill level assigned to that child. (For example; if the child is in skill level 2, then the child is not picked until all level 1 players have been selected.)
- III. Definition of a "round": one complete round of picks by all coaches. Order of draft is determined by drawing numbers from a hat.
- IV. When there are more than 2 teams, last pick in each round takes 2 players. Order is reversed every round so that the last pick in each round gets the first pick of the next round.

#### 4) Team Size

Guidelines for individual team size for box lacrosse:

- U7 – maximum team size of 9 (3 shifts of 3 players for 3 vs 3 format with no goalie)
- U9 – maximum team size of 10 (3 shifts of 3 players for 3 vs 3 format plus a goalie)
- U11/U13 – the ideal team size is 16 players (3 shifts of 5 players for 5 vs 5 format plus a goalie)
- U15/U17 – the ideal team size is 18 players (16 runners and 2 goalies)

Guidelines for individual team size for field lacrosse:

- U7/U9 – the ideal team size is 15 players (2 shifts of 7 players for 7 vs 7 format plus a goalie)



- U11/U13/U15/U18 – the ideal team size is 18 players (17 runners and 1 goalie)

Maximum team sizes dictated by BCLA & TOMBLC policies. The Executive Committee (Board) will determine final team size for all teams after Official registration is complete.

If a team exceeds the maximum allowable roster size, and there are not enough players to make a 2<sup>nd</sup> team – an oversized roster must be requested from TOMBLC/IFLC. Note in this circumstance players would need to sit out for games so all efforts should be made to first make separate teams before going down this path.

## 5) Cancelled Games or Practices

Due to the very short intense lacrosse season, it is strongly recommended that every effort must be made to utilize all practice floor slots and attend all scheduled games, home or away.

If a scheduled practice conflicts with a league game or attendance at a sanctioned tournament, the Scheduler must be contacted as soon as possible by the Coach or Team Manager to switch practice times or to have the time used by another team. (Failure to do so will result in the team covering the costs of the unused floor time.)

If a team is unable to make a scheduled league game the Scheduler must be contacted as soon as the schedule is received to see if there is anything that can be done. Through TOMBLC/IFLC Operating Policy teams are not allowed to reschedule games other than to attend one (1) out of town tournament. If there is a failure to cancel a game with proper notice (as per TOMBLC/IFLC guidelines), the team will be responsible for costs incurred in floor and referee fees. This is for home or away games.

## 6) Uniforms

The Association will provide each player with a jersey.



- Jerseys are on loan only and must be returned at the final game of the season to the Coach or Team Manager.
- Jerseys are NOT to be worn by players during practices. They are to be worn only for games or official SMLA events such as opening ceremonies.
- Each player is required to purchase SMLA matching shorts as part of their registration. If a player already has a pair of shorts from a previous year they can opt out of this purchase.

## 7) Player Movement

The Association follows the guidelines set by BCLA regarding player movement.

### D) Coaches

The Executive Committee (Board) of SMLA includes a Head Coach. The Head Coach provides leadership to all of the coaches as a group and acts as a liaison between coaches, their teams and the Executive Committee (Board).

#### 1) Selection of Coaches

Any person who coached in the previous season and who is in good standing with BCLA, and the Association shall be invited to apply for a position in the current season. The coaching application form will be available online to complete.

Any other person wishing to apply for a position is also welcome to do so. During registration, there will be an option to indicate your interest in coaching. A coaching application form will be sent to the interest party to be completed online. After the advertised registration dates have past, the deadline for coaching applications will be closed. This restriction will be waived in the event that no one has applied for a particular position or in the view of the no applicant has the required qualifications.

A Committee consisting of the Head Coach and two more Executive Committee (Board) members will review these applications.

After reviewing and possibly interviewing the applicants, the selection committee will report their recommendations to the entire Executive Committee (Board) for approval or modifications.

The selection of coaches will be based upon the following criteria:



- Attainment of necessary Coaching Certification as specified by BCLA and a commitment to self- improvement by taking further coaching clinics or levels as required.
- A demonstrative knowledge of the technical aspects of lacrosse.
- Prior successful experience coaching lacrosse. Success measured by improved skill of players, player enjoyment and feedback from parents.
- Display of the personal skills that exemplify the "Code of Conduct" endorsed by BCLA and SMLA.
- Good organizational skills and personal commitment (e.g. attends regular practices, enters tournaments, etc.)
- Other skills (e.g. - first aid) that would enable the applicant to better fulfill their coaching duties.

## 2) Qualifications

All coaches of the Association will be expected to be qualified to the "Coaching Certification Program Minimum Standards as set out by BCLA by no later than May 15th of the playing year. Potential coaches may be taken on with their commitment to meet these requirements; however, if they fail to carry through with their commitment, they will be asked to turn over direction of their team to another qualified coach.

All coaches and assistant coaches of the Association must have completed by May 15th of the playing year the classroom component portion of the applicable coaching certification program. No coach or assistant coach will be allowed to take on responsibility without this level of commitment.

## 3) Coach Evaluation Forms

At the conclusion of each season, the Head Coach, at their discretion, may request a Coach Evaluation Form be issued to team members.

## 4) Coach Attire

SMLA requires the coach, assistant coach and bench personnel of each team to wear matching shirts, to designate themselves as such, to all games and official events.



## 5) Training Expenses

SMLA will pay for the course fees for all required Coaching Certification Programs for coaches and for individuals committing to coach (or assist) for the Association.

Requests for reimbursement of fees for higher levels and for specialized courses (i.e.) sport medicine) will be considered on a case-by-case basis by the Executive Committee (Board).

## 6) BCLA Fees

SMLA will pay the registration and insurance fees levied by the BCLA and its Directorates for all coaches and assistant coaches in good standing.

## 7) Fines

SMLA will not reimburse its coaches or bench personnel for any fines, penalties or damage costs levied by their Associations or the BCLA or its Directorates as a result of non or improper performance of their duties.

## 8) Conduct

- Coaches shall sign for and be responsible for all equipment issued to their team.
- Coaches are responsible for the conduct of all bench personnel.
- All SMLA coaches and bench personnel are bound by the rules and regulations of the BCLA and its Directorates.
- Coaches, bench personnel and all team officials are bound by the Code of Conduct listed in this Policy Manual.

## 9) Criminal Record Checks

All coaches, assistant coaches and bench personnel are required to maintain a current criminal record check. Criminal record checks must be no more than three (3) years old.



## E) Trainer Aide

It is preferential to have volunteer personnel for each team to take on the responsibility of a Trainer Aide, to be educated about the policies and procedures of a safety program for the athletes, and who are able to put their knowledge into action at games and practices of that team.

Trainer Aide responsibilities include:

- Implementation of a risk management plan
- Teaching injury prevention techniques (stretching and conditioning)
- Medical history, insurance information and common conditions forms
- First aid kit maintenance
- Emergency action plan
- Injury management principles
- Recognition of life-threatening injuries
- Spinal and head injuries
- Soft tissue injuries & fractures
- Removing players from action and coordinating their return to play
- Nutrition, hydration and hygiene
- HIV policy
- Substance abuse and dependence in sports
- Lacrosse Trainer Aide Code of Ethics and Fair Play Code.

## F) Team Managers

It is preferential for each team to appoint a volunteer to become Team Manager. The Team Manager acts as a liaison between the team and the SMLA Executive Committee (Board). Responsibilities of the Team Manager may include, but are not limited to:

- Holding an early season informational team meeting and reviewing the code of conduct with the parents
- Managing the Teams Online Player Platform (i.e. RAMP Teams, TeamSnap, Etc.) and communicating updates (scheduling changes, critical information, etc.) via the platform
- Receive and communicate updates with the SMLA Scheduler
- Work with coaches/parents on deciding which tournaments the team may be interested in attending





- Coordinate home game score sheet & time clock assignments to parents – provide training where required
- Year End Wind Up

## G) Referees

### 1) Qualifications

All SMLA referees must be members of the BC Lacrosse Officials Association and must carded in accordance with its regulations in order to officiate at any SMLA exhibition, tournament, league or playoff game

### 2) Training Expenses

All Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. SMLA will consider requests for reimbursement of fees for high level and for specialized courses on a case-by-case basis.

### 3) Pay

The amount of remuneration for referees will be determined by BCLA on an annual basis.

### 4) BCLA Fees

SMLA will pay the training, registration and insurance fees levied by BCLA and its Directorates for all of its referees in good standing, up to and including the level of certification required by SMLA.

### 5) Fines

SMLA will not reimburse its referees for any fines or penalties levied by BCLA or its Directorates as a result of improper performance or non-performance of their duties.

### 6) Conduct

- Referees shall be at the arena a minimum of thirty (30) minutes before the scheduled game time.



- Referees shall ensure that individuals not participating in the game are not permitted on the floor from start to finish of the game including the warmup and between periods.
- Referees do not practice on the floor before or after the game or between periods
- All SMLA Referees are bound by the rules and regulations of BCLA and its Directorates.
- All SMLA referees are bound by the Code of Conduct listed in this manual.

## 7) Uniform

All Referees must wear the proper uniform as specified by BCLA.

## H) Game Requirements

### 1) Officials

SMLA teams playing on home floor shall ensure that the following competent bench officials are present prior to the start of the game.

- Two properly carded Referees (provided by the SMLA Head Referee)
- For U11-U17, a referee will also be responsible for 30 second shot clock
- Scorekeeper (parent volunteer arranged in advance by the coach or manager)
- Timekeeper (parent volunteer arranged in advance by the coach or manager)

No other people, except the duly appointed bench officials shall be allowed in the bench officials boxes.

### 2) Game Start and End Times

SMLA teams playing on home floor shall ensure that games end on time and the facility is not delayed in its schedule. Should unforeseen circumstances (i.e. prior scheduled game ending late, major injury requiring medical team treatment, lateness of referees or an Act of God) force a situation that a 60-minute game cannot be completed within its allotted time the following measures shall be considered:

- period breaks shortened, but to not less than 2 minutes and/or
- first, second and/or third period(s) shortened, but to not less than 15 minutes running time duration each.



Referees shall ensure agreement by both coaches on the revised game duration and shall enter such agreement on the game sheet. Under NO circumstances shall the face-off of the next game booked at the facility be delayed more than 10 minutes.

### 3) Game Equipment

SMLA teams playing on home floor shall ensure that:

- Goals are setup and secured in place.
- The score clock and shot clock controls are in place and operational.
- The game sheet is completed and given to the visiting team not later than 15 minutes prior to the scheduled game start time.
- All players' helmets and equipment are checked for necessary compliance, including removal of jewelry.
- A minimum of 3 good quality CLA approved balls are given to the Referees prior to the start of the game.

### I) U7/U9 Play and Development

U7/U9 play and development programs are determined annually by the Executive Committee (Board) on an 'as needed' basis.

### J) Provincial Teams

To ensure retention and advancement of players it will be encouraged that all divisions, U13 and up, will put forward teams for Provincial Championship Play.

The coach selected for the highest-level team in each division will run open tryouts for all athletes of that age group. Preferably other coaches of teams in that division should assist, but the responsibility rests on the selected coach for that team to select the highest-level team.

All other players will be encouraged to form a second team for Provincial Championship Play assuming they can achieve the correct numbers and meet the BCLA criteria for either B or C play.



## K) Equipment

SMLA maintains an equipment storage locker at Rogers Rink Arena in Salmon Arm, BC, and a storage container at Little Mountain Field in Salmon Arm, BC. All equipment is to be returned to the Equipment Coordinator at the end of the season for maintenance and storage.

All issues of equipment maintenance and performance are to be addressed to the Equipment Coordinator.

## L) Tournaments

### 1) Home Tournaments

SMLA shall endeavor to host 1 tournament – the ‘Lawrence Halvorson Memorial Tournament’ - on an annual basis.

The Tournament Coordinator, who is a member of the Executive Committee (Board), is responsible for overseeing the entire operation of the tournament. All questions, issues and ideas regarding the tournament are to be addressed by the Tournament Coordinator who works with the Head Referee, the Treasurer, the Scheduler, the Equipment Coordinator, the Fundraising Coordinator, the Event Coordinator, the Media Coordinator, and parent volunteers from each team involved to produce a successful tournament.

The financial operations of the tournament are overseen by the SMLA Treasurer in cooperation with the Tournament Coordinator. These operations include, but are not limited to:

- Distributing a float
- Recording all pay outs
- Payment of referees
- Depositing proceeds into the appropriate accounts
- Providing an accurate, separate financial statement for the tournament to SMLA

SMLA Responsibilities:

- Game floor time rental
- Game referee and shot clock personnel



- Player awards
- Game MVP awards

#### Team Responsibilities

- Raffle table and all costs incurred in running table
- All program related costs. (i.e. printing)
- Any other costs incurred in running the tournament unless clearly pre-approved by the current Executive Committee (Board). Any requests must be submitted in writing to the Tournament Coordinator who will present the request to the Executive Committee (Board) for approval.
- Any team wishing to run a 50/50 draw throughout the tournament must acquire a B.C. Gaming Class B Gaming License prior to the tournament at their own expense. All net monies must be used for Gaming approved expenses. (i.e. equipment, floor time, home teams' registration fees). Proper accounting of 50/50 gaming receipts must be forwarded to the Gaming Branch and SMLA promptly after each event.

#### All SMLA home tournaments will:

- Be sanctioned by BCLA and abide by their requirements.
- Be played adhering to the most current CLA/BCLA disciplinary rules.
- Rules regarding team placement, tie breaking procedures, protests and game times must be posted in all venues involved in the tournament.
- All home association teams are required to attend the home tournament in their division.

## 2) Away Tournaments

- Away tournament participation is encouraged but is up to the discretion of each team and what is feasible for availability and fundraising.
- A notice of intention to participate in a tournament, or of having reserved a weekend for participation in a tournament, must be given to the Scheduler as soon as possible and prior to the League Scheduling meetings.
- Additional tournaments may be attended if the schedule shows an open weekend and the team is willing to assume the costs involved.



- Payment of tournament fees and expenses is the responsibility of the team.

### 3) Hosting of Other Tournaments or Championships

SMLA shall consider on a case-by-case basis other tournament requests such as:

- Zone Championships
- Provincial Playdowns
- Select team tournaments
- Provincial Championships

#### M)Zone – TOMBLC & IFLC

TOMBLC/IFLC operates league play, oversees the schedule and dictates the rules for the playing of the game. TOMBLC/IFLC will run a league Championship every year as to their Operating Policy. This may be held in any Association wishing to request it. The number of teams involved and the procedure for the play down are the responsibility of the Zone.

Attendance at Zone meetings is mandatory for all Associations or a fine will be levied to Associations missing Zone meetings.

A commissioner for each age level is assigned from the Zone. Their responsibilities are:

- To receive all game sheets from games in that division (exhibition, league, tournament, play down and provincial games), review the sheets and game reports and hand out any disciplinary action as set out in BCLA guidelines.
- Report to the Zone on performance of over aged players.



## N) Concerns

### 1) Complaints

Complaints about any of the SMLA Executive Committee (Board) members are to be made in writing to the President (or the Vice President if the President is directly involved in the dispute), signed and dated. Complaints should include a detailed explanation and any related information or supporting documentation.

Complaints about SMLA referees are to be made in writing to the SMLA Head Referee, with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised, and the Executive Committee (Board) will deal with the matter. If still not satisfied, the complainant may send a letter to the BC Lacrosse Officials Association Chairperson - contact the BCLA for name and address. Complaints about referees of other associations are to be made in writing to the Head Referee of that association with copies to the SMLA President.

Complaints about SMLA coaches are to be made in writing to the Head Coach with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised, and the Executive Committee (Board) will deal with the matter. If still not satisfied the complainant may send a letter to the BC Lacrosse Coaches Association Chairperson - contact the BCLA for name and address.

Complaints about coaches of other associations are to be made in writing to the Head Coach of that association, with copies to the SMLA President.



## O) Code of Conduct

### 1) Player's Code of Conduct

- I. Ensure you are playing because you want to be here, and not to please somebody else.
- II. Make an effort to learn the rules and adhere to them, to keep gameplay honest and safe.
- III. Do not argue with a referee's decision - it is the responsibility of the coach and/or team captain to ask questions/clarifications about a referee's decision.
- IV. Stay level headed and control your temper - if you feel you are unable to stay calm remove yourself from the game or practice environment.
- V. Treat teammates and opposing team members with respect - do not tease, goad, taunt, or swear.
- VI. Do not deliberately try to injure your opponents - lacrosse is a physical game but contact is intended to be controlled and safe.
- VII. Respect and take care of association property - including jerseys and equipment.
- VIII. Respect and take care of the facilities in which you practice and play games.
- IX. Work equally hard for yourself and your team, despite the score.
- X. Treat all players, as you yourself would like to be treated - do not partake in bullying, belittling, or humiliating others.
- XI. Develop your own skills in order to contribute to your team.
- XII. Never criticize teammates or coaches - including outside of practices/games.
- XIII. Win or lose, be sure to shake hands with the opponent and officials after a game.
- XIV. Most importantly, have fun





## 2) Coaches Code of Conduct

- I. Lead by example - be a model of the ethics and behavior expected of the players, including the use of respectful language.
- II. Understand, follow, teach and enforce the rules of the game at all times - do not allow players to bend the rules or challenge the officials.
- III. Provide guidance and coaching advice that is appropriate for the given age and skill level.
- IV. Ensure the safety of the athletes with whom they work, including monitoring behavior at all times, controlling the style of play and providing a safe environment.
- V. Ensure respect between all participants - verbal and physical behaviors that constitute harassment or abuse are unacceptable.
- VI. Never advocate or condone the use of drugs or other banned performance enhancing substances and never provide under age athletes with alcohol.
- VII. Treat all players equally, regardless of any personal relationships.
- VIII. Do not pressure players to perform at levels they are not prepared for.
- IX. Do not request an action of a player, or put them in any position that will jeopardize their safety.
- X. Complete all training requirements and look for ways to continuously develop your coaching skills.
- XI. Be respectful and calm when speaking to referees.



### 3) Parent's Code of Conduct

- I. Do not force an unwilling child to participate in sports.
- II. Encourage your child to always play by the rules and to resolve conflicts without resorting to hostility or violence.
- III. Teach your child that honest effort is as important as winning so that the result of each game is accepted without undue disappointment.
- IV. Never ridicule or yell at your child, or any other child, for making a mistake or losing a competition.
- V. Help your child work toward skill improvement and good sportsmanship.
- VI. Do not publicly question an official's judgment or honesty - it is unacceptable to speak to an official directly about a call, that is the responsibility of the coach/team captain.
- VII. Support all efforts to remove verbal or physical abuse from children's sporting activities.
- VIII. Recognize the value and importance of the coaches - they are volunteers giving of their time and resources to provide recreational activities for your child.
- IX. Understand that respectful and procedural communications with coaches and referees is always required, even if you have a personal relationship with those individuals.
- X. Be ready to assist the team and the association whenever possible within the limits of your own time and resources.



#### 4) Breach

An individual's conduct can be called into question if they:

- Breach any of Sections 1-3 above
- Use their position within SMLA for unauthorized and/or material gains.
- Willfully circulate false, malicious, or derogatory statements regarding any other member of the Association, whether verbally, written or by email.
- Willfully ignore or break the by-laws, policies and/or rules and regulations of SMLA, BCLA, or CLA.
- Counsel others to ignore or break the by-laws, policies and/or rules and regulations of SMLA, BCLA or CLA.

In General:

- SMLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
- SMLA and the Executive Committee (Board) agree to honor and enforce disciplinary action taken by the governing bodies of the sport of Lacrosse in BC upon completion of due process.

#### 5) Disciplinary Procedures

The Disciplinary Committee shall be made up of the President, Vice President and a third member of the Executive Committee (Board). If the report is regarding the behaviour of any or all three of these members, alternates from the Executive Committee (Board) shall be appointed.

The Appeals Committee shall be made up of the President and two members of the Executive Committee (Board) not involved in the original decision of the Disciplinary Committee, and who are not named in the original report.

Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing, signed and dated, to a member of the SMLA Executive Committee (Board) within 15 days of the event/occurrence.

Upon receiving the report, the Executive Committee (Board) shall immediately determine the merit of the complaint and if action is necessary.



If action is necessary, the President shall, with the Discipline Committee, set a date, time and place for a hearing which shall not be more than 30 days from the receipt of the report.

All parties involved will be notified of the proceedings and will have the opportunity to attend the hearing (at their own expense). The Secretary of SMLA shall attend the hearing for the purposes of recording the proceedings.

The Discipline Committee may call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.

The decision of the Discipline Committee will be announced within 7 days of the hearing and all parties involved will be provided with a copy of the written decision.

Any individual whose rights are directly affected by a decision of the Discipline Committee may appeal that decision to the Appeals Committee.

The procedure and timelines shall be the same as those set out for the Disciplinary Committee, commencing with the date that the decision was received by the individual making an appeal.