

# SMLA 2010 OPERATIONS MANUAL

## INDEX

I. Introduction	5
A. Preamble	5
B. Subservience	5
C. Alteration of Policy manual	5
D. Omissions	5
F. Privacy Act	5
G. B.C. Direct Access Gaming	6
H. Fair Play	6
II. Risk Management	6
A. Drugs & Alcohol	6
B. Facilities	6
C. First Aid	6
D. Speak out Program	6
E. Criminal Record Checks	6
F. Insurance	6
G. Waivers	6
III. Structure & Management	6
IV. Operating Policy	7
A. Fees & Expenses	7
1. Registration Rates	7
2. Kids Sport	7
3. Skills Camps & Special Events	7

4. Refunds	7
B. Players	8
1. Registration	8
2. Division Ages	8
3. Goaltenders	8
4. Floor Requirements	9
5. Player Release	9
6. Playing Up	9
7. Conduct	10
C. Teams	10
1. Team Selection	10
2. Protecting Players	10
3. Player Draft Policy	11
4. Team Size	12
5. Cancelled Games or Practices	12
6. Uniforms	13
7. Player Movement	13
D. Coaches	13
1. Selection of Coaches	13
2. Qualifications	14
3. Coaches Evaluation Forms	14
4. Coaches Attire	14
5. Training Expenses	15
6. BCLA Fees	15

7. Fines	15
8. Conduct	15
9. Criminal Records Check	15
E. Trainer Aide	16
F. Team Managers	16
G. Referees	17
1. Qualifications	17
2. Game Sheet Procedure	17
3. Training Expenses	17
4. Pay	17
5. BCLA Fees	18
6. Fines	18
7. Conduct	18
8. Uniform	18
H. Game Requirements	18
1. Officials	18
2. Game Start and End Times	19
3. Game Equipment	19
I. Tyke Play & Development	19
J. Provincial Teams	20
K. Equipment	20
L. Tournaments	20
1. Home Tournament	20
a) Organization	20

b) Financial	21
c) Rules	22
d) Participation	22
2. Away Tournaments	22
a) Scheduling	22
b) Payment	22
3. Hosting other Tournaments or Championships	22
M. AGM / Social Night	23
1. Meeting	23
2. Awards Presentations	23
3. Social Night	23
N. Zone (TOMLC)	23
O. Concerns	24
1. Complaints	24
a) Executive	24
b) Referees	24
c) Coaches	24
d) Other	25
2. Protests	25
P. Code of Conduct	25
1. All Individuals	25
2. Conduct in Question	25
3. In General	26
4. Disciplinary Procedures	26

## I. Introduction

### *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 Lacrosse Commission (Zone 2) (TOMLC)
- British Columbia Lacrosse Association (BCLA) and its Directorates.
- Canadian Lacrosse Association (CLA)

If any conflict is found, the Executive 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 scheduled Executive meeting or AGM or 14 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. Omissions*

Where there are headings without further detail, be advised that the subject area is under future development.

### *E. Privacy Act*

Follow BCLA rules and guidelines.

## *F. B.C. 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.

## *G. 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 of 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.

## **II. Risk Management**

- A. Drugs & Alcohol
- B. Facilities
- C. First Aid
- D. Speak out Program
- E. Criminal Record Checks
- F. Insurance
- G. Waivers

## **III. Structure & Management**

- A. SMLA falls under the jurisdiction of The Society Act.
- B. 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.shuswapminorlacrosse.com](http://www.shuswapminorlacrosse.com) ).
- C. Volunteers
  - Recruitment

- Development & Training
- Recognition

## IV. Operating Policy

### A. Fees & Expenses

#### 1. Registration Rates

Registration fees will be set each year by the Executive.

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, refs, equipment, insurance, etc.)

#### 2. Kids Sport

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

Registrations accompanied with a properly completed Kids Sport application will be accepted as registration paid in full once acknowledgement is received from Kids Sport on the applications acceptance. The parent or guardian is responsible for completing and remitting the application in time for the registration deadline.

#### 3. Skills Camps & Special Events

Where possible, approved costs incurred in hosting Association skills camps, goalie clinics, coaches meetings will be covered by the Association, with prior written 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 funding SMLA.

#### 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.

## *B. Players*

### 1. Registration

Registration will be on a first come first serve basis. Every attempt will be made to place all applications received each year. All PAID registrations received by mail before the registration deadline or taken at the official Registration days of the Association (as set by the Registrar and approved by the Executive each year) will be accepted if at all possible.

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 Box Lacrosse as of January 1st of the playing year;

- Mini Tyke                      under 7 years but at least 4 years old
- Tyke                              under 9 years old
- Novice                          under 11 years old
- Peewee                         under 13 years old
- Bantam                         under 15 years old
- Midget                         under 17 years old

### 3. Goaltenders

- SMLA will supply standard goalie equipment for its goalies. This equipment will be of proper fitting size, safe and functional including: shin pads, pants, chest protector, athletic support, neck protector and goalie stick.



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

#### 4. Floor Requirements

- Only properly registered and paid up players may participate in SMLA team practices or games. Athletes not yet properly registered with BCLA are not allowed on the floor until officially registered by SMLA. Coaches and Team Officials cannot accept registrations in order to circumvent this rule.
- Players MUST have helmets on and be wearing mouth guards at all times they are playing or practicing on the floor. 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.
- A pair of solid color black shorts is required to be worn for all games.

#### 5. Player Release

- Requests for player release to other Associations must be forwarded in writing to SMLA Executive, along with the BCLA Player Release Form on the back of his registration receipt, stating the rationale for requesting a release i.e.) moving out of the Association drawing area.
- 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 not be considered sufficient cause for SMLA to allow players to permanently play for a team of higher age. In rare instances, where a player has obviously outclassed his/her peers, a coach may, with the parent's approval and most importantly the players desire, make a recommendation to the Executive that the player be allowed to play with the next

highest age group. In no case will a player be allowed to advance more than 1 division past his/her peers. In subsequent years, the situation must be reviewed by the Executive 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. The latter should be the normal decision of the Executive barring substantial evidence of the player's ability to continue to outclass his/her peers and still has the desire to move up to an older age group.

## 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 a Player/ Parent contract 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 end of a season and 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 and Division Manager (if applicable) 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 the Associations 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 car-pooling and family issues.

The following criteria will be considered by the Coaching Coordinator:

- 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 Coaching Coordinator 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 teams 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 Coaching Coordinator, or designate, will make the decision.

Goaltender placement is to be finalized with the team draft. When possible, at least 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 Coaching Coordinator, 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.

Coaches must arrange for their team and/or Team Manager to be called and advised of practice and/or game schedule when 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:

1. 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.
2. 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.)
3. Definition of a "round": one complete round of picks by all coaches. Order of draft is determined by drawing numbers from a hat.
4. 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;

- Mini Tyke & Tyke - to be developed after experience with 5 on 5 play.
- Novice, Peewee & Bantam - 16 players (including 1 goalie)
- Midget - up to 20 players

The Executive will determine final team size for all teams after Official registration is complete.

#### 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 Head 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 Head Scheduler must be contacted as soon as the schedule is received to see if there is anything that can be done. Through TOMLC Operating Policy teams are not allowed to reschedule games other than to attend 1 out of town tournament. If there is a failure to cancel a game with proper notice (as per TOMLC 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.
- 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.
- All teams are required to have a Jersey Parent that collects the jerseys after each game and washes and repairs them as necessary, and distributes prior to each game.

Each player is expected to provide their own pair of solid color black shorts to be worn at all games.

## 7. Player Movement

The Association follows the guidelines set by BCLA regarding player movement. The appropriate form (100) must be used in all cases of player movement.

### *D. Coaches*

The Executive 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.

#### 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. Those applications will be in writing on a form provided by the Association. Any other person wishing to apply for a position is also welcome to do so.

During registration, forms will be made available to any person wishing to apply for a coaching position. After the advertised registration dates have past, the deadline for coaching applications will be closed. This restriction will be waved in the event that no one has applied for a particular position or in the view of the Coaching Coordinator no applicant has the required qualifications.

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

After reviewing and possibly interviewing the applicants, the selection committee will report their recommendations to the entire Executive 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 the SMLA Coach Evaluation Form.
- 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, a Coach Evaluation Form may be issued to the parents of every SMLA player.

## 4. Coaches Attire

SMLA encourages 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 (ie) sport medicine) will be considered on a case by case basis by the Executive.

## 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.

No coach shall be head coach for more than one team.

No two coaches may coach together on more than one team.

## 10. Criminal Records Check

All coaches, assistant coaches and bench personnel are required to maintain a current criminal record check.

### *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. Responsibilities of the Team Manager may include, but are not limited to:



- Holding an early season informational team meeting
- Issuing a team roster to team members
- Reviewing the Code of Conduct
- Issuing and collecting signed and dated Parent/Player Contracts prior to the start of the season
- Assigning a Jersey Parent
- Completing the photographers list for picture day
- Arranging time keeping personnel
- Snack rotation
- 50/50 Fundraiser rotation
- Year End Wind Up

## *G. Referees*

### 1. Qualifications

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

### 2. Game Sheet Procedure

After each game the completed game sheet and any game report write ups are to be collected by the most senior referee and delivered to the Head Referee within 3 days. The Head Referee will immediately mail these to the appropriate league commissioner.

### 3. 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.

### 4. Pay

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

## 5. 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.

## 6. 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 nonperformance of their duties.

## 7. Conduct

- Referees shall be at the arena a minimum of 15 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 warm up 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 referee are bound by the Code of Conduct listed in this manual.

## 8. Uniform

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

## *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)
- Scorekeeper (parent volunteer arranged in advance by the coach or manager)
- Timekeeper (parent volunteer arranged in advance by the coach or manager)

- 30 Second Timekeeper

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 is 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.

### *1. Tyke Play & Development*

Tyke and Mini Tyke play and development programs are determined annually by the Executive on an 'as needed' basis.

### *J. Provincial Teams*

- To ensure retention and advancement of players it will be encouraged that all divisions, Pee wee 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 in the Sunwave Centre. All equipment is to be returned to the Equipment Manager at the end of the season for maintenance and storage.
- All issues of equipment maintenance and performance are to be addressed to the Equipment Manager.

### *L. Tournaments*

#### 1. Home Tournament

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

#### a) Organization

The Tournament Coordinator, who is a member of the Executive, 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 Head

Scheduler, the Equipment Manager, the Fundraising Coordinator, the Publicist/Promoter, the Website Administrator and parent volunteers from each team involved to produce a successful tournament.

## b) Financial

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

Net proceeds from the tournament are to be distributed evenly to each team involved, to be used for a team function or development program, uniforms and/or other equipment. No cash will be distributed to individual players or their families.

SMLA Responsibility:

- Game floor time rental
- Game referee and shot clock personnel
- Player awards
- Game MVP awards

Team Responsibility:

- Raffle table and all costs incurred in running table
- All program related costs. (i.e. printing )
- Miscellaneous programs such as 'Pizza Shootout', skills competitions or player game MVP awards costing more than \$5.00 each.
- Any other costs incurred in running the tournament unless clearly pre-approved by the current Executive. Any requests must be submitted in writing to the Tournament Coordinator who will present the request to the Executive 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.

### c) Rules

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.

### d) Participation

All home Association teams are required to attend the home tournament in their division.

## 2. Away Tournaments

### a) Scheduling

All divisions may attend 1 away tournament per year. 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 Head 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.

### b) Payment

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

## 3. Hosting other Tournaments or Championships

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

- Zone Play downs
- Select team tournaments

- Provincial Championships
- National Championships

Such requests must be accompanied by a proposed budget and a complete operating plan.

### *M. AGM / Social Night (to be developed)*

#### 1. Meeting

#### 2. Awards Presentations:

- Most Inspirational Players
- Graduating Player of the Year
- Coach of the Year
- Volunteer of the Year

#### 3. Social Night

### *N. Zone - TOMLC (Thompson Okanagan Minor Lacrosse Commission)*

TOMLC operates league play, oversees the schedule and dictates the rules for the playing of the game.

TOMLC operates a weekend of competition for the purposes of tiering the teams in each division prior to the start of the season.

TOMLC 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.

## *O. Concerns*

### 1. Complaints

#### a) Executive

Complaints about any of the SMLA Executive 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.

#### b) Referees

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 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 and to the BCLOA Chairperson.

#### c) Coaches

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 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 and the BCLCA Chairperson.



## d) Other

The SMLA Executive will direct any other complaint received on any other matter concerning lacrosse to the appropriate governing body.

## 2. Protests

See TOMLC or BCLA operating policy regarding any protest. Any team wishing to put forward a protest must do it in writing accompanied with a \$100.00 certified cheque or money order refundable only if the protest is upheld. The protest must go through the Association President and be forwarded to the Zone or league commissioner within 5 days.

## *P. Code of Conduct*

### 1. All individuals associated with SMLA shall:

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

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

- i. Breach any Section 1.

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

### 3. In General:

- i. 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.
- ii. SMLA and the Executive agree to honor and enforce disciplinary action taken by the governing bodies of the sport of Lacrosse in BC upon completion of due process.

### 4. Disciplinary Procedures:

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

The Appeals Committee shall be made up of the President and two members of the Executive 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 within 15 days of the event/occurrence.

Upon receiving the report, the Executive 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.