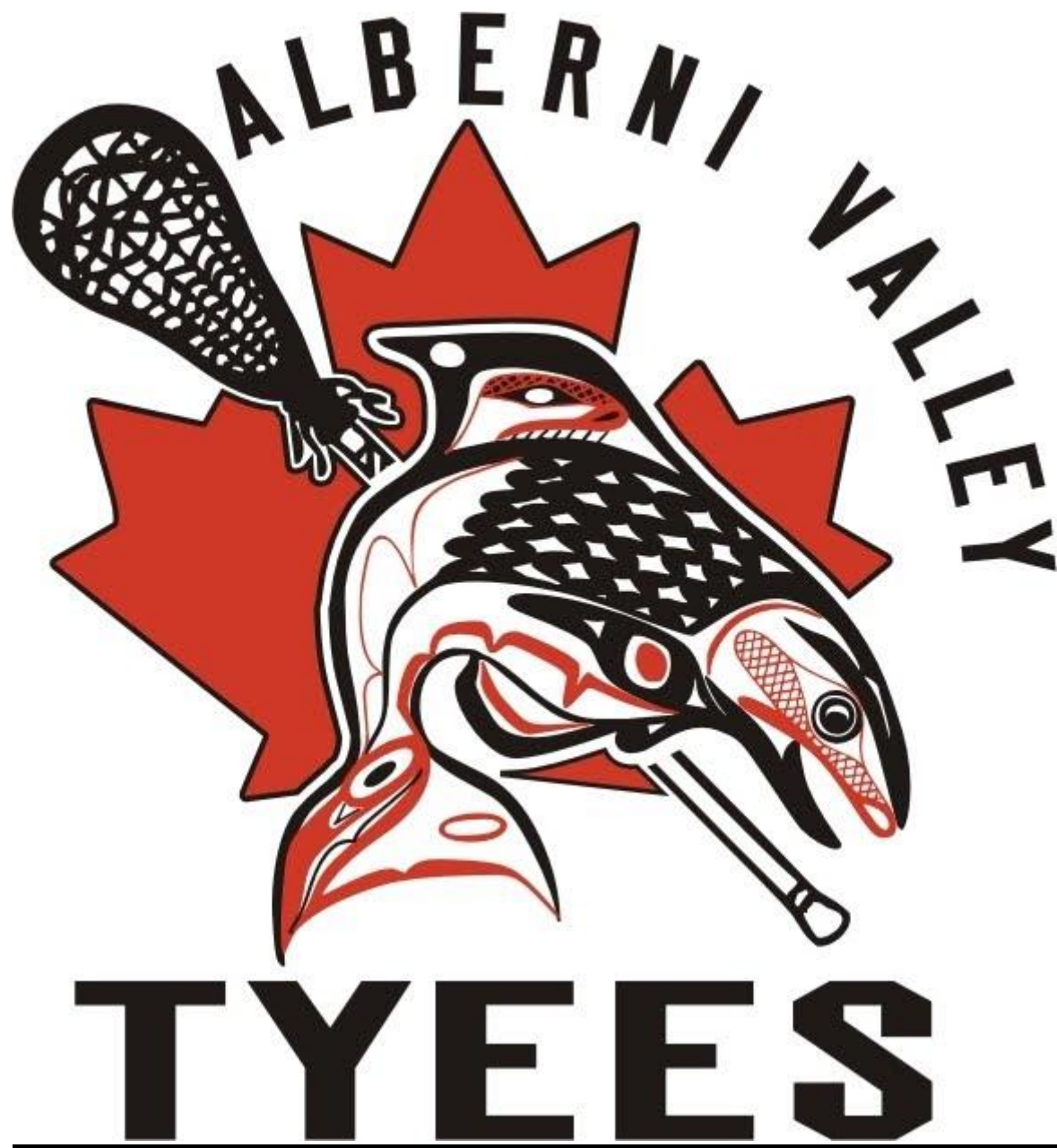


Alberni Valley Tyees Operating Policy



GENERAL

Mission Statement

The purpose of Association is to equitably promote, develop, and administer all aspects of the game of lacrosse in Port Alberni and surrounding areas, and to provide opportunities for the pursuit of excellence and lifelong participation:

- a)** To provide the ability for boys and girls to play lacrosse in an association affiliated with and sanctioned by the British Columbia Lacrosse Association;
- b)** To foster a greater knowledge of lacrosse and the attributes of organized sport for boys and girls in the Port Alberni community;
- c)** To promote, teach and preserve the game of lacrosse;
- d)** To teach sportsmanship to the participants and to emphasize the necessity of fair play;
- e)** To teach mutual respect among players, officials and spectators.

Preamble

The Operating Policy of the Alberni Valley Minor Lacrosse Association has been developed to ensure consistency in the day-to-day and season-to-season operations of the Association. The policies contained within are designed to ensure fair and equal treatment to all our participants (players, coaches, officials and parents) and must always be consistent with the goals and objectives of the Association as laid down in its Constitution & By-Laws.

Glossary of Terms

- a) **Association or AVMLA** - Alberni Valley Minor Lacrosse Association
- b) **BCLA** - British Columbia Lacrosse Association, including its Minor Directorate
- c) **BCLCA** - British Columbia Lacrosse Coaches Association
- d) **BCLOA** - British Columbia Lacrosse Officials Association
- e) **CLA** - Canadian Lacrosse Association
- f) **Constitution & By-Laws** - the Constitution and By-Laws of the Association, as adopted by its membership and registered with the Corporate Registry as per the Society Act

- g) **Executive** – is the Executive Committee of Alberni Valley Minor Lacrosse consisting of elected Executive and appointed Directors
- h) **Operating Policy** - this collection of policies adopted by the Executive to guide in the on-going operations of Alberni Valley Minor Lacrosse
- i) **Parent** - a parent or guardian of a registered AVMLA Player
- j) **Players** - athletes eligible to play within a playing division and registered by AVMLA in accordance with the Constitution & By-Laws
- k) **Senior Teams** - teams operated by AVMLA in the BC Intermediate Lacrosse League or leagues above Intermediate
- l) **AVMLA Website** - the official website: www.albernilacrosse.com
- m) **Team Officials** - the Head Coach, all Assistant Coaches, Manager and Trainer of an AVMLA team.
- n) **VIMLC** – Vancouver Island Minor Lacrosse Commission

Subservience

The policies contained within this are subservient to the Constitution & By-Laws of the Association as well as any policies laid down by the various governing lacrosse bodies including the CLA, BCLA and its Minor Directorate and, if applicable, the policies of the VIMLC . If any conflict is found, the Executive will, at its first opportunity, such conflicting policies to be changed to meet or exceed the standards set by the governing body.

Official Colours, Team Names & Logos

- a) The recognized official colours of the Association Box teams shall be predominantly black in colour, with red and white trim or highlights.(Example)

Pictures to be inserted

b) All Box teams in the Association shall be named and known as the "Tyees".

c) The above logo shall be on all Association letterhead, official documents, newsletters, notices and player uniforms/jerseys and not be altered in any way.

d) No person shall use or reproduce the current or any past AVMLA logo for any reason, except by the Executive or anyone granted permission by the Executive. In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval.

Uniforms

a) The Association will provide each player with jerseys. Jerseys are on loan only, and a refundable deposit will be collected at registration. No refund will be issued if the jersey is not returned or is returned in a damaged condition (other than normal wear and tear).

Correspondence, Use of Letterhead/Other Official Business

a) No person shall represent the Association in an official capacity, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.

b) No one shall use the Association letterhead for any reason, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.

c) All official written correspondence (including e-mail) sent by any Association member must be copied to the Secretary.

d) No person shall conduct any surveys or opinion polls for any reason in relation to the Association, except for the Executive or anyone granted permission by the Executive.

Catchment

The Association's catchment is anything west of Cameron Lake to the West Coast and surrounding areas, as authorized by BCLA.

Amendments

The Operating Policies of the Association may only be changed at an Annual General Meeting or Extraordinary General Meeting of the Association. No amendments shall be made unless carried by a simple majority of the Voting Members in attendance at an Annual General Meeting or Extraordinary General Meeting and as long as a quorum is present.

TEAMS

Team Size

The Executive will determine the individual team size for each division after the official registration has been done.

Team Selection

- a) The Association has two distinct team selection and tiering processes to meet the completely different needs of the Non Competitive and Competitive divisions.
Non Competitive will be Mini-Tyke, Tyke and Novice.
- b) **Competitive** will be, Peewee, Bantam and Midget.

Non Competitive Divisions

- (i) At the younger age groups, or where two or more teams will compete at the same level within a division, the Association will have as its first aim the balancing of all teams at the particular age group. To ensure this, prior to the season, joint practices will be held by all coaches of the particular age group. All of the coaches will participate jointly in the running of these practices to ensure that all coaches have an equal opportunity to work with the players and evaluate their skills. In conjunction with the Association Head Coach and Division Coordinator (if applicable), the coaches will jointly rate the relative skills of all players and make selections by way of rotating draft until all available players have been selected as defined in the Player Draft Policy.

Competitive Divisions

- ii) At PeeWee and older divisions (where the VIMLC recognizes tiered play), the Association will try to field a team in the highest possible category. This means, for example, that the Association would try to field an A1 and a B level team in a division in preference to two A2 level teams. With this general principle in mind, the Association will recognize that in some instances it may not have a group of players capable of being competitive at the A1 level. In this case an exception may be allowed. The important concept is competition, which does not mean the ability to win the league championship or a Provincial Medal but rather that the team is able to win a fair share of games in the regular league play.

Evaluation-Competitive Divisions

- a)** The Association is committed to the athlete having fun first and foremost and believes that this can best be achieved by having each individual, and thereby collectively the team, play at the most appropriate level of challenge. Top level players only have fun and are only able to grow in skill if they are stretched - it is in nobody's best interest for a player to play either above or below the skill level that is appropriate for him/her.
- b)** The Association Head Coach will run the evaluation for the Competitive Divisions. Coaches wanting to coach in a specific division should help with Evaluation.
- c)** Players skills will be evaluated from 1- 5, with 1 being the highest skill level. The players will be evaluated on Passing, Catching, Shooting, and Physical Fitness. If there are sufficient players to form more than one team in a division, then the most highly evaluated players will go to the team in the higher tier.
- d)** All evaluators will be completely neutral, no person will be allowed to evaluate with a child playing in that specific division.
- e)** Evaluation dates will be determined by the Executive and posted on the web site.

Player Draft Policy - Non-Competitive Divisions

If there are sufficient players registered in one division to form more than one team, all players will be evaluated as to their skill level and 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 to the skill level assigned to each player. The number of players in each skill level should be divisible by the number of teams, for example:

if there are 2 teams, then there should be 4 to 6 players in each skill level. The coach's name shall be drawn to determine the order of the draft. 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 he/she is not picked until all Skill Level 1 players have been selected. The draft will start at the highest Skill Level (1) and will proceed in rotation until all players have been picked at all skill levels. The Association Head Coach, or designate, will supervise the draft of each division, as he/she is ultimately responsible for balancing the teams. Any trading of players must be concluded at the time of the draft. The Association Head Coach, or designate, will record the skill level of each player on each team.

Protecting Players In The Draft Policy

- a)** While the Association 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. No protection of players shall be allowed on the basis of them playing for a particular coach or with particular teammates and indeed such a practice will be discouraged.
- b)** A coach may only "protect" his/her 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.

Drafting of Late Registrants

The Association Head Coach, or designate, with the help of the division coaches, will determine the skill level of each late registered player. The players will be assigned to the teams as follows:

- a)** To the teams with the fewest number of players (coach's names will be drawn to determine order of selection); and
- b)** After the teams all have the same number of players, the Association Head Coach will assign players to coaches in the same order they were in the original draft.

Balancing of Non-Competitive Teams

After each team has had the opportunity to practice together, it must have a scrimmage with other teams to see if the drafting process appears to have worked well. If obvious inequities exist, the coaches should work with the Association's Head Coach to resolve them prior to the beginning of league play. If the Association Head Coach deems it wise, a mini-round robin exhibition game will be played by all teams in the division to test the balance. The Association Head Coach, with the assistance of the Division Coordinators (if applicable), and help from the Executive, will transfer as many players as necessary from team to team to ensure the closest possible balance of all teams in the division prior to the beginning of league play.

Player Movement – Box lacrosse

- a)** Player movement is governed by the BCLA Minor Directorate Operating Policy and the VIMLC Operating Policy.
- b)** Players may play one age group higher than that in which they are registered with the following restrictions:

A1 players can only play for an A1 team in an older division

- A2 players can play A1 in their division or A2 or A1 in an older division
- B players can play A2 or A1 in their division or B, A2, or A1 in an older division
- C players can play in a higher calibre or in an older division
- Novice Advanced players can only play for a B, A2 or A1 in an older division
- Novice House players can play for Novice Advanced or in an older division

NOTE: *A player's coach must be asked before the player is contacted regarding the possibility of playing up. **The player's coach shall not unreasonably withhold permission for the player to play up.** Examples of legitimate refusals may be: player recuperating from injury, player's regular team playing on same day(s) as the team requesting the call-up, or player's regular team playing on the following day as the team requesting the call-up.*

- c)** After May 15th of the playing year, no player shall be able to be transferred to another team within its own playing division.
- d)** After the fifth game playing up, the player is permanently assigned to the team he played his fifth game with.
- e)** Players must have played a minimum of four (4) games with that team in order to qualify for Provincial Championships.

NOTE: *A player can only play in one Minor Provincial Championship.*

NOTE: *A player, who is allowed to play in a LOWER age group, is NOT allowed to play in the Provincial Championships with that lower age team.*

- f)** Head coaches of higher calibre teams shall not bring a player up from a lower calibre or age division team for any game or practice without prior approval of the coach of the lower division or calibre team, the Association Head Coach and the parents or guardians of that player.

Goaltender Placement

- a)** At least one experienced goaltender shall be placed on each team within a division before a senior team can take two experienced goaltenders.
- b)** In cases whereby the number of teams within a division, exceed the number of experienced goaltenders, goaltenders will be placed from the senior team (i.e. A1) down by way of skill level.
- c)** If teams competing at the same level within the division (i.e. two C teams in Novice) are left with insufficient experienced goaltenders to enable one per team, the Association Head Coach shall conduct a lottery to decide which team gets the goaltender. The unsuccessful team's coach will have to develop a goaltender from within the team roster, which will be increased by one player over the lottery winner to compensate for the lack of experienced goaltender.

Provincial Championships – Box Lacrosse

To be eligible to play in a Provincial Championship tournament, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with the team they are registered with. In addition, for call-ups to be eligible, they must have played 4 games in total at a higher division and/or calibre than the team they are registered with.

COACHES & TEAM OFFICIALS

Role of the Team Head Coach

a) The Team Head Coach of each AVMLA team is responsible for the team as a whole, which may consist of:

- Assistant Coaches
- Doorpersons
- Trainer(s)
- Team Manager
- Players
- Parents and Spectators (supporting the team)

All of the above play an important role in the management of the team and coaches must be made aware of and understand the rules and regulations of the BCLA, VIMLA, and AVMLA.

b) Team Head Coaches shall sign for and be responsible for all uniforms & equipment issued to their teams.

c) All Team Head Coaches shall be responsible to forward schedules and changes to schedules of all activities (i.e. practices, league and playoff games, and fundraising activities) to the Division Coordinator, Floor Allocator and/or Referee Allocator as applicable.

Selection of Coaches

a) Any person who coached in the previous season for the Association may be invited to apply for a position in the current season. Any other person wishing to apply for a position is also welcome to do so in writing.

b) After the advertised registration dates have passed, 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 Association Head Coach, no applicant has the required qualifications.

c) A committee consisting of the Association Head Coach and at least two (2) Executive members will review all applications received.

d) After reviewing and possibly interviewing the applications, the committee will report their recommendation to the Executive for approval and/or modifications.

e) The Association Head Coach, who will provide selection criteria upon request, will inform each applicant of the decision(s).

Coaches Selection Criteria

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

- a)** Attainment of the necessary Coaching Certification as specified by the BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
- c)** A demonstrative knowledge of the technical aspects of lacrosse
- d)** Prior successful experience coaching lacrosse or other team sports. Success measured by: improved skill of Players, player enjoyment and feedback from the Members.
- e)** Display of the personal skills that exemplify the Association's Code of Conduct.
- e)** Good organizational skills and personal commitment (e.g. runs and attends regular practises, enters tournaments, etc.)
- f)** Other skills (i.e. first aid) that would enable the applicant to better fulfill their coaching duties.

NOTE: Although the above items are prioritized, it is intended that they be a list without rigid barriers. For example, if one of the applicants has significantly more technical knowledge or coaching experience and is committed to attaining his/her Coaching Certification, then that person should be considered in spite of not presently having them. Prior to the final placement of an applicant into a coaching position, the applicant must submit to a Criminal Record Check.

Coaching Qualifications

- a)** All AVMLA coaches will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA, with Form 100BM's and associated fees submitted to the BCLA office by the Association by no later than May 1st 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.
- b)** All coaches and assistant coaches of the Association must complete the classroom component portion of the applicable coaching certification program on the clinic dates offered by the BCLA during the current playing season. No coach or assistant coach will be allowed to take on responsibility without this level of commitment.
- c)** All coaches will be encouraged to attend a referee training clinic.

Training Expenses

- a)** The Association will pay for the course fees for all required Coaching Certification Programs for individuals committing to coach (or assistant coach) for the Association upon completion of the course and receiving his/her NCCP number.
- b)** Requests for reimbursement of fees for higher level and for specialized courses (such as sport medicine, Level 3) will be considered on a case-by-case basis by the Executive.

Criminal Record Check

- a)** In accordance with BCLA Operating Policy, all head coaches and assistant coaches are required to download from the AVMLA website, complete, and have processed by the RCMP a Criminal Record Check every three (3) years before the start of the season.
- b)** Failure to submit to a criminal record check may result in the individual being suspended from coaching.
- c)** Official AVMLA Criminal Record Check forms can be found on the AVMLA website.

BCLA Fees

The Association will pay the registration and insurance fees levied by the BCLA for all Team Officials in good standing.

Fines

The Association will not reimburse its coaches or other Team Officials for any fines, penalties or damage costs levied by the BCLA, BCLCA, and VIMLC as a result of negligence or improper act of their duties.

Team Manager Duties

- a)** The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.
- b)** Duties which may be allocated to the Team Manager include, but are not limited to:
- Distributing of team information
 - Securing and training scorekeepers and timekeepers for home games
 - Ensuring all medical forms are completed and filed
 - Remitting game sheets to league commissioners in a timely manner
 - Arranging tournaments with Tournament Coordinator
 - Organizing team volunteers
 - Team fundraising and banking
 - Coordinate with game changes with other team and Floor Allocator
- c)** It is recommended that e-mail is used to send messages to the team as it is a time-saver and everyone is sure to get the same message. Team Managers must encourage their players, coach (es) and other team officials to check their e-mail on a daily basis. This may include: game time and/or place changes, practice time and/or place changes, or reminders of upcoming activities.

First Aid Attendant

The Association recommends that at least one member of each team's coaching staff to either hold at least an entry level first aid certification or attend a recognized sport First Aid Course in any year that this is offered. Pre-approval by the Executive for reimbursement of course fees is required.

FUNDRAISING & SPONSORSHIP

Association Fundraising

- a)** Association fundraising shall be conducted on an ongoing basis throughout each playing season;
- b)** The type and extent of the fundraising shall be determined by the Executive, based on recommendations from the Director of Sponsorship & Fundraising, to best suit the financial and philosophical needs of the Association; and
- c)** The Association shall apply for Gaming Funds on a yearly basis. The application should be completed by the Treasurer with help from the Executive with regards to budget needs.

Team Fundraising

- a)** All funds required for team use are to be raised by individual team efforts. Teams that undertake fundraising, such as car washes, bottle drives, raffles, bingo and similar programs shall apply to the Fundraising Coordinator and do so only with the written consent of the Executive;
- b)** All fundraising programs must have prior approval from the Executive (in order to avoid conflicts with other fundraising activities). An exception is made for 50/50 draws;
- c)** Each team involved must supply the Executive with the name and telephone number of the person coordinating the fundraising activities for the team;
- d)** Any funds not expended by the team, for the team at the end of the year are to be paid to the Association and they will not be carried over to the following year in any way;
- e)** **Each team is to provide the Treasurer with a detailed accounting** within a reasonable period of time upon request by the Treasurer;
- f)** All raffles must be undertaken in accordance with the rules of the Gaming Branch. This will involve an application to the Gaming Branch for each raffle and further requires that tickets used in such raffles be numbered. It is the Gamin Coordinator's responsibility to apply to the Gaming Branch and all paperwork must be handed in to the Executive;
- g)** Anyone may donate funds, services or gifts to the team of his or her choosing instead of, or as part of, the season's fundraising activity, and
- h)** Failure of any team to comply with this policy in its entirety will be subject to discipline by the Executive at its discretion. The team's Head Coach and Manager will exercise control of this team function.

Sponsorships

- a)** Teams under the auspices of the Association will be assigned annual sponsorships by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. With the exception of the Intermediate team, no team will be allowed to solicit their own sponsorships with the idea of retaining the revenue for their own purposes. The Fundraising Coordinator will make every effort to assign sponsorships as requested by the Sponsors, if possible (i.e. parent's business/child's team).
- b)** In addition to sponsoring a team, an official sponsor may make separate donations to the teams of the Association if it chooses to do so.
- c)** Sponsors will be provided a team picture (which will be provided by the Association to the team) by Team Managers. Sponsors will be recognized on the AVMLA website.

PLAYERS

Player Eligibility

All boys and girls residing in the Association catchment area between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins in compliance with the provincial directive of age requirements, shall be eligible to register, subject to box availability and volunteer support. It is the Association's policy and practice to treat all of our members with equality, regardless of gender, and in all respects including, but not limited to the following:

- a)** ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs;
- b)** ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis. Identify the specific needs of female athletes participating in our program and make all reasonable accommodations to ensure that such needs are satisfied; and
- c)** co-operating with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of female and male athletes in our programs.

Registration

- a)** Registration will be on a first come first served basis. Every attempt will be made to place all applications received each year. All registrations received by mail, at drop-off locations, and at any official registration sessions (as set by the Registrar and approved by the Executive each year) will be accepted. Applications for registrations received after the advance registration deadline will be on a space available basis as defined in the team size policy.
- b)** Registration fees shall be set each year by the Executive and posted on the AVMLA Website.
- c)** Applications for refunds shall be processed as per the most current policy posted on the AVMLA Website.
- d)** Only registered Players may participate in AVMLA team games and practices. Athletes not yet registered are not allowed to participate until officially registered by the Registrar with all forms submitted to the Registrar. Team Officials cannot accept registrations in order to circumvent this rule. The practice of Team Officials recruiting Players registered with other associations to play on AVMLA teams is not condoned by the Executive.

Waiting Lists

a) Waiting lists shall be established after:

the optimum number of players have been registered (in each division) at the advanced player registration; the optimum number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.

b) A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.

Releases

a) The Association endeavours to provide all levels of teams (i.e. A1, A2, B & C) in all age groups/divisions and thus does not voluntarily release players.

b) Any Players requesting a release from their home association in order to register with the Association (or vice-versa) must adhere to VIMLC Operating Policy. Non-resident Players considering a move to the AVMLA are advised to make written application to the President prior to requesting a release from their home association. Written approval by the home association and the VIMLC is required before the Player can be registered with the Association.

c) Requests for Player releases to other associations must be forwarded in writing to the Executive stating the Player's rationale for requesting the release. Each release will be evaluated on its individual merits. **Generally speaking, a release will only be considered when the Association cannot field a team in the current playing season or there are extenuating circumstances.** No Player residing within the Association catchment may play for another association without prior written release by the Association and approval/placement by the VIMLC.

Playing Up

Minor Division to Minor Division

a) Player movement is governed by the BCLA Minor Directorate Operating Policy, and VIMLC Operating Policy.

b) A Player may permanently play up one division or calibre higher than that in which he/she is registered, with the written permission of the Executive.

- c)** The Association does not believe it to be in a Player's long-term best interest to permanently play in a division older than their own age. Requests by the parents will not be considered sufficient cause for the Association to allow players to permanently play for a team of higher age. In rare instances, where a player has obviously outclassed his/her peers throughout the season just over, a coach may, with the parents' approval and most importantly the player's desire, make a recommendation to the Executive that for the next season the player be allowed to register with the next highest age group.
- d)** In no case will a player be allowed to advance more than one 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 players 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.

Minor Division to Senior Division (Intermediate)

- a)** Player movement is governed by the BCLA Minor Directorate Operating Policy and the League Agreement of the Senior Division team in question.

BCLA Minor Directorate Operating Policy, Regulation 6 states:

6.01 No player qualified to play within the jurisdiction of the Minor Directorate shall sign a Senior player registration form.

6.02 Notwithstanding the foregoing, a Minor Directorate player of Midget age may play up in a higher league with the permission of the Minor player's coach. There is no limit to the number of games a midget aged player may play under the Senior Directorate. The Minor coach or Minor Association designate must ensure the player's Minor obligations, including practices, league games, tournament games and Summer Games, are fulfilled before signing a one-game permit.

6.03 Violation of any of the above shall result in suspension of the player and the coach of the Senior Directorate team for whom he/she played.

- b)** One-Game Permits are required for all Minor Division players to play up throughout the extent of the lacrosse season (even if their teams are eliminated from the playoffs). The only exceptions are graduating midget players whose teams have been eliminated from playoffs, who do not require permission from their coaches to play up.

- c) Should an AVMLA Senior Team require the services of a Minor Division player, the Head Coach or Manager of the Senior Team must first contact the Minor Division Head Coach for permission to contact the player. Upon agreement of the player to play up for the Senior Team, the Head Coach or Manager of the Senior Team must obtain a signed BCLA "One-Game Permit" (form can be found on AVMLA Website) from the Minor Team Head Coach prior to game time to submit to the scorekeeper. Should the Minor Team Head Coach be unavailable, he/she may delegate authorization to a registered Assistant Coach or Team Manager.

REFEREES

Qualifications

All AVMLA referees must be members of the BCLOA and must be carded in accordance with its regulations in order to officiate at any Association tournament, league or playoff game.

Training Expenses

The Association will pay for Level 1 and level 2 training, the Executive will consider requests for reimbursement of fees for high level (Level 3) and for specialized courses on a case-by-case basis upon certification.

BCLA Fees

The Association will pay the registration and insurance fees levied by the BCLA for all its referees in good standing.

Fines

The Association will not reimburse its Referees for any fines or penalties levied by their associations or the BCLA, BCLOA, or VIMLC as a result of non- or improper performance of their duties.

Uniform

All referees must wear the proper uniform as specified by the BCLOA. Referees will pay for their own uniforms.

Communication with Officials

- a)** In the event that a game situation arises during play, any person wishing to make a complaint, comment or query must wait 24 hours as a general rule to make comments regarding a specific call, play or event occurrence (exceptions apply in the 24 hour rule if there is a Code of Conduct violation, or if a player is considered in harm's way). These complaints will be directed to the team's Head Coach for clarification. If the Head Coach is unable to clarify or rectify the query, he will pass it on to the Head Referee. A written copy will be sent to the Association Head Coach. At no time is there to be direct correspondence between the official in question and persons making inquiries.
- b)** In the event that the Head Referee has a conflict of interest with the query, the complaint can be directly addressed to the President.
- c)** All complaints, questions or clarifications must be in writing and signed by the member making the query and can be presented in e-mail or written hard copy form.

GAME REQUIREMENTS

Bench Officials

AVMLA teams playing on home floor shall ensure that the following bench officials are present prior to the start of the game:

- Two properly carded Referees (provided by the Referee Allocator – Note: Mini-Tyke only requires one referee)
- Scorekeeper (parent volunteer arranged in advance by the Head Coach and/or Manager)
- Timekeeper (parent volunteer arranged in advance by the Head Coach and/or Manager)
- 30 second timekeeper, if applicable (provided by the Referee Allocator)
- Two penalty box volunteers (parent volunteer arranged in advance by the Head Coach and/or Manager)

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

Game Start and End Times

AVMLA teams playing on home floor shall ensure that games end on-time to ensure the next scheduled game in the facility is not delayed, in accordance with VIMLC Operating Policy.

Should unforeseen circumstances (i.e. prior scheduled game running over, major injury requiring emergency medical team treatment, lateness of referees, act of God) force a situation that a 60 minute game cannot be completed within the 90 minute time allotment, the following measures must be considered:

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

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

Game Equipment

AVMLA teams playing on home floor shall ensure that:

- Goals are set-up and secured in place;
- The scoreboard and shot clock controls are in place and operational;
- The game sheet is completed and given to the visiting team not late than 15 minutes prior to scheduled game start time;
- All players' helmets and equipment is checked for necessary compliance, including removal of jewellery (applies to away games as well);
- A minimum three (3) good quality CLA-approved game balls are given to the Referees prior to the start of the game.

Referee Fees

The Association will pay referee fees for any regularly scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games.

Floor Fees

- a) The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff or tournament game as well as any Association scheduled practice or evaluation sessions.
- b) Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor fees.

- c)** Teams that fail to notify the Floor Allocator of any floor time to be cancelled **may be responsible to reimburse the Association for that floor time, using their own team funds.**

Maintenance of Order

- a)** Maintenance of Order within the auspices of the Association's facilities shall be the responsibility of the home team's coach/coaches and/or any Executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.
- b)** Maintenance of Order outside of Association facilities shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association

EXECUTIVE

President

The President's duties include:

- a) shall be responsible for the overall administration of the Association;
- b) shall be a full signing officer for the Association;
- c) may at any time convene a meeting of the Executive;
- d) shall preside at all meetings of the Association and its Executive;
- e) shall ensure that all members of the Executive are aware of their duties and hold the members of the Executive accountable for the execution of their duties;
- f) shall be an ex-officio member of all committees of the Executive;
- g) shall be the official spokesperson for the Association; and
- h) may attend VIMLC, BCLA and any other mandatory minor lacrosse meetings.

1st Vice President

The 1st Vice President:

- a) may carry out all functions of the President whenever the President is unavailable, resigns or not be able to carry on for any reason;
- b) may be a full signing officer for the Association;
- c) may be responsible for recruiting and supervising a tournament chair and committee;
- d) may be responsible for the facilities;
- e) shall serve on any committee of the Association at the discretion of the President;
- f) shall provide leadership and direction to increase the visibility of the Association; and
- g) shall perform other related duties as required.

2nd Vice President – as above

Treasurer

The Treasurer shall:

- a) keep financial records, including books of account, necessary to comply with the Society Act; these books shall be kept accurately, up to date and readily available for audit when necessary;
- b) report financial status of the Association at each Executive meeting;
- c) have custody of all funds, securities, evidence of indebtedness and other valuable documents;
- d) ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution approved by the Executive;
- e) ensure that all bills owed by the Association are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and one other signing officer;
- f) be a full signing officer for the Association;
- g) present a detailed statement of the finances to date of the Association at the Annual General Meeting;

- h) arrange for financial audits by a recognized firm of chartered accountants, certified general accountants or others as required by the Constitution & By-Laws;
- i) submit and monitor all Direct Access Gaming, and other grant and fundraising applications applying to the Association as a whole; and
- j) perform other related duties as required

Secretary

The Secretary shall:

- a) conduct the correspondence of the Association which is to be promptly and properly actioned and file copies made readily available to the Executive;
- b) issue notices of all meetings of the Association to appropriate members;
- c) keep and distribute minutes of all meetings of the Association and Executive;
- d) be responsible for issuing bulletins to Head Coaches and Managers of all items and discussions affecting them;
- e) have custody of all records and documents of the Association except those required to be kept by the Treasurer;
- f) have custody of the common seal of the Association;
- g) have the membership roll available at all general and special meetings to confirm membership status;
- h) ensure that Association activities are communicated to all members;
- i) may be a full signing officer for the Association;
- j) on completion of the term of office turn over:
 - (i) completed documents ready to file for annual report of the Association; and
 - (ii) all files, communications and documents pertaining to the affairs of the Association to a successor; and
- k) perform other related duties as required.

Registrar

The Registrar shall:

- a) be responsible for the annual registration of all playing members, including holding registration sessions, and receiving mailed-in registration forms and supporting documents and cheques;

- b) review all registration cards for completeness and correctness, enter player information into the BCLA database and submit completed registration cards and team lists to the BCLA by the date set by the VIMLC;
- c) maintain the register of all members;
- d) advise the Treasurer of any cancellations of memberships and refunds to be made;
- e) provide player lists for each division to the Director of Coaching;
- f) may be a full signing officer for the Association; and
- g) perform other related duties as required.

Appointed Positions

Appointed positions are known as “Directors”, they are: Floor Allocator, Referee Allocator, Association Head Coach, Head Referee, Fundraising/Sponsorship Coordinator, Discipline Committee, Appeals Committee, Tournament Coordinator, Equipment Coordinator, and additional appointed Officers.

Head Coach

The Head Coach shall:

- a) receive all applications submitted by potential coaching candidates;
- b) prepare a list of persons recommended to coach specific teams and submit this list to the Executive for approval prior to assignment and commencement of league play;
- c) ensure that all coaches submit to criminal background checks;
- d) in the event of a team losing its Head Coach, take over as interim Head Coach until a suitable replacement is in place;
- e) coordinate a training program for all coaches and Team Officials, including arranging for coaching clinics prior to the commencement of league play;
- f) ensure that all coaches are made aware of the certification requirements set out by the BCLA and that they complete the necessary courses to attain the qualification to coach at the level to which they are assigned;
- g) receive all Form 100BM's, maintain a record of coaches and their National Coaching Certification Program (NCCP) certification levels, and submit the necessary documents to the BCLA;
- h) oversee any player drafts;

- i) counsel any Coach, Manager or Trainer who displays conduct unbecoming a Team Official while representing the Association;
- j) recommend to the Executive, with explanation, any Team Official who should be removed from position with cause;
- k) maintain a coaching manual for Team Officials' reference at all levels;
- l) attend all coaching coordinators meetings of the BCLA Minor Directorate and all meetings of the BCLCA, as required;
- m) ensure that all coaches maintain a high calibre of coaching throughout the season;
- n) maintain an effective line of communication between coaches, AVMLA and NCCP; and
- o) perform other related duties as required.

Head Referee

The Head Referee shall:

- a) provide a register of all qualified officials and their levels to the Referee Allocator and the Executive;
- b) coordinate a continuous training program, including arranging for referees clinics, to ensure a high calibre of officiating in the Association;
- c) maintain an effective line of communication between referees, AVMLA, and the National Referee Certification Program;
- d) ensure adequate supervision and evaluation of officials in game situations;
- e) act as a role model for other officials by adhering to the Official's Code of Ethics;
- f) receive referee's reports, conduct investigations, or refuse to assign any referee who displays any conduct unbecoming an official while representing the Association;
- g) conduct training sessions for Team Officials and volunteers to ensure proper timekeeping and scorekeeping at home games;
- h) attend all meetings of the BCLOA, as required;
- i) ensure that all rule changes are disseminated to all Team Officials; and
- j) perform other related duties as required.

Equipment Director

The Equipment Director shall:

- a) procure, maintain inventory records, and arrange for maintenance, repair and storage of all uniforms and equipment owned by the Association;
- b) distribute and ensure that all teams have an adequate supply of uniforms and equipment to enable them to conduct practice sessions and games, and coordinate the return of such uniforms and equipment with Team Officials at the end of the season;
- c) bring to the attention of the Executive any uniforms or equipment which is damaged, worn or in need of replacement;
- d) prepare and furnish reports of the uniforms and equipment purchases, inventory levels and equipment needed, at the Annual General Meeting or upon request by the Executive; and
- e) perform other related duties as required.

Sponsorship & Fundraising Coordinator

The Sponsorship & Fundraising Coordinator shall:

- a) recruit and maintain sponsorships for the Association from businesses, private individuals or groups;
- b) ensure that a letter of appreciation and an official receipt are sent to each sponsor, and that the Secretary arranges for recognition through advertising of such sponsorships;
- c) procure AVMLA souvenirs in the promotion of the sport of lacrosse;
- d) organize fundraising events; and
- e) perform other related duties, as required.

Communication With The Executive

Members can address and/or communicate to Executive through the following means:

- a) Addressing the Executive Members** of the Association may request to be scheduled to address the Executive at an Executive meeting. They must make a request in writing to the President and accompany it with background information on the issue they wish to address. This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits on the agenda for that meeting.

The delegation will be allowed a maximum of fifteen (15) minutes. The delegation may consist of a maximum of three (3) persons unless prior approval has been obtained from the President. A maximum of two (2) delegations will be heard at any one meeting. Presentations from persons who appear at the Executive meeting without prior approval shall not be accepted by the Executive.

- b) Written Submissions Members** may also contact the Executive in writing via e-mail to the President (email address is posted on the AVMLA Website). All correspondence addressed to President and Executive is received and routed appropriately.

COMPLAINTS

Referees

Complaints about AVMLA referees are to be made in writing to the 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 BCLOA Chairperson (contact the BCLA Office 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 President and to the BCLOA Chairperson.

Coaches

Complaints about AVMLA coaches are to be made in writing to the Association 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 complainer may send a letter to the BCLCA Chairperson (contact the BCLA Office for name and address). Complaints about coaches of other associations are to be made in writing to the Director of Coaching of that association, with copies to the President and the BCLCA Chairperson.

Executive

Complaints about any of the Executive members are to be made in writing to the President (or the Vice President if the President is directly involved in the dispute).

Other Complaints

Complaints about any other matter concerning lacrosse are to be made in writing to the President. The Executive will review and either deal with the complaint if within its jurisdiction, or will direct the complaint to the appropriate governing bodies.

RULES OF CONDUCT

Inappropriate Behaviour

Swearing, vulgar or other abusive language, making lewd gestures, uttering threats, throwing debris or other inappropriate behaviour whether directed towards officials, coaches, players or fans by any participants or spectators at AVMLA functions will not be tolerated by the Association. Such action will result in the offending individual(s) being asked to leave the facility for the remainder of the game or event, with further disciplinary action considered by the Executive upon receipt of the BCLA or VIMLC review of the referee's report. Repeat offences will result in the permanent barring of the individual(s) from AVMLA events.

General Code of Conduct

a) All AVMLA Team Officials, Players, Parents, members of the Executive and fans are bound by the rules and regulations of the BCLA and its Minor Directorate and VIMLC. All individuals affiliated with the Association shall:

- refrain from using foul or negative language;
- refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance;
- demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance;
- attempt to develop community spirit and pride in our Association, while representing the Association and minor lacrosse in the best possible light;
- respect all facilities utilized by our Association, as well as any staff of those facilities;
- emphasize sportsmanship and fair play while trying to keep the word "FUN" in lacrosse;
- treat the game of lacrosse with the respect that it deserves, and
- take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.

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

- breach any of the above;
- use their position with the Association for unauthorized personal and/or material gains;
- wilfully circulate false or malicious statements, derogatory to any other member of our or any other Association;
- wilfully ignore or break the by-laws, policies and/or rules or regulations of our Association, or
- counsel others to ignore or break the by-laws, policies and/or rules or regulations of our Association.

Coaches Code of Conduct

All AVMLA Coaches and Team Officials shall:

- treat everyone fairly within the context of his or her activity, regardless of gender, ethnic background, color, sexual orientation, religion, political belief or economic status;
- direct comments at the performance rather than the person;
- consistently display high personal standards and project a favourable image of your sport and of coaching;
- refrain from public criticism of fellow coaches;
- abstain from and discourage the use of drugs, alcohol, and tobacco products in conjunction with sport;
- refrain from the use of profane, insulting, harassing or otherwise offensive language while coaching;
- ensure that the activity being undertaken is suitable for their age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- cooperate with registered medical practitioners in the overall management of your athletes' medical and psychological problems; consider the athlete's future health and well-being foremost;
- recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' future health and well-being for most;
- regularly seek ways of increasing professional develop and self-awareness'
- treat opponents and officials with respect both in victory and defeat and encourage athletes to act accordingly;
- cooperate with the athletes' parents or legal guardians, involving them in their child's development;
- be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow academic success;
- ensure the safety of the athletes with whom you work;
- at no time become intimately and/or sexually involved with your athletes; this includes requests for sexual favours or threat of reprisal for the rejection of such requests;

- respect athletes' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable;
- never advocate or condone the use of drugs or other banned performance enhancing substances; and
- never provide underage athletes with drugs, alcohol, or tobacco products.
- ensure that there are always two adults present in the dressing room with players
- never lock the dressing room door with players present inside
- avoid leaving players unsupervised in dressing room

Players Code of Conduct

- a)** For insurance purposes, players must have at least helmets/face masks and gloves on at all times they are playing or practicing. This rule is necessary for compliance with the Association's insurance policy regulations and will be enforced by coaches, referees, and all other Association members at all games and practices of the Association.
- b)** For insurance purposes, only registered Players, Coaches, Referees, Team Managers or Trainers may enter the playing surface during the duration of the game.

Referees Code of Conduct

- a)** Referees must be at the arena a minimum of 15 minutes before the scheduled face-off time.
- b)** Referees will ensure that individuals not participating in the game not be permitted on the floor from start to finish of the game, including during the warm-up and between periods.
- c)** Referees will not practice on the floor before or after the game, or between periods.
- d)** AVMLA referees are permitted to officiate outside of the Association so long as it does not interfere with scheduling for the Association's games.
- e)** All AVMLA Referees are bound by the rules and regulations of the BCLA, BCLCA and VIMLC. Specific policies of the BCLOA relating to conduct are listed here as a matter of convenience:

Regulation Ten

It shall be the duty of every referee of this organization to conduct himself at all times in such a manner as to further the best interests of the membership; to assist his fellow members whenever possible to improve our standard of officiating; and to ensure the respect of all participants and fans alike. It shall be considered an offence against the membership to do otherwise. Any negligence by a referee in his duties shall be thoroughly investigated by the Committee who shall report and recommend to the Chairman of the BCLOA the action to be taken.

Violation of any of the following shall be subject to disciplinary action:

- *Reporting for an assignment under the influence of alcohol.*
- *Failure to report for any assignment when properly notified and without sufficient excuse.*
- *Tardiness.*
- *Failure to maintain the standard of cleanliness and dress prescribed by the organization*
- *Engaging in controversial discussions with coaches, officials or players. Should any coach, official or player act in any manner towards a member of this organization so as to provoke such controversial discussion, the referee or referees involved shall report such incident immediately to the Chairman of the BCLOA, who shall discuss and settle with the organization involved.*
- *Failure to officiate according to the CLA Rule Book and its interpretations.*

Social Networking

All AVMLA Team Officials, Players, Parents and members of the Executive must be concerned with any behaviour that might embarrass themselves, their teams, their families, and the sport of Lacrosse and/or the Association. This includes any activities conducted online through social networking sites (e.g. Facebook, Twitter, MySpace, and YouTube), podcasting, blog sites or chat rooms.

The posting of any comments, photos or other information by a member online that in any way could be regarded as intimidating, demeaning, harassing, derogatory or violent will not be tolerated by the Association, even if such information is posted by others on the member's page. This includes, but is not limited to: trash-talking, boasting, bullying, threatening, or posting of potentially embarrassing information which could negatively affect:

- teammates, other AVMLA players or opposing players;
- any AVMLA or opponent teams or team officials;
- any referees or other game officials;
- the Association or its Executive;
- any lacrosse governing bodies and their executive members (VIMLC, BCLA, CLA);
- family members of the above; and/or
- the sport of lacrosse.

Any actions violating this policy and brought to the attention of the Executive may be subject to discipline by the Association.

TOURNAMENTS

Provincials/Championships

- a)** The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship;
- b)** Some travel funds may be available and must be applied for;
- c)** Any other expenses incurred during participation are the responsibility of the competing team, and
- d)** Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee

Other Tournaments

- a)** Individual teams are responsible for the costs to enter and participate, and
- b)** The Association will submit a cheque for a team wanting to enter a tournament, to hold a spot, but the full amount must be paid by the end of the year.