



# **SURREY LACROSSE ASSOCIATION OPERATING POLICY**

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## **A. GENERAL**

### **1. Preamble**

The operating policies of the Surrey Lacrosse Association (referred to throughout this document as “SLA” 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 our 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 & Bylaws.

### **2. Subservience**

These policies are subservient to the Constitution & Bylaws of the Surrey Lacrosse Association as well as any policies laid down by the various governing Lacrosse bodies including the Canadian Lacrosse Association (CLA), British Columbia Lacrosse Association (BCLA) and its Directorates and, if applicable, the policies of the Lower Mainland Minor Lacrosse Commission (LMMLC) and Senior Leagues. If any conflict is found, the Executive of the Surrey Lacrosse Association will, at its first opportunity, cause such conflicting policies to be changed to meet or exceed the standards set by the governing body.

### **3. Official Colours**

The official colours of the Surrey Lacrosse Association are orange, royal blue and white.

### **4. Use of Logo**

No person shall use or reproduce the current or any past Surrey Lacrosse Association logo for any reason, except for 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.

### **5. Fair Play**

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

### **6. Amendments**

The Operating Policies of the Surrey Lacrosse Association may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present.

## **B. PLAYERS**

### **1. 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 taken at the Official Registration days of the Association (as set by the Registrar and approved by the Executive each year) will be accepted. Registration after the official registration days 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.
- c) Refunds shall be as per the most current policy posted on the SLA web site.
- d) Only registered players may participate in SLA team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Registrar. Coaches and other team officials cannot accept registrations in order to circumvent this rule. The practice of coaches recruiting players registered with other associations to play on SLA teams is not condoned by the Association.
- e) Any players requesting a release from their home association in order to register with SLA (or vice-versa) must adhere to the LMMLC Operating Policy Clause D-1 - Residency Rule Guidelines & Penalties Guidelines. Non-resident players considering a move to SLA are advised to make written application to the SLA President prior to requesting a release from their home association, as approval by the Executive and LMMLC is required before the player can be registered with SLA.
- f) Requests for player releases to other associations must be forwarded in writing to the SLA Executive stating the players 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 can not field a team in the current playing season or there are extenuating circumstances. No player residing within the SLA catchment (north of 40 Avenue in the City of Surrey) may play for another association without prior written release by SLA and approval/placement by the LMMLC.

### **2. Team Size**

- a) Individual team registration should be set at a maximum of 16 for PeeWee age down as long as all players registered at the official registration days have been placed. The Executive will determine the team size for each division after the official registration has taken place.
- b) Teams in the Bantam and Midget Divisions will be exempt from the 16 player maximum.

### 3. Playing Up

#### a) **Minor Division to Minor Division**

- (i) Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC Operating Policy.
- (ii) SLA 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 SLA 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 parent's approval and most importantly the players desire, make a recommendation to the Executive that for the next season the player be allowed to register with the next highest age group. 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.

#### b) **Minor Division to Senior Division**

- (i) 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.*

- (ii) Should a Surrey Lacrosse Senior Team require the services of a Minor Division player, the coach or manager of the Senior Team must first contact the Minor Division coach for permission to contact the player. Upon agreement of the player to play up for the Senior Team, the coach or manager of the Senior Team must obtain a signed BCLA "One-Game Permit" form from the Minor Team coach prior to

game time to submit to the scorekeeper. Should the Minor Team coach be unavailable, he/she may delegate authorization to a registered Assistant Coach or Team Manager.

- (iii) 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.
- (iv) **Under no circumstances will a Minor Division player be permitted to play for another association's team in the same Senior Division league where Surrey Lacrosse Association has a team (i.e. if SLA has a franchise in the BC Intermediate Lacrosse League, players are only permitted to play for the Surrey team and no others).**

#### **4. Conduct**

- a) Players must have helmets on at all times they are playing or practicing on the floor. 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 SLA.
- b) **For insurance purposes, only registered players, coaches, referees, managers or trainers may enter the playing surface during the duration of the game**
- c) Players are bound by the General Rules of Conduct listed in Section J.

#### **5. Team BC Selection**

- a) SLA shall annually budget \$500 in each of the PeeWee, Bantam and Midget divisions to sponsor any player(s) who try-out and successfully make the Team BC in those divisions. A maximum of \$500 will be awarded to each successful player, and should more than three (3) players succeed in making Team BC in any one fiscal year, then the \$1,500 shall be divided equally amongst those players.
- b) Should the SLA face a financial hardship in any season, the Executive may decide to temporarily suspend the sponsorship for that season.

## C. MINOR DIVISION TEAMS

### 1. Team Selection

- a) The Association has two distinct team selection and tiering processes to meet the completely different needs of the Novice and younger players versus the PeeWee and older players:

(i) **Non-Tiered Divisions**

At the younger age groups, or where two of more teams will compete at the same level within a division, SLA 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 Coaching Coordinator 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.

Note: normally, coaches and assistant coaches will be expected to draft their own children, and other coaches should respect this right. However, each such selection will count as one draft choice. That is, if the coach selects his/her child or assistant coach's child in a round of the draft, the next pick belongs to the next team's coach - there is no unlimited protection right.

(ii) **Tiered Divisions**

At PeeWee and older divisions (where the LMMLC recognizes tiered play), SLA 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 - this does not mean the ability to win the league championship or a Provincial Medal but rather that the team be able to win a fair share of games and not be completely outclassed by any of the opposition teams it will face in the regular league play.

- b) 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.
- c) The coach who is 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 this

division should assist but the responsibility rests with the senior coach. Prior to the first tiering round game, the senior coach shall select his/her team. The remaining players will go to SLA's second team, or if more than two teams are formed in the division, the process will be repeated with the second level coach having first pick of the remaining players, and the third coach forming his/her team from the remaining players (or if the remaining two teams are to play at the same level, a draft will be held in the same manner as outlined for non-tiered teams).

## **2. Player Draft Policy**

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 5 teams, then there should be 10 or 15 players in each skill level. The coaches' names 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 Coaching Coordinator, 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 Coaching Coordinator, or designate, will record the skill level of each player on each team.

## **3. Drafting of Late Registrants**

The Coaching Coordinator, 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 (coaches names will be drawn to determine order of selection); and
- b) after the teams all have the same number of players, the Coaching Coordinator will assign players to coaches in the same order they were in the original draft.

## **4. Protecting Players**

- 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 at the youngest ages of the sport.

- 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.

## 5. Balancing of 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 Coaching Coordinator to resolve them prior to the beginning of league play. If the Coaching Coordinator deems it wise, a mini-round robin tournament will be played by all teams in the division to test the balance. The Coaching Coordinator, with the assistance of the division managers if applicable, has the authority and the duty to 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 commencement of league play.

## 6. Name Bars

Name bars are not permitted on any SLA jerseys.

## 7. Uniforms

- a) The Association will provide each player with a jersey and shorts. 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). Shorts are to be kept by the player.
- b) Jerseys are NOT to be used by players during practice. They are to be worn only for games or official SLA events such as the opening ceremonies.

## 8. Player Movement

- a) Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC 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 are: 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 following day(s) as the team requesting the call-up.

- c) After May 15<sup>th</sup> 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.

## 9. 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 Bantam) are left with insufficient experienced goaltenders to enable one per team, the Coaching Coordinator 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.

## **D. COACHES & TEAM OFFICIALS**

### **1. Selection of Coaches**

- a) Any person who coached in the previous season for the SLA may 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.
- b) During registration, forms will be made available to any person wishing to apply for a coaching position. 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 Coaching Coordinator no applicant has the required qualifications.
- c) A committee consisting of the Coaching Coordinator and two or more members of the Executive will review these applications.
- d) After reviewing and possibly interviewing the applications, the selection committee will report their recommendations to the entire Executive for approval or modifications
- e) The Coaching Coordinator, who will provide selection criteria upon request, will inform each applicant of the decision(s).

### **2. Qualifications**

- a) All coaches of the Association for Novice to Midget aged teams will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA by no later than May 15<sup>th</sup> 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 have completed by May 15<sup>th</sup> 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.
- c) All coaches will be encouraged to attend a referee training clinic sponsored by SLA.
- d) **Coaches Selection Criteria:**

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

1. Attainment of the necessary Coaching Certification as specified by the BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
2. A demonstrative knowledge of the technical aspects of lacrosse
3. Prior successful experience coaching lacrosse. Success measured by: improved skill of players, player enjoyment and feedback from the "SLA Coaches Profile" form.

4. Display of the personal skills that exemplify the "Code of Conduct" endorsed by the BCLA and the SLA.
5. Good organizational skills and personal commitment (e.g. runs and attends regular practises, enters tournaments, etc.)
6. Other skills (i.e. first aid) that would enable the applicant to better fulfil 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.

### **3. Training Expenses**

- a) SLA will pay for the course fees for first time participants in all required Coaching Certification Programs for individuals committing to coach (or assistant coach) for the Association.
- b) Requests for reimbursement of fees for higher level and for specialized courses (such as sport medicine etc.) will be considered on a case-by-case basis by the Executive.

### **4. BCLA Fees**

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

### **5. Fines**

SLA 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.

### **6. Conduct**

- a) Coaches shall sign for and be responsible for all equipment issued their teams.
- b) All SLA Coaches and bench personnel are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Coaches Association (BCLCA) relating to conduct are listed here as a matter of convenience:

*Policy 5.01*

*It shall be considered an offence against the membership to violate the CLA Lacrosse Coaches Code and Philosophy*

Policy 5.02

*Actions contrary to the BCLCA Code of Ethics and Philosophy, the BCLA Constitution, By-Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official supporter or spectator in a public environment -- will be cause for investigation by the BCLCA.*

- c) Coaches and team officials are bound by the General Rules of Conduct Listed in Section J.

**7. Duties**

- a) No person shall be head coach for more than one team.
- b) No two coaches may coach together on more than one team.

**8. Managers**

SLA will pay the registration and insurance fees levied by the BCLA and its Directorates for all its team managers in good standing.

**9. Coaches Evaluation Form**

At the conclusion of each season, a Coaches Evaluation Form may be issued to the parent of every SLA player.

**10. Criminal Records Check**

All coaches and assistant coaches are required to download from the Website, complete, and have processed by the RCMP a [Criminal Record Check](#) at the beginning of each season.

**11. Coach's Attire**

All coaches and bench staff will wear Surrey Rebels attire. SLA provides all head coaches with a SLA shirt which must be worn for all games and official SLA events. Assistant coaches and bench staff should also wear SLA shirts as well; teams are encouraged to purchase these for their assistant coaches through the Association at a discounted price.

## **E. REFEREES**

### **1. Qualifications**

All SLA 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 SLA tournament, league or playoff game.

### **2. Training Expenses**

The Executive will consider requests for reimbursement of fees for high level and for specialized courses on a case-by-case basis.

### **3. BCLA Fees**

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

### **4. Fines**

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

### **5. 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) All SLA Referees are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Officials Association (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.*

e) Referees are bound by the General Rules of Conduct Listed in Section J.

## **6. Uniform**

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

## **F. TOURNAMENTS**

### **1. Surrey Tournaments**

- a) SLA may host up to three tournaments each year:
  - the Rodeo Classic;
  - the Rebel Classic; and
  - the Craig Bailey Memorial (for Midget-aged players).
- b) All eligible SLA teams are required to play in these tournaments and any other openings will be offered to other association teams on a first come first served basis. In the event of an over-subscription, and a tie in date of application, preference will be given to teams from outside the league that the SLA team(s) play in.
- c) SLA will not allow teams to declare and play in a division lower than the one in which they play in regular season regardless of the team's winning or losing record. If a team requests, it may play up a division in order to enter a SLA sponsored tournament.

### **2. Hosting Other Tournaments/Championships**

SLA will consider on a case-by-case basis any other tournament requests (such as year-end Commission Cup tournaments for non-tiered divisions, playoff playdowns, tiering rounds, National Championships, etc.

### **3. Championships**

- a) The Association will pay for the entrance fees for any team earning the right to participate in Provincial or National Championships. Fees for invitational tournaments or invitational championships will not be paid by the Association as they are the responsibility of the team desiring to enter except as outlined in the tournament policy.
- b) SLA will provide financial assistance in the amount of \$300 to teams who have earned the right to participate in a Championship held outside the Lower Mainland.
- c) Should the SLA face a financial hardship in any season, the Executive may decide to temporarily suspend the financial assistance referred to in a) and/or b) above for that season.

## **G. GAME REQUIREMENTS**

### **1. Officials**

- a) SLA 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 SLA Referee Allocator – Note: Mini-Tyke only requires one 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, if applicable (provided by the SLA Referee Allocator)
- b) No other people, except the duly appointed bench officials, shall be allowed in the bench officials' boxes.

### **2. Game Start and End Times**

- a) SLA 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 LMMLC 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.
- b) 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.

### **3. Game Equipment**

SLA teams playing on home floor shall ensure that:

- Goals are set-up and secured in place;
- The scoreboard and shotclock controls are in place and operational;
- The gamesheet is completed and given to the visiting team not later 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);
- All game officials provided by the SLA Referee Allocator are paid in full prior to the start of game; and
- A minimum three (3) good quality CLA-approved game balls are given to the Referees prior to the start of the game.

## **H. SLA EXECUTIVE**

### **1. Elected Positions**

The elected positions of the Surrey Lacrosse Association are: President, 1<sup>st</sup> Vice President, Vice President (Coaching Coordinator), Vice President (Head Referee), Secretary and Treasurer.

### **2. Appointed Positions**

The appointed positions on the SLA Executive are: Scheduler, Registrar, Equipment Manager, Referee Allocator, Director (Fundraising), Director (Promotions), Director (Auxiliary), School Promotions Coordinator, Division Coordinators, Tournament Coordinators, Senior Division Team Governors and Members-at-Large.

### **3. President**

- Has overall responsibility for the smooth operation of the Association.
- Is the prime contact with the Arena and other Municipal officials at the policy level.
- Signing officer for cheques.
- Representative of the SLA to all other Lacrosse organizations in Surrey.
- Chairs all SLA-sanctioned meetings.
- Attends Lower Mainland Minor Lacrosse Commission Meetings.
- Oversees the running of the Association and helps out where needed.
- Make decisions where time is not available to call an Executive meeting in matters not affecting the SLA Operating Policy or financial position.
- Full Signing Officer of the Association.

### **4. 1<sup>st</sup> Vice President**

- Attends LMMLC meetings with or in place of the President.
- Handles all functions of the President when the former is unavailable.
- Signing officer for cheques.

### **5. Vice President (Coaching Coordinator)**

- Locates and places qualified coaches for all teams.
- Arranges coaching clinics.
- Supervises Player Drafts.
- Acts as arbitrator in coaching disputes.
- Must have necessary Coaching Certification by May 15 of the current year.

### **6. Vice President (Head Referee)**

- Locates and places both interested parties and experienced referees.
- Arranges referee clinics each year.
- Supervises the development of referees.
- Must be carded per BCLOA regulations.

## **7. Secretary**

- Takes minutes at all SLA-sanctioned meetings.
- Maintains a permanent record of all motions passed.
- Sends out newsletters and notices to the membership.
- Full Signing Officer of the Association.

## **8. Treasurer**

- Maintains the financial books of the Association.
- Pays all bills as they become due.
- Responsible for maintaining adequate financial statements (or such) as well as responsible for preparing Direct Access Gaming applications when funding deemed necessary by the Executive.
- Prepares a financial statement for the Annual General Meeting.
- Prepares the annual budget for approval by the Executive.
- Signing officer for cheques.

## **9. Scheduler**

- Assigns practice and game times in the arenas and boxes.
- Reschedules conflicting and makeup games as necessary.

## **10. Registrar**

- Attends registrations, ensures forms are complete.
- Distributes team lists to SLA Executive as required.
- Sends completed team lists to the LMMLC Residency committee by May 15.
- Sends completed registration forms and team lists to the BCLA by the date set by the LMMLC.
- Also see the BCLA Minor Directorate Operation Policy Regulation 3.

## **11. Equipment Manager**

- Purchases and maintains uniforms and equipment.
- Issues uniforms and equipment to teams, maintains records of such issuances and collects all issuances at the end of the season.

## **12. Referee Allocator**

- Assigns referees to all games and tournaments.

## **13. Director (Fundraising)**

- Recruits and secures sponsors for each of the Association's teams.
- Ensures appropriate recognition of our sponsors through display of sponsor's name in arenas and other appropriate methods.

- Follows up with tickets for fundraising functions, team information and thank-you plaques.
- Responsible for fundraising efforts of the Association.

#### **14. Director (Promotions)**

- Promotes the organization throughout the City of Surrey through the use of flyers, posters and media coverage.
- Organizes awards ceremony.
- Responsible for arranging Team Pictures.

#### **15. Director (Auxiliary)**

- Head of the auxiliary.
- Procures SLA-branded spirit wear and is in charge of the booster booth.
- Responsible for organizing team mothers/fathers.

#### **16. School Promotions Coordinator**

- Mails letters to every Surrey school within the SLA catchment area (north of 40<sup>th</sup> Avenue) regarding our program.
- Arranges dates for stick use and demonstrations if needed.
- Arranges new player clinics January - March

#### **17. Division Coordinators**

- Arrange tryouts for each division.
- Assist in the running of drafts as required by the Coaching Coordinator.
- Arrange with Equipment Manager for issuance of jerseys, goal equipment, coaching manuals and first aid kits to each team in division.
- Pre-book tournament spots for teams in division.
- Mediate conflicts between coaches, players and parents.
- May not hold any head coaching position in the same division.

#### **18. Tournament Coordinators**

- Chairpersons for SLA-hosted tournaments.

#### **19. Senior Division Team Governors**

- Represent the Senior Teams at League Meetings.
- Liaise with the SLA Executive on Senior Team matters.
- Represent the Senior Teams and provide status reports at SLA Executive meetings.

## **I. CONCERNS**

### **1. Protests**

- a) A club may protest the outcome of any match on behalf of any one of the club's teams. The protest must be in writing from the Club President or his designate and must be presented to the Commission or League Commissioner within five days. Note that the Lower Mainland Minor Lacrosse Commission Policy D-7 lays an even stricter guideline of 48 hours of the match being processed or the protest will not be valid. A certified cheque or money order in the amount of one hundred dollars must accompany the protest. This will be returned only if the protest is upheld.
- b) See BCLA Minor Directorate Operating Policy Regulation 17 for more information.

### **2. Complaints - Referees**

- a) Complaints about SLA referees are to be made in writing to the SLA 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.
- b) If still not satisfied, the complainant may send a letter to the BC Lacrosse Officials Association (BCLOA) Chairperson (contact the BCLA Office for name and address).
- c) Complaints about referees of other associations are to be made in writing to the Head Referee of that club, with copies to the SLA President and to the BCLOA Chairperson.

### **3. Complaints - Coaches**

- a) Complaints about SLA Coaches are to be made in writing to the SLA Coaching Coordinator 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.
- b) If still not satisfied the complainer may send a letter to the BC Lacrosse Coaches Association (BCLCA) Chairperson (contact the BCLA Office for name and address).
- c) Complaints about coaches of other associations are to be made in writing to Coaching Coordinator of that club, with copies to the SLA President and the BCLCA Chairperson.

### **4. Complaints - Executive**

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

### **5. Complaints - Other**

The SLA Executive will direct any other complaints received on any other matter concerning lacrosse to the appropriate governing bodies.

## **J. GENERAL RULES OF CONDUCT**

### **1. BC Lacrosse Association Minor Directorate Operating Policy**

All SLA athletes, coaches, executive, parents and guardians and fans are bound by the rules and regulations of the BCLA and its various Directorates. Some items of the Minor Directorate Operating Policy that are relevant to each of us with regards to conduct are listed here as a matter of convenience:

#### **Policy 18.01 - General Conduct**

*Coaches, assistants, managers, trainers, and bench personnel should be registered with the team.*

*Every participant in lacrosse is responsible for proper observance of the B.C. Lacrosse Association Constitution and By-Laws, Operating Policy, Rules and Philosophy. BCLA members should place the betterment or welfare of lacrosse and their players above their personal, team and association interests.*

*It is the responsibility of BCLA members to promote and foster good conduct of all team personnel and supporters at all lacrosse functions and help ensure respect for all lacrosse officials, participants and spectators.*

*Team and club personnel and supporters should refrain from approaching any official or member of the Minor Directorate at or immediately following a game with reference to situations within that game.*

*All members and supporters of all teams and associations, when in public and recognized as lacrosse members and supporters, must conduct themselves in such a manner as to always enhance the image of lacrosse.*

*Associations will be responsible for team personnel, association personnel, and supporters who abuse (verbally or physically) any volunteers in any official capacity, and could be fined after a thorough investigation has been carried out by the Minor Directorate.*

#### **Policy 18.02 - Alcohol and Drugs**

*No one involved in a lacrosse game or practice should be under the influence of alcohol or drugs, nor should alcohol be consumed before or during a game or practice.*

*Alcoholic beverages and drugs are prohibited at game or practice sites and dressing rooms.*

#### **Policy 18.03 - Player Tampering**

*Player tampering shall be recognized when any coach, association or team official or supporter acts in a manner encouraging or enticing a player from another team to: hold out or delay registering; request a release or transfer; join another team, association, Commission.*

*Players not under the direct jurisdiction of a team may not be contacted, influenced, practiced or played in exhibition, tournament, league or playoff games, without appropriate procedures being followed and approval granted.*

*Prior to talking to a player from another team, including in the same association, with respect to obtaining his services in playing up, permission and approval must be obtained from the player's association, coach, and parents, violation of any of the above may result in suspension of the coach of the offending team.*

*Policy 18.04 - Maintenance of Order*

*All persons, including those paying admission or receiving passes, who attend games under the jurisdiction of the BCLA, shall be deemed to have agreed that they were admitted on the condition that they abide by the rules and philosophy of the BCLA, even to the extent that they may be ordered removed from any or all playing sites (including areas reserved for spectators).*

**2. Lower Mainland Minor Lacrosse Commission Operating Policy**

All SLA athletes, coaches, executive, parents and guardians and fans are bound by the rules and regulations of the Lower Mainland Lacrosse Commission. Some items of the LMMLC Operating Policy that are relevant to each of us with regards to conduct are listed here as a matter of convenience:

*Policy E-1*

*Any Coach or Manager who withdraws a team from the floor in any regular scheduled or play-off game will be subject to review by the LMMLC.*

*Policy E-2*

*In cases where spectators interfere with players or officials so as to delay the process of, or affect the result of the game, the referee shall declare the game "no contest" and report immediately to his Head Referee and/or Referee Allocator who will report immediately to the Commissioner.*

*Policy E-7*

*Abuse, either verbal or physical, of Referees will not be tolerated. A Referee's report of any such action by a player or team official will result in severe disciplinary action. The individual reported on shall be immediately suspended in accordance with the Minor Directorate Disciplinary Rules.*

*Policy J-3*

*Coaches must control their benches and must also assist in the control of their fans. If control of fans is more than the Coach can handle, parents, referees, Executive members must take charge.*

Policy K-3

*Should one team not appear for a scheduled game, that team will be responsible for the payment of the referees and floor rental charges. Should that team's home Association not forward payment, upon being invoiced, that Association will cease to be a member in good standing, with their teams not receiving any points until payment is made.*

**3. Inappropriate Behaviour**

- a) 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 SLA functions will not be tolerated by SLA. Such action will result in the offending individual(s) being asked to leave the box or arena for the remainder of the game or event, with further disciplinary action considered by the Executive upon receipt of the LMMLC review of the referee's report. Repeat offences will result in the permanent barring of the individual(s) from SLA events.
- b) Team cheers should be selected by the coach to ensure that these standards of behaviour are adhered to by his/her players.

## **K. DISCIPLINE**

### **1. Suspensions - Applied by League or Commission**

- a) Any suspension up to and including five games is not subject to appeal. Any suspension in excess of five games may be appealed to the Commission or Disciplinary Committee of the Minor Directorate, depending on jurisdiction. Appeals must be made within 14 days of receipt of suspension, be in writing and be accompanied by a certified cheque or money order in the amount of one hundred dollars payable to the BCLA. This cheque will be returned only if the suspension is overruled.
- b) For more information see BCLA Minor Directorate Operations Policy Regulations 15 & 16.

### **2. Lower Mainland Minor Lacrosse Commission Discipline Policies**

SLA is bound by the policies of the LMMLC. Specific policies relating to discipline are listed here as a matter of convenience:

#### Policy G-1

*All MATCH penalties to have Referees report and routed in accordance with the routing procedures.*

*The Commissioner is the only individual who may increase any mandatory suspension. The Commissioner can only assess up to five (5) games and then must request a hearing for further suspension.*

#### Policy G-2

*Automatic Suspensions:*

- a) *Abuse of officials*
- b) *Threats to officials*
- c) *Deliberate attempt to injure*
- d) *Coach or Manager pulling the team from floor during game*
- e) *Any MATCH penalty*

#### Policy G-3

*Referee's reports required:*

- a) *All MATCH penalties*
- b) *Any major or unsportsmanlike penalty the referee considers warranting further action*
- c) *Any abuse of Referees or any other official*

#### Policy G-4

*All automatic suspensions are indefinite until ruled upon. It is recommended that the offending player's Coach or Manager phone the Commissioner immediately after the game and report the incident. The Commissioner then will investigate and impose the required suspension as per the Minor Directorate Disciplinary Rules.*

#### Policy G-5

*Unserved suspensions earned during league play will be served in play-off games (if played), Provincial Championships or carried over to the following playing season. Suspensions "earned" in play-offs will be served in Provincial Championships or carried over to the following playing season.*

#### Policy I-2 - Suspensions

*Suspensions can be served during league play, play-offs, Provincial Championship games and BCLA sanctioned tournament games only. Suspensions can only be served with the team that the suspended player is registered with. Players can be given suspensions from an exhibition game if the home association has two fully qualified referees doing the game.*

*All suspensions imposed by a Commissioner must run one after another with the player NOT playing between suspensions and the suspension becomes effective immediately when a Coach or team official is notified. Automatic suspensions (LMMLC Section G-2 & G-4 and the Minor Directorate Disciplinary Rules) do not require notifications and are to be served immediately.*

### **3. BC Lacrosse Association Discipline Policies**

SLA is bound by the policies of the BCLA. Specific Operating Policies relating to discipline are listed here as a matter of convenience:

#### Policy 4.06

*Any team found guilty of playing an ineligible player during a regularly scheduled game shall forfeit all games won during which an ineligible player was a participant. Should this occur in the playoffs, then only the games played in the playoffs will be awarded to the opposite side.*

#### Policy 17.05

*Anyone who strikes a referee or official in any manner will receive a Match Penalty and will be suspended immediately. All officials must report such attack on their persons in full detail immediately following the incidence and must provide a written report to the Commission for hearing and determination of action.*

#### Policy 17.07

*A suspended player may only serve the suspension during games played by the team the player is officially registered with.*

### **4. Ejection from Game**

Spectators ejected from the spectator area by a game official must remain outside this area and not return for the duration of the game. They may not confront the officials after the game or they may be subject to further disciplinary action.

## 5. **Other Disciplinary Action**

The Executive of the SLA is empowered to take whatever disciplinary steps it feels warranted for breaches of its General Rules of Conduct or Constitution and By-Laws. This could include, but is not limited to, suspension of rights as either spectators or participants at any or all SLA functions.

## **L. SENIOR DIVISIONS**

### **2. Teams**

- a) SLA shall endeavour to place teams in Senior Divisions (Intermediate, Junior, Senior) within the BCLA whenever practicable to extend the box lacrosse experience to players having graduated from the Midget Division. Proponents for teams shall prepare and submit a Business Plan to the SLA Executive for consideration by no later than November 30<sup>th</sup> in the year prior the season being proposed.
- b) Criteria for team placement shall be as follows:
  - (i) Demonstrated commitment of individuals to administer the team (Governor, Manager, Coaching Staff, etc.) for the upcoming season;
  - (ii) Proof of financial viability of the team so as not to place a financial burden on the Minor Divisions (i.e. proposed financial plan for upcoming season);
  - (iii) Support of the applicable League for admission/re-admission of the team for the upcoming season;
  - (iv) Any other special conditions required by the SLA Executive and made known to proponents in advance of any application.
- c) The Business Plan shall be approved, approved as amended, or rejected by the SLA Executive in writing no later than ten (10) business days from the date of receipt. Rejection shall be accompanied by a defensible explanation for the decision. Appeals may not be considered.

### **2. Finances**

#### **a) Treasurer**

The Senior Team shall have a Treasurer, independent from the SLA Treasurer, to manage team finances. The Senior Team Treasurer shall maintain a detailed statement of accounts throughout the course of the season, with an annual financial statement prepared and submitted to the SLA prior to the SLA Annual General Meeting (typically scheduled for late September/early October).

#### **b) Bridge Financing**

If a Business Plan for a Senior Team is approved, the SLA may be requested to financially support the Senior Team by way of payment of BCLA fees, league fees and other expenses contained in the approved Business Plan in the event these payments are due prior to players being registered, fees collected and other revenue recovered. The Senior Team shall present invoices to the SLA President and Treasurer, who in turn will issue cheques to the Senior Team Treasurer to enable payment to the BCLA, League and vendors. As soon as revenues are received by the Senior Team indebted to SLA, but by no later than May 31<sup>st</sup>, each Senior Team Treasurer shall advise the SLA Treasurer to

invoice the Senior Team for funds advanced to date, and the Senior Team will repay the SLA within ten (10) calendar days.

c) **Banking**

Senior Teams will set up and manage bank accounts and maintain financial records independent of the SLA. Senior Teams' handling of gaming funds received via their respective Leagues shall be in strict compliance with their League Agreements.

**3. Equipment**

- a) Each Senior Team shall be responsible for the supply, maintenance, repair and replacement of team jerseys, goaltending equipment and other equipment necessary for the operation of the team.
- b) Senior Teams will be allocated space in the SLA equipment storage room for equipment and jerseys during the off-season.

**4. Floor and Box Times**

- a) Senior Teams will be granted home game floor times each and every season as follows:
  - Intermediate: Fridays, 7:30-10:30pm, Cloverdale Arena
  - Junior: Mondays, 7:30-10:30pm, Cloverdale Arenaas it is mandated by their respective Leagues to maintain the same scheduled home day and time each season. Failure to do so will result in the SLA providing full written disclosure of the reasoning and compensation for any and all expenses incurred by the Senior Team(s) from their affiliated League(s).
- b) Each Senior Team will be granted two (2) 90 minute indoor practice sessions per week pre-season (7:30-9:00pm on regular game nights plus one other day/time), one 90 minute indoor practice session and one 90 minute outdoor practice session per week during the regular season, with locations, dates and times to be pre-determined and agreed to between the SLA and Senior Teams as soon as floor and box allocations are granted by the City of Surrey. If necessary, SLA will submit a request for additional floor time to be added to its contract with the City prior to any request deadline. Playoff floor times will be requested by the Senior Team and granted by the SLA as necessary.
- c) The floor time allocations shall run from dry floor availability (typically mid-March) until July 31 each season. Unless otherwise agreed, all indoor sessions shall take place at Cloverdale Arena, with outdoor sessions scheduled at Cloverdale Athletic Park Box.
- d) The Senior Teams agree to advise the SLA Scheduler as soon as possible if a box or arena time is no longer required to allow SLA to re-assign the time. If the time is not accepted by SLA for use by a minor team within 24 hours of notification, the Senior Team shall then proceed to cancel the booking with the City of Surrey, advise SLA of the cancellation with the City and, as long as the cancellation was completed by the City's deadline for floor cancellations, not be held responsible for paying for the floor time.

- e) The SLA will invoice the Senior Team for the actual cost of indoor floor time booked and used annually, once the final invoice from the City of Surrey is received, but no later than August 15<sup>th</sup>. The Senior Team will pay the invoiced floor time within 30 days of receipt of invoice or by August 31<sup>st</sup>, whichever comes first.

## **5. Default**

- a) If the Senior Team is in default in any manner under Operating Policy L – Senior Divisions, the SLA has the right to suspend payments to the Senior Team until the default is remedied. Notice of such suspension shall be in writing, describing the nature of the default and a reasonable deadline for the Senior Team to remedy the default. If the default is not remedied by the deadline imposed by the SLA, the SLA has the right to suspend operations of the Senior Team; however both the SLA and Senior Team will take whatever cooperative measures possible to avoid such action.
- b) If the Senior Team defaults in reimbursing the SLA for any payments made on its behalf as described herein, resulting in suspension of Senior Team operations, or if the Senior Team becomes insolvent, the SLA has the right to seize and liquidate physical assets from the Senior Team necessary to settle the outstanding account. The Senior Team shall fully cooperate with such action, and shall immediately turn over any assets rented from the SLA.
- c) If SLA is in default in any manner under Operating Policy L – Senior Division, the Senior Team has the right to suspend any payments due and payable to SLA that may be current or future until the default is remedied.
- d) If SLA defaults in any payments to be made on behalf of either Senior Team, a full letter of explanation and disclosure must be supplied to the affected Senior Team within 24 hours of request by the Team Governor or designate, and payment of any and all fines, penalties or additional will be paid by SLA.

## **6. Conduct**

The Senior Teams shall follow and abide by the Codes of Conduct outlined in the SLA Operating Policy and any League Policy.