

BURNABY MINOR LACROSSE CLUB

OPERATING POLICY

General

1. Preamble

The operating policies of the Burnaby Minor Lacrosse Club (referred to throughout this document as “BMLC” or “the Club”) are designed to ensure consistency in the day-to-day and season-to-season operations of the Club. They are designed to ensure fair and equal treatment to all our participants (athletes, coaches, officials and parents). These operating policies must always be consistent with the goals and objectives of the Club as laid down in its Constitution & Bylaws.

2. Subservience

These policies are subservient to the Constitution & Bylaws of the Burnaby Minor Lacrosse Club as well as any policies laid down by the various governing Lacrosse bodies including Lacrosse Canada (LC), British Columbia Lacrosse Association (BCLA) and its Directorates and, if applicable, and the policies of the Lower Mainland Minor Lacrosse Commission (LMMLC). If any conflict is found, the Executive of the Burnaby Minor Lacrosse Club 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 Burnaby Minor Lacrosse Club are Kelly Green, Black and White.

4. Use of Logo

No person shall use or reproduce the current or any past Burnaby Minor Lacrosse Club 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. Amendments

The Operating Policies of the Burnaby Minor Lacrosse Club may be amended by a majority vote of the Executive at any regular or special meeting as long as a quorum is present.

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 Club (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 BMLC Executive.
- c) Only registered players may participate in BMLC 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.
- d) Any players requesting a release from their home association in order to register with BMLC (or vice-versa) must adhere to the LMMLC Operating Policy. Non-resident players considering a move to BMLC are advised/required to register with their home association and request a release from their home association, as approval by the LMMLC is required before the player can be registered with BMLC.
- e) Requests for player releases to other associations must be forwarded in writing to the BMLC 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 Club can not field a team in the current playing season or there are extenuating circumstances. No player residing within the BMLC catchment may play for another association without prior written release by BMLC and approval/placement by the LMMLC. Notarized proof of residency may be requested by BMLC President and/or Registrar.

2. Refunds

Refunds of registration fees must be applied for in writing to the club Registrar and are subject to the following:

- i Full refund, less \$50.00 admin fee upon receipt of request prior to January 21st at 11:59pm
- ii 50% refund, upon receipt of request between January 21st at 11:59pm and April 1st at 11:59pm
- iii No refund given after April 1st except for valid medical reason.
- iv If a valid medical reason is provided to the Registrar and President, a registration refund shall be pro-rated based on when the season-ending injury occurred, less any league fees that the BMLC incurs, and the cost of uniform shorts (if provided).

3. Team Size

- a) The Executive will determine the team size for each division after the official registration has taken place. As a guideline, individual team registration should be set at a maximum of 16 for U13 ages and down as long as all players registered at the official registration days have been placed.

4. 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. BMLC 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 to move a player to a division older than their own age will not be considered other than for U7 and U9 aged players needed to assist with forming teams at U9 and U11. Moving players up from U7 to U9 and U9 to U11 will be voted on by the BMLC Executive on a case by case basis only when needed to form full rosters.

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.

ii. 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 Minor Directorate team who signed the play-up card. The coach of the Senior Directorate team for whom he/she played will have an instance where this happens reviewed by the Commissioner of the said Senior Team and the information will also be provided to the BC Lacrosse Coaches Association respective Vice Chairs.

iii. Should a Burnaby 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.

iv. 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.

v. Under no circumstances will a Minor Division player be permitted to play for another association's team in the same Senior Division league where Burnaby Minor Lacrosse Club has a team.

5. 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 Club's insurance policy regulations and will be enforced by coaches, officials, and all other Club members at all games and practices of the BMLC.

b) For insurance purposes, only registered players, coaches, officials, managers or trainers may enter the playing surface during the duration of the game

6. 24 Hour Rule

- a) Parents/guardians are not permitted to confront a coach, team or league official to discuss any “negative” game or practice situation until at least 24 hours has passed from the completion of the game or practice. If you feel you have not received a fair resolution by the coach, you may make your concern known to the BMLC President. If you do not respect this rule we may consider it bullying behaviour. The BMLC has zero tolerance against bullying. The following may be dealt with by suspension of parents/guardians or players: Not respecting the 24 hour rule, interfering with the team during practices or games, confronting/yelling at coaching staff during/after practices or games or any other team related activities, and making threats.

7. Proof of Residency

- a) Parents/guardians are to register with BMLC using the participant’s current address of residency. BMLC participants must reside in Burnaby 50% or more of the time when registering with BMLC. BMLC holds the right to ask for notarized proof of residency when a participant is registering with BMLC, or moving to another club after playing with BMLC for one season. Failure to comply with the residency policy may result in disciplinary action, such as suspension or loss of privileges.

Team Selection

The Club has two distinct team selection and tiering processes to meet the completely different needs of the U7/U9 and younger players versus the U11 and older players.

1. Non-Tiered Divisions

- a. At the younger age groups, or where two or more teams will compete at the same level within a division, BMLC 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 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.

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.

2. Tiered Divisions

- a. At U11 and older divisions (where the LMMLC recognizes tiered play), BMLC will try to field a team in the highest possible category. This means, for example, that the Club 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 Club 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 Club 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 BMLC'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).

3. Protecting Players

- a. While the Club 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.

4. Balancing of Teams

- a. 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 Head Coach to resolve them prior to the beginning of league play. If the Head Coach deems it wise, a mini-round robin tournament will be played by all teams in the division to test the balance. The Head Coach, 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.

5. Name Bars

- a. Name bars are not permitted on any BMLC jerseys without written permission by the BMLC executive.

6. Uniforms

- a. The Club will provide each player with a jersey and shorts. Jerseys are on loan only. A fee of \$75 per jersey will be invoiced to a player 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 BMLC events such as the opening ceremonies.

7. Player Movement

- a. Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC Operating Policy.
- b. Players may play in a game 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 caliber 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.

- 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/she played his/her fifth game with. NO PLAYER is PERMITTED to play the fifth game playing up without the consent of the BMLC President. Goalies are permanently assigned to the team he/she played his/her 7th game with. NO GOALIE is PERMITTED to play the seventh game playing up without the consent of the BMLC President.
- 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 exceeds 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 U15) 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.

COACHES & TEAM OFFICIALS

1. Selection of Coaches

Any person who coached in the previous season for the BMLC may be invited to apply for a position in the current season. Those applications will be in writing on a form provided by the Club. Any other person wishing to apply for a position is also welcome to do so.

During registration, forms will be made available to any person wishing to apply for a coaching position. After the advertised registration dates have 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.

A committee consisting of the Coaching Coordinator and two or more members of the Executive will review these applications.

After reviewing and possibly interviewing the applications, the selection committee will report their recommendations to the entire Executive for approval or modifications

The Coaching Coordinator, who will provide selection criteria upon request, will inform each applicant of the decision(s).

2. Qualifications

All coaches of the Club for U7 to U22 aged teams will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA by no later than May 15th of the playing year. Potential coaches may be taken on with their commitment to meet these requirements; however, if they fail to carry through with their commitment, they will be asked to turn over direction of their team to another qualified coach.

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

All coaches will be encouraged to attend an officials training clinic sponsored by BMLC.

Coaches Selection Criteria:

The selection of coaches for BMLC 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 "BMLC Coaches Profile" form.
4. Display of the personal skills that exemplify the "Code of Conduct" endorsed by the BCLA and the BMLC.
5. Good organizational skills and personal commitment (e.g. runs and attends regular practices, enters tournaments, etc.)
6. 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.

3. Training Expenses

BMLC 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 Club.

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

BMLC 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. Team Fees

At the start of the season, a team's manager and head coach, with input from parents, will determine necessary team fees to be collected from each parent. Team fees may be used for – but not limited to – tournament entry, travel costs, team apparel.

After sharing the team budget with parents, but prior to the start of the regular season, the team manager shall submit a team budget to the President and 1st VP for final approval.

6. Fines

BMLC 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.

7. Conduct

Coaches shall sign for and be responsible for all equipment issued their teams.

All BMLC 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 Lacrosse Canada (LC) 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.

Coaches and team officials are bound by the General Rules of Conduct

8. Coaches Evaluation Form

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

9. Criminal Records Check

All coaches, assistant coaches and managers are required to complete a Criminal Record Check when joining BMLC, then every 3 years going forward.

SOCIAL MEDIA

All Burnaby Minor Lacrosse Club Members (BMLC) shall abide by the following guidelines when using social media:

1. Be positive and respectful, and always take the high road. When disagreeing with others' opinions, remain appropriate and polite. If you find yourself in a situation online that is becoming antagonistic, ask the BMLC Executive for advice on how to disengage from the dialogue in a polite and respectful manner that reflects well on BMLC.
2. Do not post content that would harm BMLC or damage BMLC's reputation. Remember that even while you are on your own personal time, you are a representative of BMLC, and people may interpret your online postings or social interactions as though they were official BMLC statements.
3. Use good judgment when posting comments on any official BMLC sites. Bear in mind that your comments can create liability for BMLC. If you are unsure whether a comment is appropriate to post, either do not post it or obtain prior approval from the BMLC Executive.
4. Be smart about what you publish. Once something is posted, it exists online forever. Ask yourself, "would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?" If the answer is "no," do not post.
5. Encourage others to engage in positive interactions on social media. If you are concerned about any BMLC Member's use of social media, please bring your concerns to the attention of a member of the BMLC Executive.
6. Personally, identifiable information (information, such as a name and date of birth and/or a street address which, when taken together, can identify a particular individual) should not be disclosed in any manner on official BMLC social networking sites without the approval of the BMLC Executive.
7. Guidelines not followed by any BMLC member are subject to discipline by the BMLC Executive.

FAIR PLAY

1.0 Purpose

This policy is established to outline Fair Play for all teams affiliated with the Burnaby Minor Lacrosse Club (“the Club”).

2.0 Definitions

2.1 Equitable Playing Time means that we balance the desirability of developing every individual player against the collective goal of working as a team.

Equitable Playing Time should never be confused with equal playing time. The former means fair and reasonable, whereas the latter means everyone plays the exact same amount. But it can never be equal. For example, no one would ever complain that a goalie had more time than a runner. And there will always be a degree of imprecision during the rotation process.

Equitable Playing Time, where playing time is allocated based on principles of fairness and reasonableness depending on the circumstances of the practice or game, and on the idea that everyone should have the opportunity to derive benefit regardless of their skill level. Although relatively equal playing time is a factor for every coach to keep in mind, the objective of Equitable Playing Time is equal benefit, not equal playing time.

3.0 BCLA Offence/Defence Policy

Offence Defence | BC Lacrosse Association (BCLA)

4.0 House League Teams

4.1 The BMLC coaches at these levels should focus on the situational development of all players and where appropriate, provide equal playing opportunities.

4.2 Every player shall receive Equitable Playing Time on the condition that they and their family comply with the Code of Conduct.

5.0 Rep Teams

5.1 Every player shall receive Equitable Playing Time on the condition that they and their family comply with the Code of Conduct AND

5.1.1 The player exhibits dedication. Players are expected to consistently attend games, practices, and team events, and notify the coach promptly if they are unable to do so. In addition to notifying the coach at the earliest possible time, a player or their parent(s) shall ensure that their TeamSnap availability profile (or whatever platform the team chooses to use) is up-to-date because it allows the coaches to plan practices and identify if they need to contact call-up players. While personal and academic commitments may take priority, players should strive to balance these with team responsibilities. Coaches rely on timely communication to manage the team effectively.

5.1.2 The player demonstrates solid effort. Players are expected to put forth their best effort during practices and games. Coaches may make adjustments if they feel a player is not contributing fully, as maintaining focus is essential for the team's overall performance.

5.1.3 The player and their parents are courteous and cooperative. Players and their families are expected to behave in a respectful and cooperative manner towards teammates, opponents, coaches, and officials at all times. This includes refraining from derogatory comments or unsportsmanlike behavior. Parents and players are to follow the 24 Hour Rule, which requires them to wait 24 hours after any game or event before addressing concerns or grievances with the coaching staff, managers, and BMLC executive. This ensures that communication remains constructive and emotions have time to settle. If concerns still remain after the 24 hour period, parents or players should bring these issues to the coaching staff in a respectful manner, following the team's established procedures for feedback and dispute resolution.

5.1.4 Coaches reserve the right to adjust time based on specific game situations where strategic considerations may take precedence. This could include competitive situations or player development opportunities, where playing time may vary based on the circumstances. The focus remains on overall team development and maintaining a respectful, competitive environment.

6.0 Review and Amendments:

This Fair Play policy will be subject to periodic review by the BMLC Executive. Amendments may be made to ensure its continued effectiveness and relevance.