



PENINSULA LACROSSE ASSOCIATION

General Operating Policy

1. Executive Board

1.01 Purpose:

The purpose of this policy is to outline the Composition and responsibilities of the Executive Board, govern meetings, attendance, and code of conduct.

1.02 Composition:

1.03

- i. Composition of the Executive Board is laid out in Peninsula Lacrosse Bylaw 4 (a)

1.04 Duties Of the Executive:

- i. The Duties of the General Executive are laid out in Peninsula Bylaw 5(a) – 5(f)

1.05 Roles and Responsibilities:

i. President

- a. Elected at the Annual General Meeting for a two year term.
- b. Attends all meetings and acts as an advisor to the Executive of the Society [Bylaw 5(a)]
- c. Presides at all meetings of the Society and supervises the operation of the society [Bylaw 5(b)]
- d. Has the authority to replace an elected or appointed member of the Executive who resigns or is not fulfilling the duties assigned, subject to the approval of the appointment of a replacement member by the General Executive. [Bylaw 5(b)]
- e. Is ex-officio of all Committees. [Bylaw 5(b)]
- f. Carries the tie-breaking vote if needed at Peninsula Lacrosse Association Executive meetings.
- g. Sets the date for all association meetings including the AGM.
- h. Ensures the association is represented at VIMLC and BCLA meetings.
- i. Monitors the announcements from VIMLC, BCLA/CLA and passes on any relevant information to the members/executive as needed.
- j. Is the point of contact for any league or BCLA disciplinary actions regarding any members of the Peninsula Lacrosse Association.

- k. Appoints a Nominating Committee at least one month prior to the Association AGM.
- l. Prepares the President's report for the Peninsula Lacrosse Association AGM.
- m. Selects the winner for the President's award and presents it at the BCLA AGM.
- n. Completes the Association renewal form every year at the BCLA AGM.
- o. Maintains an inventory of association keys.

ii. Vice President – Competitive Divisions

Elected at the Annual General Meeting for a two year term. Opposite of President bylaw

b.

- a. Fills the Chair position for Peninsula Lacrosse Association meetings if the President is not available, or if the President position is vacant
- b. Is the first point of contact for issues arising in the U17, U15 and U13 Divisions
- c. Responsible for overseeing the Player Evaluation process (U17, U15 & U13)
- d. Regularly represents the Association at the VIMLC and BCLA meetings
- e. Ensures the Competitive Division teams are aware of the process for applying for Provincials and discusses with each team as to their intent before the declarations are due.
- f. Ensures communication is sent out to all players with regard to pre-season events such as assessments or ice breaker sessions.
- g. Ensures the Graduating U17 players are aware of the application process and deadlines for the BCLA Subway Player of the Year award and any other scholarship opportunities.
- h. Oversees the selection of the Peninsula Player of the Year Award.
- i. Prepares the Vice Chair Competitive report for the Peninsula Lacrosse Association AGM.
- j. Maintains the Criminal Record Check files for the Peninsula Lacrosse Association. Works with the Coach, Manager and Officials Directors to ensure that they have made all volunteers requiring a CRC aware of the process; verifies all Criminal Record Check results received; follows up with all volunteers and Directors to ensure 100% compliance.
- k. If appropriate, works with Registrar, parents/players to prepare Age Down requests for submission to the VIMLC for review.

iii. Vice President – Non Competitive Divisions

- a. Fill the Chair position for Peninsula Lacrosse Association meetings if the President or Vice Chair Competitive is not available
- b. Is the first point of contact for issues arising in the U11, U9 and U7 Divisions
- c. Coordinates the ice-breaker sessions for the new U9 and U7 players.
- d. Ensures the box is ready for league play (nets, clocks, etc.).
- e. Represents the Association as needed at the VIMLC and BCLA meetings.
- f. Prepares the Vice President Non-Competitive report for the Peninsula Lacrosse Association AGM
- g. Ensures communication is sent out to all players with regard to pre-season events such as assessments or ice breaker sessions.
- h. If appropriate, works with Registrar, parents/players to prepare Age Down requests for submission to the VIMLC for review.

iv. Secretary

- a. Responds to all information requests from the BCLA office including but not limited to: directory updates, Volunteer List, AGM Registration forms, etc.
- b. Distributes meeting notice requests and tracks responses.
- c. Distributes agendas and minutes to all executive members.
- d. Sends approved meeting minutes to Webmaster to be posted on our website.
- e. Prepares copies of any documents needed for meetings.
- f. Records the activities of the Peninsula Lacrosse Association executive with minutes from meetings as well as e-votes, etc.
- g. Ensures thank-you cards are sent for any donations received by the Association.
- h. Gathers all year end reports by September 15th and distributes to members prior to AGM
- i. Maintains records of all minutes and association business.
- j. Submits the Association Constitution/By-Laws and Operating Policy on an annual basis (within 45 days of AGM) to the VIMLC Chair and Zone 6 Representative. [MD Regulation 1.01 Associations (e)]
- k. Updates Society Act information within 30 days of AGM.

v. Treasurer

- a. Prepares an annual budget
- b. Ensures that all funds received by Peninsula Lacrosse Association are deposited intact to Association accounts.
- c. Informs the Secretary of any external donations or funds received along with the contact information so that a thank-you card can be sent.
- d. Works with the Registrar to issue any player refund cheques that may be required.
- e. Monitors and reconciles the Association bank accounts and PayPal account monthly.
- f. Maintains signing authority (with at least two other Executive members).
- g. Provides financial updates at all Peninsula Executive meetings.
- ~~h. Prepares signature logs and envelopes of cash for each team to cover their Referee Payments for the start of the season.~~ Prepares e-transfer for payment to Referees through VIMLC
- i. Ensures payment of BCLA and VIMLC fees prior to the due date.
- j. Ensures payment of all the association bills and invoices in a timely manner.
- k. Reconciles at the end of season each team's log of Referee Payments.
- l. Submits the Grant-in-Aid application to Central Saanich by the 3rd Friday of September.
- m. Submits the Grant-in-Aid application to North Saanich by the last business day of December.
- n. Submits the Grant-in-Aid application to Sidney by the last business day of January.
- o. Applies for the gaming license for the Association Raffle by mid-March.
- p. Submits the gaming report after the raffle is completed within 30 days after the raffle draw.
- q. Prepares and applies for the gaming grant by May 31st.
- r. Prepares the year end financial report and balance sheet in advance of the AGM.

vi. Registrar

- a. Liaises with BCLA MD Registrar to ensure the association is in compliance with any Registration related issues.
- b. Provides updates on the Association's registration fees and policies to the BCLA MD Registrar in advance of Registration opening to ensure the online system is correctly populated.
- c. Stays current with the BCLA Registration policies to ensure all players are registered properly into the BCLA online database.
- d. Monitors the online registration system and responds to any issues/enquiries raised.
- e. Verifies and files residency documents for any new players to Peninsula and determines if any players moving out of Peninsula qualify for grandfathering. [MD Regulation 8]
- f. Verifies and files proof of age documents for new players. [MD Regulation 9]
- g. Maintains a secure paper file which contains copies of the documents provided by parents for player registration.
- h. Provides regular updates on registration numbers to the Association executive for planning purposes.
- i. If appropriate, works with the Vice President (of which division player is in) parents/players to prepare Age Down requests for submission to the VIMLC for review.
- j. Works with parents/players to prepare any release paperwork for players that the Association cannot offer a spot to (for example: no team for that age group or in Female or no space on a team) for submission to the VIMLC for review.
- k. Liaises with Kid Sport and other agencies that assist/sponsor our players in paying registration fees.
- l. Provides details to the Treasurer with regard to any registration refunds required.
- m. Provides tax receipts and other documents as requested by parents.
- n. Provides team lists to all coaches and managers once teams are selected.
- o. Provides a Team Roster for all teams to the League Commissioners by May 7th. [MD Regulation 3.04]
- p. For all C Teams, provides a team list including player's years' experience to the League Commissioner by May 7 of the playing year to ensure teams qualify under the "C" formula. [MD Regulation 5.04] with assistance from VP Competitive
- q. Submits to BCLA office, prior to May 15 of each playing year, one copy of each player's BCLA-approved, completed registration form along with a team list generated from the online database. [MD Regulation 3.06] with assistance of the VP.
- r. Responds to any requests/concerns from the MD Registrar with regard to any registered players.
- s. Supplies a list of currently grandfathered players on or before May 15 of each playing year to the Registrar of the Minor Directorate. [MD Regulation 3.09]
- t. Ensures secure destruction of all paper copies of personal information for players that have aged out or are no longer with Peninsula Lacrosse Association.
- u. Prepares the Registrar's report for the Peninsula Lacrosse AGM.
- v. Setting up team rosters in appropriate program and Director at Large is to help with this.
- w. Works with Director at Large to set up Rosters, Coaches & Managers in Teamsnap

vii. Director of Junior B [Still applicable](#)

- a. Liaises between the Junior B team and the Peninsula Executive.
- b. Attends meetings or ensures there is a representative at all Junior B meetings (PNWJLL) League meetings.

viii. Director – Female Lacrosse [Still applicable](#)

- a. Works closely with the representatives from the other associations offering Female Lacrosse in Zone 6 as well as the other zones.
- b. Liaises with the VIMLC Female Coordinator regarding the Female Only League.
- c. Ensures the Association is represented at all VIMLC and BCLA Female Lacrosse meetings.
- d. Assists the Peninsula teams with the logistics of the Female Only League
- e. Promotes Female Only Lacrosse within our boundaries and zone.

ix. Director – Equipment Manager

- a. Works with the Clothing Director to coordinate any clothing/gear swaps for association
- b. Monitors the BCLA site for updates on any issues regarding box lacrosse equipment that is owned by the Association or that players may have issues with.
- c. Ensures any concerns regarding the changing rules around equipment are communicated to the executive, coaches and players/parents.
- d. Meets with and distributes appropriate goalie gear to individual players pre-season. Documents what is received and has the player/parent sign off to acknowledge gear received. Collects cheques or verifies with Treasurer \$250 deposit for gear is received (see 2.03 Goalie gear)
- e. Works with the Vice Chair Competitive to provide any equipment needed for the Player Assessment sessions.
- f. Documents and distributes to each team (Head Coach or Manager) the equipment they will need for the season (balls, jerseys, first aid)
- g. As needed, liaises with the goalies or coaches during the year regarding equipment issues.
- h. Collects and evaluates all equipment post-season to determine if it is in need of replacement or repair before the next season.
- i. Ensures equipment is safely stored during the off season.
- j. Maintains an inventory of all association owned equipment (Goalie gear, balls, first aid kits)
- k. Maintains an inventory of all jerseys and pinnies.
- l. Works with the Director of Clothing to prepare a budget for the September meeting that identifies any jersey/pinnies that need replacing for the upcoming season.
- m. Reviews and restocks first-aid kits.
- n. Prepares the Director of Equipment Report for the Peninsula Lacrosse Association AGM.

x. Director – Coach Coordinator/ Head Coach

- a. Ensures the Coaching Application form is updated and published in January.
- b. Collects Coaching Application forms.
- c. Chairs the Coaching Selection Committee (members to be appointed by the Executive).
- d. Provides a list of suggested coaches to the Executive for final approval.
- e. Assists the Vice Chair Competitive with the Player Assessments, by providing contacts for on-floor coaches as needed.
- f. Assists with matching up mentors with new coaches to ensure they are comfortable with their role.
- g. Ensures all coaches are properly certified for the level they are coaching, and if not properly certified, works with them to get them registered for the necessary clinics.
- h. Works with the Vice President Competitive to ensure the Association has current Criminal Record Checks for all coaches (Head and Assistant). Ensures all coaches are aware of the CRC process.
- i. Works with the Director of Managers to coordinate the pre-season Coaches/Managers Meeting.
- j. Reviews the Form 100Bs to ensure all coach information is complete.
- k. Ensures the Association is represented at Coaching Meetings either by attending or having a Peninsula Coach attend (ie BCLCTSG Special session in September)
- l. Liaises with all Coaches throughout the year to ensure they are receiving the support they need from the Association and brings forward any issues/concerns.
- m. Ensures coaches are aware of any higher level coaching opportunities such as Team BC or Summer Games.
- n. Gathers information and makes a recommendation for coach recognition via the Peninsula Coach of the Year Award, BCLCTSG and at the BCLA Level.
- o. Presents the Peninsula Coach of the Year award at the Peninsula AGM.
- p. Prepares the Director of Coaching Report for the Peninsula Lacrosse Association AGM.
- q. Prepares and works with the secretary to distribute and collect coaching surveys at the end of the season for Head & Assistant Coaches. Both VP and President to review and use for coach selection committee for following season HC position
- r. Coordinates the collection of all Form 100B forms and shares with the Director of Managers for review before submitting to BCLA. Works with the Treasurer to ensure payment is sent.

xi. Director – Manager Coordinator/Head Manager

- a. Ensures someone is in place pre-season to look after each Division/Team for registration in Tournaments for the season.
- b. Updates and prepares Manager's binders for all teams.
- c. Provides documentation and training on the use of score clocks
- d. Provides documentation and training on how to correctly complete a scoresheet and use online scorekeeping

- e. Works with the Director of Coaches to coordinate the pre-season Coaches/Managers Meeting.
- f. Works with the Vice President Competitive to ensure the association has current Criminal Record Checks for all Managers (if they are entering dressing room). Ensures all Managers are aware of the CRC process.
- g. Provides mentorship throughout the season to ensure Managers are meeting all requirements such as submission of games sheets etc.
- h. Coordinates the collection of all Form 100B forms and shares with the Director of Coaches for review before submitting to BCLA.
- i. Liaises with all Managers throughout the year to ensure they are receiving the support they need from the Association and brings forward any issues/concerns.
- j. Coordinates the collection of the Provincial Declaration forms for the Competitive Teams. Forwards the forms to the President for review and submission.
- k. Assists Managers with the submission of any funding assistance paperwork for travel to Provincials or Tournaments (BCLA, BC Ferries).
- l. Follows-up with all Managers post-season to collect binders, keys, referee payment log and any other association items they may still have.
- m. Gathers information and makes a recommendation for Manager recognition via at the BCLA Level.
- n. Prepares the Director of Managers Report for the Peninsula Lacrosse Association AGM.

xii. Director – Officials Coordinator

- a. Ensures all officials are properly certified, and works with those not properly certified to get them registered for the necessary clinics.
- b. Works with the Vice President Competitive to ensure the Association has current Criminal Record Checks for all Officials (over 18 years of age).
- c. Prepares and presents an annual rule update and overview of expectations at the Coaches/Managers meeting.
- d. Assists with matching up mentors with new officials to ensure they are comfortable with their role.
- e. Works with the Island Head Referee to allow for as many Official evaluations as possible over the course of the season.
- f. Ensures that all Association home games have appropriate referees allocated.
- g. Tracks all travel fees and work with the Treasurer to ensure payment is sent to the officials.
- h. Works with the Tournament Convenors to ensure officials are assigned for Peninsula Tournaments.
- i. Liaises with all Officials throughout the year to ensure they are receiving the support they need from the Association and brings forward any issues/concerns.
- j. Ensures the Association is represented at Officials Meetings either by attending or having a Peninsula Official attend (ie BCLOTSG Special sessions)
- k. Ensures Officials are aware of any higher level coaching opportunities such as Senior Games, Provincials, Summer Games etc.
- l. Gathers information and make a recommendation for official recognition via the Peninsula Official of the Year Award or at the BCLA Level.
- m. Presents the Peninsula Official of the Year award at the Peninsula AGM.

- n. Prepares the Director of Officials Report for the Peninsula Lacrosse Association AGM

xiii. Director – Floor Allocation

- a. Completes the Panorama Arena floor time request form in December.
- b. Coordinates with the Vice President Competitive and then secures the floor time needed for Player Assessment and other pre-season bookings in September.
- c. Coordinates with the Vice President Non-Competitive and then secures the floor time for any pre-season/icebreaker sessions needed for these players in September.
- d. Coordinates the Panorama Floor contracts for all Peninsula groups (League, Female Only, Tournaments, Play downs, Senior, other events such as Photo Day etc.).
- e. Assigns practice slots to all minor teams in an equitable manner.
- f. Provides game slot options to the Island League Scheduler in February.
- g. Reviews all Draft League Schedules and identifies any issues that might hinder the Peninsula teams.
- h. Distributes the Draft schedules to the team personnel for review and collects and provides feedback to the League Scheduler.
- i. Cancels any unneeded arena time in a timely fashion.
- j. Liaises with a representative from each team during the season regarding any rescheduling of practice or game times.
- k. Communicates any game schedule changes to the Director of Officials so that they are also rescheduled as needed.
- l. Liaises with Tournament Convenors to ensure their arena contract reflects what is needed for their event.
- m. Prepares the Director of Floor Allocation Report for the Peninsula Lacrosse Association AGM.
- n. Books Centennial Box for season in January (centralsaanich.ca)

xiv. Director- Clothing and Awards

- a. Coordinates with the Equipment Manager for any gear swap our association may choose to have.
- b. Estimates the requirements and orders the Peninsula clothing items before the start of the season.
- c. Processes and arranges for distribution all clothing orders made during registration.
- d. Place clothing orders during the season as needed to fulfill orders and maintain a reasonable inventory.
- e. Responsible for the key to the trophy case and ensures the case is organized and clean.
- f. Orders the keeper items for the Peninsula award winners and ensures the perpetual trophies are engraved with the winner's names and returned to the trophy case.
- g. Collects any banners won by Peninsula teams at the end of the season and coordinates with Panorama Recreation to have the new banners hung.
- h. Ensures any award recipient's information is updated on the Peninsula website.
- i. Prepares the Director of Clothing Report for the Peninsula Lacrosse Association AGM

xv. Director – Event Coordinator

- a. Oversees the promotional activities of the Association.
- b. Registers and co-ordinates the Sidney Santa Sparkles Parade.
- c. Ensures Tournament applications are submitted for the Peninsula Tournaments to BCLA by the due date in early January.
- d. Updates and Orders the Association Raffle tickets and works with the Manager Coordinator to ensure they are distributed in a timely fashion.
- e. Works with the Director of Managers to coordinate the Association wide Photo Day and follow-ups if any retakes are required.
- f. Serves as the temporary Tournament Registrar if a Tournament Convenor has not been established for the season yet.
- g. Serves as a resource to the Tournament Convenors throughout the season to ensure that they have all the information they need and reports back to the executive on how the tournament activities are progressing.
- h. Gathers all tournament items after the events to ensure they are filed and ready for the next year.
- i. Ensures that any gaming applications (50/50 etc) that have been taken out during the season have had their reports filed within the allotted time to keep Peninsula tournaments in good standing.
- j. Attends the Victoria Co-operative meetings as a representative for Peninsula for any joint events.
- k. Serves as the Volunteer Coordinator to the BCLVTSG (BC Lacrosse Volunteer Technical Support Group).
- l. Prepares the Director of Events Report for the Peninsula Lacrosse Association AGM.

xvi. Director – Communications/Webmaster

- a. WebMaster will update the website (www.penlax.net) on a regular basis with information of value to the membership.
- b. Regularly updates the contents on the bulletin board at the Panorama Arena.
- c. Works closely with the Event Coordinator to ensure all events are well publicized.
- d. Works with the Director at Large and Registrar to set up the individual team pages on the Teamsnap website and provides training and support to each team so they can manage their own page.
- e. Monitors the entire website to ensure information is current and within guidelines.
- f. Liaises with the local newspapers/radio stations/etc., to encourage media coverage for the Association's teams and events.
- g. Prepares the Director of Communications Report for the Peninsula Lacrosse Association AGM.
- h. Handles Facebook & Instagram. Promotes regularly on those social media sites and handles ads or boosts for those pages.
- i. Director of Communications will act as a backup WebMaster when needed.

1.06 Meetings:

- i. The Executive Board will meet monthly a minimum of 10 times per year.
- ii. Robert's Rules of Order shall govern how Executive meetings are run, as well as how motions are presented and passed by the board.
- iii. A quorum at all Executive Meetings shall be 50% of the Executive members of the Society.

1.06 Attendance:

- i. It is expected that all members of the executive will attend the regular meetings.
- ii. If a member is unable to attend a scheduled meeting, they are to notify the President in advance.

1.07 Code of Conduct:

- i. The executive will conduct himself or herself in a manner that supports the promotion of Minor Lacrosse, the Peninsula Association, and BCLA
- ii. A member shall cease to be a director upon resignation or by expulsion by a majority of the Executive Board.

2. Equipment

2.01 Purpose:

Peninsula Lacrosse will provide Jerseys, and required goalie equipment to each team manager at the start of the season. This policy was created to outline the process by which this gear is handed out, returned, and maintained.

2.02 Jerseys:

- i. The Peninsula Lacrosse Equipment Manager will provide Jerseys to each team manager at the start of the season.
- ii. Peninsula Lacrosse will provide a minimum of one Jersey per player per team.
- iii. The manager will sign for and be responsible for the jerseys during the season.
- iv. The manager or his/her delegate will distribute jerseys to players at the beginning of each game and collect jerseys at the end of each game. Jerseys do not go home with players but rather stay with the team manager or his/her delegate for safekeeping.
- v. At the conclusion of the season (and provincials if applicable), the manager will return the jerseys to the Equipment Manager or designate.

- vi. If during the year a jersey is unusable because of damage (intentional or not), the manager is to notify the Equipment Manager (or designate) immediately.
- vii. If during the year a Jersey is lost or not accounted for the manager is to notify the Equipment Manager (or designate) immediately.

2.03 Goalie Gear:

- i. Peninsula Lacrosse will provide at minimum, one set of Goalie Gear per team for U7 through U13 divisions and will endeavor to provide goalie gear for the U15, U17 and higher Divisions.
- ii. If there is more than one goalie per team, all attempts will be made to provide each goalie with separate gear; however this is not a guarantee.
- iii. The list of gear provided is as follows:
 - a. Throat Guard
 - b. Chest Protector
 - c. Gloves
 - d. Cup/Jill
 - e. Lacrosse Pants
 - f. Leg/Shin Guards
 - g. Goalie Stick
 - h. Bag
- iv. Goalie Gear will be made available to players that are registered as goalies during assessments, if possible, but will be returned at the end of each assessment night.
- v. For Goalies that are registered as a goalie for the current season, and played as a goalie in the previous season, Goalie gear can be issued to them directly prior to assessments.
- vi. A \$250 security deposit will be paid by the parent/guardian of each goalie if gear is issued prior to the start of the season, the deposit will secure the gear for the duration of that season ending July 31st of each year.
- vii. If the goalie gear is assigned to a specific player, that goalie, and their parents/guardian are responsible for the gear during the season.
- viii. If the goalie gear is assigned to the team (eg. non-competitive divisions), the team manager is responsible for the gear during the season.
- ix. If any of the gear is damaged beyond reasonable wear and tear, or is lost during the season, the goalie/ parent is responsible to replace that piece of gear with a comparable piece of gear.
- x. At the conclusion of the season, the goalie gear will be returned via the Team Manager, or in person, to the Association Equipment Manager and the security deposit will be returned once the gear is confirmed to be in good condition.

3. Registration Policy

3.01 Purpose:

Peninsula Lacrosse will continue to use the online registration system provided by BCLA on the www.penlax.net website.

3.02 Fees:

- i. The Association Fundraising Fee will be added to and collected with the Registration Fees
- ii. Additional items may be offered during the Registration Process (e.g. Association clothing)
- iii. Payment can be made online
- iv. The player **will not** be considered registered until the Treasurer has received payment.

3.03 Registration Process:

- i. Online Registration will open up on or about December 1st (based on BCLA system availability)
- ii. Manual Registration may be taken in advance of online registration as approved by the executive.
- iii. An e-mail will be sent to all players/parents, from the previous season, advising of the Registration Opening date and the registration/waitlist process (described below)
- iv. Returning players from the previous year who register on or before January 31st will be considered registered ahead of "New" registrations from players that did not register the previous season regardless of when the new player registered.
- v. Notwithstanding the note from 3.03(iv) Registration will be on a "First registered with payment, first confirmed spot" basis for all Divisions
- vi. Calibre of play does not affect Registration order.
- vii. Only registered players will be permitted to take part in pre-season drop-in and assessment sessions.
- viii. Registration will be closed on May 1st as the BCLA registration system is locked as of May 15th.
- ix. A player is not considered fully registered until receipt by the Registrar of full registration fees and required documentation as per BCLA policy

RATIONALE: 3.03(iv) For several years we have had returning players almost not be able to play or be waitlisted for extended periods over new players to the association. While there is always a desire to have new players come to the association in any division priority should be given for a certain period to athletes who played the previous season.

3.03(v) tidies up language related to 3.03(iv)

3.04 Executive Members Player Registration:

- i. Executive Members (from previous season who are still in good standing) child/ children will not be subject to the waitlist and will be considered registered first regardless of when they actually registered.
- ii. Executive members will register their children with the registrar at the Executive meeting prior to registration being open to the association.
- iii. Registration can be completed online or in hardcopy at the direction of the registrar.

3.05 Sponsored Players:

- i. Sponsored players (e.g. Kid Sport) must provide proof of sponsorship or application to the satisfaction of the Registrar.
- ii. Sponsored players will not be considered registered until receipt of full registration fees, whether in full or in part from sponsorship.
- iii. Any player who has exhausted Kid Sport or other sponsorship monies, or who is denied sponsorship, is responsible for payment of the balance of the registration fees, including late fees and any other miscellaneous association fees such as shorts and/or the Association Fundraising Fee.

3.06 Team Sizes:

- i. Players will be accepted up to the maximum number for a team, after which players will be waitlisted until the minimum number is reached to form another team.
 - a. U7 (min 8 – up to 10 per team)
 - 1 - 10 initial registration for 1 team
 - 11-15 waitlist
 - 16 - 20 registration for 2 teams
 - 21- 23 waitlist
 - 24 - 31 registration for 3 teams
 - 32 - 40 registration for 4 teams
 - ii. U9 and U11 (min 12 - up to 18 per team)
 - 1 - 18 initial registration for 1 team

- 19 - 23 waitlist
 - 24 - 36 registration for 2 teams
 - 37 - 54 registration for 3 teams
- iii. U13, U15 and U17 (min 15 - up to 18 runners per team)
- 1 - 19 initial registration for 1 team
 - 20 - 27 waitlist
 - 28 - 38 registration for 2 teams
 - 39 - 41 waitlist
 - 42 - 57 registration for 3 teams

3.07 Competitive Divisions:

- i. Includes U13, U15 and U17
- ii. Up to two Goalies per team will be accepted and these players may jump the queue over runners if goalies are needed to complete a team.

3.08 Waitlist:

- i. Any players that remain on the waitlist at the end of the Registration cycle will have the option of being released to play in a neighbouring association if space permits.

3.09 Photo/Media Waiver in Registration

A photo and media release will be provided and made part of the registration process to enable the Association to use players' photographs or likeness in publicity or promotional publications (e.g., website, social media, newspaper ads, bulletin boards, newsletters, programs, brochures, public broadcasting releases, etc.).

3.10 Withdrawal and Waitlist Refunds- this is missing from this version

4. Injured Player Policy

4.01 Purpose:

Peninsula Lacrosse will always consider the safety, security and health of its players and coaches as its highest priority. The purpose of this policy is to formalize guidelines for the Executive, coaches, players and parents should a player be hurt prior to or during the lacrosse season.

For the purposes of this policy, an injury will be defined as a medical condition that prohibits a player from safely playing the game, and which requires medical assistance and/or treatment from a doctor.

4.02 Injured Player during Assessments

- i. This policy applies when a player is injured prior to or during assessments and is unable to start or complete the assessment process
- ii. The parent(s) and/or guardian of the injured player must notify the Vice President – Competitive of the following: player's name, injury, treatment required, whether the player was intending to try out for the A team and the expected time line prior to resumption of play.
- iii. The following steps will be taken for injured players trying out for the A team:
 - a. The VP will notify the A team head coach of that division of the injured player's name, injury, and expected return to play date.
 - b. If the player will likely be able to return prior to the start of league play (determined by VIMLC) and no later than April 1st, then a position will be held on the A team for that injured player.
 - c. The coach will select the full team roster minus one spot that will be held for the injured player.
 - d. The coach will identify the next player in line that attended assessments to fill the last position on the roster (if it is not filled by the injured player) and notify the VP – Competitive of who the player is.
 - e. That player will be advised of their waitlist status on the team and that they may still be selected for the A team at the conclusion of the assessment of the injured player.
 - f. The player waitlisted for the team will attend all A team practices until the final evaluation and decision is made.
 - g. Once cleared by their doctor for return to play, the injured player will attend the next coach run practice for the purposes of being evaluated by the coach.

- h. The coach will evaluate using the same evaluation criteria as set out in the assessment process.
 - i. At the conclusion of that practice, the coach will meet with the VP competitive to make the final roster decision.
 - j. The coach will consider the following: Player experience, previous team experience, L or R handed, position required to fill the roster, assessment score of waitlisted player and general suitability for the team.
- iv. If the player was not intending to play on the A team then no action will be taken by the A team coach or the VP other than to assign the player to a house team pending their return to play.
 - v. If a player's injury will not allow him or her to return to play prior to the start of the regular season then a position on the A team will not be held.

4.03 Injured Player During the Season:

- i. If a player is injured at any point during the season, regardless of whether it occurs during lacrosse or not, the following protocol is to be implemented:
 - a. The head coach will be notified as soon as practicable about the injury and prognosis.
 - b. If the injury is a concussion then the Concussion protocol is to be followed.
 - c. If the injury is not related to a concussion then the coach should determine whether the player would likely return prior to the conclusion of the season.
 - d. If the player required medical treatment by a doctor then a doctor's note will be required before the player will be allowed to return to play.
 - e. The doctor's note will include the player's name, nature of the injury, and date for return to full play.
 - f. The coach will not allow the player to return to play (practices or games) prior to receiving the doctor's note.
 - g. The doctor's note will be provided to the secretary of Pen Lax for retention

5. Coach Selection

5.01 Purpose:

Peninsula Lacrosse is committed to selecting the most suitable coaches for each division. During the selection process, Non-Parent Coaches, provided they are qualified and able to commit to the entire season, will be selected before Parent Coaches. The 'A' team in each division will be given priority to have non-parent coaches over 'B' and 'C' teams. If possible, members of the Executive will not be assigned to be the head coach of any team.

5.02 Coaching Applications:

- i. Any person who satisfactorily coached in the previous season for PLA will be invited to apply for a position in the current season. Those applications will be in writing on a form provided by PLA. Any other qualified persons wishing to apply for a position are welcome as well. Applications for coaching will be posted on December 1st of the playing season until January 15th or until the positions are filled.
- ii. 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 Coach Coordinator, no applicant has the required qualifications.

Rationale: 5.02(i) Confirms the date that coaching applications will be posted

5.03 Qualifications:

- i. All coaches of PLA from U7 to U17 aged teams are expected to be qualified to the Coaching Certification Minimum Standards required by BCLA by not later than one year from attendance date of course.
- ii. 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.
- iii. All coaching staff including the door persons will have a Criminal Record Check (CRC) done prior to March 31st of each season. This will be completed and given to the VP - Competitive for PLA. Coaching staff/door persons will not be allowed on the bench if his/her CRC is not completed by March 31.

- iv. All coaches and assistant coaches of PLA must have completed by May 15 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.
- v. All coaches will be encouraged to attend a referee-training clinic sponsored by PLA.

5.04 Coaching Selection:

- i. A committee consisting of the Coach Coordinator and both VP's will review these applications.
 - a. If there is a conflict of interest with any of the following executive members listed above, any other two executive members will assist in coaching decision.
- ii. After reviewing and possibly interviewing the applicants, the selection committee will report their recommendations to the entire Executive for approval or modification.
- iii. The Coach Coordinator, who will provide selection criteria upon request, will inform each applicant of the decision(s).

5.05 Coach Selection Criteria:

The Selection of Coaches for PLA will be based on the following Criteria:

- a. Attainment of the necessary Coaching Certification as specified by BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
- b. A demonstrated knowledge of the technical aspects of lacrosse.
- c. Prior successful experience coaching lacrosse or other youth sport.
- d. Display of the personal skills and attributes that exemplify the "Code of Conduct" for coaches endorsed by BCLA and PLA.
- e. Good Organizational skills and personal commitment (e.g., runs and attends regular practices, enters tournaments, etc.).
- f. Other skills (i.e., first aid) that would enable the applicant to better fulfil their coaching duties.
- g. If the coach has a player in the division, the team their player is likely to end up on based on their own assessment of their player and the previous teams played on.

5.06 Training Expenses:

PLA coaches will pay the fee for the Coaching Certification Program themselves. Once the coach has provided proof that they have taken the clinic they will be reimbursed by PLA.

5.07 BCLA Fees:

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

5.08 Fines:

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

5.09 Conduct:

- a. Coaches shall sign for and be responsible for all equipment issued their teams.
- b. All PLA Coaches and bench personnel are bound by the rules and Regulations of 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 BCLCA.

6. Athlete Evaluation and Team Selection

6.01 Purpose:

The following evaluation / selection process shall be implemented by Peninsula Lacrosse prior to the start of the season for those athletes interested in playing in one of the following divisions:

- U17
- U15
- U13

The process by which the teams within their respective divisions shall be selected is rooted in the concepts of fairness and opportunity with the underlying goal of fielding not only competitive “A” teams but also competitive “B” and “C” level teams.

It is expected that those players who are selected to an “A” team make it their priority. Teams can expect to attend two mainland tournaments over the course of the season and to attend Provincial Championships.

6.02 Registration:

- i. All athletes **must** be registered with Peninsula Lacrosse. See www.penlax.net for registration information.
- ii. During registration, parents will be required to indicate if they would like their child to play / try out for the ‘A’ team.

6.03 Ice Breakers:

- i. Peninsula Lacrosse will hold icebreaker sessions for all divisions that have an assessment process for the purpose of introducing players to lacrosse, and preparing them for the drills in the assessment process.
- ii. Icebreaker session will not be mandatory to attend.

6.04 Evaluation Sessions:

- i. Athletes must attend a minimum of **ONE** of the scheduled evaluation sessions for their respective age group. Athletes are strongly encouraged to attend two; however, **NOT** more than two of the scheduled evaluation sessions for their respective age group. If a player is unable to attend the required assessment session for their age group, then they will be assigned to the lower team within their respective division. See the following evaluation schedule.
- ii. Non-parent individuals appointed by the Peninsula Lacrosse Association Executive will conduct the evaluations. Athletes will be evaluated on a variety of aspects including, but not limited to: attitude, skill level and team play.
- iii. Members of the Peninsula Lacrosse Association Executive will oversee the Evaluation sessions as well as the appointed Head Coach of the related “A” team.
- iv. At the conclusion of each assessment date, the evaluations shall be turned over to the VP – Competitive (or designate).
- v. The goal of the Evaluation sessions is to identify **up to** 24 of the top athletes who will then be invited to the next step in the process.

- vi. At the conclusion of the assessments, the VP – Competitive will review the assessment scores for each player and identify the top 10 players and goalie that will be locked onto the 'A' team.
- vii. **Up to** 14 more players and 2 goalies will be invited by email to attend a coach run practice(s) for final selection to the A team.
- viii. Athletes who are not invited to participate in the next process will be notified by email and shall be placed on the next highest-level team within their respective division.

6.05 Coach Run Practice(s):

- i. The number of athletes invited to the coach run practice will be determined by the following factors:
 - a. Final roster size of team
 - b. Number of athletes in the division
 - c. Number of athletes indicating they want to play on the 'A' team.
 - d. The apparent separation of assessment scores/ skill.
- ii. The athletes selected to attend the coach run practice will be given as much notice as possible of the date(s).
- iii. The athletes will be told prior to the practice what the coach will be evaluating during the practice.
- iv. If an athlete is not able to attend the coach run practice, the VP-Competitive is to be notified as soon as possible.
- v. If an athlete cannot attend the coach run practice, the only thing the coach will rely on for their evaluation is the comments and scores given to them during the initial assessment stage.
- vi. At the conclusion of the practice (s), the head coach will meet with the VP- Competitive and make the final roster selections.
- vii. The head coach will contact both the successful players, as well as the players that are being released to advise them of the results.

6.06 Goalie Evaluations:

- i. Non-parent individuals, appointed by the Peninsula Lacrosse Association Executive will evaluate goalies.
- ii. Evaluations will be done at the same time as the player evaluations.
- iii. If there are more than four goalies in a division then a second goalie evaluator will also conduct evaluations.
- iv. In consultation with the goalie assessors, and depending on the number of goalies trying out, a separate goalie evaluation may be scheduled.
- v. At the conclusion of each assessment date, the evaluations will be turned over to the VP – Competitive (or designate).
- vi. If there is more than one goalie that has indicated the want to play on the 'A' team the following will happen:

- a. The top ranked goalie, based on the evaluation will be assigned to the 'A' team.
- b. If there are still two or more goalies, the top 2 remaining goalies will be invited to the coach run practice for final evaluation and selection by the 'A' team head coach.
- c. The goalie(s) released after the coach run practice will be assigned to the next highest team within the divisions.

7. Code of Conduct

7.01 Purpose

The Code of Conduct policy is intended to set out expectations for Coaches, Managers, Parents and players. If there is a breach of the code of conduct then PLA, VIMLC, BCLA and CLA guidelines will be followed to correct and deal with the breach.

All players, parents, managers and coaches are to conduct themselves in an appropriate manner that creates a positive experience for the players, coaches and officials and that promotes a positive image for the sport of lacrosse and the Peninsula Lacrosse association in the community.

Code of Conduct is a separate document that is to be signed and agreed to by players, parents and coaches each year.

7.02 Coach

- a. Coaches are bound by the PLA, VIMLC and BCLA coaches' code of conduct and fair play policies.
- b. The head coach is ultimately responsible for the conduct of the coaching staff, players and parents of the team before, during and immediately after any lacrosse team, meeting, practice, game or other event.
- c. If there is an incident involving a coach or parent during a game the coach is responsible to deal with the incident and / or assist the officials in the removal of the problem person if so required.
- d. Verbal, Physical or emotional abuse by any player coach or parent toward any player, coach, parent or official will be dealt with immediately by the coach and then reported to the president of PLA
- e. Coaches have the authority to discipline a player, coach or parent for a breach of the code of conduct including requesting that the president (or their designate) suspend a person from attending lacrosse events.

7.03 Manager

- a. The team manager is responsible for the off floor conduct of players and parents during any lacrosse team, meeting, practice, game or other event.

- b. Any behaviour that would violate the code of conduct should be dealt with by the manager and then reported to the head coach and President of PLA if the issue was not immediately resolved or requires further follow up.
- c. The team manager shall monitor the conduct of the spectators during games, practices and other events and will be the first point of contact if there is any abuse of player or official. If required the Manager will seek out the assistance of the head coach or officials to deal with the incident.

7.04 Players

- a. Players will adhere to the player's code of conduct and adhere to all the guidelines and policies set out by PLA, VIMLC, BCLA and CLA.
- b. Verbal, Physical or emotional abuse by any player toward any player, coach, parent or official will be immediately reported to the coach or manager to be dealt with
- c. Players are prohibited from bring cell phones and/or camera's into the dressing/ change rooms or bathrooms at any time during any lacrosse event.

7.05 Parents

- a. Parents are required to sign and agree with the parent code of conduct each year during registration.
- b. The signature and agreement to the policy by one parent or guardian will act as the agreement for all parents, guardians, siblings and family members associated to the player(s).
- c. Parents are responsible for the conduct and behaviour of all family members and guest at a lacrosse event.
- d. Any breach of the code of conduct can result in the removal of that person from the arena/ facility

8. Discipline Guidelines

8.01 Purpose

- b. All players, coaches, team officials and officials (Score keepers and timekeepers included) fall under the jurisdiction of the Island Commission and Suspensions / Discipline may be applied as laid out in the (Current Year) Minor Directorate Commissioner's Guidelines. The intent of this guideline is to supplement those guidelines and describe the disciplinary actions and process that can be applied by the Peninsula Lacrosse Association. Nothing in this guide is intended to override or overrule the Commissioner's responsibility and process outlined by the BCLA, The Minor Directorate or the VIMLC.

- c. The Commissioner for the respective divisions will communicate details of any suspensions to the President of the Peninsula Lacrosse Association who will communicate any suspensions to the affected player and coach.
- d. Specific Circumstances allow for Hearings and the Hearings fall under jurisdiction of the Commission Chairperson.

8.03 Code of Conduct

- a. All parents, coaches and athletes are to sign a code of conduct form prior to playing and are governed by the commitments made within. Additionally, there are a series of guidelines established by the BCLA in their Operating Policy that describe policies and expectations of all parents, players and officials. The guidelines include (but are not limited to);
 - BCLA Code of Conduct
 - Gender Equity
 - Transgender Policy
 - Harassment Policy
 - Doping Control
 - Social Media
 - Conflict of Interest
 - Privacy Policy

8.04 Discipline Authority

1. Any team head coach has the authority, with the approval of the association Head Coach for that division to suspend any player and/or parent for one game for any violation of the association's player or parent's code of conduct. The team coach may recommend a longer suspension which will be escalated to the President and the Discipline Committee.
2. The President of the Peninsula Lacrosse Association has the authority to Suspend players, team personnel or, any Member of the Association pending a hearing by the Discipline Committee. Subsequent decisions by the Discipline Committee shall be final, subject to the appeals process. Disciplinary action on players, Coaches, Referees and other team officials and Members may also be exercised by the President (e.g., removal of coaches, team managers) pursuant feedback from players, Members, Officers or Directors that a Members conduct is un-becoming or otherwise deleterious to a team or the Association. Such complaints will be reviewed in the context of the full weight of evidence supplied, the repeatability of the offence, and in a non-emotional manner, and with the benefit of the "24-hr rule". Any such decisions are subject to review by the Disciplinary Committee in accordance with the Association's Constitution and By-Laws. All decisions on these

matters recommended by the Disciplinary Committee to the Executive Committee, and approved by the Executive Committee are final, subject to the regular appeals process.

The PLA can, at any time, and in the best interest of PLA, invoke player or parent suspensions, regardless of any other sanctioned suspensions by VIMC or the BCLA.

8.05 Complaints, Protests, Appeals

- a. All formal complaints and protests to BCLA or, League governing bodies regarding other Associations, parents, players or officials, or these governing bodies themselves must be made on the letterhead of our Association over the signature of the President. Direct complaints and protests from Members without the formal support of our Association are usually not recognized by BCLA or the League governing bodies. Appeals to decision by BCLA, or governing leagues, regarding these complaints must be made in accordance with the Policies and Procedures of the BCLA and the governing leagues.
- b. Internal complaints by Members of PLA not related to the findings of the Discipline Committee, must be submitted in writing within 48 hours, to the President, who will call a meeting of the Appeals Committee. The Appeals Committee will report their findings to the Executive Committee within seven (7) days. The Executive Committee will notify the aggrieved party within 48 hours of their meeting. A deposit is not required for a complaint or protest in this regard.
- c. Appeals to decisions of the Executive Committee or Disciplinary Committee must be by written notice to the President of the PLA who will within 3 days schedule a hearing with at least 3 members the Disciplinary Committee.

8.06 Disciplinary / Appeal Committee

a. Membership of the disciplinary committee is the following directors of the association:

- President
- Vice President
- Head Coach of affected division
- Head Referee

Other elected or appointed Directors may be invited at the sole discretion of the President.

The Appeals Committee will consist of the President and any two members of the disciplinary committee.

Notes:

Those who are facing possible sanctions may request attendance at the hearing as can those reporting the incident.

The Disciplinary Committee will review the facts of the incident. The range of possible sanctions will require differing levels of approval. The Disciplinary Committee may invite other attendees to present facts in the proceedings.

A letter of warning – can be approved by the disciplinary committee without further ratification by executive committee

A suspension – A coach, player or parent can be suspended from attending a set number of games or for a set period of time. Suspensions for up to 1 week or 2 games can be levied by the discipline committee without further ratification by executive committee. Suspensions longer than 1 week or greater than 2 games will be recommended by the committee and must be ratified by a vote of the executive committee.

Other Sanctions – The disciplinary committee may recommend other sanctions such as banning a volunteer or parent from coaching positions for an extended period or revoking the membership of a member. These recommendations must go to an executive committee for review.

Recommendation to escalate disciplinary proceedings – The committee may – in extreme circumstances recommend, take the issue to the either the VIMLC or the BCLA for situations where the sanctions above do not appear to be effective or if there is an egregious violation of BCLA Operating policy Regulations. This will be escalated to the Association President who will consult with VIMLC and BCLA.