

# Kelowna Minor Lacrosse Association

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## Operating Policy

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Revision 4.0

### Revision Log:

Revision Number	Revision Date	Revised By	Reason	AGM Date Revision Passed
3	2018/12/01	N/A	Legacy Document – Base Operating Policy	N/A
4	2025/09/07	JM	Major Updates Required	2025/09/28

**I. Association to the Local Commissions, Provincial and National Sport Organizations for Lacrosse:**

A. **Lacrosse Canada (LC)** – National Sport Organization (NSO); responsible for National Teams, international competition and Inter-provincial play (National Championships). LC is responsible for defining the “Rules of the Game”, maintenance and distribution of the Rule Book to Provincial Sport Organizations.

B. **British Columbia Lacrosse Association (BCLA)** – Provincial Sport Organization (PSO); responsible for administration Provincial Championships and Inter-Commission play. Committees governing Intermediate, Junior, Senior, Field, Box and Female are responsible to the BCLA Executive Committee. The BCAL governing body over Minor Lacrosse within BC is called the “Minor Directorate”.

C. **Thompson Okanagan Minor Lacrosse Commission (TOMBLC)** – Zone Commission; responsible for Minor Box Lacrosse Inter-Association play within the area of the Thompson Okanagan Region of B.C. known as “Zone 2.”

D. **Interior Field Lacrosse Commission (IFLC)** – Zone Commission; responsible for Minor Field Lacrosse Inter-Association play within the area of the Thompson Okanagan Region of B.C. known as “Zone 2.”

**II. Financials:**

A. Signing Authority (Signers) at Financial Institutions. The Association will have a minimum of three (3) signers and maximum of four (4) signers to be decided on an ongoing basis, drawn from the Officers of the Association. At any given time, under any circumstances:

1. Signing authority will follow the priorities outlined in the Association’s Bylaws Article 5.
2. There shall be no signers related by blood or marriage.
3. The Association’s president, both vice-presidents and treasurer will be part of the signing group. Failing availability of one of these positions due to vacancy, the Associations Past President will be part of the signer’s group until such a time the vacancy can be filled.
4. Signers are strictly prohibited from authorizing any financial transactions in their own name.
5. Under any circumstances, no cheques will be pre-signed for any of the Association’s expenses.
6. All electronic funds transfers will be setup to require a minimum of two signers for authorization of the transfer.
7. Notwithstanding item 6, the electronic payment to the BC Societies Online for annual reporting, bylaw changes, and other reporting as required by the Societies Act, will only require approval of the Officer submitting the reporting and payment will be made through the PAD Agreement in place within that portal.

8. All cheques will require two signers.
9. All electronic funds transfers from the Association's Gaming Account will need authorization in writing by two Officers of the Executive Committee not related by blood or marriage. The authorizing document must specify the spending of the funds as per guidelines specified by the gaming body in British Columbia.

B. Expense and Reimbursement. Any expense less than or equal to \$200 CAD made by a member of the Association's Executive Committee as part of normal operations of the association, will not require a motion and approval from the board to request reimbursement. Any expense above \$200 CAD will require board approval before the purchase takes place to qualify for reimbursement. Failure to get approval will forfeit reimbursement.

C. Motions for expense approvals shall take place as ordinary business at the Association's monthly meetings of the Executive Committee. Where expense approvals are required outside of the meeting schedules, electronic mail motions for approval will take place. Basis for approval will be a simple majority approval vote of the Executive Committee once the Email motion receives a second and further explanation. All email motion approval shall be documented under "Old Business" at the next monthly meeting of the board, capturing what the expense was for, the motion, second, and outcome of the vote.

D. Gaming Account funds may only be used for eligible expenses within the Province of British Columbia as outlined in the guidelines specified by the gaming body in British Columbia. Out of Province expense requests must be submitted and approved by the gaming body in British Columbia prior to committing or incurring the expense. The executive committee must ensure that funds used from the Gaming Account are only used on eligible expenses listed in the Gaming Event License Applications and the Community Gaming Grant Applications. Failure to spend Gaming Money on approved eligible expenses may result in the Association becoming ineligible for Gaming Funds in BC.

E. Scholarships and/or Bursaries may be awarded on behalf of Kelowna Minor Lacrosse Association for eligible athletes continuing into Post Secondary studies. The scholarship application selection process is to be administered by the Central Okanagan Bursary and Scholarship Society or equivalent program. Scholarship/Bursary value is not to exceed \$500. Gaming Account funds are not eligible to be used for the scholarship/bursary awarding.

### III. **Players:**

A. **Draw Area:** Players registered with the Kelowna Minor Lacrosse Association shall be Residing within the catchment boundaries outlined in the TOMBLC and IFLC Operating Policies. Transfers to/from other Associations must be completed as per the TOMBLC, IFLC and BCLA Operating Policies.

**B. Registration:** There shall be an open registration held prior to every season to accommodate Membership from the previous seasons, new members and/or transferred members. Preference for membership will be completed on a first come, first served basis. All players registered are subject to evaluation and classification prior to team allocation.

1. Registration Refunds will only be completed as outlined in the refund policy agreed to during the registration process.
2. No refund will be issued for the BCLA required fees for all registrations.
3. All registrations and transferred will be completed through the Registration service provided by BCLA. No external registrations or transfers will be accepted.
4. Only registered players are eligible for requests for Playing Down, Playing Up, Releases or Transfers as outlined in the BCLA Minor Directorate Operating Policy.
5. Players requesting Releases to play in another Association will only be considered where the BCLA Minor Directorate Operating Policy conditions apply for Moves.

**C. Evaluations:** for the purpose of team selection, shall be called in all divisions and shall be under direct supervision of the Head Coach and secondly Division Managers.

1. The Association Head Coach shall assume overall responsibility for the evaluation format.
2. Coaches shall not evaluate players for the division they have been selected to coach. Coaches may facilitate the on-floor portion of the try-out for any age group.
3. The evaluators shall be third party impartial evaluators wherever possible. Evaluators are not to be provided with names of the players. Evaluators are to evaluate from the sidelines only and are not to direct the live on-the-floor evaluation session.
4. All players shall be contacted and invited to received at least two evaluation opportunities. Should a player not be able to attend evaluation sessions, private session may be available as determined by the Association Head Coach. Any player not attending evaluations will not be eligible to participate on the Advanced teams where more than one teams exists.
5. Any players who will not be attending evaluations must notify the Association's Head Coach in writing prior to the start of the evaluations.
6. The initial team selection process is to be completed within 72 hours of the final evaluation date. Balancing Games, where required, are to be completed within 14 days of the draft.
7. No players will be permitted to be placed to a higher or lower division without express approval of the Executive Committee and in the cases of playing down to a lower division, the additional approval of the Zone Commission.
8. Any requests for players to play down to a lower division are subject to the conditions outlined in the Zone Commission and BCLA Minor Directorate Operating Policies.

**D. Balanced Team Player Drafts:** Where divisions require Balanced Teams as per the Operating Policies of the Zone Commission, the following conditions will apply:

1. Evaluation results will be provided to all applicable head coaches where all players will be ordered by their cumulative scores from all Evaluators.
2. The order of draws will start based on the order of the birth month of the head coach, in order of earliest to latest.
3. Coaches will select one player at a time working from the highest ranked players to the lowest ranked players and then working back up to the highest ranked players. This will continue until all players have been equally distributed.
4. Head Coaches may only hold reservations for their children prior to the draft.
5. Coaches will attempt to accommodate team requests made by parents where possible, but this cannot be guaranteed.
6. Assistant Coaches will be assigned after the draft has been completed.
7. A minimum of 1 balancing game will be held where the overall balance of the teams will be assessed by Head Coaches. Head Coaches will be required to “trade” players after each balancing game in order to achieve a balanced end result.
8. No player shall be released from a team after their first league game without express approval of the Executive Committee

**E. Tiered Team Player Drafts:** Where divisions are required to provide Advanced and Development, or tiered, teams as per the Operating Policies of the Zone Commission, the following conditions will apply:

1. Evaluation results will be provided to all applicable head coaches where all players will be ordered by their cumulative scores from all Evaluators.
2. The Head Coach of the higher calibre will have first right of refusal of the entire evaluation list.
3. The Head Coach of the higher calibre is to take from the top 50% of the list for all players on their team, less the last 4 players. The last 4 players of the team may be selected from below the top 50% of the list but still to be selected out of the median 50% pool of players. Players in the bottom 30% of the list are not eligible to be selected to the higher calibre team.
4. The Head Coach of the lower calibre will be awarded the remaining players from the draft list.
5. Coaches will attempt to accommodate team requests made by parents where possible, but this cannot be guaranteed.
6. Assistant Coaches will be assigned after the draft has been completed.
7. No player shall be released from a team after their first league game without express approval of the Executive Committee
8. Incoming Players, unless with express approval of the Executive Committee will be placed on the lower calibre team where no evaluation results are available.

#### IV. Teams:

**A. Names & Colours:** All teams shall be known as the “Kodiaks” and share only bear the colours provided by the Association. No team shall be represented under a different name or authorized for use of colours other than those provided by the Association to the teams upon request. Logo files will be provided to teams upon request for teams to use in buying team attire under the Association’s Brand. Unauthorized use of the Associations name, logos, colours, or Brand is strictly prohibited.

**B. Communication & Escalation:** no member or parent/guardian of a team is to communicate directly with the Executive Committee, the Zone Commission, or BCLA without first going through their team Manager. The team Manager will escalate to their division manager where applicable for any matters which they cannot personally solve. Escalation, should you not be receiving the desired outcome, should only follow the “One UP” process. Failure to follow protocol will result in the matter being pushed back down to the appropriate level. The Communication Protocol for all parents/guardians is as follows:

1. Team Coach/Manager
2. Division Manager
3. Association Head Coach
4. Association Executive Committee
5. Zone Commission
6. Minor Directorate Chair
7. BCLA Executive Committee

**C. Declaring (Tiering):** Teams must notify their respective Division Manager at the end of the draft, their intentions or participating in the respective division and category based on their current registration and talent assessment, also factoring previous history. Declarations will be shared to Zone Commission for evaluation. This is a sensitive area and should be approached with care. The Zone Commission will have final termination to a team’s placement. The Zone Commissioner for a division may move a team up or down during league play if they feel a team is tiered incorrectly.

**D. Parent Volunteer Bond Program:** Encourages active participation from all members to help ensure the efficient operation of the Association. As the Association is entirely volunteer-run, this program is vital in providing a quality lacrosse experience for everyone involved.

1. **Volunteer Requirements:** Volunteer commitment requirements vary by age group for which the player is registered in.
  - a) U7 – Participation is encouraged but no bond is collected
  - b) U9 – 5 hours or 100 points with a \$100 bond required
  - c) U11 through U17 – 10 hours or 200 points with a \$200 bond required
  - d) Max Family Bond – 20 hours or 400 points (where families have multiple children registered in programs) with a \$200 bond submitted to one of your team managers.

2. **Hour Tracking:** Hours are to be tracked by the volunteer and submitted for approval to the Team Manager where the hours took place.
3. **Association Level Credit for Hours:** Hours can be credited for the following activities outside of regular team play:
  - a) Association Executive Board Member – full credit provided
  - b) Evaluations Volunteer – hourly credit provided
  - c) Committee Volunteer – full credit provided
  - d) Tournament Volunteer – hourly credit provided
4. **Team Level Credit for Hours:** Hours can be credited for the following regular team activities:
  - a) Coaches and Manager – full credit provided
  - b) Jersey coordinator – 100 points credit for season.
  - c) Scorekeepers & Timekeepers – 25 points credit per game.
  - d) Miscellaneous Team Support – hourly credit provided

**E. Game Volunteers:** The Home Team is responsible for providing time clock and score keeper volunteers for all Exhibition and League Games. Many Tournaments also require shared responsibilities for these positions.

**F. Exhibition and Tournaments:** The appropriate KMLA Division Manager and Head Coach must be notified by the team's Coach/Manager prior to participating in any exhibition games or tournaments. Only exhibition games sanctioned by the Zone Commission will be eligible to play. Exhibition games or tournaments not sanctioned under BCLA are strictly forbidden.

**G. Game Sheets & Rosters:** The Team Manager is responsible to ensure the team roster is uploaded into the RAMP Electronic Team Management System. Team Manager's are required to ensure their rosters are completed and signed off 30 minutes prior to each game. Team Managers are responsible to ensure they are listing any suspended players on their game sheets and capturing what game number is being served. Where paper game sheets are used, or where One-Game paper Permits are used, the Team Manager is responsible to send Digital Copies (.pdf) to their Zone Commissioner within 12 hours of the completion of the game.

**H. Team Travel:** All out of province or out of country travel requires approval from BCLA prior to attending. Teams wishing to travel out of province or out of country are required to retain a travel insurance policy for their players at an expense to be paid by the team wishing to travel. BCLA and subsequently the Association do not insure out of Province or out of Country Travel. Any Team wishing to attend tournaments in province or out of province must provide their tournament dates to their respective Division Manager a minimum of one (1) week prior to the scheduling meeting of the Zone Commission. Dates of the meeting will be communicated to the coached in advance.

**I. Fundraising:** All team fundraising under the Association's name and/or brand must be approved. All intents for fundraising must be approved by the Sponsorship Director once the type of fundraiser has been determined and the purpose of the monies raised has been presented.

**J. Sponsorship:** All sponsorship from at a personal, team, or association level shall be managed by the Association's Sponsorship Coordinator. Any teams wishing to directly receive team sponsorship must be approved by the Sponsorship Coordinator.

**K. Awards:** Awards are presented to those players or Members deserving at the Annual General Meeting of the Association. Requests for nominations will be sent out by the Executive Committee in the weeks ahead of the AGM and will follow with a vote for those nominated. Team Specific Player Awards are selected by the Coaching Staff for the team.

**V. Coaches & Team Officials:**

**A. Coaches Selection:** All coaches are required to register through the BCLA Registration process each season they wish to coach.

1. All coaches are required to participate in the following:
  - a) Must maintain a valid Criminal Record Check which has been formally submitted through the CRC process outlined by the Association.
  - b) Must maintain valid government issued photo ID on file in their registration profile.
  - c) Must participate in the required web based and instructor led training deemed necessary for the level they are coaching.
2. The Association's Head Coach will compile a list of coaches from their registration and evaluate against the teams being generated. One (1) Head Coach will be assigned to each team with up to a maximum of three (3) Assistant Coaches and one (1) Trainer.

**B. Maximum Bench Staff:** The head coach is responsible to ensure that the maximum allowable bench staff as outlined in the BCLA Minor Directorate Operating Policy is not exceeded.

1. Where the maximum bench staff is being exceeded, the trainer must stand off the bench in the stands/hall beside the bench to perform their duties.
2. There shall be no more than 4 coaches listed on a game sheet for any one game.

**C. Coach & Manager Responsibilities:**

1. Association equipment shall be signed out from the Equipment Manager at the beginning of the season, documenting the quantities and condition.
2. All equipment provided by the Association are considered property of the Association and the safekeeping of which shall ultimately rest with the Coach and/or Manager of the teams to which they were issued. Equipment should be

returned in similar condition (barring reasonable wear and tear) as it was issued. All Coaches must ensure that parents are clearly aware of their responsibilities regarding Association Equipment.

**3.** Lost Association Equipment issued to the player by the coach or manager shall be the responsibility of the parent. If any Association equipment is lost or stolen, a reasonable depreciated amount may be assessed to that player/parent and may be added to the player's registration fees for the following season.

**4.** All goalie equipment must be returned at the conclusion of the season, even where the player is intending to continue on as a goalie. The Equipment Manager will inspect the equipment and repair where required, where it can be signed out again the next season.

**5.** All Jerseys must be washed prior to returning to the Equipment Manager. It is recommended to frequently wash the jerseys during the season by the methods outlined on the tags of the jerseys.

**6.** Coaches strictly adhere to the BCLA Fair Play rules outlined in the BCLA Minor Directorate Operating Policy.

**7.** Ensure your team maintains a high level of sportsmanship during games. The visiting team for Home Games shall leave the floor first while your players will wait at their bench.

**8.** As facilities and weather allows, the players should perform a warm-up stretch and/or dryland prior to taking to the floor for the game.

## **VI. Conduct, Discipline & Appeals**

**A. Major Penalties and Conduct Unbecoming:** All players and Members of this Association, including parents, siblings, coaches and other team officials, shall conduct themselves in such a manner as not to embarrass or de-stabilize their team.

**1.** All participation of any sanctioned events under BCLA or the Association must adhere to the KMLA Code of Conduct, BCLA Code of Conduct, and the viaSport Universal Code of Conduct.

**2.** Breach of any Code of Conduct is subject to Disciplinary Action as outlined in the KMLA, Zone, and BCLA Discipline Policies.

**3.** The Team Manager shall keep record of all Major, Misconduct, Game Misconduct, Match, or Gross Misconduct penalties. As outlined in the BCLA Minor Directorate Disciplinary Rules; all automatic suspensions are the responsibility of the Team Manager and Head Coach to enforce and have the games served, without notification of the Zone or Tournament Commissioner. Failure to enforce automatic suspensions will result in a suspension of the Head Coach by the Commissioner having Jurisdiction.

**4.** All penalties outlined in Item 3 are subject for review by the Association's Disciplinary Committee Chair and the President of the Association. The President of the Association has the authority to suspend players and team personnel pending a hearing by the Discipline Committee. Subsequent decisions by the Discipline Committee will be final, subject to the appeal process.

5. Any off-floor or field conduct unbecoming by players, team officials or spectators will result in immediate suspension by the Association's President.

**B. Discipline:** Discipline will be separated into "On Floor/Field" and "Off Floor/Field" offences. On Floor or Field offences will be defined as offences which have been captured on the Game Sheet of a sanctioned Exhibition, League or Tournament Game. Off Floor or Field offences will be those which officials are not able to document on a game sheet, but involve players, parents, and/or other spectators who are not currently engaged in game play.

1. On Floor or Field game play will have discipline managed by the Commissioner having authority and in accordance with the BCLA Minor Directorate Discipline Rules. Suspensions of 5 games or less are not subject to appeal and suspensions of more than 5 games will require a hearing to be conducted by the Zone Commission Discipline Committee.

2. Off Floor or Field infractions for Code of Conduct violations, intent to injure, or conduct unbecoming of any person associated with the Association will result in an immediate suspension pending assessment from the Association's Discipline Committee.

3. BCLA and its Code of Conduct Discipline Committee shall have direct authority in the following matters:

a) Any code of conduct issues or complaints, outside of game play, involving players, coaches, team officials, parents/guardians, leagues, or officials.

b) Egregious issues that have been referred from other member governing bodies, including Member Associations, Directorates, Commissions, Leagues, and Technical Support Groups.

**C. Hearings:** As per the BCLA Minor Directorate Operating Policy, all persons have the right to a hearing. The Panel holding the hearing should also be "reasonable perceived to be unbiased". In order to achieve this, the Disciplinary Committee reserves the right to engage Executive Members from other Associations, Commissions, Leagues, or respected citizens from the community to ensure the panel is not biased.

1. A hearing must be conducted within seven (7) days of the infraction.

2. Once the hearing is completed the Committee must render their decision in writing, including information on the appeal process available to them, to the person or group whose behavior is in question.

3. Guidelines for holding a hearing will be conducted as outlined in the BCLA Operating Policy – Appendix D.

4. Any hearings which fall under BCLA Authority will be conducted by BCLA as per their Policies they have in place.

**D. Appeals:** As per the BCLA Minor Directorate Operating Policy, all persons have the right to appeal of any action which affects their rights. The Panel reviewing the appeal should also be "reasonable perceived to be unbiased". In order to achieve this, the Appeal

Committee reserve the right to engage Executive Members from other Associations, Commissions, Leagues, or respected citizens from the community to ensure the panel is not biased.

1. Within seven (7) days of being notified of the decision of the Discipline Committee, any person feeling aggrieved by such decision shall file with the Secretary of the Association, a summary in writing outlining all particulars pertaining to the case and shall deposit \$50 with the Treasurer of the Association, the sum of fifty (\$50 CAD) dollars by certified check or electronic funds transfer. If the Appeal is upheld, the Association shall retain the deposit as general revenue.
2. If the person is dissatisfied with the decision of the Appeal Committee, such person may appeal to the Zone Commission as per the process outlined in the Zone Commission's Operating Policy.
3. If a person is dissatisfied with the decision of the Zone Commission's Appeal Committee, such person may appeal to the BCLA Appeal Board as per the process outlined in Regulation 20 of the BCLA Minor Directorate Operating Policy.