

# NOMLA OPERATIONS MANUAL

## Index

NOMLA OPERATIONS MANUAL .....	1
Index .....	1
I. Introduction .....	6
A. Preamble.....	6
B. Subsistence.....	6
C. Membership.....	6
D. Alteration of Policy manual .....	6
E. Inspection of NOMLA books .....	6
F. Privacy Act .....	7
G. B.C. Direct Access Gaming .....	7
H. Fair Play .....	7
II. Risk Management.....	7
A. Drugs & Alcohol.....	7
B. Facilities. ....	7
C. First Aid.....	7
Teams will have an established first aid person.....	7
D. Speak out Program .....	7
E. Criminal Record Checks.....	7
F. Insurance.....	7
G. Waivers .....	7
III. Structure & Management.....	8
A. Meetings.....	8
1. Annual General Meeting.....	8
2. General Meetings .....	8
3. Special Meetings.....	8
4. Quorum .....	8
5. Agenda .....	8
6. Elections.....	8
7. Robert's rules of order.....	8
8. Voting .....	9
9. Amendments .....	9
B. Executive.....	9
1. Officers of the Association .....	9
a) President.....	9
b) Immediate Past President.....	9
c) Vice President .....	9
d) Secretary .....	10
e) Treasurer .....	10
f) Registrar .....	10
g) Scheduler .....	11
h) Head Coach.....	11
i) Coaching Coordinator .....	12

j) Head Referee .....	12
k) Referee Allocator.....	12
l) Equipment Manager .....	12
m) Publicist/Promoter .....	12
n) Sponsorship .....	12
o) Manager Coordinator.....	13
p) Tournament Coordinator .....	13
q) Director - Fun Lacrosse .....	13
r) Director - Field Lacrosse.....	14
s) Web site Coordinator .....	14
2. Auditor .....	14
C. Volunteers .....	14
1. Recruiting.....	14
2. Recognition.....	14
3. Development & Training .....	14
IV. Operating Policy .....	14
A. Fees & Expenses .....	14
1. Registration Rates .....	14
2. Skills Camps & Special events .....	15
B. Players .....	15
1. Registration .....	15
Return Division Ages.....	15
2. Financial Assistance.....	15
3. On Floor Requirements.....	16
4. Goaltenders .....	16
5. Player Release.....	16
6. Refunds .....	16
7. Playing Up .....	16
8. Conduct.....	16
C. Teams(Box).....	17
1. Team Selection.....	17
2. Protecting Players .....	17
3. Player Draft Policy.....	17
4. Drafting Late Registrants .....	18
5. Balancing of teams.....	18
6. Team Size.....	19
7. Cancelled games or Practices.....	19
8. Name Bars.....	19
9. Uniforms .....	19
10. Player Movement .....	19
11. Goaltender Placement .....	20
D. Coaches .....	20
1. Selection of Coaches.....	20
2. Qualifications .....	20
3. Coaches Selection Criteria .....	20
4. Coaches Evaluation Forms .....	21
5. Coaches Attire ( proposed) .....	21
6. Training Expenses.....	21
7. BCLA Fees.....	21

8. Fines .....	21
9. Conduct .....	21
10. Duties .....	21
11. Criminal Records Check .....	21
E. Assistant Coaches .....	22
F. Trainer Aide .....	22
G. Door Personnel .....	23
H. Team Managers .....	23
1. Team Meetings.....	23
2. Code of Conduct/Medical Info Sheets .....	23
3. Team List .....	23
4. Jersey Parent .....	23
5. Phoning/Emailing Parent .....	23
6. Pictures.....	23
7. Time Box Personnel.....	23
8. Snacks .....	23
9. 50/50 Fundraiser .....	23
10. Yearend Windup .....	23
I. Referees .....	23
1. Qualifications .....	23
2. Game sheet Procedure.....	23
3. Training Expenses.....	23
4. Pay .....	24
5. BCLA Fees.....	24
6. Fines .....	24
7. Conduct .....	24
8. Uniform.....	24
9. Provincials .....	24
J. Game Requirements .....	24
1. Officials.....	24
2. Game Start and End Times .....	24
3. Game Equipment .....	25
K. Tyke Play & Development.....	25
L. Provincial Teams (When the house playing model is in place) .....	25
1. Team Selection.....	25
2. Coach Selection .....	25
3. Player Eligibility .....	25
M. Equipment .....	25
1. Storage .....	25
2. Team sign out.....	26
3. Maintenance .....	26
4. Return.....	26
5. Replacement.....	26
N. Opening Day .....	26
1. Pictures.....	26
2. Skills .....	26
3. Food / Fun .....	26
O. Tournaments.....	26
1. Home Association Tournaments.....	26

a) Tournament Manager.....	26
Raffle Table .....	26
50/50 .....	26
Team Registration.....	26
Treasurer .....	26
Security .....	26
Risk management.....	27
Schedule/Stats .....	27
Volunteer coordinator .....	27
b) Financial .....	27
NOMLA responsibility .....	27
Team responsibility.....	27
c) Rules .....	27
d) Participation.....	27
2. Away Tournaments.....	28
a) Calibre .....	28
b) Scheduling .....	28
c) Payment .....	28
d) Conduct .....	28
Hosting other Tournaments or Championships .....	28
P. Field Lacrosse.....	28
1. Registration .....	28
2. Divisions .....	28
3. Games .....	29
4. Tournaments .....	29
5. Equipment.....	29
6. Financial.....	29
7. Coaches.....	29
8. Referees.....	29
9. Development.....	29
Q. AGM / Social Night.....	29
1. Meeting.....	29
2. Awards .....	29
a) Preamble .....	29
b) Awards Presentations .....	29
c) Most Inspirational Players .....	29
d) Graduating Player of the Year .....	29
e) Coach of the Year .....	29
f) Volunteer of the Year.....	29
3. Social Night .....	29
4. Complaints .....	30
a) Executive .....	30
b) Referees .....	30
c) Coaches.....	30
d) Other .....	30
5. Protests.....	30
R. Conduct .....	30
1. BCLA Operating Policy.....	30
2. TOMBLC Operating Policy.....	30

3. NOMLA Operating Policy.....	30
V. Zone (TOMBLC).....	31
A. League Play.....	31
B. Tyke Jamboree .....	31
C. Playoffs.....	31
D. B.C. Summer Games.....	31
E. NOMLA Representation .....	31
F. Commissioners .....	31
G. Financial costs.....	31
H. Awards .....	31
VI. BCLA.....	31
A. Tournaments.....	31
B. Directorates .....	32
1. Minor Directorate.....	32
2. Coaching .....	32
3. Officials.....	32
4. Field .....	32
C. Financial.....	32
D. Awards .....	32
E. Web site .....	32
F. AGM.....	32
VII. Record of revisions to this document:.....	32
A. February 11, 2013 – Updates/housekeeping.....	32

## **I. Introduction**

### **A. Preamble**

The operating policies of the North Okanagan Minor Lacrosse Association (referred to throughout this document as "NOMLA" or "the Association") are designed to ensure consistency in the 'day to day' and 'season to season' operations of the Association. They are designed to ensure fair and equal treatment to all participants (athletes, coaches, referees and parents). These operating policies must always be consistent with the goals and objectives of the Association as laid down in its constitution.

### **B. Subservience**

These policies are subservient to the Constitution of the North Okanagan Minor Lacrosse Association as well as any policies laid down by the following if applicable;

- Thompson Okanagan Minor Lacrosse Commission ( Zone 2 ) ( TOMBLC )
- British Columbia Lacrosse Association (BCLA) and its Directorates.
- Canadian Lacrosse Association ( CLA )

If any conflict is found, the Executive of NOMLA will, at its first opportunity, cause such conflicting policies to be changed to meet or exceed the standards set by its governing bodies.

### **C. Membership**

A member of NOMLA shall be any parent of legal guardian of a child who plays lacrosse (such child hereinafter be referred to as "a player") and who can fulfill the following requirements. The priorities are as follows and shall be confined to:

- i) A player residing with his/her parent, or legal guardian, within the geographical boundaries of the City of Vernon, City of Armstrong of the Village of Lumby, British Columbia and surrounding Districts.
- ii) A player duly transferred according to the regulations set out by the TOMBLC or IFLC.

Or

Individuals who are interested in the general work of the Association and who are not members of any other lacrosse club, team or Association. Such individuals shall be Associate Members and shall not have voting privileges unless elected or appointed to recognized positions. Associate members will not be subject to registration fees.

### **D. Alteration of Policy manual**

All changes and/or additions to NOMLA Operating Policy Manual will be submitted in writing to the President and/or Secretary thirty (30) days prior to a scheduled Executive meeting or AGM or 14 days prior to a Special Meeting. This edition is prepared for easy and convenient reference and should regulations be changed or errors occur, the contents of this book will be suspended by the official minutes of the North Okanagan Minor Lacrosse Association (NOMLA).

### **E. Inspection of NOMLA books**

Inspection of the books of NOMLA may be done by members in good standing at a place to be arranged by the executive officer responsible. Members wishing to inspect the books and records of the Association must give seven (7) days notice in writing to the President, The books and records of the Society must be available for inspection within fourteen (14) days of such notice being received by the President.

### ***F. Privacy Act***

Follow BCLA rules and guidelines.

### ***G. B.C. Direct Access Gaming***

NOMLA depends on and receives monies annually from B.C. Gaming and will follow all B.C. Gaming rules to ensure maintenance of NOMLA in good standing.

### ***H. Fair Play***

NOMLA is fully committed to the FAIR PLAY principles of the Government of Canada ( Fitness and Amateur Sport ). The Association will do everything in its power to ensure that all of its participants are adequately trained to ensure that fair play is incorporated into our team practices and games and that players are the importance of honesty, integrity and respect.

## **II. Risk Management**

### ***A. Drugs & Alcohol***

As per BCLA Minor Operating Policy Regulation 20: Conduct Section 20.02 “No one involved in a lacrosse game or practice should be under the influence of alcohol or drugs, nor should alcohol be consumed before or during a game or practice. Alcoholic beverages and drugs are prohibited at game or practice sites and dressing rooms.

***B. Facilities***The facilities used for sanctioned play will be chosen with safety as the first priority for all the players and volunteers involved.

### ***C. First Aid***

Teams will have an established first aid person.

### ***D. Speak out Program***

### ***E. Criminal Record Checks***

All volunteers and officials over the age of 19 must complete a criminal record check as per BCLA General Operating Policy Regulation 18.

### ***F. Insurance***

NOMLA will maintain equipment/content insurance for the association storage locker. Player insurance information can be found in the BCLA General Operating Policy Regulation 6.

### ***G. Waivers***

The NOMLA Registrar and Manager coordinator will work with the team managers to ensure all members have a signed waiver before they will be allowed to play in any NOMLA sanctioned event.

## **III. Structure & Management**

### **A. Meetings**

#### **1. Annual General Meeting**

The NOMLA Annual General Meeting ( AGM ) shall be held within 6 months of the fiscal year end ( December 31st of each year), such a date is to be set by the executive, and in the event of their failure to act by the President.

Notice of the AGM must be given to the membership in writing 30 days before the meeting stating the time, date, location and agenda for the meeting and any proposed amendments to the Constitution or Bylaws of the Association. ( A newsletter mail out, a posting on the web site and notification in the local newspaper is recommended)

#### **2. General Meetings**

The first General Meeting of each year shall be held soon after the AGM ( date set at the AGM) and then on a monthly basis ( or as required) throughout the year to take care of the day-to- day running of the Association. It is required that executive members attend these meetings to ensure full participation from the executive and proper direction to the Association. These meetings are open to the general membership but any questions or concerns must be brought forward before the meeting and added to the agenda. NOMLA executive may call a Special Meeting to address these requests if it is felt that they will make the General Meeting to long and unmanageable.

#### **3. Special Meetings**

Any meeting other than the AGM or a General Executive meeting shall be considered a Special Meeting and regular rules apply. The President may call a Special Meeting at anytime.

#### **4. Quorum**

At Annual, Executive or Special meetings of the Association fifty-one percent but not less than three members shall constitute a quorum.

#### **5. Agenda**

An agenda shall be used as the template of all meetings and adhered to unless the executive approves revisions to it at the start of the meeting. Any member from the general membership may contact the Secretary prior to a meeting to request the addition of a item on the agenda.

#### **6. Elections**

- All Officers and committee heads, other than the Immediate Past President, shall be elected at the Annual General Meeting
- The executive shall appoint a Nominating Committee to present to the AGM at least one name for each office. Nominations will be accepted from the floor.
- In the event of a vacancy occurring on the Executive, the remainder of the Executive, providing a quorum exists, may appoint a replacement to fill the vacancy until the next AGM.

#### **7. Robert's rules of order**

Procedural disputes not covered in the bylaws shall be governed by "Roberts Rules of Order" and shall apply to all meetings.

[Return to index](#)

## **8. Voting**

- At all Annual and Special meetings of the Association, Executive Members and members in good standing will have one vote each.
- Every question, including the election of officers shall be decided in the first instance by a show of hands unless a poll is demanded by any member.
- No person shall cast more than one vote on any question notwithstanding the fact that more than one office in the Association may be held.
- The President shall only have a vote in the case of a tie.
- Only one vote per family allowed (except where voting elected officers of the Association have a second family spouse in the eligible voting members attending).

## **9. Amendments**

The Operating Policies of NOMLA may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present. The constitution and Bylaws must be only changed at the AGM with a 30 day notice to the membership.

## ***B. Executive***

At this time we cannot stress enough the importance of having new members join the executive each year so we can share the work load and introduce new members to the satisfaction of helping run a minor sports organization and become comfortable in later years in becoming the go- to members with experience. We require about 20 positions to be full for proper operation of this Association so that all its members will enjoy their experience with Lacrosse and to ensure that no member of the executive get work overload. That means every year we need 4 new executive members if you followed one child through the system.

### **1. Officers of the Association**

#### **a) President**

- Shall preside at all Annual, Special and Executive meetings of the Association and generally supervise all the affairs of the Association and shall primarily responsible for the development and maintenance of the program of the Association.

#### **b) Immediate Past President**

The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President or in an advisory capacity when requested by the President or any executive or Club representative. This position is designed to improve continuity on the executive and in the Association by assisting new executive members in performing their duties.

#### **c) Vice President**

- Shall carry out the duties of the President, whenever the President is unable to do so, and assist the President.

Oversee and develop Tyke and Mini Tyke programs for the Association.

[Return](#)

#### **d) Secretary**

- Responsible to attend and record minutes of all Executive meetings and the Annual General Meeting, preparing and distributing all proposed changes to the Constitution and By-Laws and Operating Policies per By-Law 1V of the BCLA: Meetings, and shall submit all required reports, documents and changes to the Constitution and By-Laws as required under the Societies Act..
- Ensure all required information is forwarded to the B.C. Registrar of Societies in a timely fashion after the AGM. This information includes but may not be limited to the AGM minutes and its attending members, a updated list of the NOMLA Executive, The financial statements of the Association and any changes or amendment to the constitution or bylaws.

#### **e) Treasurer**

- Receive all monies paid into the Association and to deposit the same into a bank designated by the Executive.
- Present all bills or claims against the Association to the executive and ensure they are promptly paid.
- To collect all dues, fees or monies owing to the Association and to give receipts therefore.
- To keep an accurate record of all monies received and disbursed by the Association.
- To have the books of the Association audited by an auditor appointed by the executive, and make a report which includes an Association balance sheet, a financial statement as of the official year end and a budget for the coming year. This information is to be presented at every Annual General Meeting ( AGM) of the Association.
- To prepare the annual Direct Access Game Funds application and ensure its timely completion.
- Maintain the separate Bank accounts of the Association ( General, Gaming and Field) as required.
- Prepare a financial summary for Association sanctioned tournaments and special events.
- Oversee the collection of individual team financial summaries due at the end of each season.
- To perform such other duties as may be designated by the executive.
- NOMLA's books are done on Simply Accounting (owned by the Association) and in the interest of continuity it is preferable that this program passes through with the Treasurer position over time.

#### **f) Registrar**

Shall organize the registration drive each year, this includes but is not limited to;

- Ensuring BCLA registration forms are mailed out to all previously registered players.
- Ensuring registration information is advertised in local papers in a timely manner.
- Setting up registration dates and tables and drop off locations.
- Ensure monies collected through registration be forwarded to the treasurer for prompt deposit.
- Ensure all accepted registration forms are complete (medical #, birth certificate copy and signatures are all required to be complete) and registration fees have been

collected. (Maintain a file of such information on a yearly basis and ensure all privacy act issues are followed i.e. destruction of birth certificate copies once a player has graduated out of NOMLA or has not returned for the following year.)

- Maintain NOMLA's registration information with BCLA in an accurate and timely manor.
- Inform the Head Coach and executive as to the progress of registration with numbers so team numbers and coaching issues can be addressed.
- Develop a waiting list once registration has been completed, this will allow those players registered in time first access to team placement and any late registrants a fair way to register if there is room on the teams.

### **g) Scheduler**

- Correspond with local venue operators as to floor availability and costs.
- Attend preseason zone schedule meeting to schedule league games. Must be aware of available floor times, team tournament dates etc.
- Set practice schedule for player evaluations and team practice throughout the season.
- Secure facilities for special events, tournaments etc.
- Reconcile billed floor time to Association use, ensure that the teams are using all floor time booked and paid for.
- Notify treasurer if games or practices are cancelled without proper notice so teams can be billed for incurred floor and referee costs.
- Work with other Associations in the zone to reschedule games as per TOMBLC's policy.
- Ensure that all teams' receive practice and game schedules as soon as possible. This is done through the manager Coordinator and Coaches.
- Forward a copy of the current NOMLA insurance policy (received from BCLA) to both arena operators.

## **Committee Heads of the Association**

### **h) Head Coach**

Shall be responsible to;

- Ensure that all coaches are properly certified to the level required and are made aware of any coaches clinics in the area.
- Organize the teams with coaches, assistant coaches and any other personnel deemed necessary at the beginning of the year. The Head Coach will put a call out for all people interested in coaching and bring a list forward to the executive for final selections. The Executive reserves the right not to accept an applicant for a position if they feel that due to previous experience or information it is deemed that applicants coaching manor does not follow within the best interests of the Association or its players.
- During the year any disputes which may arise which may involve teams and coaches shall be brought to the attention of the Head Coach and he will so inform the Executive.
- It is encouraged that a Coaching Coordinator is recruited to perform tasks defined by the Head Coach.

### **i) Coaching Coordinator**

Operate under the Head Coaches direction. Duties may include but are not limited to;

- Organize attendance to coaching clinics
- Complete and return BCLA form 100's and ensure criminal record checks are current.

### **j) Head Referee**

shall be responsible for;

- Recruiting of sufficient refs for the Association
- Ensuring annual training and upgrading of Ref qualifications.
- Scheduling and ensuring there are Refs available for all games.
- Dealing with arbitration, infractions, discipline and evaluation of Refs throughout the year.
- Completing a Referee Evaluation form for all Refs at the end of the season for presentation at the NOMLA AGM.
- It is encouraged that a "Ref Coordinator" and an "Ref Evaluator" is recruited to spread out the work load.

### **k) Referee Allocator**

Appointed by the Head Referee (approved by the executive) to assist the Head Referee perform their duties.

### **l) Equipment Manager**

- Responsible for the storage, repairing and purchasing of all equipment.
- At the beginning of each season signs out Association equipment to all teams on a fair and equal basis. Record the Date, condition, team and person accepting the equipment. As the season progresses repair or replace damaged equipment as required and as the budget allows.
- Ensure all equipment is returned in a timely manor at the end of the season, condition is noted and a complete equipment inventory accounting is presented at the NOMLA AGM. This information is beneficial well before the AGM as it allows for better budgeting.

### **m) Publicist/Promoter**

- Responsible to promote and publicize the game of lacrosse in our area.
- To seek out sponsors for teams, tournaments and special functions held by the Association.
- To organize the publicity of team games and tournaments and to publicize the Association in the event of special awards and/or functions.

### **n) Sponsorship**

- Contact early in the year existing team sponsor and try to renew their sponsorship for the coming year.
- Develop new team sponsors to ensure all teams have a current paid up sponsor. Team sponsorship program is a yearly fee for name bars on a teams jerseys or the purchase of a new set of jerseys. (Order new name bars for a new sponsorship.

- Ensure all sponsors get a team picture and a thank you letter from the Association.
- Ensure that all sponsors have their name bars on a set of jerseys.
- Work with the tournament coordinator to find sponsors for tournament programs or events.

### **o) Manager Coordinator**

- Review the "Managers Package" with the executive at the start of each term and adjust as necessary.
- Prepare a "Managers Package" for distribution to each team manager at the start of the season.
- Recruit and develop a Team Manager for each team. This can start with successful team managers from previous seasons, information off registration forms, recommendations from coaches (etc) or having a team parent meeting with teams not having managers.

Hold a Managers Meeting prior to the start of the season and familiarize all managers with their duties and responsibilities. Assist team managers where necessary. Act as a liaison between teams and the executive and visa versa. Ensure individual teams forms are completed and returned to the Association on a timely basis.

### **p) Tournament Coordinator**

- Update the NOMLA Rock The House Tournament package as to current dates and procedures.
- Apply to BCLA for tournament dates for the current year.
- Recruit a tournament manager from each division as early as possible to ensure orderly and successful tournaments.
- Ensure that all tournaments adhere to all rules and regulations of the BCLA and the CLA.
- Ensure any teams attending from outside the province of B.C. have written permission from their governing bodies before participating in the tournament. (They cannot play without it!)
- Submit to BCLA a list of all Referees for each tournament for approval prior to the start of the tournament.
- Ensure the original copies of the game sheets and any game reports are submitted to the local commissioner. (As well as the corresponding commissioners in other zones when teams from outside our zone are competing.
- Send a list of any suspensions given and a copy of the game reports to the Minor Directorate Tournament Coordinator immediately after the completion of the games.

### **q) Director - Fun Lacrosse**

Develop and run Fun Lacrosse program through the off season;

- Set schedule for Fun Lacrosse in Vernon and Armstrong, secure gym time and costs.
- Get coaches, equipment and materials for programs. Order tee shirts for fun lacrosse.
- Produce registration fliers and posters to be distributed through local schools.
- Arrange for Lacrosse demonstrations at local schools to encourage registration. (midget, junior & senior players work well.)

## **r) Director - Field Lacrosse**

- Oversee the operation of field lacrosse in the Association area. This is a growing part of the Association and director must work with the executive to ensure a smooth growth and that assets and people are allocated as required.
- Registration, equipment, scheduling, tournaments, coaches, budget and finances must all be addressed.

NOMLA is operating box and field together as one Society. Care must be taken so that one does not unduly subsidize the other and that both have the ability to grow and flourish providing a larger window to play lacrosse for the players.

## **s) Web site Coordinator**

- Responsible for maintaining the NOMLA website with the most current information.
- Will give access to the scheduler, ref allocator and managers who want to maintain their own information and keep an up to date list of who has access to the website.
- Each year will review the current service provider and work with the NOMLA Executive to decide if we will renew or change our web site service provider.

## **2. Auditor**

An auditor will be appointed by the executive prior to the AGM independent of the treasurer but with the treasurers' assistance to review the Associations books for the year and approve them prior to the AGM.

## **C. Volunteers**

### **1. Recruiting**

### **2. Recognition**

### **3. Development & Training**

## **IV. Operating Policy**

### **A. Fees & Expenses**

#### **1. Registration Rates**

Registration fees are to be evaluated annually to these criteria;

- Keep the Association operating with a sound financial base so that its business may be carried out in a safe and proper manner.
- Keep the financial burden as low as possible to its members.
- To encourage new players into the sport.
- The changing costs of operating the Association (floor time, Refs, equipment, insurance, et

## 2. Skills Camps & Special events

- Where possible, approved costs incurred in hosting Association skills camps, goalie clinics, coaches meetings will be covered by the Association with prior written approval. Any event which is not open to all members in a particular group ( these groups may be players, coaches, referees, trainers, team managers or risk management personnel) will require special approval for any funding NOMLA.

## B. Players

### 1. Registration

Registration will be on a first come first serve basis. Every attempt will be made to place all applications received each year. All PAID Registrations received by mail before the registration deadline or taken at the official Registration days of the Association (as set by the Registrar and approved by the Executive each year) will be accepted if at all possible.

Registrations received after the official close of registration will be on a "Space Available" basis as defined in the team size policy.

Registration fees will be set each year by the Executive.

### [Return](#) Division Ages

Age groups for Minor Box Lacrosse as of January 1st of the playing year:

- mini Tyke          under 6 years but at least 4 years old
- Tyke                under 8 years old
- Novice             under 10 years old
- Peewee            under 12 years old
- Bantam            under 14 years old
- Midget            under 16 years old
- Intermediate      TBA

For Minor Field Lacrosse as of January 1<sup>st</sup> of the playing year:

- U8                    under 8 years old
- U10                  under 10 years old
- U12                  under 12 years old
- U14                  under 14 years old
- U16                  under 16 years old
- U19                  under 19 years old

### 2. Financial Assistance

All efforts will be made to ensure that no child is unable to play due to financial restraints. Registrations accompanied with a properly completed Kids Sport application will be accepted as registration paid in full once acknowledgement is received from Kids Sport on the applications acceptance. The parent or guardian is responsible for completing and remitting the application in time for the registration deadline. If for some reason a parent or guardian is not eligible for Kids Sport funding, they may contact the Registrar or President to arrange payment options. This information will be handed as confidential and will be handled as such.

### **3. On Floor Requirements**

ONLY properly registered and paid up players may participate in NOMLA team practices or games. Athletes not yet properly registered with BCLA are not allowed on the floor until officially registered by NOMLA. Coaches and Team Officials cannot accept registrations in order to circumvent this rule.

### **4. Goaltenders**

- NOMLA will supply standard goalie equipment for its goalies. This equipment will be of proper fitting size, safe and functional. (Shin pads, chest protector, athletic support, neck protector)
- Any goalie wishing to supply their own equipment (shin pads, pants, chest protector, protective cup, throat protection and goalie stick) will be permitted to as long as they meet all BCLA and CLA's approvals. In such cases NOMLA will only charge a registration fee to that player equal to BCLA's insurance and registration costs.
- Goaltenders from Peewee, Bantam and Midget will supply their own goalie stick.

### **5. Player Release**

- Requests for player release to other Associations must be forwarded in writing to NOMLA Executive along with BCLA's Player Release Form on the back of his registration receipt stating the rationale for requesting a release. (i.e.; moving out of the Association drawing area).
- No refunds will be given to players quitting or leaving the Association due to a suspension or disciplinary action from the zone or BCLA.

### **6. Refunds**

Refunds shall be as per to most current policy posted on the NOMLA Web site. It is the responsibility of the player's family to request in writing to the Registrar the reason for a refund and to supply a current address to send the refund to.

The refund policy is to be designed as to ensure that NOMLA retains adequate funds to cover cost attributed to the player leaving the Association.

### **7. Playing Up**

Player movement is governed by the BCLA, TOMBLC/IFLC and NOMLA's operating policies.

NOMLA does not believe it to be in a player's long term interest to permanently play in a division older than their own age. Requests by parents will not be considered sufficient cause for NOMLA to allow players to permanently play for a team of higher age. In rare instances, where a player has obviously outclassed his/her peers a Coach may, with the parent's approval and most importantly the player's desire, make a recommendation to the Executive that the player be allowed to play with the next highest age group. In no case will a player be allowed to advance more than 1 division past his/her peers. In subsequent years, the situation must be reviewed by the Executive to determine if the player should continue to advance ahead of his/her peers or if he/she should remain in the division for an additional year and be reunited with his/her own age. The latter should be the normal decision of the Executive barring substantial evidence of the player's ability to continue to outclass his/her peers and still has the desire to move up to an older age group.

### **8. Conduct**

Players MUST have helmets on and be wearing mouth guards at all times they are playing or practicing on the floor. This rule is necessary for compliance with the Association's insurance policy regulations and will be enforced by coaches, referees, and all other Association members at all games and practices of NOMLA.

**For insurance purposes, only registered players, coaches, referees, managers or trainers may enter the playing surface during the duration of the game.**

Players are bound by the General Rules of Conduct listed in Section J. of this manual.

## **C. Teams(Box)**

### **1. Team Selection**

TOMBLC operates as a tiered playing model from Peewee up to Midget. Any division with more than one team will have the first team out in the A2 scheduling pool. All other teams will be balanced. The Novice division is played as a house system and all teams must be balanced.

Balancing teams will be the first aim in team selection. To ensure this, player evaluations will be done at the end of a season and at the start of the new season. Joint practices or evaluation camps will be held by the Association and all coaches of that division or age group.

All coaches will participate jointly in running of these evaluation camps or practices to ensure that all coaches have an equal opportunity to work with the young players and evaluate their skills. In conjunction with the Coaching Coordinator and Division Manager ( if applicable) the coaches will jointly rate the skills of all players and make their selections by way of a rotating draft until all available players have been selected as defined in the Player Draft Policy.

The Association is committed to the athlete having fun first and foremost and believes that this can best be achieved by having each individual, and thereby collectively the team, play in the most balanced league achievable.

### **2. Protecting Players**

While the Associations 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.

It is also recognized that there are legitimate reasons for having players protected. These include car-pooling and family issues.

The following criteria will be considered by the coaching coordinator:

- Requests must be Written by the parents or guardians of the player(s) stating reason and specific needs of the request
- Requests must be received by the coaching coordinator at least 2 days before the draft begins.
- Legitimate requestes only, requestes are not be made purly for convenaince.

No protection of players shall be allowed on the basis of them playing for a particular coach or with particular team-mates and indeed such a practice will be discouraged at the youngest ages of the sport.

A coach may only "protect" his child to the extent described in the Player Draft Policy. That is, the coach must use one of his/her draft selections to choose his/her child in the appropriate round of the draft and then the next pick moves to the next teams coach. There is no unlimited or automatic protection right.

### **3. Player Draft Policy**

All players will be evaluated at their skill level and be assigned a number from 1 to 5, with 1 being the highest skill level. A majority of the coaches in the division being drafted must

agree on the skill level assigned to each player. If no agreement is made the coaching coordinator (or delegate) will make the decision. The number of players in each skill level should be dividable by the number of teams. The coaches' names shall be drawn to determine the order of the draft. If a coach or assistant coach has elected to protect his/her child, the child is not picked until the draft has reached the skill level assigned to that child. (For example; if the child is in skill level 2, then the child is not picked until all level 1 players have been selected.)

The draft will start from the highest skill level (Level # 1) and proceed in rotation until all players have been picked at all skill levels.

The Coaching Coordinator, or designate, will supervise the draft of each division, as he/she is ultimately responsible for balancing of the teams.

#### Draft Guidelines:

Definition of a "round" – one complete round of picks by all coaches (for example: 4 team draft the 1<sup>st</sup> round is the 1<sup>st</sup> 4 picks. The 2<sup>nd</sup> round is 5<sup>th</sup> thru 8<sup>th</sup> pick)

1. Order of draft is determined by drawing numbers from a hat.
2. Last pick in each round takes 2 players. Order is reversed every round so that the last pick in each round gets the 1<sup>st</sup> pick of the next round. example (4 team draft):
  - a. 1<sup>st</sup> thru 4<sup>th</sup> coach pick a player
  - b. 4<sup>th</sup> coach picks again followed by coach 3, coach 2, and coach 1
  - c. 1<sup>st</sup> picks again followed by 2, 3 and 4
3. Sec 2 does not apply for 2 team drafts.
4. If the coach has a child(s) playing you must pick them in the round they are placed (if he/she is a 1<sup>st</sup> round pick he/she must be taken in the 1<sup>st</sup> round) unless you choose not to have your own child on your team.
5. Armstrong players should be grouped on a team (Armstrong players should not be by themselves on a team)
6. After the draft the teams are to be reviewed for Armstrong players/lefties/carpooling and other requests. Trades are allowed.
7. No trades after draft meeting is over unless agreed to by Head Coach and President
8. Coaches must arrange for their team to be called and advised of practice and/or game schedule. Team managers could be given this task
9. Draft list includes contact information and player rating so it is to be considered confidential and not distributed in any manner.

[Return to index](#)

## 4. Drafting Late Registrants

The Coaching Coordinator, or designate, with the help of the division coaches, will determine the skill level of each late registered player. The players will be assigned to teams as follows;

- The team with the fewest number of players. (Coaches names will be drawn to determine the order of selection.)
- After the teams all have the same number of players, the Coaching Coordinator will assign players to coaches or teams in an attempt to improve balance among teams.

## 5. Balancing of teams

- For the teams that are balanced, after each team has the opportunity to practice together, it must have a scrimmage with other teams in its division to see if the draft process appears to have worked well. If obvious inequalities exist, the coaches will work with the Coaching Coordinator to resolve them prior to the start of league play. If the Coaching Coordinator deems it wise, a mini round robin tournament will be played by all teams in the division to test the balance. The Coaching Coordinator along with Executive approval has the authority and the duty to transfer as many players as necessary from team to

team to ensure the closest possible balance in the division prior to the commencement of league play.

## **6. Team Size**

Guidelines for individual team size;

- Mini Tyke & Tyke - to be developed after experience with 3 on 3 play.
- Novice, Peewee & Bantam - 16 players ( including 1 goalie)
- Midget - up to 20 players

The Executive will determine final team size for all teams after Official registration is complete.

## **7. Cancelled games or Practices**

Due to the very short intense lacrosse season it is strongly recommended that every effort must be made to utilize all practice floor slots and attend all scheduled games, home or away.

- If a scheduled practice conflicts with a league game or attending a sanctioned tournament contact the scheduler as soon as possible and try to switch practice times or have your time used by another team. (Failure to do so will result in your team covering the costs of the unused floor time.)
- If a team is unable to make a scheduled league game contact the scheduler as soon as you receive your schedule and see if there is anything that can be done. Through TOMBLC operating policy you are not allowed to reschedule games other than to attend 1 out of town tournament. If you fail to cancel a game with proper notice (as per TOMBLC guidelines) your team will be responsible for costs incurred in floor and referee fees. This is for home or away games.

## **8. Name Bars**

Putting name bars on Association jerseys is a privilege, not a given right. If they are to be put on Association jerseys they must be sewn on in a manor that will not harm the jersey.

Name bars are to be uniform throughout the entire team and be white with black printing.

Name bars must only be hand sewn on, DO NOT glue or machine sew on Association jerseys.

## **9. Uniforms**

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

Jerseys are NOT to be worn by players during practices. They are to be worn only for games or official NOMLA events such as opening ceremonies.

All teams are required to have a Jersey Parent that collects the jerseys after each game and washes and repair them as necessary.

## **10. Player Movement**

Player movement shall be done as little as possible and as early as possible to avoid disruption of the teams. As per BCLA Minor Operating Policy Regulation 4, item 4.03.

## **11. Goaltender Placement**

To be finalized with the team draft policy IV - C - 3. When possible, at least 1 experienced goaltender shall be placed on each team before a team can take a second goaltender.

Goaltenders shall be rated with the same skill level system as other players and be chosen in the draft along with the other players.

## ***D. Coaches***

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

Any person who coached in the previous season and who is in good standing with BCLA and the Association shall be invited to apply for a position in the current season. Those applications will be in writing on a form provided by the Association. Any other person wishing to apply for a position is also welcome to do so.

During registration, forms will be made available to any person wishing to apply for a coaching position. After the advertised registration dates have past, the deadline for coaching applications will be closed. This restriction will be waved 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 more Executive members will review these applications.

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

### **2. Qualifications**

All coaches of the Association will be expected to be qualified to the "Coaching Certification Program Minimum Standards as set out by 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 Association 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 a referee training clinic sponsored by NOMLA or TOMBLC.

### **3. Coaches Selection Criteria**

The selection of coaches will be based upon the following criteria;

- Attainment of necessary Coaching Certification as specified by BCLA and a commitment to self- improvement by taking further coaching clinics or levels as required.
- A demonstrative knowledge of the technical aspects of lacrosse.
- Prior successful experience coaching lacrosse. Success measured by: improved skill of players, player enjoyment and feedback from the NOMLA Coaches Form.
- Display of the personal skills that exemplify the "Code of Conduct" endorsed by BCLA and NOMLA.
- Good organizational skills and personal commitment (e.g. attends regular practices, enters tournaments, etc.)
- Other skills (e.g. - first aid) that would enable the applicant to better fulfil their coaching duties.

#### **4. Coaches Evaluation Forms**

At the conclusion of each season, a coach's evaluation form may be issued to the parents of every NOMLA player.

#### **5. Coaches Attire ( proposed)**

NOMLA will supply the coach of each team a "Legends" shirt to be worn at all games and official events. Assistant coaches and bench staff will also wear NOMLA shirts as well: teams are encouraged to purchase these for their assistant coaches at a discounted price from the Association.

#### **6. Training Expenses**

NOMLA will pay for the course fees for first time participants in all required Coaching Certification Programs for individuals committing to coach (or assist) for the Association.

Requests for reimbursement of fees for higher levels and for specialized courses (such as sport medicine, etc.) will be considered on a case by case basis by the Executive and strongly encouraged by the Association.

#### **7. BCLA Fees**

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

#### **8. Fines**

NOMLA 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.

#### **9. Conduct**

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

All NOMLA 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) are listed here as a matter of convenience;

- 5.01- It shall be considered an offence against the membership to violate the CLA Lacrosse Coaches Code and Philosophy.
- 5.02- Actions contrary to the BCLCA Code of Ethics and Philosophy, the BCLA Constitution, Bylaws 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 all team officials are bound by the General Rules of Conduct listed in section J of this policy manual.

[Return to index](#)

#### **10. Duties**

No coach shall be head coach for more than one team.

No two coaches may coach together on more than one team.

#### **11. Criminal Records Check**

All coaches, assistant coaches, door personnel and managers are required to maintain a current criminal record check. It is preferable to do 1 at the beginning of each season each year.

## ***E. Assistant Coaches***

### ***F. Trainer Aide***

It is imperative to have volunteer personnel who take on the responsibility of a Lacrosse Trainer Aide, to be educated about the policies and procedures of a safety program for the athletes, and who are able to put their knowledge into action at all practices and games.

A 2 day "BCLA Trainer Aide Certification Course" supplies all the requirements to become "Certified Level 1" in the Trainer Aide Program. (Standard First Aid,CPR and sport specific First Aide components)

NOMLA requires all teams have a Certified Level 1 Trainer Aide on each team and that they are present for games and practices. Costs for this program are covered by NOMLA on completion of the program.

Responsibilities include;

- Implementation of a risk management plan
- Injury prevention techniques ( Stretching and conditioning)
- Medical history, Insurance information and Common conditions.
- First aid kit maintenance
- Emergency action plan
- Injury management principles
- Recognition of life threatening injuries
- Spinal and head injuries
- Soft tissue injuries & fractures
- Removing players from action and coordinating their return to play.
- Nutrition, hydration and hygiene
- HIV policy
- Substance abuse and dependence in sports
- Lacrosse Trainer Aide Code of Ethics and Fair Play Code.

## ***G. Door Personnel***

All Door personnel will complete the online module on the BCLA website for the door personnel certification. They are also required to complete a criminal record check.

## ***H. Team Managers***

Each team manager will be responsible for overseeing the following duties and will require help from other members to ensure everything is done fairly.

### **1. Team Meetings**

### **2. Code of Conduct/Medical Info Sheets**

The team manager will ensure all Fair Play Codes and Medical Information sheets are handed in before the first league game.

### **3. Team List**

All team managers will provide the commissioner of their division with the team roster including jersey numbers and over age player information by May 15.

### **4. Jersey Parent**

All teams require a Jersey Parent to collect the team jerseys after each game and wash and repair as necessary.

### **5. Phoning/Emailing Parent**

### **6. Pictures**

### **7. Time Box Personnel**

### **8. Snacks**

### **9. 50/50 Fundraiser**

### **10. Yearend Windup**

## ***I. Referees***

### **1. Qualifications**

All NOMLA referees must be members of the BC Lacrosse officials Association and must be carded in accordance with its regulations in order to officiate at any NOMLA exhibition, tournament, league or playoff game.

### **2. Game sheet Procedure**

After each game the completed game sheet and any game report write ups are put into the ref's box in the ref's room in all facilities. These are picked up every Sunday/Monday and mailed to the proper zone commissioner.

### **3. Training Expenses**

All Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. NOMLA will consider requests for reimbursement of fees for high level and for specialized courses on a case by case basis.

#### **4. Pay**

Referees will be paid by cheque once a month for league games. All tournament game fees will be paid in cash by the tournament coordinator of the said tournament.

#### **5. BCLA Fees**

NOMLA will pay the Training, registration and insurance fees levied by BCLA and its Directorates for all its refs in good standing.

#### **6. Fines**

NOMLA will not reimburse its referees for any fines or penalties levied by BCLA or its Directorates as a result of non or improper performance of their duties.

#### **7. Conduct**

- Referees shall be at the arena a minimum of 15 minutes before the scheduled game time.
- Referees shall ensure that individuals not participating in the game are not permitted on the floor from start to finish of the game including the warm up and between periods.
- Referees do not practice on the floor before or after the game or between periods.
- All NOMLA Referees are bound by the rules and regulations of BCLA and its Directorates

#### **8. Uniform**

All Referees must wear the proper uniform as specified by the BCLOA. NOMLA will provide a jersey if required, but the referee will be required to pay a \$50 deposit which will be returned when the jersey is returned.

#### **9. Provincials**

Any official interested in reffing at the provincials must be evaluated and should advise the NOMLA head ref of their intentions so that he/she can arrange the evaluation.

### ***J. Game Requirements***

#### **1. Officials**

NOMLA teams playing on home floor shall ensure that the following competent bench officials are present prior to the start of the game;

- Two properly carded Referees ( provided by the NOMLA Referee coordinator)
- Scorekeeper ( parent volunteer arranged in advance by the coach or manager)
- Timekeeper ( parent volunteer arranged in advance by the coach or manager)
- 30 Second Timekeeper (supplied by the NOMLA Referee coordinator)

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

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

NOMLA teams playing on home floor shall ensure that games end on time and the facility is not delayed in its schedule. Should unforeseen circumstances ( i.e.. prior scheduled game ending late, major injury requiring medical team treatment, lateness of referees or an Act of God) force a situation that a 60 minute game cannot be completed within its allotted time the following measures shall be considered;

- period breaks shortened but to not less than 2 minutes; and/or

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

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

### **3. Game Equipment**

NOMLA teams playing on home floor shall ensure that;

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

## ***K. Tyke Play & Development***

## ***L. Provincial Teams (When the house playing model is in place)***

### **1. Team Selection**

To ensure retention and advancement of players it will be encouraged that all divisions, Pee wee and up will put forward teams for Provincial Championship Play.

The coach 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 that division should assist but the responsibility rests on the selected coach for that team to select the highest level team.

All other players will be encouraged to form a second team for Provincial Championship Play assuming they can achieve the correct numbers and meet the BCLA criteria for either B or C play.

### **2. Coach Selection**

### **3. Player Eligibility**

Commitments to a players House Team must be fulfilled before being allowed to play on a Provincial team. Any player who neglects to attend House team practices and games shall be removed from the Provincial team list

## ***M. Equipment***

### **1. Storage**

NOMLA maintains a equipment storage facility @ Xtra Storage in Vernon. All equipment is to be returned to the equipment manager at the end of the season for maintenance and storage.

## **2. Team sign out**

The NOMLA Equipment Manager will ensure each team has a responsible person to sign out and return the equipment.

## **3. Maintenance**

## **4. Return**

## **5. Replacement**

## ***N. Opening Day***

### **1. Pictures**

### **2. Skills**

### **3. Food / Fun**

## ***O. Tournaments***

### **1. Home Association Tournaments**

NOMLA shall endeavour to host 1 tournament for each playing group on an annual basis.

#### **a) Tournament Manager**

Recruits and oversees the operation of their particular Division tournament. Makes sure that all operational positions are full and that progress is happening.

#### ***Raffle Table***

#### ***50/50***

#### ***Team Registration***

#### ***Treasurer***

- Responsible for collecting registration and any other monies (parent contributions for the raffle table, 50/50 proceeds, etc.) and giving to the Association treasurer for deposit.
- Receive float for the operation of the tournament and record all pay outs.
- Organize and control the timely payment of referees and shot clock personal after each game.
- If 50/50 draws are being done ensure a proper current licence is posted in each facility being used.
- Provide a complete and accurate financial statement to the Association for the tournament.
- Ensure any net proceeds to the teams from the tournament are distributed evenly to each team involved in the tournament. This will come from the Association treasurer.

#### ***Security***

## ***Risk management***

## ***Schedule/Stats***

## ***Volunteer coordinator***

### **b) Financial**

#### ***NOMLA responsibility***

- Game floor time rental
- Game referee and shot clock personnel
- Player awards (has been tee shirts for all players and medals and trophies for teams, Tee Shirt policy has to be reviewed.)
- Game MVP awards have to be reviewed.

#### ***Team responsibility***

- Raffle table and all costs incurred in running table.
- All program related costs. ( i.e.. printing )
- Misc. programs such as Pizza shootout, skills competitions or player game MVP awards above \$5.00 each.
- Any other costs incurred in running the tournament unless clearly approved ( written on paper and signed by the treasurer and passed by the executive.) by the current executive.
- Any team or teams wishing to run a 50/50 draw throughout the tournament must acquire a B.C. Gaming Class B Gaming Licence at their own expense. All net monies must be used for Gaming approved expenses. (i.e. equipment, floor time ( teams registration fees) ). Proper accounting of 50/50 gaming receipts must be forwarded to the Gaming Branch and NOMLA promptly after each event. Any team or group of teams running a 50/50 draw without the proper Gaming license will forfeit all proceeds from the 50/50 draws to NOMLA.

### **c) Rules**

All NOMLA home tournaments will;

- Be sanctioned by BCLA and abide by their requirements.
- Be played adhering to the most current CLA/BCLA disciplinary rules.
- Rules regarding team placement, tie breaking procedures, protests and game times must be posted in all venues involved in the tournament.

### **d) Participation**

All home Association teams are required to attend the home tournament.

[Return to index](#)

## 2. Away Tournaments

### a) Calibre

Teams are encouraged to attend out of town tournaments within the same calibre of their league play.

### b) Scheduling

Each team will be allowed one away tournament within the league play season and this tournament date must be given to the NOMLA scheduler prior to the scheduling meeting.

### c) Payment

The team manager may apply to the NOMLA executive for a tournament advance to secure their spot in an away tournament. This advance must be repaid to the NOMLA executive by June 1 of the playing year.

### d) Conduct

All teams are representing NOMLA as they travel to tournaments and are expected to conduct themselves as ambassadors of our community and association, with pride, integrity and respect.

## Hosting other Tournaments or Championships

NOMLA shall consider on a case by case basis other tournament requests such as;

- Zone Play downs
- Select team tournaments
- Provincial Championships
- National Championships

Such requests must be accompanied by a proposed budget and a complete operating plan.

## *P. Field Lacrosse*

### 1. Registration

Registration will be on a first come first serve basis. Every attempt will be made to place all applications received each year. All PAID Registrations received by mail before the registration deadline or taken at the official Registration days of the Association (as set by the Registrar and approved by the Executive each year) will be accepted if at all possible. Registrations received after the official close of registration will be on a "Space Available" basis as defined in the team size policy. Registration fees will be set each year by the Executive.

### 2. Divisions

Youth Field divisions are as of January 1st of the playing year;

under 8 years old	U-8
under 10	U-10
under 12	U-12
under 14	U-14
under 16	U-16

under 19	U-19
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**3. Games**

**4. Tournaments**

**5. Equipment**

**6. Financial**

**7. Coaches**

**8. Referees**

**9. Development**

***Q. AGM / Social Night***

**1. Meeting**

**2. Awards**

**a) Preamble**

**b) Awards Presentations**

**c) Most Inspirational Players**

**d) Graduating Player of the Year**

**e) Coach of the Year**

**f) Volunteer of the Year**

**3. Social Night**

[Return to index](#)

## **4. Complaints**

### **a) Executive**

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

### **b) Referees**

Complaints about NOMLA referees are to be made in writing to the NOMLA Head Referee with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised and the executive will deal with the matter.

If still not satisfied, the complainant may send a letter to the BC Lacrosse Officials Association Chairperson (contact the BCLA office for name and address).

Complaints about referees of other Associations are to be made in writing to the Head Referee of that club, with copies to the NOMLA President and to the BCLOA Chairperson.

### **c) Coaches**

Complaints about NOMLA coaches are to be made in writing to the Head Coach with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised and the executive will deal with the matter.

If still not satisfied the complainer may send a letter to the BC Lacrosse Coaches Association Chairperson (contact BCLA office for name and address).

Complaints about coaches of other associations are to be made in writing to the Head Coach of that club, with copies to the NOMLA President and the BCLCA Chairperson.

### **d) Other**

The NOMLA executive will direct any other complaint received on any other matter concerning lacrosse to the appropriate governing body.

## **5. Protests**

See TOMBLC or BCLA operating policy regarding any protest. Any team wishing to put forward a protest must do it in writing accompanied with a \$100.00 certified cheque or money order refundable only if the protest is upheld. The protest must go through the Association President and be forwarded to the Zone or League commissioner within 5 days.

[Return to index](#)

## **R. Conduct**

### **1. BCLA Operating Policy**

### **2. TOMBLC Operating Policy**

### **3. NOMLA Operating Policy**

## **V. Zone (TOMBLC)**

### ***A. League Play***

TOMBLC operates league play, oversees the schedule and dictates the rules for playing the game.

### ***B. Tyke Jamboree***

### ***C. Playoffs***

TOMBLC will run a league Championship every year as to their Operating Policy. This may be held in any Association wishing to request them. The number of teams involved and the procedure for the play down are the responsibility of the Zone.

### ***D. B.C. Summer Games***

### ***E. NOMLA Representation***

Attendance at zone meetings is mandatory from all Associations or a fine will be levied to Associations missing Zone meetings. NOMLA carries 2 votes at the zone Level.

### ***F. Commissioners***

A commissioner for each age level is assigned from the zone. Their responsibilities are;

- To receive all game sheet from games in that division (exhibition, league, tournament, play down and provincial games) review the sheets and game reports and hand out any disciplinary action as set out in BCLA's guidelines.
- Report to the Zone on performance of over aged players.

### ***G. Financial costs***

Collect annual dues from member Associations to cover the costs of;

- Day to day operation of the zone.
- Banners and trophies for the playoffs.

### ***H. Awards***

## **VI. BCLA**

### ***A. Tournaments***

Reviews tournament dates to try and ensure success. Sanctions all tournaments and posts them on their web site.

[Return to index](#)

## ***B. Directorates***

**1. Minor Directorate**

**2. Coaching**

**3. Officials**

**4. Field**

## ***C. Financial***

Collects an annual BCLA registration fee for each NOMLA player that covers his insurance and the Associations part of the operation of BCLA.

## ***D. Awards***

## ***E. Web site***

## ***F. AGM***

# **VII. Record of revisions to this document:**

## ***A. February 11, 2013 – Updates/housekeeping.***

[Return to index](#)