

## GENERAL

### 1. Preamble

The Operating Policy of the Semiahmoo Minor Lacrosse Association has been developed to ensure consistency in the day-to-day and season-to-season operations of the Association. The policies contained within are designed to ensure fair and equal treatment to all our participants (players, coaches, officials, and parents) and must always be consistent with the goals and objectives of the Association as laid down in its Constitution & By-Laws.

### 2. Glossary of Terms

- a. Association or SMLA - Semiahmoo Minor Lacrosse Association
- b. BCLA - British Columbia Lacrosse Association, including its Minor Directorate
- c. BCLCA - British Columbia Lacrosse Coaches Association
- d. BCLOA - British Columbia Lacrosse Officials Association
- e. Lacrosse Canada
- f. Constitution & By-Laws - the Constitution and By-Laws of the Association, as adopted by its membership and registered with the Corporate Registry as per the Society Act.
- g. Executive - the Executive Committee of the Association consisting of elected Directors and appointed Officers
- h. LMMLC - Lower Mainland Minor Lacrosse Commission
- i. Operating Policy - this collection of policies adopted by the Executive to guide in the on-going operations of the Association
- j. Parent - a parent or guardian of a registered SMLA Player
- k. Players - athletes eligible to play within a playing division and registered by Association in accordance with the Constitution & By-Laws
- l. Senior Teams - teams operated by the Association in the BC Intermediate Lacrosse League or older leagues
- m. SMLA Website - the official website of Association: [www.semiahmoolacrosse.com](http://www.semiahmoolacrosse.com)
- n. Team Officials - the Head Coach, all Assistant Coaches, Manager and Trainer of an SMLA team.

### 3. Subservience

The policies contained within this are subservient to the Constitution & By-Laws of the Association as well as any policies laid down by the various governing lacrosse bodies including Lacrosse Canada, BCLA and its Minor Directorate, and, if applicable, the policies of the LMMLC. If any conflict is found, the Executive will, at its first opportunity, cause such conflicting policies to be changed to meet or exceed the standards set by the governing body.

### 4. Mission Statement

- a. The purpose of Association is to equitably promote, develop, and administer all aspects of the game of lacrosse in South Surrey/White Rock, and to provide opportunities for the pursuit of excellence and lifelong participation:

- b. To provide the ability for boys and girls to play lacrosse in an association affiliated with and sanctioned by the British Columbia Lacrosse Association;
- c. To foster a greater knowledge of lacrosse and the attributes of organized sport for boys and girls in the South Surrey/White Rock community;
- d. To promote, teach and perpetuate the game of lacrosse;
- e. To teach sportsmanship to the participants and to emphasize the necessity of fair play;
- f. To teach mutual respect among players, officials, and spectators.

## 5. Vision

The vision of the Association is to provide our membership with quality proactive service. Collectively the Executive and membership will increase awareness and promote participation in the sport of Lacrosse in South Surrey/White Rock community. Working cooperatively and creatively we will encourage an environment that fosters the equitable development of players, coaches, officials, and volunteers of all levels.

## 6. Official Colours

The official colours of Association are Orange, Black and White.

## 7. Catchment

The Association's catchment south of 40<sup>th</sup> Avenue to 196th Street.

## 8. Correspondence, Use of Letterhead and Other Official Business

- a. No person shall represent the Association in an official capacity, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
- b. No one shall use the Association letterhead for any reason, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
- c. All official written correspondence (including e-mail) sent by any Association member must be copied to the Secretary.
- d. No person shall conduct any surveys or opinion polls for any reason in relation to the Association, except for the Executive or anyone granted permission by the Executive.

## 9. Use of Logo

No person shall use or reproduce the current or any past SMLA logo for any reason, except for the Executive or anyone granted permission by the Executive. In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval.

## 10. Fair Play

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

## 11. Amendments

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

The Constitution & By-Laws of the Association may only be changed at an Annual General Meeting or Extraordinary General Meeting of the Association, but only by a special resolution (as defined by the BC Society Act).

### **A. TEAMS**

#### 1. Team Size

- a. Team size will be determined as per [BCLA](#) and/or [LMMLC](#) policy.

#### 2. Team Selection

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

- i. Non-Tiered Divisions

At the younger age groups, or where two or more teams will compete at the same level within a division, the Association will have as its first aim the balancing of all teams at the particular age group. To ensure this, prior to the season, joint practices will be held by all coaches of the particular age group.

All coaches will participate jointly in the running of these practices to ensure that all coaches have an equal opportunity to work with the players and evaluate their skills. In conjunction with the Head Coach and Division Coordinator (if applicable), the coaches will jointly rate the relative skills of all players and make selections by way of rotating draft until all available players have been selected as defined in the Player Draft Policy. NOTE: normally, coaches and assistant coaches will be expected to draft their own children, and other coaches should respect this right. However, each such selection will count as one draft choice. That is, if the coach selects his/her child or assistant coach's child in a round of the draft, the next pick belongs to the next team's coach - there is no unlimited protection right.

- ii. Tiered Divisions

At Novice and older divisions (where the LMMLC recognizes tiered play), the Association will try to field a team in the highest possible category. The guidelines and formulas determined by the [BCLA](#) and/or [LMMLC](#) will be followed in creating these teams.

- b. The coach who is selected for the highest-level team in each division will run open tryouts for all athletes of that age group. Preferably other coaches of teams in this division should assist but the responsibility rests with the senior coach. Prior to the first tiering round game, the senior coach shall select his/her team. The remaining players will go to the Association's second team, or if more than two teams are formed in the division, the process will be repeated with the second level coach having first pick of the remaining players, and the third coach forming his/her team from the remaining players. Placement on a particular team does not preclude further player movement.

### 3. Player Draft Policy

All players will be evaluated as to their skill level and assigned a number from 1 to 5, with 5 being the highest skill level. A majority of the coaches in the division being drafted must agree to the skill level assigned to each player. The number of players in each skill level should be divisible by the number of teams, for example: if there are 5 teams, then there should be 10 or 15 players in each skill level. The coaches' names shall be drawn to determine the order of the draft. If a coach or assistant coach has elected to protect his/her child, the child is not picked until the draft has reached the skill level assigned to that child. For example: if the child is in Skill Level 4, then he/she is not picked until all Skill Level 5 players have been selected. The draft will start at the highest Skill Level (5) and will proceed in rotation until all players have been picked at all skill levels. The Head Coach, or designate, will supervise the draft of each division, as he/she is ultimately responsible for balancing the teams. Any trading of players must be concluded at the time of the draft.

The Head Coach, or designate, will record the skill level of each player on each team.

### 4. Drafting of Late Registrants

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

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

### 5. Protecting Players

- a. While the Association recognizes the convenience sometimes accorded by having friends or neighbours of one player playing on the same team, it firmly believes that there are many benefits to be had by each athlete being exposed to a new group of friends and comrades. This is true not only in one year but also from year to year. No protection of players shall be allowed based on them playing for particular coach or with particular teammates and indeed such a practice will be discouraged at the youngest ages of the sport.
- b. A coach may only "protect" his/her child to the extent described in the Player Draft Policy. That is, the coach must use one of his/her draft selections to choose his/her child

in the appropriate round of the draft and then the next pick moves to the next team's coach. There is no unlimited or automatic protection right.

## 6. Balancing of Teams

After each team has had the opportunity to practice together, it must have a scrimmage with other teams to see if the drafting process appears to have worked well. If obvious inequities exist, the coaches should work with the Head Coach to resolve them prior to the beginning of league play. If the Head Coach deems it wise, a mini round-robin tournament will be played by all teams in the division to test the balance. The Head Coach, with the assistance of the Division Coordinators if applicable, has the authority and the duty to transfer as many players as necessary from team to team to ensure the closest possible balance of all teams in the division prior to the commencement of league play.

## 7. Player Movement

- a. Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC Operating Policy.

**NOTE:** A player's coach (absent the HC, the AC, manager or member of the Executive) must be asked before the player is contacted regarding the possibility of playing up. The player's coach shall not unreasonably withhold permission for the player to play up. Examples of legitimate refusals are player recuperating from injury, player's regular team playing on same day(s) as the team requesting the call-up, or player's regular team playing on following day(s) as the team requesting the call-up.

- b. Head coaches of higher caliber teams shall not bring a player up from a lower caliber or age division team for any game or practice without prior approval of the coach of the lower division or caliber team, the affected Division Coordinators and the parents or guardians of that player.

## 8. Goaltender Placement

- a. At least one experienced goaltender shall be placed on each team within a division before a senior team can take two experienced goaltenders.
- b. In cases whereby the number of teams within a division exceed the number of experienced goaltenders, goaltenders will be placed from the senior team (i.e., A1) down by way of skill level.
- c. If teams competing at the same level within the division (i.e., two C teams in Bantam) are left with insufficient experienced goaltenders to enable one per team, the Head Coach shall conduct a lottery to decide which team gets the goaltender. The unsuccessful team's coach will have to develop a goaltender from within the team roster, which will be increased by one player over the lottery winner to compensate for the lack of experienced goaltender.

9. Provincial Championships

Player/Team eligibility will be determined as per [BCLA](#) and/or [LMMLC](#) policy.

**B. COACHES & TEAM OFFICIALS**

1. Role of the Head Coach

a. The head coach of each SMLA team is responsible for the team as a whole, which consists of:

- Assistant Coaches
- Doorpersons
- Trainer(s)
- Team Manager
- Players
- Parents and Spectators (supporting the team)

b. All of the above play an important role in the management of the team and coaches must be made aware of and understand the rules and regulations of the BCLA, LMMLC and SMLA. Head coaches shall sign for and be responsible for all uniforms and equipment issued to their teams.

c. All head coaches shall be responsible to forward schedules and changes to schedules of all activities (i.e., practices, league and playoff games, fundraising activities) to the Division Coordinator, Floor Allocator and/or Referee Allocator as applicable.

2. Selection of Coaches

a. Any person who coached in the previous season for the Association may be invited to apply for a position in the current season. Any other person wishing to apply for a position is also welcomed to do so in writing.

b. After the advertised registration dates have passed, the deadline for coaching applications will be closed. This restriction will be waived in the event that no one has applied for a particular position or in the view of the Head Coach no applicant has the required qualifications.

c. A committee consisting of the Head Coach and at least two members of the Executive will review all applications received.

d. The Head Coach, who will provide selection criteria upon request, will inform each applicant of the decision(s).

3. Coaches Selection Criteria:

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

- Attainment of the necessary Coaching Certification as specified by the BCLA and
- a commitment to self-improvement by taking further coaching clinics or levels.
- 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 Coaches Profile form.
- Display of the personal skills that exemplify the Association's Code of Conduct.
- Good organizational skills and personal commitment (e.g., runs and attends regular
- practices, enters tournaments, etc.)
- Other skills (i.e., first aid) that would enable applicants to better fulfil their coaching duties.

Prior to the final placement of an applicant into a coaching position, the applicant must submit to a Criminal Record Check as per Clause C.6.

#### 4. Qualifications

- a. All SMLA coaches will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA, with Form 100BM's and associated fees submitted to the BCLA office by the Association 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.
- b. All coaches and assistant coaches of the Association must complete the classroom component portion of the applicable coaching certification program on the clinic dates offered by the BCLA during the current playing season. No coach or assistant coach will be allowed to take on responsibility without this level of commitment.
- c. All coaches will be encouraged to attend a referee training clinic sponsored by the Association.

#### 5. Training Expenses

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

#### 6. Criminal Record Check

- a. In accordance with BCLA Operating Policy, all head coaches, assistant coaches, door persons, managers are required to download from the SMLA Website, complete, and have processed by the RCMP a Criminal Record Check every three (3) years before the start of the season. Such will be at no cost to the individual.
- b. Failure to submit to a criminal record check could result in the individual being suspended from coaching.

## 6. BCLA Fees

The Association will pay the registration and insurance fees levied by the BCLA for all Team Officials in good standing.

## 7. Fines

The Association will not reimburse its coaches or other Team Officials for any fines, penalties or damage costs levied by the BCLA, LMMLC or BCLCA as a result of improper performance of their duties.

## 8. Team Manager Duties

- a. The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.
- b. Duties which may be allocated to the Team Manager include, but are not limited to:
  - Distributing information
  - Securing and training scorekeepers and timekeepers for home games
  - Ensuring all medical forms are completed and filed
  - Remitting game sheets to league commissioners in a timely manner
  - Locating team sponsors
  - Arranging tournaments
  - Organizing team volunteers
  - Fundraising and banking

## 9. First Aid Attendant

The Association recommends that at least one member of each team's coaching staff to either hold at least an entry level first aid certification or attend a recognized sport First Aid Course in any year that this is offered. Pre-approval by the Executive for reimbursement of course fees is required.

## 10. Banking

Each SMLA team will be responsible for handling its own funds. The following procedures are recommended to protect both the funds and the persons who handle the funds:

- Team bank accounts are used to hold moneys collected from team parents, 50/50 draws and other team fund-raising events.
- The funds are then disbursed from the account for tournaments or other team expenses. The bank account will be opened in the name of the team (for example "Semiahmoo Minor Lacrosse Bantam B"). It is recommended that the team account have as authorized signatories at least two persons including the Team Manager and a team parent.



- Cheques should not be pre-signed by anyone before all pertinent information (the payee, amount, etc.) are entered. A ledger card should be kept which will keep a running balance of all entries and exits from the account.
- The accounting should be made open to parents of team members on a regular basis.
- The record keeping function should be separated from the function of handling the funds.
- Cash received should always be verified by a second person.
- At the end of the season, the Team Manager shall submit to the Association Treasurer a record of all funds received and disbursed.

#### 11. Conduct

- a. All SMLA Team Officials are bound by the rules and regulations of the [BCLA](#), BCLCA and [LMMLC](#).
- b. Coaches and Team Officials are bound by the General Rules of Conduct listed in Section L.

### **C. PLAYERS**

#### 1. Player Eligibility

All boys and girls residing in the Association catchment area between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins in compliance with the provincial directive of age requirements, shall be eligible to register, subject to box availability and volunteer support.

It is the Association's policy and practice to treat all our members with equality.

#### 2. Registration

- a. Registration will be on a first come first served basis. Returning players shall take priority over new players until the returning player registration deadline. Every attempt will be made to place all applications received each year. All registrations received by mail or at the any official registration sessions (as set by the Registrar and approved by the Executive each year) will be accepted. Applications for registration received after the start of team selection sessions will be on a space available basis as defined in the team size policy.
- b. Registration fees shall be set each year by the Executive and posted on the SMLA Website.
- c. Applications for refunds shall be processed as per the most current policy posted on the SMLA Website.
- d. Only registered Players may participate in SMLA team games and practices. Athletes not yet registered are not allowed on the field until officially registered by the Registrar. Team Officials cannot accept registrations in order to circumvent this rule. The practice

of Team Officials recruiting Players registered with other associations to play on SMLA teams is not condoned by the Executive.

3. Waiting Lists

- a. Waiting lists shall be established after:
  - All the returning players have registered at the regular returning player registration. A returning player will have waitlist priority if registered by the returning player registration date; and
  - the optimum number of players has been registered in each division. This number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.
- b. A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.

4. Releases

- a. The Association endeavors to provide all levels of teams (i.e., A1, A2, B & C) in all age groups/divisions and thus does not voluntarily release players.
- b. Any Players requesting a release from their home association in order to register with the Association (or vice-versa) must adhere to LMMLC Operating Policy Clause D-1 - Residency Rule Guidelines & Penalties Guidelines. Non-resident Players considering a move to the SMLA are advised to make written application to the President prior to requesting a release from their home association. Written approval by the home association and the LMMLC is required before the Player can be registered with the Association.
- c. Requests for Player releases to other associations must be forwarded in writing to the Executive stating the Player's rationale for requesting the release. Each release will be evaluated on its individual merits. No Player residing within the Association catchment may play for another association without prior written release by the Association and approval/placement by the LMMLC.

5. Playing Up

- a. Minor Division to Minor Division
  - i. Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC Operating Policy.
  - ii. A Player may permanently play up one division or caliber higher than that in which he/she is registered, with the written permission of lower-level coach and the Executive.
- b. Minor Division to Senior Division

- i. Player movement is governed by the BCLA Minor Directorate Operating Policy and the League Agreement of the Senior Division team in question. BCLA Minor Directorate Operating Policy, Regulation 6 states: 6.01 No player qualified to play within the jurisdiction of the Minor Directorate shall sign a Senior player registration form. 6.02 Notwithstanding the foregoing, a Minor Directorate player of Midget age may play up in a higher league with the permission of the Minor player's coach. There is no limit to the number of games a midget aged player may play under the Senior Directorate. The Minor coach or Minor Association designate must ensure the player's Minor obligations, including practices, league games, tournament games and Summer Games, are fulfilled before signing a one-game permit. 6.03 Violation of any of the above shall result in suspension of the player and the coach of the Senior Directorate team for whom he/she played.
  - ii. (ii) Should an SMLA Senior Team require the services of a Minor Division player, the Head Coach or Manager of the Senior Team must first contact the Minor Division Head Coach for permission to contact the player. Upon agreement of the player to play up for the Senior Team, the Head Coach or Manager of the Senior Team must obtain a signed BCLA "One-Game Permit" form from the Minor Team Head Coach prior to game time to submit to the scorekeeper. Should the Minor Team Head Coach be unavailable, he/she may delegate authorization to a registered Assistant Coach or Team Manager.
  - iii. (iii) One-Game Permits are required for all Minor Division players to play up throughout the extent of the lacrosse season (even if their teams are eliminated from the playoffs). The only exceptions are graduating midget players whose teams have been eliminated from playoffs, who do not require permission from their coaches to play up.
6. Uniforms
- a. The Association will provide each player with a jersey and shorts. Jerseys are on loan only, and a refundable deposit may be collected at registration. No refund will be issued if the jersey is not returned or is returned in a damaged condition (other than normal wear and tear). Shorts are to be kept by the player.
  - b. Jerseys are NOT to be used by players during practice. They are to be worn only for games or official SMLA events such as the opening ceremonies.
7. Conduct
- a. Players are bound by the General Rules of Conduct listed in Section L.
  - b. For insurance purposes, players must have at least helmets/face masks on at all times they are playing or practicing on the field. This rule is necessary for compliance with the Association's insurance policy regulations and will be enforced by coaches, referees, and all other Association members at all games and practices of the Association.

- c. For insurance purposes, only registered Players, Coaches, Referees, Team Managers or Trainers may enter the playing surface during the duration of the game.

## **D. REFEREES**

### 1. Qualifications

All SMLA referees must be members of the BCLOA and must be carded in accordance with its regulations in order to officiate at any Association tournament, league or playoff game.

### 2. Training Expenses

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

### 3. BCLA Fees

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

### 4. Fines

The Association will not reimburse its Referees for any fines or penalties levied by their associations or the BCLA, LMMLC or BCLOA as a result of non- or improper performance of their duties.

### 5. Uniform

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

### 6. Conduct

- a. Referees must be at the arena a minimum of 15 minutes before the scheduled face-off time.
- b. Referees will ensure that individuals not participating in the game not be permitted on the floor from start to finish of the game, including during the warm-up and between periods.
- c. Referees will not practice on the floor before or after the game, or between periods.
- d. SMLA referees are permitted to officiate outside of the Association so long as it does not interfere with scheduling for the Association's games.
- e. All SMLA Referees are bound by the rules and regulations of the BCLA, BCLCA and LMMLC. Specific policies of the BCLOA relating to conduct are listed here as a matter of convenience:

#### ***Regulation Ten***

It shall be the duty of every referee of this organization to conduct himself at all times in such a manner as to further the best interests of the membership; to assist his fellow members whenever possible to improve our standard of officiating; and to ensure the respect of all participants and fans alike. It shall be considered an offence against the

membership to do otherwise. Any negligence by a referee in his duties shall be thoroughly investigated by the Committee who shall report and recommend to the Chairman of the BCLOA the action to be taken. Violation of any of the following shall be subject to disciplinary action:

- Reporting for an assignment under the influence of alcohol.
- Failure to report for any assignment when properly notified and without sufficient excuse.
- Tardiness.
- Failure to maintain the standard of cleanliness and dress prescribed by the organization
- Engaging in controversial discussions with coaches, officials or players. Should any coach, official or player act in any manner towards a member of this organization such as to provoke such controversial discussion, the referee or referees involved shall report such incident immediately to the Chairman of the BCLOA, who shall discuss and settle with the organization involved.
- Failure to officiate according to the CLA Rule Book and its interpretations.

f. Referees are bound by the General Rules of Conduct listed in Section L.

## **E. GAME REQUIREMENTS**

### 1. Officials

SMLA 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 Referee Allocator – Note: Mini-Tyke only requires one referee)
- Scorekeeper (parent volunteer arranged in advance by the Head Coach or Manager)
- Timekeeper (parent volunteer arranged in advance by the Head Coach or Manager)
- 30 second timekeeper, if applicable (provided by the Referee Allocator)

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

### 2. Game Start and End Times

SMLA teams playing on home floor shall ensure that games end on-time to ensure the next scheduled game in the facility is not delayed, in accordance with LMMLC Operating Policy. Should unforeseen circumstances (i.e., prior scheduled game running over, major injury requiring emergency medical team treatment, lateness of referees, act of God) force a situation that a 60-minute game cannot be completed within the 90-minute time allotment, the following measures must be considered:

- the period breaks shortened, but to not less than two (2) minutes; and/or

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

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

### 3. Game Equipment

SMLA teams playing on home floor shall ensure that:

- Goals are set-up and secured in place.
- The scoreboard 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 scheduled game start time.
- All players' helmets and equipment are checked for necessary compliance, including removal of jewelry (applies to away games as well).
- All game officials provided by the Referee Allocator are paid in full prior to the start of game.
- A minimum three (3) good quality CLA-approved game balls are given to the Referees prior to the start of the game.

### 4. Referee Fees

The Association will pay referee fees for any regularly scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games.

### 5. Floor Fees

- a. The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff, or tournament game as well as any Association scheduled practice or evaluation sessions.
- b. Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor fees.
- c. Teams that fail to notify the Floor Allocator of any floor time to be cancelled will be responsible to reimburse the Association for that floor time, using their own team funds.

### 6. Maintenance of Order

- a. Maintenance of Order within the auspices of the Association's facilities shall be the responsibility of the home team's coach/coaches and/or any Executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.

- b. Maintenance of Order outside of Association facilities shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.

## 7. Cancelled Games

Games to be cancelled are the responsibility of the home team's Manager or Head Coach. Teams not cancelling those games as per the LMMLC Operating Policy shall be responsible for the costs incurred for those games (i.e., floor and referee fees).

## **F. EXECUTIVE**

### **1. Elected Positions**

- a. The elected positions, known as "Directors" of the Association, are: President, Vice President, Treasurer, Secretary, and Registrar.
- b. All members of the Executive shall serve for a maximum period of twenty-four (24) months per term, but not beyond the next election at the Annual General Meeting. Executive members need not be parents of players in the Association. It is expected that each Executive member will attend all Executive meetings and all special meetings as required. Notification of valid absence from scheduled meetings must be forwarded to the Secretary in writing. Absence of three or more meetings may result in a review by the Directors.
- c. Terms for each Director commences at the conclusion of the AGM as follows:

Years ending in an EVEN number:	Years ending in an ODD number:
President	Vice President
Registrar	Treasurer
Secretary	

### **2. Appointed Positions**

Appointed positions by the Executive, known as "Board Members," are: Floor/Referee, Head Coach, Head Referee, Equipment Manager, Sponsorship, Social Media/Communications, Commissioner, Team snap administrator, Merchandise, Technical Director and any other additional appointed Officers.

Board Members shall serve for a maximum period of twelve (12) months per term, but not beyond the next election at the Annual General Meeting. Board Members need not be parents of players in the Association

### **3. Filling Vacancies**

Whenever there is a vacancy on the Executive, that position may be filled by a majority vote of the remaining Executive members. The person filling such vacancy shall serve until the next Annual General Meeting.

#### **4. Appointing Committees**

The Executive shall have power to appoint special committees from the membership of the Association.

#### **5. Removal of Executive Members**

A member of the Executive may be removed provided it is done according to the Constitution & By-Laws of the Association. A member of the Executive removed by resolution of the membership at a meeting, called for the purpose of considering such resolution, shall cease to hold office immediately.

#### **6. Conflict of Interest**

Anyone who may be in a conflict of interest must report such potential conflict to the President (or if not the President, to the Vice President), who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Executive. If that person were an Executive member, he/she would be excluded from any vote or decision process considering the matter.

#### **7. Voting**

Voting on all issues brought forward to the Executive is to follow the Constitution & ByLaws of the Association. Only elected Directors shall have a vote on monetary issues

#### **8. President**

The President shall:

- a. be responsible for the overall administration of the Association;
- b. be a full signing officer for the Association;
- c. at any time convene a meeting of the Executive;
- d. preside at all meetings of the Association and its Executive;
- e. ensure that all members of the Executive are aware of their duties and hold the members of the Executive accountable for the execution of their duties;
- f. be an ex-officio member of all committees of the Executive;
- g. be the official spokesperson for the Association; and
- h. attend LMMLC, BCLA and any other mandatory minor lacrosse meetings.

#### **9. Vice-President**

The Vice-President shall:

- a. carry out all functions of the President whenever the President is unavailable, resigns or not be able to carry on for any reason;



- b. be a full signing officer for the Association;
- c. be responsible for recruiting and supervising a tournament chair and committee;
- d. serve on any committee of the Association at the discretion of the President;
- e. provide leadership and direction to increase the visibility of the Association; and
- f. perform other related duties as required.

## **10. Treasurer**

The Treasurer shall:

- a. keep financial records, including books of account, necessary to comply with the Society Act; these books shall be kept accurately, up to date and readily available for audit when necessary;
- b. report financial status of the Association at each Executive meeting;
- c. have custody of all funds, securities, evidence of indebtedness and other valuable documents;
- d. ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution approved by the Executive;
- e. ensure that all bills owed by the Association are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and one other signing officer;
- f. be a full signing officer for the Association;
- g. present a detailed statement of the finances to date of the Association at the
- h. Annual General Meeting;
- i. arrange for financial audits by a recognized firm of chartered accountants, certified general accountants or others as required by the Constitution & By-Laws;
- j. submit and monitor all Direct Access Gaming, and other grant and fundraising applications applying to the Association as a whole; and
- k. perform other related duties as required.

## **11. Secretary**

The Secretary shall:

- a. conduct the correspondence of the Association which is to be promptly, and properly actioned and file copies made readily available to the Executive;
- b. issue notices of all meetings of the Association to appropriate members;
- c. keep and distribute minutes of all meetings of the Association and Executive;
- d. be responsible for issuing bulletins to Head Coaches and Managers of all items and discussions affecting them;
- e. have custody of all records and documents of the Association except those required to be kept by the Treasurer;
- f. have custody of the common seal of the Association;
- g. have the membership roll available at all general and special meetings to confirm membership status;

- h. ensure that Association activities are communicated to all members;
- i. be a full signing officer for the Association;
- j. on completion of the term of office turn over:
  - i. completed documents ready to file for annual report of the Association; and
  - ii. all files, communications and documents pertaining to the affairs of the Association to a successor; and
- k. perform other related duties as required.

## 12. Registrar

The Registrar shall:

- a. be responsible for the annual registration of all playing members, including holding registration sessions, and receiving mailed-in registration forms and supporting documents and cheques;
- b. review all registration cards for completeness and correctness, enter player information into the [BCLA](#) database and submit completed registration cards and team lists to the BCLA by the date set by the [LMMLC](#);
- c. maintain the register of all members;
- d. advise the Treasurer of any cancellations of memberships and refunds to be made;
- e. ensure that all coaches submit to criminal background checks;
- f. provide player lists for each division to the Head Coach and Team snap Administrator; a
- g. perform other related duties as required.

## 13. Head Coach

The Head Coach shall:

- a. receive all applications submitted by potential coaching candidates;
- b. arrange drop-ins (schedule, locations, coaches)
- c. prepare a list of persons recommended to coach specific teams and submit this list to the Executive for approval prior to assignment and commencement of league play;
- d. in the event of a team losing its Head Coach, take over as interim Head Coach until a suitable replacement is in place;
- e. coordinate a training program for all coaches and Team Officials, including arranging for coaching clinics prior to the commencement of league play;
- f. receive all Form 100BM's, maintain a record of coaches and their National Coaching Certification Program ([NCCP](#)) certification levels, and submit the necessary documents to the BCLA;
- g. oversee any player drafts;
- h. counsel any Coach, Manager or Trainer who displays conduct unbecoming a Team Official while representing the Association;

- i. recommend to the Executive, with explanation, any Team Official who should be removed from position with cause;
- j. maintain a coaching manual for Team Officials' reference at all levels;
- k. attend all coaching coordinators meetings of the BCLA Minor Directorate and all meetings of the BCLCA, as required;
- l. ensure that all coaches maintain a high caliber of coaching throughout the season;
- m. maintain an effective line of communication between coaches, SMLA and NCCP
- n. chair any SMLA Coaches' Meeting at the start of each box lacrosse season.
- o. The Head Coach shall call and lead any other coaching meetings as are necessary.
- p. Work with each division to ensure tryouts and evaluations are organized, draft process is in place if required;
- q. ensure SMLA meets the mandate of balanced teams (where necessary).
- r. ensure coaches are aware of new rules, and follow policies of the BCLA, SMLA, and LMMLC; f) Be the liaison to the BCLA for coach registration into coaching clinics;
- s. ensure coaches are registered for applicable and necessary clinics;
- t. if coaches need certification, relay that information to the applicable coaches;
- u. notify the President, Vice President and teams of any coaches who fail to attend the coaching clinics, despite being registered;
- v. perform other related duties as required.

#### **14. Head Referee**

The Head Referee shall:

- a. provide a register of all qualified officials and their levels to the Referee Allocator and the Executive;
- b. coordinate a continuous training program, including arranging for referees clinics, to ensure a high caliber of officiating in the Association;
- c. maintain an effective line of communication between referees, SMLA, and the National Referee Certification Program;
- d. ensure adequate supervision and evaluation of officials in game situations;
- e. act as a role model for other officials by adhering to the Official's Code of Ethics;
- f. receive referee's reports, conduct investigations, and if necessary suspend or refuse to assign any referee who displays any conduct unbecoming an official while representing the Association;
- g. conduct training sessions for Team Officials and volunteers to ensure proper timekeeping and scorekeeping at home games;
- h. attend all meetings of the BCLOA, as required;
- i. ensure that all rule changes are disseminated to all Team Officials; and
- j. perform other related duties as required.

#### **15. Equipment Manager**

The Equipment Manager shall:

- a. procure, maintain inventory records, and arrange for maintenance, repair and storage of all uniforms and equipment owned by the Association;
- b. distribute and ensure that all teams have an adequate supply of uniforms and equipment to enable them to conduct practice sessions and games, and coordinate the return of such uniforms and equipment with Team Officials at the end of the season;
- c. bring to the attention of the Executive any uniforms or equipment which is damaged, worn or in need of replacement;
- d. prepare and furnish reports of the uniforms and equipment purchases, inventory levels and equipment needed, at the Annual General Meeting or upon request by the Executive; and
- f. perform other related duties as required.

## **16. Sponsorship**

Sponsorship shall:

- a. recruit and maintain sponsorships for the Association from businesses, private individuals or groups;
- b. ensure that a letter of appreciation and an official receipt are sent to each sponsor, and that the Secretary arranges for recognition through advertising of such sponsorships;
- c. organize fundraising events; and
- d. perform other related duties, as required.

## **17. Social Media and Communications**

Social Media and Communications shall:

- a. promote the organization throughout the Association catchment through the use of flyers, posters and media coverage;
- b. forward news stories, coming events, teams information, photos, game results, schedules and reports to the webmaster;
- c. organize the awards ceremony;
- d. arrange for team photos; and
- e. organize and update all social media platforms
- f. provide messages to the membership using TeamSnap
- g. perform other related duties, as required.

## **18. Immediate Past President**

The Immediate Past President shall:

- a. act as a liaison between the previous and current Executive; and

- b. maintain the continuity of the Executive.

### **19. Floor/Referee Allocator**

The Floor/Referee Allocator shall:

- a. obtain a complete list of referees from the Head Referee;
- b. ensure that referees are allocated for all SMLA playing commitments; and
- c. arrange for box and arena times and meeting locations with Surrey Parks, Recreation & Culture and White Rock Leisure Services;
- d. assign tryout and practice times to teams on an equitable basis, and to ensure maximum use of facilities;
- e. work with the LMMLC as to exhibition, regular season and playdown game schedules, and, upon receipt from the LMMLC, provide copies to the Head Coach and Head Referee;
- f. work with Team Managers to schedule, re-schedule, exchange and cancel floor times for exhibition, league and playdown games; and
- g. be responsible for all the facilities
- h. arrange floor times for drop-ins from the Surrey School board
- i. perform other related duties as required.

### **20. Technical Director**

- a. The Technical Director Shall:
- b. carry out all functions of the Head Coach whenever the Head Coach is unavailable;
- c. assist the coaching staff of the SMLA;
- d. attend practices/games and become involved where necessary by way of assistance with practice plans, game strategies, and systems;
- e. assist with drop-ins and tryouts;
- f. maintain a coaching manual for Team Officials' reference at all levels;
- g. perform other related duties as required.

### **21. Team Snap Administrator**

The Team Snap Administrator Shall:

- a. build and manager players and their information in the Team Snap application;
- b. work with Registrar with assigning or removing players from teams or Team Snap;
- c. assist individual teams on how to use Team Snap;
- d. build teams as directed by coaching staff if there are more than one team per division;
- e. maintain an archive of teams, players and contact information each season, so coaches can follow up the next season if registration numbers are down; and
- f. perform other related duties, as required.

## **22. Merchandise**

Merchandise shall:

- a. procure, market, sell and arrange delivery of SMLA apparel;
- b. procure SMLA souvenirs in promotion of the sport of lacrosse

## **23. Commissioner**

The Commissioner's Duties and Guidelines are outlined in the LMMLC constitution and bylaws operating policy.

## **G. TOURNAMENTS**

### 1. Provincials/Championships

- a. The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship.
- b. Some travel funds may be available and must be applied for.
- c. Any other expenses incurred during participation are the responsibility of the competing team.
- d. Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee.

### 2. Other Tournaments

- a. Individual teams are responsible for the costs to enter and participate, and
- b. Must request and receive permission from the Head Coach.

## **H. FUNDRAISING & SPONSORSHIP**

### 1. Association Fundraising

- a. Association fundraising shall be conducted on an ongoing basis throughout each playing season.
- b. The type and extent of the fundraising shall be determined by the Executive to best suit the financial and philosophical needs of the Association.
- c. The Association shall apply for Gaming Funds on a yearly basis. The application should be completed by the Treasurer and President with regards to budget needs.

### 2. Team Fundraising

- a. All funds required for team use are to be raised by individual team efforts. Teams that undertake fundraising, such as car washes, bottle drives, raffles, bingo, and similar programs shall apply to the Executive.
- b. All fundraising programs must have prior approval from the Executive (to avoid conflicts with other fundraising activities). An exception is made for 50/50 draws.
- c. Each team involved must supply the Executive with the name and telephone number of the person coordinating the fundraising activities for the team.

- d. Any funds not expended by the team, for the team at the end of the year are to be paid to the Association they are not to be carried over to the following year in any way.
  - e. Each team is to provide the Treasurer with a detailed accounting within a reasonable period of time after a request by the Treasurer.
  - f. All raffles must be undertaken in accordance with the rules of the Gaming Branch. This will involve an application to the Gaming Branch for each raffle and further requires that tickets used in such raffles be numbered. All applications to the Gaming Branch are to be made through the Executive.
  - g. Anyone may donate funds, services, or gifts to the team of his or her choosing instead of, or as part of, the season's fundraising activity, and
  - h. Failure of any team to comply with this policy in its entirety will be subject to discipline by the Executive at its discretion. The team's Head Coach and Manager is assumed to exercise control of this team function.
3. Sponsorships
- a. Teams under the auspices of the Association will be assigned annual sponsorships by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue.
  - b. In addition to sponsoring a team, an official sponsor may make separate donations to the teams of the Association if it chooses to do so.
  - c. Sponsors will be provided a team picture (which will be provided by the Association to the team) and schedule of team games by Team Managers.

## **I. AWARDS & BURSARIES**

### 1. Awards

The Executive will select, on an annual basis, recipients for the following awards:

- Male Player of the year
- Female player of the year
- Volunteer of the Year
- Special Recognition Award

Presentation of these awards will be made at the Annual General Meeting.

1. Alex Benson Memorial Bursary
  - a. Each year, the Association makes provision for a bursary to a deserving student. This program was developed to recognize outstanding contributions to lacrosse, and to encourage and assist in the pursuit and attainment of higher education in memory of Alex Benson.
  - b. The bursary is awarded to individuals, current and past, who have participated in any of the following categories:
    - i. Players
    - ii. Referees
    - iii. Coaches/Team Management/Volunteers

- c. The Executive administers the bursary. The person(s) selected must have shown a high standard of commitment in his/her particular area of participation; possess strong teamwork skills; have demonstrated good character and sportsmanship, and a sense of citizenship.
- d. Bursary award winners must attend a post-secondary education institution within 12 months of being awarded the bursary or the financial award will be retained in the SMLA program for another recipient in a future year.
- e. Once the recipient of the bursary has been selected, the bursary may not be transferred without the approval of the Executive. The bursary may not necessarily be awarded in any fiscal period.
- f. Application
  - i. Each year, the Social Media and Communications will ensure the applications are available for the Grade 12 former SMLA players prior to the application deadline. The application form will be made available for download from the SMLA website.
  - ii. Those wishing to apply for a bursary in any category will do so using the approved Bursary Application Form. Late applications will not be accepted.
- g. The award certificate will be presented at the Annual General Meeting.
- h. Alex Benson Bursary will be disbursed upon receipt of proof of acceptance at a post-secondary institution (Maximum: \$500.00).

## **J. COMPLAINTS**

### 1. Referees

Complaints about SMLA referees are to be made in writing to the 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 BCLOA 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 association, with copies to the President and to the BCLOA Chairperson.

### 1. Coaches

Complaints about SMLA 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 BCLCA Chairperson (contact the [BCLA Office](#) for name and address).

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

### 2. Executive



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

3. Other

Complaints about any other matter concerning lacrosse are to be made in writing to the President. The Executive will review and either deal with the complaint if within its jurisdiction or will direct the complaint to the appropriate governing bodies.

**K. GENERAL RULES OF CONDUCT & DISCIPLINE**

1. General

a. All SMLA Team Officials, Players, Parents, members of the Executive and fans are bound by the rules and regulations of the BCLA and its Minor Directorate, and the LMMLC. All individuals affiliated with the Association shall:

- refrain from using foul or negative language;
- refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance;
- demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance;
- attempt to develop community spirit and pride in our Association, while representing the Association and minor lacrosse in the best possible light;
- respect all facilities utilized by our Association, as well as any staff of those facilities;
- emphasize sportsmanship and fair play while trying to keep the word “FUN” in lacrosse;
- treat the game of lacrosse with the respect that it deserves;
- take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.

b. An individual's conduct shall be in question when they:

- breach any of the above;
- use their position with the Association for unauthorized personal and/or material gains;
- willfully circulate false or malicious statements, derogatory to any other member of our or any other Association;
- willfully ignore or break the by-laws, policies and/or rules or regulations of our Association, or
- counsel others to ignore or break the by-laws, policies and/or rules or regulations of our Association.

2. Coaches Code of Conduct

a. All SMLA Coaches and Team Officials shall:

- treat everyone fairly within the context of his or her activity, regardless of gender, ethnic background, color, sexual orientation, religion, political belief or economic status;
- direct comments at the performance rather than the person;

- consistently display high personal standards and project a favourable image of your sport and of coaching;
- refrain from public criticism of fellow coaches;
- abstain from and discourage the use of drugs, alcohol, and tobacco products in conjunction with sport;
- refrain from the use of profane, insulting, harassing or otherwise offensive language while coaching;
- ensure that the activity being undertaken is suitable for their age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- cooperate with registered medical practitioners in the overall management of your athletes' medical and psychological problems; consider the athlete's future health and well-being foremost;
- recognize and accept when to refer athletes to other coaches or sport specialists;
- allow athletes' future health and well-being foremost;
- regularly seek ways of increasing professional development and self-awareness
- treat opponents and officials with respect both in victory and defeat and encourage athletes to act accordingly;
- cooperate with the athletes' parents or legal guardians, involving them in their child's development;
- be aware of the academic pressures placed on student athletes and conduct practices and games in a manner so as to allow academic success;
- ensure the safety of the athletes with whom you work;
- at no time become intimately and/or sexually involved with your athletes; this includes requests for sexual favours or threat of reprisal for the rejection of such requests;
- respect athletes' dignity: verbal or physical behaviours that constitute harassment or abuse are unacceptable;
- never advocate or condone the use of drugs or other banned performance enhancing substances; and
- never provide underage athletes with drugs, alcohol, or tobacco products.

### 3. Communication with Officials

- a. In the event that a game situation arises during play, any person wishing to make a complaint, comment or query must wait 24 hours as a general rule to make comments regarding a specific call, play or event occurrence (exceptions apply in the 24-hour rule if there is a Code of Conduct violation, or if a player is considered in harm's way).

These complaints will be directed to the team's Head Coach for clarification. If the Head Coach is unable to clarify or rectify the query, he will pass it on to the Head Referee. A carbon copy will be sent to the Head Coach. At no time is there to be direct correspondence between the official in question and persons making inquiries.

- b. In the event that the Head Referee has a conflict of interest with the query, the complaint can be directly addressed to the President.
- c. All complaints, questions or clarifications must be in writing and signed by the member making the query and can be presented in e-mail or written hard copy form.

#### 4. Communication with the Executive

Members can address and/or communicate to Executive through the following means:

##### a. Addressing the Executive

Members of the Association may request to be scheduled to address the Executive at an Executive meeting. They must make a request in writing to the President and accompany it with background information on the issue they wish to address. This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits on the agenda for that meeting.

The delegation will be allowed a maximum of fifteen (15) minutes. The delegation may consist of a maximum of three (3) persons unless prior approval has been obtained from the President. A maximum of two (2) delegations will be heard at any meeting. Presentations from persons who appear at the Executive meeting without prior approval shall not be accepted by the Executive.

##### b. Written Submissions

Members may also contact the Executive in writing via e-mail to the President (email address is posted on the SMLA Website). All correspondence addressed to President and Executive is received and routed appropriately.

#### 5. Inappropriate Behaviour

Swearing, vulgar or other abusive language, making lewd gestures, uttering threats, throwing debris or other inappropriate behaviour whether directed towards officials, coaches, players or fans by any participants or spectators at SMLA functions will not be tolerated by the Association. Such action will result in the offending individual(s) being asked to leave the facility for the remainder of the game or event, with further disciplinary action considered by the Executive upon receipt of the LMMLC review of the referee's report. Repeat offences will result in the permanent barring of the individual(s) from SMLA events.

Team cheers should be selected by the coach to ensure that these standards of behaviour are adhered to by his/her players.

#### 6. Social Networking

All SMLA Team Officials, Players, Parents and members of the Executive (hereafter referred to as "Stakeholders") must be concerned with any behavior that might embarrass themselves, their teams, their families, the sport of Lacrosse and/or the Association. This

includes any activities conducted online through social networking sites (e.g., Facebook, Twitter, MySpace, YouTube), podcasting, blog sites or chat rooms.

The posting of any comments, photos, or other information by a Stakeholder online that in any way could be regarded as intimidating, demeaning, harassing, derogatory or violent will not be tolerated by the Association, even if such information is posted by others on the Stakeholder's page. This includes, but is not limited to trash-talking, boasting, bullying, threatening, or posting of potentially embarrassing information which could negatively affect:

- teammates, other SMLA players or opposing players;
- any SMLA or opponent teams or team officials;
- any referees or other game officials;
- the Association or its Executive;
- any lacrosse governing bodies and their executive members (e.g., LMMLC, BCLA, CLA);
- family members of the above; and/or
- the sport of lacrosse.

Any actions violating this policy and brought to the attention of the Executive may be subject to discipline by the Association.

## 7. Discipline

### a. General

- i. The Association endorses the principles of natural justice and due process, which allows any individual the right to a hearing, and an appeal of any action, which affects their rights.
- ii. The Executive is empowered to take whatever disciplinary steps it feels warranted for breaches of its General Rules of Conduct or Constitution & ByLaws.
- iii. Any report alleging a breach of the SMLA Code of Conduct shall be submitted in writing to the President, or Vice President of referees, within seven (7) days of the occurrence.
- iv. If action is necessary, the President shall appoint a Discipline Committee, consisting of a minimum of three members of the existing Executive, and convene a meeting not more than ten (10) days from the date of the receipt of the report.
- v. All parties involved will be notified of the proceedings and will have the opportunity to attend the meeting to explain or defend their actions. The Discipline Committee may call witnesses and demand any information that may be pertinent in the matter.
- vi. The decision of the Discipline Committee will be announced by the Chair and will be provided, in writing, to the interested parties within seven (7) days of the meeting. Interested parties are defined as those parties directly involved in the proceedings.
- vii. An individual whose rights are directly affected by the outcome of the discipline hearing may appeal that decision, by applying to the President or acting President to appear before the Executive at the next regular meeting. If the hearing is granted, the individual will be notified in writing the date, place, and time of the next Executive meeting, if a player is appealing the decision of the Discipline Committee, he/she must be accompanied at the appeal by a parent/guardian.

b. Player

- I. Team coaches shall be responsible for minor disciplinary action with regard to their players, either by benching the player or sitting him for a maximum duration of one game. The player shall be fully informed of his/her misdemeanor and suspension by a team official.
- II. In the event that an SMLA player is found in a situation requiring major disciplinary action, the players' name, division, and misdemeanor shall be reported immediately to the Division Coordinator or Head Referee in writing, who will:
  - rule whether the player can continue playing.
  - shall refer to the Discipline Committee, which shall meet within seven days of the incident and time shall be of the essence.
  - Shall advise the player of his/her misdemeanor and suspension by a team official.
- III. All game misconduct and match penalties occurring within the last 10 minutes of regular game time must be reported by a team official to the President or Head Referee or Division Coordinator immediately after the game in which the penalties occur.
- IV. Any player found responsible for theft or willful damage to property, equipment (including sweaters) shall be suspended immediately. Each case shall be ruled upon by the Discipline Committee and the suspension shall remain in effect until a final ruling is made.