



PORT MOODY LACROSSE OPERATING POLICY

Abstract

The Port Moody Lacrosse Association Operating Policy will be used in combination with the Port Moody Lacrosse Association Constitution, Port Moody Lacrosse Association Bylaws, Lower Mainland Minor Lacrosse Commission Constitution & Bylaws and Operating Policy (2018) and the BC Lacrosse Association Operating Policy (2017-2018)

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A. GENERAL

1. Preamble

The operating policies of the Port Moody Lacrosse Association (referred to throughout this document as “PMLA” 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 our 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 & Bylaws.

2. Subservience

These policies are subservient to the Constitution & Bylaws of the Port Moody Lacrosse Association as well as any policies laid down by the various governing Lacrosse bodies including the Canadian Lacrosse Association (CLA), British Columbia Lacrosse Association (BCLA) and its Directorates and, if applicable, the policies of the Lower Mainland Minor Lacrosse Commission (LMMLC) and Senior Leagues. If any conflict is found, the Executive of the Port Moody Lacrosse Association will, at its first opportunity, correct conflicting policies to meet or exceed the standards set by the governing body.

3. Official Colours

The official colours of the Port Moody Lacrosse Association are black, red and white.

4. Use of Logo

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

5. Fair Play

The Port Moody Lacrosse 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.

6. Amendments

The Operating Policies of the Port Moody Lacrosse 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.

B. PMLA EXECUTIVE

1. Elected Members

- a) The Elected Members of the Executive shall be elected at the Annual General Meeting and shall consist of the following:
 - i. President – 2 year term
 - ii. 1st Vice President – 3 year term
 - iii. 2nd Vice President – 3 year term
 - iv. 3rd Vice President – 3 year term
 - v. Secretary – 2 year term
 - vi. Treasurer – 2 year term
- b) The terms of the elected executives are calculated from the date of the annual general meeting at which they are elected.
- c) The terms of the elected executives will be staggered.
 - i. Rotation 1: President, Secretary
 - ii. Rotation 2: Treasurer
- d) The terms of the Vice Presidents will be sequential: individuals will be elected into the 3rd Vice President position, the following year transition to the 2nd Vice President position, the final year transition to the 1st Vice President position.

2. Appointed Members

- a) As per the PMLA Constitution and Bylaws, the PMLA must have no fewer than 3 and no more than 11 directors appointed to the board.
- b) Roles are defined in the PMLA Roles and Responsibilities Document, and may include:
 - Commissioner (LMMLC)
 - Registrar
 - Scheduler
 - Head Manager
 - Coaching Coordinator
 - Head Referee
 - Referee Coordinator
 - Female Division Coordinator
 - Equipment Manager
 - Risk Management
 - Tournament Coordinator
 - Player Appreciation and Events
 - New Player Recruitment
 - Player Development and Training
 - Association Apparel
 - Promotions and Fundraising
- b) Directors will hold their positions for a period of 2 years.

3. Signing Authority

- a) PMLA Bylaws Part 7.2 states that a contract or record (cheque) must be signed by 2 directors or 2 individuals authorized by the Board on behalf of the Society.
- b) Additionally, the board may from time to time make decisions regarding signing authority.
- c) The City of Port Moody only requires 1 signature on its contracts for the rental of rooms or facilities. In this circumstance PMLA is only required to provide 1 signature.

C. PLAYERS

1. Registration

- a) All registrations taken at the Official Registration days of the Association (as set by the Registrar and approved by the Executive each year) will be accepted. Registration after the official registration days will be on a space available basis as defined in the team size policy. Every attempt will be made to place all applications received each year.
- b) Registration fees shall be set each year by the Executive.
- c) Refunds shall be as per the most current policy posted on the PMLA web site (see <https://www.portmoodylacrosse.org/registration.html>)
- d) Only registered players may participate in PMLA team games and practices. Athletes not yet registered are not allowed on the floor until officially registered by the Registrar. Coaches and other team officials cannot accept registrations in order to circumvent this rule. The practice of coaches recruiting players registered with other associations to play on PMLA teams is not condoned by the Association.
- e) Any players requesting a release from their home association in order to register with PMLA (or vice-versa) must adhere to the LMMLC Operating Policy Clause D-1 - Residency Rule Guidelines & Penalties Guidelines. Non-resident players considering a move to PMLA are advised to make written application to the PMLA President prior to requesting a release from their home association, as approval by the Executive and LMMLC is required before the player can be registered with PMLA.
- f) Requests for player releases to other associations must be forwarded in writing to the PMLA Executive stating the player's rationale for requesting the release. Each release will be evaluated on its individual merits. Generally speaking, a release will only be considered when the Association cannot field a team in the current playing season or there are extenuating circumstances. No player residing within the PMLA catchment may play for another association without prior written release by PMLA and approval/placement by the LMMLC.

2. Team Size

- a) Ideal team sizes for each division are as follows:
 - a. Mini Tyke: 7 to 9, plus a goalie
 - b. Tyke: 12 to 14, plus a goalie
 - c. Novice: 14 to 17, plus a goalie
 - d. Pee Wee: 15 to 18, plus a goalie
 - e. Bantam: 16 to 18, plus a goalie
 - f. Midget: 18 plus two goalies
 - g. Junior: 20 to 23, plus two goalies
- b) The Executive will determine the team size for each division after the official registration has taken place.

3. 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. PMLA does not believe it to be in a player's long-term best interest to permanently play in a division older than their own age. Requests by the parents will not be considered sufficient cause for PMLA to allow players to permanently play for a team of higher age. In rare instances, where a player has obviously outclassed his/her peers throughout the season just over, a Coach may, with the parent's approval and most importantly the player's desire, make a recommendation to the Executive that for the next season the player be allowed to register with the next highest age group. In no case will a player be allowed to advance more than one 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 players 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.

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:

6.1 No player qualified to play within the jurisdiction of the Minor Directorate shall sign a Senior player registration form.

6.2 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.

6.3 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. Should a Port Moody Lacrosse Senior Team require the services of a Minor Division player, the coach or manager of the Senior Team must first contact the Minor Division coach for permission to contact the player. Upon agreement of the player to play up for the Senior Team, the coach or manager of the Senior Team must obtain a signed BCLA "One-Game Permit" form from the Minor Team coach prior to game time to submit to the scorekeeper. Should the Minor Team coach be unavailable, he/she may delegate authorization to a registered Assistant Coach or Team Manager.
- 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.

- iv. Under no circumstances will a Minor Division player be permitted to play for another association's team in the same Senior Division league where Port Moody Lacrosse Association has a team (e.g. if PMLA has a franchise in the BC Intermediate Lacrosse League, players are only permitted to play for the Port Moody team and no others).

4. Floor Access

- a) Players must have helmets and cages on 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 the PMLA.
- b) For insurance purposes, only registered players, coaches, referees, managers or trainers may enter the playing surface during the duration of the game.

5. Alcohol, Cannabis and other Intoxicants

All players must not report to a game, practice or team event under the influence of alcohol, cannabis or other intoxicants.

In the event that a coach or team official determines that a player appears to be under the influence of same they will be immediately removed from the floor and escorted to a safe location. A formal report will be made to the PMLA executive and the player may be subject to further disciplinary actions including suspension or dismissal from their team.

6. Financial Support for Players Going to Nationals

- a) Financial support may be available for minor players invited to play at Nationals.
- b) Eligible players may apply for financial assistance once during their time in minor and only if the player is required to travel to attend.
- c) Financial contributions are capped at \$500 per player. Available funds may vary based on the financial health of the association and the number of eligible players.
- d) Each player that is eligible to play at Nationals must send an email to the association requesting financial assistance.
- e) The executive will review the applications and render a decision. Should an executive have a child applying for support he/she will excuse themselves from the vote.

D. COACHES AND TEAM OFFICIALS

1. Selection of Coaches

- a) Any person who coached in the previous season for the PMLA may 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.
- b) During registration, forms will be made available to any person wishing to apply for a coaching position. After the advertised registration dates have passed, the deadline for coaching applications will be closed. This restriction will be waived in the event that no one has applied for a particular position or in the view of the Coaching Coordinator no applicant has the required qualifications.
- c) A committee consisting of the Coaching Coordinator and two or more members of the Executive will review these applications.
- d) After reviewing and possibly interviewing the applications, the selection committee will report their recommendations to the entire Executive for approval or modifications.
- e) The Coaching Coordinator, who will provide selection criteria upon request, will inform each applicant of the decision(s).

2. Qualifications

- a) All coaches of the Association for Novice to Midget aged teams will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA by no later than May 15th of the playing year. Potential coaches may be taken on with their commitment to meet these requirements; however, if they fail to carry through with their commitment, they will be asked to turn over direction of their team to another qualified coach.
- b) 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.
- c) All coaches will be encouraged to attend a coaching training clinic sponsored by PMLA.
- d) Coaches Selection Criteria:

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

1. Attainment of the necessary Coaching Certification as specified by the BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
2. A demonstrative knowledge of the technical aspects of lacrosse.
3. Prior successful experience coaching lacrosse. Success measured by: improved skill of players, player enjoyment and feedback from the "PMLA Coaches Profile" form.
4. Display of the personal skills that exemplify the "Code of Conduct" endorsed by the BCLA and the PMLA.

5. Good organizational skills and personal commitment (e.g. runs and attends regular practices, enters tournaments, etc.).
6. Other skills (e.g. first aid) that would enable the applicant to better fulfil their coaching duties.

NOTE: Although the above items are prioritized, it is intended that they be a list without rigid barriers. For example, if one of the applicants has significantly more technical knowledge or coaching experience and is committed to attaining his/her Coaching Certification, then that person should be considered in spite of not presently having them.

3. Training Expenses

- a) PMLA 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.

4. BCLA Fees

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

5. Fines

PMLA 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.

6. Conduct

- a) Coaches shall sign for and be responsible for all equipment issued to their teams.
- b) All PMLA Coaches and bench personnel are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Coaches Association (BCLCA) relating to conduct are listed here as a matter of convenience:

Policy 5.01

It shall be considered an offence against the membership to violate the CLA Lacrosse Coaches Code and Philosophy

Policy 5.02

Actions contrary to the BCLCA Code of Ethics and Philosophy, the BCLA Constitution, By-Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official supporter or spectator in a public environment -- will be cause for investigation by the BCLCA.

- c) Coaches and team officials are bound by the General Rules of Conduct Listed in Section J.

8. Managers

PMLA will pay the registration and insurance fees levied by the BCLA and its Directorates for all its team managers in good standing.

9. Coaches Evaluation Form

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

10. Screening for Coaches and Team Officials

All coaches and assistant coaches are required to request and to have processed by the police of jurisdiction a [Criminal Record Check](#) including a [Vulnerable Sector Check](#) at the beginning of each season.

11. Rule of Two for Coaches and Team Officials

In line with the BCLA General Operating Policy, Regulation 19: Volunteer Screening, 19.05, the PMLA requires the Rule of Two to be applied to all volunteers, officials and coaches who are working directly with children under 19 years old:

Definition of Rule of Two - taken from the Responsible Coaching Movement

The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.

12. Coach's Attire

All coaches and bench staff will wear Port Moody Thunder attire. PMLA will provide all bench staff with a PMLA shirt which must be worn for all games and official PMLA events.

13. Alcohol, Cannabis and other Intoxicants

All coaches and team officials must make responsible decisions regarding alcohol, cannabis or other intoxicants to ensure they are able to report fit for scheduled duty – including all games, practices and team events where the coach or team official is in a position of responsibility or authority over a PMLA player.

In the event that coach or team official appears to be under the influence of same they will be escorted to a safe location and, following a formal report to the PMLA executive, may be subject to further disciplinary actions including suspension or dismissal from their positions.

E. REFEREES

1. Qualifications

All PMLA 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 PMLA 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

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

4. Fines

PMLA will not reimburse its Referees for any fines or penalties levied by their associations or the BCLA or its Directorates as a result of non- or improper performance of their duties.

5. 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) All PMLA Referees are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Officials Association (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 so 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.*
- e) Referees are bound by the General Rules of Conduct Listed in Section J.

6. Uniform

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

7. Alcohol, Cannabis and other Intoxicants

All referees must make responsible decisions regarding alcohol, cannabis or other intoxicants to ensure they are able to report fit for scheduled duty for all scheduled shifts.

In the event that a coach or team official determines that a referee *appears* to be under the influence of same they will be removed from the field of play and escorted to a safe location. In such cases a formal complaint will be lodged with both the PMLA executive and with the BCLA.

8. Mentoring

During the course of the season the PMLA Head Referee, PMLA Senior Official or a BCLA resource may observe games. The purpose of which is to provide feedback and support to lacrosse officials. This information is to be accepted openly and for its intended purpose to build and improve skill sets for lacrosse officials.

F. CONCUSSION AND RETURN TO PLAY POLICY

1. Concussion Baseline Testing

- a) All athletes ages 10 and up (Peewee/Bantam/Midget) are required to have completed a full comprehensive baseline test through any **Complete Concussion Management (CCMI) clinic** prior to the season beginning. Baseline tests are valid for 1 full calendar year.
- b) All Coaches and Trainers involved in PMLA must complete the CCMI Concussion *Sideline Course*. All Peewee/Bantam/Midget Coaches must download the accompanying CCMI *Concussion Tracker* Smartphone Application.
- c) If a concussion is suspected, whether occurring as a part of PMLA *or otherwise*, the athlete is to be removed immediately from all practices and/or games and not permitted to return until cleared through the *Concussion Tracker* Smartphone Application which indicates completion of the Return-to-Play process.
 - i. All suspected concussions must be reported through the *Concussion Tracker* Smartphone Application by a coach/trainer or the athlete themselves.
 - ii. All players with suspected concussions should be encouraged to either attend the nearest emergency department and/or to make an appointment at the nearest CCMI clinic as soon as possible to receive a proper diagnosis and help speed the *Return-to-Play* process.

2. PMLA Return-to-Play Process

A 10-stage process has been designed to ensure complete healing of a player who receives a concussion. Each stage in this process must be completed in conjunction with a certified CCMI practitioner prior to ANY athlete returning to practice or competition. Each stage must be separated by at least 24 hours and the athlete must be completely symptom-free at each stage prior to progressing to the next stage. If symptoms are experienced at any stage, the athlete is to drop back to the previous stage for a period of 24 hours and be symptom-free at that stage prior to attempting the next stage again.

Any stage marked with ** indicates that this stage must be completed under the direction and presence of a CCMI certified practitioner. Please book these appointments in advance to ensure that you are seen at the appropriate times. Each stage of recovery for injured athletes, as indicated by the treating clinician, can be viewed through the *Concussion Tracker* application to ensure that everyone is on the same page.

Stage 1 – Absolute Rest **

Once the athlete has received a diagnosis of concussion from a certified CCMI practitioner, the first step is *absolute* rest. During this stage it is extremely important that the athlete refrain from any activity that could burn energy (a concussion is an energy deficit within the brain). This means no exercise, no school, no homework, no studying, no video games, no cell phones, no TV. Once the athlete has had at least 24 hours of *SYMPTOM-FREE* rest, they can progress on to stage 2.

If the athlete has rested for 3 or more days and is still experiencing symptoms, please book a follow-up appointment with your CCMI practitioner to discuss a potential treatment strategy which could speed your recovery.

If you are ready to move on to the next stage, please submit a progress report to your treating clinician through the *Concussion Tracker* smartphone application by selecting the recovery tips icon and scrolling to the bottom of the page.

Stage 2 – Light ‘Cognitive’ Activity

“Cognitive” means mental. After the athlete is completely symptom free for a period of 24-hours with no mental stimulation, try incorporating 30-45 minutes (MAX) of light reading, homework, TV viewing etc. If the athlete has no symptoms with the addition of light cognitive activity, they can be permitted to move on to stage 3 the following day. If the athlete starts to feel symptoms with the addition of light cognitive activity, they are to drop back to stage 1 for another 24-hour rest period (Stage 1) before attempting stage 2 again.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.)

Stage 3 – Half-Day of School with Modifications

The athlete is now permitted to attend a half-day of school with modifications. Your CCMI practitioner will provide you with a letter specifically outlining what you can and cannot do. Typical modifications include but are not limited to: No tests, No gym, No homework, No music class, Frequent breaks etc. If the athlete experiences a return of symptoms, they are to drop back to stage 2 for 24-hours (and be symptom free) prior to attempting stage 3 again. If the athlete has no return of symptoms with a half-day of school, they are permitted to advance to stage 4 the following day.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.)

Stage 4 – Full Day of School with Modifications

The athlete is now permitted to attend a full day of school. Your CCMI practitioner will once again provide modifications as to what you are, and are not, permitted to do.

Please ensure that you update your treating clinician by submitting a progress report (located at the bottom of the “Recovery Tips” window in the *Concussion Tracker* app.)

Stage 5 – Light Physical Activity **

If the athlete had no return of symptoms at stage 4, you are to book a follow-up appointment with your CCMI practitioner to complete stage 5. This stage incorporates the addition of light physical exertion to see how your brain responds to an increased demand for blood flow. You will need to dress in athletic attire and be required to complete 20-30 minutes of clinician supervised physical activity while your heart rate and blood flow are monitored.

Stage 6 – Non-Contact Practice – Phase I (Low Intensity)

Upon successful completion of stage 5, the athlete will be permitted to return to sport specific activity with the team in a NON-CONTACT format. The athlete will be asked to complete various simple “sport-specific” drills that do not involve contact or the chance of contact. These drills will be individually based and will involve fairly low physical stress as well as low heart rates.

A list of suggested drills for every sport can be found in the coach/trainer smartphone app by selecting Profile □ Team □ the athlete in question □ select a sport from the dropdown menus to view drills.

If there is any increase in symptoms the athlete is to be removed from practice and attempt again at the next practice.

Coaches or trainers should submit a progress report through the *Concussion Tracker* application at the end of every practice to notify the treating clinician on performance and/or the onset of any symptoms experienced (Profile □ Team □ athlete in question □ scroll to bottom)

Stage 7 – Non-Contact Practice – Phase II (Higher Intensity)

This stage will once again be administered by your coach and/or trainer. The athlete is now permitted to take place in ‘dryland’ training and weight training. Sport-specific drills can now be conducted at higher intensity and be more *team-based* (3-man weave, breakouts, etc.). At this stage, athletes are still NOT permitted to participate in any drills that involve contact or that have the chance for potential contact.

As in stage 6, lists of suggested drills for every sport can be found in the coach/trainer smartphone app by selecting Profile □ Team □ the athlete in question □ select a sport from the dropdown menus to view drills.

Any increase in symptoms the athlete is to be removed from practice and attempt again at the next practice.

Coaches or trainers should submit a progress report through the *Concussion Tracker* application at the end of every practice to notify the treating clinician on performance and/or the onset of any symptoms experienced (Profile □ Team □ athlete in question □ scroll to bottom)

Stage 8 – Blackhawks Protocol and Re-Testing of Baseline **

This stage must be conducted by a certified CCMI practitioner. The Blackhawks protocol is an intensive physical exertion protocol that challenges the athlete’s cardiovascular system as well as their balance (vestibular system) and assesses their readiness to return to full athletic competition. Upon successful completion of the Blackhawks program, the athlete will immediately undergo full re-testing of all baseline-testing parameters to assess every area of neurological functioning to determine if the athlete has reached full brain recovery. Many athletes reach this stage believing that they are fully recovered because they are no longer experiencing symptoms.

Keep in mind that symptoms (how you feel) does not coincide with brain recovery. If you do not successfully complete this stage, do not be discouraged; it simply means that your brain has not fully recovered.

This stage takes approximately 1.5 hours. Please dress in athletic attire, bring water, and be prepared to exercise.

G. MINOR DIVISION TEAMS

The Port Moody Lacrosse Association (PMLA) currently has teams playing in age group divisions of Mini-Tyke, Tyke, Novice, Peewee, Bantam and Midget. For any players in divisions where the PMLA puts forward more than one team, PMLA will hold player evaluations prior to the season and assignment to teams.

Ideally, the evaluators of the players will consist of the head coaches, outside evaluators and, if necessary, assistant coaches. There should never be less than four evaluators.

1. Player Evaluation

While observing drills and game play, evaluators will observe and grade the player's in the following areas: Abilities (coachability, compete level and speed) and Categories (passing, catching, shooting, and loose balls) and will assign each player an overall rating between 1-5, with 5 being the highest.

The Player grading scale used in the Evaluation Rating Sheet is as follows:

1 - Developing, 2 - Competent, 3 - Average, 4 - Above Average, and 5 - Excellent.

After the overall ratings are completed, the rating sheets will be handed to the Division Manager. The Division Manager will review the evaluation sheets and provide a number for each player by averaging the evaluations.

2. Team Assignments

a) Balanced Team Selection

The PMLA is required to put forward balanced teams in the Mini-Tyke and Tyke divisions. Additionally, when fielding two teams in a particular age category that both play in the same division (e.g. if the PMLA were to field two Novice B teams) the PMLA would be required to ensure the teams are balanced. In those situations, the players will be assigned as follows.

Head Coaches will draw a playing card from 2-9 with the coach with the highest card picking first.

The draft will be a snake draft (1-2-3-4-4-3-2-1-1-2-3-4 and so on).

All players in one rank must be picked before moving to the next ranked player (all players with a 5 ranking must be taken before going to the players in 4).

Once the player draft is completed, coaches will draw from cards representing one of each of the drafted teams. The coach doing the drafting is not guaranteed to be coaching that team.

If a coach has a child in another group, that player is assigned to the coach's team and traded with a player of equal ranking (i.e. if coach's child is ranked 4, that player is assigned to the coach and an equal ranking 4 player is assigned to the other team).

Coaches may have one assistant coach assigned and in attendance at the draft. The movement of the assistant coach's child is the same as described above.

b) Tiered Team Selection

Division tiering is established by the British Columbia Lacrosse Association (BCLA) and requirements set out in the Lower Mainland Minor Lacrosse Association (LMMLC) operating policies. The intent of tiering is to create a game where like skilled players play within their talent levels. Where tiering is required, it is the goal of the PMLA to put its most competitive team in the highest division in which it will compete. The PMLA will not condone the stacking of lower ranked teams.

After player evaluations, and player ratings have been assigned, the coach of the division's top team will put together a list of the players assigned to that team. This list will then be shared with the division manager who will cross reference it with the player ratings. It is the head coach's role to select the team he or she feels will be the most competitive. If two players are ranked the same after evaluations, it is the head coach's decision as to which of the players is selected. If the head coach has selected a player ranked lower than those not named on the team, the Division Manager, the head coach and a member of the executive will meet to discuss and finalize the team. The head coach may have valid reasons for selecting a player to the team who did not score well during evaluations, such as defensive ability, shooting hand, past playing history or other criteria that was not evident through the evaluation process. The head coach, Division Manager, and member of the executive will, after listening to reasons, vote on the issue, with the majority opinion being final.

This will repeat until all teams have their players assigned.

3. Late Additions or Missed Evaluations

The PMLA would like players to make the evaluations a priority; however, it is recognized that some players will miss evaluations due to other commitments or circumstances. A player that misses evaluations, or is a late registrant, may be invited out to practice and added to any of the competitive rosters. The team playing in the highest division will have the first opportunity to add the player to their roster. Again, it is a goal of the PMLA to have the best players playing in the most competitive division. No player may be dropped from the team he or she was selected to after the first regular season game.

4. Player Attendance at Evaluations

It is strongly encouraged that PMLA players attend all the evaluations sessions. To be eligible to play for the division's top team's players must attend at least 50% of the evaluation sessions. If a player is not able to meet this criteria, written notice is to be provided, in advance, to the PMLA Coaches Coordinator and the Division Manager for the player's age group. The first alternative will be to evaluate the player during winter Rust Removal sessions. If that is not possible the process for late additions and missed evaluations will be followed.

5. Notification of Team Assignments

A formal email will be sent indicating team placement. In addition, players and families should receive a phone call from the Head Coach of the team they have been placed on.

6. Uniforms

The Association will provide each player with a jersey and shorts. 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 used by players during practice. They are to be worn only for games or official PMLA events such as the opening ceremonies.

7. Name Bars

Name bars are not permitted on any PMLA jerseys.

8. Player Movement

- a) Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC Operating Policy.
- b) Players may play one age group higher than that in which they are registered with the following restrictions:
 - A1 players can only play for an A1 team in an older division.
 - A2 players can play A1 in their division or A2 or A1 in an older division.
 - B players can play A2 or A1 in their division or B, A2, or A1 in an older division.
 - C players can play in a higher caliber or in an older division.
 - Novice Advanced players can only play for a B, A2 or A1 in an older division.
 - Novice House players can play for Novice Advanced or in an older division.

NOTE: A player's coach must be asked before the player is contacted regarding the possibility of playing up. The player's coach shall not unreasonably withhold permission for the player to play up. 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.

- a) After May 15th of the playing year, no player shall be able to be transferred to another team within its own playing division.
- b) After the fifth game playing up, the player is permanently assigned to the team he played his fifth game with.
- c) Players must have played a minimum of four (4) games with that team in order to qualify for Provincial Championships.

NOTE: A player can only play in one Minor Provincial Championship.

NOTE: A player, who is allowed to play in a LOWER age group, is NOT allowed to play in the Provincial Championships with that lower age team.

9. Goaltender Placement

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

H. TOURNAMENTS

1. Port Moody Tournaments

- a) PMLA will host 2 tournaments each year:
 - i. Friendship Tournament (Mini-Tyke, Tyke)
 - ii. Golden Spike Tournament (Novice, Female Novice)
- b) All eligible PMLA teams are required to play in these tournaments and any other openings will be offered to other association teams, with applicants being selected to ensure good regional representation and a competitive level of play.
- c) PMLA will not allow teams to declare and play in a division lower than the one in which they play in regular season regardless of the team's winning or losing record.

2. Hosting Other Tournaments/Championships

PMLA will consider on a case-by-case basis any other tournament requests (such as year-end Commission Cup tournaments for non-tiered divisions, playoff playdowns, tiering rounds, National Championships, etc.).

3. Championships

- a) The Association will pay for the entrance fees for any team earning the right to participate in Provincial or National Championships. Fees for invitational tournaments or invitational championships will not be paid by the Association as they are the responsibility of the team desiring to enter except as outlined in the tournament policy.
- b) PMLA will provide financial assistance in the amount of \$300 to teams who have earned the right to participate in a Championship held outside the Lower Mainland.
- c) Should the PMLA face a financial hardship in any season, the Executive may decide to temporarily suspend the financial assistance referred to in a) and/or b) above for that season.

I. GAME REQUIREMENTS

1. Officials

- a) PMLA teams playing on home floor shall ensure that the following competent bench officials are present prior to the start of the game:
 - i. Two properly carded Referees (provided by the PMLA Referee Allocator – Note: Mini-Tyke only requires one referee)
 - ii. Scorekeeper (parent volunteer arranged in advance by the coach or manager)
 - iii. Timekeeper (parent volunteer arranged in advance by the coach or manager)
 - iv. 30 second timekeeper (Novice and higher provided by the PMLA Referee Allocator)
- b) No other people, except the duly appointed bench officials, shall be allowed in the bench officials' boxes.

2. Game Start and End Times

- a) PMLA 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:
 - i. the period breaks shortened, but to not less than two (2) minutes; and/or
 - ii. the first, second and/or third period(s) shortened, but to not less than fifteen (15) minutes running time duration each.
- b) 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 faceoff of next game booked at the facility be delayed by more than ten (10) minutes.

3. Game Equipment

- a) PMLA teams playing on home floor shall ensure that:
 - i. Goals are set-up and secured in place;
 - ii. The scoreboard and shot clock controls are in place and operational;
 - iii. The game sheet is completed and given to the visiting team not later than 15 minutes prior to scheduled game start time;
 - iv. All players' helmets and equipment are checked for necessary compliance, including removal of jewellery (applies to away games as well);
 - v. All game officials provided by the PMLA Referee Allocator are paid in full directly following the end of the game; and
 - vi. A minimum three (3) good quality CLA-approved game balls are given to the Referees prior to the start of the game.

J. CONCERNS

1. Protests

- a) A club may protest the outcome of any match on behalf of any one of the club's teams. The protest must be in writing from the Club President or his designate and must be presented to the Commission or League Commissioner within five days. Note that the Lower Mainland Minor Lacrosse Commission Policy D-7 lays an even stricter guideline of 48 hours of the match being processed or the protest will not be valid. A certified cheque or money order in the amount of one hundred dollars must accompany the protest. This will be returned only if the protest is upheld.
- b) See BCLA Minor Directorate Operating Policy Regulation 17 for more information.

2. Complaints - Referees

- a) Complaints about PMLA referees are to be made in writing to the PMLA 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.
- b) If still not satisfied, the complainant may send a letter to the BC Lacrosse Officials Association (BCLOA) Chairperson (contact the BCLA Office for name and address).
- c) Complaints about referees of other associations are to be made in writing to the Head Referee of that club, with copies to the PMLA President and to the BCLOA Chairperson.

3. Complaints - Coaches

- a) Complaints about PMLA Coaches are to be made in writing to the PMLA Coaching Coordinator 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.
- b) If still not satisfied, the complainer may send a letter to the BC Lacrosse Coaches Association (BCLCA) Chairperson (contact the BCLA Office for name and address).
- c) Complaints about coaches of other associations are to be made in writing to Coaching Coordinator of that club, with copies to the PMLA President and the BCLCA Chairperson.

4. Complaints - Executive

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

5. Complaints - Other

The PMLA Executive will direct any other complaints received on any other matter concerning lacrosse to the appropriate governing bodies.

K. GENERAL RULES OF CONDUCT

1. Policy 3 - PMLA Parent and Spectator Conduct towards Referees or Other Game Officials

- a) Port Moody Arena has been designated as a venue free from any comments towards or about our referees. NO COMMENTS to or about the referees will be tolerated.
- b) Parent and spectator conduct policy will apply to both home and visiting teams. Visiting teams will be advised in advance of any game at a Port Moody facility about this policy.
- c) Any and all feedback fans have about the referees is to be channeled through their head coach. Only the head coach can escalate a referee issue.
- d) Port Moody Lacrosse Association is committed to intentional, immediate and significant consequences for parents that choose to act inappropriately. Examples of inappropriate comments include:
 - "It's about time!"
 - "There are two teams on the floor!"
 - "Finally!"
 - "Are you blind?"
 - "You've got to call it both ways"
 - "Good call!"
- e) Referees have the authority to issue warnings, have spectators removed from the game and/or suspend a game until such time as abusive fans have left the building.
- f) If a spectator is asked to leave, it is the head coach's responsibility to name the person, and have this noted on the score sheet.
- g) If a parent or spectator has been asked to leave the Port Moody arena more than twice in a season, the third occurrence shall result in that parent/spectator barred from attending for the balance of the season.
- h) Managers/Coaches will educate parents about parent and spectator conduct at a team meeting to be held at the beginning of the season. A member of the PMLA executive will attend this mandatory parent meeting for every team to support this learning.

2. Inappropriate Behaviour

- a) 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 PMLA functions will not be tolerated by PMLA. Such action will result in the offending individual(s) being asked to leave the box or arena 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 PMLA events. PMLA will seek to enact maximum sanctions on any individual engaging in the above behaviours.

- b) Team cheers should be selected by the coach to ensure that these standards of behaviour are adhered to by his/her players. Team cheers must take place in the area immediately surrounding their own goal, or at their own bench. Cheers occurring anywhere else are subject to penalty or game forfeiture as per LMMLC policy.

L. DISCIPLINE

1. Suspensions - Applied by League or Commission

- a) Any suspension up to and including five games is not subject to appeal. Any suspension in excess of five games may be appealed to the Commission or Disciplinary Committee of the Minor Directorate, depending on jurisdiction. Appeals must be made within 14 days of receipt of suspension, be in writing and be accompanied by a certified cheque or money order in the amount of one hundred dollars payable to the BCLA. This cheque will be returned only if the suspension is overruled.
- b) For more information see BCLA Minor Directorate Operations Policy Regulations 15 & 16.

2. Lower Mainland Minor Lacrosse Commission Discipline Policies

PMLA is bound by the policies of the LMMLC. Specific policies relating to discipline are listed here as a matter of convenience:

Policy G-1

All MATCH penalties to have Referees report and routed in accordance with the routing procedures.

The Commissioner is the only individual who may increase any mandatory suspension. The Commissioner can only assess up to five (5) games and then must request a hearing for further suspension.

Policy G-2

Automatic Suspensions:

- a) *Abuse of officials*
- b) *Threats to officials*
- c) *Deliberate attempt to injure*
- d) *Coach or Manager pulling the team from floor during game*
- e) *Any MATCH penalty*

Policy G-3

Referee's reports required:

- a) *All MATCH penalties*
- b) *Any major or unsportsmanlike penalty the referee considers warranting further action*
- c) *Any abuse of Referees or any other official*

Policy G-4

All automatic suspensions are indefinite until ruled upon. It is recommended that the offending player's Coach or Manager phone the Commissioner immediately after the game and report the incident. The Commissioner then will investigate and impose the required suspension as per the Minor Directorate Disciplinary Rules.

Policy G-5

Unserved suspensions earned during league play will be served in play-off games (if played), Provincial Championships or carried over to the following playing season. Suspensions "earned" in play-offs will be served in Provincial Championships or carried over to the following playing season.

Policy I-2 - Suspensions

Suspensions can be served during league play, play-offs, Provincial Championship games and BCLA sanctioned tournament games only. Suspensions can only be served with the team that the suspended player is registered with. Players can be given suspensions from an exhibition game if the home association has two fully qualified referees doing the game.

All suspensions imposed by a Commissioner must run one after another with the player NOT playing between suspensions and the suspension becomes effective immediately when a Coach or team official is notified. Automatic suspensions (LMMLC Section G-2 & G-4 and the Minor Directorate Disciplinary Rules) do not require notifications and are to be served immediately.

3. BC Lacrosse Association Discipline Policies

PMLA is bound by the policies of the BCLA. Specific Operating Policies relating to discipline are listed here as a matter of convenience:

Policy 4.06

Any team found guilty of playing an ineligible player during a regularly scheduled game shall forfeit all games won during which an ineligible player was a participant. Should this occur in the playoffs, then only the games played in the playoffs will be awarded to the opposite side.

Policy 17.05

Anyone who strikes a referee or official in any manner will receive a Match Penalty and will be suspended immediately. All officials must report such attack on their persons in full detail immediately following the incidence and must provide a written report to the Commission for hearing and determination of action.

Policy 17.07

A suspended player may only serve the suspension during games played by the team the player is officially registered with.

4. Ejection from Game

Spectators ejected from the spectator area by a game official must remain outside this area and not return for the duration of the game. They may not confront the officials after the game or they may be subject to further disciplinary action.

5. Other Disciplinary Action

The Executive of the PMLA is empowered to take whatever disciplinary steps it feels warranted for breaches of its General Rules of Conduct or Constitution and By-Laws. This could include, but is not limited to, suspension of rights as either spectators or participants at any or all PMLA functions.

Disciplinary policies and procedures are the purview of BCLA and LMMLC, and Port Moody Minor Lacrosse is bound by those parameters. Notwithstanding the above, it is understood that individual Head Coaches and Team Managers will need to interact with their League Commissioner or other officials of both the above named bodies.

When such interaction or communication is in the normal course of administering the team (enquiries, TBRs etc.), then such communication should be directed to the appropriate League Commissioner. In the event a team has complaint, concern, or question of a League Commissioner, or other member of one of the BCLA or LMMLC, then that complaint must be channeled through the President of the PMLA.

The management of the relationships with the BCLA and the LMMLC are the sole responsibility of the PMLA Executive, and there are no circumstances under which it is appropriate for a disagreement to be escalated to one of the governing bodies by an individual team, individual head coach, or individual manager.

This same policy applies if any individual team has an issue with another lacrosse association. Under no circumstances will any acrimonious communication occur with the Executive of another lacrosse association by an individual team, individual head coach, or individual team manager.

M.SENIOR DIVISIONS

1. Teams

- a) PMLA shall endeavour to place teams in Senior Divisions (Intermediate, Junior, Senior) within the BCLA whenever practicable to extend the box lacrosse experience to players having graduated from the Midget Division. Proponents for teams shall prepare and submit a Business Plan to the PMLA Executive for consideration by no later than November 30th in the year prior the season being proposed.
- b) Criteria for team placement shall be as follows:
 - i. Demonstrated commitment of individuals to administer the team (Governor, Manager, Coaching Staff, etc.) for the upcoming season;
 - ii. Proof of financial viability of the team so as not to place a financial burden on the Minor Divisions (i.e. proposed financial plan for upcoming season);
 - iii. Support of the applicable League for admission/re-admission of the team for the upcoming season;
 - iv. Any other special conditions required by the PMLA Executive and made known to proponents in advance of any application.
- c) The Business Plan shall be approved, approved as amended, or rejected by the PMLA Executive in writing no later than ten (10) business days from the date of receipt. Rejection shall be accompanied by a defensible explanation for the decision. Appeals may not be considered.

2. Finances

- a) The Senior Team shall have a Treasurer, independent from the PMLA Treasurer, to manage team finances. The Senior Team Treasurer shall maintain a detailed statement of accounts throughout the course of the season, with an annual financial statement prepared and submitted to the PMLA prior to the PMLA Annual General Meeting (typically scheduled for late September/early October).
- b) If a Business Plan for a Senior Team is approved, the PMLA may be requested to financially support the Senior Team by way of payment of BCLA fees, league fees and other expenses contained in the approved Business Plan in the event these payments are due prior to players being registered, fees collected and other revenue recovered. The Senior Team shall present invoices to the PMLA President and Treasurer, who in turn will issue cheques to the Senior Team Treasurer to enable payment to the BCLA, League and vendors. As soon as revenues are received by the Senior Team indebted to PMLA, but by no later than May 31st, each Senior Team Treasurer shall advise the PMLA Treasurer to invoice the Senior Team for funds advanced to date, and the Senior Team will repay the PMLA within ten (10) calendar days.
- c) Senior Teams will set up and manage bank accounts and maintain financial records independent of the PMLA. Senior Teams' handling of gaming funds received via their respective Leagues shall be in strict compliance with their League Agreements.

3. Equipment

- a) Each Senior Team shall be responsible for the supply, maintenance, repair and replacement of team jerseys, goaltending equipment and other equipment necessary for the operation of the team.
- b) Senior Teams will be allocated space in the PMLA equipment storage room for equipment and jerseys during the off-season.

4. Default

- a) If the Senior Team is in default in any manner under Operating Policy L – Senior Divisions, the PMLA has the right to suspend payments to the Senior Team until the default is remedied. Notice of such suspension shall be in writing, describing the nature of the default and a reasonable deadline for the Senior Team to remedy the default. If the default is not remedied by the deadline imposed by the PMLA, the PMLA has the right to suspend operations of the Senior Team; however, both the PMLA and Senior Team will take whatever cooperative measures possible to avoid such action.
- b) If the Senior Team defaults in reimbursing the PMLA for any payments made on its behalf as described herein, resulting in suspension of Senior Team operations, or if the Senior Team becomes insolvent, the PMLA has the right to seize and liquidate physical assets from the Senior Team necessary to settle the outstanding account. The Senior Team shall fully cooperate with such action, and shall immediately turn over any assets rented from the PMLA.
- c) If PMLA is in default in any manner under Operating Policy L – Senior Division, the Senior Team has the right to suspend any payments due and payable to PMLA that may be current or future until the default is remedied.
- d) If PMLA defaults in any payments to be made on behalf of either Senior Team, a full letter of explanation and disclosure must be supplied to the affected Senior Team within 24 hours of request by the Team Governor or designate, and payment of any and all fines, penalties or additional will be paid by PMLA.

6. Conduct

The Senior Teams shall follow and abide by the Codes of Conduct outlined in the PMLA Operating Policy and any League Policy.