

2022

MMLC OPERATING MANUAL



Mission Lacrosse Club plays on the ancestral lands of the Sto:lo people including Kwantlen, Leq'amel, Matsqui, and Sq'qéwets territories.

Mission Minor Lacrosse Club

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The Policy Manual is a set of policies that the Mission Minor Lacrosse Club (MMLC) Board of Directors uses to guide day-to-day decisions and operations. The Policy Manual contains such items as the roles and responsibilities of various association positions, registration information etc.

This policy will be reviewed by the Board of Directors a minimum of every 2 years.

MMLC PURPOSE

The purpose of the MMLC is to:

- Promote, teach and respect the game of lacrosse
- To organize and administer the operation of minor lacrosse in the City of Mission
- To encourage sportsmanship and emphasize fair play at all times
- To encourage respect for players, officials and spectators
- To develop community spirit

LACROSSE IN BRITISH COLUMBIA

The Canadian Lacrosse Association (CLA) is responsible for the rules of the game, national teams, international competition and National Championships for both box and field lacrosse. The British Columbia Lacrosse Association (BCLA) is the governing body for all box and field lacrosse in British Columbia and is accountable to the CLA. As an association, we operate under the guidelines set forth by the BCLA. One of the main responsibilities of the BCLA is to make, maintain and enforce the rules and regulations of box and field lacrosse as well as organizing provincial championships. To support this, they have divided the province into regions or directorates. MMLC is a member of the Lower Mainland Minor Lacrosse Commission (LMMLC) directorate which is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC, and the Pacific Coast Field Lacrosse League (PCFLL) directorate which is responsible for inter association play for minor field lacrosse in the lower mainland of BC.

AMENDMENTS

1. Articles contained in this Operating Manual are general guidelines of which the MMLC largely relies on to guide in day-to-day operations.
2. Articles may require amendments from time-to-time and are altered to reflect changes that occur with our affiliated associations, issues within the MMLC, and the game of lacrosse in general.
3. Unlike the Constitution & By-Laws, changes to the Operating Manual can be made by a majority vote of the Directors at any Regular Meeting of the Board of Directors, or any Special Meeting of the Board of Directors. Articles in the Operating Manual must always be in agreement with the Constitution & Bylaws of the MMLC, which always takes precedent over other MMLC documents, including this Operating Manual.



4. All changes in the Operating Manual shall be reported in the minutes of the applicable Regular or Special Meeting of the Board of Directors. An updated copy of the Operating Manual shall be available to members on the MMLC website.

ABOUT THE MMLC

The MMLC operates under the guidelines of its constitution and by-laws, and its Operating Manual. The MMLC operates both minor box and minor field lacrosse in Mission.

MEMBERSHIP IN THE ASSOCIATION

Parents or guardians of boys and girls who are registered with the MMLC and all coaches, managers and referees involved in MMLC are members of the association. Membership in the MMLC shall be in accordance with the constitution and by-laws. A family's membership fees shall be the registration fees paid to the association each playing year. Continued membership in the association requires that members remain in good standing, meaning that all membership fees are paid as per the MMLC by-laws. As well, membership in the association requires that all members (parents, guardians, coaches, refs, managers and players) must adhere to the following code of conduct.

All boys and between the ages of 5 and 16 and all girls between the ages of 5 and 21, 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 MMLC's policy and practice to treat all of our members with equality, regardless of gender, in all respects, including, but not limited to the following:

- a) Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.
- b) Ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis. Identify the specific needs of female athletes participating in our program and make all reasonable accommodations to ensure that such needs are satisfied.
- c) Co-operate with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of female and male athletes in our programs.

CODE OF CONDUCT

Membership in the MMLC requires that all parents, guardians, coaches, managers, referees and players shall:

- a) Refrain from any conduct, physical, verbal, or electronic, that serves to harm or in any way puts members of the MMLC, or members of any of its affiliated associations into disrepute. This includes malicious statements and false accusations.
- b) Be required to sign and submit an MMLC Code of Conduct form
- c) Refrain from using foul or negative language.



- d) Show respect towards and shall not verbally abuse any spectator, member, participant, or official during any MMLC event. This includes showing respect for the cultural, social, and political values of all participants in sport.
- a. Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
- b. Participate in all games, practices and team events as often as they are able and in a positive, respectful way.
- c. Always represent the MMLC in a positive, respectful way.
- d. Develop community spirit and pride in our association.
- e. Respect all facilities utilized by our association, as well as any staff of those facilities.
- f. Emphasize sportsmanship and fair play while keeping the word FUN in lacrosse.
- g. Treat the game of lacrosse with the respect that it deserves.
- h. Take all necessary steps to report any incident involving a breach of this code of conduct, or any other conduct which would bring the MMLC, the LMMLC, the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or other MMLC official as soon as possible after any such incident, and preferably, in writing.
- i. Any MMLC official receiving a report as set out in paragraph (h) above shall immediately notify the Disciplinary Committee, in writing, of the incident giving rise to the report.
- j. Will adhere to BCLA's Social Media Policy.
- k. Not use their standing in the MMLC for unauthorized personal and/or material gains.

Any individual who conducts him or herself in the following manner will be subject to discipline:

- a) Breaches in any of the above, CODE OF CONDUCT.
- b) Uses their position with the MMLC for unauthorized personal and/or material gains, or breaches their fiduciary duty to the MMLC.
- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other association.
- d) Willfully ignore or break the constitution, by-laws, policies and/or rules or regulations of our association.
- e) Counsel others to ignore or break the by-laws, policies and/or rules or regulations of our association.
- f) Is involved in any other conduct which is detrimental to the MMLC, the sport of lacrosse or the players, spectators or officials

DISCIPLINE

At the first Regular Meeting of the Board of Directors following the AGM, a Discipline Committee will be appointed to deal with official and valid written complaints regarding potential breaches to the Code of Conduct. The Discipline Committee shall consist of Elected Directors, with a minimum of three unbiased members charged with hearing any one complaint. The Secretary is charged with delivering any valid complaints from the official MMLC feedback email account.

Once an incident has been brought to the attention of the Discipline Committee, the Chair will decide upon the appropriate level of action including any one, or all, of the items listed below:



- a. A meeting between the individual and a member of Discipline Committee to resolve the issue or complaint.
- b. Any formal investigation shall include an interview with those individuals named in the report, as well as any witnesses to events in the report
- c. Convene a special meeting of applicable Directors as identified by the Discipline Committee within 7 days of receiving notice of the incident to determine appropriate discipline, potentially including a suspension from attending games (home and/or away) and practices, for a defined period of time up to the end of the current season

Upon conclusion of the investigation, the Discipline Committee shall turn their findings over to the President. The Discipline Committee shall provide a ruling on each charge mentioned in the original complaint. In doing so, the Discipline Committee has the power to recommend any of the following appropriate responses:

- a. The Discipline Committee may find that no party's actions constitute any disciplinary action.
- b. The Discipline Committee may find that one or more party's actions constitute a breach of the Code of Conduct and require a penalty. Recommended penalties are suggested, but not limited to, an official warning, or a temporary suspension of privileges.

Upon receiving the Discipline Committee's findings, the President shall ensure that proper due process has been followed. The President shall compose a letter outlining the Discipline Committees findings on each charge in the original complaint and ensure the letter is delivered, via the Secretary, to all parties involved. Any such letter should include information to appeal the decision.

As per the MMLC Constitution and By-laws, a member may be expelled from the association by a special resolution passed at a monthly general meeting. A notice of special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. A person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

In the case of any temporary suspension of privileges, that individual must be given, in same letter, a clear definition of the terms of the suspension, as well as a clear set of steps necessary for cessation of suspension. Such steps may include, but are not limited to, a simple time allotment, a partial giving up of position or privileges, taking steps for apology, or completion of a course or workshop.

Any persons affected by a decision reached by the Discipline Committee may appeal, in writing, within seven (7) days to the President, who shall then arrange for a written appeal to be delivered to the Board of Directors at the next Regular Meeting of the Board of Directors or at a Special Meeting of the Board of Directors. Appeals shall be discussed and ruled on in camera

MAINTENANCE OF ORDER

Maintenance of Order within the auspices of the MMLC's arenas shall be the responsibility of the home team's coaches and/or any association 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.

Maintenance of Order outside of MMLC premises shall be the responsibility of every association member. Any member reported for disruption of order shall face the possibility of suspension from the association.

MANAGEMENT OF THE ASSOCIATION

The Board of Directors shall manage the business and affairs of the MMLC in accordance with its Constitution and Bylaws, and its Operating Manual. The Operating Manual may be updated, or any new policies or rules can be made, by the MMLC board of directors in a general director's meeting. The primary purpose of the Board of Directors is to establish and maintain the overall direction of the association.

The board has a strategic role and takes responsibility for the overall governance of the MMLC. This includes:

- a) Creating a medium / long term strategic plan for the development of the MMLC.
- b) Ensuring that arrangements are in place for implementing that strategy.
- c) Monitoring progress in the attainment of these strategic objectives.
- d) Securing and monitoring the income required to deliver the strategy.
- e) Establishing and maintaining relationships with important partner organizations (for example City of Mission Parks & Recreation) and with the members of the BCLA and LMMLC.
- f) Approving policies and procedures for the organization.
- g) Demonstrating leadership for the sport of lacrosse.
- h) Overseeing all aspects of ethics (including discipline, good governance, child protection, financial integrity, etc.)
- i) Operational day-to-day activities will be delegated by the board to specific directed, club representatives, and/or committees

FILLING VACANCIES

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

REMOVAL OF BOARD MEMBERS

A member of the Board of Directors can be removed provided it is done according to the Constitution and Bylaws of the MMLC. A member of the Board of Directors removed by resolution of the membership at a meeting called for the purpose of considering such resolution shall cease to hold office.



CONFLICT OF INTEREST

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President, to the Vice-President) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

BOARD OF DIRECTORS GENERAL MEETINGS

General Director's meetings are held the 3rd week of each month. All are welcome to attend however the agenda may include in camera matters which shall remain confidential to the Board of Directors. Discretion shall be used at all time in moving discussion to in camera, and shall be reserved for purposes of protecting the anonymity of a minor, disciplinary items, or when discussing details sensitive to a member. The minutes shall provide general details of what was discussed in camera. Meetings shall be conducted according to Robert's Rules of Order. Times, locations and business agenda of any regular meeting shall be posted on the MMLC website. The time and location are subject to change upon majority agreement of the Executive Committee, with a minimum of seven (7) days' notice posted on the MMLC website.

ANNUAL GENERAL MEETINGS

All meetings shall be held in accordance to the Constitution and Bylaws of the MMLC.

ANNUAL GENERAL MEETING (AGM)

The MMLC AGM is held in October or November of each year. All members of the association are encouraged to attend. At this meeting association members elect officers, approves the budget for upcoming year, approves minutes from last year's AGM, votes on any changes to the constitution and by-laws (if applicable) etc.

VOTING ON DECISIONS

All voting issues are to follow the Constitution and Bylaws of the MMLC.

FUNDRAISING

ASSOCIATION FUNDRAISING:

- a. MMLC 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 Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the MMLC.
- c. Gaming licenses for all MMLC club events, including tournaments, social events or other, shall be applied for and overseen by the President in concert with the Treasurer. As well, gaming license reports shall be submitted after completion of each event by the President in



concert with the Treasurer. This is to ensure compliancy with all regulations to avoid adverse effects on the gaming grant application

TEAM FUNDRAISING:

- a. For fundraisers that require gaming licenses, MMLC teams must do so under their own personal name and not use the MMLC club name.
- b. Fundraising efforts shall not contradict any articles in the MMLC By-Laws or Policy Manual.
- c. There shall be no conflicts with the fundraising efforts of the MMLC, if there is the MMLC has priority.
- d. All MMLC teams shall support all official MMLC club fundraisers, making reasonable efforts to participate and promote
- e. It is highly recommended that no cash transactions be undertaken for team expenses.
- f. The MMLC recommends teams submit fund reconciliations.

CRIMINAL RECORD CHECKS

Individuals belonging to the MMLC should be advised that anyone in the capacity of a volunteer may be requested to submit to a criminal record check at no cost to them.

All Coaches and Managers of athletes 18 years of age and younger must submit to a criminal record check.

Record checks will be required every 3 years.

Individuals that have not submitted a criminal record check may be subject to suspension of lacrosse related activities as per the MMLC Executives.

Individuals refusing to submit to the criminal records check could result in the individual being suspended from volunteer positions.

REGISTRATION

Registration fee includes team pictures, use of game jersey, insurance coverage and practice/game floor time. Refer to the MMLC website for most current fee information. Prior enrollment in Mission Minor Box Lacrosse does not satisfy care card, birth certificate and residency requirements for field lacrosse, or vice versa. Box lacrosse and field lacrosse are governed by two separate Directorates and must be satisfied individually.

Box lacrosse and field lacrosse registrations shall be completed using the BCLA Online Registration System. In some cases, paper registration will be accepted. Unless special circumstances, registration is not official until payment has been made.

Box lacrosse registration shall commence on or close to December 31st and Field Lacrosse on close to June 15th. Regular Registration is open to any applicable person. Late Registration may include a financial penalty. Late Registration dates to be set prior to commencement of box/field registration and can be changed as



operationally required. Late Registration dates should align with coach application deadlines for team planning purposes.

Girls can elect to play boys field lacrosse or can play women's field lacrosse which is non-contact.

Registration fees shall be set on a yearly basis, as determined by the budget and approved by the Board of Directors. Oldest child pays full price; second child receives a \$20.00 discount.

Players who withdraw (quit) a team shall be removed from the team roster and registration database. These players shall no longer be eligible to participate in any MMLC activity.

A nominal fee may be charged to players wishing to attend "A" evaluations.

WAITING LISTS

Waiting lists shall be established after:

- a. The optimum number of players has been registered [in each division] at the subsequent new/late player registration. The optimum number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.
- b. Maximum number of players and goalies for one team is set by the BCLA.
- c. Upon close of "regular registration" the MMLC Registrar shall compile a numbered list based on the order of registration.
- d. With approval from governing bodies, and pending room to accommodate, new players may be added to team rosters at any point in the season. Any player who appeared on a "waitlist" or withdrew due to lack of room will receive first consideration.

PLAYER RELEASE REQUESTS

Listed below are the guidelines to be followed when dealing with release requests:

- a. Player must be registered with the MMLC prior to requesting a release.
- b. The MMLC releases players only under extraordinary circumstances.
- c. Releases will not be granted under any circumstances immediately prior to, during and after evaluations.
- d. Players MAY BE offered a release if and when the MMLC cannot provide a team for the player to play for.
- e. Players will not be released if such a release results in a negative impact upon the MMLC's ability to field teams at that level.
- f. Player's incapable of making a team and or playing at a particular level within the MMLC will not be released to play at the same level of a competing association.
- g. Players released from other associations to try out for MMLC positions will receive treatment no different than that of existing MMLC players.
- h. All release requests must be written and addressed to the MMLC Executive.
- i. Release request forms are available on the BCLA website.



- j. Release requests must be submitted prior to registration completion.
- k. All other release requests will be handled monthly or the next scheduled Executive meeting.
- l. All release requests are to be reviewed by the Board of Directors, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.
- m. The MMLC is governed by the LMMLC. While the LMMLC prefer such matters to be dealt with at the association level, any questions concerning releases, not answered by your association are best directed to the LMMLC Chairperson

REFUND POLICY

Refunds of registration fees must be applied for in writing to the club Registrar and are subject to the following:

- a) Full refund, less \$25.00 upon receipt of request prior to February 1st (box), or August 1st (field).
- b) 50% refund, upon receipt of request prior to March 31st (box), or September 15th (field).
- c) No refund given after March 31st (box) or September 15th (field), except for valid medical reason.
- d) If a valid medical reason is provided to the Registrar and President, a registration refund shall be pro-rated based on when the season-ending injury occurred, less any league fees that the MMLC incurs, and the cost of uniform shorts (if provided).

In the case where a child is unable to complete registration due to financial hardship, the Registrar shall assist the family in using some form of support (ie. Kidsport, Jumpstart). In the event that these avenues fail, the MMLC may look at other avenues, including waiving fees.

All registrants shall be informed that the MMLC cannot guarantee a spot on a Mission team until teams have been formed for the season. In the event that there are players registered that the MMLC does not have space for, releases may be necessary.

PRIVACY POLICY

All information collected during registration for minor field or box lacrosse will only be used by the MMLC and the British Columbia Lacrosse Association (BCLA) for registration purposes. The information collected will not be shared with any parties outside of the BC Lacrosse Association and its members.

FINANCIAL ASSISTANCE

The MMLC recommends application to three not-for-profit organizations that provide financial assistance for registration fees and equipment to kids aged 18 and under. Through a confidential application process, they provide grants so kids can play a season of sport. Please refer to Kid Sport BC, Canadian Tire Jumpstart and Athletics 4 Kids for more information or go to the registration tab on the MMLC Website.



RULES AND REGULATIONS

All games shall be played under the Bylaws and Competition Rules and Regulations of the MMLC, LMMLC, BCLA and PCFL.

TEAM FEES

At the start of the season, a team's Manager and Head Coach, with input from parents, will determine, if necessary, team fees to be collected from each parent.

Team fees may be used for – but are not limited to - tournament entry, travel costs, and/or required team apparel. At the beginning of the year, parents will be given an itemized proposed budget of what team fees will be allotted too. At the end of the year parents will be provided with an expense report. Team members will be informed throughout the year if any changes are made.

FLOOR FEES

The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff game as well as any MMLC scheduled practices and evaluation session(s).

Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the MMLC unless the MMLC has waived the floor fees. This includes any referee fees.

CANCELLED FLOOR TIME

Teams that fail to notify the MMLC Scheduler of any floor time to be canceled will be responsible to reimburse the Association for that floor time (\$50 per offense), using their own team funds.

Teams must turn floor time back to the MMLC Scheduler if they do not have a game scheduled on their regular game night. If the MMLC Scheduler does not have a game to reschedule in that time slot, the team returning the floor time will have first priority on using that floor time for their own use.

CANCELLED GAMES

Games to be cancelled are the responsibility of the home team's manager or coach. Teams not canceling those games as per the LMMLC Operating Policy shall be responsible for the costs incurred for those games (floor and referee fees).

COACH SELECTION

Coaching Applications will be posted to the MMLC website on or around December 1st for box lacrosse season and on or around June 1st for field lacrosse. Application notifications shall be emailed to all Regular Members and Designated Officials. Applications shall specify a due date and late applications may be considered by discretion of the Executive and Technical Directors.



At the January and July Regular Meetings of the Board of Directors, the Vice-Presidents and Technical Directors shall nominate an unbiased and impartial Coaching Selection Committee (CSC).

After the application deadline, CSC members will review applications and may choose to interview candidates at their discretion. It may be unnecessary to interview all candidates: therefore, some applicants may not be granted an interview.

The CSC shall select coaches based on, but not limited to, qualifications, coaching experience, playing experience, references, attitude, parent surveys and other correspondence.

When two candidates are interviewed and ranked of approximately equal merit, preference shall be given to any applicant not currently serving as a head coach of any other MMLC team.

Final coaching placements are dependent upon registration and/or tiering.

Upon completion, the CSC shall decide on the individual nominated for each position then present to the Executive Board for approval. The Head Coach shall then contact all unsuccessful and successful applicants.

The head coach of each team shall have the ability to choose, add, and/or remove individuals to serve as team staff, based on the following two provisions:

- (1) no parent assistant coaches, parent managers, or parent trainers shall be named before the evaluation process is complete,
- (2) head coaches must submit names of all team officials for approval by the CSC and
- (3) any guest volunteer must be approved through the CSC

TEAM SELECTION GUIDELINES

PLAYER EVALUATIONS

Player evaluations shall be conducted for each playing division from Novice to Midget each playing season and each registered participant shall be given equal opportunity to participate.

To participate in player evaluations a player must be registered with the MMLC.

Player evaluations shall be organized by the Vice President, Head Coach and coaches.

Evaluators will be selected based on the least biased for each age group and will use approved MMLC evaluation forms.

Evaluators will keep confident their evaluations from parents, only to discuss with the President, Vice President and Head Coach.

Box evaluation timeframes are in February and March. Evaluations can occur during Spring break and / or Easter. We are limited in the facilities available to us to conduct evaluations. Every year we work to find better times / locations but have not been able to secure any dates beyond what we have so far. We understand the impact this may have on travel plans and appreciate in advance your understanding in this matter.



Mini-Tyke and Tyke divisions will be evaluated but only for the purpose of balancing teams.

TEAM SELECTIONS

The goal of the MMLC is to field the most competitive teams possible at each level in each division.

The number of players selected or assigned to a team will be based on recommendations made by the President, Vice President, Head Coach and Executive Committee. These recommendations will take into account the number of players registered in a division, caliber and number of goalies available.

Each parent of a registered player will acknowledge that, once registered, the MMLC will place their son/daughter on an appropriate team based on their evaluations. The registered player will be expected to play the highest caliber possible.

When more than one team competes at the same level (A2, B or C) the President, Vice President and Head Coach will ensure that the teams in the same division are properly balanced.

Changes to the process may occur only with the approval from the Board of Directors. Only if the change is deemed to be equally fair to all players impacted.

Mini-Tyke and Tyke divisions will play in-house with teams being balanced. Playing in-house allows a consistent application of rules across our teams regarding game play so that all players are given the opportunity to carry the ball and develop lacrosse skills in a consistent manner. This provides the opportunity to develop every player on the team by promoting passing and fundamentals of lacrosse. As well, playing in-house reduces the burden on families to travel to other associations for 6:00 pm games at this young age, but more importantly, creates a fun and social environment appropriate for this age group.

HOME GAME AND PRACTICE TIME ALLOCATION

FLOOR TIME SELECTIONS

The Floor Allocator shall block times and venues appropriate for age and level groups. This is to ensure that both our younger and older aged players fill appropriate times as directed by the LMMLC.

All dry floor and box allocations from the city and / or private arenas are purchased by the MMLC as a whole and not for any one team or division.

All teams will be allocated two practice times per week: one dry floor practice and one outside box practice.

FIELD TIME SELECTIONS

The Floor Allocator shall allocate times and venues appropriate for age and level groups. This is to ensure that both the boys and girls programs fill appropriate times as directed by the PCFL.

All field allocations from the city and/or private arenas are to the MMLC as a whole and not for any one team or division.



The MMLC shall be responsible for arena floor/field charges for any regularly scheduled league, playdown or home tournament game as well as any MMLC scheduled practice or evaluation sessions. Teams organizing exhibition games and/or other lacrosse activities may be responsible for costs.

As per LMMLC and/or PCFLL policy, games cancelled are the responsibility of the home team's manager. In these cases, the manager must contact the opposing coach and Floor Allocator to arrange for a new time. The Floor Allocator shall contact the Referee Allocator. In addition, the manager must inform the LMMLC or PCFLL Division Coordinator.

Under normal circumstances, teams that fail to notify the Floor Allocator of any floor time to be unused with a minimum of two days, may be responsible to reimburse the MMLC for that floor time, using their own team funds.

The Floor Allocator will take back dry floor from teams if they do not have a game scheduled at their regular game time. The team manager must notify the Floor Allocator to return this dry floor. If a team fails to do this, or uses their game time for a practice, they may be charged the floor time.

Teams must return box time back to the Floor Allocator if they don't use their regular scheduled box time for any game or practice

PLAYING TIME

Teams participating in non-tiering divisions, and/or teams competing at the "B" or "C" levels shall reasonably provide players with equal playing time, including participation on power play, short-man, or any other special line, including all game times and game situations.

Teams participating at the "A1" or "A2" should also provide equal playing time for all players, the exception being that these teams may run special teams, i.e. power play and short-man.

FINANCES

No borrowing of money shall be done without sanction of a special resolution. Signing officers may be changed should a conflict of interest arise. An alternate signing officer shall be chosen by the executive committee.

EXPENSES:

- a) General operating expenses [office and administrative expenses] need only be authorized by the signing officers.
- b) Expenses deemed extraordinary shall require a majority vote of the existing Officers of the Society.
- c) Budgeted expenses shall require a majority vote of the existing Officers of the Society.

BUDGET:

- a) A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.



- b) The Treasurer shall prepare the budget, with input from the Executive Directors as to the needs of the MMLC in the forthcoming year.
- c) The budget may be revised periodically during the operating season should circumstances require.
- d) The revised budget must be approved by a majority vote of the Executive Directors before implementation.

BANKING:

- a) The Association treasurer upon commencement of their term of office will establish a General Operating bank account.
- b) The General Operating account will have 2 - 3 signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
- c) The treasurer at the commencement of their term of office will establish a Gaming bank account.
- d) The gaming account will have 2-3 signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
- e) Disbursements from the Gaming account must be in accordance with the terms and conditions for Charitable Gaming and Access to Gaming Revenue.

REVENUE:

The Association shall apply for Gaming Funds on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Executive as to the budget needs. Funds received from the Gaming Commission will be deposited into the Gaming bank account.

General Operating account will receive revenue from:

- Registration - in accordance with the rates established at the AGM.
- Tournament and Program Revenues - All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account.
- Fundraising Revenue - All funds generated by the Association must form part of the general operating revenue.
- Interest Revenue - All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions.
- Miscellaneous Revenue - All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue.

DISBURSEMENTS:

All receipts obtained for use of general operating funds, gaming funds or jersey accrual fund must be retained for a period of seven years.

General & administrative:

- Require authorization of two signing officers.
- Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Officers of the Society.
- Budgeted expenses in excess of \$500 will require a majority vote of the Officers of the Society.



Extraordinary Expenses:

- Out of town travel expenses incurred to represent the Association.
- Medical expenses not covered under provincial medical plans.
- Coach bursaries.
- MMLC Sponsorships.
- Etc. Items above will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote of the Officers of Society.

Capital Acquisitions:

- Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life.
- The Association must own capital acquisitions.
- Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association.
- Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
- Such funds in the case of Capital Plans must be identified and secured.

MMLC AGM:

- Expenses shall be drawn from the general operating account.

BCLA AGM:

- Expenses shall be drawn from the general operating account and the MMLC shall cover the expenses of voting members attending the BCLA AGM in representation of the MMLC.
- A maximum of \$500.00 expense account per MMLC representative will be awarded with the proper receipts submitted to the treasurer.
- Selection of the MMLC Representatives for the BCLA AGM will be made by the Executive and must be an elected board member.

MMLC COLOURS AND NAME

The official recognized MMLC box colours shall be predominantly: black, grey, gold, and white. The official MMLC field colors are predominately green and white. All box teams in the MMLC shall be named and known as Sasquatch, while MMLC field teams are known as MudDawgs or Mission Field Lacrosse. The MMLC name and logo may only be used, by others, if a written request has been granted by the board of directors

EQUIPMENT / UNIFORMS DEPOSITS

A post-dated deposit cheque will be required from each registered MMLC player for each MMLC uniform handed out. The amount of deposit required and date of deposit cheque is up to the discretion of the executive committee. This is may be changed annually. In the event that a jersey is lost or damaged, the jersey check shall be cashed.



Goalie equipment will be provided; however, a deposit cheque is required for any goalie equipment signed out to registered MMLC goaltenders. The amount of deposit required and date of deposit cheque is up to the discretion of the executive committee. This is may be changed annually.

It is recommended that goaltenders purchase their own gloves, jocks/jills and sticks. Every goalie must have his/her own helmet.

Goaltenders going to camps or tryouts may request, in writing, to the MMLC Equipment Manager or President, to borrow MMLC goalie equipment. The Equipment manager will inform the Executives when gear is handed out.

Teams shall be provided with lacrosse balls, and scoresheets at the start of the season. Lacrosse teams shall be provided with a set of goalie gear and a goalie stick. Field Lacrosse teams shall be provided with a minimum of three “big stick” shafts.

There shall be no altering of jerseys, except in the case of sewing one “C” and one or more “A’s” on the front left upper chest. There shall be no name bars fastened to jerseys.

WEATHER POLICY

The decision to cancel a game or practice is the accountability of the home team’s head coach.

FIELD LACROSSE

Field lacrosse games and practices may continue in circumstances of rain and snow. However, if a thunderstorm is imminent, the practice/game should be suspended or postponed. Imminent refers to dark clouds with winds picking up in intensity, sounds of thunder, or lightning in the distance. Such conditions indicate that the weather is not conducive to safe playing and spectating conditions.

If practice or play has already begun, any sign of an imminent storm should be watched for and cessation of play considered. It must also be remembered that sounds of thunder can be diminished in urban areas, by surrounding mountains, trees, or buildings. Therefore, if lightning is seen, activities should be suspended and participants and spectators should head for designated safer location. Thunder and lightning necessitate that contests or practices be suspended.

When thunder is heard and/or when lightning is seen, the following procedures will be followed:

- a) Suspension of play and direct participants to go to a shelter, a building normally occupied by the public or if a building is unavailable, participants will go inside a vehicle with a solid metal top (e.g. bus, van or car) •
- b) After thunder and/or lightning have left the area, wait 30 minutes after the last boom is heard or strike is seen before resuming play or competition

BOX LACROSSE

The playing surface of outdoor boxes may become a safety hazard when wet. It is the responsibility of the home team’s head coach to determine if the practice shall continue in inclement weather. Canceling games requires providing the away team with enough notice.



PLAYER SAFETY

The MMLC shall employ the 'Rule of Two'. No minor will be left alone with a single adult.

CONCUSSION PROTOCOL

See the "Concussion Protocol" forms on our website

Mission Minor Lacrosse Club Concussion Policy: All Coaches, Trainers, or Safety People involved in the MMLC must complete the CCMI Concussion Sideline Course or the SportMed Concussion Training.

If a concussion is suspected, whether occurring as part of the MMLC or otherwise, the athlete is to be removed immediately from all practices and/or games and not permitted to return until medically cleared.

All players with suspected concussions should be encouraged to either attend the nearest emergency department and/or to make an appointment at the nearest clinic as soon as possible to receive a proper diagnosis and help speed the Return-to-Play process.

MMLC AWARDS

The MMLC Awards night for Box season is held in June; Field is in February.

The MMLC will present the following team awards at our annual awards night for the PeeWee to U16/ U11 to U18 divisions:

- **Team MVP** – Given to the team member as chosen by the coaching staff
- **Most Improved** – Given to the most improved player on each team
- **Sportsmanship** – The athlete who exemplifies the most sportsmanlike qualities.

The MMLC will provide a trophy/medal for registered players in the Mini-Tyke to Novice/ U5 to U9 divisions.

The MMLC may present the following association awards at our annual awards night:

- **Mikey Vukovic Memorial** - Mikey was an amazing box and field lacrosse player, his great passion for the sport always evident. He was a referee for the club for several years. Tragically, the Vukovic family lost Mikey in a car accident on August 23, 2014. This is an award for a Bantam box player only. Recipients shall have been playing with the MMLC for a number of years, and involved in other areas of the MMLC including coaching and refereeing. Overall attitude shall also be considered.
- **Scott Sagmoen Memorial Award for Officiant of the Year** - The recipient of this award exemplifies excellence in officiating. Scott Sagmoen was a decades long volunteer in BC. His passion for the game was palpable and his knowledge was vast. Scott coached many a Mission team, officiated countless games and also carried the Olympic torch for the 2010 Olympics. Scott sadly left us on August 13, 2019. To honour Scott, we have renamed our Referee/Umpire Award the Scott Sagmoen Officiant of the Year Award.
- **Volunteer of the Year (Box and Field)** - This person gives their heart and soul to MMLC.



- **Coach of the Year (Box and Field)** – This person led your team with wisdom and expert knowledge. Or they went above and beyond.
- **Manager of the Year (Box and Field)** - This person led your team, got your team on the floor and to team pictures on time. They organized your lacrosse life like your mother.
- **Box Goalie of the Year, Dean Recsky Memorial Trophy** — Dean was a fantastic volunteer. A referee, a coach, a goalie, a goalie coach, and member of MMLC executive. Both his sons, Dryden and Trase, were goalies in MMLC and were the first recipients of this award. Dean is sadly missed by all who knew him. This award is for box goalies only in any Pee wee, Bantam, and U16 divisions.
- **Unsung Hero Award** - Privately funded award by the Kokoska Family in memory of Jack Lavalle, best known for his armchair critic abilities. All recipients of this award showed sportsmanship, a love of the game and the desire to lift the team up with awesome behaviour on and off the floor/field. Like instead of shooting, passing to the less experienced player on the team, so he or she can score. This is the display of Team Spirit Jack admired most.
- **President's Award** - Each year, pre-covid, the President's Award is given to an executive member at the BCLA AGM in Whistler. The recipient of this award can only be chosen once

PROVINCIAL DECLARATIONS (BOX & Field)

Under guidance from the Vice-President, Head Manager shall distribute Provincial Declaration forms to all team head coaches and/or managers. It is the responsibility of that age group's head coach and/or manager to re-submit completed forms to the Association.

The MMLC shall pay declaration fees for each team. All MMLC teams are encouraged to participate in playdowns. Once a Provincial Declaration has been submitted to the BCLA, a team must fulfill their commitment to playdowns and/or Provincials. Failure to comply with said commitment shall result in a fine to the team.

MMLC teams that do not qualify for Provincials because of their age will have their Jamboree admission fee paid for.

TOURNAMENTS

All MMLC teams registered in a division shall participate in all MMLC tournaments.

At the discretion of the tournament chair, MMLC teams may be given a reduced rate to enter MMLC tournaments, with the expectations that parents volunteer a substantial amount of time during the tournament.

Tournament Chairpersons must submit their tournament plan to the Executive for approval prior to the President signing the BCLA Tournament Host Application Form. The Tournament Chairperson's tournament plan will ensure that MMLC resources will not be exhausted (referees, RIC, volunteers, floor time/field time).



APPAREL

All MMLC teams shall follow apparel guidelines outlined in this document.

Apparel ultimately shall be the responsibility of the appointed apparel coordinator, who shall present to the Board of Directors a list of proposed vendors to be deemed “approved”. “Approved” vendors shall be provided with official MMLC logos, as well as given guidelines as to what apparel options are acceptable.

MMLC teams shall contact the Equipment Manager or Apparel Coordinator to find out which approved vendors to go to and directly negotiate orders for their teams.

Any MMLC team ordering apparel that contradicts terms outlined in this document may be subject to present and/or future concessions.

SPONSORSHIPS

Any sponsorships for individual MMLC team/s must be approved by current MMLC executives.

When the MMLC Board of Directors receives a proposal for sponsorship display on Sasquatch/MudDawg apparel, the Board shall reserve the right to stipulate how the logo will look, where, and how large.

Allowance of sponsorship display shall be subject to sponsor approval by a majority vote of the MMLC Board of Directors prior to logo placement on the apparel. Our approved vendors will be informed of this stipulation and are not to produce Sasquatch/MudDawg apparel with sponsorship logos displayed without MMLC Board of Director approval.

Any such sponsor logo shall not interfere with the Sasquatch/MudDawg logo’s appearance or alter the Sasquatch/MudDawg logo in any way.

The company’s purpose and or logo shall not be offensive in any way, and shall be appropriate for a youth community sports organization.

MMLC members who do not receive Board of Director approval for sponsorship display shall be subject to MMLC disciplinary policies.

COACHING COMPLAINTS AND FEEDBACK

Any players or parents having concerns around playing time or other coaching related issues are encouraged to respectfully set up a meeting with their Team’s Head Coach (through the team manager) to discuss their player’s current role with the team and ways to improve their opportunities. Please allow 24 hours to pass before sending your communication.

If the player or parent(s) are not satisfied with the outcome of the meeting, they may request a meeting with the Association Head Coach. If still unsuccessful in achieving a resolution, a meeting with appropriate executive members including the Vice President, and President may be solicited by the Association Head



Coach. These meetings will only be considered if the player or parent has reasonably tried to mediate a solution with their Team Head Coach first.

MMLC is committed to providing a safe learning environment for the player and parents but does not give the parent the right to question the coach's teaching style, line combinations, or the position the child plays. Constant harassment or undermining of the coaches will not be tolerated and will be referred to the Discipline Committee for review that could result in disciplinary action.

Coach feedback surveys will be available on the MMLC website at the end of each box and field lacrosse season. Feedback surveys will be filed and used in subsequent coaching selection decisions.

DUTIES OF DIRECTORS:

The Board of Directors is comprised of directors that are elected by members at the annual general meeting. Officers are directors elected by the Board of Directors to specific positions as identified below. As per the MMLC Constitution and By-laws MMLC has between 7 and 13 officer positions. Each elected board member will only have one vote regardless of any other positions or titles held in the MMLC.

1. **PRESIDENT** (2-year term on even years elected at the MMLC AGM)
 - a. Preside at all meetings of the Society and of the Directors;
 - b. Supervise the other Officers in the execution of their duties, and supervise the general operation of the Society;
 - c. Be a member of all committees and must be notified as to the time and place of each meeting;
 - d. Be a signing Officer for the Society;
 - e. Appoint auditors to examine the Society's accounting records as required;
 - f. Be a delegate to the governing Provincial Society Annual Meeting;
 - g. Be a delegate and/or shall appoint delegates from the Executive Committee to attend Lower Mainland Commission, Minor Directorate, Pacific Field Lacrosse League and British Columbia Lacrosse Association meetings
2. **VICE-PRESIDENT – BOX** (2-year term on odd years elected at the MMLC AGM):
 - a. Supervise the general operation of the box lacrosse discipline for the Society;
 - b. Be an assistant to the President with respect to box lacrosse;
 - c. Fulfill all duties of the President in his or her absence;
 - d. Make recommendations to the Executive Committee for the positions of Head Coach and Head Referee, complete with resume, for ratification by the Executive Committee;
 - e. Provide guidance and support to Field Vice-President; and



- f. Be a signing Officer for the Society.
3. **VICE-PRESIDENT – FIELD** (2-year term on even years elected at the MMLC AGM)
 - a. Supervise the general operation of the field lacrosse discipline for the Society;
 - b. Be an assistant to the President with respect to field lacrosse;
 - c. Fulfill all duties of the President in the absence of the President and Vice-President - Box;
 - d. Make recommendations to the Executive Committee for the positions of Head Coach and Head Referee, complete with resume, for ratification by the Executive Committee;
 - e. Provide guidance and support to box Vice-President; and
 - f. Be a signing Officer for the Society.
 4. **SECRETARY** (2-year term on odd years elected at the MMLC AGM):
 - a. Conduct the correspondence of the Society;
 - b. Issue notices of meetings of the Society and Directors;
 - c. Keep minutes of all meetings of the Society and Directors;
 - d. Have custody of all records and documents of the Society, except those required to be kept by the Treasurer;
 - e. Have custody of the common seal of the Society; and
 - f. Be a signing Officer of the Society.
 5. **TREASURER** (2-year term on even years elected at the MMLC AGM):
 - a. Keep the financial records, including books of account, necessary to comply with the Society Act;
 - b. Render financial statements to the Directors, members and others when required;
 - c. Be responsible for all Society banking;
 - d. Be a signing Officer for the Society;
 - e. Upon leaving the position they shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor or the President; and
 - f. Be responsible for submitting and monitoring all gaming and fund-raising applications applicable to the Society as a whole.

OPERATIONAL PERSONNEL

Operational Personnel of the MMLC shall include those persons filling positions as deemed necessary by the Board of Directors.



Operational Personnel are appointed by a majority vote of the Directors for a period of one year, generally following an AGM. Operational Personnel may include but are not limited to):

1. **REGISTRAR (Non-Elected):**

- a. Maintain play file records;
- b. Be responsible for coordinating initial registration at the beginning of each season;
- c. Schedule registration days as dictated by the Executive Committee;
- d. Keep a file of all birth certificates of registered members;
- e. Be responsible for submitting team registration forms to the British Columbia Lacrosse Association;
- f. Keep an accurate record of all players, coaches and manager of the Society; and
- g. Be responsible for obtaining directories from the British Columbia Lacrosse Association's office.

2. **EQUIPMENT MANAGER (Non-Elected):**

- a. Allocate equipment to the teams;
- b. Arrange for maintenance, repair and storage of all equipment and uniforms owned by the Society;
- c. Issue goal equipment to each team;
- d. Maintain MMLC uniform needs, including the design and ordering of MMLC shorts, and submit to Board of Directors for approval.
- e. Keep a record of all equipment owned by the Society and furnish an Annual Report of same or at any time on the request from the President or Vice-presidents; and
- f. Maintain first aid supplies and distribute to each team.

3. **FLOOR/FIELD ALLOCATOR (Non-Elected):**

- a. Be responsible for coordinating schedules for all divisions submitted by the respective leagues;
- b. Be responsible for ensuring that all game and practice times at Society facilities has been allocated as follows:
 - i. Abiding by the applicable league rules;
 - ii. Adhering to age and caliber concepts
 - iii. working with coaches;



- c. Keep a log of all field, lights and floor times used. Compare it to the invoices sent by the district so we are correctly being billed for what we use.
 - d. Be available to all managers during the season for rescheduling; and
 - e. Be the sole liaison with Mission Parks and Recreation and the Booking Clerk for District of Mission.
4. **HEAD COACH (Non-Elected):**
 - a. Shall be responsible for obtaining, training and supervising all coaches in the club;
 - b. Will administer the criminal record search system for coaches and other volunteers;
 - c. Shall ensure that all coaches are made aware of the coaching requirements of the BCLA and attend the necessary clinics to satisfy these requirements;
 - d. Shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches;
 - e. Shall ensure that each team has a qualified coaching staff;
 - f. Shall recommend coaches to the executive for ratification;
 - g. Coordinate team selection and player evaluation; and
 - h. Collect end of year coach evaluations
5. **HEAD REFEREE (Non-Elected):**
 - a. To ensure the evaluation of all association referees;
 - b. to report to the executive on the administration of all association referees;
 - c. requests evaluations by BCLOA instructors for referees they recommend for upgrading beyond Level 2;
 - d. Responsible for the disciplining of referees within the association; and
 - e. Shall handle any complaints with respect to referees.
6. **REFEREE ALLOCATOR (Non-Elected):**
 - a. Ensures that qualified referees and thirty second clock person are assigned as required for every home game, in all divisions;
 - b. Report any assignment problems or any coach's indiscretions relating to the refereeing of games, to the executive.
7. **FUNDRAISING CHAIR (Non-Elected):**
 - a. Bring forth all ideas from the Fundraising Committee to the board for approval.
 - b. Communicate with the Treasurer when depositing/handing over funds from the fundraiser.



- c. Ensure the board is aware of all fundraising dates, and request assistance as soon as possible, if needed.
 - d. Apply for Gaming licenses for all MMLC events, including tournaments, social events or other, but shall be overseen by the President in concert with the Treasurer. As well, gaming license reports shall be completed by the Fundraising Chair and submitted to the board after completion of each event. This is to ensure compliancy with all regulations to avoid adverse effects on the gaming grant application.
8. **SOCIAL MEDIA HEAD** (Non-Elected):
- a. is responsible for maintain the MMLC website, as well as all social media applications such as “Twitter”, “Instagram”, “Facebook”, or other.
 - b. Be responsible for promotion MMLC activities to the General Membership and to the local community through the use of the MMLC website and social media.
 - c. This position reports to the Secretary and President.
 - d. Complete and present an annual activity report to the members at the AGM.
9. **APPAREL COORDINATOR** (Non-Elected):
- a. Submit a list of three apparel vendors for approval
 - b. Work with approved vendors for quality control of branding and product
10. **TOURNAMENT COORDINATOR** (Non-Elected):
- a. Recruit and support volunteers for any tournaments being held through MMLC.
 - b. Ensure tourney chair people follow policies that affect their tournaments; submit a tournament plan - how many teams, impact on referee demand, etc.
 - c. Ensure applications are made on time to host tournaments or jamborees with the BCLA.
 - d. Liaise with the facilities and field allocator to ensure floor time or field time are set aside for the applicable tournament weekends.
 - e. notify the President of any intended gaming activities, and ensure gaming applications and reports are filed correctly.
 - f. Ensure tourney budgets are kept and followed.
 - g. Reports to the applicable box or field vice-president and is responsible for overseeing the organizing and running of all MMLC tournaments.
 - h. Defining and documenting tournament best practice methods and procedures that will apply to all MMLC tournaments. This includes (but may not be limited to) scheduling, referee coordination and payment, volunteer coordination, awards, donations,



sponsorships, on site sales (3rd party vendors), 50/50 ticket sales, silent auctions, communications and advertisement.

- i. Be a member of each tournament committee, but will not be responsible for direct involvement in each tournament.
- j. Report back to the Board on the results of each tournament in a consistent format within 4 weeks of tournament completion

11. HEAD COACH ADMINISTRATOR (Non-Elected):

- a. reports to the Club 'Head Coaches' of the MMLC
- b. Be the liaison to the BCLA for coach registration into coaching clinics.
- c. Ensure coaches are registered for applicable and necessary clinics.
- d. If coaches need certification or Criminal Record checks, relay that information to the applicable coaches.
- e. Notify the Club Head Coaches of any coaches who fail to attend the coaching clinics, despite being registered.

The Board of Directors shall have power to appoint special committees from the membership of the MMLC.

AFFILIATES

BRITISH COLUMBIA LACROSSE ASSOCIATION (BCLA)

BCLA ANNUAL GENERAL MEETING (AGM)

The BCLA hosts their AGM every year in Whistler during a week-end in October. There are various meetings that require attendance from association delegates including the AGM itself where, like our own MMLC AGM, delegates vote on all amendments to the BCLA constitution and by-laws, changes to directors etc. There is an awards banquet at the end of the session where the BCLA recognizes the achievements of volunteers throughout the province who have supported both minor box and field lacrosse throughout the year. The number of MMLC delegates that attend the BCLA AGM is calculated on the numbers of players registered. Also, Team BC can send delegates which could be from our association depending on our involvement in Team BC within any given year. It may appear that MMLC is sending a large group of people when in fact it may be a combination across MMLC delegates and those supported, and paid for, by Team BC. Selection of the MMLC representatives for the BCLA AGM will be by made by the MMLC President in consultation with the Board of Directors. Expenses shall be drawn from the MMLC general operating account. Expenses covered by MMLC for representatives attending the BCLA AGM include:

- a) Awards Banquet tickets at actual cost for representative and one guest
- b) Accommodations at actual cost providing they are the official accommodations offered by BCLA (discounted rate), including parking
- c) All other meals, travel costs or events not covered by the BCLA will be paid by the delegate.

This aligns with other minor lacrosse associations across British Columbia.