

Coquitlam Minor Lacrosse Policy Manual

Section A: STATEMENT OF PURPOSE

The Coquitlam Minor Lacrosse Association (CMLA) recognizes the fact that it's primary aim is to provide the Players in the "CMLA" the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The "CMLA" believes that such respect is fostered by teaching not only the skills required to play the game, but also by teaching and reinforcing the positive aspects of team sports, including fair play, sportsmanship, respect for each other and for opposing teams, respect for officials and of the rules of the game.

Section B: HOW LACROSSE IS RUN IN BRITISH COLUMBIA

The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who are responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all Lacrosse played in British Columbia is the British Columbia Lacrosse Association (BCLA) which answers to the CLA.

As an Association, we operate under the guidelines set forth by the British Columbia Lacrosse Association (BCLA). The British Columbia Lacrosse Association's function is to organize all Lacrosse activity in our province. They ensure consistency of rules and regulations throughout the province and collect dues for that administration from the member associations. They also organize and hold Provincial championships. They have divided the province into various zones or commissions to administer lacrosse at a more local level. CMLA is a member of the Lower Mainland Minor Lacrosse Commission (LMMLC). The LMMLC is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC.

Section C: INFORMATION ABOUT THE ASSOCIATION

Coquitlam Minor Lacrosse Association was established on September 23, 1976. Signing on behalf of Coquitlam Minor Lacrosse and therefore the founders of the Association are: Les Wingrove, David Bruce Kirk, Marion M. McGaffney and Stephanie Ohikko. Teams within CMLA play at the following home box/arena locations; Smith Box, Mundy Box, Eagle Ridge Box, Rochester Box, Coquitlam Sports Centre (Main Rink & Annex) and Planet Ice.

The CMLA operates under the guidelines of its Constitution, By-Laws and Policy Manual.

Section D: ELIGIBILITY

All boys between the ages of 5 and 16 and all girls between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins, in compliance with the Provincial directive of age requirements, shall be eligible to register, subject to box availability and volunteer support.

It is CMLA'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:

1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.

2. 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; and
3. To 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.

Section E: REGISTRATION

1. Player registration shall be taken by mail or at scheduled registration sessions prior to the playing season. These registrations shall be comprised of:
 - (a) An early bird returning player registration.
 - (b) A new player and returning player registration
 - (c) Late returning player registration
2. Registration fees shall be set on a yearly basis, as determined by the budget and approved at the AGM.
3. A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of the Directors.
4. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
 - (a) full refund, less \$5.00, upon receipt of request prior to March 1.
 - (b) full refund, less \$25.00, upon receipt of request between March 1 and April 1.
 - (c) full refund, less 50%, upon receipt of request after April 1 but prior to Opening Day.
 - (d) No refund after Opening Day with the exception being a valid medical reason that occurs during the first two weeks of the regular season.
5. Registrants whose fees are paid with NSF cheques will have their membership revoked until those fees are collected, either in cash or some form of guaranteed payment. These members will also be subject to an additional minimum penalty fee of \$25.00.
6. The waiting lists shall be comprised of:
 - (a) Any returning players that register after the returning player registration deadline. This list will take precedence over all other waiting lists.
 - (b) All new players that register in the Novice, Peewee, Bantam, and Midget Divisions on new player registration day.
 - (c) Any player from out of the CMLA draw zone that wishes to play for CMLA. This list is always bumped to the end of the line by the new/returning player wait list.
7. Waiting lists shall be established after:
 - (a) All the returning players have registered at the regular returning player registration. A returning player will have their place reserved until February 14 after which time they will automatically go to the top of the waiting list.
 - (b) The optimum number of players has been registered [in each division] at the subsequent new/late returning 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.
 - (c) Maximum number of players and goalies for one team is set by the BCLA.

8. A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
9. Any player who is not registered prior to May 31 cannot play on a CMLA A1 team.
10. A player is grand fathered into CMLA once they have moved out of the CMLA draw zone provided they have played lacrosse in Coquitlam, as a resident, for two or more consecutive years before moving out of the Coquitlam draw zone.
11. Any out of area player that does play for CMLA, and who does not qualify under Section E, must sign an out of area letter acknowledging playing status and is subject to yearly review. All out of area players must acquire a release from their association of residence prior to registering with CMLA.

Section F: MEMBERSHIP IN THE ASSOCIATION

1. Membership in the Association shall be in accordance with the Constitution and By-Laws of the Coquitlam Minor Lacrosse Association, By-Law I.
2. A membership in the association shall be considered as one vote per member.
3. A family's membership fees shall be the registration fees paid to the association each playing year.

In keeping with CMLA statement of purpose, CMLA has adopted the following Code of Conduct.

CODE OF CONDUCT

All individuals affiliated with the CMLA shall:

- a) Not use foul or negative language
- b) Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance.
- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
- 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 CMLA, the LMMLC, the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or other CMLA official as soon as possible after any such incident, and preferably, in writing.
- i) Any CMLA official receiving a report as set out in paragraph (h) above shall immediately notify the President, or such other person or persons, approved by the President in writing of the incident giving rise to the report.

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

- a) Breaches any of the above in Section F, CODE OF CONDUCT.
- b) Uses their position with the CMLA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the CMLA.
- 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 CMLA, the sport of Lacrosse or the Players, spectators or officials.

DISCIPLINE

- a) The CMLA, recognizing that it is responsible to enforce its rules to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up a discipline committee of members appointed by the President and approved by the executive, who shall be responsible for investigating reports of a breach as set out above and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.
- b) The discipline committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegation made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.

MAINTENANCE OF ORDER

- a) Maintenance of Order within the auspices of the Association's arena/arenas and box/boxes shall be the responsibility of the home team's coach/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.
- b) Maintenance of Order outside of Association 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.

Section G: MANAGEMENT OF THE ASSOCIATION:

The Board of Directors shall manage the business and affairs of the Association in accordance to the Constitution, By-Laws and Policy Manual of the Association.

Board of Directors

The Board of Directors shall consist of Elected and Appointed members. The Elected Board Members shall be:

- President
- 1st Vice-President
- 2nd Vice-President
- 3rd Vice-President
- Secretary
- Treasurer
- Immediate Past President

Once elected the Elected Board of Directors shall appoint, subject to majority approval, the following Appointed Board of Directors positions:

- Head Coach
- Head Referee
- Registrar
- Ways and Means
- Directors (2)

Club Representatives:

The Board of Directors will appoint Club Representatives, as they deem necessary for the smooth operation of our Association. The Club Representatives positions are:

- Equipment Manager
- Division Coordinators
- Fun Lacrosse Coordinator

DESIGNATED OFFICIALS:

The following positions are Designated Officials. The Designated Officials will be appointed the Board of Director(s) who's responsibility it is to select these positions.

- Coaches
- Referees

Terms of Service

All Board Members shall serve for a maximum period of twelve months per term, but not beyond the next Board elections at the Annual General Meeting. Persons wishing to run for executive positions should be prepared to serve for two terms as Board Members. Board Members need not be parents of players in the Association. It is expected that each Board Members will attend all monthly Board Meetings and all special meetings as required. However, it is understood that a Board Members may unavoidably miss some meeting between Board elections.

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.

Appointing Committees

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

Removal of Board Members

A member of the Board of Directors can be removed provided it is done according the By-Laws of the Association. 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 1st 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.

Voting on Decisions:

All voting issues are to follow the By-Laws of the Association.

Voting Privileges:

- a) Elected Board of Directors and Appointed Board of Directors are the only parties who can vote on monetary issues and policy manual compromises. Elected Board of Directors, Appointed Board of Directors and Club Representatives vote in all other voting issues.

MEETINGS:

- a) Annual General and General Meetings shall be held in accordance to the By-Laws of the Association
- b) Board of Directors Meetings
Meetings of the Directors should be held approximately once a month and at a regularly scheduled time and place. Directors must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention, to the Association President or his delegate in order that it may be placed on the agenda for discussion.
- c) Directors Group Meetings
Each Director shall meet with their group [refer to CMLA Executive Organization Chart] to attend to any pertinent matters on an as needed basis. The Directors will summarize these meetings with a report at the monthly Directors meetings.
- d) Annual Budget Meeting
The Board of Directors will meet annually, on a convenient date [probably in August or early September] to discuss recommendations for the yearly Budget. The Directors will make their recommendations after consultation with their group members as to their needs for the next season. The Association President in forming the Annual Budget for the next season will utilize these recommendations.

ASSOCIATION FUNDRAISING

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.
- b) The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.

Team Fundraising

Team fundraising should meet the majority approval from the parents of the team. There shall be no conflicts with the fundraising efforts of the CMLA, if there is the CMLA has priority. It is highly recommended that no cash transactions be undertaken for team expenses. The CMLA may from time-to-time ask for financial statements from a team.

RECORD CHECKS

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer may at some time be requested to submit to a criminal records check at no cost to themselves. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the Association.

Section H: BOARD OF DIRECTORS, CLUB REPRESENTATIVE AND DESIGNATED REPRESENTATIVES RESPONSIBILITIES

President

- a) shall have the responsibility to conduct the day-to-day business of the Association with the framework of the Association and Provincial Constitution and By-laws
- b) shall supervise the other officers in the execution of their duties and shall be responsible for calling and chairing meetings of the Board of Directors

Vice-Presidents

- a) shall assist the President
- b) the 1st Vice-President shall act as the President in his/her absence
- c) responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers.
- d) representative of respective club volunteers as stated below to the Board of Directors.

1st Vice-President: shall oversee Ways and Means, Goalie Coordinator and Manager Coordinator

2nd Vice-President: shall oversee equipment and referee allocation

3rd Vice-President: shall oversee promotion, newsletter and Booster Booth

Secretary

- a) shall take minutes at all meetings of the Board of Directors and at the Annual General Meeting
- b) shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members-at-large informed of the activities of the Club.

Treasurer

- a) shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Association in a bank
- b) shall keep an accurate account of all money received and paid out in appropriate books
- c) shall render a report of the funds, receipts and disbursements of the Association annually, or at such other times as requested by the Association.
- d) must be bondable.
- e) Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents and shall deposit funds and securities in the name and to the credit of the Association in a bank.
- f) Shall comply with all applicable federal, provincial and municipal laws.
- g) Shall retain an accurate account of all funds received and disbursed by the Association.
- h) Shall render a complete set of Financial Statements including a Balance Sheet and a Statement of Receipts and Disbursements of the Association annually for the general membership and periodically for the Board of Directors as required.
- i) Shall retain all records including receipts and cancelled cheques for a period of seven years.

Immediate Past President

- a) The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Board of Director or Club Representative for a period of one year

Head Coach

- 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 arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
- d) will organize and participate in-group coaching meetings.
- e) Shall be responsible for the appointment of an Assistant Head Coach and Division Co-coordinators.
- f) Shall not coach an "A" level team

Head Referee

- a) shall be responsible for obtaining, training and supervising all referees in the association
- b) shall arrange for clinics and training programs when needed
- c) shall collect and keep a file of referee's reports on all ejected players and coaches and arrange for the submission of said reports to the appropriate authority
- d) shall arrange for referee assessments, as required.
- e) Shall represent our association to the British Columbia Lacrosse Referee Association.

Registrar

- a) shall be responsible for the proper registration of all players in the Association. Coordination of registration includes ordering of preprinted forms and selection of sign-up locations
- b) responsible for the records of all registered players, and passing the registration information on to BCLA and the Division coordinators
- c) works with the Treasurer and turns over all registration fees collected
- d) shall provide an annual report of the total number of players registered
- e) update membership lists and provide mailing lists for the newsletter.

Ways and Means

- a) Shall provide the association with support for duties with regards to treasury, fundraising and general organization activities.

Directors

- a) Shall provide the President with assistance in an active or advisory roll as the President sees fit.

Division Coordinators

- a) to actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of CMLA
- b) arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
- c) registering teams for Provincial play downs in his/her division (if applicable;
- d) coordinating evaluation sessions for division
- e) coordinating the team selection process in division
- f) overseeing day to day problems in division
- g) evaluating, with the Head Coach, coaches in division.
- h) Phone all returning player that have not registered to remind them to register
- i) Phone all players who did not re-register with the association to determine why they aren't returning.

Equipment Manager

- a) responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other association gear.
- b) reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any repairs required during or after the season, and arranges for repair or replacement
- c) arranges for off-season storage of uniforms and other equipment.

Coaches

- a) Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - Past history with the Association
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications [certified levels]
 - Temperament
- b) The Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary.

Referees

- a) The Association will pay referee floor fees for any regularly scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games.
- b) Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. The fee for this clinic is the responsibility of the official attending the clinic. The Association will supply the official with an official's jersey [one time only] and will supply a rule book in each season as well as paying the officials registration fee to BCLA.
- c) Referees are allowed to referee outside of the Association so long as it does not interfere with scheduling for the home association's games.

Section I: TEAM SELECTION GUIDELINES

1. Player Evaluations
 - a) Player evaluations shall be conducted for each playing division from Tyke to Midget each playing season and each registered participant should be given equal opportunity to participate.
 - b) To participate in player evaluations a player must be registered with the Association.
 - c) Player evaluations shall be organized by the Division Coordinator and/or Head Coach and conducted as per the Division Coordinators manual and the following:
 - i. Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.
 - ii. A minimum of 4 evaluators is to be used.
2. Team Selections
 - a) Team selection will follow the procedures outlined in the Division Coordinators manual for each division.
 - b) The number of players selected or assigned to a team will be based on recommendations made by the Head Coach, President and Division Coordinators. These recommendations will take into account the number of players registered in a division, caliber and the number of goalies available. The optimum number of players would be a minimum of 14 to a maximum of 20.
3. Team Selection Guidelines for Peewee, Bantam & Midget

The intent of these selection guidelines is to ensure a fair and expedient tryout process. It is the goal of CMLA to field the most competitive teams possible at each level in each division. It is the responsibility of the Division Coordinator and Division Coaches to achieve this goal.

 - a) Guidelines to be agreed to by coaches prior to tryouts
 - b) No players at tryouts unless officially registered
 - c) Players only to tryout with proper age group
 - d) No player to be assigned to A-1 team unless they have attended 75% of tryouts unless the player has a certified medical exemption (Division Co-ordinator to arrange for attendance check) or the player has notified the Division Co-ordinator of a conflict
 - e) Should a player return after the team selection process, that player is not available to play A-1 but is available to play A-2 or lower. The decision as to which team the player plays on will be based on the decision voted on by the Board of Directors and which coach wants him/her.
 - f) Team selection process to run twenty-six days from the first Monday after Spring Break (Day 1) to the third Friday after Spring Break (Day 26). Where the number of players in a specific division dictates (greater than 100 registered players) "A" tryouts may start before the first Monday, prior to Spring Break. This is to be determined by the Division Co-ordinator and approved by the Head Coach & President.
 - g) Time extensions to selection process dates only with approval of Head Coach and Division Coordinator. The process is to be broken down into three cut-off dates:
 - i. By day 9, divide into A & B groups after initial tryouts (minimum 2 sessions). Maximum players in Group A; 24 if only 1 A Team, 42 if 2 A teams and 60 if 3 A teams.
 - ii. By day 16, divide A Group to A1 & A2 (if applicable). Divide B Group to B/C (if applicable). Maximum player per team for A1 – 20 for A2 – 20, B – 20 (per B team). At this time it is the responsibility of the Division Coordinator to ensure that a player trying out for the A1 team cannot be cut and go any lower than the A2 team.

- iii. By day 22, the A1 team makes their final decision and the A2 team has a maximum of 4 cuts left to make.
 - iv. By day 26 final team selections
 - h) All of the above dates apply to Goalies as well as runners.
 - i) Goalies to have full gear prior to initial tryout
 - j) There will only be one goalie per team unless CMLA has more goalies than teams. The Division Coordinator will decide which team(s) is assigned second goalies.
 - k) Discretion to be used in posting players on bottom team, may be preferable to simply advise those not on B list to attend practice with time & location listed.
 - l) Division coordinators and coaches may if they prefer, advise players privately (by phone or letter personally delivered to player) of individual player assignments.
 - m) Coaches are encouraged when making player cuts to do so in groups whenever possible.
 - n) A-2 & B teams may only name request two players to be removed from the selection process to play on their team. These players must be children of the head coach/assistant coach or manager.
 - o) Coaches to obtain approval of Division Co-ordinator and regular coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized.
 - p) Parents are to be advised in the pre-season newsletter of the general outline of the team selection process
 - q) That our association expects players making A1 & A2 teams to have lacrosse as their #1 priority extra curricular activity priority. Coaches will expect attendance at games and practices over other team sports or activities through completion of the season. Players to be advised of this at first try-out session.
 - r) Players who commit to trying out and playing "A" level lacrosse will play on the "A" team they are assigned to through the selection process. An A1 selected player cannot choose to play A2. If an A1 selected player does not want to play A1, they will play on a B team.
 - s) A1, A2 and B level coaches are responsible for identifying to the Division Co-ordinator prior to the start of tryouts, any player who for any reason that coach refuses to select for their team.
 - t) Where more than one team will compete at the same level (A2, B or C) the Division Coordinator will oversee the division of players between the same level teams to ensure the teams are balanced.
- 4. Team Selection Process for Novice
- 5. Team Selection Process for Tyke and Mini-Tyke
 - a) Attempt to satisfy any requests for playing with specific coaches (to a maximum of 2) and other players
 - b) Organize teams geographically
 - c) This does not supercede the requirement of the Association and the BCLA to have all teams within an Association balanced. The Division Coordinators will organize skill evaluations and exhibition games/scrimmages to ensure the teams are balanced
 - d) No evaluation session to be scheduled before April 1 of the playing year. (Stu, do we want to change this? I know Lance Hofseth wanted to.
 - e) Teams should be picked within three weeks of the start of evaluations.

Section J: TOURNAMENTS

Tournaments approved by the CMLA from time to time and as set out in the tournament manual.

1. Provincials/Championships
The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship to a maximum of \$100.00. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee.
2. Novice All-Star
The Association will pay the registration fee for a minimum of 1/maximum of two teams, selected from the ranks of the Association's Novice division, to compete in the Jack Crosby Novice All-Star Tournament. Any other expenses incurred during participation are the responsibility of the competing team.

Section K: AWARDS

1. The CMLA will present, on an annual basis, plaques to that year's class of graduating Midget players. These plaques will be selected by the Awards Coordinator and awarded at either a year ending Lacrosse function or at the AGM of the Association. The Directors of the Association shall also select a graduating Midget player to be the Lacrosse Boy of the Year, using the selection criteria outlined in the Constitution and By-Laws of the Association.
2. The CMLA will also select, on an annual basis, recipients for the following awards, using the described criteria:
 - CMLA LACROSSE BOY OF THE YEAR
 - COACH OF THE YEAR
 - VOLUNTEER OF THE YEAR
 - MOST PROMISING NEW OFFICIAL
 - MOST OUTSTANDING OFFICIAL
 - AGAINST ALL ODDS
 - SPONSER OF THE YEAR
 - PRESIDENT'S CHOICE
 - EXECUTIVE OF THE YEAR

Section L: RULES AND REGULATIONS

All games shall be played under the Bylaws and Competition Rules and Regulations of this Association.

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].

Floor Fees

1. The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff or tournament game as well as any Association scheduled practice or evaluation sessions.

2. Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor fees.
3. Teams that fail to notify the Association [scheduler] of any floor time to be cancelled, will be responsible to reimburse the Association for that floor time, using their own team funds.
4. Teams must turn floor time back to the Arena Scheduler if they do not have a game scheduled on their regular game night. If the Arena Scheduler does not have a game to re-schedule in that time slot, the team returning the floor time will have first priority on using that floor time for their own use. If the floor time is to be used for a practice the team will have to pay for the use at the regular floor time rates.
5. Teams must return box time back to the Box Scheduler if they don't use their regular scheduled box time for any game or practice.

Section M: FINANCIAL AND BANKING MATTERS

Financing

1. Teams under the auspices of the CMLA will be assigned annual sponsorships by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. No team/teams will be allowed to solicit their own sponsorships with the idea of retaining the revenue for their own purposes. The Sponsorship Coordinator will make every effort to assign sponsorships as requested by the Sponsors, if possible. [i.e. parent's business/child's team]
2. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the President, with input from the Directors as to the needs of the Association in the forthcoming year.
3. The Association shall apply for a casino event on a yearly basis. A Director should complete the casino application and/or the Fundraising Coordinator with input from the Treasurer as to budget needs.

Expenses

1. General operating expenses [office and administrative expenses] need only be authorized by two of the three signing officers.
2. Expenses deemed extraordinary shall require a majority vote of the existing Directors.
3. Budgeted expenses shall require a majority vote of the existing Directors.

Telephone

1. All telephone expenses are to be reviewed annually and to be decided by a resolution of the Directors, the Association shall bear the costs of:
2. An Association cells phone/pager/fax to be used exclusively for Association business and assigned to whomever the Directors feel is in need of such equipment.
3. Up to 50%, to maximum of \$60 per month, of a personal cell phone/pager/fax in lieu of using the Association cell phone/pager/fax.
4. Long distance costs incurred in pursuit of specific tasks [i.e. tournaments, sponsorships, etc.]

Budget

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.
2. The President shall prepare the budget, with input from the Directors as to the needs of the Association in the forthcoming year.
3. The budget may be revised periodically during the operating season should circumstances require.
4. The revised budget must be approved by a majority vote of the Directors before implementation.

Banking

1. The Association treasurer upon commencement of their term of office will establish a "General Operating" bank account.
2. The general operating account will have three signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
3. The treasurer at the commencement of their term of office will establish a "Gaming" bank account.
4. The gaming account will have three signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
5. Disbursements from the Gaming account must be in accordance with the terms and conditions for "Charitable Gaming and Access to Gaming Revenue".

Revenue

1. 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 Directors and the Ways and Means Coordinator as to the budget needs. Funds received from the Gaming Commission will be deposited into the "Gaming" bank account.
2. The Association will assign teams sponsors under the auspices of the CMLA. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. No team/teams will be allowed to solicit their own sponsorships with the idea of retaining the revenue for their own purposes. The Sponsorship Coordinator will make every effort to assign sponsorships as requested by the sponsors, if possible. (i.e.: parent's business/child's team)
3. General Operating account will receive revenue from:
 - a. Registration in accordance with the rates established at the AGM.
 - b. Booster Booth Sales.
 - c. Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account.
 - d. Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue unless deemed "Team Fundraising Funds" by the Ways and Means Coordinator.
 - e. Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions.
 - f. 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 or gaming funds must be retained for a period of seven years.

1. General & administrative:
 - a. Require authorization of two of the three signing officers.
 - b. Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the directors.
 - c. Budgeted expenses in excess of \$500 will require a majority vote of the directors.
 - d. If decided by a resolution of the Directors, the Association shall bear the costs of:
 - i. An Association cell phone, pager, or fax to be used exclusively for Association business and assigned to whoever the Directors feel is in need of such equipment.
 - ii. Up to 50% of a personal cell phone, pager, or fax in lieu of using the Association cell phone, pager or fax.
 - iii. Long distance costs incurred in pursuit of specific tasks. (i.e.: tournaments, sponsorships, etc.)
2. Extraordinary Expenses
 - a. Extraordinary expenses such as:
 - Out of town travel expenses incurred to represent the Association.
 - Medical expenses not covered under provincial medical plans.
 - Non-parent coach expenses.
 - Coach bursaries.
 - CMLA Sponsorships.
 - Etc.will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote of the Directors.
3. Capital Acquisitions
 - a. 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.
 - b. The Association must own capital acquisitions.
 - c. 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.
 - d. Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
 - e. Such funds in the case of Capital Plans must be identified and secured.
4. CMLA AGM:

Expenses shall be drawn from the general operating account.
5. BCLA AGM
 - a) Expenses shall be drawn from the general operating account and the Association shall cover the expenses of voting members attending the BCLA AGM in representation of the Association. Expenses shall include:
 - b)
 - c) Fares and/or ferry @ actual cost
 - d) Meals and beverages, not including alcoholic beverages, at \$10 for breakfast, \$15 for lunch and \$20 for dinner. This applies only for meals not provided by AGM. This is a per diem and is to be paid in advance of the AGM.
 - e) Awards Banquet @ actual cost.
 - f) Accommodations @ actual cost providing they are the official accommodations offered by BCLA

- g) To be reimbursed for expenses incurred, the attendee must provide the Association Treasurer with the actual receipts or photocopies of such.
- h) Expenses not included in the above would have to be authorized by a majority vote of the Directors.
- i) Selection of the Association Representatives for the BCLA AGM will be by the Directors.