

# Queen City Minor Box Lacrosse Policy Manual



December 2018

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## Section A: STATEMENT OF PURPOSE

The Queen City Minor Lacrosse Association (QCMBL) recognizes the fact that its primary aim is to provide the Players in the QCMBL the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The QCMBL 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 SASKATCEWAN

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

As an Association, we operate under the guidelines set forth by the Saskatchewan Lacrosse Association (SLA). The Saskatchewan 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 to administer lacrosse at a more local level.

## Section C: INFORMATION ABOUT THE ASSOCIATION

The QCMBL operates under the guidelines of its By-Laws (per Saskatchewan Non Profit Act) and Policy Manual.

## Section D: ELIGIBILITY

All boys and girls between the ages of 3-5 (miniTyke), 6-16 (Minor) and 17-21 (Junior), 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 floor availability and volunteer support.

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: DRUG AND ALCOHOL POLICY

The intent of the alcohol and drug policy is to provide a safe and professional environment for children involved in the sport of lacrosse in Regina. Queen City Minor Box Lacrosse strictly prohibits the use of beverage alcohol and illicit drugs by players and team officials during any regular season, playoff, tournament, and provincial qualifying games. Queen City Minor Box Lacrosse encourages all parents, guardians, and spectators to adhere to the use of sound practical judgment in relation to the subject matter of alcohol and illicit drugs when attending to any regular season, playoff, tournament, and provincial qualifying game. Queen City Minor Box Lacrosse recognizes that it does not have any sanction concerning the use of beverage alcohol or illicit drugs outside of the afore mentioned situations (i.e.: transportation, residency, and lodging); it strongly discourages its use. However, the Board of Directors will review any situation that brings or causes disrepute to the reputation of Queen City Minor Box Lacrosse or jeopardizes the safety of a player. All complaints or reported instances will be reviewed by a committee appointed by the Board of Directors and will be subject to discipline as decided by the Board of Directors or appointed committee.

## Section F: MANAGEMENT OF THE ASSOCIATION:

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

### Board of Directors:

The Executive Board of Directors shall consist of Elected Officers and Appointed members.

The Elected Executive Officers shall be:

- President
- Vice-President
- Treasurer
- Secretary
- Immediate Past President (as applicable)

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

- Coaching Director
- Communications Director
- Referee in Chief
- Registrar
- Scheduler
- Awards/Recognition/Sponsorship
- Division Directors
- Elite Program Director
- Equipment Manager(s)
- Suspensions Director

The Board of Directors shall appoint (subject to majority approval) the following

Designated Representatives but not limited to:

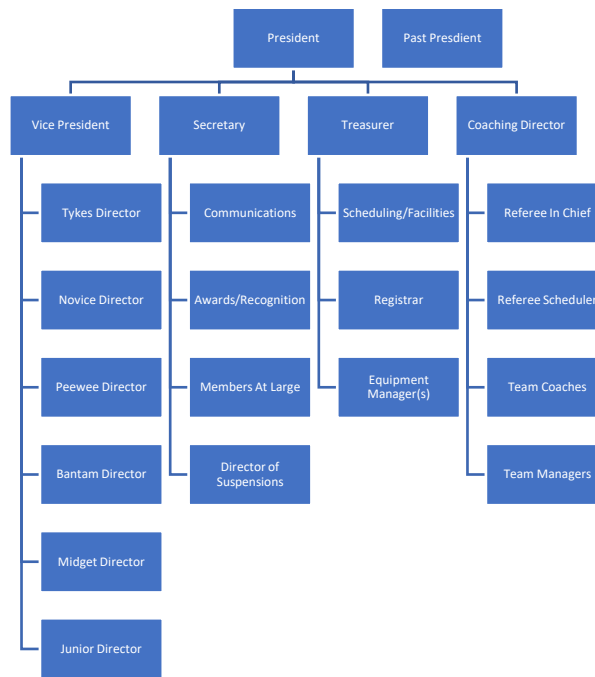
- Referee Scheduler
- Volunteer Coordinator
- Members at Large
- Web Site Administrator

### Designated Officials

The following positions are Designated Officials. The Designated Officials will be appointed by the Board of Directors whose responsibility it is to select these positions.

- Coaches
- Referees

## QCMBL Organizational Chart



### 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. It is understood that these positions are a twelve-month position (commitment). Notification of valid absence from scheduled meetings must be forwarded to the secretary in writing/email. Absence of 3 or more meetings may result in a review by the elected Board of Directors.

### 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 Association.

### 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 is unavailable, 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 Board member, 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 (Saskatchewan Non Profit Act).

## Voting Privileges

Elected Board of Directors, Appointed Board of Directors will have a vote on monetary issues.

## Board and Designated Representatives Responsibilities

### President

- a) Shall have the responsibility to conduct the day-to-day business of the Association within 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 Vice-President shall act as the President in his/her absence
- c) Responsible for reporting activities of the association to respective volunteers, and for providing guidance and support to those volunteers.
- d) Representative of respective member volunteers to the Board of Directors.

### 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 Association.

### 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, and shall provide an abridged monthly report to the Board of Directors, as required.
- d) Must be bondable.
- e) Shall comply with all applicable federal, provincial and municipal laws.
- f) Shall retain an accurate account of all funds received and disbursed by the Association.
- g) 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.
- h) 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 Association representative.

### Scheduler

- a) Review past season floor requirements to forecast next season's floor requirements
- b) Prepare a list of QCMBL floor requirements and present to the Executive Members for assistance in arranging season floor contracts with the City of Regina and/or other facilities used for league purposes.
- c) Assist Tournament Coordinator/Hosts in establishing floor allocations required for all QCMBL run tournaments
- d) Assist in scheduling of QCMBL team tryouts and/or evaluations

- e) Schedule of all divisions practice floor - ensuring optimal usage of available floor times
- f) Schedule and/or slot all regular season games for all teams within the QCMBL
- g) Assist in buying and canceling of all QCMBL floor rentals in a timely fashion
- h) Attend QCMBL board meetings
- i) Be the liaison with all Leagues and Associations the QCMBL is involved with to resolve floor scheduling conflicts
- j) Be the liaison with all QCMBL coaching staff to coordinate cancelation and/or re-scheduling of games and/or practices during season

### Coaching Director

- a) Shall be responsible for obtaining, training and supervising all coaches in the association
- b) Will work in unison with the designated volunteer Screening Officer to ensure the Criminal Record Checks are completed every three years for active coaches and Bench assistants/gate persons or similar. All CRC's must be in to the volunteer screening officer of QCMBL by April 21 of the box lacrosse season in order to have the necessary paperwork (ie: form 100's), completed prior to the submission dates to SLA. If a coach does not have their CRC's on file with the QCMBL the head coach will be notified by the screening officer and they will request a CRC from the coach. If after 1 week a CRC is not received, the President will be informed and the coach will be prohibited from working games until their form is submitted.
- 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 all Coaches.
- e) Shall be responsible for facilitating proper certification of all coaching staff, and to secure confirmation of proper levels of certification.
- f) This position does not require the candidate to be an active individual team Head Coach or Assistant Coach.

### Referee in Chief

- 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.

### Referee Scheduler

- a) Shall assist the Referee In Chief with administrative duties
- b) Shall allocate referees for all games

### Registrar

- a) Shall be responsible for the complete registration of all players in the QCMBL and with the SLA registration; by the SLA chosen due date (usually end of May). Shall also be responsible to make any necessary changes to SLA for any player/team movement.
- b) The maintenance of player current registration files and distribution of player lists for each division to each division coordinator and head coach and to maintain two year past player list for mailings.
- c) Shall be responsible to fully register any player that requests a release, prior to bringing the release request to the Board. It is also necessary to help the requesting family with making sure that all their paperwork is submitted to the SLA in a timely fashion.
- d) Is responsible to provide any member with the appropriate 'Request to play-down' or "request to play up form" that wishes to do so. The completed form is then supplied to the President or Vice President for approval by the QCMBL Board. The player is to register in their appropriate age division before requesting the 'play-down'.



- e) Works with the Treasurer and turns over all registration fees collected. It is necessary to log all payments forwarded to the Treasurer, providing the following info: player name (only if different from-), Name, Dated, Amount, and also the date that the 'deposit drop' was given to Treasurer. It is also necessary to assist the Treasurer in the collection of any NSF payments to reinstate a player as a member in good standing.
- f) Provide player addresses for QCMBL Mailings, or email addresses for Bulk emails, as requested.
- g) Coordinate returning player registration (dates, times, volunteers), including the printing and collating of registration packages, for in-person registration and also for mailings.
- h) Host the QCMBL mailbox and distribution of all mail.

### Awards/Recognition/Sponsorship

- a) To actively solicit sponsors for all teams in the Association
- b) To arrange for sponsor recognition at the end of the season
- c) To ensure that the sponsor assignment is recognized on the QCMBL website
- d) To encourage teams to publicly support their sponsor
- e) To ensure all QCMBL medals, trophies, banners and awards are ordered and available for presentation yearly.
- f) To ensure all QCMBL apparel is ordered at the Board's request.

### Communications/Public Relations

- a) To promote the QCMBL to local media representatives
- b) To encourage individual teams to provide the media with game reports
- c) To promote QCMBL within the community
- d) To create and publish monthly Newsletters to the QCMBL membership

### Division Directors

- a) To actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of QCMBL.
- b) Assist with registering teams for Provincial play downs in their division (if applicable).
- c) Assist the Coaching Director and Evaluation Committee in coordinating player evaluation sessions for their division.
- d) Assist the Coaching Director and Evaluation Committee in coordinating the team selection process in their division.
- e) Overseeing day to day problems in their division.
- f) Assist the Coaching Director (as required) with evaluating coaches in their division.
- g) Shall insure that teams declaring for Provincial play downs and Provincial Championships submit the necessary rosters and any other SLA requirements, by the time specified by SLA along with the necessary funds.

### Elite Program Director

- a) To be the liaison between the Elite Leagues and the board of the QCMBL
- b) To bring direct knowledge, direction and information back to the QCMBL, from informed sources, to help develop the Elite Divisions as the SLA moves forward to creating a "A" League throughout the province.

### Equipment Manager(s)

- a) Responsible for the distribution at the beginning of the season and the collection at the end of the season of all team uniforms, goalie equipment and other association gear.
- b) Reports and recommends necessary purchases to the Board of Directors.
- c) Is advised by coaches, Division Directors, etc....of any repairs required during or after the season, arranges for repair or replacement of articles brought forward to the Board of Directors for action.
- d) Arranges for off-season storage of uniforms and other equipment.
- e) Provide an annual inventory report.

## Section G. OPERATING GUIDELINES

### I. Code of Conduct

1. All individuals affiliated with the QCMBL shall:
  - a. Refrain from using foul or negative language
  - b. Refrain from verbally or physically abusing 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. Attempt to develop community spirit and pride in our association, while representing QCMBL and minor lacrosse in the best possible light.
  - e. Respect all facilities utilized by our Association, as well as any staff of those facilities.
  - f. Emphasize sportsmanship and fair play while trying to keep the word "FUN" in Lacrosse.
  - g. Treat the game of Lacrosse with the respect that it deserves. "HONOUR THE GAME"
  - h. Take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.
2. An individual's conduct shall be in question when they:
  - a. Breach any of the above in Section 1.
  - b. Use their position with the QCMBL for unauthorized personal and/or material gains.
  - c. Willfully circulate false, derogatory, or malicious statements, either verbally, written and/or via Social media to any other members of ours and/or other Association.
  - d. Willfully ignore or break the 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.

### II. Discipline

1. The QCMBL endorses the principles of natural justice and due process, which allows any individual the right to a hearing, and an appeal of any action, which affects their rights.
2. Any report alleging a breach of the QCMBL Code of Conduct shall be submitted in writing to the President, or acting President, within 15 days of the occurrence.
3. If action is necessary, the President shall appoint a Discipline Committee, consisting of a minimum of three members of the existing Board, and convene a meeting not more than 15 days from the date of the receipt of the report.
4. All parties involved will be notified of the proceedings and will have the opportunity to attend the meeting to explain or defend their actions. The Discipline Committee may call witnesses and demand any information that may be pertinent in the matter.
5. The decision of the Discipline Committee will be announced by the Chair and will be provided, in writing, to the interested parties within 7 days of the meeting. Interested parties are defined as those parties directly involved in the proceedings.
6. An individual whose rights are directly affected by the outcome of the meeting may appeal that decision, using procedure and time lines that are the same as those for the Discipline Committee.
7. QCMBL will follow SLA's Policy Manual in terms of suspension lengths but has the option to add on or create additional discipline as they see fit. Previous history of the offender may be considered as well.
  - a. Checking from behind – major penalty for checking from behind
    - i. First offense – anytime during a game except in the last ten minutes – the remainder of the game
    - ii. First offense – within the final ten minutes of a game – remainder of the game and 1 game suspension
    - iii. Second offense – one (1) game suspension

- iv. Third offense – three (3) game suspension
- v. Fourth or more offense – suspended indefinitely until dealt with by league discipline committee. All previous history will be considered.
- b. Fighting – major penalty (all fighting majors in minor receive game misconduct as per CLA rulebook)
  - i. First offense – a game misconduct for the remainder of the game plus one (1) game suspension.
  - ii. Third person in a fight – three (3) games or three (3) weeks whichever expires first.
  - iii. Second offense – a game misconduct for the remainder of the game plus 3 game suspension.
  - iv. Third offense or above – suspended indefinitely until dealt with by league discipline committee. All previous history will be considered as well.
- c. Game misconducts - Coaches/Bench person
  - i. First offense – one (1) game
  - ii. Second offense – three (3) games
  - iii. Third offense or above - Suspended indefinitely until a personal discussion with suspension directory and at least one executive board director. Previous history will be considered.
- d. Game misconducts – players
  - i. First offense – anytime during a game except in the last ten minutes – the remainder of the game.
  - ii. First offense – in the final ten minutes of a game – remainder of game plus one (1) game suspension.
  - iii. Second offense – one (1) game suspension
  - iv. Third offense or above – suspended indefinitely until dealt with by league discipline committee. All previous history will be considered as well.

### III. Voting

- a) All voting issues require a quorum.
- b) A quorum for any meeting of Directors will be a majority of Directors. (50% + 1) of the sitting Elected Officers as defined in the By Laws of the QCMBL.
- c) Voting issues will be decided by a simple majority vote of the quorum.

### IV. Membership

- a) Membership in the Association shall be in accordance with the By-Laws of the QCMBL
- b) A membership in the association shall be considered as one vote per family.
- c) A family's membership fees shall be the registration fees paid to the association each playing year.

### V. Financing

- a) The signing officers of the Association shall be the President, the Treasurer and Vice President. All financial transactions shall be signed by two of the signing officers, one of whom should be the Treasurer or the President.
- b) 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 Treasurer, with input from the Board as to the needs of the Association in the forthcoming year.

### VI. Expenses

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

- d) All expenses incurred in a year, must be submitted in the current fiscal year, and will be paid in the current fiscal year.

## VII. QCMBL AGM

- a) Expenses shall be drawn from general revenue.  
b) QCMBL AGM should be scheduled annually and director reports produced for the membership as per QCMBL By-Laws

## VIII. SLA AGM

- a) Expenses shall be drawn from general revenue and the Association shall cover the expenses of those Board members attending the SLA AGM in representation of the Association. Those expenses shall be:
- Travel - \$0.40 per kilometer
  - Beverages & Meals – up to \$45.00 per person per day
  - Awards banquet – actual
  - Accommodations – actual cost providing those accommodations are the official accommodations offered by the SLA.
    - To be reimbursed for expenses incurred, the attendee must provide the Association Treasurer with the actual receipt or photocopies of such.
    - Expenses not included in the above would have to be authorized by a majority vote of the Board.
    - Selection of Association representatives for the SLA AGM will be by the Board.

## IX. Telephone

If decided by a resolution of the Board, the Association shall bear the costs of:

- b) Excess minutes of a personal cell phone for Board business.  
c) The registrars telephone mailbox  
d) Long distance costs incurred in pursuit of specific tasks [i.e. tournaments, sponsorships, etc.]

## X. Registration

1. Player registration shall be taken by on-line registration prior to the playing season. These registrations shall be comprised of:
  - a. a returning player registration
  - b. a new player/late returning player registration
2. Registration fees shall be set on a yearly basis, as determined by the budget and approved at the meeting of the Board of Directors.
3. Facility fee shall be set on a yearly basis.
4. 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 Board of Directors. Late registration of any registrant and/or returning player will be taken on a first come first serve basis based on availability on the division in which they are registering past the registration deadline.
5. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
  - a. full refund, upon receipt of request two weeks prior to first league game, less a \$25 processing fee.
  - b. full refund, less 25%, 48 hours' notice, prior to first game.
  - c. full refund, less 50%, prior to midseason
  - d. No refund after mid-season.
6. 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.
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 returning player registration at which time they will automatically go to the top of the waiting list. 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.
- 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. A complete registration is comprised of a:
  - a. signed QCMBL registration form
  - b. fully paid registration fee
  - c. proof of age and residency (as specified by the SLA) may be requested at any time
- 10. Guest Associations
  - a. Other member associations (MA) under the jurisdiction of the SLA that play regular season games in the QCMBL will pay registration fee for each player that plays on a team. These MA's must submit their team roster and fee(s) before their first scheduled game.
  - b. Failure to submit this payment before their first game will result in 10% late fee. If this fee is not paid before the end of the regular season this MA will be excluded from QCMBL playoffs.

## XI. Player Release and Movement

### Section A (Releases)

QCMBL endeavors to provide teams in all age groups/divisions and thus does not voluntarily release players.

QCMBL has a fundamental commitment to the growth and development of the game of lacrosse in and around Regina. QCMBL has adopted a 'no release' policy for players residing within the territorial boundaries of QCMBL. As such QCMBL will not grant releases of players to other associations or club teams. QCMBL does not want to hinder the development or career aspirations of any player, so exceptions for the release of individual players to programs in other centers will be considered by a Special Meeting of the Board in circumstances when such programs are not available in QCMBL for that player's natural age group.

### Section B (Movement)

1. QCMBL does not permit the movement of players to a higher division on a full time basis. Players will be allowed to be affiliated with a team at a higher division. Players may also apply in writing to the Board of Directors for application to play down a division for safety concerns. Each case will be reviewed on an individual basis.
2. Affiliated Player (AP) Process:
  - a. Calling up of an affiliated player (AP) from a lower division is not permitted except to replace a missing player
  - b. The AP must be registered with the QCMBL and be on a QCMBL house team
  - c. The coach using the AP must attempt to notify the coach of the team from which the play is being acquired
  - d. It is the responsibility of the house team coach to allow AP players to play or practice at a higher level provided there is no scheduling conflicts with their House Team
  - e. The coach affiliating the player must receive approval from the player's parent or guardian
  - f. Any dispute over the use of an AP must be referred to the division director Immediately
  - g. Affiliated players used in a game are to be designated on the game sheet with the letters "AP"
3. There is no affiliated player protection list. An affiliated player can play for any team in a higher division as long as the above process is met.
4. An affiliated player can play for multiple teams in a higher division throughout the course of the season

## XII. Player Evaluations

- a) Player evaluations shall be conducted for each playing division from Tyke to Midget for each playing season and each registered participant should be given equal opportunity to participate. Players wishing to try out for Minor "A" and/or Junior teams may be required to pay a fee in order to facilitate indoor evaluations.
- b) Player evaluations shall be organized by the Division Director and/or Coaching Director and conducted as per the following:
  - a. Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.
  - b. A minimum of 3 evaluators is recommended.

## XIII. Team Selections

- a) Team selection will follow the procedures set out by the QCMBL. For each division these procedures will be discussed by the head coaches and Division Director before the teams are selected.
- b) The number of players selected or assigned to a team will be based on decisions made by the QCMBL Board and follow the CLA' LTAD guidelines where possible. These decisions will take into account the number of players registered in a division, caliber and the number of goalies available. The QCMBL Board will vote on any exceptions to the guidelines.

## XIV. Team Management

1. Team officials (coaches, assistant coaches and managers) shall be responsible for their conduct and that of their players at all times. They must endeavor to prevent disorderly conduct before, during or after the game, on or off the floor and any place in the arena.
2. All coaches are expected to take the initiative to be knowledgeable of and ensure that the CLA, SLA and QCMBL Rules and Regulations are adhered to.
3. Team officials (Coaches, Manager, and Trainer) are required to have obtained the necessary training to oversee a team. This includes obtaining the proper coaching certification levels, attending the required coaching clinics and providing a Criminal Records Check and being registered on the SLA certification form. In addition, as per SLA, failure to obtain the proper coaching certification by the SLA deadline will result in the coach being removed from the team. Teams are encouraged to have their team officials complete the certification requirements early in the season.
4. Coaches are to meet with the player's parents at the start of the season. The Division Director may be invited to attend the initial parent meeting where the team approves the manager, treasurer and the team budget.
5. Teams cannot appoint a person as manager or treasurer that is in the same family (husband / wife / partner / mother / father / etc.) as any of the other team positions of authority (coaches, manager, treasurer).
6. A financial statement is to be provided by each team prior to May 1st and a final financial statement and return of unused funds to parents is to be completed by August 15th of the current lacrosse season with a copy of each statement being filed with the QCMBL Division Director.
7. Maximum player team fees for Novice-Midget may not exceed \$250.00 above the published QCMBL registration fees for the current playing year. (Tykes- Max. \$75). Maximum team budgets will be as follows:
  - Tyke (subject to sufficient registrations)
    - i. Max 1 tournament per year
    - ii. Max budget/player cost: Registration Fee + \$75.00
  - Novice
    - i. Max 2 tournament per year (only 1 can be overnight stay)
    - ii. Max budget/player cost: Registration Fee + \$250.00
  - Pee wee
    - i. Max 2 tournament per year
    - ii. Max budget/player cost: Registration Fee + \$250.00

- Bantam
  - i. Max 2 tournament per year
  - ii. Max budget/player cost: Registration Fee + \$250.00
- Midget
  - i. Max 2 tournament per year
  - ii. Max budget/player cost: Registration Fee + \$250.00

Items in the team's budget include, but are not limited to the following: registration fees, tournament fees, practice floor costs, gym rentals, team pictures, team shorts, team outings or meals, coaches accommodation and meals where applicable, and any other costs associated with the operation of the team.

Transportation costs such as bus rental are not included, but must be agreed to by the parents participating. Team apparel purchases are strictly voluntary and a family may wish not to participate. The team will not cover fuel expenses for coaches, managers or trainers.

8. Teams or team Officials not conforming to QCMBL budget guidelines or exceeding team maximums will be subject to disciplinary action (suspension or dismissal).
9. Coaches or other team officials shall attend all meetings called by the Division Director or other Board members, or face disciplinary action (suspension or dismissal).

## XV. Coaching

1. Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
  - a. Past history with the Association
  - b. Knowledge of the game
  - c. Coaching ability
  - d. Technical qualifications [certified levels]
  - e. Temperament
2. Coaching positions will be assigned with the recommendation of the Coaching Director and (if required), in conjunction with the Board of Directors and/or a Board of Directors appointed Committee.
3. The Coaching Director, Board of Directors, and/or a Board of Directors appointed Committee, may request that the applicants attend an interview question.
4. QCMBL coaches and assistant coaches are required to have valid criminal record checks. A criminal record check will be valid for three (3) years from date of issue. Individuals are required to disclose any change to the status of their criminal record check within 72 hours of the violation. Failure to do so will make them ineligible to continue in a coaching capacity.

## XVI. Tournaments

### Provincials/Championships

1. The Association will (upon written email to the division director) or from request of the Head Coach of any QCMBL team(s) Register the team(s) and pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship, (provided the Team Manager sends the applicable/necessary paperwork into the QCMBL director). Any other expenses incurred during participation are the responsibility of the competing team.
2. QCMBL zone team representative for SLA Provincial Festival – The team that represents the QCMBL Zone at the SLA Provincial Festival will be decided on by the highest ranking QCMBL Zone team at the end of regular league play. Should two teams from the QCMBL Zone be granted entry in to the SLA Provincial Festival the second team awarded entry will be the QCMBL Zone team that was the second highest ranked team at the end of regular league play.

## Nationals

1. The Association will commit to assisting financially for selected players that make the National team. The Board will determine the amount as the need arises.

## XVII. Fundraising

1. ASSOCIATION FUNDRAISING
  - a. Teams that undertake fundraising shall only do so with the written consent of the Board of Directors.
  - b. The type and extent of the fundraising shall be determined by the Board to best suit the financial and philosophical needs of the Association.
  - c. Where the Board of Directors deems it necessary to hold a fundraiser for a specific need that may arise throughout the year, the Board will appoint a committee to oversee the event
2. TEAM FUNDRAISING
  - a. Teams that undertake fundraising shall do so only with the written consent of the Board.
3. TOURNAMENTS
  - a. Association tournaments and provincial tournaments, any excess funds will be returned to the association.

## XVIII. Equipment

### General Equipment:

1. Equipment will be purchased on a yearly/as needed basis. Decisions on purchases of equipment will be determined by recommendations made to the Board of Directors by the Equipment Manager/Managers after a review of the Association's inventory at the conclusion of the current box season. This inventory review will help determine the amount of equipment budgeted for in the Annual Budget. The condition of the inventory, a forecast of the coming season's registration and the addition of any equipment or supplies previously not held by the Association will factor into any decisions made.
2. The Board of Directors must approve all equipment purchases. The Board of Directors may pre-approve certain equipment purchases outside of the budget recommended by the Equipment Manager/Managers.
3. The Equipment Manager/Managers will use price, quality of merchandise and ease of supply as consideration before recommending a supplier for the Association purchases. Every attempt will be made to distribute purchases amongst our regular suppliers.
4. Each player may be subject to an equipment deposit, if required by the Association.
5. Keys for the equipment room will be issued to the President, Equipment Manager(s) and a third key to be held by the Vice President.

### Goalie Equipment:

1. QCMBL recognizes that player development is a core principle. Further, goalies are generally the hardest to recruit. However, maintaining the goalie inventory to a satisfactory level has its challenges. As QCMBL would like support those goalies who want to play beyond the QCMBL house levels, we have established a rental policy.
  - a. GOALIES outside the QCMBL Member Association:
    - i. \$300/year non-refundable rental fee will be applied to use the QCMBL goalie equipment. The period of usage must be approved by the QCMBL President or designate. A \$500 damage deposit is required to cover costs for damage beyond reasonable wear and tear.
  - b. GOALIES who are members of QCMBL:
    - i. \$100/year up to a lifetime maximum of \$300 on a single set of gear. This period of usage must be approved by the QCMBL President or designate. A \$500 damage deposit is required to cover costs for damage beyond reasonable wear and tear.



- ii. QCMBL executive reserves the right to waive payment where the executive is satisfied that a significant financial hardship would occur to the player's family.

## XIX. Sponsorships

- a) Teams under the auspices of the QCMBL will be assigned annual sponsorships (when available) by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. The Minor "A" team(s) and Junior team(s) will be allowed to solicit their own sponsorships with the funds being retained as revenue for their own purposes and in their own account. For all house teams in the QCMBL, where a member has of his or her own efforts obtained a sponsorship, will have 50% of the funds returned to the requested child's team. 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]
- b) Where a member identifies a special need and is willing and able to obtain sponsorship or donation for this specific requirement, the request will be brought to the board for prior approval to determine if the requirement will be of benefit to the QCMBL.

## XX. Awards

- a) The QCMBL will select, on an annual basis, recipients for the following awards, using the prescribed criteria:
  - QCMBL JUNIOR PLAYER OF THE YEAR
  - QCMBL PLAYER OF THE YEAR – MALE
  - QCMBL PLAYER OF THE YEAR – FEMALE
  - QCMBL POSITIVE COACH OF THE YEAR
  - QCMBL LEVEL 1 REFEREE OF THE YEAR
  - QCMBL LEVEL 2 REFEREE OF THE YEAR
  - QCMBL BOB RYAN VOLUNTEER OF THE YEAR AWARD
  - QCMBL PRESIDENT'S AWARD
  - Lisa Duncan Award
- b) The QCMBL, on an annual basis, will Host and present a Volunteer and Sponsor Appreciation and Awards Night. (pending availability of committee and volunteer resources)

## XXI. Scholarships

### XXXXXXXXX Memorial Scholarship

Up to - Two scholarships of \$250.00 could be awarded annually to graduating Midget Players. Applicants will be reviewed by the Scholarship Committee, which is appointed by the Board of Directors. These scholarships will only be given out if and when the QCMBL has available funds and or direct sponsorship to do so.

## XXII. Chain of Command

Refer to QCMBL Executive Organizational Chart

## XXIII. Maintenance of Order

- a) Maintenance of Order within the auspices of the Association's arena/arenas shall be the responsibility of the QCMBL 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.

#### XXIV. Cancelled Games

- a) QCMBL does not allow games to be cancelled. If for emergency reasons a game requires re-scheduling, it should be re-scheduled within 48 hours it is the responsibility of the team's manager or coach to work with the Scheduling Coordinator in order to facilitate this. The Team cancelling/rescheduling the games as per the QCMBL Operating Policy shall be responsible for the costs incurred for those games [floor and referee fees].

#### XXV. Referees

- a) The Association will pay referee fees for any regularly scheduled, regular season, tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games.
- b) Referees must attend SLA 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 but will be refunded the clinic fee once they have refereed 3 league games. The Association will reimburse the officials registration fee for first year referees after their first game.
- 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.

#### XXVI. Floor Fees

- a) The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league or playoff game as well as any Association scheduled practice or evaluation sessions.
- b) Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to obtain a contract from the facility scheduler and pay for usage with their own team funds.
- c) 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.

#### XXVII. Team Financial Statements

- a) A financial statement is to be provided by each team prior to May 1st and a final financial statement and return of unused funds to parents is to be completed by August 15th of the current lacrosse season with a copy of each statement being filed with the QCMBL Division Director.

#### XXVIII. Record Checks

- a) 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 them. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the Association.

#### XXIX. Conflict of Interest

If a Director and/or any member of the Association could be construed to be in Conflict of Interest [e.g. business transaction, team selections, etc.], a special meeting of the Board can be convened to review the situation. The person/persons construed to be in conflict may be asked to present their explanation before any decision would be rendered. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

#### XXX. Meetings GENERAL MEETINGS Refer to QCMBL Bylaws

##### BOARD MEETINGS

Meetings of the Board are held approximately once a month and at a regularly scheduled time and place. Board members 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 is placed on the agenda for discussion.