



# 2016 NWMLA POLICY MANUAL

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The Policy Manual is a set of policies that the New Westminster Minor Lacrosse Association (NWMLA) Board of Directors uses to guide day-to-day decisions and operations.

This is a public document.



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# NWMLA Policy Manual

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The Policy Manual is a set of policies that the New Westminister Minor Lacrosse Association (NWMLA) 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.

## NWMLA Purpose

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The purpose of the NWMLA is to:

- a. Promote, teach and perpetuate the game of lacrosse
- b. To organize and administer the operation of minor lacrosse in the City of New Westminister
- c. To encourage sportsmanship and emphasize fair play at all times
- d. To encourage respect for players, officials and spectators
- e. To develop community spirit

## Lacrosse in BC

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For both box and field lacrosse, the **Canadian Lacrosse Association (CLA)** is responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all box and field lacrosse in British Columbia is the **British Columbia Lacrosse Association (BCLA)** which is accountable to the CLA.

As an association, NWMLA operates 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. NWMLA 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.

## About the NWMLA

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The NWMLA operates under the guidelines of its constitution and by-laws, and its policy manual.

The NWMLA operates both minor box and minor field lacrosse in New Westminister.

## Membership in the Association

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Parents or guardians of boys and girls who are registered with the NWMLA and all coaches, managers and referees involved in NWMLA are members of the association. Membership in the NWMLA shall be in accordance with the constitution and by-laws Part 2 – Membership.

Continued membership in the association requires that members remain in good standing, meaning that all membership fees are paid as per the NWMLA 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.



## Code of Conduct

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

- a. Refrain from using foul or negative language
- b. Participate in all games, practices and team events as often as they are able and in a positive, respectful way
- c. Always represent New Westminster Minor Lacrosse in a positive, respectful way
- d. Not verbally or physically abuse a game official
- e. Demonstrate courtesy and respect for all players, spectators, officials, and coaches regardless of association
- f. Demonstrate good sportsmanship towards the opposing team and its spectators regardless of circumstances
- g. Realize that they may be removed from the game, practice, or facility and possibly expelled from the association if they should behave in a manner deemed unacceptable by the coaches, game officials, or spectators

All members of the association shall take all necessary steps to report any incident involving a breach of this code of conduct, or any other conduct which would bring the NWMLA, LMMLC, PCFLL, BCLA and / or the sport itself into disrepute. Such report should be made to a coach, team manager or other NWMLA director as soon as possible after any such incident, and preferably, in writing.

Any NWMLA director receiving a report *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 CODE OF CONDUCT
- b. Uses their position with the NWMLA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the NWMLA
- c. Willfully circulate false or malicious statements, derogatory to any other member of the NWMLA 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 the NWMLA
- f. Is involved in any other conduct which is detrimental to the NWMLA, the sport of Lacrosse or the Players, spectators or officials.

## Discipline

Once an incident has been brought to the attention of the President, the President 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 the President or another member of board the President deems appropriate (example, Past President or applicable Vice President) to resolve the issue or complaint
- b. Convene a special meeting of applicable Directors as identified by the President 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
- c. As per the NWMLA 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



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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.

## Maintenance of Order

- a. Maintenance of Order within the auspices of the NWMLA's arena/arenas, box/boxes and field/fields shall be the responsibility of the home team's coach / coaches and/or any NWMLA director 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.

## Management of the Association

The Board of Directors shall manage the business and affairs of the NWMLA in accordance with its constitution and by-laws, and its policy manual. The policy manual may be updated, or any new policies or rules can be made, by the NWMLA board of directors in a [general director's meeting](#).

The primary purpose of the Board 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 NWMLA. This includes:

- a. Creating a medium / long term strategic plan for the development of the NWMLA
- 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 New Westminster Parks & Recreation) and with the members of the BCLA, LMMLC and the PCFL
- 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.)

Operational day-to-day activities will be delegated by the board to specific directed, club representatives, and / or committees.

## 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 NWMLA Constitution and By-laws NWMLA has 11 officer positions.

### NWMLA Officers

#### President

- a. Presides at all meetings of the NWMLA
- b. Supervise the other Officers in the execution of their duties, and supervise the general operations of the NWMLA
- c. Be a member of all committees and must be notified as to the time and place of each committee meeting
- d. Be a signing Officer for the NWMLA



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- e. Appoint auditors to examine the association'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 meeting where required
- h. Have the power, subject to the approval of the Executive Committee, to replace any elected or appointed member whom he / she feels is not fulfilling his / her duties

## 1<sup>st</sup> Vice President – Boy's Box Lacrosse

- a. Supervise the general operation of box lacrosse discipline for the NWMLA
- 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. Be a signing Officer of the NWMLA

## 2<sup>nd</sup> Vice President – Girl's Box Lacrosse

- a. Supervise the general operation of the girl's box lacrosse discipline for the NWMLA
- b. Be an assistant to the President with respect to girl's box lacrosse
- c. Make recommendations to the *Executive Committee* for the positions of Head Coach and Head Referee, complete with resume, for ratification by the *Executive Committee*

## 3<sup>rd</sup> Vice President – Boy's Field Lacrosse

- a. Supervise the general operation of field lacrosse discipline for the NWMLA
- 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 the 1<sup>st</sup> Vice-President
- 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. Be a signing Officer of the NWMLA

## 4<sup>th</sup> Vice President – Girl's Field Lacrosse

- a. Supervise the general operation of the girl's field lacrosse discipline for the NWMLA
- b. Be an assistant to the President with respect to girl's field lacrosse
- c. Be familiar with the BCLA and CLA rules and regulations with respect to female lacrosse
- 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*

## 5<sup>th</sup> Vice President Equipment – Box and Field

- a. Assist the President where required
- b. Fulfill all duties of the President in the absence of the President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President
- c. Be the Equipment manager for the NWMLA and as such shall
  - a. Allocate equipment to the teams
  - b. Arrange for the maintenance, repair and storage of all equipment owned by the NWMLA
  - c. Issue goalie equipment to each team
  - d. Keep an accurate record of all equipment owned by the NWMLA and furnish an Annual Report of same or at any time on the request of the *Executive Committee*
  - e. Maintain first aid supplies and distribute to each team

## Vice President Scheduling Box and Field

- a. Assist the President where required, with respect to Scheduling



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- b. Be responsible for co-ordinating schedules for all divisions submitted by the respective leagues
- c. Be responsible for appointing box, arena and field allocators as required
- d. Be responsible for ensuring that all game and practice times at NWMLA facilities has been allocated as follows:
  - a. Abiding by the applicable league rules
  - b. Adhering to age and caliber concepts (i.e. Midget A1 will select home games slot prior to Midget B and Bantam A1 etc.)
- e. Be the liaison with New Westminster Parks and Recreation

## Secretary

- a. Conduct the correspondence of the NWMLA
- b. Issue notices of meetings of the NWMLA and Directors
- c. Keep minutes of all meeting of the NWMLA and Directors
- d. Have custody of all records and documents of the NWMLA, except those required to be kept by the Treasurer
- e. Have custody of the common seal of the NWMLA
- f. Maintain the register of members
- g. Appoint an assistant with the approval of the Executive Committee
- h. Be a signing Officer of the NWMLA

## Treasurer

- 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 NWMLA banking
- d. Be a signing Officer for the NWMLA
- e. Be responsible for the submitting and monitoring of all grant and fund raising applications applicable to the NWMLA as a whole

## Registrar – Box and Field

- a. Maintain play file records
- b. Be responsible for co-ordinating 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 BCLA
- f. Keep an accurate record of all players, coaches and managers of the NWMLA
- g. Be responsible for obtaining registration forms and directories from the BCLA office

## Director at Large - Head Coach

The Head Coach shall be responsible for:

- a. Obtaining, training and supervising all coaches in the NWMLA
- b. Arranging for and/or giving clinics and training programs where needed
- c. Disseminating information when appropriate to assist coaches
- d. Organizing and participating in group coaching meetings
- e. The appointment of an Assistant Head Coach

## Other - Past President

- a. Be an assistant to the president as long as he / she holds office
- b. Ensure that all records of the NWMLA are transferred to the new *Executive Committee* following the Annual General Meeting





- c. Ensure that all business pertaining to the retiring Executive Committee has been dealt with and transferred to the new Executive Committee as the case may be
- d. Play a supporting role to the Executive Committee to ensure continuity and carry out the duties as agreed to with the Executive Committee
- e. ***This is a non-voting position***

## Board of Directors General Meetings

General Director's meetings are held the 3<sup>rd</sup> Monday 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.

## Terms of Service

All directors shall serve for a maximum period of 12 months per term, but not beyond the next Board of Directors selections at the [Annual General Meeting \(AGM\)](#). This excludes both the President and 1<sup>st</sup> Vice President – Boy's Box Lacrosse, who holds two year terms that, may not end within the same year. It is expected that each Board member attend all monthly meetings however it is understood that a board member may unavoidably miss some meetings between Board elections. Any Director missing three or more consecutive meetings may be subject to removal by majority vote of the Board of Directors.

## NWMLA Annual General Meeting (AGM)

The NWMLA AGM is held in September 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.

## 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 NWMLA 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 NWMLA delegates that attend the BCLA AGM is calculated on the numbers of players registered. For NWMLA this could be anywhere from 8 to 10 delegates. 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 NWMLA is sending a large group of people when in fact it may be a combination across NWMLA delegates and those supported, and paid for, by Team BC.

Selection of the NWMLA representatives for the BCLA AGM will be by made by the NWMLA President in consultation with the Board of Directors and he / she sees fit. Expenses shall be drawn from the NWMLA general operating account. Expenses covered by NWMLA for representatives attending the BCLA AGM include:

- a. Awards Banquet tickets @ actual cost for representative and one guest
- b. Accommodations @ actual cost providing they are the official accommodations offered by BCLA (discounted rate), including parking

All other meals, travel costs or events not covered by the BCLA will be paid by the delegate.





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This aligns with other minor lacrosse associations across British Columbia.

## Club Representatives

Club representatives are appointed by Board of Directors. Positions include (but are not limited to):

Head Referees: Box & Field

Head Referees shall be responsible for

- a. Obtaining, training and supervising all referees in the association
- b. Collecting and keeping a file of referee's reports on all ejected players and coaches and arranging for the submission of said reports to the appropriate authority
- c. Arranging for referee assessments, as required
- d. Shall represent our association to the British Columbia Lacrosse Referee Association

The Head Box Referee is paid \$10 per official evaluation.

## Referee Coordinator

- a. Recruiting referees for each season and creating contact list
- b. Registering referees in mandatory yearly officials clinics
- c. Working with the head referee to determine appropriate level of officiating for each NWMLA referee
- d. Inputting the games provided by VP of Scheduling into the Ramp system on a weekly basis and work with three allocators to ensure that referees are assigned to all box games throughout the season
- e. Address situations regarding tardiness of officials, no shows etc.
- f. Communicate information to officials
- g. Work with referee allocators from other associations to find officials for games and tournaments where additional outside officials are required

## Girls Field Lacrosse Coordinator

- a. Supports the vice-president of girl's field lacrosse
- b. Assists VP of girl's field lacrosse with the planning of the girl's field lacrosse season
- c. Liaises with team managers, coaches and the VP of girl's field lacrosse
- d. Supports Association Head Coach and VP of girl's field lacrosse in balancing teams
- e. Ensure coaches of female teams are aware of upcoming clinics and requirements
- f. Follow up on fundraising and/or sponsorship opportunities / questions
- g. Oversees special events such as girl's clinics etc.

## Division Managers

Division managers are responsible for a specific age group or groups. Division Managers are appointed by the Board of Directors and report to the VP of Box or Field as applicable. Division Managers shall;

- a. Upon receiving a list from the Registrar, the Division Manager shall contact all players who are not registered, but were registered the previous year
  - May consult with, or request the assistance of previous year coaches (who may know the player/family better)
- b. Provide evaluation process information (not results) to parents and other coaches, as well as coordinate and assist where needed
- c. Ensure that coaches and managers have all necessary information to properly run their teams
- d. Oversee day to day problems in division and report to NWMLA Box or Field Vice-President or any other appropriate board member
- e. Be responsible for the collection of Form 100s and submit to Administrator



## Tournament Coordinator

Reports to the applicable box or field vice-president and is responsible for overseeing the organizing and running of all NWMLA tournaments, including the Dorothy Robertson Memorial Tournament (female box lacrosse for Tyke to Bantam), John Witt Memorial Bellie Bowl (Novice Mixed) and the Hyack Tournament (Bantam Boys).

The tournament coordinator is responsible for:

- Defining and documenting tournament best practice methods and procedures that will apply to all NWMLA tournaments. This includes (but may not be limited to) scheduling, referee coordination and payment, volunteer coordination, awards, donations, sponsorships, on site sales (3<sup>rd</sup> party vendors), 50/50 ticket sales, silent auctions, communications and advertisement.
- Each tournament will be led by **tournament hosts** (recommended by tournament coordinator and approved by Board) that will lead the applicable tournament committee
- Events that are unique to a particular tournament (example the obstacle course at the Bellie Bowl) will be excluded from the Tournament Coordinator direct responsibility, but the coordinator will be aware of all such events to ensure they don't negatively impact the tournament process
- The tournament coordinator will be a member of each tournament committee, but will not be responsible for direct involvement in each tournament
- The tournament coordinator will report back to the Board on the results of each tournament in a consistent format within 4 weeks of tournament completion

## Administrator

The administrator role is appointed by the Board of Directors and is a paid position. This individual in this position is not a member of the NWMLA.

Responsibilities:

- a. Develop and manage contact information for all NWMLA volunteers
- b. Support the recruitment of division managers, tournament hosts, commissioners etc.
- c. Coordinate all aspects of both the Coaches' and Team Manager's pre-season meetings
- d. Manage NWMLA website content, including work with vendor for any website functional changes and to ensure BCLA's online registration provided via 'Fernweb' works seamlessly on the NWMLA website
- e. Manage NWMLA Social Media sites
- f. Manage the Criminal Record process
- g. Manage the dissemination and collection of documents, including Form 100's etc.
- h. Manage the coach certification (NCCP) process
- i. Working in consultation with applicable Directors, manage the NWMLA Provincial Box Lacrosse Declaration Process
- j. Manage tournament application process
- k. Manage NWMLA's representation at the Annual BCLA AGM
- l. Support the special events committee to organize the NWMLA Annual Awards Night
- m. Assist division managers with developing Tyke & Mini Tyke schedule
- n. Respond to web enquiries from the public and NWMLA members
- o. Provide guidance and expertise to Directors relating to interpretation of BCLA, LMMLC, PCFLL rules, guidelines and/or any other requirements
- p. Provides support to treasurer for fundraising and other general organization activities



## Other Committees

The Board of Directors have the power to appoint special committees from the membership of the club. Examples of committees include:

- Policy Manual Documentation Committee
- Special Events Committee

## Registration

Registration fee includes team pictures, use of game jersey and insurance coverage.

Prior enrollment in New West 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. Please see section [Lacrosse in BC](#) in this document for more information.

Please refer to the [Minorbellies Website](#) for most current fee information.

## Privacy Policy

All information collected during registration for minor field or box lacrosse will only be used by the NWMLA 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

KidSport™ Canada is a national not-for-profit organization that provides 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 [KidSport™ British Columbia - How to Apply](#) for more information or go to Registration on the [Minorbellies Website](#).

## Refund Policy

### Box Lacrosse

- a. If a request to withdraw is received by the NWMLA President prior to or on April 15 of the current playing year, 100% of player registration fee, less a \$25 processing fee, will be refunded (this assumes the player has not attended any NWMLA event including evaluation, balancing, clinics, practices or games)
  - If the player has attended any of the events listed above, a \$50 BCLA fee<sup>1</sup> will be deducted from the registration refund in place of the \$25 processing fee
- b. If the request received by President after April 15 and before May 15 of current playing year, 50% of player registration fee less the current BCLA registration fee<sup>1</sup> amount
- c. After May 15 of current playing year 0% of player registration fee will be refunded

### Field Lacrosse

- a. If a request received by NWMLA President prior to or on Oct. 15 of the current playing year 100% of player registration fee less a \$25 processing fee, will be refunded (this assumes the player has not attended any NWMLA event including evaluation, balancing, clinics, practices or games)
  - If the player has attended any of the events listed above, a \$50 BCLA fee<sup>1</sup> will be deducted from the registration refund in place of the \$25 processing fee

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<sup>1</sup> As of 2016 the BCLA fee is \$50 but is subject to change



- b. If the request received by President after Oct. 15 and before Nov. 1 of current playing year, 50% of player registration fee less the current BCLA registration fee<sup>1</sup> amount
- c. Request received by President after Nov. 1 of current playing year 0% of player registration fee will be refunded

## NSF Cheques

There is a \$25 charge for any NSF cheques.

## Team Selection

### Team Size Guidelines

The NWMLA registrar will follow the table below and place players on a waiting list when the numbers exceed the *Recommended Team Size Guidelines*.

- Coaches and the applicable division manager must agree to take on larger teams before removing players from the waiting list; typically A teams will have a lower number of players than a B or C teams
- Every effort will be made to ensure no players are prevented from playing
- Teams within a division will be balanced in numbers and any exceptions to this will be agreed to between coaches, division manager and applicable Vice President

Box Divisions	Recommended Team Size Guidelines	Field Divisions	Recommended Team Size Guidelines
<b>Intermediate B Boys</b>	15 runners, 1 goalie (min) 19 runners, 2 goalies (max)	<b>U7 &amp; U9 Boys</b>	10 players (min) 12 players (max)
<b>Junior Girls</b>	15 runners, 1 goalie (min) 18 runners, 2 goalies (max)	<b>U12 Girls</b>	10 players (min) 18 players (max)
<b>Midget Boy &amp; Girls</b>	15 runners, 1 goalie (min) 18 runners, 2 goalies (max)	<b>U11 Boys</b>	15 players (min) 21 players (max)
<b>Bantam Boys &amp; Girls</b>	13 runners, 1 goalie (min) 18 runners, 2 goalies (max)	<b>U13 Boys</b>	15 players (min) 21 players (max)
<b>Peewee Boys &amp; Girls</b>	13 runners, 1 goalie (min) 15 runners, 2 goalies (max)	<b>U15 Boys</b>	15 players (min) 21 players (max)
<b>Novice Boys and Girls</b>	12 runners, 1 goalie (min) 15 runners, 2 goalies (max)	<b>U15 Girls</b>	15 players (min) 21 players (max)
<b>Tyke Mixed &amp; Girls</b>	13 players (min) 17 players (max)	<b>U18 Boys</b>	15 players (min) 21 players (max)
<b>Mini-Tyke Mixed</b>	9 players (min) 11 players (max)	<b>U19 Boys</b>	15 players (min) 21 players (max)

### Box Lacrosse

All boys between the ages of 5 and 18 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 facility availability and volunteer support.

Team	Age	Gender	Balanced / Tiered	Practices / Week	Games
<b>Mini Tyke</b>	5 - 6	All	Balanced	1-2 Outdoor	Outdoor
<b>Mixed Tyke</b>	7 - 8	All	Balanced	1-2 Outdoor	Indoor*



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Team	Age	Gender	Balanced / Tiered	Practices / Week	Games
<b>Tyke Girls</b>	7 - 8	Girls	Balanced	1-2 Outdoor	Indoor*
<b>Novice Mixed</b>	9 - 10	All	Tiered	1 Indoor* 1 Outdoor	Indoor
<b>Novice Girls</b>	9 - 10	Girls	Balanced	1 Indoor* 1 Outdoor	Indoor
<b>Pee Wee Boys</b>	11 - 12	Boys	Tiered	1 Indoor 1 Outdoor	Indoor
<b>Pee Wee Girls</b>	11 - 12	Girls	Balanced	1 Indoor 1 Outdoor	Indoor
<b>Bantam Boys</b>	13 - 14	Boys	Tiered	1 Indoor 1 Outdoor	Indoor
<b>Bantam Girls</b>	13 - 14	Girls	Balanced	1 Indoor 1 Outdoor	Indoor
<b>Midget Boys</b>	15 - 16	Boys	Tiered	1 Indoor 1 Outdoor	Indoor
<b>Midget Girls</b>	15 - 17	Girls	Balanced	1 Indoor 1 Outdoor	Indoor
<b>Junior Girls</b>	18 - 21	Girls	Balanced	1 Indoor 1 Outdoor	Indoor
<b>Intermediate B</b>	17 - 18	Boys	Tiered	1 Indoor 1 Outdoor	Indoor

\*Based on facility availability and numbers of teams declared; games / practices could be in outside boxes

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. Currently we use a facility in Burnaby that ONLY has times during those referenced previously. 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

Both mini-tyke and tyke teams in NWMLA play in-house. 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.

For box lacrosse, mini-tyke games are played outdoors and tyke games are indoors. However given limited availability of facilities, there may be times that tyke games will have to be played outdoors.

Both Mini Tyke and Tyke teams will play a minimum of 10 regular season games over the season (excluding tournament and exhibition games).

## Field Lacrosse

All boys between the ages of 5 and 18 and all girls between the ages of 7 and 19, 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.

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

Team	Age	Gender	Balanced / Tiered	Games	Field Size
<b>U7</b>	5 – 7 years	All	Balanced	Sunday	Half
<b>U9</b>	7 – 9	All	Balanced	Sunday	Half
<b>U11</b>	9 – 11	All	Tiered	Sunday	Full
<b>U12</b>	11 – 12	Girls only	Balanced	Saturday	Half
<b>U13</b>	12 – 13	All	Tiered	Sunday	Full
<b>U15</b>	13 – 15	All	Tiered	Sunday	Full





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Team	Age	Gender	Balanced / Tiered	Games	Field Size
U15	13 – 15	Girls only	Balanced	Saturday	Full
U18	15 – 18	Both	Tiered	Sunday	Full
U19	16 – 19	Girls Only	Balanced	Sunday	Full

## Evaluations

### Balancing Evaluation Process

In any division that is not tiered, or in cases where there are teams in a tiered division that need to be balanced, teams will be selected through a *balancing evaluation process*, involving the appropriate team's head coaches and applicable division manager, to be overseen by the Association's Head Coach and the applicable Vice-President.

- Evaluators will be from outside the applicable division and include the team's head coaches
- During *the evaluation balancing process* players are ranked through a quantitative process (1 to 5) and the coaches of each team draft players from the ranked list, one by one, starting with the highest ranked players
- The quantitative evaluation ranking results are guidelines only and it is both coaches' decision on where a player is placed in order to achieve a reasonable balance for the teams involved

### Tiered-Based Evaluation Process

In any division that is tiered, teams will be selected through a *tiered-based evaluation process*, involving the team head coach and applicable division manager, to be overseen by the Association's Head Coach, as well as applicable Vice-President.

- Evaluators will be outside experts and the team's head coaches
- During the evaluation process players are ranked through a quantitative process (1 to 5) and based on the team's head coach selection the highest level caliber team (A1) is formed
- Once the A1 selections are made, evaluations will continue and the teams will be formed in order based on caliber: A2, B then C (aka house); note that the quantitative evaluation ranking results are guidelines only and it is the coach's decision on where a player is placed
- During the final stages of each caliber evaluation period, some players will be release to the next caliber (A1 to A2, A2 to B, B to C)
- Players participating in 'A' evaluations are expected to play where placed; if parents / guardians feel there are special circumstances (example they want to only play A2) they should contact the division manager, who will discuss with the Association's Head Coach and / or applicable Vice-President for a reasonable solution.
- During early stages of the evaluation process, player's being released will be informed via email from the coach or division manager, later releases shall be made by phone call.

### Evaluation Process: Other

Division managers support coaches in coordination and communication of evaluation information to players and parents and are not involved in player placement decisions.

The applicable Vice-President, in consultation with the Association's Head Coach and President, shall determine the optimal number of players on each team in each Division. This number may fluctuate as players register and withdraw during evaluations. The number and level of teams is in part governed by the LMMLC and PCFLL.





# NWMLA Policy Manual

## Home Game and Practice Time Allocation

As per the NWMLA Constitution and by-laws all game and practice times at NWMLA facilities will be allocated by adhering to **age and caliber concepts** (i.e., Midget A1 will select home games slot prior to Midget B and Bantam A1 etc.)

Specifically, this means assignment of practice and home game times for box lacrosse will be assigned based on the following age and caliber hierarchy:

Box Lacrosse	
Division	Caliber
Junior Girls	Team 1
Junior Girls	Team 2 (if applicable)
Midget Boys	A1
Midget Boys	A2
Midget Girls	Team 1
Midget Girls	Team 2 (if applicable)
Midget Boys	B
Midget Boys	C (if applicable)
Bantam Boys	A1
Bantam Boys	A2
Bantam Girls	Team 1
Bantam Girls	Team 2 (if applicable)
Bantam Boys	B
Bantam Boys	C (if applicable)
Pee Wee	A1
Pee Wee	A2
Pee Wee Girls	Team 1
Pee wee Girls	Team 2 (if applicable)
Pee Wee Boys	B
Pee Wee Boys	C
Novice Boys	A1
Novice Boys	A2
Novice Girls	Team 1
Novice Girls	Team 2 (if applicable)
Novice Boys	B
Novice Boys	C

Best efforts will be made to align practice times for those that are *head team coaches* of multiple teams.

### Tournaments, Exhibition and Play-down Games

- Tournaments **will not be scheduled or played** during play-down periods
- Exhibition games **will not be scheduled or played** during regular season or play-down periods; the initial tiering portion of the season, as well as the tiering break, are excellent times for exhibition games, pending availability
- **Home game times do not apply during tiering break or play downs**; this mean a home game time associated with an applicable team is not guaranteed to be available for their practice or exhibition game during the tiering break or that that will be the time they will play during play-downs



# NWMLA Policy Manual

## NWMLA Awards

The NWMLA Awards night is held in November. Each team within a division has an award; depends on what teams / how many are declared each year. Example, boys U9 field lacrosse would have two awards, one for Team 1 and one for Team 2.

Boys/Girls	Box/Field	Division	Team/Tier	Award Name
Boys	Field	U9	Team 1 & 2	Most Inspirational Player
Girls	Box	Novice	Team 1 & 2	Most Inspirational Player
Boys	Box	Novice	A1, A2, B (1 & 2) & C	Most Inspirational Player
Girls	Field	U12		Most Inspirational Player
Boys	Field	U11	Tier 1 & 2	Most Inspirational Player
Girls	Box	Pee Wee	Team 1 & 2	Most Inspirational Player
Boys	Box	Pee Wee	A1, A2, B and C	Iris Dalzell - Most Inspirational Player
Boys	Field	U13	Tier 1 & 2	Most Inspirational Player
Girls	Field	U15		Most Inspirational Player
Girls	Box	Bantam		Most Inspirational Player
Boys	Box	Bantam	A1, A2 & B	Wayne Goss - Most Inspirational Player
Boys	Field	U15		Most Inspirational Player
Girls	Box	Midget	Team 1 & 2	Most Inspirational Player
Boys	Box	Midget	A1, A2 & B	John Urban - Most Inspirational Player
Girls	Field	U19		Most Inspirational Player
Boys	Field	U18		Most Inspirational Player
Girls	Box	Junior	Team 1 & 2	Shawn House - Most Inspirational Player
NWMLA		Referee		Harry Minuk Memorial - Most Dedicated Referee
NWMLA		Coach		John Witt Award - Coach of the Year
Midget		Girls		Top Graduating Midget Player
Midget		Boys		Wayne Bellwood - Top Graduating Midget Player
NWMLA		Member		Jamie Stewart - Lacrosse 'Citizen of the Year'

## 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.

- a) Thunder and lightning necessitates that contests or practices be suspended
- b) When thunder is heard and/or when lightning is seen, the following procedures will be followed:



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- 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)
- 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 or game shall continue in inclement weather.

Canceling games requires providing the away team with enough notice. Therefore **2 hours' notice is required to cancel an 'in-house' game** where the game is with another team from New Westminster and **3 hours' notice to cancel a game with a team outside of New Westminster.**

