

Chilliwack Minor Lacrosse Operating Policy Manual



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The Operating Policy Manual is a set of policies that the Chilliwack Minor Lacrosse Association (CMLA) Board of Directors uses to guide day-to-day decisions and operations. The Operating Policy Manual contains such items as the roles and responsibilities of various association positions, registration information etc. The Operating Policy Manual is to work in conjunction with the CMLA Constitution and By-Laws.

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

CMLA Statement of Purpose

The Chilliwack Minor Lacrosse Association (CMLA) recognizes the fact that its primary goal 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 by also teaching and reinforcing the positive aspects of team sports, including

- a) fair play
- b) sportsmanship
- c) respect for each other and for opposing teams
- d) respect for coaches and spectators
- e) respect for officials and the rules of the game

Lacrosse in British Columbia

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 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.

Amendments

The Operating Policy of CMLA may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present. Proposed amendments must be submitted to the Executive no later than fourteen (14) days prior to any regular or special meeting.

About The CMLA

The CMLA operated under the guidelines of its constitution and bylaws, and its operating policy manual.

Eligibility

All boys and 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 is to treat all of our members with equality, regardless of gender, in all respects, including, but not limited to the following:

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

Membership in the Association

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

Continued membership in the association requires that members remain in good standing, meaning that all membership fees are paid as per the CMLA by-laws. A family's membership fees shall be the registration fees paid to the association each playing year. A membership in the CMLA shall be considered as one vote per member with a maximum of two votes per family. 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

All individuals affiliated with the CMLA shall:

- a) Refrain from using 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) Participate in all games, practices and team events as often as they are able and in a positive, respectful way.
- e) Always represent the CMLA in a positive, respectful way.
- f) Develop community spirit and pride in our association.
- g) Respect all facilities utilized by our association, as well as any staff of those facilities.
- h) Emphasize sportsmanship and fair play while keeping the word FUN in lacrosse.
- i) Treat the game of lacrosse with the respect that it deserves.
- j) 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.
- k) Any CMLA official receiving a report as set out in paragraph (j) 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.
- l) Will adhere to BCLA's Social Media Policy.

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

- a) Breaches in any of the above, CODE OF CONDUCT.
- b) Uses their position with the 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

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 and/or another member of board the President deems appropriate (example, Past President, applicable Vice President or Director) 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 CMLA Constitution and By-laws, a member may be expelled from the association by a special resolution passed at a monthly general meeting. A notice of special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. A person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Maintenance of Order

- a) Maintenance of Order within the auspices of the CMLA's arenas shall be the responsibility of the home team's coaches and/or any association executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the association. If an association member is responsible for the disruption, he/she shall face the possibility of suspension from the association.
- b) Maintenance of Order outside of CMLA 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 CMLA in accordance with its constitution and by-laws, and its operating policy manual. The operating policy manual may be updated, or any new policies or rules can be made, by the CMLA board of directors in a general director's meeting.

The primary purpose of the Board of Directors is to establish and maintain the overall direction of the association. The board has a strategic role and takes responsibility for the overall governance of the CMLA. This includes:

- a) Creating a medium / long term strategic plan for the development of the CMLA.
- 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 Chilliwack Parks & Recreation) and with the members of the BCLA and LMMLC.
- f) Approving policies and procedures for the organization.
- g) Demonstrating leadership for the sport of lacrosse.
- h) Overseeing all aspects of ethics (including discipline, good governance, child protection, financial integrity, etc.)
- i) Operational day-to-day activities will be delegated by the board to specific directed, club representatives, and/or committees.

Board of Directors

The Board of Directors is comprised of directors that are elected by members at the annual general meeting and appointed members. Officers are directors elected by the Board of Directors to specific positions as identified below. Each elected board member will only have one vote regardless of any other positions or titles held in the CMLA. Each appointed Board of Director positions will not have a vote except for the Past President/Director at Large which will have one vote. Appointed members shall retain their general members voting rights in all general votes.

The elected board members shall be:

- President
- 1st Vice President - Operations
- 2nd Vice President - Development
- 3rd Vice President - Marketing
- Treasurer
- Secretary

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

- Head Coach
- Head Referee
- Registrar
- Scheduler
- Web Administrator
- Directors / Coordinators
- Equipment Manager
- Past President/Director at Large

Once appointed, the Board of Director(s) will appoint Designated Officials. The following positions are Designated Officials:

- Coaches
- Referees

Duties of Directors / Terms of Service

President - 2 year term on even years elected at the CMLA AGM

- a) Conduct the day to day operations of the CMLA within the guidelines of the CMLA's Constitution and Bylaws, CLA, BCLA and LMMLC.
- b) Presides at all meetings of the CMLA.
- c) Supervises the other Officers in the execution of their duties and supervise the general operations of the CMLA.
- d) Be a member of all committees and must be notified as to the time and place of each committee meeting.
- 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 and British Columbia Lacrosse Association meetings as 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.
- i) Be a signing officer of the CMLA.

1st Vice President - 2 year term on odd years elected at the CMLA AGM.

- a) Be responsible for the executive planning, working with the facilities and equipment managers.
- b) Supervise the general operations for the CMLA.
- c) Work with executive members and officers to produce a yearly budget, which shall include a savings plan, projected expenditures and a contingency fund.
- d) Work with the treasurer to ensure all funds are allocated and distributed properly for gaming purposes.
- e) Be responsible for delivering member information on Team B.C.
- f) Be an assistant to the President.
- g) Fulfill all duties of the President in his or her absence.
- h) Complete and present an annual activity report to the President at the AGM.
- i) Be a signing Officer of the CMLA.

2nd Vice President - 2 year term on even years elected at the CMLA AGM

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the management of the coaching programs.
- 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.
- d) Oversee the Head Coach creating and maintaining a skills development program for all players.
- e) Be responsible for the recruitment of coaches and trainers.

- f) Organize and host locally any training/development opportunities approved by the Executive Committee that can benefit individual players, teams, coaches, referees and trainers. Ex-
- g) Oversee and manage the activities of the Head Coach and Head Referee.
- h) Complete and present an annual activity report to the President at the AGM.

3rd Vice President - 2 year term on odd years elected at the CMLA AGM

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for advertising and increasing public interest in the CMLA.
- c) Be responsible for, with the input of the Executive Committee, arranging sponsorship, fundraising, marketing, public relations, promotions and media relations for the CMLA.
- d) Maintain the CMLA trophy case.
- e) With the assistance of the secretary, arrange team and individual photo day.
- f) Be responsible for the management of the inventory, acquisitions and sales planning for all CMLA apparel.
- g) Be responsible for the tracking of all financial transactions pertaining to the acquisition and sales of CMLA apparel and provide such records to the President and Treasurer at regular intervals.
- h) Convene and chair a committee responsible for the planning and oversight of any awards ceremonies or celebrations.
- i) Complete and present an annual activity report to the President at the AGM.

Treasurer - 2 year term on even years elected at the CMLA AGM

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the care, control and custody of all finances and financial records of the CMLA.
- c) Be responsible for all of the association's funds, writing of cheques, bank deposits, etc.
- d) Maintain a continuous record, which must be kept up to date. Records to be maintained for a period of seven years.
- e) Be responsible for submitting and monitoring all grants and fundraising applications.
- f) Draft and present a current financial report at every executive meeting.
- g) Draft and present a complete financial statement including a balance sheet, statement of current assets, accounts receivables and accounts payables including a copy of the operating budget for the same calendar year to the President at the AGM.
- h) Upon leaving the position, he/she shall turn over all books, papers, vouchers, invoices, cash and control of all bank accounts to their successor or the President.
- i) Be a signing officer of the CMLA.

Secretary - 2 year term on odd years elected at the CMLA AGM

- a) Assist the President in the performance of his/her duties.
- b) Keep a complete record of all meetings of the association and of all business and correspondence transacted there. Meeting minutes shall be distributed within one week of such meetings.
- c) Conduct the correspondences of the CMLA.
- d) Issue notices of meetings including agendas received from the President including but not limited to the Annual General Meetings, Special General Meetings and Public Notices or notices to the General Membership.
- e) Ensure any reports and/or statements or any other documents that may be required by the CLA, BCLA, LMMLC or any other governing bodies are filed as required within allotted timeframes.
- f) Prepare and maintain accurate lists of all members of the CMLA.
- g) Turn over all files, communications and documents pertaining to the affairs of the CMLA to their successor.

Head Coach - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the creation, organization and implementation of coaching programs within the CMLA prior to the commencement of the upcoming lacrosse season. This position reports to the 2nd Vice President.
- c) Ensure that all coaches maintain a high calibre of coaching.
- d) Be responsible for obtaining, training and supervising of all coaches in the CMLA. Arrange for clinics where required.
- e) Ensure coaches are up to date with all qualifications required for the level in which they are coaching.
- f) Coordinate annual 100B forms.
- g) Administer the Criminal Record Check program for all coaches and volunteers and be sure that they are kept up to date.
- h) Represent the CMLA at the BCLA Technical Support Groups Special Sessions.
- i) Complete and present an annual activity report to the President at the AGM.

Head Referee - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for assigning referees to officiate games during the lacrosse season. This position reports to the 2nd Vice President.
- c) Be responsible for obtaining, training and supervising of all referees in the CMLA.
- d) Arrange for clinics and training programs as required.
- e) Arrange for referee assessments as required.
- f) Represent the CMLA at the BCLA Technical Support Groups Special Sessions and any other Head Referee meetings.
- g) Provide the Executive Committee with information relating to BCLOA rules, regulations or directives.

- h) Work closely with the Head Coach reporting any discipline or assignment problems or any coach indiscretions relating to the refereeing of games.
- i) Responsible for the disciplining of referees within the CMLA, seeking the council of the Head Coach.
- j) Complete and present an annual activity report to the President at the AGM.

Registrar - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the registration of all CMLA players. This position reports to the President.
- c) Responsible for the records of all registered players and passing this information on to the BCLA and Division Coordinators.
- d) Work with the Treasurer and turn over all registration and/or tournament fees collected directly to the Treasurer within 48 hours of collection.
- e) Update membership lists.
- f) Keep individual file copies of birth certificates and registration forms for each player.
- g) Phone all returning players that have not registered to remind them to register.
- h) Phone all players who did not re-register with the CMLA to determine why they aren't returning.
- i) Complete and present an annual activity report to the President at the AGM.

Scheduler - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the scheduling of games and practices for all teams in the CMLA.

Web Administrator - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for promotion CMLA activities to the General Membership and to the local community through the use of the CMLA website and social media. This position reports to the Secretary and President.
- c) Complete and present an annual activity report to the President at the AGM.

Directors / Coordinators - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Positions:
 - Coordinator of Mini-Tyke/Tyke - Schedule games and snacks.
 - Director of Novice/Peewee.
 - Director of Bantam/Midget.
 - Director of Female.
 - Director of Continuous Improvement - Implement ideals for CMLA improvement.

c) Duties

- Overseeing the day to day operations of their appointed divisions.
- Attend CMLA executive meetings to act as a liaison between the divisions coaches/parents and the CMLA Executive committee.
- Shall act as the first point of contact for parents who have concerns regarding their coach/manager.
- Shall act as an arbitrator in any parent/coach disputes.
- Shall have the authority to enforce the Policies and Procedure as outlined by the CMLA.
- This position reports directly to the VP of Development.

Equipment Manager - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Responsible for the inventory and maintenance of all CMLA equipment and uniforms. This position reports to the President.
- c) Be responsible for distributing at the beginning of the year and collecting at the end of the year all CMLA uniforms, goalie equipment and other CMLA gear.
- d) Report necessary purchases or repairs to the Board as advised by coaches, directors, etc. and make said purchases or repairs as directed by the Board.
- e) Ensure proper storage of all uniforms and equipment during the off season.
- f) Complete and present an annual activity report to the President at the AGM.

Past President - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Act in an advisory capacity when requested by any member of the Executive Committee.
- c) Be a signing officer of the CMLA.

Director at Large - 1 year appointed by the Officers of Society

- a) Assist the President in the performance of his/her duties.
- b) Assume the responsibilities of the position of the Past President.
- c) Be a signing officer of the CMLA.

Coaches - 1 year appointed by the Head Coach

- a) Coaching positions within the CMLA ranks will be filled using the following criteria as guidelines:
 - Past history with the CMLA.
 - Knowledge of the game.
 - Coaching ability.
 - Technical qualifications (certified levels).
 - Temperament.

- Actively participate in evaluations, team selections and balancing.
- 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 - 1 year appointed by the Head Referee

- a) The CMLA will pay referee floor fees for any regularly scheduled tiering, regular season and playoff game. Exhibition and tournament games will be the responsibility of the teams participating in those games and Tournament Committees respectively.
- b) Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the CMLA.
- c) Referees are allowed to referee outside of the CMLA so long as it doesn't interfere with scheduling of CMLA home games.

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 CMLA.

Removal of Board Members

A member of the Board of Directors can be removed provided it is done according the Constitution and By-Laws of the CMLA. 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 Constitution and By-Laws of the CMLA.

Meetings

Annual General and General Meetings

- a) Shall be held in accordance to the Constitution and By-Laws of the CMLA.

Board of Directors Meetings

- a) Meetings of the Directors should be held approximately once a month and at a regularly scheduled time and place and chaired by the President. There are to be no regular meetings in the month of August.
- b) 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 CMLA President or his delegate in order that it may be placed on the agenda for discussion.
- c) The agenda set for meetings may include in camera matters, which shall remain confidential to the Executive Committee. In camera discussions shall be reserved for the purpose of protecting the anonymity of a minor, for disciplinary items, or for discussing details sensitive to a member. In camera meetings shall always be held with discretion.
- d) Times, locations and business agenda of any regular meeting shall be posted on the CMLA website. The time and location is subject to change upon majority agreement of the Executive Committee, with a minimum of seven (7) days notice posted on the CMLA website.
- e) Any General or Lifetime Member is welcome to attend these meetings.

Annual Budget Meeting

- a) The Board of Directors will meet annually, on a convenient date [probably in 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.

Fundraising

Association Fundraising

- a) CMLA 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 CMLA.

Team Fundraising

- a) Team fundraising should meet the majority approval from the parents of the team.
- b) There shall be no conflicts with the fundraising efforts of the CMLA, if there is the CMLA has priority.
- c) It is highly recommended that no cash transactions be undertaken for team expenses.
- d) The CMLA requires fund reconciliations from teams.

Record Checks

Individuals belonging to the CMLA should be advised that anyone in the capacity of a volunteer will 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 CMLA.

Registration

Registration fee includes a team picture, use of CMLA game uniforms, insurance and practice/game floor time. Refer to the CMLA 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

The CMLA recommends application to 3 not-for-profit organization that provide financial assistance for registration fees and equipment to kids aged 18 and under. Through a confidential application process they provide grants so kids can play a season of sport. Please refer to Kid Sport BC, Canadian Tire Jumpstart and Athletics 4 Kids. For more information or go to Registration on the CMLA Website.

Refund Policy

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

- a) Full refund, less \$25.00, upon receipt of request prior to February 28.
- b) Full refund, less 50%, upon receipt of request between March 1 and March 31.
- c) No refund after April 1 with the exception being a valid medical reason that occurs during the first two weeks of the regular season.

Waiting Lists

- a) Waiting Lists shall be comprised of the following:
 - Any returning players will take precedence over all other waiting lists.
 - All new players that register in the Novice, Peewee, Bantam, and Midget Divisions.
 - Any player from out of the CMLA draw zone that wishes to play for the CMLA. This list is always bumped to the end of the line by the new/returning player wait lists.
- b) Waiting lists shall be established after:
 - 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.
 - Maximum number of players and goalies for one team is set by the BCLA.
- c) 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,.
- d) A player is grand fathered into CMLA once they have moved out of the CMLA draw zone provided they have played lacrosse in Chilliwack, as a resident, for two or more consecutive years before moving out of the Chilliwack draw zone.
- e) A goalie that provides all of their own BCLA approved equipment and with a written request shall only pay the minimum BCLA fee.

Player Release Requests

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

- a) Player must be registered with the CMLA prior to requesting a release.
- b) The CMLA releases players only under extraordinary circumstances.
- c) Releases will not be granted under any circumstances immediately prior to, during and after evaluations.
- d) Players MAY BE offered a release if and when the CMLA cannot provide a team for the player to play for.
- e) Players will not be released if such a release results in a negative impact upon the CMLA's ability to field teams at that level.
- f) Players incapable of making a team and or playing at a particular level within the CMLA will not be released to play at the same level of a competing association.
- g) Players released from other associations to try out for CMLA positions will receive treatment no different than that of existing CMLA players.
- h) All release requests must be written and addressed to the CMLA Executive.
- i) Release request forms are available on the BCLA website.
- j) Release requests must be submitted prior to registration completion.
- k) All other release requests will be handled monthly or the next scheduled Executive meeting.
- l) All release requests are to be reviewed by the Board of Directors, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.

- m) The CMLA is governed by the LMMLC. While the LMMLC prefer such matters to be dealt with at the association level, any questions concerning releases, not answered by your association are best directed to the LMMLC Chairperson.

Rules and Regulations

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

Sponsorships

No team/teams will be allowed to solicit their own sponsorships with the idea of retaining the revenue for their own purposes.

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

- a) The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff game as well as any CMLA scheduled practices and evaluation session(s).
- b) Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the CMLA unless the CMLA has waived the floor fees. This includes any referee fees.
- c) Teams that fail to notify the CMLA Scheduler of any floor time to be canceled will be responsible to reimburse the Association for that floor time, using their own team funds.
- d) Teams must turn floor time back to the CMLA Scheduler if they do not have a game scheduled on their regular game night. If the CMLA 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.

Team Selection Guidelines

Player Evaluations

- a) Player evaluations shall be conducted for each playing division from Novice to Midget each playing season and each registered participant shall be given equal opportunity to participate.
- b) To participate in player evaluations a player must be registered with the CMLA.

- c) Player evaluations shall be organized by the 2nd Vice President of Development, Head Coach and coaches.
- d) Evaluators will use approved CMLA evaluation forms.
- e) Evaluators will keep confident their evaluations from parents, only to discuss with the President, 2nd Vice President of Development and Head Coach.
- f) Mini-Tyke and Tyke divisions will be evaluated but only for the purpose of balancing teams.

Team Selections

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

- a) The number of players selected or assigned to a team will be based on recommendations made by the President, 2nd Vice President of Development, Head Coach and evaluation sheets. These recommendations will take into account the number of players registered in a division, calibre and number of goalies available.
- b) Each parent of a registered player will acknowledge, that once registered with the CMLA will place their son/daughter on an appropriate team based on their evaluations. The registered player will be expected to play the highest calibre possible.
- c) When more than one team competes at the same level (A2, B or C) the President, 2nd Vice President of Development and Head Coach will ensure that the teams in the same division are properly balanced.
- d) Changes to the process may occur only with the approval from the Board of Directors. Only if the change is deemed to be equally fair to all players impacted.
- e) Mini-Tyke and Tyke divisions will play in-house with teams being balanced.

Finances

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

Expenses

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

Budget

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

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

Banking

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

Revenue

- a) The Association shall apply for Gaming Funds on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Executive as to the budget needs. Funds received from the Gaming Commission will be deposited into the Gaming bank account.
- b) General Operating account will receive revenue from:
 - Registration in accordance with the rates established at the AGM.
 - Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account.
 - Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue.
- c) Interest Revenue.
 - All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions.
- d) Miscellaneous Revenue.
 - All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue.

Disbursements

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

- a) General & administrative:
 - Require authorization of two of the four signing officers.
 - Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Officers of the Society.
 - Budgeted expenses in excess of \$500 will require a majority vote of the Officers of the Society.
- b) Extraordinary Expenses
 - 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.

Items above will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote of the Officers of Society.

- c) Capital Acquisitions
 - Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life.
 - The Association must own capital acquisitions.
 - Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association.
 - Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
 - Such funds in the case of Capital Plans must be identified and secured.
- d) CMLA AGM:
 - Expenses shall be drawn from the general operating account.
- e) BCLA AGM
 - Expenses shall be drawn from the general operating account and the CMLA shall cover the expenses of voting members attending the BCLA AGM in representation of the CMLA.
 - A maximum of \$500.00 expense account per CMLA representative will be awarded with the proper receipts submitted to the treasurer.
 - Selection of the CMLA Representatives for the BCLA AGM will be made by the Executive and must be an elected board member.

CMLA Colours and Name

The official recognized colours of the CMLA shall be predominantly: Green, White, Yellow and Black. All teams in the CMLA shall be named and known as Mustangs. The CMLA name and logo may only be used, by others, if a written request has been granted by the board of directors.

Equipment / Uniforms

Deposits

- a) A deposit cheque will be required from each registered CMLA player for each CMLA uniform handed out.
- b) The amount of deposit required and date of deposit cheque is up to the discretion of the executive committee. This is may be changed annually.
- c) A deposit cheque is required for any goalie equipment signed out to registered CMLA goaltenders.
- d) The amount of deposit required and date of deposit cheque is up to the discretion of the executive committee. This is may be changed annually.

Goalie Equipment

- a) Goalie equipment will be provided for the Mini-Tyke, Tyke, Novice, Female and C divisions. Deposit required.
- b) Goalie equipment will be provided for Peewee, Bantam, Midget in A/B divisions. If any of the equipment is deemed unsatisfactory for personal reasons the CMLA will not be responsible for replacing it and the player will be responsible for purchasing his own. Deposit required.
- c) It is recommended that goaltenders purchase their own gloves, jocks/jills and sticks. Every goalie must have his/her own helmet.
- d) Goaltenders going to camps or tryouts may request, in writing to the CMLA Equipment Manager or President, to borrow CMLA goalie equipment. This must be discussed at the next available executive meeting and have a majority vote.
- e) A rental fee will be administered for use of goalie equipment at any non-CMLA sanctioned events. Contact the equipment manager for rental agreements and pricing.

CMLA Awards

- a) The CMLA will present the following team awards at our annual awards night for the Novice to Midget divisions:
 - Team MVP
 - Workhorse
 - Most Improved
 - Unsung Hero
 - Sportsmanship
- b) The CMLA will present the following association awards at our annual awards night:
 - Player of the Year
 - Rookie of the Year
 - Referee of the Year
 - Volunteer of the Year
 - Coach of the Year
 - Sportsmanship
 - Lifetime Achievement
- c) The CMLA will present graduating Midgets with a commemorative jersey.
- d) The CMLA will provide medals for the Mini-Tyke division.
- e) The CMLA will provide a trophy allowance of up to \$10 + taxes per registered player in the Tyke division. Trophies to be ordered and paid for by each team with receipts submitted to the CMLA treasurer for reimbursement.

Concussion Protocol

See the “Concussion Protocol” forms on our website.