



2018 MINOR PROVINCIAL CHAMPIONSHIP DIRECTIVE

1. JOB DESCRIPTIONS

a) PROVINCIAL PLAYOFF DIRECTOR (PPD)

Appointed member of the Minor Directorate who governs all Provincial Championships in consultation with the VP of Operations or designate.

- 1) The PPD or their designate will be in attendance through the entire Provincial Championships.
- 2) Appoints Designates and Delegate's duties as required.
- 3) Ensures schedules are prepared for the Provincial Championship games.
- 4) Works in conjunction with the Host Convenor.
- 5) Receives the reports from each Host Convenor and submits a year-end report including Provincial Championships Financial Statements within 2 weeks of the conclusion of the events.
- 6) Ensures that medals and awards are ordered.
- 7) Ensures suspension histories of all competitive division participants are obtained from the Commissioners of each league one week prior to respective Provincial Championship.
- 8) Ensures appropriate insurance coverage is in place for Host Venues.
- 9) Contacts Zone Directors to Ensures participation at all levels.
- 10) Ensures budgets are prepared by each Host and reviewed by the Provincial Championship Director and submitted to the BCLA for approval.
- 11) The PPD receives declaration forms on **Monday, June 4, 2018 by 4:00 PM** via the BCLA Office.
- 12) Ensures that an active Commissioner is available at each Provincial Championship Tournament.
- 13) The Provincial Championship Playoff Director (or designate), is responsible to ensure all disputes or protests are reviewed per MD OP Regulation 12.14 (d), and shall relay the results.
- 14) If the Commissioner is unavailable, the Provincial Championship Director can levy suspension as per the Minor Directorate Suspension Rules, up to a maximum of 5 games.
- 15) If the PPD is incapable of completing the duties as required, the Minor Directorate Chair will appoint an alternate.

b) PROVINCIAL CHAMPIONSHIP SUPERVISOR

- 1) Appointed member by the PPD of the Minor Directorate to co-ordinate and supervise the Minor Provincial Championships. This volunteer is not required to be a sitting member of the Minor Directorate.
- 2) Is in attendance at designated Provincial Championships.
- 3) Works in conjunction with the PPD.
- 4) Delegates duties as required by the PPD.
- 5) Submits final Provincial Championship report that they have been involved with to the PPD within two weeks of the conclusion of each event.
- 6) Ensures that the referee fees are available after each game played.
- 7) Ensures all necessary documentation and supplies are returned to the BCLA Office, including but not limited to scoresheets.

c) PROVINCIAL CHAMPIONSHIP CONVENOR HOST REPRESENTATIVE

- 1) Approved by the BCLA VP Operations and Provincial Championship Playoff Director.
- 2) Appoints Coordinators to Ensures successful Provincial Championships.
- 3) Works in conjunction with the Provincial Championship Playoff Director.
- 4) Responsible for the posting of schedules and scores as directed by the PPD.
- 5) Will be responsible for submission and review of a projected budget to the PPD by **March 29** of the playoff year of the Provincial Championship each Host is awarded.
- 6) Will organize a meeting room and refreshments for the Coaches' Meeting where player eligibility will be verified and Provincial Championship rules will be reviewed.
- 7) Organizes the recognition ceremonies and shall arrange for the award presentations.

- 8) Responsible for the orderly operation of the Provincial Championship Headquarters and off-floor events, and shall ensure that adequate records are kept (eg. Financial, volunteer, etc)
 - 9) Arranges for All Star Selection Committee and MVP Statistician.
 - 10) Ensures adequate volunteer base is available, including for game sheet preparation.
 - 11) Submits to the PPD a written report including a Financial Statement (i.e.: Revenue & Expenses) by August 15 before reimbursement is made to the Host (Association, Zone or Commission) by the BCLA.
 - 12) The Provincial Championship Convenor or their designate will be in attendance throughout the entire Provincial Championship.
- d) **PROVINCIAL CHAMPIONSHIP VENUE COORDINATORS**
- 1) Appointed by the Provincial Championship Host Convenor.
 - 2) Strike committees to ensure a harmonious and successful Provincial Championships. i.e., announcers, entertainment, media coverage, concessions, 50/50, bench officials, blood clean-up kits are available, dressing room assignments and inspections. Ensures facilities are adequate and 30-second clocks are in place.
 - 3) Deal with the every day arena matters.
 - 4) Works in conjunction with the Provincial Championship Host Convenor.
- e) **PROVINCIAL CHAMPIONSHIP COMMISSIONER**
- 1) Is a currently ratified Commissioner and is appointed by the PPD.
 - 2) Ensures suspension history is received from the Provincial Championship Playoff Director.
 - 3) Rule on any infractions within Provincial Championship play.
 - 4) Ensures that all suspensions and 5-minute major penalties are recorded and reviewed for any accumulation suspensions.
 - 5) Responsible to send Player or Coach Discipline reports to PPD who will forward to Association Presidents at the conclusion of the Provincials.
 - 6) Responsible to prepare and send the Major Penalty Summary Sheet (and Carry over suspension list) to PPD at the conclusion of the Provincials who will forward to the BCLA Technical Director and to the MD Chair and MD Secretary.
 - 7) Any other Commissioner duties as assigned by the PPD, including packaging of all verification rosters, game sheets, game reports, and suspension reports into an envelope to be sent to the PPD (c/o the BCLA Office) at the conclusion of the event. These will then be scanned into a PDF for permanent record keeping purposes (archives and insurance).

2. DECLARATION

- a) Each team wishing to participate in Provincial Championships will be required to fill out and submit a declaration form to the BCLA Office by no later than **4:00 PM on Monday, June 4, 2018. No declarations will be accepted after this date.**
- b) Forms can be mailed, or sent by courier. The form is received at the BCLA Office and then forwarded to Director at a later time. This form is to be considered a commitment for participation and **must** be accompanied with payment to cover declaration fees as per the amount specified on the Provincial Declaration form payable to the BCLA. (Please note for Provincial Championship playoffs on the cheque.)

3. PLAYER ELIGIBILITY

- a) The BCLA will supply a copy of the original team registration form to the Provincial Championship Directors. Players not on the lists must have qualified by playing a minimum of four games. These must be league, sanctioned tournament or playoff games (or combination) played during the current year with the team they are registered with.
- b) To be eligible to play in a Provincial Championship tournament, a player must have played in a minimum of four league, sanctioned tournament games or play-off games, or combination of, during the current year with the team they are registered with. A copy of the original team registration form will be used to verify the declared team roster at the coaches meeting. In addition, Female Junior players may be eligible to participate with less than 4 games and must follow all processes as found in BCLA MD Operating Policy Regulation 12.05(a)(i).

- c) In addition, for call-ups to be eligible, they must have played 4 games in total at a higher division and/or calibre than the team they are registered with. Proof of game sheets must be provided to the Playoff Director. A maximum of two (2) "A" players may be added to a "B" or "C" roster after June 1st to play in their provincials. This includes call-ups for provincial play.

EXHIBITION GAMES DO NOT COUNT TOWARDS ELIGIBILITY.

- d) In zones where associations run "house league" teams and no sanctioned tiered leagues are run, the four-game rule will not apply for Provincials. Players added from house league teams or lower divisions must be sanctioned by the Zone Director.

In zones where tiering does not take place, in established Associations with four (4) or more years of playing experience, with more than thirty (30) players in the same division excluding players with "0" experience (i.e., PeeWee, Bantam, Midget), the first declared team for the Provincial Championship must declare at an "A" level. In addition, in zones where tiering does take place in established Associations with four (4) or more years of playing experience with four (4) or more teams declaring in the same division for Provincial Championships, one of the declaring teams must be "A1". In extenuating circumstances, with rationale, an Association may request (prior to June 1, as per Regulation 5.03) and must receive authorization from the Minor Directorate to play at a lower level.

- e) Minors can only participate in one Minor Provincial Championship. Exceptions can be made for the position of goaltender only in exceptional circumstances, by the Playoff Director as per the current Minor Provincial Championship Directive. Exceptions will also be made for players successful in participating in Provincials under Regulation 4.08 (d) (combined female zone team).
- f) Eligibility must be verified by game sheets and all the information must be available prior to the team's first game.
- g) Midget, Bantam and Peewee, where "C" leagues are formed, no Association may declare** a "C" calibre team with more playing experience than the following:

Peewee – 2 years times the number of registered players except the 3 most experienced players.
Bantam – 3 year times the number of registered players except the 3 most experienced players.
Midget – 4 years times the number of registered players except the 3 most experienced players.

Example (Peewee) 15 registered players

Total number of years of experience is 24 years: $(15-3) \times 2 = 24$

This must be sent to the League Commissioner by May 7th of the playing year. This calculation will be made again at the Provincial Championship at the time of verification and the team attending the Championship must still meet the calculation as noted.

**IF a commissioner moves a team during the season to play in the "C" League, the years of experience rule does not apply (as per BCLA OP 5.03).

- h) The head coach of each team must arrange to have one team representative who is able to take responsibility for the team and to conduct the business of the meeting at the Coaches/Managers Meeting held prior to each provincial event. Failure of said representation at the meeting may result in the team's Head Coach being suspended for the team's first game.

An official team roster verification must include:

- Team name, jersey numbers, then players' names.
- Not to exceed a maximum of twenty-two (22) players as per BCLA Operating Policy, Regulation 10.
- Per CLA Rule 15, a Team Captain (C) must be named at this time.
- Additionally, two Assistant Captains (A) may be named.
- These designates may not be changed.
- Any team that does not provide a signed verification sheet by the end of the Coaches/Managers Meeting shall have their Head Coach suspended for their first game.
- Once approved by the Provincial Championship Supervisor, no changes will be permitted except for the alternate goaltender.
- A team official must still verify and sign game sheets prior to the start of each game.

- i) Any team found to be playing ineligible player(s) will be expelled from Provincial Championships.

4. ALTERNATE GOALTENDERS (Non-Qualified)

- a) Each team may carry a dressed goaltender from a lower calibre or divisions. The Goalie may only be drawn from a team in his/her Association. The four game qualification rule will not apply to alternate goaltenders. The Goaltenders can be played at the discretion of the coach. Notification to the Provincial Playoff Director is required when using a goaltender from a lower caliber or division. Goaltenders may play in more than one championship with the approval of the Provincial Playoff Director and Minor Directorate Chair.
- b) Goaltenders who do not meet the above requirements who may be from the same association and of the same division and calibre may play in the event of injury, illness or suspension during the championship. This request must be made to and approved by the Provincial Playoff Director and Minor Directorate Chair with discussion from the Commission Chair of said team. Once the alternate goaltender has been used, a medical note from a physician will be required before the team's goaltender may play again. IN the event of suspension, the suspension must be completed. Goaltenders may NOT play for two teams at the same championship.
- c) In the event that teams do not have a goaltender available in their association as listed in (a) or (b) and they cannot bring their own goalie (s), a goaltender from another association within their zone may be requested and must be approved by the Provincial Playoff Director and Minor Directorate Chair with discussion from the Commission Chair of said teams.
- d) If a team's goaltender is at Provincials and unable to continue play due to injury/illness or other emergency, the BCLA Minor Directorate will attempt to assist in finding a replacement goaltender, preferably from but not limited to a lower division or calibre. Should the team find a replacement goaltender, approval from the Provincial Playoff Director and Minor Directorate Chair will be required prior to the goaltender being permitted to play. If the replacement was due to an injury/illness, should the team's original goaltender be able to return to play, this will only be permitted with a physician's note and the goaltender that has been approved for replacement will not be permitted to continue playing for the team. **If the team's original goaltender is not available due to a suspension, a replacement goaltender will not be permitted and instead, one of the team's players will be required to dress as the team's goaltender.**
- e) Teams are responsible to carry the necessary goaltender equipment in any case where an alternate goaltender is used.
- f) Goaltender safety exemption forms, if in place, must be submitted at the coaches meeting.

5. OVER AGE PLAYERS

Any overage players being permitted to play down an age group in regular league play by League Commissioners will NOT be eligible for Provincial Championships Round Robin playoffs or Provincial Championships. This rule will not affect the team's eligibility for Provincial Championships. Note: Overage players can attend the event with their team but are not permitted on the bench; however, with permission from the Provincial Playoff Director, the players can participate in team photos and ceremonies.

6. TEAM PERSONNEL

Per BC Lacrosse Coaches Group Policy 7.01: In all divisions in at the Minor Box level, no one but players in uniform and suitably registered and trained/certified bench personnel shall be permitted to occupy the player's bench. A maximum of four (4) non-playing personnel are allowed on the bench. Certified trainers or other qualified personnel shall only be allowed on the bench to attend to player injuries. Where facilities do not permit access to the bench without entry to the playing surface, a certified trainer will be allowed on the bench.

- a) Head Coaches and Assistant Coaches who will be competing in Provincial Championships must comply with the NCCP as per the BCLCG and verified by the BCLA Technical Director prior to their first game.

- b) Trainers must be certified (per BCLCG 7.03), listed on the Form 100B and verified by the BCLA Technical Director.
- c) Team Personnel are not permitted to speak to Officials and should speak to the RIC or a Director if a Head Coach has any concerns/comments.
- d) A Head Coach is ultimately responsible for the actions of the team fans/parents, and if necessary, may be required to assist with control of fans/parents (this includes arena rules surrounding "no air horns"). Provincial Supervisor will have final say on offensive noise-makers.
- e) Team photographers and videographers are at no time permitted on the players' bench, the penalty bench or at the time/scorekeepers bench. These people are not critical to the operation of the team and are not permitted in these areas. At the conclusion of medal games, parents, photographers, and videographers are permitted on the floor, gaining access through their own players' bench only and only if time permits. This does NOT include event photographers assigned by the Host Committee or BCLA for official capacities.
- f) Are responsible to ensure players are provided with equitable playing opportunities and shall abide by the BCLA Fair Play policies (see BCLA Minor Directorate Operating Policy Regulation 4.16).
- g) Any coach added to the teams official roster after the declaration form submission must be verified by the BCLA Technical Director 1 week prior to the start of provincials. No coach can be added to the teams official roster unless there is an emergency after this time.

7. **RULES (subject to change by the Minor Directorate)**

All play will follow the current CLA Rule Book and CLA Situation Handbook, rules passed by the Minor Directorate, and the current Minor Directorate Disciplinary Rules except:

- a) In the event of a jersey conflict, the Provincial Director may consult with the on-floor officials and will decide who will change jerseys (may not always be the Home Team)
- b) **Warm-up Allocation.** A minimum of 2-minutes will be mandatory to a maximum of 5-minutes, time permitting.
- c) Air horns and sirens are not allowed. Any disruptive behaviour is subject to removal from facility by the Provincial Director or Supervisor.
- d) "Home" and "Away" benches are assigned prior to the event and shall not be permitted to change by request of either team.

NOTE: Home team may be required to provide a timekeeper and the visiting team may be required to provide a scorekeeper for pre-medal games.

8. **GAME TIME ALLOTMENTS**

a) **ROUND ROBIN**

During the Round Robin games, game duration will be three 20 minute running time periods. Last five (5) minutes of the third period will be stop time, if less than six (6) goals apart. Once stop time has started it will be in effect for the whole five (5) minutes. If, at the five (5) minute mark, the score is six (6) goals or more, running time will be in effect for the rest of the game. This is regardless if the score changes to be less than six (6) goals difference. In the event of a tie, after regulation time, the teams will rest two (2) minutes (ends do not change) and there will be a 10 minute sudden victory overtime period played. In the event that there is no decision after over-time, the tie will remain in effect, with one point awarded to each team. Running time will be used for sudden victory over-time.

b) **CROSSOVER GAMES**

In Crossover games, game duration will be three 20 minute running time periods. Last five (5) minutes of the third period will be stop time, if less the six (6) goals apart. Once stop time has started, it will be in effect for the whole five (5) minutes. If, at the five (5) minute mark, the score is six (6) goals or more, running time will be in effect for the remainder of the game. This is regardless if the score changes to be less than a six (6) goal difference.

In the event of a tie, after regulation time, the teams will rest five (5) minutes, change ends and play a full ten (10) period with the last two (2) minutes of the period being stop time. If there is no decision, the teams will change ends for the last time and a series of five (5) minute rests and ten (10) minute periods will be played until the first goal is scored (sudden victory). Running time will be used for all sudden victory.

c) **MEDAL GAMES**

During Medal games, the game duration will be running time for the 1st and 2nd periods with the 3rd period being stop time, if less than six (6) goals apart. At any time if the goal spread is ten (10) or more goals, running time will be in effect for the remainder of the game. Once running time has started, it will be in effect for the remainder of the game.

In the event of a tie, after regulation time, the teams will rest five (5) minutes, change ends and play a full ten (10) period with the last two (2) minutes of the period being stop time. If there is no decision, the teams will change ends for the last time and a series of five (5) minute rests and ten (10) minute periods will be played until the first goal is scored (sudden victory). Running time will be used for all sudden victory.

d) **ALL GAMES**

i. In the case of any delay in games, the PPD reserves the right to amend on-floor warm-up time. In any case where a Director finds it necessary to amend on-floor warm-up, all team warm-ups are to be completed off-floor and a "goalie warm-up" of two minutes will be allowed on floor.

ii. In the case of extremely hot weather, the PPD will advise the RIC if at the ten-minute mark of each period, during a natural break in play, but not right after a goal, a "water-break" time out will be instituted for goaltenders. Teams are not to approach benches and officials have the right to impose a team's "time out" for teams that elect to change lines or coaches who lend instruction during the "water break".

9. **RULE 70** – Time-out - only one time-out (60 seconds) per game (including Overtime).

10. **STANDING POINTS**

In Round Robin play:

- a. A winning team shall be awarded two points.
- b. The losing team will be awarded no points.
- c. In round robin play, after the overtime period is played and a tie still exists then each team will be awarded one point. **If the game is decided in Overtime then the winner gets 2 points and the loser gets zero.**
- d. The number of points will determine the standings in the Provincial Championships.
- e. In Crossover and Medal round ties standings will be broken by the Official Tie Breaker Rule.

11. **Mercy Rule:** If a team is winning a game by 8 goals or more the time keeper will discontinue entering additional goals on the main clock. If the losing team scores goals may be added as they occur. Please note that goals are always recorded on the score sheet under these circumstances.

12. **(a) TIE-BREAKER RULE – ROUND ROBIN**

In the event of a tie in points in playdowns and Provincial Championships, the following shall be used to determine final standings:

- (i) Two teams tied, the winner of game or games between the two teams advances. If still tied, the team which scored the first goal in the tied game, is to be declared the winner of that game.
- (ii) Three or more teams tied, if one team has defeated the other teams with which it is tied after round robin play, that team shall advance. If this is not possible, the team with the best goal average (calculated only with scores between the tied teams) advances. If two teams are required to advance, the goal average formula is calculated only once and the two teams with the best goal averages move on.

(b) TIE-BREAKER RULE – 2 POOLS, playing Cross Pool

In the event of a tie in points in Provincial Championships, the following shall be used to determine final standings:

1. Winner of games between the tied teams

2. Goal Average Formula (for entire division/tier)
3. Most Goals For
4. Least goals against
5. Least penalty minutes

GOAL AVERAGE FORMULA

GF divided by the sum of GF + GA = Goal Average

13. Minors will not be required to wear matching Helmets and Gloves.
14. Minors are only required to have Jersey numbers on the backs of their jerseys.
15. Minor Goalies will not be required to wear matching jerseys.

16. GAME OFFICIALS

*Travel and accommodations to be discussed and authorized by the BCLOG Vice- Chair Minor.

- a) Game referees and 30-second official will be chosen by the BCLOG Vice-Chair Minor, from the ranks of all carded BCLOG Member referees.
- b) The Provincial Championship Convenor, subject to the approval of the PPD or designate will appoint bench officials.

***NOTE TO ALL PARTICIPATING TEAMS:** If you have qualified officials travelling with your team, please make the Provincial Championship Director aware of these people, as he/she may need help during the Provincial Championships.

- c) Referee Fees and 30-Second Official Fees – paid by the Minor Directorate as per current BCLA Fee Schedule (BCLA General Operating Policy, APPENDIX B).
- d) The Referee-In-Chief will provide the Provincial Supervisor with a list of officials and games for each day, before the first game of the day.

17. AWARDS

(Per Regulation 12.08):

Pennants and awards will be provided by the BCLA for all Championships. Gold, Silver, Bronze, as well as participation mementos may be provided at the discretion of the BCLA Executive, in A1, A2, B, C and Female Box Lacrosse Championships. Tournament All-Stars consisting of one playing member of each team. Game MVPs (one from each team) will receive awards in all Provincial games. An overall MVP will be chosen from each division. The ordering and distribution will be the responsibility of the Minor Directorate.

18. TEAMS DROPPING OUT

Declaration forms for Provincials and payment in full, payable to the BCLA of said teams to enter Provincial playdowns not received by the BCLA Office by the set date by the Minor Directorate for the playing season will result with the said team becoming ineligible for the Provincial playdowns and Provincials of the playing year.

Declaration forms will not be accepted if the team has declared to play in a calibre lower than their final Commission placement.

If a team withdraws from participation in the Provincial Championship Tournament after declaration, the parent association could be fined \$1,000.00. After a provincial berth is confirmed/assigned, the parent association could be subject to a \$3,000.00 fine per team that withdraws. This policy shall be printed on the Provincial Declaration Form. It is further understood that Recognition Ceremonies are a part of the Provincial Championship Tournament and that teams participating in a Provincial Championship must also participate in the Recognition Ceremonies. Teams failing to participate in these Ceremonies will also be subject to the fines as indicated. A "Team" is defined as the roster declared at the Coaches Meeting.

Note: Should an emergency arise which necessitates a team leaving early, the Provincial Championship Playoff Director shall be consulted.

19. HOST ASSOCIATION TEAMS

The Host will have a berth into the Tournament for each division/calibre. If the Host does not have a team or wishes to not participate, then the Minor Directorate may fill the spot.

20. RESPONSIBILITIES. See Hosting Agreement.

21. PLAYDOWN DEADLINES

Commissioners are to provide the BCLA Office and the PPD with all the names of the teams that will be competing in the Provincials **by 9:00 PM on or before the following dates:**

Females (all Divisions) – Wed, July 4, 2018
Peewee – Wed, July 4, 2018
Bantam – Wed, June 27, 2018
Midget – Wed, July 18, 2018

NOTE – Commissioners are to provide updates concerning teams no longer involved in playdowns to Playoff Director and to the BCLA Office.

22. WILD CARD PLACEMENT

At the Provincial Declaration Meeting, if an opening needs to be filled for a particular draw (per Policy Regulation 12.03), the Minor Directorate may choose to declare a Wild Card Playdown for that spot if there are two or more zones that have teams eligible to fill that spot and those zones are able and willing to participate in a playoff. The Minor Directorate will designate where and when the game(s) will be played so as to have the draw spots filled in time for the winning team to participate in the Provincial Championship.

*Any vacancies may be filled by the Minor Directorate.

23. FORMATS

“A1”, “A2”, “B”, “C” and Female Box Provincial Championships

There could be 4 to 10 teams in all Provincial Championships. There will normally be an even number of teams, unless the declared number of teams in the division warrants an odd number of teams for the division. With 8 or more teams, the teams will be split into 2 pools. Each pool will play a full Round Robin to establish final Pool standings. First place team of Pool 1 to play second place team of Pool 2. Second place team of Pool 1 to play first place team of Pool 2. First place teams shall be declared the Home teams. Winners of these crossover games shall proceed to the Gold and Silver game. The non-winning teams involved in the crossover games will compete for the Bronze medal.

For 6 or less teams the format will be a full Round Robin, each team play every team with the top four teams advancing to the medal round. ***In the case of a four-day event, the Minor Directorate will use round robin placement to place teams in the final medal games (1st vs 2nd play for gold; 3rd vs 4th play for bronze).***

All Zones will play down as per Operating Policy 12.03.

Zone 1	1 team
Zone 2	1 team
Zone 3, 4, 5	3 teams
Zone 6	1 team
Zone 7	1 team
Zone 8	1 team
Host Association/Commission	1 team

*Any vacancies may be filled by the Provincial Minor Directorate

24. a) The BCLA Risk Management Manual and Guidelines can be found in the Provincial Director's meeting room and is normally included with other supplies from the office.
- b) The Minor Directorate supervisors can enlist the advice of the BCLA-approved Sport Medicine staff with regard to players who have experienced any head trauma and/or other injuries as necessary to determine if and when a player may return to play.