



**2025-2026**

**OPERATING POLICY:**

***COACHES***

*Revised January 2026*



## BC LACROSSE ASSOCIATION

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### BC LACROSSE COACHES GROUP OPERATING POLICY

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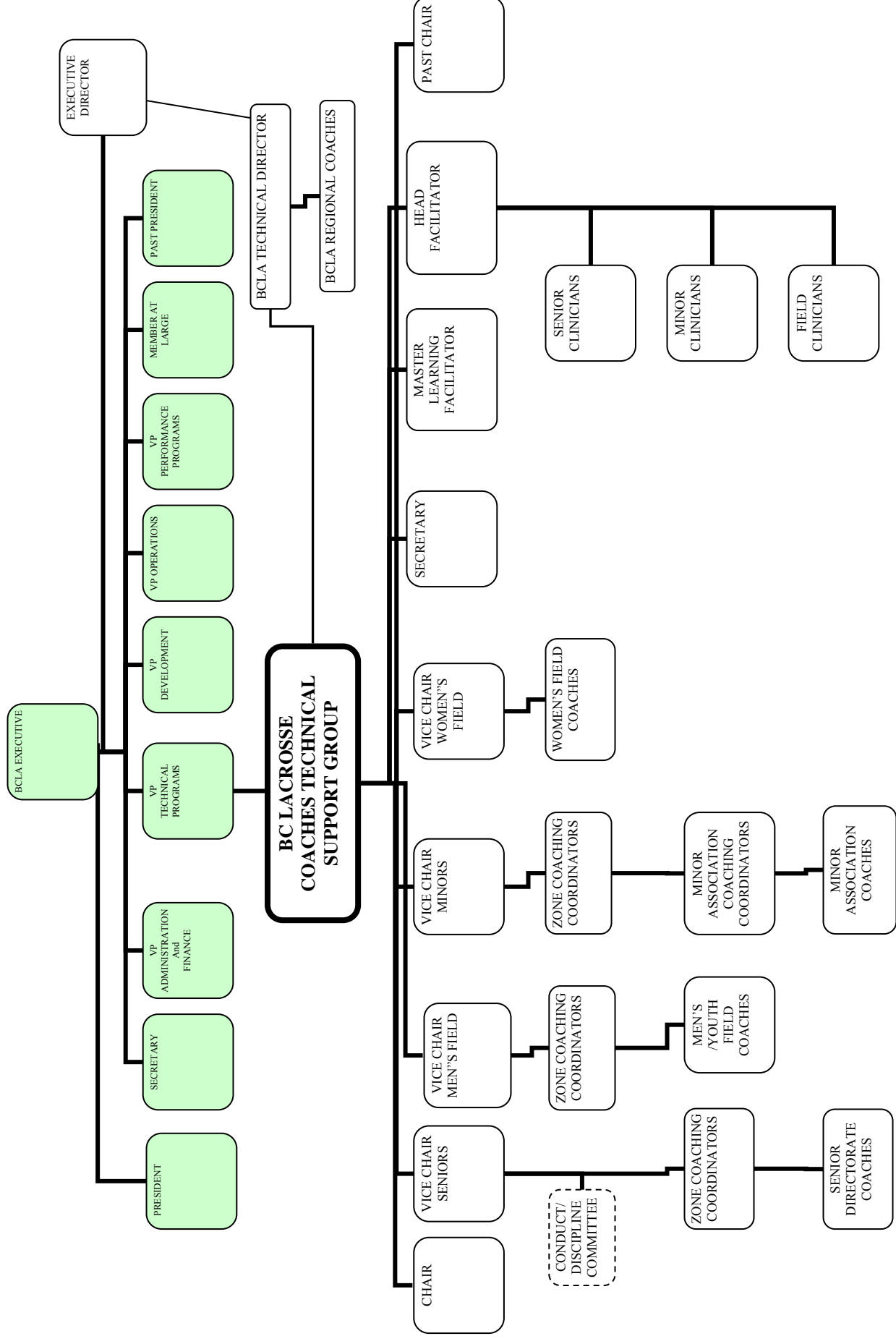
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# BC LACROSSE COACHES COMMUNICATION CHART

October 2017



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# BRITISH COLUMBIA LACROSSE COACHES ASSOCIATION

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## OBJECTIVES

### To improve the level of coaching by:

- providing workshops and clinics, both theoretical and technical.
- making coaching aids available.
- registering all coaches in British Columbia
- providing a system for disciplinary action where applicable and for an appeal process for all members.

### To improve the game of lacrosse by:

- promoting good fellowship among association members.
- encouraging constructive communication and relationships among BCLCG members.
- providing opportunity for input concerning the rules and regulations involved in "the playing of the game".
- upholding the LC Lacrosse Coaches Code of Ethics.
- insisting that coaching be done in accordance with the LC Rule Book and the World Lacrosse rulebook with the only exception being those rules changed or permitted by the Minor Directorate, Senior Directorate or Field Directorate.

## REGULATION 1: MEMBERSHIP

1.01 All coaches shall belong to the BCLCG.

1.02 To be an active member of the BCLCG, a Coach must:

- (a) Be registered with the BCLA through the BCLCG utilizing one of the following forms:

**Form 100B** – Box Lacrosse

**Form 100M** – Youth/Men's Field Lacrosse

**Form 100W** – Women's and Senior Women's Field Lacrosse

Forms with fees as outlined in Appendix "B" of the BCLA Operating Policy must be received by the following dates in the current coaching year:

**Form 100B** – All Minor Box Coaches **May 1**

**Form 100M** – All Youth/Men's Field Lacrosse Coaches **Oct 1**

**Form 100B** – All Senior Box Coaches **May 15**

**Form 100W** – Women's Field Lacrosse Coaches **Oct 1**

**Form 100W** – Senior Women's Field Lacrosse Coaches **May 1**

- (b) Coaches must meet the minimum standards outlined on the applicable Form 100 for each discipline by the deadline date for submission as indicated in 1.02 (a). Coaches attending training sessions (clinics) in the current year must complete all required training to meet the minimum standards in their particular coaching position prior to the deadline dates for submissions as indicated in 1.02 (a), in the playing year following the year of training (clinic).

- (c) Coaches of athletes 18 years or younger must submit to a criminal record check per General Operating Policy Regulation 17 with the Form 100's.

1.03 (a) Any deletions or additions to the coaches listed on the Form 100's after the deadline for submission dates must be requested in electronic or written form by the appropriate administrative body, i.e., minor association club or team executives. The requests are sent to the Zone Coaching Co-ordinators for Minor Box, BCLCG VP – Senior for all Senior Box coaches and the appropriate BCLCG Vice Chair – Field for all Field players. Zone Coaching Co-ordinators shall forward all requests to the BCLCG Vice Chair – Minor.

All changes must be approved by the BCLCG and all approvals returned to the sender and also a copy to be kept on file by the BCLA Office.

Any change to the coaches appearing on the playoff declaration forms from those submitted on the Form 100 must be approved by the method outlined above.

- (b) During play-offs or Provincials, in the event that the declared certified coach is not able to coach the team because of illness, death or suspension, the team's governing body or, failing that, the BCLCG, on an interim basis, can effect a replacement with another qualified coach.

1.04 All members of the BCLCG are entitled to:

- Insurance coverage as per Section 6 of the BCLA General Operating Policy.
- Voting privileges at the BCLCG Special Session.
- All applicable coaching material and upcoming training opportunities.

1.05 All minor associations (box and field) will be represented by a Coaching Co-ordinator or delegate who shall attend each scheduled minor coaches meetings. Failure to attend such scheduled meeting will result in a fine.

Meetings can now be run online, via Zoom/Teams.

Fine Guidelines as follows:

1st meeting missed	\$25.00
2nd meeting missed	\$35.00
3rd meeting missed	\$60.00
Additional Meetings missed	\$60.00
Special Session missed	\$100.00 fine

**NOTE:** This is per BCLA fiscal year. Any fines not paid could result in an association being declared "not in good standing".

## REGULATION 2: REGISTRATION

2.01 A registration fee will be assessed to all associations and clubs for all coaches, including assistant coaches, of all teams, per year. (Please refer to **Appendix B: BCLA Registration Fees**).

2.02 The registration fee will be used by the BCLCG as part of the budget for each year and will cover expenses including:

- (a) National Coaching registration fees
- (b) Insurance coverage
- (c) Correspondence
- (d) Administration
- (e) All Meeting Expenses - AGM/Coaching Co-ordinator
- (f) New Projects

2.03 (a) Any associations or clubs not submitting the BCLCG Form 100's with full payment of coaches registration fees by the deadlines in Regulation 1.02 (a) will be subject to a fine until the forms are properly filled out and received by the BCLA Office no later than midnight May 15 for Senior Box Lacrosse, midnight May 1 for Minor Box Lacrosse, midnight October 1 for Men's/Youth Field lacrosse and May 1 for Women's Field Lacrosse, or they will not be eligible for Provincials.

- (b) All associations or clubs that do not submit fees to the BCLA regarding coaches on Form 100s, will not be in good standing, and therefore By-Law II, section 7 of the BCLA Constitution and By-Laws will be in effect.

## REGULATION 3: THE EXECUTIVE

3.01 The Executive of the BCLCG, as defined in the By-Laws, will meet as a group two (2) times per year.

- (a) Mid-January
- (b) Special Session

The BCLCG will appoint task forces to conduct investigations, project recommendations, project reviews or any other tasks delegated by the membership. These task forces may conduct meetings as required throughout the year. Any motions resulting from these task forces will have the voting done by correspondence or electronic means to the appropriate membership.

3.02 Members of the BCLCG will meet between the second weekend in September and the second weekend in October for an annual workshop and election of executive.

3.03 (a) The Executive will consist of the following and shall be elected as follows:

Chairperson	Every 2 years in even years
Secretary	Every 2 years in odd years
Vice Chairperson for Minor Box lacrosse	Every 2 years in even years
Vice Chairperson for Senior Box lacrosse	Every 2 years in odd years
Vice Chairperson for Women's Field lacrosse	Every 2 years in even years
Vice Chairperson for Men's Field lacrosse	Every 2 years in odd years
Eight Zone Co-ordinators	To be appointed annual by the Chair
Master Learning Facilitator	To be appointed annual by the Chair
Coaching Development Director	To be appointed annual by the Chair

#### **(b) Job Descriptions**

##### **Chairperson**

- Responsible to the BCLA Vice President – Development for the administration of the BCLCG.
- Responsible for the supervision of the Executive of the BCLCG.
- To act as direct liaison with the BCLCG Executive and the Technical Director.
- To provide direct liaison between the BCLCG and the LC Coaching Committee, and fill the position of the BCLA Coaching Co-ordinator on said Committee.
- Ensure that the BCLCG is represented at all BCLA meetings where the BCLCG is a member or where their input or presence has been requested.
- Ensure that the BCLCG operates within the approved BCLCG budget.
- To oversee all projects of the BCLCG.
- Ensure all directorates are afforded certification clinics for all coaches in such a number and location to meet all requirements of the National Coaching Certification Program (NCCP).
- Liaison with the MLF to ensure that the technical data base and clinicians are available to meet all NCCP goals.
- Represent the BCLCG at the BCLA Annual General Meeting.
- To chair or delegate a replacement chair for the BCLCG Special Session and all other BCLCG sponsored meetings or conferences.

##### **Secretary**

- Will collect all correspondence directed to or from the BCLCG
- Will attend and record the minutes of all BCLCG meetings
- Will assist the Chair with duties as required

##### **Vice Chair – Senior**

- To provide direct liaison between the Senior Directorate and the BCLCG.
- To attend all meetings of the Senior Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the LC Coaching Committee through the BCLA Coaching Co-ordinator.
- To act as technical advisor to the BCLCG.
- To ensure that all the parameters of the Form 100B and the NCCP are understood by the Senior Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Senior Directorate for action as outlined on the Form 100B.
- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for the senior box coaches.
- To act as chair of the BCLCG Discipline Committee.
- To act as the chair of the BCLCG when required.

### **Vice Chair – Minor**

- To provide direct liaison between the Minor Directorate and the BCLCG.
- To provide direct liaison between the coaches of this discipline to the LC Coaching Committee through the BCLA Coaching Co-ordinator.
- To attend all meetings of the Minor Directorate on behalf of the BCLCG.
- To act as technical advisor to the BCLCG.
- To ensure that all the parameters of the Form 100B and the NCCP are understood by the Minor Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Minor Directorate for action as outlined on the Form 100B.
- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for the minor box coaches.
- To work on projects on behalf of the BCLCG as directed by the membership.

### **Vice Chair – Men's Field**

- To provide direct liaison between the Field Directorate and the BCLCG.
- To attend meetings of the Field Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the LC Coaching Committee through the BCLA Coaching Co-ordinator.
- To advise the BCLCG on matters pertaining to the National Men's Field Program.
- To act as technical advisor to the BCLCG.
- To ensure that all parameters of the Form 100M and the NCCP are understood by the Field Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Field Directorate for action as outlined on the Form 100M.
- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for men's field coaches.
- To carry out additional tasks for the BCLCG membership on an "as required" basis.

### **Vice Chair – Women's Field**

- To provide direct liaison between the Women's Field Sector and the BCLCG.
- To attend meetings of the Field Directorate on behalf of the BCLCG.
- To provide direct liaison between the coaches of this discipline to the LC Coaching Committee through the BCLA Coaching Co-ordinator.
- To advise the BCLCG on matters pertaining to the National Women's Field Program.
- To act as technical advisor to the BCLCG.
- To ensure that all parameters of the Form 100W and the NCCP are understood by the Field Directorate membership.
- To ensure that a list of delinquent coaches are passed to the Field Directorate for action as outlined on the Form 100W.
- To liaison with the Technical Director to ensure sufficient clinics are conducted throughout the zones for women's field coaches.
- To carry out additional tasks for the BCLCG membership on an "as required" basis.

### **Zone Coaching Co-ordinator**

- Responsible for the liaison between the BCLCG and the respective Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- Responsible to forward all coaching requirements and/or problems to the BCLCG.
- Responsible to participate in the evaluation and selection process of all Zone, District and Provincial Team coaching staffs when required.
- Responsible to ensure all deadlines are adhered to by the Association or Club Coaching Co-ordinators/Technical Co-ordinators.
- To act as a member of the Discipline Committee when required.
- To attend all meetings of the BCLCG.
- To assist in projects and tasks on behalf of the BCLA when mutually acceptable by both parties.



### **Master Learning Facilitator (MLF)**

- Responsible for the training of Lacrosse Facilitators.
- Responsible for the updating of facilitators and coach training materials.
- Responsible to forward social, moral and technical philosophies for consideration to be incorporated in coaching training.
- Responsible to provide technical and theory material data to the BCLCG for consideration for inclusion into course curriculums.
- Responsible to provide written technical material when mutually agreed to by both parties.
- To act as the liaison between the BCLCG and the LC National Resource Person (NRP).

### **Coaching Development Director**

- Responsible for developing recruiting materials for recruiting coaches.
- Responsible for developing resources that can be utilized to facilitate better coaching.
- Responsible to liaise with BCLA Executive, Minor Directorate and Senior Directorate for joint development of resources for coaches.
- Work with the BCLOG to develop joint Official and Coach strategies to address abuse of officials.

### **REGULATION 4: VOTING PRIVILEGES**

- 4.01 (a) Refer to the By-Laws of the British Columbia Lacrosse Association.  
(b) All members of the BCLCG in good standing will cast one vote per person.  
(c) Awards Selection Procedures- Regulation 12.  
(d) Zone Coaching Selection Procedures.

### **REGULATION 5: CONDUCT**

- 5.01 It shall be considered an offense against the membership to violate the LC Lacrosse Coaches Code and Philosophy.
- 5.02 Actions contrary to the BCLCG Code of Ethics, BCLA Fair Play Code and Philosophy, the BCLA Constitution, By-Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official, supporter or spectator in a public environment -- are to be considered serious violations and may be cause for investigation by the BCLCG, and if found not acceptable after investigation by the BCLCG, discipline may be awarded as per 5.04 below.
- 5.03 All league Commissioners are to advise the BCLCG, in writing, of all infractions involving a coach with suspensions, official's game reports, including game ejections, or any other actions and reports considered not acceptable to lacrosse or the public.
- 5.04 All requests for further action by league commissioners (Minor Directorate Operating Policy 11.01: Suspensions refers) shall be investigated by the BCLCG. Where appropriate, further suspensions, additional training, letters of apology or periods of probation may be awarded by the BCLCG Discipline Committee.
- 5.05 All requests by association presidents to investigate inappropriate actions by a coach/bench personnel shall be investigated by the BCLCG. Where appropriate, further suspensions, additional training, letters of apology or periods of probation may be awarded by the BCLCG Discipline Committee.
- 5.06 The suspension is to be served with the team the coach is currently registered with on a Form 100 and carries over throughout the discipline (i.e., minor box, senior box, youth field and senior field), unless the consequence of 5.07 is applicable. Or the season ends prior to the full suspension being served, in such a case the coach must serve the remainder of the suspension the following season regardless of which team they are coaching. If they are coaching more than one team, the coach must indicate which team they will serve the suspension with. i.e. Coach has a U13 and U15 team, they must select which team they will serve the remainder of the suspension with, they cannot split remaining suspensions over two teams.

- 5.07 The Executive of the BCLCG can investigate all written reports concerning the conduct of Coaches/Bench personnel which violates the Coaches Code of Conduct, Code of Ethics, and BCLA Constitution and By-Laws concerning Coaches or the Operating Policy, including the BCLA Fair Play Code, of the BCLCG. The named Coach will attend a Conduct Committee Hearing, or be present through electronic media; results of this hearing could include one or up to all of the following sentences:
- (a) Game suspension of one (1) up to an indefinite period.
  - (b) Mandatory attendance of specified certification or courses.
  - (c) Drafting letters of apology.
  - (d) Serving a period of probation.
- Suspensions can be extended to other sectors of lacrosse if deemed appropriate by the BCLA Executive. Game suspension can only be counted against games of league play, playdowns or sanctioned tournaments. The coach in question must be the coach who appears on the Form 100. Coaches who are currently on suspension cannot be added to any additional Form 100's.
- 5.08 The Conduct Committee will consist of:
- A Chairperson from the BCLCG Executive or a person delegated by the BCLCG Chair from the BCLCG membership.
  - Two members from the BCLCG Executive or Association Coaching Co-ordinators (Head Coaches) who are members in good standing of the BCLCG and not involved members of the Association of which the Coach/Bench Personnel are registered.
- 5.09 Results of all investigations and subsequent actions will be reported to home clubs and associations, commissioners, and/or the governing Directorate, for appropriate action. In cases where coaches are suspended for six (6) games or more, the coach's name and reason for suspension shall be published on an annual basis and made available to all members of the BCLCG in a report for the BCLCG Special Session.
- 5.10 See General Operating Policy Regulation 11 for the jurisdiction of suspensions.

## **REGULATION 6: APPEALS**

- 6.01 Any suspension of up to an additional five games, or requests for letters of apology, further or repeat of training or periods of probation of one (1) year or less is not subject to appeal.
- 6.02 An appeal must be in writing to the BCLCG Chair.
- 6.03 In the event that the suspension is for a longer period than one year, the person suspended may re-appeal at twelve-month intervals, providing the preceding appeals were not successful.
- 6.04 Please refer to Appendix A: BCLA Appeals Process – BCLA General Operating Policy.

## **REGULATION 7: BENCH RULES**

- 7.01 (a) The minimum age for Assistant Coaches of U11 and lower is 14 years of age and the Coach must have completed NCCP Community Development level prior to being on the bench. The minimum age for Assistant Coaches of U13 and up is 16 years of age (calendar year) and up. Any Coach under eighteen (18) must wear a helmet on the bench.
- (b) 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.
- 7.02 The names of all bench personnel must appear clearly on the official game sheet (including trainers). The game sheet will be duly signed by the manager, or head coach, certifying that the noted bench personnel are qualified to occupy the bench. No persons shall occupy the bench unless their name and Lacrosse NCCP # (for coaches) and Trainer qualifications (for trainers)

appears on the score sheet.

It shall be considered an offence to falsely certify a game sheet

- 7.03 (a) All bench personnel must meet the following requirements to participate in any BCLA sanctioned games.
- 1) All Coaches must have successfully completed the required online modules with the agreement of completing a course during the season if needed, as outlined in the current Form 100B, Form 100M and/or Form 100W in the division of which they participate, by the deadline set by the BCLCG (May 15 – Senior Box; May 1 – Minor Box/Senior Women’s Field; October 1 - Field).
- (b) Trainers must be certified a minimum of first responders (firemen, ambulance, armed forces personnel, medical profession) or, have an approved and valid trainer’s certificate (or its equivalent including the “Trainers Aide Training”), suitably registered on the form 100B, including certification number. A payment of \$5.00 to the BCLA must accompany the form 100B. Trainer certification numbers must be noted on all applicable games sheets unless a trainer is provided for an entire event by the BC Lacrosse Association (i.e., Minor Provincial Championships) or has been trained as a first-responder (i.e., doctor, firefighter, nurse, etc.).
- 7.04 a) The head coach of the team shall be responsible for the actions of all bench personnel on that team and will be held accountable for their actions.
- b) There must be an appropriate trained or certified coach on the bench at all times during BCLA sanctioned games. In the event of an ejection of a Head Coach, a trained coach may assume the position for the remainder of the game.

#### **REGULATION 8: PROVINCIAL CHAMPIONSHIPS**

- 8.01 The BCLCG is responsible to forward the name of a BCLCG member to the Minor Directorate Provincial Championship Director. The person selected shall be responsible for the following:
- a) Shall attend the Provincial Coaches Meeting(s).
  - b) Recommend any suspension to the convener deemed necessary as a result of actions by a coach which is contrary to the acceptable Code of Conduct and Ethics.
  - c) Forward recommendations to the BCLCG in regard to any technical abilities lacking from the age group of players.
  - d) Assist the convener as required.

#### **REGULATION 9: SUMMER GAMES**

- 9.01 Regional Coaches are directly responsible to the BCLA Technical Director, and shall liaise with the Team BC Committee, the BCLCG Executive, the respective Directorates and the BCLCG Zone Co-ordinators to:
- (a) Recruit, and where necessary, provide training for coaching staffs for the Zone Summer Games Teams.
  - (b) Set the schedules and obtain facilities required for all evaluation and selection camps.
  - (c) Ensure the Zone Co-ordinators are provided with all technical support required to meet all Directorate requirements outlined in the Minor and Field Directorate Operating Policies.
  - (d) Ensure that coaches possess the minimum requirements outlined on the applicable Form 100; that coaches are not on the current suspension list; and that coaches possess excellent conduct and ethical records.
  - (e) Put in place the procedures for selection of Zone Coaches for Summer Games teams.

- 9.02 In all Zones not currently serviced by a Regional Coach, the said Zone shall be supported by a current Regional Coach provided by the BCLA.

## **REGULATION 10: COACHES CERTIFICATION**

- 10.01 (a) All coaches and assistant coaches in the Minor Directorate will comply with the minimum standards as outlined on the reverse side of the Form 100B and titled National Coaching Certification Program (NCCP).
- (b) (i) Completed Form 100B's for Minor Team Coaches Lacrosse complete with payment must be received by the BCLA Office prior to 4:00 PM on May 1 of each playing year. Associations failing to meet this deadline will be notified the first working day following the deadline submission. The BCLA Office shall notify the following positions and personnel: Association President, Association Coaching Co-ordinator, Zone Coaching Co-ordinator, Minor Directorate Chair and the BCLCG Vice Chair – Minor, by email.
- (ii) Any Minor Box Association that does not submit the completed Form 100B complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following; and as stated in Regulation 2.03 (a), the association is not eligible for any play downs.
- (iii) Forms must be reviewed to ensure all coaches have met the minimum standards outlined on the Form 100B five working days following the deadline date of May 1<sup>st</sup>. The BCLA office and the BCLCG V-P of Minor will conduct this verification. Delinquent lists will be forwarded to the presidents and coaching co-ordinators of all associations, the Chair of the Minor Directorate, BCLCG Chair, BCLCG VP Minor.
- (c) The minimum standard outlined on the current Form 100B must be met by the deadline date for the submission of the form in the playing year immediately following the year training was obtained and the "Trained" standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. This list shall be forwarded to the Presidents and Coaching Co-ordinators of all Associations, the Minor Directorate Chair, the BCLCG Chair and Vice Chair – Minor.
- (d) New associations registering with the BCLA are exempt from the coaching standards outlined in the Form 100's in their first two years of operation with the exception that all coaches shall be trained to the Community-Development level. The BCLA Office shall inform the BCLCG and the Minor Directorate of Associations who fall into this category.
- 10.02 (a) All coaches and assistant coaches in the Senior Directorate will comply with the minimum standards as outlined on the reverse side of the current Form 100B.
- (b) i) Completed Form 100B's for team coaches registered in the Senior Directorate complete with payment must be received by the BCLA Office on or before 4:00 PM on the May 15<sup>th</sup> of each playing year as indicated in Regulation 1.02 (a). The BCLA Office shall inform the Chair of the Senior Directorate, League Commissioners, Club/Team Presidents, the BCLCG Chair and Vice Chair – Senior, no later than the first working day after the deadline date by fax, phone or any other electronic means of the delinquent clubs/teams.
- ii) Any Senior Box club/team who does not submit the completed Form 100B, complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following; and as stated in Regulation 2.03 (a): the club/team is not eligible for playdowns.
- iii) Forms must be reviewed to ensure all coaches have met the minimum standards as outlined on the Form 100B five working days following the deadline of May 15. The BCLA Office and the Commissioner/Chair of each League will conduct this verification.

Delinquent lists will be forwarded to the Presidents of the club/team, Chair of the Senior Directorate, applicable Commissioner, BCLCG Chair and Vice Chair – Senior.

- (c) The minimum standard outlined on the current Form 100B must be met by the deadline date for the submission of the Form in the playing year immediately following the year training was obtained and the “Trained” standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. This list shall be forwarded to the Presidents of the club/team, Chair of the Senior Directorate, applicable Commissioner, BCLCG Chair and Vice Chair – Senior.
- 10.03
- (a) All coaches and assistant coaches in the Field Directorate will comply with the minimum standards as outlined on the reverse side of the current Form 100M/W and titled, “Lacrosse Coaching Certification Program”.
  - (b)
    - (i) Completed Form 100M/W’s for team coaches registered in the Field Directorate complete with payment must be received by the BCLA Office on or before 4:00 PM on May 1 for Senior Women’s Field and October 1 for Men’s/Youth and Women’s Field each playing year as indicated in BCLCG Regulation 1.02 (a). The BCLA Office shall inform the Field Directorate Chair, League Commissioners, Club/Team/Association Presidents, BCLCG Chair, Vice Chair – Field, and Vice Chair – Women’s Field no later than the first working day after the deadline date by fax, phone or any other electronic means of the delinquent clubs/teams.
    - (ii) Any club/team/association who does not submit the completed Form 100M/W complete with payments by the deadlines outlined in Regulation 1.02 will be fined \$50.00. A further fine of \$100.00 will be levied every seven (7) days following midnight April 30 for Senior Box; midnight May 1 for Minor Box/Senior Women’s Field and midnight October 1 for Men’s/Youth and Women’s Field, then as stated in BCLCG Regulation 2.03 (a) the club/team is not eligible for playdowns.
    - (iii) Forms must be reviewed to ensure all coaches have met the minimum standards outlined on the Form 100M/W five working days following the deadline dates. The BCLA Office and the BCLCG Vice Chair – Field will conduct this verification. Delinquent lists will be forwarded to the Presidents of the Club/Team/Association, Field Directorate Chair, applicable Commissioner, BCLCG Chair and Vice Chair – Field.
  - (c) The minimum standard outlined on the current Form 100’s must be met by the deadline date for the submission of the form in the playing year immediately following the year training was obtained and the “Trained” standard was awarded. Competitive Introduction Coaches must be trained within sixty (60) days of taking the course. Coaches failing to complete all required evaluations to reach their respective minimum standard will appear on a suspension list. Delinquent lists will be forwarded to the Presidents of the Club/Team/Association, Field Directorate Chair, applicable Commissioner, BCLCG Chair Vice Chair – Field, and Vice Chair – Women’s Field.
- 10.04
- (a) Head coaches of teams registered with the Minor Directorate, Senior Directorate and Field Directorate are responsible for all bench personnel. This includes conduct and their respective minimum standard of training or certification if applicable.
  - (b) All coach personnel must meet the requirements as indicated in 11.01 (a).
  - (c) Trainers must have an approved and valid trainer’s certificate, or a valid first responder or higher certificate, or have successfully completed the Trainer’s Aide program.
  - (d) All bench personnel must appear on the Form 100B, Form 100M or Form 100W.
  - (e) Maximum number on the bench at any one time is four (4) excluding the trainer, who shall only be allowed on the bench to attend to player injuries as per 7.01(b).

10.05 Associations/Clubs not complying with the deadlines outlined in 1.02 (a), 11.01 (b) and 11.03 (b) shall be fined as outlined in 11.01 (b) (ii) or 11.03 (b) (ii).

10.06 The BCLCG with the assistance of the BCLA Technical Director will be responsible for the Coaching Development program which includes, Training, Certification, Evaluation of Coaches, Recruitment, training and evaluation of Facilitators and all Coaching development programs and projects”

The BCLCG with the assistance of the Technical Director shall be responsible for ensuring all deadlines are adhered to and that delinquent Coaches and Assistant Coaches are placed on a “Suspension” list and passed to the correct administrative body for immediate action.

## **REGULATION 11: AWARDS SELECTION PROCEDURES**

Zone Coaches. All candidates’ names and resumes are forwarded to the applicable Zone Coaching Co-ordinator. The Coaching Co-ordinator will solicit votes from all Coaching Co-ordinators in the Zone. If the Zone Co-ordinator is a candidate, they will appoint an Association Coaching Co-ordinator of the Zone to act on their behalf. In the case of a tie, the Zone Co-ordinator or the designated Association Coaching Co-ordinator will cast a second ballot to break the tie. Only the Association Coaching Co-ordinators of the designated discipline are eligible to vote (i.e., men’s or women’s field, minor box or senior box).


## **REGULATION 12: AMENDMENTS**

12.01 The Operating Regulations of the BCLCG shall not be altered except at a Special Session of the BCLCG and shall be made only by a majority vote of the members voting thereon.

12.02 Notice of the proposed amendments shall be given in writing to the BCLA Office at least forty-five days before the day of the Special Session and the proposed amendments shall be circulated to member clubs at least thirty days prior to the Special Session.

**OTHER:** When an Association registers a coach for a certification clinic, and the said coach does not attend the coaching clinic, the BCLA has the right to recover any costs.

## APPENDIX A: FORM 100B – MINOR AND SENIOR BOX CERTIFICATION

 <b>Form 100B</b> Effective January 1, 2022											
Club/Association Name:		\$10/Coach \$5/Trainer		Online Fair Play Form - <a href="https://www.bclacrosse.com/team/bc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/team/bc_reg/bcla_fairplay_coaches.php</a>							
Year of Current Season:											
											\$ 10.00
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
Mini-Tyke #1	Joe Smith	Head Coach	1234566	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	joe@bclacrosse.com	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

### Box Lacrosse - Form 100B

2023 Box Lacrosse Form 100B - [click here](#) Please do not PDF these files.

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

Form 100s are due May 1<sup>st</sup> for the Minor Associations and April 20<sup>th</sup> for the Senior Divisions

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship
U7	The Locker – Coach.ca Modules to complete: 1. NCCP Coach Initiation in Sport 2. NCCP Emergency Action Plan 3. Understanding the Rule of Two	N/A
U9	Community Development Trained	N/A
Rec/House Leagues	Community Development Trained	N/A
U11	Community Development Trained	N/A
U13	Community Development Trained	Competitive Introduction Certified
U15	Competitive Introduction Trained	Competitive Introduction Certified
U17	Competitive Introduction Trained	Competitive Introduction Certified
Junior	Competitive Introduction Trained	Competitive Introduction Certified
Senior	Competitive Introduction Trained	Competitive Introduction Certified

- Head Coaches and Assistant Coaches (all coaches on the bench) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Certified is equivalent to Community Development Trained (CMD)
- Old NCCP Level 2 Certified is equivalent to Competitive Introduction Trained (CPI)
- A first year CPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year CPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

#### Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer's certificate** suitable registered on the Form 100B. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e. Minor Provincial Championships).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/box-lacrosse-form-100b.php>

## APPENDIX B: FORM 100M – FIELD CERTIFICATION

<b>Form 100M</b> Effective January 1, 2022 <small>Youth and Senior Men's Field Due Oct 1</small>											
<b>Club/Association Name:</b>		<b>\$10/Coach</b>		<b>Online Fair Play Form -</b> <a href="https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php</a>							
<b>Year of Current Season:</b>		<b>\$5/Trainer</b>		Please email the Form 100s to Dave Showers at <a href="mailto:dave@bclacrosse.com">dave@bclacrosse.com</a>							
										<b>\$ 10.00</b>	
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
U15	Mike Anderson	Head Coach	1234568	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	<a href="mailto:mike@dcnet.com">mike@dcnet.com</a>	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

### Youth / Men's Field

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship Minimum Standard
(U7)	Field Community Development Trained	N/A
(U9)	Field Community Development Trained	N/A
(U11)	Field Community Development Trained	N/A
(U13)	Field Community Development Trained	Competitive Introduction Certified
(U15)	Competitive Introduction Trained	Competitive Introduction Certified
(U18)	Competitive Introduction Trained	Competitive Introduction Certified
Senior	Competitive Introduction Trained	Competitive Introduction Certified

- Head Coaches and Assistant Coaches (all coaches on the field) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Field Certified is equivalent to Field Community Development Trained (FCMD)
- Old NCCP Level 2 Field Certified is equivalent to Field Competitive Introduction Trained (FCPI)
- A first year FCPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year FCPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

#### Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer's certificate** suitable registered on the Form 100B. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e. Field Provincial Championships).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/field-lacrosse-form-100m-100w.php>



## APPENDIX C: FORM 100W – WOMEN'S FIELD CERTIFICATION

 <b>Form 100W</b> Effective January 1, 2022 <small>Senior Women's Due May 1<sup>st</sup>; Women's Field Due Oct 1</small>											
<b>Club/Association Name:</b>	<b>\$10/Coach</b>	<b>Online Fair Play Form -</b> <a href="https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php">https://www.bclacrosse.com/teambc_reg/bcla_fairplay_coaches.php</a>									
<b>Year of Current Season:</b>	<b>\$5/Trainer</b>	Please email the Form 100s to Dave Showers at <a href="mailto:dave@bclacrosse.com">dave@bclacrosse.com</a>									
			<b>\$ 10.00</b>								
Division & Calibre	Coach Name	Head/Assistant Coach/Trainer	NCCP#	Street	City	PC	Phone #	Email	DOB	Criminal Records Check Done	Fee
Senior Women's	Jane Doe	Head Coach	1234568	#101 - 7382 Winston Street	Burnaby	V5A 2G9	604-421-9755	Jane@americaonline.ca	1/25/1983	Yes	\$ 10.00

Online Coaches FairPlay Form - [click here](#) - all Coaches must complete this form.

Women's Field / Senior Women's

Coach Certification		
Category	Club Minimum Standard	Team BC / National Championship Minimum Standard
WF Youth (U12)	Women's Field Community Development	N/A
WF Junior (U15)	Women's Field Community Development	Women's Field Community Development Trained
WF Junior (U19)	Competitive Introduction Trained - TBD	Women's Field Community Development Trained
Senior Women's	Competitive Introduction Trained - TBD	Women's Field Community Development Trained

- Head Coaches and Assistant Coaches (all coaches on the field) will be held to the same standard at **ALL** times
- Old NCCP Level 1 Field Certified is equivalent to Field Community Development Trained (FCMD)
- Old NCCP Level 2 Field Certified is equivalent to Field Competitive Introduction Trained (FCPI)
- A first year FCPI Coach must be 'In-Training' ('In-Training' is attending the clinic and working on completion of the workbook and the Making Headway in Sport online module).
- A second year FCPI Coach must be 'Trained' ('Trained' is the completion of the workbook and the Making Headway online module).
- National Team Coaches must be 'Certified' ('Certified' is once a Coach is 'Trained' they complete an Ethics course and evaluation).

### Trainer Certification

Trainers must be certified a minimum of first responders (firefighter, ambulance, armed forces personnel, medical professional, etc.) or have an approved and **valid trainer's certificate** suitable registered on the Form 100B. Trainer certification, including a person trained as a first-responder must be noted on all applicable game sheets unless a trainer is provided for an entire event by the BCLA (i.e. Field Provincial Championships).

All forms/links can be found on the BCLA website:

<https://bclacrosse.com/field-lacrosse-form-100m-100w.php>