



Policies and Procedures



Table of Contents

Revision History	3
Document Purpose and Usage.....	3
Registration, Refund and Release Policies	4
Refund and Cancellation Policy	4
Release Policies	5
Team Tryout, Size, Roster & Selection Policies	6
Minor / Major Cohorts for U9 & U11	6
Minor / Major Cohorts for U13 and Above.....	7
Under-Age Players	7
Tryout Policies.....	8
Roster Size.....	8
Affiliated Players “AP”	8
Practice Players.....	9
Commitment Policies	9
Player Commitment Policies	9
Team Ontario Commitments	9
Bench Staff Reimbursement Policies	10
Non-Parent Bench Staff Reimbursement Policies	10
Coach Expense Reimbursement	11
Coach Certification Reimbursement.....	12
Third-Party Training Partners	12
Third-Party Training Registration.....	12
Equipment and Uniform Policies	12
BMLA Leant Non-Goalie Equipment and Uniforms	12
BMLA Provided Goalie Equipment	12
Goalie Equipment Purchase Reimbursement.....	13
Apparel & Promotional Product Purchases	13
Sponsorship and Fundraising Policies	14
Fundraising Policies	14
Team or Group Sponsorship Policies	14
Individual Sponsorship Policies.....	14



Revision History

Date	Change	Author
February 2017	Document creation	Kim English
November 2024	Updated to match current practices.	Adam Kennedy
November 2025	Updated Team Ontario participation to reference OLA rule.	Adam Kennedy

Document Purpose and Usage

This document is intended to support the day-to-day operations of the Burlington Minor Lacrosse Association (BMLA). It shall not replace the By-Laws and Constitution of the organization. In all cases it shall be superseded if it conflicts with the By-Laws of the BMLA, league policies and/or by-laws, or governing bodies policies and/or by-laws.

The BMLA Code of Conduct shall be maintained as a separate document.



Registration, Refund and Release Policies

Refund and Cancellation Policy

For a refund to be considered by the BMLA, a written e-mail request must be sent to the Registrar and the discipline director for the applicable registration.

Items to be considered:

1. Tryout fees for any rep teams are not refundable
2. Registration fees will be refunded based on scales (examples below). The scales may be adjusted yearly by the BMLA board to match applicable calendar dates and anticipated administrative costs. These dates and scale will be posted on our website.
3. There is a portion of each registration fee that is deducted from our account immediately by governing bodies. These fees cover several items including insurance, registration software fees, marketing fees and fees to support the operation of our governing bodies. The BMLA has no ability to negotiate the applicability of these fees and do not have the ability, nor access, to reimburse them in part or in whole. These fees will be always be non-refundable.
4. Refunds (whole or partial) for withdrawals due to medical or personal reasons will be considered on a case-by-case basis by the discipline director and BMLA Treasurer.
5. Refunds for not making a rep team upon completion of tryouts shall be provided less any non-refundable fee and any tryout fees.

Sample OMFL Spring Rep Field Lacrosse

Until February 28	Full amount less OLA fee of \$35
Between February 28 to April 12	50% refund (includes \$35 OLA fee)
After April 12th	No Refund

Sample Rep Box Lacrosse

Until March 31st	Full amount less OLA fee of \$35
Between April 1 to May 1	50% refund (includes \$35 OLA fee)
After May 1st	No Refund



Sample OWFL Girls Rep Field Lacrosse

Until April 25th	Full amount less OLA fee of \$35
Between April 25 to May 24	50% refund (includes \$35 OLA fee)
After May 24th	No Refund

Release Policies

House League Releases

Releases are only needed if you are playing Rep Lacrosse, house league players may play in, or out of Burlington without a release.

Rep Releases

The BMLA has a fundamental commitment to the growth and development of the game of lacrosse in Burlington. The Association has a default 'no release' policy for players residing within the BMLA. It may be determined by the BMLA that a release may be granted if it abides with the OLA and BMLA Constitution.

Please note:

1. When a release is granted the caliber of the player shall not enter the decision.
2. The player requesting the release must be registered with the BMLA prior to requesting the release and OLA approved for the current season prior to any participation.
3. As per OLA guidelines, release requests may not be considered if the player has not registered in their discipline before the set dates in the OLA constitution. These dates shall be posted on the BMLA website.
4. As per OLA guidelines, release requests cannot be submitted after dates for each discipline as outlined in the OLA constitution. These dates shall be posted on the BMLA website.
5. As per OLA guidelines, no release requests cannot be considered before a specific date as outlined in the OLA constitution. This date shall be posted on the BMLA website.
6. If the player is looking for a release to play rep in another centre they must attend at least one rep tryout and/or practice for the appropriate age group. Exceptions may be provided for players coming from out of the BMLA residence area who have been released from their resident club.



Release Application Process

The Player must first be registered (including payment) with the BMLA. The Player or Parent/Guardian must complete the appropriate section of the Ontario Lacrosse Association (OLA) Release Request Form and deliver it to the BMLA President, appropriate discipline director and BMLA Registrar.

BMLA will respond within the required timeframe by the OLA and acknowledge receipt of the request.

The BMLA may request a release hearing and notify the player/guardian of the date and time.

The BMLA has two options:

1. Approve the release and provide the applicant with the approved release form.
2. Deny the release request and complete the appropriate section of the Release Request Form with written reasons for denying the request.

If the release is denied by the BMLA:

- You can appeal your release as per the OLA appeal process. Rules and fees for release exist, please consult the league and OLA guidelines.
- If the appeal request is again denied at any level, the player can either cancel their registration or continue to play with the BMLA. Cancellation and refund shall be as per the BMLA refund and cancellation policy.

Team Tryout, Size, Roster & Selection Policies

Minor / Major Cohorts for U9 & U11

Minor / Major Cohorts for U9 & U11 – Two Teams

If enough registrations exist for two teams at either of the U9 and U11 age groups, the BMLA will split the two teams into “minor” and “major” birth years. This policy will apply to all rep disciplines (rep box, girls’ field, and boys field).

Exceptions shall only be granted in these scenarios:

1. Not enough registrations exist to field a team in one of the birth years. Remaining spots may be filled from the age group with more registrations.
2. Head coach positions for both teams are filled by two parents from the same birth year. In this case one of the head coach’s children may play with a different cohort. This exception shall not be granted for any other bench staff (assistant coaches, trainers and managers)



3. Parents request for a "major" aged player to play with a "minor" cohort. This request shall be evaluated by the Discipline Director associated with the teams.
4. Affiliated Players filling in from a house league program.

Minor / Major Cohorts for U9 & U11 – Three Teams

If enough registrations exist for three teams at either of the U9 and U11 age groups, the BMLA will split the "1" team into the "major" birth year, "2" team into the "minor" birth year. The "3" team will be created from the remainder of players after tryouts for the first two teams. This policy will apply to all rep disciplines (rep box, girls' field, and boys field).

The exceptions listed above for selection to the "1" and "2" teams shall also apply when three teams exist.

All players must try out for the applicable "1" and "2" teams. Exceptions to this policy for a player to go directly to tryouts for a "3" team include:

1. The child of the head coach selected for the "3" team can be rostered to that team and does not need to tryout for their cohort. This exception shall not be granted for any other bench staff (assistant coaches, trainers and managers).
2. Parents request for a player to only be evaluated for a "3" team. This request shall be evaluated by the Discipline Director associated with the teams.

Minor / Major Cohorts for U9 & U11 – One Team

If enough registrations exist for only one team at either of the U9 and U11 age groups, the tryouts will be "open" with no selections purposefully related to birth year.

Minor / Major Cohorts for U13 and Above

Teams will not be purposefully separated into minor and major cohorts at U13 age groups and above.

Under-Age Players

Under-aged requests by parents will not be entertained by the BMLA when a team exists in the player's age group.

An under-aged player shall be considered a "minor" player if trying out for a U9 or U11 team.

The BMLA may request for a player to play "up" as an under-aged player. Parents may decline this offer.



Tryout Policies

Quantity of Tryouts / Tryout Schedule

Tryout schedules will be communicated to registered players with as much notice as possible.

The quantity of initially scheduled tryouts will be at the discretion of the BMLA board.

The BMLA may need to change team tryouts based on registrations. This could include changing scheduled days/times, removing tryout days, adding tryouts, or even outright removing the need for tryouts. These decisions shall be made by the teams' Discipline Director.

Absence From Tryout(s)

A parent must communicate a player missing from tryout(s) to the team's head coach and the Discipline Director for the team.

A player missing from more than half a team's tryouts may not be considered for that team, at the discretion of the team's Discipline Director.

A player registering late and not attending tryouts will not be considered for a roster spot for a team where all roster spots are filled.

Player Evaluation

Player evaluation at tryouts will be done by the team's head coach. The head coach may get support from registered BMLA coaches and/or volunteers.

The BMLA reserves the right to attend and perform player evaluation for any team. The decision to attend and perform player evaluation will be at the discretion of the team's Discipline Director.

Roster Size

The BMLA will be limited to roster size minimums and maximums set by governing bodies.

The BMLA Discipline Director will decide final roster size for each team based on common practice or quantity of registrations. The number can be subject to change during or even after tryouts due to several factors:

- Access of players to other products (release to another center or house league).
- Players being released from other centers.
- Player commitment conflicts known in advance.
- Player injury.

Affiliated Players "AP"

AP's may be used by the BMLA to supplement a team's roster or provide a development



opportunity for a player.

The quantity of AP's will be decided by the team's Discipline Director up to the maximum allowable roster spots as dictated by the sport's governing bodies.

An AP is considered part of the team and has an open invitation to all practices and team events. They may receive apparel related to the team. They may be asked to dress for a game if a player on the roster is missing or sick. This decision to have an AP player play in a game is at the total discretion of the head coach.

AP fees will be established and set at the beginning of each year by the Treasurer and each Discipline Director.

A player is not obliged to take an AP spot if offered after tryouts.

Practice Players

The BMLA may offer a "Practice Player" registration product. This is typically used to allow a new player to practice with a rep team, or if all a team's roster spots are used, and the player wishes to stay active.

This product will not be used where an equivalent house league product is available for the player.

Practice Player fees will be established and set at the beginning of each year by the Treasurer and each Discipline Director.

Commitment Policies

Player Commitment Policies

Players should identify commitment conflicts to coaches in advance of tryouts. These include:

- Vacation
- Other sport conflicts
- Conflicts with participation on non-BMLA lacrosse teams/programs
- Employment

The BMLA reserves the right to not select a player during tryouts or remove a player from a team during the season, due to players' commitment challenges.

Team Ontario Commitments

The BMLA supports athletes wanting to tryout and play with our provincial teams. There will be



unavoidable schedule conflicts for these players. As per OLA MR7.03(b): Players are responsible first, to their Minor team for previously scheduled Zone / League or Tournament games, without fear of reprisal. Participants may be excused from games to attend Team Ontario / 'Select' / 'All-Star' practices at the Club's option and their commitment to Team Ontario / 'Select' 'All-Star' must be fulfilled at all other times. All players must have the approval of their resident club prior to any participation.

Conflicts shall be addressed as follows:

- Under no circumstance shall a player miss a BMLA scheduled game if a Team Ontario tryout, practice or event overlaps the game. The player's family shall notify Team Ontario of the conflict and copy the BMLA President and the BMLA coach on the email.
- A player can be excused from a BMLA practice or tryout if it overlaps a Team Ontario tryout, practice or event. The player's family shall notify the BMLA coach of this excused missed time.

Bench Staff Reimbursement Policies

Non-Parent Bench Staff Reimbursement Policies

Non-parent bench staff (coaches and trainers) shall be reimbursed for mileage to away games (games hosted outside the City of Burlington) and applicable overnight hotel costs for team tournaments or provincial championships.

To qualify, the bench staff member must be registered and approved by the OLA.

The mileage reimbursement rate shall be set yearly by the BMLA Treasurer. Mileage shall be calculated as the return distance from the City of Burlington to the game location.

For tournaments where accommodation is required, mileage will be paid for the travel to and from the tournament city or town on the start date and end date only. Mileage to and from the arenas while at the tournament will not be covered.

Hotel costs should be pre-approved by the bench staff member's discipline director prior to the stay. Hotel receipts must be provided to be reimbursed. For hotel accommodations, coaches should be staying in the same hotel as the team when possible. If most of a team travels the night prior to a tournament or game, then the Coach(es) are permitted to do the same. If two Coaches travel, they will share the room or split the money for one room paid by the team. If more than two coaches travel, Coaches will place the same number of Coaches per room as beds/sofa-beds prior to booking a second room.

Meal expenses will not be covered.

Coaches should endeavor to reduce travel costs where possible, and the costs may be reduced



if it is decided this did not occur.

Reimbursement shall be completed at the end of the season.

The bench staff member should fill out tables like below and email it to the BMLA Treasurer and the applicable discipline director.

Date	Location	Round-Trip Mileage	Amount Due (\$RATE * Mileage)

TOTAL

TRAVEL EXPENSE FORM

Name of Coach submitting Expenses	
Team Name and Age Group	
Name of Team Manager	
Date of Tournament (arrival) or Game	
Location of Tournament/Game (arena)	

Coach Expense Reimbursement

A coach may need to pay for team or BMLA expenses out of pocket and be reimbursed. Where possible, these expenses should be pre-approved by the coach's discipline director. If not possible, these expenses must be approved by the discipline director prior to submitting to the BMLA Treasurer for reimbursement.

Receipts must be provided to the BMLA Treasurer by email, or in person, for a coach to be reimbursed.



Coach Certification Reimbursement

The BMLA will pay for coaching clinic certification costs for rep coaches to participate in the upcoming year. Coaches must be registered with the BMLA and approved by the OLA.

Coaches must provide the BMLA Treasurer and the coach's discipline director with the receipt for the course and proof of completion of the course to get reimbursed.

Third-Party Training Partners

Third-Party Training Registration

Any external training used by the BMLA or a BMLA team must follow governing body rules for volunteering before starting any training with players / teams. This includes registration with the governing body registration portal and providing and necessary police check / declaration.

Equipment and Uniform Policies

BMLA Leant Non-Goalie Equipment and Uniforms

The BMLA invests significant resources to have equipment and uniforms for our players. The BMLA will decide before the end of the season if it will keep uniforms for reuse the following season and notify coaches and/or players.

Players must return all BMLA leant equipment and uniforms within two weeks from the end of the season. Failure to return equipment and/or uniforms may result in additional replacement costs being added to a future season registration, or a player not being allowed to register with the association.

Coaches must return all leant equipment (buckets, balls, cones, first aid kits, scorekeeping tablets, etc.) that are able to be reused within two weeks from the end of the season. Coaches are also ultimately responsible for all equipment and uniform collection from players on their team. A coach failing to return equipment and/or uniforms may result in the coach not being considered for future coaching positions.

BMLA Provided Goalie Equipment

The BMLA has an inventory of goalie equipment to help goalies in our organization. The BMLA does not have inventory to outfit every goalie in the organization and so the priority of this equipment is:

1. Allow players to try the goalie position with no equipment cost commitment.



2. Provide a set of shared equipment to a team where no full-time committed goalie exists.
3. Provide relief for families with goalies by partially offsetting equipment costs.
4. Provide emergency support for goalies in our organization if they have equipment break during the season or outgrow their equipment.

In the event equipment is scarce, the priority shall always go to house league, and then the secondary priority being the younger player.

Goalie equipment will only be leant out for BMLA related lacrosse activities.

Players and coaches must take effort to maintain and be responsible for equipment while it is in their possession. Players and coaches must return all BMLA leant goalie equipment and uniforms within two weeks from the end of the season. Failure to return equipment may result in additional replacement costs being added to a player's future season registration, a player not being allowed to register with the association, or a coach not being considered for future coaching positions.

Goalie Equipment Purchase Reimbursement

The BMLA offers a reimbursement for purchased goalie equipment to partially offset the higher cost of equipping goalies. The BMLA will reimburse players for the exact cost of goalie equipment purchased up to a maximum of 50% of the player's registration fees. To qualify, the player must:

1. Be registered with the BMLA on a rep and/or house league team.
2. Be a committed goalie on a team for which the equipment is being purchased for. In other words, not playing as a regular runner, or registered as an "Affiliated Player".
3. Have purchased the equipment for the season the goalie is registered in.
4. Provide all original receipts to the BMLA Treasurer.
5. Purchased equipment related to the discipline the goalie is offsetting the registration fees. For example, purchased field goalie equipment can not be used to offset the cost of a box lacrosse registration.

Apparel & Promotional Product Purchases

Apparel beyond the uniform / apparel provided as part of a player's registration, or promotional products may be available for purchase. These items may be purchased for individual use, a group of individuals, a team or multiple teams.



These vendors must be approved by the BMLA using artwork provided by the BMLA.

Sponsorship and Fundraising Policies

Fundraising Policies

A team wishing to fundraise to offset costs is free to do so while following these practices:

- All money is pooled for a team and split evenly.
- Families are not required to participate. A family not participating is still eligible for an even split of the fundraised proceeds.
- Any collected / pooled funds shall be managed by a volunteer formally registered in the governing body registration system.
- Records are kept by individuals managing funds.

Team or Group Sponsorship Policies

A team or group may seek out sponsorship to offset the costs of specific items related to that team or group participation. Any amount collected may remain with the team or group but must be used towards specific items or activities.

Recognition of the sponsor must match the sponsor recognition levels set by the BMLA.

Individual Sponsorship Policies

A family may seek out individual sponsorship to offset part, or all, of a player's registration fees. Any amount collected must be paid directly to the BMLA.

Recognition of the sponsor must match the sponsor recognition levels set by the BMLA.