

ABBOTSFORD LACROSSE ASSOCIATION OPERATING POLICY MANUAL



These operating policies were approved by the ALA Board 2024-11-07

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History of Revisions

<u>Date</u>	<u>Revision</u>
2024-11-07	Inclusion of History of Revisions Page 12 - Update to Director One, Two and Three positions Page 18 - Update to First Aid Personnel Page 18 - Update to Coaches

As per section 7.3 of the Abbotsford Lacrosse Association (ALA) Bylaws, the Operating Policy Manual is a set of policies that the ALA Board of Directors uses to guide day-to-day decisions and operations. The Operating Policy Manual contains such items as the roles and responsibilities of various association positions, registration information etc. The Operating Policy Manual is to work in conjunction with the ALA Constitution and Bylaws.

This policy will be reviewed by the Board of Directors a minimum of every two (2) years and modifications can be made per section 7.3 of the bylaws.

Definitions

“ALA” Abbotsford Lacrosse Association

“AGM” Annual General Meeting

“CLA” Canadian Lacrosse Association

“BCLA” British Columbia Lacrosse Association

“LMMLC” Lower Mainland Minor Lacrosse Commission

“PCFLL” Pacific Coast Field Lacrosse League

Conflict with Acts or Regulations

If there is a conflict between these Operating Procedures and the Abbotsford Lacrosse Association (ALA) Bylaws and the Act or the regulations under the Act, the ALA Bylaws, the Act or the Regulations, as the case may be, prevail.

No Process Identified

If there is no process identified within these operating procedures to deal with a unique situation, directors are to base their decisions on the following hierarchy:

1. In the best interest of the players.
2. Ensuring fair process for all involved.
3. In the best interest of ALA.
4. Any advice or guidance provided by a governing body.

ALA Statement of Purpose

The ALA recognizes the fact that its primary goal is to foster, promote, govern, teach and improve the game of lacrosse subject to the rules and regulations of the British Columbia Lacrosse Association (BCLA). The ALA believes this is accomplished by respect fostered by teaching not only the skills required to play the game, but by also teaching and reinforcing the positive aspects of team sports, including:

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

Lacrosse in British Columbia

The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who is responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all lacrosse played in British Columbia is the British Columbia Lacrosse Association (BCLA) which answers to the CLA. As an Association, we operate under the guidelines set forth by the BCLA whose function is to organize all lacrosse activity in our province. BCLA ensures consistency of rules and regulations throughout the province and collects dues for that administration from the member associations. They also organize and hold provincial championships. They have divided the province into various zones or commissions to administer lacrosse at a more local level. ALA is a member of the Lower Mainland Lacrosse Commission (LMMLC) and the Pacific Coast Field Lacrosse League (PCFLL). The LMMLC is responsible for interassociation play of box lacrosse played in the lower mainland of British Columbia. The PCFLL is responsible for inter-association play of field lacrosse played in the Lower Mainland of British Columbia.

Amendments (See Bylaw 7.3)

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

Eligibility

All boys and between the ages of 4 and 16 and all girls between the ages of 4 and 21, based on their age as of December 31 of the year in which the season begins, in compliance with the provincial directive of age requirements, shall be eligible to register, subject to box/field availability and volunteer support.

It is ALA's policy and practice is to treat all of our members with equality, regardless of gender, in all respects, including, but not limited to the following:

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

Membership in the Association (See Part 3 of Bylaws)

Parents or guardians of players who are registered with the ALA, and all elected and appointed officials and adult coaches who do not otherwise qualify under section 3.1.1 of the bylaws are members of the association. Membership in the ALA shall be in accordance with the Constitution and Bylaws. Continued membership in the association requires that members remain in good standing; meaning that member fees are paid and/or loaned equipment including but not limited to jerseys, equipment, and coaching supplies are returned and/or does not comply with bylaws. A family's membership fees shall be the registration fees paid to the association each playing year and membership shall remain valid until the first registration after the AGM. Each member family (*not* each family member) in good standing is entitled to one vote per resolution at a general meeting; within the member family the vote is the responsibility of the parent or legal guardian who submitted the most recent player registration or membership application and, may choose to delegate the vote to the family's other parent or legal guardian attending the general meeting but, may *not* delegate the vote to any other person. Membership in the association requires that all members (parents, guardians, coaches, referees, managers and players) must adhere to the following code of conduct:

Code of Conduct

All individuals affiliated with the ALA shall:

- a) Refrain from using foul or negative language.
- b) Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance.
- c) Demonstrate courtesy, respect and good "sportsmanship" towards all game officials, participants and spectators, regardless of association or circumstance.
- d) Participate in all games, practices and team events as often as they are able and in a positive, respectful way.
- e) Always represent the ALA in a positive, respectful way.
- f) Develop community spirit and pride in our association.
- g) Respect all facilities utilized by our association, as well as any staff of those facilities.
- h) Emphasize "sportsmanship" and fair play while keeping the word FUN in lacrosse.
- i) Treat the game of lacrosse with the respect that it deserves.
- j) Take all necessary steps to report any incident involving a breach of this code of conduct, or any other conduct which would bring the ALA, the LMMLC, the PCFLL, the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or other ALA official as soon as possible after any such incident, and preferably, in writing.
- k) Any ALA official receiving a report as set out in paragraph (j) above shall immediately notify the President, or such other person or persons, approved by the President, in writing, of the incident giving rise to the report.
- l) Will adhere to BCLA's Social Media Policy.

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

- a) Breaches in any of the above, Code of Conduct or BCLA's Code of Conduct.
- b) Uses their position with the ALA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the ALA.
- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other association.
- d) Willfully ignore or break the constitution, by-laws, policies and/or rules or regulations of our association.
- e) Counsel others to ignore or break the by-laws, policies and/or rules or regulations of our association.
- f) Is involved in any other conduct which is detrimental to the ALA, the sport of lacrosse or the players, spectators or officials.

Discipline

Once an incident has been brought to the attention of the President, the President will decide upon the appropriate level of action including any one, or all, of the items listed below:

- a) A meeting between the individual and the President and/or another member of the Board the President deems appropriate (example, Past President, applicable Vice President or Director) to resolve the issue or complaint.
- b) Forward the incident to the ALA Investigative Committee to review the incident, gather information, interview witnesses/individuals involved, etc. and provide a report to the individuals involved and the Board of Directors.
- b) Convene a special meeting of applicable Directors as identified by the President within seven (7) days of receiving notice of the incident to determine appropriate discipline, potentially including a suspension from attending games(home and/or away) and practices, for a defined period of time up to the end of the current season.
- c) As per the ALA Constitution and Bylaws, a member may be expelled from the association by a special resolution passed a membership special meeting. A notice of special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion. A person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

The ALA, recognizing that it is responsible to enforce its rules to ensure continued enjoyment of the sport and the proper operation of the Association, shall set up an investigative committee of members appointed by the President and approved by the Board of Directors, who shall be responsible for investigating reports of a breach of the ALA Code of Conduct and, at their discretion and where appropriate, take reasonable action they deem necessary to address the breach.

The investigative committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegations made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.

The investigative committee will be composed of a panel of three to five individuals, who are not in conflict of interest.

The committee will be formed at the discretion of the Board of Directors.

Maintenance of Order

- a) Maintenance of Order within the auspices of the ALA's arenas/fields shall be the responsibility of the home team's coaches and/or any association Director member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the association. If an association member is responsible for the disruption, he/she shall face the possibility of suspension from the association.
- b) Maintenance of Order outside of ALA premises shall be the responsibility of every association member. Any member reported for disruption of order shall face the possibility of suspension from the association.

Management of the Association (See Part 7 of the Bylaws)

The Board of Directors shall manage the business and affairs of the ALA in accordance with its Constitution and Bylaws, and its Operating Policy manual. The primary purpose of the Board of Directors is to establish and maintain the overall direction of the association. The board has a strategic role and takes responsibility for the overall governance of the ALA. This includes:

- a) Creating a medium / long term strategic plan for the development of the ALA.
- b) Ensuring that arrangements are in place for implementing that strategy.
- c) Monitoring progress in the attainment of these strategic objectives.
- d) Securing and monitoring the income required to deliver the strategy.
- e) Establishing and maintaining relationships with important partner organizations (for example City of Abbotsford Parks & Recreation) and with the members of the BCLA, PCFLL and LMMLC.
- f) Approving policies and procedures for the organization.
- g) Demonstrating leadership for the sport of lacrosse.
- h) Overseeing all aspects of ethics (including discipline, good governance, child protection, financial integrity, etc.)
- i) Operational day-to-day activities will be delegated by the board to specific directed, Association representatives, and/or committees.

Board of Directors (See Part 5 of the Bylaws)

The Board of Directors is comprised of directors that are elected by members at the annual general meeting and appointed members. Each elected / appointed board member per bylaw 5.1.3 will only have one vote regardless of any other positions or titles held in the ALA with the exception of in the case of equal votes where the President shall have the second or deciding

vote (reference: S.6.6.1 ALA Bylaws). Director at Large positions appointed by the board do not have voting rights at Director meetings.

The elected board members shall be:

- President
- First Vice President
- Second Vice President
- Registrar - Field
- Registrar - Box
- Director One
- Director Two
- Director Three

The following positions are appointed by the Board:

- Secretary
- Treasurer - Field
- Treasurer - Box

The treasurer positions will be filled by a person with suitable accounting knowledge and experience and an accounting diploma or certified accounting designation (reference S.5.3 bylaws)

Once elected, the Directors shall appoint, subject to majority approval, Director's at large positions. Director's at large are individuals who are appointed to positions on the Board in addition to the positions described by the ALA bylaws and do not have voting rights in Director Meetings (reference S.5.2 ALA bylaws). Appointed members shall retain their general members voting rights in all general votes. These positions include:

- Director at Large / Past President
- Head Coach
- Head Referee
- Floor / Field Scheduler
- Web Administrator
- Social Media Coordinator
- Manager Coordinator
- Equipment Manager

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

- Coaches
- Referees

Duties of Directors / Terms of Service

President - Two (2) year term; elected at the ALA AGM

- a) Conduct the day to day operations of the ALA within the guidelines of the ALA's Constitution and Bylaws, CLA, BCLA, LMMLC and PCFLL
- b) Presides at all meetings of the ALA.
- c) Supervises the other Officers in the execution of their duties and supervise the general operations of the ALA.
- d) Be a member of all committees and must be notified as to the time and place of each committee meeting.
- e) Appoint auditors to examine the association's accounting records as required.
- f) Be a delegate to the governing Provincial Society Annual meeting.
- g) Be a delegate and/or shall appoint delegates from the Board of Directors to attend LMMLC, Directorate, PCFLL and BCLA meetings as required.
- h) Be a signing officer of the ALA.

First Vice President - Two (2) year term; elected at the ALA AGM.

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

Second Vice President - Two (2) year term; elected at the ALA AGM

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the management of the coaching programs.
- c) Make recommendations to the Board of Directors for the positions of Head Coach and Head Referee, complete with resume, for ratification by the Board of Directors.
- d) Oversee the Head Coach creating and maintaining a skills development program for all players.
- e) Be responsible for the recruitment of coaches and trainers.
- f) Organize and host locally any training/development opportunities approved by the Board of Directors that can benefit individual players, teams, coaches, referees and trainers.
- g) Oversee and manage the activities of the Head Coach and Head Referee.

- h) Complete and present an annual activity report to the President at the AGM.

Registrar (Field or Box) - Two (2) year; elected at AGM

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

Director (One, Two, Three) - 2 year term; elected at the ALA AGM

- a) Assist the President in the performance of his/her duties.
- b) Participate in monthly directors meetings
- c) Lead and/or participate in any committees identified for short term projects
- d) Director one will be in charge of the U7, U9, U11 programs for both field and box.
- e) Director two will be in charge of the U13, U15 and U17/U18 programs for both field and box.
- f) Director three will lead the marketing and fundraising efforts for the Association with the intent to bring more focus to the game of Lacrosse in the Abbotsford Area.
- d) Director three will create and present a budget for fundraising and marketing activities.
- e) Director three will assist with the application for gaming grants.
- f) Director three will complete and present an annual activity report to the President at the AGM.

Secretary - Two (2) year term; appointed by Board after AGM

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

- f) Prepare and maintain accurate lists of all members of the ALA.
- g) Turn over all files, communications and documents pertaining to the affairs of the ALA to their successor.
- h) Completing filings with the BC Societies Act.

Treasurer (Field and Box) - Two (2) year term; appointed by the Board of Directors after AGM

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

DIRECTOR'S AT LARGE (NON-VOTING AT DIRECTORS MEETINGS)

These positions will require for members of ALA to submit applications and may require interviews and/or references. These positions will be appointed by the Board of Directors at the first meeting after the AGM.

Head Coach - One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for the creation, organization and implementation of coaching programs within the ALA prior to the commencement of the upcoming lacrosse season. This position reports to the second Vice President.
- c) Ensure that all coaches maintain a high caliber of coaching.
- d) Be responsible for obtaining, training and supervising of all coaches in the ALA. Arrange for clinics where required.
- e) Ensure coaches are up to date with all qualifications required for the level in which they are coaching.

- f) Coordinate annual 100B forms.
- g) Administer the Criminal Record Check program for all coaches and volunteers and be sure that they are kept up to date.
- h) Represent the ALA at the BCLA Technical Support Groups Special Sessions.
- i) Work closely with the Head Referee reporting any discipline or assignment problems or any coach indiscretions relating to the refereeing of games.
- j) Draft and present a current coaching report to be presented at every Director meeting
- k) Complete and present an annual activity report to the President at the AGM.
- l) Attend all BCLA meetings as required.

Head Referee - One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for assigning referees to officiate games during the lacrosse season. This position reports to the 2nd Vice President.
- c) Be responsible for obtaining, training and supervising all referees in the ALA.
- d) Arrange for clinics and training programs as required.
- e) Arrange for referee assessments as required.
- f) Represent the ALA at the BCLA Technical Support Groups Special Sessions and any other Head Referee meetings.
- g) Provide the Board of Directors with information relating to BCLA rules, regulations or directives.
- h) Work closely with the Head Coach reporting any discipline or assignment problems or any coach indiscretions relating to the refereeing of games.
- i) Responsible for the disciplining of referees within the ALA, seeking the council of the Head Coach.
- j) Draft and present a current referee report to be presented at every Director meeting
- k) Complete and present an annual activity report to the President at the AGM.
- l) Attend all BCLA meetings as required.

Field/Floor Allocator- One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties. This position reports to the 1st Vice President.
- b) Be responsible for the management of floor / field times in order to ensure efficient use of space.

Web Administrator - One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for promotion ALA activities to the General Membership and to the local community through the use of the ALA website. This position reports to the Secretary and Director 3.
- c) Complete and present an annual activity report to Director 3 at the AGM.

Social Media - One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties.
- b) Be responsible for promotion ALA activities to the General Membership and to the local community through the use of social media. This position reports to the Secretary and Director 3.
- c) Complete and present an annual activity report to the Director 3 at the AGM.

Equipment Manager - One (1) year appointed by the Board of Directors

- a) Assist the President in the performance of his/her duties. This position reports to the 2nd Vice President.
- b) Responsible for the inventory and maintenance of all ALA equipment and uniforms including the use of an in/out inventory system to identify issues and collect deposits for loan of equipment.
- c) Be responsible for distributing at the beginning of the season and collecting at the end of the season all ALA uniforms, goalie equipment and other ALA gear.
- d) Report necessary purchases or repairs to the Board as advised by coaches, directors, etc. and make said purchases or repairs as directed by the Board.
- e) Ensure proper storage of all uniforms and equipment during the off season.
- f) Draft and present an equipment report to be presented at every Director meeting
- g) Complete and present an annual activity report to the 2nd Vice President at the AGM.

Director at Large/Past President - One (1) year

- a) Assist the President in the performance of his/her duties.
- b) Act in an advisory capacity when requested by any member of the Board of Directors.

Manager Coordinator - One (1) year appointed by the board

- a) Assist the President in the performance of his/her duties. This position reports to the 1st Vice President.
- b) Creates, maintains and provides handbook to all Team Managers at the start of season and provides training to new Team Managers.
- c) Coordinates and communicates with Team Managers to resolve issues.
- d) Complete and present an annual activity report to the 1st Vice President at the AGM.

Coaches - One (1) season appointed by the Head Coach

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

- b) The Head Coach will assign coaching positions upon approval from the Board of Directors. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session, if deemed necessary.
- c) The Head Coach will appoint a first aid person and abide by the rules.
- d) Coaches are responsible for tracking penalty minutes of players, issuing warnings to parents and players and benching players as required by BCLA rules.

Referees - One (1) season appointed by the Head Referee

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

Terms of Service

All elected Directors shall be prepared to serve for the full term as indicated above. It is expected that each Director will attend all monthly Director meetings and all special meetings between elections. If three consecutive meetings are missed, the person in question may be subject to removal from the Board of Directors.

Filling Vacancies (Reference: Section 5.5 Bylaws)

Whenever there is a vacancy on the Board of Directors that position may be filled by a majority vote of the remaining Board Members, and the person filling such vacancy shall serve until the next Annual General Meeting.

Appointing Committees (Reference: Section 7.4 Bylaws)

The Board of Directors shall have power to appoint special committees from the membership of the ALA.

Removal of Board Members (Reference: Section 4.17.2 Bylaws)

A member of the Board of Directors can be removed provided it is done according to the Constitution and Bylaws of the ALA. A member of the Board of Directors removed by resolution of the membership at a meeting called for the purpose of considering such resolution shall cease to hold office.

Conflict of Interest (Reference: Sections 5.8.1 and 5.8.2 Bylaws)

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President, to the Vice-President) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

Voting on Decisions:

All voting issues are to follow the Bylaws of the ALA.

Meetings

Annual General and General Meetings (Reference: Part 4 Bylaws)

- a) Shall be held in accordance with the Constitution and Bylaws of the ALA.

Board of Directors Meetings (Reference: Part 6 Bylaws)

- a) Meetings of the Directors should be held approximately once a month and at a regularly scheduled time and place and chaired by the President.
- b) Directors must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention, to the ALA President or his delegate in order that it may be placed on the agenda for discussion.
- c) The agenda set for meetings may include in camera matters, which shall remain confidential to the Board of Directors. In camera discussions shall be reserved for the purpose of protecting the anonymity of a , for disciplinary items, or for discussing details sensitive to a member. In camera meetings shall always be held with discretion.
- d) Times, locations and business agenda of any regular meeting shall be posted on the ALA website. The time and location is subject to change upon majority agreement of the Board of Directors, with a minimum of seven (7) days notice posted on the ALA website.
- e) Any General or Lifetime Member is welcome to attend these meetings.

Annual Budget Meeting

- a) The Board of Directors will meet annually, on a convenient date, to discuss recommendations for the yearly Budget. The Directors will make their recommendations after consultation with their group members as to their needs for the next season. The Association President in forming the Annual Budget for the next season will utilize these recommendations.

Issue Management Form

Only written (email or letter) membership issues will be dealt with by the Board of Directors. All issues will be addressed at the next Board of Directors meeting.

Fundraising

Association Fundraising

- a) ALA fundraising shall be conducted on an ongoing basis throughout each playing season.
- b) The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the ALA.

Team Fundraising

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

Management of the Association

Record Checks

Individuals belonging to the ALA should be advised that anyone in the capacity of a volunteer will be requested to submit to a criminal records check at no cost to them. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the ALA.

First Aid Personnel

Each team must designate a certified first aid individual to attend all games and practices. If no bench personnel have valid first aid certification, an alternate person with first aid training will be appointed for this role.

First aid individuals who are not part of the official bench personnel may not be present on the bench during games or practices but should remain close by. They should be positioned off to the side and ready to assist at the coach's direction should a player injury occur.

Coaches

Only coaches approved by the board are eligible to attend required coaching courses and submit receipts for reimbursement.

Registration

Registration fee includes, use of ALA game uniforms (with a deposit), insurance, practice/game floor time and regular league referee fees. Refer to the ALA website for most current fee information.

Player registration shall be taken at scheduled registration sessions prior to the playing season. These registrations shall be comprised of:

- A. Returning player registration. (Early Bird / Regular)
- B. A new player registration (Regular)

Registration fees shall be set on a yearly basis, as determined by the budget and voted at the AGM.

Privacy Policy

All information collected during registration for field or box lacrosse will only be used by the ALA and the British Columbia Lacrosse Association (BCLA) for registration purposes. The information collected will not be shared with any parties outside of the BC Lacrosse Association and its members.

Financial Assistance

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

Refund Policy

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

- a) Full refund, less \$30.00, upon receipt of request prior to the completion of Dust Off The Rust.
- b) Full refund, less 50%, upon receipt of request within the first week of season play.
- c) No refund after the second week of season play with the exception being a valid medical reason that occurs during the first two weeks of the regular season.
- d) All refunds provided are at the discretion of the Board of Directors.

Waiting Lists

- a) Waiting Lists shall be comprised of the following:
 - All new players that register in the U7, U9 and U11 divisions.
 - Any player from out of the ALA draw zone that wishes to play for the ALA. This list is always bumped to the end of the line by the new/returning player wait lists.
- b) Waiting lists shall be established after:
 - The optimum number of players has been registered [in each division] at the subsequent new/late returning player registration. The optimum number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.
 - Maximum number of players and goalies for one team is set by the BCLA.

- c) A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration,.

Goalies

- a) Goalies borrowing equipment from ALA shall be required to provide a deposit of \$250 for box goalie equipment and \$150 for field goalie equipment. Once the equipment has been returned in good and clean condition, the deposit will be refunded.

Player Release Requests

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

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

Rules and Regulations

All games shall be played under the Bylaws and Competition Rules and Regulations of the BCLA, PCFLL and LMMLC.

Canceled Games

Games to be canceled are the responsibility of the home team's manager or coach. Teams not canceling those games as per the LMMLC/PCFLL Operating Policy shall be responsible for the costs incurred for those games (floor/field and referee fees).

Floor/Field Fees

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

Team Selection Guidelines

Player Evaluations

- a) Player evaluations shall be conducted for each playing division during each playing season and each registered participant shall be given equal opportunity to participate.
- b) To participate in player evaluations a player must be registered with the ALA.
- c) Player evaluations shall be organized by the appropriate Vice President, Association Head Coach and completed by an independent evaluator.
- d) Evaluators will use approved ALA evaluation forms.
- e) Evaluators will keep confident their evaluations from parents, only to discuss with the President, appropriate Vice President and Head Coach.
- f) U7 and U9 divisions will be evaluated but only for the purpose of balancing teams.

Team Selections

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

- a) The number of players selected or assigned to a team will be based on recommendations made by the President, Vice President, Association Head Coach and evaluation sheets. These recommendations will take into account the number of players registered in a division, caliber and number of goalies available.
- b) Each parent of a registered player will acknowledge, that once registered with the ALA will place their child on an appropriate team based on their evaluations. The registered player will be expected to play the highest caliber possible.
- c) When more than one team competes at the same level (A2, B or C), the teams will play in a balancing game and the President, Vice President and Head Coach

- will ensure that the teams in the same division are properly balanced in accordance with BCLA policies.
- d) Changes to the process may occur only with the approval from the Board of Directors. Only if the change is deemed to be equally fair to all players impacted.

Team Fees

At the start of the season, the Team Manager, Team Head Coach, and Team Treasurer, with input from the parents, will determine the necessary team fees to be collected from each parent. Team fees may be used for, but not limited to, tournament entry, travel costs, and/or desired team apparel.

A draft team budget will be presented to the Board for review and approval who will ensure that team fees remain at a reasonable level. Once the team budget has been approved by the Board, it can be presented to parents.

Once the team budget has been approved by the Board, it can be presented and reviewed with parents. Once the majority of parents have signed off on the budget, the Team Treasurer can begin collection of team fees.

In the case of a non-parent coach, teams will decide what funds will be provided for any out-of-town tournament or Provincials travel. Subject to an annual review of available funding, ALA may match any team funds contributed for non-parent coach travel costs to Provincials, up to a maximum of \$400.00.

Finances

No borrowing of money shall be done without sanction of a special resolution and vote by the membership (see bylaw 8.3.4). Signing officers may be changed should a conflict of interest arise. An alternate signing officer shall be chosen by the Board of Directors.

Expenses

- a) General operating expenses [office and administrative expenses] need only be authorized by two of the two signing officers.
- b) Expenses deemed extraordinary shall follow bylaws 8.4.2 and 8.4.3.

Budget (see bylaw 8.1)

- a) A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.
- b) The Treasurer shall prepare the budget, with input from the Directors of the Society as to the needs of the ALA in the forthcoming year.

- c) The budget may be revised periodically during the operating season should circumstances require.
- d) The revised budget must be approved by a majority vote of the Directors of the Society before implementation.

Banking (see bylaw 8.2)

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

Revenue

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

Disbursements

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

- a) General & administrative:
 - Require authorization of two of the four signing officers.
 - Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Directors of the Society.

- Budgeted expenses in excess of \$500 will require a majority vote of the Directors of the Society.
- b) Extraordinary Expenses (see Bylaw 8.4.1)
- Out of town travel expenses incurred to represent the Association.
 - Medical expenses not covered under provincial medical plans.
 - Non-parent coach expenses.
 - Coach bursaries.
 - ALA Sponsorships.
 - Etc.
- Items above will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote of the Board of Directors.
- c) Capital Acquisitions
- Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life.
 - The Association must own capital acquisitions.
 - Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association.
 - Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
 - Such funds in the case of Capital Plans must be identified and secured.
- d) ALA AGM:
- Expenses shall be drawn from the general operating account.
- e) BCLA AGM
- Expenses shall be drawn from the general operating account and the ALA shall cover the expenses of voting members attending the BCLA AGM in representation of the ALA.
 - A maximum of \$500.00 expense account per ALA representative to cover reasonable accommodations, travel and meals, will be awarded with the proper receipts submitted to the treasurer.
 - Selection of the ALA Representatives for the BCLA AGM will be made by the Director and must be an elected board member.

ALA Colours and Name and Uniforms

The official recognized colours of the ALA shall be predominantly: Red, Gold, and Black. All box lacrosse teams in the ALA shall be named and known as “Abbotsford Warriors”. All field lacrosse teams in the ALA shall be named and known as “Valley Attack”. The ALA name and logo may only be used, by others, if a written request has been granted by the board of directors.

Equipment / Uniforms

Deposits

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

Goalie Equipment

- a) Goalie equipment will be provided for all divisions and a deposit is required.
- b) Goalie equipment will be provided for all divisions. If any of the equipment is deemed unsatisfactory for personal reasons the ALA will not be responsible for replacing it and the player will be responsible for purchasing his own. Deposit required.
- c) It is recommended that goaltenders purchase their own gloves, jocks/jills and sticks. Every goalie must have his/her own helmet.
- d) Goaltenders going to camps or tryouts may request, in writing to the ALA Equipment Manager or President, to borrow ALA goalie equipment. This must be discussed at the next available Director meeting and have a majority vote.
- e) A rental fee will be administered for use of goalie equipment at any non-ALA sanctioned events. Contact the equipment manager for rental agreements and pricing.
- f) If using oversized equipment, the proper forms must be completed and submitted to the governing body.

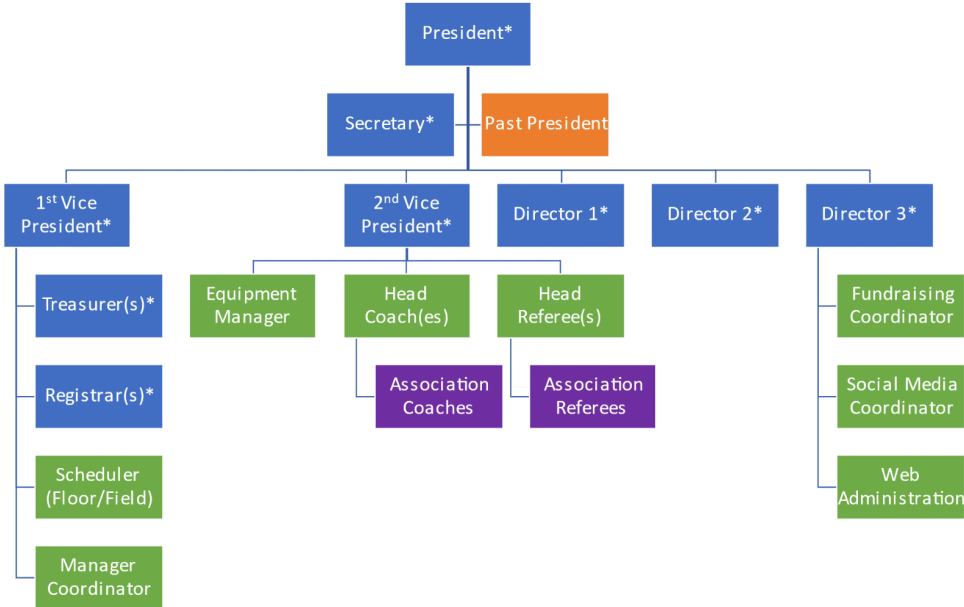
ALA Awards

- a) The ALA will present the following team awards at our annual awards night for all divisions:
 - Team MVP
 - Workhorse
 - Most Improved
 - Unsung Hero
 - Sportsmanship
- b) The ALA will present the following association awards at our annual awards night:
 - Player of the Year
 - Rookie of the Year
 - Referee of the Year
 - Volunteer of the Year
 - Coach of the Year

- Sportsmanship
- Lifetime Achievement

Concussion Protocol
See the “Concussion Protocol” forms on our website

Organizational Chart



* Indicates voting Board Member