

DELTA LACROSSE ASSOCIATION POLICIES AND BYLAWS

2010

At the beginning of each section, where relevant, is a summary of bylaws for that section.

1. GENERAL

- A. The responsibility of the Delta Lacrosse executive to ensure the promotion of good sportsmanship, fair play and to respect skills in the game of lacrosse as follows:
 - a) Non-Competitive Divisions: The focus is to be on having fun while at the same time developing basic skills and teaching the game of lacrosse.
 - b) Competitive Divisions: The focus is to put out the most competitive team available for the calibre within the division. The level of skills development and teaching the game of lacrosse increase with the calibre or division that is being played.
- B. The policies will be deemed to be official club policy of the Delta Lacrosse Association unless in conflict with the Club Constitution or Bylaws or the BCLA Constitution and Bylaws.
- C. The club policies will be reviewed, and may be revised, by the club executive on a yearly basis, effective for one year only.
- D. Revisions, deletions, and additions shall be finalized at a general meeting of the Club and must be passed by a 50% plus 1 majority.

POLICY

- i. The Club Policies shall be made available to all Association members thru print, 0 association web site or e-mail.
- ii. Respect for the referee shall be held by all Association members, players, coaches, parents and spectators.

2. MEMBERSHIP, MEETINGS AND VOTING

- a) The Delta Lacrosse Association may hold a minimum of 2 general meetings if required in any given lacrosse season being (May-Sept)
- b) General meetings are open to all referees, coaches, managers, executive members, players and parents of players involved in the Delta Lacrosse Association.
- c) Notice of all general meetings shall be given in writing to each member, not less than 14 days in advance.
- d) Directors shall keep the coaches and managers informed of the time and place of these meetings.
- e) Coaches and managers shall keep parents/guardians informed of the time and place of these meetings.
- f) Meetings shall be conducted according to Roberts Rules of Order.
- g) Changes to Club policy will be passed at 50% plus one majority while changes to the club constitution will be passed at 75% majority at the

Annual General Meeting only.(as per Constitution)

POLICY

1. All policy issues are stated in the constitution Bylaws.

3. ELECTION OF OFFICERS

- a) The Executive of the Delta Lacrosse Association shall have a maximum of 8 elected Officers, (including the president).
- b) All positions are for a 2-year term in offsetting years as per the constitution.
- c) The position of president of the Delta Lacrosse Association shall be voted on by Club members independent of the usual "election of officers" process.
- d) Any executive officer, coach, manager, referee, or parent of players in the Delta Lacrosse Association or any interested parties, 19 years or older and in good standing, shall be eligible to run for any elected executive position if they are duly nominated from the floor or by a nomination committee.

POLICY

I.The all appointed directors/and or volunteers are at the discretion of the executive.

4. REGISTRATION AND REFUNDS

- a) Registration for the following season commences as set by Executive and proposed to the Membership at AGM.
- b) Fees are set according to operational requirements and determined by the executive.
- c) Players wishing to register must reside within the Club boundaries as governed by the Constitution.
- d) All minor players must be registered with the Delta Lacrosse Association through the registrar before they can take part in any club functions, try-outs, practices, games, etc. Only upon receipt of a completed Registration Form (BCLA Registration Certificate), full payment (or plan for same) and jersey deposit will a player be considered Registered. Prior to receipt of this, a player will not appear on any Registration Lists and therefore will not appear on Evaluation Lists or be eligible to tryout or practice. Families applying for a hardship application shall include a copy of same with registration.
- e) Intermediate and Junior players must pay a \$100.00 refundable deposit towards their registration fee prior to the first try out. Once selected to a team a 50% payment deposit is due within 14 days of being selected. The 50% balance is due prior to the players first game.
- f) A parent's (or guardian's volunteerism for the Delta Lacrosse Association will in no way be considered as payment (full or partial) towards any part of a player's (minor, intermediate, junior or senior) registration fee.
 - i. Players must return their strip and/or association loaned equipment within 14 days of their last game or their deposit cheque will be cashed.
 - ii. Each player (minor, intermediate, junior and senior), upon registration, will be required to submit a deposit to secure the return of uniforms by season's end.

- iii. A late registration fee will be assessed for returning players registering after registration date.
- iv. Players not placed on a team will be issued a full refund.
- v. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following: Full refund, upon written receipt of request two weeks prior to first league game, Full refund, less 50% prior to midseason. Any reduced fees or promotional items provided will be deducted from any applicable refund. All refunds are subject to a \$25 handling charge.
- vi. After the onset of the first practice or try outs for Novice divisions and up shall be frozen until all teams are selected. Only then if needed will registration resume and players will be placed on the final team if space is available.

5. FINANCES

- A. The Club will review its accounts annually, and will present financial records and accounts when requested.

POLICY

- i, A budget for the following season shall be presented to the membership for approval at the Annual General Meeting.
- ii. All monies to be spent for non-budgeted Special Projects over \$5,000.00 must be approved by the membership at a general or special meeting.
- iii. The Delta Lacrosse Association may provide funding assistance for travel and/or entry fees with approval of the executive, to any Delta Club team(s) that travel for League games, Coastal, Provincial or National finals played outside the Lower Mainland. Any team requesting funds must do so in writing to the executive. The executive will review the application and vote on the request at a Delta Executive Meeting and will determine the appropriate amount based on the amount of teams qualifying and the amount of budgeted travel money for that sector or division.
- iv. The Delta Lacrosse Association may provide funding assistance for travel expenses with approval of the executive, to any Delta Club player(s), coaches, referees or members that represent the Delta Lacrosse Association as a member of a British Columbia or Canadian National Team(s) travel for League games, Coastal, Provincial or National finals played outside the Lower Mainland. Any person requesting funds must do so in writing to the executive. The executive will review the application and vote on the request at a Delta Executive Meeting and will determine the appropriate amount based on the amount of players qualifying and the amount of budgeted travel money for that sector or division.

6. PLAYERS AND TEAMS

- A. All players and teams are expected to show good sportsmanship, play fair and respect for others.

POLICY

- i. All players must play at their own age level.
- ii. In exceptional circumstances, involving particularly skilful players, the Club Executive may recommend to the BCLA for their approval to move a player up out of his age level providing the

Club criteria is met A letter of application prior to registration is required.

- iii. No player or spectator shall use profanity, smoke, or consume alcohol during any game or practice.
- iv. A revolving board of review will be established to deal with internal club disciplinary matters. This board is to be comprised of a representative from the Club Executive, coaches and managers.
- v. A Medical Information Form shall be completed by a parent or guardian for all registered players.
- vi. All teams will be required to assist in any necessary fund raising drives of the Association.

7. SELECTION OF TEAMS

- A. All players will be given equal opportunity to try-out for any team if he or she desires.
- B. In all divisions in the minor, senior and field sectors and if more than one team in a division exists; players will be properly notified of the tryouts for the highest calibre team.
- C. Definition
s:
Sector-
 - Shall be defined as the specific type or group of lacrosse being played, example: Minor, Senior or Field Lacrosse

- Age Group - Shall be defined as the birth year group a player is in. Can also be described as the playing year in a division, example: '92 or 1 st year Bantam.
- Division- Shall be defined as the team(s) a particular age group(s) plays in, example:
Tyke, U -15 or Junior
- Calibre - Shall be defined as to the playing level of a team in a particular division also known as a league, example: Pee-Wee C, Tier 1 or Intermediate A

POLICY

- i. Mini-Tyke and Tyke teams will be selected after at least three (3) assessment practices. Team Selection will be made by one representative (coach or manager) and a member of the executive of the club with intent to equalize teams by whatever means necessary.
- ii. Minor Sector - Non-Competitive Divisions C, Mini- Tyke, Tyke, Novice & Female Only): Team selections will be made by team personnel and must meet with executive approval. If there is more than one team in a Caliber, the teams will be selected by the head coach from each team plus a member(s) of the Executive to ensure the teams are equal.
- iii. . If after team selections are made in the minor or field sectors and a player declines to play or changes their mind for the team they were selected for, they must apply to the executive in writing. The executive will investigate that rational and shall place the player on the appropriate team provided there is space available and properly registered players will not bumped from the lower calibre team.
- iv. All players must be individually notified by the head coach, of the higher calibre team, that they have not made the team they are trying out for and notify them of the next tryout for the next lower calibre team. The higher calibre head coach is to notify the head coach of the next lower calibre team and ensure that all released players are on his tryout list and provide the coach and manager of the lower caliber team with all written evaluation sheets of the players released.
- v. Any team coach wishing to call up a player from within their own division must contact the head coach of that team who will then contact all appropriate individuals.
- vi. The Delta Lacrosse Association may provide funding assistance, to any Delta Club team(s) that travel for League games, Coastal, Provincial or National finals played outside the Lower Mainland.

8. TRYOUTS

- A. All players will be given equal opportunity to tryout for the highest calibre team in their registered division.
- B. Tryouts for any team in a calibre within each division must start and be concluded in strict accordance with the schedule set forth by the association's coaching

coordinator.

POLICY

- i. The tryout schedule will start with the highest calibre team(s) in the division with the highest number of properly registered players. The tryout schedule will end to ensure that the lowest calibre team in a division is selected and have a minimum of three weeks of practice prior to the start of the league tiering games.

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- ii. The tryout schedule will end to ensure that the lowest calibre team in a division is selected and have a minimum of three weeks of practice prior to the start of the league tiering games.
- iii. The team selections are to be made from eligible players that are properly registered on or before the first tryout in that division.
- iv. Late registered players may be considered for a high calibre team only if insufficient players exist to fill that team.
- v. At no time will a properly registered player be passed over for a higher calibre team for a late registered player of equal ability based on evaluation sheets.
- vi. At no time will a properly registered player be passed over for a higher calibre team for a player with less ability based on evaluation sheets.
- vii. Where more properly registered players of equal ability exists than the allotted spots; the head coach of that team will make player selections based on team needs.
- viii. The Delta Lacrosse Executive will investigate any claim of a player selection not meeting criteria and will make a proper ruling. The executive's decision is final.

9. COACHES AND MANAGERS

- A. All coaches and managers are expected to show and teach good sportsmanship, fair play and respect for others.

POLICY

- i. The Delta Lacrosse Association recognizes that coaches play an important

function as role models for our youth. Coaches and managers will not use profanity, smoke, or consume alcohol during practices or games.

- ii. Prior to team selections Coaching Personnel may not contact any players registered to Delta Lacrosse in their Division without approval from the Executive or Directors.
- iii. Any coach who feels they have a player capable of playing at a higher calibre should encourage this player to attend tryouts.
- iv. All coaches assigned to the teams will be coaches who are, in the opinion of the Executive; the most qualified who apply for the position.
- v. Applications to coach must be in writing to the Executive by November 30 prior to the year they are requesting to coach.
- vi. Coaches and managers are responsible for controlling their spectators during games and practices.
- vii. The Delta Lacrosse Club will pay fees for coaching clinics up to Level 11 upon receiving a coaching position in Delta Association.
- viii. All coaches are required to submit to a police records check as required by the BCLA operating policy.

10. PRACTICE TIME ALLOCATIONS

POLICY

- i. Junior and Intermediate Divisions will have designated arena practice time scheduled by the Association scheduler.
- ii. Midget and Lower shall schedule their own outdoor box practice time through the Box Allocator.
- iii. No minor team shall have a designated indoor arena time, however if desired, the expense is responsibility of each individual team and must be requested by set date through Scheduler.
- iv. No team may schedule indoor arena time.

11. TOURNAMENTS

POLICY

- i. All Delta Lacrosse teams entered in tournaments will, whenever possible, consist of their regular season players. This includes tournaments that take place after the end of League play up to July 31 st.
- ii. All Delta teams' participation in Delta Tournaments during the same playing season shall be re: possible tournament entry fees.
- iii. Delta teams may not pick-up players, for any tournaments, who are not registered

with the Club unless approval has been granted by appropriate authorities.

- iv. The Delta Lacrosse Association may ask each team upon entry into Club tournament to post a performance bond.
- v. Teams not doing their volunteer duties may forfeit their performance bond.
- vi. Teams participating in Club tournaments will be required to assist the tournament committee in the staging of the event ie, schedules, concessions, clean-up, etc.

12. SPONSORSHIP AND FUNDRAISING

A. The Delta Lacrosse Association recognizes the need for both Club and Team fundraising.

POLICY

- i. Sponsors for either the Club or a Team must be approved by the Executive.
- ii. SEE FUND RAISING GUIDELINES

13. UNIFORMS AND EQUIPMENT

A. All uniforms and equipment are the property of the Delta Lacrosse Club. Teams are expected to return all equipment and uniforms in good condition.

POLICY

- i. All newly purchased uniforms or team apparel shall adhere to the standard red, white and black colors of the Delta Lacrosse Club.
- ii.. All new uniforms or team apparel purchased for Delta teams shall carry the Club Logo.
- iii. All team apparel must be ordered and purchased with Association Merchandising Coordinator.
- iv. Approval must be obtained to use Club logo.
- v. Club strip shall be worn by players during all games and tournaments unless otherwise approved by the Delta Lacrosse Executive.
 - vi. All Uniforms must be universal (ie., no name bars, no logo altering, no additional sponsorship representation allowed).
 - vii, Uniforms will not be cut, hemmed or altered in any form and upon doing so a player's uniform deposit will be cashed.
 - viii. The Club will update all uniforms and equipment on a rotational basis of every three (3) years or as required.

- ix. Coaches / managers are responsible for receiving, distributing, collecting and returning strip to the equipment director.
- x. Coaches shall collect all strip immediately when a player quits the team or leaves the club during the season.
- xi. Balls, medical kits, and team equipment will be issued, to each coach at the start of the season.
- xii. Any equipment lost or needing repair should be reported to the equipment director as soon as possible.

14. SCHOLARSHIPS

- A. The Delta Lacrosse Association will award (1) one \$500.00 Scholarship known as the Delta Lacrosse Association Scholarships to assist the youth of the community in attaining post-secondary education.

POLICY

- i. Terms of reference for the player:
 - a) Players must be or have been a member of the Delta Club for a minimum of 12 months.
 - b) Players must submit an application to the Delta Lacrosse Club by June 30th of the year in which they graduate from High School.
 - c) Proof of registration to an institution of higher learning must be presented to the Club.
 - d) The Scholarship must be claimed within two(2) years.
- ii. Considerations to be given for making selections:
 - a) Service with the Delta Lacrosse Club, to include: Playing, refereeing, coaching and general contribution to Club activities.
 - b) Academic Achievement.
 - b)Community service.
- iii. The Scholarships will be given to a graduated player and considerations for the award will be reviewed annually by the Delta Lacrosse Association.
- iv. The selection of successful candidates will be at the sole discretion and responsibility of the Club.
- v. Presentation of Club Scholarships will take place at either a General Meeting or year end Banquet.
- vi. Players are eligible to receive only one Club Scholarship.

15. SCHOOL CREDIT

- a. Any players applying for school credit associated with coaching must meet with conditions set forth by the executive.

POLICY

- i. Players must apply in writing to the executive
- ii. Players must commit to the team for the entire season.
- iii. Only Delta Lacrosse Association Executive may sign off accumulated hours.

16. REFEREES

POLICY

- i. All Referees must be certified at the appropriate level in order to officiate for the Club.
- ii. Referees must be 12 years or older or as BCLA requirements.
- iii. Referees must be paid prior to the game.
- iv. The Delta Lacrosse Association will incur the cost of all recognized home league, Tiering, and Delta Tournament and home playoff games.
- v. Teams are responsible for paying referees for all exhibition games and traveling home referee.

17. DISCIPLINE

POLICY

- i. Delta Lacrosse reserves the right to discipline any player, coach, and or spectator regarding unbecoming conduct to the game of lacrosse and the association.
- ii. The Executive may merit out additional disciplinary action following the written review of BCLA (see Constitution)