**Blackfalds Warriors Lacrosse Association (BWLA)**

**Regulations**

1. **Membership**
2. A member shall be:
3. Any family registered with BWLA or any non-parent coach, assistant coach, manager, or executive member officially registered with the association. The membership fee shall be the registration fee for a lacrosse player, such a fee being determined by the BLA executive committee before each new box lacrosse year.
4. The boarder lines are as follows: from Township road 402 to Highway 12 by Alix down to Stanton Road which turns into Asplend Road to Highway 20 and back up to Town ship road 402.
5. Any member wishing to withdraw may do so upon written notice to the Registrar or the BWLA Executive Committee. Any member who does not conduct himself or herself in accordance with the rules or regulations of the **Alberta Lacrosse League (ALA), or the Central Alberta Lacrosse League (CALL)** or the **Blackfalds Warriors Lacrosse Association (BWLA)** may have their membership suspended. The President will call a special meeting of the Executive Committee to discuss the issue at hand, which must be supplied in writing and signed. If a quorum is present the membership could be withdrawn at such time. All members must be in good standing in order to register for the next season.
6. Blackfalds Warriors Lacrosse Association will review every year the out-of-town players that may want to join. BWLA will take County of Lacombe registrants, with the proper channels followed.
7. Each member shall have the privilege of nominating a representative for each office open for election at the AGM. Except for the president who must have resigned on the board in some form for a minimum of one year.
8. **Players Support**

In the event that any Blackfalds Warriors Lacrosse player makes an Alberta Provincial team, support from the BWLA will be provided by the discretion of the BWLA executive to help offset travel and other expenses.

1. **Executive Committee**
2. The Executive Committee, which means Board of Directors of the Association, shall consist of elected officials including the President, Vice President, Treasurer, Secretary, Equipment Manager, Registrar, Coaching/ref liaison, parent liaison and fundraising coordinator. As well, other representatives may be appointed by the voting Executive Committee, which consists of the directors.
3. The Executive Committee shall, appoint a Legacy/Guidance Liaison, who will form one of the Director positions authorized by the by-laws. Such liaison will be a past Executive Committee with a history of the society. The liaison will provide guidance to the Executive Committee and may be provided a remuneration for their duties as agreed upon by the Executive Committee at a meeting called upon by the President. Such liaison will be authorized to vote at all meetings.
4. The Executive Committee shall, subject to the bylaws or direction given by majority of voting members, make decisions and manage affairs of the BWLA. Meetings of the voting committee shall be held a minimum of six per year and shall be called by the President. Any three members of the voting executive, in writing, or email may call a special meeting. Should such a meeting be required the President shall call said meeting within seven days. No subject shall be discussed or considered at any special meeting, except that specified by the notice. All meetings shall be conducted under the **Roberts Rules of Order** and five voting members shall constitute a quorum. Notices of meeting may be sent by email or phone message; conference calls may be accepted under extenuating circumstances.
5. Elections for the various Executive positions shall be as follows:
6. Elected for

One Year Three Years

1. President X
2. Vice President X
3. Secretary X
4. Treasurer X
5. Equipment Manager X
6. Registrar X
7. Referee/Coach Liaison X
8. Parent Liaison X
9. Legacy/Guidance Liaison X
10. Not with standing the above, no President may serve more than two consecutive terms. In the event of the President not being able to perform his or her duties, the Vice President will assume the position for the balance of the term or until the next annual meeting, whichever occurs first, then both positions go up for a new term.
11. Members of the Executive Committee shall be elected from the general membership at the Annual General Meeting, with the exception of the appointed members and shall hold office until their successors are duly elected, re-elected or appointed.
12. The executive committee shall have the power to fill by appointment any office or vacancy which may occur between Annual General meetings or as a result of the failure of the Annual General Meeting to elect a full slate, for the upcoming season.
13. The Executive Committee shall have the power to adopt or amend policy, guidelines, procedures or regulations at a regular or special meeting by motion, which shall be binding on all Association members. Such a motion shall be adopted by not less than a two-thirds majority vote of those in attendance.
14. Any elected or appointed member of the Executive Committee who does not attend three consecutive meetings, may be relieved of his or her duties. Non-voting Executive Committee members shall only be required to attend three meeting during the year.
15. Voting and non-voting executive members shall be required to sign and adhere to an Oath of Confidentiality.
16. Non-voting members may include but not limit the following:

* Social Media Representative
* Directors
* Casino Representative
* Managers Training Coordinator

1. The Association, through its elected and/or appointed officials, has the authority to discipline any player, team official, team follower, parent, or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline, which ensures that each disciplinary incident is:
2. Dealt with by a committee of not less than three people
3. Fairness and consistency is maintained
4. That the right of appeal is extended to every individual
5. That the integrity and stature of the game officials is respected
6. Members of the executive committee or appointed officials, except for the President and the Vice President are eligible to coach or manage Association teams while holding office. The head coach and the team manager are not from the same household.
7. Any elected or appointed member of the Executive committee, who by a vote of the Executive is deemed to be doing an unsatisfactory job, shall be by a two-thirds majority vote, from the Board of the Blackfalds Warriors Lacrosse Assocaition, be relieved of his or her duties.
8. All concerns are to be directed to the BWLA Executive Committee with copies sent to the President. All Concerns must be in writing, dated and signed.
9. **Duties of the Executive Committee**
10. **President**

* Responsible for the general administration of the club operations
* Sign as a signing officer
* Preside at all meetings
* Exercise the powers of the Executive Committee in case of emergency
* Suspend teams, player/players, managers or any other official team subject
* to ratification at the next duty called Executive meeting
* Serve on all committees an ex-officio voting member
* Will liaise directly with the community organizations
* Will attend or appoint a designate to all ALA (Alberta Lacrosse Association) and CALL (Central Alberta Lacrosse League) meetings
* Maintain timeline
* Support coaches, players and officials and board members

1. **Vice President**

* Have general knowledge of organization operations
* Will report to the President
* Will chair meetings in the President’s absence
* In the event that the President not be able to fulfill their duties, the Vice President will be required to fulfill this position
* Ensure the organization is always following government/league requirements and regulations
* Assist in delegating specific responsibilities to board members to ensure activity
* Sign as a signing officer

1. **Secretary**

* Will attend all Executive Committee meetings and shall maintain accurate minutes of each meeting
* Book meeting rooms and other facilities as required by the association
* Will have charge of all Executive records including but not limited to Criminal Record Checks and Contact information
* Will maintain and update Bylaws and Regulations as required
* Will be responsible for all Executive Committee correspondence
* Will perform such other duties as designated by the President
* Will report to the President and/or Vice President
* Assist Executive members when required
* Order game sheets
* Prepare and provide Meeting Agenda to Executive Committee

1. **Treasurer**

* Will be a signing authority along with the President and vice president
* Will have charge of all Executive Committee financial records
* Will present an annual statement on all operations
* Will report to the President and/or Vice President
* Will be in possession of volunteer funds
* Will oversee all registration, fundraising fees provided by “B” teams
* Will ensure all Floor time, CALL, ALA and ALRA fees are paid in full by August 1 of each current year.
* Will be responsible for ensuring that the Casino and Bingo Funds adhere to the Gaming Commission Regulations and will oversee the Casino/Bingo Representative(s)
* Will be in charge of any tournament or provincial monies if Blackfalds hosts

1. **Equipment Manager**

* Will monitor, record and maintain club equipment
* report when the equipment is no longer safe and needs to be replaced
* Will send goalie gear away for cleaning after each season
* Will send invoices and report to the Treasurer
* Will ensure club teams have equipment by their first floor time
* Will provide the Executive Committee with a forecasted equipment expense for the upcoming season
* Will purchase Canadian Safety Approved equipment (including balls for practices and games)
* If equipment is no longer needed for BWLA but still meets safety standards, the equipment manager has the authority to sell it to members or other clubs at a fair, agreed upon price upon notification of the Treasurer.
* Will hand out jerseys to each team at the beginning of the season and collect jerseys at the end of each season
* Will look over jerseys at the end of the year and report with condition of each set of team jerseys. If need be, order new jerseys for the following season.

1. **Registrar**

* Will be responsible for registration of players, coaches, managers and other team personnel
* Will be responsible for setting up lacrosse seasons and opening website for registration
* Will be responsible for ensuring all players, coaches, managers and other team personnel are registered and advising manager liaison and/or coaching director when things are not completed.
* Will be responsible for assigning teams and coaches on website
* Will ensure player, coach and manager information is registered correctly with ALA and CALL
* Will report to the President and/or Vice President

1. **Coaching/Ref Liaison**

* Will oversee all coaches hiring, training, etc.
* Will represent the BWLA at the Central Alberta Lacrosse League for coaching seminars or symposiums.
* Will report to the President and/or Vice President
* Will review and evaluate coaches when needed and will work with the executive on any matter related to coaching
* Will administer and follow up on police record checks for coaches
* Will coordinate coaching training, evaluations and team drafts
* Will provide ongoing mentorship to coaches relative to their development

1. **Parent Liaison**

* Act as “diplomat” to resolve disputes between players/parents and coaching staff.
* Reach out to parents of children not returning to find out why they are leaving the Association.
* Check in periodically with all team managers to check on how things are going.
* The Parent Liaison is expected to be familiar with and abide by the policies of CALL and BWLA.
* The Parent Liaison is a representative of BWLA and there is an expectation that this individual will represent the best interests of BWLA.
* Act as a point of contact between parents and BWLA Executive for questions and concerns that may arise during the season.
* Act as “diplomat” to resolve disputes within the BWLA Executive if one should arise.
* Attend CALL disciplinary hearings if requested to do so.

1. **Fundraising Coordinator**

* Will organize all fundraising events including arranging volunteers for Casinos and Bingos
* Will be first point of contact for Casinos and Bingos
* Will be the contact if any team in the BWLA is doing fundraising

1. **Manager Coordinator**

* Will report to the President
* Will ensure BMLA and CALL documents are updated prior to the season, for inclusion in team manager binders
* Print documents for manager binders, ensure all relevant information is included prior to Coach/Manager meeting, and attend meeting if possible
* Will mentor team managers, and liaise between board and managers for questions
* Optional: Print roster stickers and/or team roster cards or provide templates if needed

1. **Apparel Director**

* Set up online store for families to purchase optional apparel and accessories.
* Be in direct contact with apparel supplier
* update branding/logos if needed
* Gather short sizes from BWLA and send to supplier
* Collect, organize, and submit bulk orders for each team
* Ensuring all apparel meets association branding and sponsorships
* Be in contact with Equipment Director and help if needed.

1. **Legacy Director**

* Will provide guidance to the BWLA board of directors.
* Must have been a past board member for a minimum of 5 years.
* Will ensure that all members on the BWLA board follow the guidelines set out from BWLA, CALL and the ALA

1. **Auditing**
2. The books, accounts and records of the Secretary and the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Executive Committee. A complete and proper statement of the standing of the books for the previous yea reviewed shall be submitted at the Annual General Meeting of the Association. April 30th of each year shall be the end of the fiscal year of the Association.
3. The books and records of the Association may be inspected by any member at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of it. Each member of the Executive Committee shall at all times have access to such books and records. There is no seal for the association.
4. **Annual General Meeting**
5. The BWLA shall hold an AGM on or before the start of each year, of which meeting, due notice will be given to all members. At this meeting there shall be an election of officers as described herein. The elected officers should then form part of the Executive.
6. All members of the Association shall be notified of the AGM meeting by email, on website as well as placing an ad in the local media at least two weeks prior to said meeting.
7. **Voting Rights**
8. In the case of family membership, as specified in Article 1a, voting rights are restricted to parents or guardians with only one vote per member.
9. **Borrowing Powers**
10. For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such a manner as it sees fit and in particular by the issue of debentures but this power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a special resolution of the Association.
11. Upon dissolution of the association any assets remaining from a casino after paying debts and liabilities to be:
12. Disbursed to eligible charitable; or
13. Transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board
14. **Bylaws**
15. The Bylaws may be rescinded, altered or added to by a Special Resolution passed by majority of not less than two-thirds of such members entitled to as are present in person at a general meeting, provided that a notice of a Special Resolution is received by the President in writing at least twenty one days prior to the day of the meeting.

**10. AGLC Charitable Gaming Policy**

1. Upon dissolution of the Blackfalds Warriors Lacrosse association any remaining assets after paying debits and liabilities to be transferred in trust to a municipality until the assets can be transferred from the the municipality to a charitable or religious group or purpose approved by the Board.