



BROOKS LACROSSE ASSOCIATION

Policy and Procedures Manual

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Brooks Lacrosse Association

Policy & Procedures Manual

Brooks Lacrosse Association Policies and Procedures Manual

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1.0 GENERAL

The Policies and Procedures Manual, as described herein, shall serve to assist the Board of Directors and other members in carrying out the Articles and Bylaws of the Brooks Lacrosse Association (the “Association” or “Drillers”) as set forth in the Brooks Lacrosse Association Bylaws (the “Bylaws”). Where a conflict exists between the Bylaws and the Policy and Procedures Manual, the Bylaws shall have precedence.

The Policies and Procedures Manual may be revised from time to time by the Drillers Board as they deem necessary.

Note: Sections within these Policies & Procedures that are in ‘*italicized*’ font, intend to reference the specific verbiage from the Drillers Bylaws, although the section numbers may differ between the two documents.

1.1 Mission Statement

The ***MISSION*** of the Brooks Lacrosse Association is “*Lead, Give Opportunity, Encourage Fun, Develop and Promote Positive Lacrosse Experiences*”

1.2 Objectives of Brooks Lacrosse Association

The Brooks Lacrosse Association is dedicated to the promotion of the game of lacrosse in the Brooks region for participants of all ages. The Association believes in promoting Canada’s national summer sport and that lacrosse can be used as tool in community-building, promoting healthy living, and the empowerment of our youth in a climate of mutual respect healthy competition.

The Association tasks itself with increasing the participation rates for Lacrosse as well as enhancing play, coaching, and refereeing opportunities for its members, and acting as a central office for the development of Lacrosse within the Brooks region. The Association will use various tools for the execution of this strategy, including different levels of domestic/local competition, representative programs, coach and referee development programs, and development models which emphasize the positive experiences of amateur sport for the socio-cultural, psychological, physical, and emotional development of our youth.

2.0 AGM / GENERAL MEETING / SPECIAL MEETING

2.1 Annual General Meeting (AGM)

All General Meetings, including the Annual General Meeting, shall be open to the public.

The Annual General Meeting (AGM) shall be held on or before the 30th of September of each year. The membership shall be provided with a minimum of 14 days notice of the AGM. The membership will be notified of AGM via email and social media advertising.

Motions, proposed bylaw changes, or topics to the AGM must be submitted in writing with the author’s signature at least 7 days before the meeting. No new topics will be taken from the floor during the AGM.

Quorum – Six members in good standing shall constitute a quorum at Annual General Meetings and Special Meetings.

Function of Meetings – 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 75% majority vote of those in attendance upon achievement of quorum.



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2.2 General Meeting

Meetings of the Executive committee shall be held as often as may be required but at least five times per year and shall be called by the President.

2.2.1 Agenda for General Meeting

Only the matter(s) set out in the notice for the General Meeting are considered at the General Meeting.

2.2.2 Procedure at the General Meeting

Procedural disputes not covered in these Bylaws shall be governed by Robert's Rules of Order, current edition, and shall apply at all meetings.

2.3 Special Meeting

Special Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Executive Committee, by duly given notice at least one week prior to the meeting.

A Special Meeting shall be called by the President or the Secretary upon notice by him or her of a petition signed by a one third majority of members in good standing, setting forth the reasons for calling such a meeting, which shall be by notice on the BLA website at least one week prior to the meeting.

2.3.1 Agenda for Special Meeting

Only the matter(s) set out in the notice for the Special Meeting are considered at the Special Meeting.

2.3.2 Procedure at the Special Meeting

Any Special Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

2.4 Voting

Voting – at all meetings of the Association, members in good standing will have the following voting rights:

- *All members in good standing will have one vote each.*
- *The election of officers shall be by secret ballot unless a motion is passed otherwise. All other motions shall be decided in the first instance by a show of hands unless a poll is demanded by any member.*
- *No person shall cast more than one vote on any questions notwithstanding the fact that more than one office in this Association may be held.*
- *In the case of family membership of minor(s), voting rights are restricted to parents or guardians and players 18 years of age and older.*
- *In case of non-parent members as per Membership Article 2(ii), shall have one vote each.*

3.0 MEMBERSHIP

The following shall be members:

- *Any family member over the age of 18yrs registered with the Brooks Lacrosse Association 2017 (BLAX)*
- *Any executive member, non-parent coach, assistant coach, or manager officially registered with the BROOKS LACROSSE ASSOCIATION 2017.*
- *Executive Committee means the Board of Directors of the Association and shall consist of elected officials including President, Past President, Vice President, Treasurer, Secretary, Registrar, Equipment Director, Junior Director and officials as appointed by the President.*



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3.1 Members in Good Standing

A Member of Brooks Lacrosse is in good standing when;

- The Member is listed within the Registration List of Members.
- The Member is up to date in respect to the payment of the person's annual membership dues.
- The Member is up to date in respect to the payments and obligations associated with the
- The Member has not been suspended.

3.2 Rights and Privileges of Members

Members shall enjoy the rights and privileges of membership in Brooks Lacrosse, as set out in the Bylaws and Policies and Procedures as determined by the Board from time to time.

- All members in good standing have the right to attend and vote at the Annual General Meeting, General Meeting or Special Meeting.
- All members in good standing have the right to stand for office on the Board.
- No Member is, in their individual capacity, liable for any debt or liability of the Society.
- Receiving notice of the Annual General Meeting, General Meeting, or Special Meetings.
- Speaking at the Annual General Meeting, General Meeting, or Special Meetings.

3.3 Membership Withdrawals

Any person, or group may withdraw from the Association upon notice in writing to that effect, and upon receipt of such notice by the Executive, the member shall cease to be a member.

Any member in arrears for fees and assessments will not be allowed to register in the Association in subsequent years until the delinquent amounts have been settled to the satisfaction of the Board of Directors.

The refund amount not to be greater than any membership fees paid for the current year.

3.4 Expulsion or Suspension

All members are obligated during Brooks Lacrosse activities to conduct themselves accordingly to the Policies and Procedures and Bylaws of this Society.

All members shall agree to adopt By-Laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association. Any member who fails to abide by the By-Laws or any rules or regulations made pursuant thereto, may be suspended by a two-thirds vote at an Executive meeting, as long as there is a quorum in attendance. While under suspension, a member or any of its registered teams will not be allowed to participate in the activities of the Association.

- 3.4.1** If the Members that has not paid, when they are due, the annual Membership dues or any other fees or assessments as set by the Board, that member(s) is considered to be in bad standing. Any Member in arrears for fees and assessments will not be allowed to participate in any Brooks Lacrosse Program(s) or event(s) from January 1 until the end of the membership year.

3.5 Southern Alberta Lacrosse Association (Rules & Regulations)

All members of Brooks Lacrosse must adhere to the Bylaws and Playing Rules & Regulations, as outlined in the current season's rule book.

4.0 EXECUTIVE & BOARD OF DIRECTORS



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1. *Bi-Annual Elections for various board positions shall be as follows:
President(Even Years) Vice President(Odd Years) Secretary(Even Years) Treasurer(Odd Years)*
2. *Annual elections for the various Executive positions shall be as follows:
Registrar Equipment Director Junior Director*
3. *To qualify for election for President, a candidate must have, at some time previously served on the Executive Committee.*
4. *Past president position will be occupied by the previous president until which time that a new president is elected. He/She will then have the option to stay on the board as a director at large or to simply resign at that time.*
5. *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.*
6. *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.*

A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

Any director or officer, upon a majority vote of all members in good standing in attendance at a Special Meeting that meets quorum requirements, may be removed from office or any cause which the society may deem reasonable.

4.1 Executive

The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.

*A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each member **or** by three days notice by email or telephone. **Any four members shall constitute a quorum**, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.*

Executive Committee: Refers to the Board of Directors of the Brooks Lacrosse Association 2017 and shall consist of elected officials including the President, Past-President, Vice President, Secretary, Treasurer, Registrar, Equipment Director, Junior Director and officials as appointed by the President.



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4.2 Director Integrity

It is the expectation of all members of Brooks Lacrosse that each Board Member will consistently display high moral and ethical standards in the conduct of their duties.

- 4.2.1** If a Board member displays behavior that has been determined by the remaining Directors to be improper, unbecoming, or likely to endanger the interests or reputation of the Brooks Lacrosse Association, it should be brought to the attention of the Board immediately by any member who has witnessed such behavior.
- 4.2.2** Upon receiving a complaint by a member dealing with inappropriate behavior of a Board member, a Special Meeting of the Board will occur within 10 days of the complaint being filed. At that meeting the complaint will be reviewed and the Board member whose integrity has been questioned will be given an opportunity to be heard by the remaining Board Members.
- 4.2.3** At the Special Meeting the Board will vote on whether to suspend or expel the Board Member whose behavior or integrity has been questioned. Any Director or Officer may be removed from the Board of Directors by a vote of no less than 75% of the Board Members in attendance for any cause which the Society may deem reasonable. All Board of Directors are to be invited to this meeting via email with the date, time and location. Quorum must be met.
- 4.2.4** Any member of the Board that has three consecutive unexcused absences will have their standing on the Board brought into question. The Board will review the member's attendance and the member may be suspended or expelled from the Board.

4.3 Evaluation Ethics for Board Members

Board members shall:

- 4.3.1** Support the evaluation process as outlined in the Evaluation Procedures & Guidelines Manual and in the spirit the evaluation process is intended.
- 4.3.2** Refrain from requesting the ranking or assessment information for any registered player while the Evaluations are being conducted; unless they are a part of the Evaluation team.
 - o Exception being that of the President and Vice Presidents; with regards to official Association business.
- 4.3.3** Ensure any additional Board or SALA responsibilities/commitments are still being attended to and not left; due to being involved in Evaluations.
- 4.3.4** Not use their position or their title to gain information or unsolicited involvement in the Evaluation process or in any situation arising during Evaluations.

Any violation of one or more of the above responsibilities or ethics could result in disciplinary actions by the Brooks Lacrosse Board and could result in the removal of that Board member.



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5.0 BOARD COORDINATORS

A 'Board Coordinator' is defined as a non-voting position within the Brooks Lacrosse Board; including, but not limited to; Age Division Coordinators, Photo Day Coordinator, Fundraising Coordinator, etc.

A person appointed a Board Coordinator becomes a Board Coordinator if they were present at the meeting when being appointed, and did not refuse the appointment. They may also become a Board Coordinator if they were not present at the meeting but consented in writing to act as a Board Coordinator before the appointment or if they acted as a Board Coordinator pursuant to the appointment.

In the event a vacancy occurs during the year, the Executive shall be empowered to appoint a replacement from the membership for the balance of the term. Any Board Coordinator may be removed from their position by a vote of no less than 75% of the Board Members in attendance for any cause which the Board may deem reasonable. All Board of Directors are to be invited to this meeting via email with the date, time & location. Quorum must be met.

6.0 BOARD MEETINGS

6.1 Frequency

Meetings of the Executive committee shall be held as often as may be required but at least five times per year and shall be called by the President.

Board of Directors meetings are typically held on the first Sunday of the month at a location identified by the Secretary or Executive Director.

6.2 Quorum

At a meeting of the Board of Directors quorum for the Board of Directors will consist of 50% + 1 of voting board members. A meeting of the Board, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions by or under the regulations of the Society for the time being vested in or exercisable by the Directors generally.

6.3 Procedures

All meetings shall follow an Agenda as prepared by the Chairperson and distributed at the start of the meeting. Normally the President will chair the meeting; in his absence a Vice President will act as Chairperson.

The President or Vice President **must** be in attendance to Chair all Board meetings, and the agenda should include a report from each Director unless special circumstances exist.

Only Board Members or invited guests are permitted to attend Board Meetings.

6.4 Minutes

The Secretary or Designate may record the minutes of the meeting. Minutes from the previous meetings shall be distributed prior to the meeting or read at the meeting. The minutes from the previous meeting shall be either adopted or amended by the Board.

6.5 Motions

All matters of policy and those involving finances shall be presented in the form of a motion and decided upon by a vote of the Board members present.



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6.6 Voting

All motions and other voting matters shall be decided by a quorum with the President casting the deciding vote in the event of a tie. A Director may proxy their vote only if a motion has been communicated in writing **prior to** the meeting taking place. A Director can provide their vote via proxy to the Executive Director in writing to be communicated at the meeting.

6.7 Conflict of Interest

Any member in good standing who wishes to accept a nomination for a Brooks Lacrosse Board position must disclose a Conflict of Interest, listing the name of any Junior Lacrosse Association, SALA Director, or volunteer having an interest in any other Board and the nature of the conflict. An admission of Conflict of Interest will not necessarily exclude a candidate from holding a position on the Brooks Lacrosse Board.

7.0 FINANCES

7.1 Signing Authority

All payments shall be made in the form of cheques drawn on the appropriate account of the Association. For payment, any two of the following may sign all cheques: President, Treasurer, and/or designated Executive Director.

7.2 Payment Procedures

All invoices shall be approved prior to payment by the President. No invoice or refund will be paid without the proper documentation to support the request.

7.3 Banking Arrangements

The Treasurer shall establish all necessary banking arrangements including signing authorities.

7.4 Financial Review / Auditing

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 as appointed by the President. Complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor(s) at the Annual General Meeting of the society to be held on or before the 30th of September each year.

The Board of Directors, for any reason, may request that the financial records and corresponding statements also be externally reviewed by a duly qualified Accountant.

The fiscal year of the Society in each year shall be: October 1 to September 30.

The books and records of the Association may be inspected by any member at the Annual General Meeting provided herein or at any time upon giving reasonable notice (at least one week) and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive Committee shall at all times have access to such books and records.



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7.5 Annual Budget

The budget meeting must be attended by at least the President, Vice President(s) and Treasurer, Equipment Director and Secretary of the Brooks Board of Directors and will be presented to the Board of Directors following the budget meeting.

A preliminary budget is to be prepared by the Treasurer for the purpose of setting registration revenues.

All members of the Brooks Board shall be entitled to reimbursement, with prior consent, for reasonable expenses incurred while engaged in business approved by the Brooks Lacrosse Association.

7.6 Budget

Brooks Lacrosse will operate within an approved budget that will provide for adequate and competitive development of players and coaches, required floor time, referee fees for games, and other appropriate costs as approved by the Brooks Lacrosse Board; while keeping the Registration Fee increases within reason.

7.6.1 Procedure

Each year, the Brooks Lacrosse Board will determine Registration Fees, in consultation with the Treasurer; for each age level..

With input from the Board of Directors the Treasurer will create the budget for the upcoming year.

Once the operating budget is approved by the Brooks Lacrosse Board, the Treasurer will provide a report on the spending versus budget with explanations of variances at each Board Meeting.

7.7 Registration Fees & Major Fundraising Activities

All Registration fees and Major Fundraising activities for the forthcoming season shall be reviewed annually against projected expenses. Fees for each Age Division will be set to approximate the cost to the Association for a player in that age division.

7.8 NSF Cheques

All NSF cheques are subject to a fee set at the discretion of the Board. This fee shall be reviewed each year and be reassessed as required to reflect current charges levied by the bank.

7.8.1 Procedure

NSF fees will be \$40 per occurrence. All NSF fees will be in addition to any payments which were dishonored or returned NSF by the payee's financial institution.

7.9 Equipment Reserve

Brooks Lacrosse is to provide team equipment (jerseys, coaching materials and when necessary goalie equipment), as required, for each team (Novice through Midget); by using an 'Equipment Reserve Account' fund. The Equipment Reserve Account is kept separate from General Operating funds and shall be established at the financial institution used for the Brooks Lacrosse Association.

Goalie helmets will be provided to teams up to and including PeeWee age. Bantam, Midget, and Junior goalies (players who have indicated their intention to play as a goalie for the season) **will be reimbursed up to \$200.00 one time only for the purchase of a goalie helmet.**



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7.9.1 Procedure

Each year the Brooks budget is to provide for the replacement or repair of jerseys and/or equipment as recommended by the Director of Equipment.

An amount, as determined by the Brooks Lacrosse Board will be allocated to the 'Equipment Reserve Account', for jerseys and equipment purchases.

Each year the Brooks Lacrosse Board, in consultation with the Director of Equipment, will review the adequacy of the 'Equipment Reserve Account' fund.

7.10 Donations

The Brooks Lacrosse Association is a not-for-profit Society and graciously accepts donations; however, we are unable to commit to areas of funding. We will make every reasonable effort to use donations in the area that was specified.

7.11 Donation Tax Receipts

Brooks Lacrosse Association is a not-for-profit Society and cannot issue tax receipts for donations.

Brooks Lacrosse may issue a letter to a donating party acknowledging receipt of the donation.

Upon request, a letter acknowledging the donation may be issued by the Drillers Treasurer or Executive Director for program donations, or the Team Manager for team donations.

Brooks Lacrosse Association will only issue Registration Tax Receipts for the amount of the Registration Fee(s) which can be claimed under the "Child Fitness Tax Credit". Members can print their own tax receipts by logging into their Family Account or by contacting the Executive Director.

8.0 COMMUNICATIONS

8.1 Community

Brooks Lacrosse shall communicate to its members and the Community at large through several means of communication. The Brooks Lacrosse website will be the main source of communication and it is the responsibility of the constituents to regularly check the website at: www.brookslacrosse.ca

Any of the following means of communication may be used:

- Email notifications.
- Periodic newsletters.
- Reports in community newsletters.
- Information sheet at Evaluations.
- Verbal reports at the Annual General Meeting.
- Division Coordinators, Coaches, and Team Managers.
- Notices posted on the website.
- Any other communication medium as determined by the Board.



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8.2 General

All correspondence, written or verbal, to any Director on matters of significance should be reported at the following Board Meeting. Responses when deemed appropriate should be made known to all Directors.

8.3 Southern Alberta Lacrosse Association & Brooks Lacrosse Communication Process

Copies of all written correspondence to or from the SALA should be made available to Members of the Board as soon as it is convenient to do so.

Members of Brooks Lacrosse should not communicate matters of concern directly to the SALA unless directed to do so by the President of Brooks Lacrosse. Rather, all matters shall be communicated in writing, to a Director who shall in turn bring forward to the Board. **If deemed necessary, the matter will be communicated to the SALA by the Brooks Lacrosse President.**

Brooks would like to encourage all Members to follow the approved communication process for all matters of concern. Any member contacting the SALA directly will be redirected to the Brooks Lacrosse Association. Further information with regards to reporting an incident; refer to **Section 30.0** of these Policies and Procedures.

Note: The Brooks President may deviate from this communication process depending on the severity of the matter/concern being brought forward, and may bring such concern to the appropriate SALA Representative.

9.0 REGISTRATION

For ALL registration information for each season, review the "Registration Information" document on the Brooks website: www.brookslacrosse.ca

9.1 Dates

Registration opens on January 1st of each year and closes at 11:59pm on the 15th of March of the same year. **Online registration is the only registration method available.**

9.2 Age Categories :

Player ages as of December 31st of that calendar year, will determine their Division. **Each category will accept 18 runners and 2 Goalies, for a total of 20 players, on a first come first serve basis. Players registering after size limit has been reached will be maintained on a wait list until the threshold for second team is met. These are the minimum numbers needed to consider having 2 teams. The decision to have 2 teams will be based on min thresholds being met.**

Division	Age	Second Team Threshold
U6 (Mini Tyke)	4, 5, 6	Maximum team size is 10 players
U8 (Tyke)	7, 8	Minimum team size 12 players
U10 (Novice)	9, 10	26 registered runners
U12 (Peewee)	11, 12	26 registered runners
U14 (Bantam)	13, 14	28 registered runners
U16 (Midget)	15, 16	30 registered runners
Junior	17, 18, 19, 20	36 registered runners

9.3 Legal Name & Age Verification

All registrants must provide proof of legal name and age. Birth Certificates and Passports are the acceptable forms of proof.



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9.4 Fees

All players must register and pay their fees. Fees for each Age Division will be established by the Board as described in **Section 7.7**

9.4.1 Forms of Payment

Acceptable forms of payments are collected in the following manner:

- Online Credit Card – Payment made in full at time of registration
- Online Credit Card – Payment plan with the deposit paid at time of Registration
- Cash, Cheque, E-Transfer or Money Order on a limited case-by-case basis
- Financial Assistance – Completed Package Received
- Honorariums (accepted only as submitted by the Executive Director on behalf of the member).

Further details regarding these payment options can be found in our **Registration Information** document that is on the Brooks website: www.brookslacrosse.ca

9.4.2 Fee Completion

No registration is considered complete without payment. Failure to pay registration fees in full will result in the member becoming a “Member not in Good Standing”.

Previous amounts owing must be paid before future registrations will be accepted. No transfers or releases will be granted until all fees owing are paid in full.

9.5 Child Fitness Tax

The year in which the tax credit can be claimed is determined by the **date when the fees are paid**, not when the activity takes place.

Note: The Child Fitness Tax may undergo changes in accordance with Government Policies. Any such changes will take precedence over what is currently written in Financial Assistance

9.6 Financial Assistance

There are a number of options available for Financial Assistance. Please refer to our **Registration Information** document on our website. You can also contact the President for further information. All financial assistance matters will be coordinated by the Registrar or Treasurer and are **handled with the strictest of confidence**.

9.7 Late Registration

The Board will assess and approve the amount of the late registration fee at the same time that the Registration Fees are set each year for the following lacrosse season. Individual exceptions for the late fee may be considered and a decision will be determined by the President.

Registrations received after the deadline each season (generally March 15) will be accepted based on availability(see 9.2 above) and subject to a late fee for returning members.



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9.8 Refund of Fees

Situations will arise where families choose to, or are required to withdraw from the Brooks for a variety of reasons. We understand that this will happen and have taken the time to formalize our Policy surrounding this.

The time and date stamp on the email sent to the Registrar or Treasurer requesting the withdrawal will be used to determine the applicable refunds where necessary.

9.8.1 Withdrawal Process

- 9.9.1.1 Email the Registrar with the desire to withdraw the registration.
- 9.9.1.2 Once this notification is received, the Executive Director will withdraw the Member from the ALA database.
- 9.9.1.3 Effective immediately the Member is no longer permitted to participate in any Brooks on-floor or off-floor activities; **no exceptions**.
- 9.9.1.4 The Registrar or Treasurer will notify you once the withdrawal process has been completed with the BLA and ALA. Once a player has fully withdrawn, they are not permitted to register again until the following season.
- 9.9.1.5 If there are unique circumstances, Brooks may choose to waive this "Waiting Period" requirement depending on the time of year and/or direction from the SALA.

9.9.2 Refund Policy

Refunds requests must be made in writing by contacting treasurer@brookslacrosse.ca.

All refunds will be assessed a \$50.00 administration fee.

Refunds will be assessed on a prorated fee basis based on playing season from assessment/practice start date. ALA Insurance fees paid on your behalf will not be refunded. There will be no refunds following the second Monday in May.

Requests for refund will be processed within 30 days after the request has been submitted. Requests can be appealed and will be handled on a case by case basis.

10.0 PLAYER RELEASES

The Policy for "Player Releases", in or out of the Brooks Lacrosse Association, shall conform to the policies of the SALA. Any member in arrears for fees and assessments will not be granted a transfer to a new Association until delinquent amounts have been settled to the satisfaction of the Executive.

11.0 FUNDRAISING

11.1 General

All major Drillers fundraising projects are to be coordinated by the Brooks Board of Directors or responsible persons assigned by the Board of Directors. This is to ensure that projects do not conflict with those of other Drillers fundraising efforts and other organizations in the community or the Southern Alberta Lacrosse Association (SALA).



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11.2 Individual Teams

Individual teams are permitted to raise funds HOWEVER all fundraising must be discussed with the Fundraising Coordinator in order to have proper gaming licenses in place. All teams will be required to provide detailed financial accounting to the Fundraising Coordinator by August 31st.

11.2.1 Team Budgets / Fund Raising

Teams are permitted to raise funds as outlined in Section 11.2. The team budget must be discussed and agreed upon by at least 75% of the parents/guardians at the team's first team meeting. Team funds are to be held and distributed from a Team Bank Account.

Teams must spend the publically raised funds in the current season; as per the team's approved budget. Any publicly raised funds which remain unspent at the end of the season are to be donated to a charity of the Team's choice or given to the Brooks Lacrosse Association. Unspent publicly raised funds CANNOT be re-distributed to the parents/guardians of the team.

Cash contributions ("cash call"), which the parent/guardian has made to the team that have not been spent, are to be reimbursed to the parent/guardian who made the contribution; up to the amount of the original "cash call" amount.

Teams are to remain reasonable and sensitive to financial and social challenges; with regards to the amount of financial burdens placed on their players' families.

11.2.2 Brooks urges teams to use careful discretion with cash calls and would remind the teams to be respectful of the individual situations of team members/ families.

At the end of the season, an accounting of all cash collections and expenditures is to be provided to the parents/guardians and the Drillers Treasurer if requested.

11.3 50/50 Draws

Teams may run 50/50 draws to raise funds at the team level, although the team MUST coordinate with the Fundraising Coordinator to ensure appropriate licensing has been obtained with Alberta Gaming and Liquor Commission (AGLC).

Failure to obtain a license can result in a fine from AGLC. Brooks will NOT be liable for any team fine that is levied.

11.4 Casino Revenues

Casino revenues are to be recorded to the profit and loss accounts in a systematic basis that provides matching of the revenue with the associated expenses in accordance with the AGLC policy.

As expenses are incurred, an equal amount should be removed from the deferred Casino revenue account and recorded in the profit and loss account as Casino revenue. This will continue until the deferred Casino revenue account is reduced to zero.



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11.5 Support & Volunteer Requirements – Parents, Players & Teams

PARENT SUPPORT IS VITAL TO THE SUCCESS OF BLA. Each family **MUST** supply a volunteer to work their scheduled shift at games as well as volunteer for the mandatory bottle drive and raffle fundraising activities. In addition, each family is required to volunteer for one other fundraising activity outside the mandatory requirements.

Parents will be required to volunteer their time in the scorekeepers' box and should be aware of how to run the time clock as well as what their duties as off-floor officials will be. Box Officials should also become familiar with the actual playing rules and regulations. This knowledge will prove very beneficial in the performance of their roles.

Duties include score clock, scorebook, thirty-second clock, and penalty box doors. The responsibilities and functions performed by the off-floor officials are not minor but rather very important. Each individual is an integral member of the team. **Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice. Cheering, yelling, etc is not allowed in the box.**

All parents, players and teams are expected to support the fundraising activities initiated by the Drillers. The Brooks Drillers Association has the right to withhold certain privileges, including floor time, from teams failing to support fundraising activities.

BLA shall also have the right to rebate a portion of the funds raised to individual teams who have demonstrated exceptional support of such fundraising activities.

12.0 PLAYER EVALUATIONS AND PLACEMENTS

12.1 General

If necessary, player evaluations shall be held for each age category prior to the selection of teams in each season. All players will be evaluated to ensure that they have an opportunity to demonstrate their abilities and skills. The number of evaluation sessions shall be sufficient to adequately assess the player's skill level relative to that of other players in the same age category. Player evaluations shall be coordinated by the Evaluations Coordinator who reports to the BLA Board.

12.2 Evaluation Procedures & Guidelines Forms

The "Evaluation Procedures & Guidelines Forms" shall;

- Be updated on a continual basis and any changes will have been approved by the Board.
- Be made available on the Brooks website for review.
- Provide a breakdown of the skills that are assessed at the evaluations.
- Be maintained by the Evaluation Committee; chaired by the Director of Evaluations/President.

12.3 Attendance

Brooks Lacrosse has an Attendance Policy and in the event that any age category has an excess of players in relation to the number of teams being created, both excused and unexcused absences may be reviewed when determining releases of such players.

12.4 Communications

During Evaluations, Board Members and the general membership (parents/guardians) shall follow the proper lines of communication and direct all suggestions, opinions and concerns to their respective Division Coordinators. The Coordinators are responsible for responding in a timely fashion, and if required, to follow up with the Director of Evaluations and/or the Brooks Board.

12.5 Player Evaluation by Coach



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Coaches may be requested to submit an evaluation of each player, on their team, at the conclusion of the season. The previous season evaluation may form part of the player's placement process.

12.6 Player Placement

The goal of player placement is to assign a player to a team comprised of players with similar skills and abilities. The procedure for player placement shall be as set forth in the "Evaluation Procedures & Guidelines Forms".

12.6.1 Player Placement Adjustments

Adjustments to player placements on teams will follow the guidelines outlined in the "Evaluation Procedures & Guidelines Forms".

12.7 Evaluation Placement Inquiry Process

The Evaluation Placement Inquiry Process is specific in that it is in regards to a particular player. General information regarding the evaluation process and team selection process is available on www.brookslacrosse.ca or from an Age Category Evaluation Coordinator.

A placement inquiry of the evaluation received by one specific athlete must be in writing to the appropriate Age Category Evaluation Coordinator **within 48 hours** of notification of the player's team assignment, and it must include the following:

- A \$100 Inquiry Fee, payable to Brooks Lacrosse Association. The fee will be refunded if the Evaluation Placement Inquiry Committee overturns the original team assignment.
- A copy of the email (time/date stamp) of the notification of the player's team assignment.
- The player's assigned evaluation scrimmage sessions attended and any missed sessions.
- Previous lacrosse experience of the player.
- Any additional information that is relevant to the player placement inquiry.

12.7.1 Evaluation Placement Inquiry Committee

The written request is to be reviewed by the Vice President, the Director of Evaluations (or designate), the Age Group Coordinator and one other member of the Brooks Board, together known as the **Evaluation Placement Inquiry Committee**.

Their review will consist of analyzing:

- The pre-seeded assignment of the player.
- The on-floor evaluation report of each evaluation floor time.
- Confirmation of ranking within the evaluation matrix.

The Evaluation Placement Inquiry Committee will attempt to address the evaluation inquiry request within 72 hours of receiving it. They will meet with the parents/ legal guardians and/or player and communicate the decision in writing to the player and/or Parents/Guardians.

If the Parents/Guardians are not satisfied with the outcome of the Evaluation Placement Inquiry Committee's findings, the Parents/Guardians may file an appeal to the President of Brooks Lacrosse. The Parents/Guardians must complete an **Player Evaluation Appeal Form**, which can be found on the website at brookslacrosse.ca.



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12.8 Evaluation Placement Appeal

The **Player Evaluation Appeal Form** is required to advance an Appeal, and is intended to assist in ensuring that adequate information is provided such that the Appeal Committee can make an appropriate determination.

If the Appeal is not made on the Appeal Form or if the Form is not completed it shall be automatically dismissed with no further appeal.

12.8.1 Factors that are considered in the process of an Evaluation Appeal:

- Is there room for movement such that team sizes remain compliant with SALA guidelines and requirements for team sizes? This includes the guidelines for team size and differentiation of team sizes within an association.
 - **Note:** No player will be moved down a team as a result of an appeal from another player. As such, the compliance with the afore mentioned guidelines is of great importance.
- Is there an error in the evaluation calculations that determined placement of the player? Reference should be made to the procedures in place in the Brooks Evaluation Document.
- Was there an illness, injury, health concern or other extenuating circumstance that impacted the player's performance in evaluations and was that taken into consideration in the evaluation and in a manner consistent with the Brooks Evaluation Document?
 - **Note:** An appeal will not necessarily be successful as a result of an injury, illness or health concern.
- The position of the player in relation to the desired team.
 - For example, is the player next on the depth chart in terms of players being placed on a particular team?
- Was the appeal made in the timelines required by the Brooks?
 - Refer to **Section 12.9.3** of the Brooks Policies & Procedures.
 - Was the appeal made in writing to the Brooks Board of Directors?

12.8.2 Factors that are **NOT** considered in the process of an Appeal:

- Desire to play with a particular player/players on another team.
- Desire to play for a particular Coach or Assistant Coach on another team.
- Desire not to play with a particular player/players on the assigned team.
- Desire not to play for a particular Coach or Assistant Coach on the assigned team.
- Previous year(s) performance or placement alone.
- Placement in relation to another particular player or particular players; and;
- Such other reasons as the Committee may advise.

Note: Appeals made for such reasons as mentioned in **Section 12.8.2** of the Brooks Policies and Procedures will be denied.

12.8.3 Appeal Timeline

Appeals must be received within 48 hours of notification of player's placement on a team based on their evaluation.



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13.0 COACHES

13.1 Orientation / Coach Meetings

Each season, once Evaluations have reached their conclusion and Coaches are determined, the Director of Coaches, President and Vice President(s) will host a "Coaches Meeting".

This meeting will be held to orient all Coaches and Division Coordinators with regards to the Policies & Procedures. It is **mandatory for all Head Coaches** to attend this meeting.

13.2 Coach Selection Committee

General information regarding the Coach Selection process is available on www.brookslacrosse.ca or from the Vice President. The Coach Selection Committee will be chaired by the Vice President and a Board Member. All Coach appointments will be reviewed by the President.

13.3 Coach Applications

Prospective Coaches will be required to submit an application outlining their experience, qualifications and philosophy of coaching. Failure to complete the application process in its entirety may impact the selection process.

All potential 'Independent Coaches' (non-parent coaches), must fill out the [BLA Coaching Application Form](#) and will be interviewed. Selected 'Independent Coaches' will also be required to complete a Police Information Check and complete all coaching certification required by Brooks, SALA, ALA, and Canada Lacrosse; by the set deadline.

Preference may be given to 'Independent Coaches' – i.e. non-guardian, in the Age Category of Pee Wee and older. The application should be submitted to the Vice President by the deadline date set by the Board.

The complete process for the upcoming season is available on the Brooks website for review: www.brookslacrosse.ca

13.3.1 Coach Application Procedure

- a. The Coach Selection Committee will receive the list of potential Coaches..
- b. The Coach Selection Committee will review the Coaching Evaluations from the previous year and summarize the results.
 - The Committee will confirm the list of acceptable Head Coaches and Assistant Coaches for the upcoming season.
 - There may be instances where Coach Applicants are not awarded coaching positions due to unacceptable Coach evaluations or previous behavior not consistent with the 'Fair Play Code' of ethics.
 - These candidates will be informed of the coaching decisions.
- c. The Vice President may consult with the Age Category Coordinators and other Board members familiar with the age-level Coach applicants, just prior to the final round of player evaluations for each age level for the purpose of identifying potential Head Coaches and Assistant Coaches.
 - A list of potential coaches for each Age Category is to be prepared.
- d. Head Coaches, for each team in each Age Category, are to be selected after the final evaluations are completed with the exception of 'Independent Coaches'. 'Independent Coaches' will be selected prior to the commencement of Evaluations, provided they have met the criteria; to date.
- e. The names & experience of unsuccessful acceptable Head Coaches and other acceptable Coach applicants are to be provided to the successful Head Coach who in consultation with the Director of Coaches; will choose their Assistant Coaches.
 - In some instances, the Director of Coaches may suggest the best Assistant candidate based on previous evaluations and coaching experience.
- f. After placements have been determined, all Coach Applicants will be notified.



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13.4 Certification

All Coaches in All Age Groups require certain certification and **MUST** obtain the required certification as outlined by Brooks Lacrosse, the SALA, ALA, and Canada Lacrosse for the respective Age Group, **by the communicated deadline.**

With **prior approval** from the Vice President, Head Coaches and Assistant Coaches; who are registered on the SALA Official Roster for the current season; will be reimbursed 100% of the registration fees associated with completed, approved & required certification courses. Refer to the **Coach Reimbursement Form** for submission requirements and deadlines, which can be found on the Brooks website; www.brookslacrosse.ca.

Important Notes:

Drillers Coaches MUST complete the following BEFORE being added to the official roster:

- Respect in Sport (Coach) – Online Certification.
- Safety – Online Certification.
- Police Check – Final results. See Section 13.5 for additional information.

Drillers Coaches, who **have not** completed the required Canada Lacrosse Association, ALA, or SALA courses/certification by the deadline date for the current lacrosse season, will be removed from their Official Roster until such time that the course(s) have been completed. The Coach **will not be allowed** on the floor for any practices or sanctioned events such as; but not limited to games and tournaments until the Certification(s) are met.

Depending on the circumstances and deadlines, the Coach may not be added back to the Official Roster at all. A replacement Coach, who holds the required certifications, may need to be added to the roster to ensure the team remains as an eligible team, and is properly certified according to the ALA; by the required deadlines. Due to insurance reasons, NO individuals are allowed on the floor, unless they are on an Official Team Roster.

13.5 Vulnerable Sector Check (VSC)

To help provide a safe environment for our players, Brooks Lacrosse requires ALL Coaches, and Assistant Coaches to complete **and pass** a mandatory Vulnerable Sector Check, in order to officially be registered on a team roster.

A VSC is valid for 2 seasons. **The BLA has an account set up with the RCMP** and as such, there is no cost to the member to complete the VSC. If a member chooses to pay for any part of the VSC, or if there is a need for further fingerprinting etc, those expenses are solely the coach's responsibility.

Note: Drillers Coaches, who have not complied with this request by end of May, of the current season, will be removed from the team roster.

13.5.1 Process for Consideration

A VSC that comes back with any results will be reviewed as per the procedures below:

- Upon receipt of a VSC with a result, the information must be presented to the Vice President within 3 days of receiving the notification for review.
- The Vice President will call a meeting of the VSC committee.



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Guidelines for acceptance of a coaching application or the continuation of a coaching position shall be determined by the following:

- The Coach would receive an immediate permanent suspension and removed from the team roster when one (1) or more of the following offences is presented:
 - Violent crime of any kind;
 - Pedophile or sexual crime of any kind;
 - Sexual or physical abuse of any kind;
 - Any crime or offence that the Board of Directors deems to place a Player, Coach, Parent or the Association at risk
- Continuation of coaching may occur with a when one (1) of the following offences is presented:
 - Impaired driving
 - Fraud or embezzlement; and
 - Any crime or offence that the Brooks VSC Committee or Board of Directors deems not to place a Player, Coach, Parent or the Association at risk.

13.6 Coach Evaluations

Coach Evaluations are to be completed for all Coaches at least once during the lacrosse season. Coach Evaluations will be reviewed by the Vice President. The [BLA Coaches Evaluation Form](#) is found on the Brooks Lacrosse Website at www.brookslacrosse.ca

The Vice President will work with the Registrar to have the parents/guardians complete an online Coach Evaluation; through Survey Monkey, or a program as approved by the Board. A summary of the Coach Evaluations will be prepared by the Vice President.

Feedback may be provided to Head Coaches. The request is to be made in writing at the conclusion of the season. Discussion with individual Coaches will be at the discretion of the Vice President.

13.7 Coach Mentor Program

Brooks participates in the Coach Mentor Program as endorsed by SALA and Canada Lacrosse. Experienced Coaches from the Brooks program are recruited to become Coach Mentors. Coach Mentors provide a resource to other Brooks Coaches for things such as, although not limited to; practice plans, and drills. Coach Mentors are permitted to be on the bench for any Brooks team; as determined by the Director of Coaches.

Coach Mentors may participate in the development of coaches by observing team practices and games to provide feedback to the team's coaching staff. Coach Mentors are expected to help multiple teams at various age levels over the course of the season.

1. Potential Coach Mentors are identified by the Vice President.
2. Teams can request help or evaluation from a Coach Mentor at any time by contacting the Director of Development.

14.0 TEAM MANAGERS

Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-floor organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. Team Managers should be highly organized and fully committed to the team. Team Managers are encouraged to review the Roles & Responsibilities in the **Appendix Section** of the Policies and Procedures, upon accepting this important role.

All teams are to have one Team Manager. Team Managers are to be selected at the start of the season by the Head Coach, in consultation with the Assistant Coaches and parents/guardians. Where possible it is recommended that Team Managers NOT be related to anyone on the teams' Coaching staff; as they should represent a non-biased liaison between coaching staff



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and parents/guardians.

15.0 OFFICIAL TEAM ROSTERS

All Brooks teams will be registered in RAMP and submitted to ALA by their age category deadline, and according to the current Rules & Regulations surrounding the submission of team rosters; as per SALA, and ALA.

15.1 Sanctioned Games – Bench Staff

During sanctioned games, only the individuals that are listed on the team roster are permitted to be on the bench. Any Coach, who is required to be on the bench of another team, **MUST** have the Vice President's prior approval.

15.2 Process

1. The Age Division Coordinator will forward the pending rosters (players and bench staff) to the Registrar for each team in their Age Category.
2. The Head Coach/Team Manager must have a parent/guardian for each player verify their child's contact information and communicate any changes to the Registrar.

16.0 PLAYER AFFILIATIONS

Affiliated players may ONLY be used to replace an injured or absent player. Affiliated players may NOT be affiliated to replace a suspended player.

The use of Affiliate Players MUST follow the rules set out by SALA. The Rules and Regulations regarding player affiliation can be found on the SALA website. Any discrepancy between these Policies and Procedures and SALA Rules and Regulations; the latter will apply.

To use an Affiliate Player, the following procedures must be followed. Failure to do so may result in the Coach being suspended.

- Contact the Head Coach of the team you are affiliating the player from and ask them who they recommend
- Contact the player/parent(s)/guardian(s).
- Write the player name on your game sheet label, and indicate 'AP' after their name.

17.0 OFFICIAL GAME REPORT (GAME SHEETS)

Brooks will provide each team with enough game sheets for all of their League home games. If you require additional game sheets please contact the Director of Equipment at equipment@brookslacrosse.ca

Please refer to the SALA website for game results reporting procedures under the Administration tab.

The Home team provides the game sheet which must be filled out completely and signed by each Head Coach prior to each game.

Team Captains and Assistants should be indicated with a 'C' and 'A' next to their name, as well as any affiliated players; must be indicated with 'AP' next to their name.

Any suspended player or coach should be indicated with a SERV 1 of 1 or SERV 1 of 2, etc, next to their name; depending on the duration of the suspension and which game it is, for multigame suspensions.



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18.0 TEAM CAPTAINS AND ASSISTANTS

There are not to be any full-time Captains and/or Assistant Captains in the Age Categories below Pee Wee. If a team decides to use the 'C' and/or 'A' on the players' jerseys; they will be required to rotate the 'C' and/or 'A' among all of the players of the team over the lacrosse season.

The selection of the Captains and/or Assistant Captains is the responsibility of the Coaching staff and under no circumstances are players to be involved in the selection of Captains and/or Assistant Captains.

Any Captain or Assistant Captain, who becomes suspended by SALA for verbally abusing an Official, will lose the privilege of being the Captain or Assistant Captain immediately.

The "C's" and "A's" should NOT be permanently affixed to the jersey. Individuals can either loosely sew them on or provide stickers – DO NOT use hockey tape as it damages the jerseys

18.1 Selection Criteria

For Pee Wee and above, the Coaching staff has the option in making the selections for a full time Captain and Assistant(s) and should consider the following selection criteria:

- 18.1.1 Good knowledge of the Rules and Regulations as they are the on-floor team representatives.
- 18.1.2 Good role model for teammates (hardworking, skilled etc).
- 18.1.3 Good communicator (comfortable talking to players, officials and coaches).
- 18.1.4 Well respected by Coaches.

The selections are to be made in consultation with the other Coaches. The selections should not be a popularity vote, but recognize that this is an asset if the player is well liked and respected by teammates.

The Coaching staff should take sufficient time to identify players that meet the above criteria during games and practices to reduce possibility of having to remove a player as a Captain or Assistant Captain at a later time.

19.0 VOLUNTEER BOND PROGRAM - There will be a **\$150.00 bond** attached to the registration fees at the beginning of the lacrosse season, and will be directly linked to volunteer hours given throughout the year. This fee must be collected (via post dated cheque) before the affected player can take the floor for the current year. Each member family will be given a chance to collect volunteer points as set out in the chart below. At the end of the lacrosse season, the bond will be returned to the member family, or it can be left on file for the next lacrosse season. If for any reason the member family does not collect the correct number of points, participate in the Bla lottery and May bottle drive throughout the year, the Bond will be cashed- no exceptions. Coaches, managers, jersey parents, and other team reps will be exempt from points collected from the off floor official portion only, and are automatically given 15 points.

Working as an off floor official (penalty box, score clock, 30 sec clock) Work 3 games (min/yr) = **15 pts**
5 pts for each additional game worked

BLA yearly lottery Sell 10 tickets-1 book (mandatory) = **10 pts**
each extra book of 10 tickets sold = 4 pts each

May Bottle Drive Mandatory = **25 pts**

Casino TBA

Total Points needed = **50 pts/season**

These parameters are not negotiable nor to be altered. The team manager will keep track of all volunteer time and points throughout the year. There are exceptions of course as unforeseen events happen. Make sure to let your team manager know if there is a serious event that prevents you from fulfilling your duties. If the member family defaults in payment of the bond amount, they will be considered a member in bad standing and will not be allowed to register until all fees are collected and paid in full.



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20.0 INSURANCE

20.1 Accident Insurance (Coaches and Players)

Accident Insurance for Coaches and Players of all Age Categories shall be obtained through ALA as part of the registration process with ALA. This insurance will only be available to those players and coaches listed on the Official Roster of each team submitted and approved by SALA.

20.2 Board of Director Insurance

Brooks Lacrosse Association also provides Director and Officer Liability coverage while acting on behalf of the associations through the ALA.

20.3 Canada Lacrosse Insurance

Canada Lacrosse is strictly a supplemental insurer. If you have access to any other insurance, you must pursue it through them first. Canada Lacrosse may cover those costs not covered by your primary insurance to their policy limits.

An Injury Report Form; **MUST** be submitted directly to the ALA within 90 days of the injury and completed in its entirety or the form will be returned. These Injury Report Forms can be requested through your Team Manager or the Brooks Executive Director or on the ALA website.

Canada Lacrosse and each of the Branches of which Canada Lacrosse is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Canada Lacrosse. Coverage includes any officer, director, employee, coach, volunteer worker, instructor, referee or member of a Committee, while acting within the scope of his/her duties.

It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams **provided all are registered** with or affiliated with Canada Lacrosse.

You are covered;

- During Canada Lacrosse/Branch sanctioned events (League games, Tournaments, Practices, Training Camps, when playing 'member teams' only and during sanctioned fund raisers and events).
- During transportation directly to and from the arena or venue for a sanctioned event.
- In accommodations at a hotel during a Canada Lacrosse/Branch sanctioned lacrosse activity.

Important Notes:

Sanctioned Events take place within clearly defined parameters set out by your Association and its members. These can include association, team and league scheduled practices, games, evaluation/tryouts and related activities. These activities, which would qualify as "normal" lacrosse program delivery, all fall within the scope of regular day to day operations of a Minor Lacrosse Association and do not require specific sanctioning authority. However, program extensions such as dry land training camps, exhibition games and tournaments, all require separate specific sanctioning.

There are also times when activities fall outside of what is considered to be normal programming. These kinds of activities usually occur away from the arena venue. It is



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important that you check with your Minor Lacrosse Association if planning an event outside of normal programming such as fundraising and team social events, as such events may be deemed as high risk and insurance coverage would not apply.



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21.0 OFF FLOOR OFFICIALS (Timekeepers & Scorekeepers)

For Community lacrosse, each team must supply Off-Floor Officials for all games. The Home Team will be responsible for the Timekeeper and Shot Clock and the Visiting team will be responsible for the Scorekeeper. There should be one (1) Timekeeper, one (1) Shot Clock, and one (1) Scorekeeper for each game, as well as one (1) volunteer for each penalty box – The visiting team shall provide a volunteer for the visiting teams penalty box and the home team shall provide a volunteer to run the home team box. The Team Manager, or designate, should set up a schedule and ensure all Off-Floor Officials are aware of the dates they have been assigned.

Guidelines – Refer to the SALA Playing Rules and the ALA “Off-Floor Officials Manual”

Note from the ALRA (Alberta Lacrosse Referees Association) Rules & Regulations:

All Off-Floor Officials are responsible for conducting their duties in a manner that displays sportsmanship and shows fair play and respect to all participants. As **NEUTRAL** Off-Floor Officials assisting the referee in proper conduct of the game they are significant contributors to the management of the game. If their behavior warrants disciplinary action, they may be relieved of the duties by the Referee or other SALA official. **At no time during a sanctioned game, are the off floor officials or parents allowed on the floor.**

22.0 REFEREES

22.1 Referee Grievance Process

All grievances in regards to an On-Floor Official, must be filed with the Alberta Lacrosse Referees Association. The Head Coach is responsible for submitting the grievance report. Forms can be found on the ALRA website at: <http://www.albertalacrosserefs.com/>

The report should provide a clear, concise and factual outline of the problem that is giving rise to the grievance. In addition to the factual outline, the report must include the following:

- a) Date and Time of Game
- b) Arena
- c) Team Division and Age Category
- d) Head Coach Name & Phone Number
- e) Opposing Team

If in the process of reviewing the grievance, it is discovered that any member of the team filing the grievance acted in an unacceptable manner, then these findings will be forwarded to the Brooks Board and disciplinary action may be taken against the offender(s).

23.0 SAFETY

The safety of all participants is a focus of BLA. All participants in Brooks are to apply safety concepts to all on-floor and off-floor activities. All players are to conform to the equipment requirements as indicated in the playing rules of ALA.

Players are not permitted on the floor without a registered Coach, Coach Mentor or other BLA insured person.

Team activities are to have at least one of the bench staff in attendance and is to have accredited



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First Aid training. All teams are to be supplied with a First Aid Kit. This First Aid Kit is to be available at all team activities, and a First Aid process should be established.

23.1 Medical Forms

All registered players must have a current medical form on file. All Medical Forms will be collected by the Team Manager. Medical forms must be received prior to the first league game or the player will be suspended from participation until it is received.

23.2 Emergency Plan

All teams must have an Emergency Plan in place, which identifies three (3) people with specific responsibilities as follows:

23.2.1 Person #1:

Responds to the injury on the floor. This would be the registered Coach on the roster with Safety Training.

23.2.2 Person #2:

If required, will call 911. Would serve as the initial contact for the EMS response team to direct them to the injured player.

23.2.3 Person #3:

To obtain the Medical Record of the player and provide to the EMS team.

24.0 EXHIBITION AND TOURNAMENT GAMES

Brooks encourages teams to participate in Exhibition and Tournament play, provided it does not place excessive time commitments or financial burden on the players and their families.

Team Managers and Head Coaches need to consult the SALA and/or ALA rules covering processes with regards to Exhibition games and Tournament play and how to apply for the proper sanctioning.

When players participate in a tournament, particularly 'Out of Town Tournaments', they are the responsibility of the Coaching staff at all times that the player is without Parent/Guardian supervision.

All games played outside of Alberta, require a Travel Permit as per ALA. Failure to obtain and carry a travel permit with the team on the trip may result in Coach Suspension. Refer to the ALA website for the most up to date information and process.

25.0 ATTENDANCE POLICY (Players & Coaches)

BLA recognizes that regular participation in practices and games is an integral part to the development of our lacrosse coaches, and players and the success of our lacrosse program. Head Coaches should ensure that there are 'Team Rules' in place and signed by every player and parent, to support the importance of attendance. *Attendance will assist in dictating floor time.*

26.0 CODE OF CONDUCT, FAIR PLAY CODE, AND TEAM RULES

Code of Conduct identifies the standard behavior, which is expected of all Brooks members including; Players, Coaches, Parents/Guardians, Directors, Coordinators and Volunteers.

BLA is committed to providing a sport environment in which all individuals are treated with respect. Members of Brooks shall conduct themselves in a fair and responsible manner. Members



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shall refrain from comments or behavior that is disrespectful, malicious, offensive, abusive, racist or sexist.

For issues, specific to Bullying (Code of Conduct), refer to **Section 27.0**. While participating in all Brooks activities and events, members shall avoid behavior which brings Brooks or the sport of lacrosse into disrepute.

Failure to comply with the Code of Conduct may result in disciplinary action in accordance with the Brooks Discipline Policy, and/or those set forth by SALA, ALA and/or Canada Lacrosse. Such action may include the member losing privileges that come with membership to the Brooks Lacrosse Club, up to and including suspension or possible removal from Brooks.

There is a zero-tolerance policy on the transportation or possession of any alcohol or illegal drugs within any floor, arena or dressing room that is being used at that time by a Brooks or any other Minor Lacrosse Team. Violations to this policy will be dealt with by the Brooks Board.

There is a zero-tolerance policy on using chewing tobacco within any floor, arena or dressing room, which is being used by a Brooks or any other Minor Lacrosse Team. Violations to this policy will be dealt with by the Brooks Board.

26.1 Code of Conduct & Fair Play Code Forms

Discussion of Fair Play Code and Parent Code of Conduct should be on the agenda of all Parent Meetings at the beginning of the season.

At the beginning of every season, each Coach, Parent/Guardian and Player must sign the **BLA CODE OF CONDUCT** at the time that of the Parent Meeting. Signed documents are then to be submitted to the Team Manager. Failure to submit would warrant the status of "Member not in Good Standing", whereby further disciplinary action may result.

Once all forms have been submitted, the Team Managers are to enclose all documents into one envelope and submit to the Registrar by the communicated deadline date.

26.2 Team Rules

It is at the discretion of the team Coaching Staff to pass judgment on what constitutes inappropriate behavior and the consequences for the behavior. These Team Rules should be clearly communicated to the Parents/Legal Guardians and Players, at the beginning of the season.

Some examples of inappropriate behavior would be things such as, but not limited to:

- a) Unexcused absences.
- b) Disruption of team practice(s) or game(s).
- c) Repeated refusal to follow coaching instructions.
- d) Inappropriate language.
- e) Disrespect for Coaches, team members and Officials.

The Head Coach is also responsible for the allocation of playing time to players in any particular game, but should ensure that over two or three games, the playing time per player is relatively equal.



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27.0 BULLYING/HARASSMENT POLICY

BLA has instituted a zero-tolerance policy regarding Bullying and Harassment. Bullying is a common denominator of harassment, in that bullying tends to be a number of small incidents over a period of time. Harassment is a form of discrimination. Discrimination is treating someone differently based on age, race, national or ethnic origin, color, religion, sex, sexual orientation, family status, marital status, physical or mental disability.

The following types of harassment will not be tolerated whether or not individuals complain:

1. **Sexual Harassment:** Includes inappropriate sexual comments about a person's body, appearance, use of derogatory sexual terms, enquiries or comments about an individual's sex life or sexual preferences, unwanted touching, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in authority against an individual who has rejected a sexual advance or unwelcomed sexual behavior.
2. **Racial Harassment:** includes racial slurs, jokes or name calling based on race, ancestry, place of origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes or derogatory nicknames.
3. **Abuse of Authority:** improper use of power and authority inherent in a position to endanger or undermine another's job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail, or coercion.

Bullying is defined as a conscious, willful, deliberate and hostile activity marked by a real or perceived imbalance of power, intent to harm, and/or threat of aggression. The behavior is repeated or has the potential to be repeated over time.

Bullying can occur in many different forms including:

Verbal Bullying - name-calling, sarcasm, teasing, spreading rumors, threatening, and sexual comments.

Social Bullying - mobbing, scapegoating, spreading rumors, embarrassing someone in public, excluding others from a group, ganging up and group teasing.

Physical Bullying - hitting, poking, pinching, chasing, shoving, rude hand gestures, kicking, coercing, destroying or stealing belongings and hazing.

Cyber Bullying - using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.

Harassment and bullying cause injury to health such as; stress, anxiety, and depression. Over time, bullying and harassment can result in psychiatric injury and trauma. The impact of bullying and harassment can leave lifelong scars, trauma and/or pain. Our intention is to provide a respectful and a safe environment for all members within Brooks.

28.0 SOCIAL MEDIA POLICY

BLA understands and appreciates the importance of Social Networking as it relates to the personal and professional lives of its members. This immediate and public forum provides unique opportunities for networking. However, it also provides an unsupervised medium for inappropriate conduct to occur; conduct which can be detrimental to the welfare of Brooks and its members.

BLA will hold its members to a Code of Conduct that is responsible and refrains from comments or behaviors that are disrespectful, malicious, offensive, abusive, racist or sexist. For situations regarding "Cyber-bullying", also refer to [Section 27.0](#). When using Social Media, members should assume at all



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times that they are representing Brooks Lacrosse, their community, their team and SALA.

Failure to comply with the Social Media Policy may result in disciplinary action in accordance with the BLA Discipline Policy, and/or those set forth by SALA, ALA and/or Canada Lacrosse. Such action may include the member losing privileges that come with membership within Brooks, up to and including suspension or possible removal from Brooks.

29.0 REPORTING AN INCIDENT

29.1 Within Brooks Lacrosse

Those who attempt to address problems on a team or within the Brooks will not be looked down upon; in particular, players will not be made to suffer for the actions of their Parent/Guardian who may file a report.

It is expected though, that all problems be addressed in a constructive manner with respect and courtesy. Abuse will not be tolerated or accepted, while constructive contributions will always be appreciated. Anonymous inquiries or complaints cannot be addressed collaboratively and as such, may not be responded to.

A person ("Complainant") who experiences, witnesses, or has reason to believe that unacceptable conduct has occurred, must first adhere to the **"24 Hour Rule – Cooling off Period"**, review the **"Parent Code of Conduct"** and **"Fair Play Form"**. Once those have been followed and reviewed this person may then contact the Team Manager and/or Head Coach to try and resolve the situation.

29.2 Informal Resolution

If a resolution cannot be achieved at the team level, then the "Complainant" may contact the Age Group Coordinator along with the Vice-President. The Age Group Coordinator along with the Vice-President, in a neutral, unbiased capacity; will receive information regarding the incident(s) and where appropriate, assist in the "Informal Resolution" of the matter. If there is a conflict of interest with the Age Group Coordinator along with the Vice- President, and they are unable to act in this capacity, they must remove themselves, and find a suitable replacement.

If an acceptable **"Informal Resolution"** is reached, then the Age specific Vice-President will:

- 29.2.1** Send a written communication to both parties, setting out the understanding/agreement. Receipt of this written communication **MUST** be acknowledged by both parties;
- 29.2.2** Assist in bringing about whatever administrative or other action is needed to implement the resolution;
- 29.2.3** Ensure that an **"Informal Resolution Log"** has been completed, in the event of a repeat situation.

29.3 Formal Incident Process

If no Informal Resolution can be achieved, or the matter is deemed more urgent, or if the Informal Resolution was breached, then a **Formal Complaint-Appeal Form** must be filled out.

The Formal Incident Form:

- May be accessed on the Brooks website, or by contacting the Executive Director:
- Must be completed in its entirety



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- Must contain a copy of the Informal Resolution.
 - o Once the Formal Incident Form has been submitted to the Age specific Vice- President, the Age specific Vice-President is to attach a copy of the Informal Resolution.

Once the **Formal Complaint-Appeal Form** has been completed, Age specific Vice-President will forward all completed information to the Director of Discipline. The Director of Discipline will assist the Age specific Vice-President to a positive resolution. If there is no resolution, then the Age specific Vice- President is to contact the President to convene a Disciplinary Committee.

29.4 Resolution Timeframe

Once an incident has occurred, the complainant is to adhere to the **“24 Hour Rule – Cooling Off Period”**.

Once this period has passed, they may contact the Team Manager and/or Head Coach. If no resolution can be agreed to at the team level, the Team Manager and/or Head Coach is to then contact their Age specific Vice-President **in ONE email** explaining the incident/situation.

The time and date stamp on the email sent to the Vice-President will be used in regards to the response time, and although the goal is to resolve incidents as quickly as possible, there are times during the year whereby email traffic is at its peak.

The target response time is 48 hours from the time/date stamp on the email, and the length of time to come to a final resolution will vary on a case by case basis.

If no resolution was reached, the Vice-President will contact the Registrar for a Formal Incident Form. The Vice-President will review the form to ensure the Complainant completes the Form in its entirety and will then present the information to the Director of Discipline to assist with further resolution decisions.

Following a resolution with the Discipline Committee, the Vice-President is to communicate the outcomes to the applicable parties; including but not limited to; Complainant, Team Manager/Coach.

Incident Occurs

- “24 Hour Rule - Cooling Off Period”
- Complainant to review “Parent Code of Conduct” & “Fair Play Code”
- Contact Team Manager/Head Coach
- If no resolution at the team level; Contact the Vice President
 - If no resolution was reached, Age specific Vice-President to contact the Executive Director for a Formal Incident Form
 - Age specific Vice-President must ensure the Complainant fills the form out in its entirety, and will bring the unresolved concern(s) forward to the Director of Discipline.
 - Upon a resolution, the Age specific Vice-President is to communicate the outcome to all necessary parties involved.
- Upon an unsuccessful resolution, the Age specific Vice-President will contact the President to convene a Disciplinary Committee, as per the Disciplinary Policy.

29.5 Complaint received from outside of Brooks Lacrosse



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If a complaint or incident is reported from someone outside of BLA; such as persons from other Associations, Facilities, SALA etc., the Board may deviate from the afore mentioned steps; and proceed accordingly given the circumstances with which they were presented. A **Formal Incident Form** may still be required; as deemed necessary.

Issues regarding BLA players, coaches and/or spectators may be brought forward by people that are not members of Brooks. These issues are required to be reported, in writing, to the Brooks President. If the person bringing the issue forward is a member of another Minor Lacrosse Association, the written report **MUST** be signed by that Association's President/or alternate.

29.6 Complaint received regarding Non-Team Issues

All issues that do not concern the operation of a team, shall be communicated by submitting the **Formal Complaint-appeal Form** and submit to the Brooks Executive Director, whereby the Form will be forwarded to the appropriate department.

30.0 DISCIPLINE POLICY

30.1 Disciplinary Committee

This Committee will deal with infractions regarding Code of Conduct and will be chaired by the Vice President and shall include up to 2 Board of Directors, as appointed by the President; ensuring no Conflict of Interest exists.

Conflicts of Interest must be disclosed by members of the Disciplinary Committee prior to beginning any investigative process; or as soon as a Conflict of Interest presents itself. A Conflict of Interest Disclosure Form may be required.

The Disciplinary Committee has the authority to determine the outcome(s) including; any disciplinary actions or suspension(s) that may be warranted; following the investigation.

30.2 Disciplinary Intentions

It is the intention of the BLA that each incident will be dealt with in as objective, fair and as consistent a manner as possible with appropriate consequences for the severity of the actions.

Part of the strength of any Association is its ability to solve problems and deal with conflict. It is our intent to deal with incidents and conflict in a constructive and respectful manner.

Please at ALL times remember, that the Brooks is an organization based on VOLUNTEERS and that Directors, Coaches, Managers and Coordinators are all giving a great deal of time and effort to the BLA.

30.3 Disciplinary Outcomes

The Committee shall investigate and prepare a written report of their findings including; a summary of the investigation, corrective action(s) and/or suspension details; that may be warranted.

The BLA recognizes the sensitive nature of matters falling within various Policies, most



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especially the difficulties associated with an incident involving unacceptable conduct. The BLA also recognizes that matters must be dealt with confidentially; however, no absolute guarantee of confidentiality of information and/or documentation provided or obtained; can be provided. Disclosure of such information and/or documentation may be required to appropriately conduct the investigation. The decision(s) of the Disciplinary Committee will be communicated by the Vice President. A copy of the decision will be kept on file.

31.0 ENFORCEMENT – CODE OF CONDUCT, SOCIAL MEDIA, & BULLYING

31.1 General Enforcement

The primary objective is to promote safety and ensure acceptable behavior by BLA members. Any reported incident(s) of conduct unbecoming by/or towards players, coaches, officials, parents or other volunteers, will be reviewed on a case by case basis. Incidents occur with varying degrees; therefore, the enforcement of such conduct, may also fluctuate given the circumstances presented.

In an effort to implement appropriate enforcement, the Disciplinary Committee may review such documents as, but not limited to; Brooks Policies & Procedures, Bylaws, SALA Regulations, conduct interviews, and may take into consideration; any previous disciplinary action or suspensions on file.

31.2 Social Media Enforcement

The following are examples, although not limited to, conduct through Social Media and other networking platforms that are considered violations of the Social Media Policy and which may be subject to disciplinary action by the Brooks, at the discretion of the Executive and Disciplinary Committee.

- 31.2.1** Statements which are critical of BLA volunteers, its programs, on-floor or off- floor officials, players, sponsors, facility staff or any other participant.
- 31.2.2** Divulging confidential information that may include, but is not limited to:
 - 31.2.2.1** Medical history (injuries or other).
 - 31.2.2.2** Game plans or strategies.
 - 31.2.2.3** Parent/player names, addresses, phone #s, email addresses etc.
 - 31.2.2.4** Other information that is deemed confidential.
- 31.2.3** Sharing or divulging photos, videos or comments which promote negative influences or criminal behavior, including but not limited to:
 - 31.2.3.1** Drug use,
 - 31.2.3.2** Alcohol abuse,
 - 31.2.3.3** Public intoxication,
 - 31.2.3.4** Sexual exploitation, etc.
- 31.2.4** Online activity that contradicts current policies of the Brooks.
- 31.2.5** Inappropriate, derogatory, racist or sexist comments of any kind that contradict policies on these matters.

Note: Social Media should not be used to address/air complaints. Always use channels provided by BLA

31.3 Bullying Enforcement



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SALA has instituted many rules around bullying behavior. In all cases, the SALA Rules and Regulations supersede this internal document. Any reported incident of bullying towards players, coaches, officials or parents will automatically be reviewed by members of the Brooks Executive and Disciplinary Committee on a case by case basis.

At a minimum, the following zero-tolerance policy will be in effect:

Player bullying a Player;

- **Offence 1** – Miss 1 period of play during a sanctioned game
- **Offence 2** - Suspension from a Sanctioned game. An Exhibition game will not count.
- **Offence 3** - Suspension from all sanctioned games and team activities; pending a disciplinary hearing with the Brooks Executive, player and Parents/Guardians.

Adult bullying a Player

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc., pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from the BLA.

Adult bullying an Adult

- **Zero Tolerance** – immediate suspension from attending all team related activities including games etc. pending a hearing with the Disciplinary Committee.
- The Committee's decision is final and may include disciplinary action up to and including the removal of the family from BLA.

Depending on the seriousness of the bullying and circumstances, the RCMP can be used as a resource during the enforcement period. This is not intended to be a new process for complaints about officiating or general lacrosse rules. The objective is to promote safety and ensure acceptable behavior by BLA members.

If you feel the need to report an incident, please contact your Coach, or Team Manager. If you don't feel comfortable reporting to your Coach, or the Team Manager, then contact the Vice President regarding a possible Informal Resolution. If it is deemed more urgent, the matter should then follow the Formal Incident Reporting process.

32.0 SUSPENSIONS

32.1 General

All participants in BLA are to review the ALA rules regarding possible suspensions.

Suspension of a Players', Coaches' or Parent/Guardians' privileges will be in order when evidence exists that there is consistent or flagrant disregard for the philosophy or standards of the BLA, SALA, ALA or Canada Lacrosse. A Team Official who permits a suspended player to be on the floor during a game (or a practice in certain circumstances), will be subject to disciplinary action from SALA and/or BLA. Head Coaches, in consultation with their coaching staff, have the authority to increase the suspension period recommended by SALA, if circumstances warrant.

For continuity, a spreadsheet will be maintained by the Brooks Board to ensure that all disciplinary issues are maintained from year to year by the President. This spreadsheet will be strictly confidential and may be used in future considerations in regards to coaching positions, player placements, board member and volunteer positions within the BLA organization.



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32.2 Player Suspension

Actions by a player that would cause him to be considered for suspension by the Brooks should be brought to the attention of the President and the Executive Director.

The Board or Executive shall initially review the severity of the action(s) brought forward; to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Player may be temporarily suspended from all team activities until such time that the investigation concludes and the decision communicated.

32.3 Coach Suspension

Actions by a Coach that would cause him to be considered for suspension by the BLA should be brought to the attention of the Board or the Executive, by the Director of Coaches.

The Board or Executive shall initially review the severity of the action(s) brought forward; to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Coach may be temporarily suspended from all team activities until such time that the investigation concludes and the decision communicated.

32.4 Parent/Guardian Suspension

Actions by a Parent/Guardian that would cause either to be considered for suspension by the BLA should be brought to the attention of the Board or the Executive.

The Board or the Executive shall initially review the severity of the action(s) brought forward; to determine whether further investigation is warranted. If further investigation is warranted, the President shall convene a Disciplinary Committee. The Parent/Guardian may be temporarily suspended from attending team activities until such time that the investigation concludes and the decision communicated.

32.5 Suspension Appeal

Any Player, Coach or Parent/Guardian suspended; shall have the right to appeal the suspension.

An [Formal Complaint-appeal Form](#) must be submitted in writing, within 5 days of receipt of the Disciplinary Committee's decision(s).

32.5.1 Appeal Forms & Fees

Appeal Forms; shall be accompanied by a non-refundable cash payment or certified cheque for **\$100**; payable to Brooks Lacrosse Association and submitted to the BLA President.

The [Formal Complaint-appeal Form](#) may be accessed on the Brooks website, or by contacting the President.



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32.5.2 Appeal Committee

The President shall chair the Appeal Committee and will appoint a minimum of 2 Directors to hear the appeal ensuring no Conflict of Interest exists. A Conflict of Interest Disclosure Form may be required

32.5.3 Appeal Timeline

The President shall, within 7 business days of receipt of the written Appeal Form & the Appeal Fee, arrange a date for the appeal hearing and give notice by email of the date to the person making the appeal.

This date and time may not be rescheduled, unless extenuating circumstances presents itself and are approved by the President. Failure to attend the Appeal will forfeit the Appeal and the Appeal Fee.

Any disciplinary action or suspension initially issued by the Disciplinary Committee will remain in effect until the Appeal process has reached its conclusion.

32.5.4 Appeal Meeting

The time limit for this presentation will be a maximum of 15 minutes. The length of the question period is determined by the Appeals Committee; at its sole discretion. Once the question period is over, the Appeals Committee will meet privately to deliberate on the appeal and make its decision.

32.5.5 Appeal Decision

In deciding the appeal, the Appeal Committee may uphold the decision of the Disciplinary Committee, substitute its decision or modify the Disciplinary Committee's action. The decisions of the Appeal Committee will be communicated by the President by email. A copy of the decision will be kept on file. The ruling of the Appeal Committee is final.

33.0 GRIEVANCES

33.1 Management

As required, the President shall strike a Grievance Committee to hear grievances that arise from time to time from within the general membership. The President shall select no less than two Directors and up to five Directors to participate on the committee.

BLA believes in the **"24-Hour Rule – Cooling off Period"** whereby individuals are expected to use this 'cool off' period before making any complaints/grievances. Any member of the Grievance committee will step aside and be replaced by another member, in any grievance that involves them personally or where a conflict of interest is present.

33.2 Hearings

Upon receiving a written complaint from within the general membership, the President shall convene the Grievance Committee to review the complaint. A hearing with the Member(s) raising the complaint shall be arranged at a mutually agreeable time within seven days of reviewing the complaint.

The Member(s) raising the complaint shall receive the decision of the Grievance Committee within seven days of the hearing.



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34.0 EQUIPMENT

34.1 Brooks Lacrosse Colors

The colors of the Brooks shall be Orange, Royal Blue, and White.

34.2 Jerseys

Where possible; "Home and Away" sets of jerseys will be issued to all teams participating in a division league organized by SALA. **The "Home" jersey is the BLA Orange jersey.**

Teams will assume financial responsibility for all equipment and jerseys issued to them. It will be their duty to ensure that all equipment & jerseys are returned in good condition at the conclusion of the season. Failure to maintain or return equipment and/or jerseys may result in; being placed as a "Member Not in Good Standing".

34.2.1 General Jersey Guidelines

General rules/guidelines regarding BLA jerseys:

- 34.2.1.1** All players are to conform to the equipment requirements as indicated in the playing rules of SALA.
- 34.2.1.2** BLA will not provide any equipment to players - with the exception of jerseys and in some cases shorts. Where applicable/approved; goalie gear may be provided.
- 34.2.1.3** During games, all teams are required to wear the jerseys supplied by the BLA that display the colors and logo adopted by the BLA. No BLA team is permitted to use a "3rd jersey" or any alternate jersey during the lacrosse season. **It is also required that during games, all players are to wear the BLA shorts.**
- 34.2.1.4** Name bars will not be permitted on any BLA supplied jersey.
- 34.2.1.5** Alterations are not permitted on any BLA supplied jersey without the consent of the Director of Equipment.
- 34.2.1.6** All Jerseys and Equipment are to be returned to the Director of Equipment by the posted deadline date; as posted on the Brooks website.
- 34.2.1.7** The return date will typically occur prior to **July 30th** of each season and will include necessary instructions for the return.
- 34.2.1.8** At least once a year, preferably in the Fall, the Director of Equipment will complete an inventory of all equipment and provide the inventory listing to BOD.

34.2.2 Jersey Parent

Team jerseys must be retained by a Team Jersey Parent for each team; they are not to be used in practices and are not to be sent home with individual players.

People responsible for lost jerseys will be required to reimburse Brooks for the replacement cost of the jersey(s) which includes sponsor bar costs.

For further details regarding the responsibilities of the Jersey Parent, refer to the **Appendix Section** of this Policy and Procedure Manual.



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34.3 Equipment – Balls and On-floor

All teams will be supplied with a coach's bag and bucket of lacrosse balls. Any other on-floor equipment they deem necessary is the responsibility of the coaches.

34.4 First Aid Kits

All teams will be provided with a fully stocked First Aid Kit.

It is the teams' responsibility to maintain the stock in the kit during the season. The First Aid Kits are to be returned to the Director of Equipment at the end of the season along with the game jerseys; by the communicated deadline as posted on the Brooks website.

If a team is still participating in practices/games after the posted return date, then an email should be sent to the Director of Equipment arranging an alternate drop off time.

All First Aid Kits MUST be present on the player's bench during ALL practices and games.

34.5 Goalie Equipment

Brooks will supply appropriate goalie equipment, as required, to individual teams.

The Brooks have instituted a [Goalie Rebate Form](#). Full-time goalies can receive partial credit for helmets up to \$200.00 (after PeeWee age) with appropriate receipts. The deadline to submit the form is June 1.

If the goalie equipment is assigned to a team then the Coach or Team Manager will sign a notice signifying their responsibility for the safe return of the equipment and an equipment deposit may be requested. The value of the deposit will be approved by the Board.

Goalies requesting the use of the goalie equipment in the off-season for the purpose of attending a lacrosse school or goalie clinic must apply to the Director of Equipment. Equipment may be rented at the discretion of the Director of Equipment.

If approved; parents must sign a notice signifying their responsibility for the safe return of the equipment and post a rental fee along with a damage deposit, payable to Brooks Lacrosse Association.

34.6 Purchasing

All major equipment purchases shall be made only after receiving at least three bids from reputable suppliers for the items in question. The Director of Equipment shall review the bids and make a recommendation to the Board for their approval. The Equipment Director is authorized to purchase equipment under \$250.00 without prior approval of the executive so long as the purchase has been approved within the current season's budget (e.g. balls).

34.7 Requests for Proposal / Request for Quote

The Director of Equipment will review apparel contracts in a bi-annual basis and will present findings to the Board of Directors following the review.



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34.8 Disposal

Worn or surplus equipment may be disposed of; to the members of the Community or if deemed unusable will be disposed of in an appropriate manner. The Director of Equipment shall price the equipment with approval of the Board. Notice shall be given to the Community as to the equipment for sale, price and date of sale. If there is more than one request to purchase the equipment, the successful purchaser shall be selected by chance.

35.0 BROOKS APPAREL, BRANDING & LOGO

35.1 Apparel/Branding

In order to preserve the Brooks brand, only Brooks approved suppliers are to be used for ordering team apparel. Information regarding the available apparel will be made available on the Brooks website.

All apparel bearing the Brooks Logo and name must be approved by the Board of Directors and cannot be altered or reproduced without the consent of the Board of Directors.

The use of players' names/numbers on apparel can be a safety and security concern. The decision to place names/numbers on such apparel should be at the discretion of the parent(s).

Note: "Apparel" DOES NOT refer to Brooks Lacrosse game jerseys. Apparel instead refers to such items as, but not limited to; Jackets, T-shirts, Hoodies, Track Pants etc.

If a Coach/Team fails to use an approved supplier and instead obtains unapproved apparel through another company, disciplinary action may occur resulting in, but not limited to; suspension of the Coach; until such time that the problem can be resolved to the satisfaction of the Board.

BLA will not be responsible for reimbursing the team/families for any unapproved garments/items purchased and such garments/items will be confiscated.

35.2 Brooks Lacrosse Logo

The Brooks logo may ONLY be used with the expressed written consent of the Director of Equipment or alternate approved Brooks Board of Director(s). Any use without prior permission is strictly prohibited.

35.3 Team Names

All Brooks Lacrosse Association team names will be the; 'Drillers'.



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36.0 FLOOR

36.1 Management and Assignment

The management and scheduling assignment of League Games is the responsibility of SALA.

The management and scheduling assignment of the following items is the responsibility of the BLA:

- Practices
- Evaluations.
- Conditioning Camps (as required).
- BLA Tournament as sanctioned by the Association.
- Special programs

All matters concerning the management and assignment of floor times should be directed to the Floor Coordinator or Registrar.

The Floor Coordinator will attempt to make an equitable allocation of floor times across all teams within a division and will not give preference to one division over another division.

Practice times will be sourced from City of Brooks arenas and surrounding Rural Arenas; to meet the aggregate needs of the BLA.

36.2 Unused Floor Times

It is the responsibility of each Coach or Team Manager to notify the Floor Coordinator as soon as possible if they are unable to use a scheduled floor time. Teams may be penalized floor that goes unused. If the Team does not notify the Scheduler, the team will be required to pay the cost of the floor time. Two weeks notice of cancellation is required for weekend floor time and one week notice is required for weekday floor time.

36.3 Irregularities

Coaches and Managers should report any irregularities such as improper cleaning, late arena openings, or double booking to the Scheduler so that the Association may address the problem with SALA and the applicable arena personnel.

36.4 Weather Conditions

In situations where weather conditions make travel to the arena facility unsafe, teams will not be penalized. In these cases, the decision to let the floor go unused should be made by the Coach **on the evening before or on the morning** of the floor time. The Scheduler **MUST** still be notified.

- Every effort will be made to replace this floor time if extra time becomes available.
- If a replacement time is found and is refused by the team, no further replacement time will be given.



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37.0 ARENAS & PUBLIC BUILDINGS

37.1 Etiquette & Arrival Times

Please – RESPECT the Arenas & Public Buildings that you attend for games, practices, tournaments, dry land etc.

Team Management is responsible for their own behavior as are parents and guests. The Head Coach is responsible for the behavior of their players and all coaching staff.

The following list of behaviors should be adhered to:

- Cleanliness – dressing rooms should be left in a similar state to where it was upon arrival, the last person leaving should ensure it is tidy.
- Teams must not linger in dressing rooms; all players should be out of the room no longer than 30 minutes after their scheduled time.
- Arrival times – Teams will not be granted access to dressing rooms more than 60 minutes prior to games (Note: this may be amended as required by the Arena facility). Coaches that want their teams there earlier must advise players to keep equipment outside the arena.
- **Equipment in hallways blocking access to emergency exits is a safety violation and will not be tolerated by the facilities.**
- No use of lobbies, stairs, and/or hallways as warm up areas. **This is an insurance risk, and disrupts other users.** Please have teams warm up outside, or in some cases arenas may have designated areas to utilize.
- Respect the arena staff – these people are paid to do a job; disrespect or verbal abuse will not be tolerated.
- No use of chewing tobacco and/or alcohol in and around dressing rooms.

37.2 Dressing Room, Arena, & Public Building

Damages Upon arrival:

Coaches **MUST** report any damages observed in the dressing room or if the room was left a mess from the previous team; to the Arena Attendant immediately.

If this is not done, and the Arena Attendant finds damage unreported, then the last team noted as being in the dressing room may be charged. If Brooks is liable for any damages/charges, then Brooks may forward these charges to the team involved.

If it is found that there was unbecoming behavior by any of the aforementioned, including disruptive behavior, abusive language, physical altercations or vandalism in any lacrosse arena/public building, a Disciplinary Committee Meeting may be held and further actions may include any or all of the following:

- 37.2.1** Payment for property damage.
- 37.2.2** Suspension from participating in gameplay.
- 37.2.3** Suspension from being a spectator at minor lacrosse game(s).
- 37.2.4** Involvement of Police authorities if deemed necessary with possible charges laid.

38.0



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PICTURE DAY

All teams are to participate in the Team Photo sessions organized by BLA. Each player will receive one 'Photo', which has been included in the cost of registration. No refunds will be made for players who are unable to attend the photo session.

The color of jersey to be worn on Picture Day will be communicated to the Team Manager and posted on the website. Players are to wear the BLA designated game jersey and shorts. Players not in compliance may be asked to stand in the back row.

The Picture Day process and schedule will be communicated each season through the Team Manager and posted to the website as soon as the information becomes available.

39.0 MISCELLANEOUS

39.1 Board Member Accessibility

Each Member of the Board shall make their email addresses available within the community and encourage parents to contact them. Phone numbers would be available upon request.

39.2 Distribution of Bylaws and Policy and Procedures Manual

The Bylaws and the Policy and Procedures Manual will be available to all Members on the Brooks website.

APPENDIX A - APPROVED ASSOCIATION VOLUNTEER ROLES – REMOVED – Volunteer Bond Not in Effect

APPENDIX A - EXECUTIVE ROLES

The President – shall preside at all general meetings and Executive meetings of the Association. The President shall generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association. This role will serve a two year term.

- Has signing authority for the Association bank accounts.
- Approves 'transfers' and 'releases'.
- The President will carry all eligible votes to represent Brooks Lacrosse Association as a member of SALA and/or ALA. In the event that, the President is unable to represent the Brooks Lacrosse Association vote with SALA and/or ALA then it will be passed to another Brooks Lacrosse Association Board of Director, as approved by the BLA Board. The position of the vote is to be determined by the BLA Board.
- Prepares the agenda for the Board of Director meetings; with input from the Directors.
- Participates in the preparation & review of the Annual Operating Budget & Financial Statements.
- Absolute last line, in all Disciplinary issues.
- Promotes Fair Play and discipline.
- Approves Evaluation data and team selection volunteers.
- Ensures that all Coaches undergo and complete the Police Information Check (PIC); as required by the Association
- Performs all required Press Releases through the media; as required by the Board.
- Supports and provides direction, as required to: to all Board members.
- Chairs the Appeals Committee
- Has voting rights **ONLY** if there is a tie vote. His/Her vote will count as the tiebreak
- In the event where a VP or any other Director has a Conflict of Interest, the President will step in.



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The Vice President – *shall report to the President and will chair meetings in the President's absence. This role will serve a two year term.*

- Attend and participate at monthly Board Meetings
- Attend the Annual General Meeting
- Reports to the President
- Has voting rights
- Shadow and observe the role of the President
- Executive Committee Member
- Chairs the Disciplinary Committee for Bantam, Midget and Junior Divisions
- Point of contact regarding any complaints or Informal Resolutions Bantam, Midget and Junior Divisions
- Member of the Coach Selection Committee for Bantam, Midget and Junior Divisions
- Has signing authority for association bank accounts (if required)
- Participates in the preparation & review of the Annual Operating Budget & Financial Statements
- Shall preside at all General and Special meetings of Brooks Lacrosse Association and all meetings of the Executive; in the absence of the President
- The VP may act on behalf of the President in the event that
 - The President is absent from any meetings of Brooks Lacrosse Association.
 - The President is unable to fulfill the duties of the Chair due to a conflict of interest
 - The Board of Directors accepts the President's resignation.
- Accompany the President to various external meetings (SALA and/or ALA meetings, etc).
- Primary point of contact for coaches and managers regarding discipline concerns on or off the floor (suspensions, conduct by players, parents and/or coaches)
- Field calls &/or emails from association members
- Liaise with members and listen to concerns within Brooks Lacrosse Association. Bring various concerns and issues forward to the Board on behalf of the constituents.
- Support and provide direction, as required to the following; Director & Assistant Director of Coaching, Director & Assistant Director of Evaluations, and Director of Discipline for all areas
- Coach Coordination
 - Responsible for understanding the required certifications to obtain a coaching position on the roster.
 - Oversees the Police Information Check (PIC) process and ensures **all** Coaches are compliant by the communicated deadline.
 - Ensures **all** Coaches have proper certification for the Association as per guidelines set by Brooks Lacrosse Association, SALA and/or ALA & Canadian Lacrosse Association (CLA), by the communicated deadline.
 - Responsible to verify **all** Team Rosters in regards to the Coaches listed, and their certifications by the communicated deadline.
 - Submits reports to the Brooks Lacrosse Association Board; as required.
 - Chairs the Coach Committee selection process.
 - Communicates decisions with all Coach Applicants after teams have been assigned.
 - Develops and maintains the format and guidelines for the evaluation of Coaches.
 - Develops and maintains Coach Evaluation material; mid-season and year end and will arrange Coach Review's and reference checks as required.
 - Host all Coaches meeting.
 - Shall arbitrate any disputes arising among Coaches or between Members and Coaches.
 - Participate in Coach disciplinary hearings & grievances, as required.
 - Work with the Vice Presidents and Director of Discipline on any coach suspension.
 - Distribute related SALA and/or ALA, and CLA information to coaches; in a timely manner.
 - Ensures that each Coach has access to an up to date SALA and/or ALA Rules & Regulations book.
 - Mentor and support Coaches throughout the year.
 - Supports Age Group Coordinator recruiting coaches
 - Participates on the Coach Development Committee
- Discipline Committee Chair



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The Treasurer – *it shall be the duty of the Treasurer to receive all monies paid into the Association and to deposit the same in a bank designated by the Executive; to present all bills or claims against the Association to the Executive and see the same are promptly paid; to collect all dues, fees or monies owing to the Association and to give receipts therefore; to keep an accurate record of all monies received and disbursed; to have the books of the Association audited by an auditor or two members of the Executive Committee as appointed by the Executive; and to make a report, which includes a budget for the coming year, at every Annual Meeting of the Association; and to perform such other duties as may be designated by the Executive. This role will serve a two year term.*

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Reports to the Board.
- Shall properly account for the funds of the Society and keep such books as may be directed.
- Shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting; a statement duly audited of the financial position of the Society and submit a copy of the same for the records of the Society.
- Shall be responsible for overseeing the association finances
- File Annual Society returns.
- Has voting rights.
- 2-year term.
- Must be a signing authority for all bank accounts; along with the President & VPs.
- Executive Committee Member.
- Presents an annual financial statement of all operations for presentation at the AGM.
- Prepares annual audit file for review.
- Prepares the annual budget with input from Brooks Lacrosse Association Board.
- Shall conduct correspondence on behalf of the Board.
- Prepares and files applications to the Alberta Gaming Commission, in conjunction with the Director of Fundraising.
- Prepares and submits all reports to the Alberta Gaming Commission, in conjunction with the Director of Fundraising.
- Report at monthly Board meetings updates of current financial status; including financial statements vs. budget variance explanations for the last accounting period.
- Shall work with the Executive as required for relevant business of the Association.
- Shall prepare a yearly budget for the needs of Brooks Lacrosse Association in conjunction with the Budget Committee
- Maintains accounting records and back-up data.
- Reconciles all bank accounts.
- Works with the Registrar to reconcile the registration numbers to the financial records.

The Secretary – responsible to attend and record minutes of all Executive meetings and the Annual General Meeting, preparing and distributing all proposed changes to the By-Laws and minutes of all meetings, and shall submit all required reports, documents and changes to the By-Laws as required. This role will serve a two year term.

- Attend and participate at monthly Board Meetings.
- 2-year term
- Has voting rights.
- Attend the Annual General Meeting.
- Reports to the Board.
- Shall be responsible for minutes of board meetings and communicating those to the board
- Maintain the Bylaws & Policy and Procedure Manual along with the Vice President



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Director at Large – responsible for special projects as assigned by the President or the Executive.

The purpose of the Director at Large position is to be filled by someone who has previous experience in good standing on the Brooks Lacrosse Association Board of Directors (BLA BOD). This person needs to have enough experience to effectively provide guidance and direction to the Board while representing the interests of all members. This person will have an active role on the BLABOD.

The person who fills the seat as Director at Large can be nominated by any current member in good standing with BLA. The nomination is to be presented to the BLA Board of Directors and the acceptance of the nomination is to be voted on at a BOD meeting.

Duties of the Director at Large include but are not limited to:

- Attend and participate at monthly Board meetings.
- Attend the Annual General Meeting.
- Reports to the President.
- Has voting rights
- At minimum, one (1) Director at Large will oversee/assist with internal disputes as per the BLA Policies & Procedures
- BLA Bylaws, SALA and/or ALA Rules & Regulations, ALA guidelines and/or CLA guidelines.
- Must assist within a special project committee as approved by the BOD.
- Is prohibited from holding any other position on the BOD.
- Field calls &/or emails from members and liaise with members; bringing concerns forward to the Board.

The Registrar – responsible for registration process for all members as well as liaison between BROOKS LACROSSE ASSOCIATION 2017 and Alberta Lacrosse Association.

- Communicate with Board members concerning registration issues.
- Responsible to ensure the approved Registration Fees are implemented.
- Ensure proper procedures are in place to handle player releases and that they are followed.
- Shall arrange for and carry out the registration of players for the Program.
- Gather player registration information and forward to required members of the BOD in a timely manner.
- Has voting rights
- Coordinate the advertising of player registration information within the community.
- Prepare registration forms and information for the website with support from the WebMaster.
- Shall ensure all teams are properly registered with the SALA & ALA.
- Shall ensure all floor requested for lacrosse related events such as evaluations, tournaments, conditioning camps, development programs, and clinics; has been booked;
- Liaise on a regular basis with Sportzsoft to ensure scheduling is complete
- Registrar - setting up registration, payments, Kidsport, boundaries, information auditing
- Coordination and scheduling of all floor times
- Overseeing all Special Events, as decided on by the Board (i.e. Try-It Day).
- Marketing/Advertising Activities (including registration publicity).
- Send "Flash" & "Bulletin" E-mails to the membership.
- Communication of any SALA and/or ALA updates to membership.
- Single point of communication(s) between the Brooks and SALA and ALA – meetings, team submissions, policies and procedures
- Coordinate Teams participating in Provincials
- Communication of any SALA and/or ALA updates to membership
- Responsible for all internal and external major communications on Brooks website
- Send "Flash" & "Bulletin" E-mails to the membership.
- To provide assistance to any Director or Coordinator requiring communication mediums.
- Social Communication management (Twitter, Facebook & Instagram).



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- Ensure consistency in presentation, standardization and imagery of Brooks Lacrosse Association communication.
- Authority / Approval of Communication, Imagery and Standardizations of Brooks Lacrosse Association (in conjunction with the Equipment Director).
- Responsible for all website maintenance.
- Responsible for domain renewal and maintenance.
- Communicate with Board members concerning website issues.
- Collect advertising requests from within the community

The Equipment Director – be authorized to purchase equipment under \$250.00 without the approval of the executive and purchase equipment over \$250.00 with the approval of the executive. The Equipment Director will control and keep inventory of all equipment whether it is being used by a team or is in storage, will have all teams sign for the equipment loaned to them, recommend and arrange for handling, storage, repair, and cleaning of equipment, have all equipment returned to storage at the end of the current playing year and report any shortages or damage to the executive immediately.

- Attend and participate at monthly Board Meetings.
- Attend the Annual General Meeting.
- Has voting rights.
- Responsible for all apparel & apparel sales.
- Ensure consistency in presentation, standardization and imagery of Brooks Lacrosse Association apparel
- Authority / Approval of Communication, Imagery and Standardizations of Brooks Lacrosse Association
- Works with Evaluations Coordinator to distribute pinnies & volunteer t-shirts at time of Evaluations.
- Responsible to work with the approved apparel provider.
- Present new ideas for apparel and accessories, to the Board for approval.
- Maintain inventory records of Brooks Lacrosse Association owned apparel.
- Dispose of Equipment no longer needed by Brooks Lacrosse Association.
- Maintain up to date information on recommended equipment for players and goalies.
- Shall act as a signing authority for expenses specifically related to equipment purchases.
- Prepare yearly equipment budget and prepares an inventory list and budget requirement for equipment prior to budget meeting.
- Responsible for all equipment & jerseys (manages the purchases and maintenance).
- Reports to the Board on needs or changes to budget **and obtains three (3) bids (written quotes) on all purchases over \$500.**
- Purchases not budgeted for must receive approval from the Board.
- Ensures that all equipment is returned to stock by September 30th.

The following are the responsibilities **related to jerseys**:

- Maintaining accurate inventory of distributed jerseys and all unused jerseys.
- Shall distribute jerseys to team Coaches at the beginning of the year and maintain an accurate inventory of same.
- Collect jerseys from all Coaches or Team Manager's at the end of the year.
- Replacement of lost or damaged jerseys during the regular season.
- Proper storage of jerseys in the off season.
- Maintain an accurate inventory of all jerseys and oversee repair or replacement of jerseys as required.
- Ensure all Coaches know jerseys are NOT to be worn during practices
- Ensure all coaches are aware that they must assign Jersey Parents

The following are the responsibilities **related to goalie equipment**:

- Maintaining accurate inventory of all goalie equipment.
- Distribute goalie equipment to all Coaches of Mini Tyke and Tyke and Novice consisting of a storage bag, leg pads, chest protector, cup, gloves, stick and throat protector. Maintain an accurate inventory



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of such.

- Distribute goalie equipment required to goalies at Novice, Peewee, Bantam, and Midget goalies and maintain an accurate inventory as such.
- Collect equipment from goalies and/or Coaches at the end of the year and maintain an accurate inventory of such.
- Oversee repair and/or replacement of goalie equipment.
- obtain postdated deposit cheques for goalie equipment in accordance with Policies and Procedures.
- Shall recommend and oversee purchases of new and replacement equipment.

The Junior Director – will promote and grow the Junior team for the Brooks Lacrosse Association and facilitate the ongoing viability of the Junior Team. The Junior Director will oversee the operations for the Junior team, will assist with player registration for the division, will represent Brooks Lacrosse Association in the Rocky Mountain Lacrosse League or the League that the Junior Team will be participating in, including attending the League's Annual General Meeting. The Junior Director will ensure that the Junior team follows guidelines and rules set out by governing bodies, call group meetings if necessary and submit minutes to the executive for approval, attend all Executive meetings with a prepared interim report, work with the Treasurer to prepare a budget and oversee the financial obligations and requirements of the Junior team. If a Junior Team is not produced for the playing year, the Junior Director may act as a Director at Large and will continue to try and grow the Junior program for the following year.

Past President – will assist the executive with the affairs of the association. This role will be filled by the outgoing president.

- Does not have a vote
- If requested, can sit on a committee
- If requested, can preside at all Directors meetings
- If requested, can oversee all Directors and be responsible for all duties concerning Brooks Lacrosse
- If requested, can preside at the Brooks Annual General Meeting
- If requested, can be an official representative of Brooks at the Southern Alberta Lacrosse Association



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APPENDIX B - NON BOARD POSITIONS (OR TO BE FILLED BY MEMBERS OF THE BOARD)

Evaluation Coordinator

- Reports to the Vice President
- Shall be responsible for coordinating and overseeing player/goalie evaluations and ensure players are assigned to teams at their appropriate playing levels.
- Shall arbitrate any disputes arising during the course of player's evaluations and keep the Board up to date on such issues
- Shall chair the ongoing Evaluation Review Committee and present proposals to the Board for changes to the Player Evaluation Process.
- Should attend all floor times during evaluations.
- In communication with Director of Volunteers with regards to volunteers for evaluation process
- Support and provide direction, as required to: Evaluation Coordinators, Lead Division Coordinators, Evaluators & on floor Evaluation Instructors.
- Be present in all team formation meetings (where possible)

Fundraising Coordinator

Duties of the Director of Fundraising include but are not limited to:

- Shall be responsible for organizing and executing fund raising on behalf of the Association.
- Shall be responsible for organizing and executing Casinos on behalf of the Association.
- Shall perform the administration required to operate Casinos on behalf of the Association.
- Shall be the contact for the Alberta Gaming and Liquor Commission; in conjunction with the Treasurer.
- Ensures all money collected and/or applicable documentation from fundraising functions is handed over to the Treasurer upon completion of the event.
- Ensures that there is appropriate licensing for all Association fundraising functions.
- Submits a written report to the Board, as required.
- Prepares and approves any Levy Credits and provides this to the Treasurer for processing.
- Work closely with the Director of Volunteers to ensure families whose bonds are outstanding are aware of upcoming opportunities.
- In communication with Director of Volunteers with regards to fundraising volunteer requirements
- In conjunction with the Board set a fundraising goal depending on the needs of Brooks Lacrosse Association.

Volunteer Coordinator

Duties of the Director of Volunteers include but are not limited to:

- Point of contact for Brooks Lacrosse Association regarding volunteer opportunities.
- Will appoint one (1) Age Category Volunteer Coordinator for each of the following Age Groups in which Brooks Lacrosse Association registers one or more teams with SALA and/or ALA; Ability to assign members to volunteer opportunities in special events, tournaments, and other positions as requested by the Board.
- Responsible for tracking the VB for the membership and keeps the Board up to date with the program.
- Works with the Executive Director &/or Treasurer in the management of the Volunteer Bond finances.
- Schedule the 'Welcome Table', Dressing Room, & Evaluation Clock Volunteers during Evaluations.
- Ensures Volunteer Bond forms are collected throughout the season
- Request the Evaluation grouping of players in order to "sign in" the players during evaluations and distribute pinnie assignments
- Players who are not listed on the evaluation/registration sheet should be immediately communicated to the Lead Division Coordinator and then directed to contact the Registrar immediately.
- Provide a phone contact list at the "Welcome Table" including; Director of Volunteer, Lead Division



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Coordinators, Director of Evaluations, Assistant Director of Evaluations; in order to report discrepancies during the player check-in process.

- Communicates with Division Coordinators with regards to Evaluator volunteer hours.
- Responsible for Brooks Memorial Tournament and all that entails

Player/Coach Development Coordinator

Duties of the Director of Player/Coach Development include but are not limited to:

- Develop a yearly plan and budget for Development Program(s).
- Develops and implements the Player, Coach & Goalie Development program(s) as approved by the Board.
- An outside company may be used as a resource for creating and/or providing on floor instruction for the development program(s) as approved by the Board.
- Oversee the Conditioning Camp; as required.
- The development programs (i.e., Try-it day, goalie camps). Therefore working in conjunction with the Director of Coaches may be required.
- Coach Development:
 - Develops and manages programs for the development of coaches.
 - Develops and manages programs for the development of Coach Mentors.
 - Recruits Coach Mentors as required.
 - Reviews requests from teams for Coach Mentors and assigns Coach Mentors.
 - Develop and maintains Coaching Resources (practice plans, etc).
 - Provides supplementary training and development for Coaches; as required.
 - Arranges coach practice and game reviews; as required.
- Player Development:
 - Develops and manages programs for the development of players.
 - Coordinates player development through various specialty clinics.
- Monitor a sample of team practices throughout the season to ensure processes are being followed.
- Present concerns to the Board for review and if needed, the Disciplinary Committee may become involved.
- Provide a detailed financial summary of the program(s) at year-end.
- In conjunction with the Vice President, provides supplementary training and development for the Coaches, as required
- **Coach Development:** To provide coaches of all levels with timely, adequate, and appropriate information, programs, and resources that will allow coaches to:
 - Confidently volunteer as a coach or assistant coach regardless of their Lacrosse experience
 - Create a positive and fun learning environment that promotes player retention
 - Effectively and properly develop the individual Lacrosse skills of their players at various levels
 - Effectively and properly develop team Lacrosse concepts and systems at various levels
 - Gain an understanding of the rules of the game
 - Understand and implement the BLA Association's development path and principles, to provide players with a consistent learning experience and set of skills.
- **Player and Goalie Development:** To provide players of all levels, on an optional basis, supplemental training programs and resources that will allow them to:
 - Develop specific lacrosse skills through specialized programs, i.e. goalie, shooting, etc
 - Prepare during the preseason through the provision of conditioning camps at various levels
- Determine if lacrosse is a good fit for them, i.e. "Try-It Days"
- Develop a Coaching Manual
 - A clear governing message to existing and incoming coaches about the Drillers' philosophy and policies on athlete development, as approved by the Board.
 - A progression path of skill development through suggested drills and games that coaches can follow at various levels
- "Start-Up" Coaching Clinics at the beginning of the season. The clinics should:
 - Be broken into age groups with material that is relevant to the development objectives of that age



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- group
 - Reinforce the Drillers philosophy and policies of athlete development
 - Provide coaches with proper and adequate instruction on the skills that need to be learned at each age group or level
 - Provide coaches with instruction regarding the options and proper execution of team systems and special teams at various levels, i.e. transition, bench management, power play, etc.
 - Provide instruction regarding the proper execution of drills / games relevant to the age group, including the key teaching points for each drill.
 - Execute a portion of the drills to ensure they are understood and to demonstrate proper error identification and correction techniques.
 - Provide a review of some relevant rules that coaches should be aware of at that age group.
- Attend practice for each team
 - Communicate with coaches in advance to understand their current needs
 - Coach the coaches to properly run drills, identify and correct, and communicate with the team
 - Determine which coaches may need or want additional assistance
- Provide optional specialty clinics for coach or player development
 - Goalie
 - Shooting
 - Stick Stringing / Equipment issues
 - Transition Options
 - Power play / Penalty Kill Strategies
 - Bench Management
 - Rules Interpretation / Explanation
 - "Bring your question"
- Develop a core group of experienced and knowledgeable coaches within the organization that can assist in coaching clinics, practices, and mentorship.
- Provide input as requested to the Coach Selection committee



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APPENDIX E

Brooks Lacrosse Association Mandate, Mission Statement and Core Values

Mandate

The Brooks Lacrosse Association is dedicated to the promotion of the game of lacrosse in the Brooks region for participants of all ages. The Association believes in promoting Canada's national summer sport and that lacrosse can be used as tool in community-building, promoting healthy living, and the empowerment of our youth in a climate of mutual respect healthy competition.

The Association tasks itself with increasing the participation rates for Lacrosse as well as enhancing play, coaching, and refereeing opportunities for its members, and acting as a central office for the development of Lacrosse within the Brooks region. The Association will use various tools for the execution of this strategy, including different levels of domestic/local competition, representative programs, coach and referee development programs, and development models which emphasize the positive experiences of amateur sport for the socio-cultural, psychological, physical, and emotional development of our youth.

The **MISSION** of the Brooks Lacrosse Association is "***Lead, Give Opportunity, Encourage Fun, Develop and Promote Positive Lacrosse Experiences***"

The Brooks Lacrosse Association believes in the following **CORE VALUES**:

FOR all players, coaches, referees and parents

1. **Providing a SAFE and POSITIVE lacrosse experience for all participants in a sportsmanlike environment.**
2. **Mutual respect and healthy competition within the Association**
3. **Honest and Transparent administration and stewardship of the game**
4. **Openness and inclusion of cultural and linguistic minorities**
5. **Positive promotion of the sport at centre of all initiatives**
6. **Respectful acknowledgement of volunteer-hours**

Board of Directors

The members of the Brooks Lacrosse Board of Directors come from all walks of life, yet they all have one thing in common – they all want to grow the game in a positive and meaningful way as to make sure each child that plays the game of lacrosse will continue to lead an active lifestyle within the sport well into their adult years. These men and women are elected by their peers at the annual AGM and help develop a comprehensive plan to grow the game on a local level. The board is composed of volunteers who graciously devote their time and energy to the betterment of the game of lacrosse.



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APPENDIX F (FORM TO BE SIGNED)

Code of Conduct Zero Tolerance Policy

1. Members, players and participants are required to abide by the Bylaws, Rules, and Policies of the Association, and their behavior is expected to mirror the spirit of the Bylaws, Rules, and Policies of this code.
2. All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, executive committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers, executive committee members, employees, damage to the property of the association or another Association will not be tolerated.
3. All members, fans, and participants of the Association shall respect the game of Lacrosse and shall behave in a manner so as not to make a travesty of the game.
4. The Association will not tolerate loud, obscene, obnoxious coaches, managers, assistants, players, parents, or fans. Such individuals will be subject to disciplinary action as outlined the disciplinary section.
5. Parents and fans are not permitted in the dressing rooms except as expressly permitted by the respective division head and/or coach to assist their child in changing before or after a game or practice.
6. Under no circumstances is a parent or fan to enter the opposing team's dressing room.
7. Coaches and other team official's players, parents, and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game.
8. Violation by any member, fan, or participant of any provision of this Code of Conduct will result in disciplinary action being taken by the Association against such individuals as provided in this code.
9. Harassment and bullying in all its forms, including cyber-bullying (e.g.: via Facebook, Twitter, etc.) will not be tolerated during the course of any Brooks Lacrosse Association activity or program. Accordingly, all those involved with Brooks Lacrosse Association, including its volunteers, players and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behavior and are encouraged to report incidents of harassment or bullying.
10. The use of cameras, cellphones, or any type of recording device is strictly prohibited in dressing rooms, including coaches, parents, players, and visitors. Disciplinary action, including possible suspension will follow any breach of this rule.

ANY VIOLATION OR BREACH OF THE PROVISIONS IN THIS CODE OF CONDUCT BY MEMBERS, FANS, OR PARTICIPANTS OF BLA WILL RESULT IN DISCIPLINARY ACTION BY THE ASSOCIATION AGAINST SUCH INDIVIDUALS WHICH WILL INCLUDE SUSPENSION AS OUTLINED IN THE DISCIPLINARY PROCEDURES OF THE CODE OF CONDUCT!!!



Brooks Lacrosse Association

Policy & Procedures Manual

Discipline Policy

All members, coaches, players, participants, and fans are expected to abide by BLA's Code of Conduct. Violation of the Code of Conduct will result in disciplinary action being taken by the board.

Failure to comply with the Code of Conduct will result in the following disciplinary actions for **players, parents, guardians**.

1st Offence – Minimum of 1 week (7 days) suspension to maximum of thirty (30) days suspension from participation in any and all BLA activities. This includes all practices, dry land training, exhibition, games, league games, arenas, tournaments as well as any team functions hosted by Minor Lacrosse.

2nd Offence or Failure to comply with 1st offence action items will result in – Instant removal of the offending player, parent(s), or guardian(s) from any and all activities within Brooks Lacrosse Association, for 1 year from the date of infraction.

3rd Offence or Failure to comply with 1st and 2nd offense action items will result in – Instant removal of entire family (all family members) from any and all activities within Brooks Lacrosse Association, for 1 year from the date of infraction.

Parent(s)/ guardians(s) and player Code of Conduct signed is good for one season (calendar year).

Physical abuse of another person will carry indefinite suspension from all BLA events until reviewed by Brooks Lacrosse Association for further discipline.

A complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the complainant. It should be delivered in person to a member of the BLA Board.

Once a formal complaint has been received it will be forwarded to the Disciplinary Committee for review. This committee will be comprised of the members of the two members of the BLA Executive Committee/Board and one 3rd party member (committee determined prior to each playing season).

All formal complaints will be documented and kept on file for the duration of the offender's time in Brooks Lacrosse Association.

Communication Protocol

Prior to reporting and or filing a complaint all members must wait 24 hours and then submit their concern. If the 24 hour policy is not adhered to, this offence will be subject to a 1st offence condition, and will be decided on by Brooks Lacrosse Association for discipline action length.

Parent --- Manager/Coach --- Division Coordinator --- Vice President and/or President
Manager/Coach --- Division Coordinator --- Vice President and/or President --- Alberta Lacrosse Association

Appeal Process

Should either the complainant or respondent feel that a decision of the Disciplinary Committee has not satisfactorily resolved the issue, the decision may be appealed to the Appeals Committee, which is to be comprised of two members of the BLA Executive Committee/Board and one 3rd party member (committee determined prior to each playing season). Appeals are to be made in written form within three days of the verbal rendering of the decision of the Disciplinary Committee. The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time.

The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the written material and summaries before the Discipline Committee. The Appeals Committee may request further written material from the complainant and/or respondent or their witnesses.

The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Disciplinary Committee to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all of the circumstances.



Brooks Lacrosse Association

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CODE OF CONDUCT

Brooks Lacrosse Association, (BLA) abides by a strict Code of Conduct governing all coaches, players, officials and parents. The purpose of the Code is to ensure that all of those people associated with Brooks Lacrosse Association treat each other with dignity and respect. The Code of Conduct is a condition of membership for all players, parents, coaches and officials. All members of BLA agree to abide by the Code of Conduct and to be subjected to the consequences of violating the Code. It is understood that by enrolling into the BLA program that players, parents and coaches are all bound by this Code of Conduct and its validity is hereby a matter of record and is not dependent upon physical signature. All enforcement decisions made by the officials of BLA are final and are not subject to review. No refunds will be granted to those players dismissed from the club for violating the Code of Conduct.

Parents

1. Teach and practice good sportsmanship at all games and practices. You are role models!
2. Know the rules of the game of lacrosse.
3. Respect the game of lacrosse. Respect the officials. Respect the coaches, who are volunteers.
4. Do not coach your child. Let players play and coaches coach, and support both positively.
5. Do not EVER criticize other players regardless of the circumstance.
6. Follow the "24 Hour Rule"; if you have a complaint resulting from a game (or practice) situation, speak with the coach on the following day.
7. If there is a serious problem, notify either the President or a Vice-President of BLA.
8. Emphasize the FUN of the game and the team, putting forth effort at all times, not wins and losses.

Players

1. Respect your teammates, coaches, referees and opponents at all times.
2. Give 100% effort at each practice and game.
3. Know the rules of the game of lacrosse and abide by them.
4. Support and encourage your teammates. Set a positive example.
5. Wear the required equipment at all games and practices, and keep your equipment well maintained.
6. Display good sportsmanship at all times on and off the field.
7. Don't be afraid to make mistakes; that's part of learning.
8. Learn from your coaches; practice hard; play smart; Have Fun!
9. Be modest in victory and gracious in defeat.

Coaches

1. A coach is a role model, who must act with the highest moral character possible.
2. Coaches must reinforce the self image of each player.
3. A coach must be positive and constructive.
4. Respect the game of lacrosse. Respect the officials.
5. Teach the rules of lacrosse. Abide by those rules in practices and games.
6. Establish objectives for the team and players and inform them of team and individual goals.
7. Teach and practice good sportsmanship at all games and practices.
8. Be modest in victory and gracious in defeat.

All

1. Any conduct, including abusive language and/ or gestures, racially insensitive remarks, damage to property or belongings, or any other conduct that reflects poorly on yourself or BLA is deemed to be unacceptable and will not be tolerated. This rule applies to all players, parents, siblings and guests at all times when in or around games or practices as a member of BLA.
2. During a tournament or game when you are away, you represent the City of Brooks and BLA. Any conduct of unacceptable behavior such as breaking the law or the destruction of property and not limited to, or any other activity will not be tolerated. This rule applies for the entire time one is away for a game or tournament.

The Board of Directors of BLA will deal with unacceptable conduct at its sole discretion, imposing warnings, suspension or expulsion, as it deems appropriate. ANY SUSPENSION OR EXPULSION BASED ON VIOLATIONS OF THE CODE OF CONDUCT WILL NOT BE ACCOMPANIED BY A TUITION REFUND.