

**DELTA LACROSSE ASSOCIATION
OPERATING POLICY**



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www.deltalacrosse.ca

Delta Lacrosse Association Operating Policy-Index

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A. GENERAL

STATEMENT OF PURPOSE

The Delta Minor Lacrosse Association (DLA) recognizes the fact that its primary aim is to provide the Players in the DLA the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The DLA believes that such respect is fostered by teaching not only the skills required to play the game, but also by teaching and reinforcing the positive aspects of team sports, including.

1. fair play
2. sportsmanship
3. respect for each other and for opposing teams
4. mutual respect amongst players, coaches, officials and spectators of the rules of the game
5. developing community spirit among all of the aforementioned persons

CODE OF CONDUCT

1. All individuals affiliated with DLA shall:
 - 1.1. Refrain from use of foul or negative language.
 - 1.2. Refrain from verbal or physical abuse of any game official, participant or spectator, regardless of the circumstance.
 - 1.3. Respect all facilities utilized by our association, as well as any staff of those facilities.
 - 1.4. Attempt at all times to work toward goals and objectives of the DLA and the game of lacrosse, and towards the betterment of its members.
 - 1.5. Strive to heighten the image and dignity of the association and the sport of lacrosse as a whole, and to refrain from behavior which may discredit the association or the game.
 - 1.6. Always be courteous and objective in dealings with other members.
 - 1.7. Strive to achieve excellence in the sport while supporting the concepts of Fair Play.
 - 1.8. Show respect for the culture, social and political values of all participants in the sport.
 - 1.9. Develop community spirit and pride in our association, while representing DLA and minor lacrosse in the best possible light.

- 1.10. Understand that they may be removed from the game, practice or facility if they behave in a manner deemed unacceptable by the coach, game officials, or spectators
2. Any individual's conduct shall be question when they:
 - 2.1. Breach any of the above in Code of Conduct
 - 2.2. Use their position with DLA for unauthorized personal and/or material gains.
 - 2.3. Wilfully circulate false or malicious statements, derogatory to any other member of our or any association.
 - 2.4. Wilfully ignore or break the laws, policies and or rules or regulations of our association
 - 2.5. Counsel others to ignore or break the laws, policies and or regulations or our association.

24 HOUR RULE

The DLA has adopted a "24 Hour Rule" policy. The intent of this rule is to move an emotional and confrontational discussion away from the presence of the players. It will also allow the parties to "cool off" and compose themselves in order to put any incident or situation that occurred in perspective before discussing it.

Coaches shall alert the VP of Coaches and or the VP Minor/field/box/female as soon as possible but should not discuss any situations related to evaluations or game incidents that have created an adverse emotional response or possible hostile situation until at least 24 hours after the fact.

A member is not to approach a coach to discuss an evaluation, game related incident or situation that has created an adverse emotional response or hostile situation until at least 24 hours after the fact.

DISCIPLINE

1. The DLA endorses the principles of due process, which allows any individual the right to a hearing and an appeal of any action, which affects their rights.
2. Any report alleging a breach of the DLA Code of Conduct shall be submitted in writing to the President, or acting President, within 15 days of the occurrence.
3. If action is necessary, the President shall appoint a Discipline Committee, consisting of a minimum of three unbiased members of the existing Board as well as convene a meeting not more than 15 days from the date of the receipt of the report.
4. All parties involved will be notified of the proceedings and will have the opportunity to attend the meeting to explain or defend their actions. The Discipline Committee may call witnesses and demand any information that may be pertinent in the matter.

5. The decision of the Discipline Committee will be announced by the Chair and will be provided, in writing, to the interested parties within 7 days of the meeting. Interested parties are defined as those parties directly involved in the proceedings.
6. An individual whose rights are directly affected by the outcome of the meeting may appeal that decision, using procedure and timelines that are the same as those for the Discipline Committee.

HOW LACROSSE IS RUN IN BRITISH COLUMBIA

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

INFORMATION ABOUT THE ASSOCIATION

1. The DLA operates under the guidelines of its Constitution, By-Laws (per BC Societies Act) and Policy Manual.

OFFICIAL COLORS

1. The official colors of the Delta Islanders Association are red, white, and black.
 - 1.1. Primary Colors: Home Jerseys (White), Away Jerseys (Red)

VOLUNTEERING

1. All members' families are required to participate in volunteer activities of the association. Volunteer activities including holding an elected or appointed role managing the association, or performing operational duties as required to operate the association (i.e. timekeeping and scorekeeping)
2. All member families are required to submit a check of \$150, post dated to July 15th for the box season or Feb 28 for the field season, as a volunteer retainer. Cheques will be collected by the division manager at the start of the season and held by the treasurer.

3. All member families are required to complete 4 credits of volunteer time, unless granted an exception by the board. Activities are to be submitted via a means deemed appropriate by the board.
4. Member families should be provided a list of volunteer duties and associated credit for each duty upon assignment to a team.
5. Members should be provided a means to see the status of their volunteer credit

FAIR PLAY

1. The Delta Lacrosse Association is fully committed to the Fair Play Codes of the Government of Canada; <https://coachesbc.ca/coaching/codes/fairplay-codes>

AMENDMENTS

1. The operation policies of Delta Lacrosse Association may be changed by a simple majority vote of the executive at any regular or special meetings if a quorum is present. Proposed amendments should be submitted no later than 7 days prior to any regular or special meeting.

B. PLAYERS

REGISTRATION

1. Player registration will be completed online prior to the playing season.
2. Every attempt will be made to place all applications received each year.
3. Applications for registration received after the start of team selection sessions will be on a space available basis as defined in the team size policy.
4. Registration fees shall be set each year by the Executive, as determined by the budget.
5. Applications for refunds shall be processed as per the most current policy posted on the DLA Website.
6. Only registered Players may participate in DLA team games and practices. Athletes not yet registered are not allowed on the field or on the floor until officially registered by the Registrar. Team Officials cannot accept registrations to circumvent this rule.
7. The practice of Team Officials recruiting Players registered with other associations to play on DLA teams is not condoned by the Executive.
8. If the number of registered players exceeds the maximum number for a given number of teams and fails to meet the minimum for adding an additional team all means necessary will be used to ensure that all players are accommodated. Special attention will be paid to fielding the most competitive teams possible while trying to present the best experience possible to as many players as we can.

WAIT LIST

1. Wait lists will be avoided unless deemed necessary due to overwhelming demand. If deemed necessary, a waitlist shall be established after the number of registered players has reached the maximum number of allowable players in a division based on the number of teams that have been declared at the declaration meeting. Players can practice with the division teams while on a wait list.

RELEASES

1. Players must register with DLA before requesting a release.
2. DLA only releases players under extraordinary circumstances
3. Any Players requesting a release from their home association in order to register with the Association (or vice-versa) must adhere to LMMLC Operating Policy Clause D-1 - Residency Rule Guidelines & Penalties Guidelines, or PCFLL Operating Policy Clauses T.02-T.04
4. Non-resident Players considering a move to the DLA are advised to make a written application to the President prior to requesting a release from their home association.
5. Written approval by the home association and the appropriate league (LMMLC/PCFLL) is required before the Player can be registered with the Association.
6. Requests for Player releases to other associations must be forwarded in writing to the Executive stating the Player's rationale for requesting the release. Each release will be evaluated on its individual merits. No Player residing within the Association catchment may play for another association without prior written release by the Association and approval/placement by the appropriate league.
7. Release request forms are available on the BCLA website ([link](#))
8. All release requests will be handled monthly or at the next scheduled DLA board meeting

PLAYING UP

1. Minor Division to Minor Division
 - 1.1. Player movement is governed by the BCLA Minor Directorate Operating Policy and the LMMLC/PCFLL Operating Policy.
 - 1.2. A Player may permanently play up one division or caliber higher than that in which he/she is registered, with the written permission of technical director or lower-level coach and the Executive.

TEAM BC SELECTION

1. DLA shall annually budget \$500 in each of the U13, U15 and U17 divisions to sponsor any player(s) who try-out and successfully make the Team BC in those divisions. A maximum of \$500 will be awarded to each successful player and should more than three (3) players succeed in making Team BC in any one fiscal year, then the \$1,500 shall be divided equally amongst those players.
 - 1.1. Should the DLA face a financial hardship in any season, the Executive may decide to temporarily suspend the sponsorship for that season.

C. TEAMS

TEAM SIZES

1. The number of players selected or assigned to a team will be based on recommendations made by the Vice-President (minor/field/female). These recommendations will consider the number of players registered in a division, caliber and the number of goalies available. The suggested number of players would be a minimum of 14 to a maximum of 20 (box)/ 25 (field).

PLAYER EVALUATION

Player evaluations shall be coordinated by the Technical Director, VP Coaches and Division Manager and supervised by Vice-President (minor/field) with each registered DLA player being given an equal opportunity to participate.

1. Evaluators should, if possible, be chosen from the ranks of personnel and/or coaches with limited bias and from outside the division being evaluated.
2. Players are only to try-out for their proper age group unless approved by a committee consisting of 3 or more board or appointed members including the President, VP of Coaches and VP of Minor/Field, and Technical Director where applicable.
3. A minimum of 2 evaluators are required per session.
 - 3.1. For skill evaluations all players will be evaluated as to their skill level and assigned a number from 1 to 4, with 4 being the highest level. The scores will be framed as the following
 - 1 - emerging
 - 2 - developing
 - 3 - proficient
 - 4 - excels
 - 3.2. Player evaluations shall be conducted for each playing division from U7 to U17
4. The following steps shall act as a guideline for the evaluation process. Changes to the process will only occur with the approval of the Board of Directors:
 - 4.1. Each player will receive a numbered pinnie/jersey to identify them.
 - 4.2. Evaluation forms will be used by each evaluator and submitted to the designated evaluation coordinator, technical director or VP of Coaches at the end of each session.
 - 4.3. Players will be evaluated by multiple evaluators
 - 4.4. At the end of each evaluation session, evaluations will be reviewed and player grouping may be adjusted where applicable by the VP of Coaches, Technical Director, VP of Minor/Field or the President with the support of the Division Manager.

- 4.5. At the end of the selection process the Coaching Staff will communicate verbally with players/parents as to which team they are on, with emphasis on the opportunity this team will give them for development.
- 4.6. Players will be provided with multiple evaluation opportunities.
- 4.7. In tiered divisions players will be given opportunities to be evaluated on skill & game play.
5. Should a player be absent from evaluations, that player will be placed by a Committee featuring 3 or more board or appointed members including the President, VP of Coaches, VP of Minor/Field/Female and Technical Director where applicable. The selection committee will seek out all information available (previous performance, prior year evaluations, coach observations, technical director insights, etc.) in order to determine the appropriate team placement. When higher level positions are not clear, players will be placed in a competitive situation with other comparable players to be evaluated for movement up.
6. Delta Lacrosse will make every effort to ensure we adhere to the following timeline for Player Draft/Team Selection
 - 6.1. U7 and U9 will commence the week after Spring Break of the given season.
 - 6.2. U11 and above shall be completed the week prior to Spring Break of the given season, unless there is only one team in the division.

TEAM SELECTION

1. It is the responsibility of the vp of coaches, vp of minor/field/female, and technical director, where applicable, to achieve the goal of maximizing player development by optimizing their level of competition. In order to achieve that goal the DLA intends to field the most competitive teams possible at each tier in each division. Under some circumstances a VP of Field/Box/Female may recommend balanced teams to achieve the best development experience for our players in a certain age group or tier. If they deem this necessary they will propose it to the board for vote.
2. Determination of declarations of tiered calibers (U11, U13, U15 and U17) will be made by the Vice-President (minor/field/female), technical director and/or the President in consultation with coaching staff based on the number of players and caliber of the players and following the League declaration policy.
3. We will do everything possible to ensure players are placed at the appropriate level of competition with the potential to be moved up a level. We will avoid situations where players are "cut" down to a lower level in all but the most extreme situations.
4. In order to allow flexibility in player movement we will pyramid our teams to have the fewest number of players on our top team, and most on our lower tiered teams. ex1. for a division with 45 players, A would carry 14, B would carry 15, C would carry 16. ex2. 46 players, A would carry 14, B would carry 15, C would carry 17. Extra players are left down whenever possible to deal with unforeseen circumstances such as late registrations, etc.
5. Team selection will be based on player evaluations, the number of teams in each division, the player, and the number of goalies available. They will be conducted by the

VP Minor, technical director or President with the head coaches of each team in the division.

6. The association has two distinct team selections and tiering processes to meet the different needs of the U7 and U9 players versus the U11 and older players:
 - 6.1. Non-Tiered Divisions/Balanced Teams
 - 6.1.1. DLA will attempt to satisfy any friend requests, coach requests with a maximum request of 2, where deemed appropriate.
 - 6.1.2. These attempts do not supersede the requirements of the association and BCLA to have all teams balanced within a division where two or more teams will compete at the same level.
 - 6.2. Tiered Divisions
 - 6.2.1. At U11 and older divisions (where the LMMLC/PCFLL recognizes tiered play), the Association will try to field a team in the best possible category. The guidelines and formulas determined by the BCLA and the league will be followed in creating these teams. (LMMLC Section D, PCFLL Section E)
 - 6.2.2. DLA expects all players to share information on scheduling conflicts to the greatest extent possible and keep attendance up to date throughout the season. We believe in multi-sport participation and the benefits it brings but availability needs to be weighed to ensure the right competition level for players with the best experience for all teams.
 - 6.2.3. Determination of declarations of tiered calibers (U11, U13, U15, U17) will be made by the 3 or more of Technical Director, Vice-President (minor/field), VP Coaches and/or the President in consultation with coaching staff based on the number of players and caliber of the players and following the League declaration policy. DLA follows LMMLC and PCFLL policy on tiering.
 - 6.2.4. Once a team is declared at a certain caliber, the LMMLC and PCFLL will decide whether or not that team can get moved up or down.

PLACEMENT OF LATE REGISTRANTS

1. The selection committee led by VP Minor/Field in coordination with Technical Director & Division Coaches will determine the skill level of each late registered player. The players will be assigned to the teams as follows:
 - 1.1.1. to the team that is most appropriate for their skill level
 - 1.1.2. to the team where they can be most appropriately evaluated by a selection committee with other similarly-skilled players.

BALANCED TEAMS

1. The following process will be applied to player evaluation and selection in divisions where teams are equally balanced.

- 1.1.1. Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.
- 1.1.2. Players will be evaluated based on the skills outlined on the evaluation sheet.
- 1.1.3. The player draft will be facilitated by a member of the Delta Lacrosse Executive with coaching representatives and division manager present.
- 1.1.4. Mini Tyke and Tyke teams will be formed based on equal ranking teams, friend requests and players whose parents have volunteered to be a coach or manager.

PROTECTION OF PLAYERS IN DRAFT SCENARIO

1. Coaches may protect/pre-select a maximum of 3 players for their team. This is meant to help accommodate players whose parents have volunteered to be coaches or managers and is not meant as a method for coaches to protect players based on their skill level. The score assigned to these players will determine the team's initial ranking heading into the player draft.
2. A coach may only "protect" his/her child to the extent described in the Player Draft Policy. That is, the coach must use one of his/her draft selections to choose his/her child in the appropriate round of the draft and then the next pick moves to the next team's coach. There is no unlimited or automatic protection right.

FAIR & EQUITABLE PLAY

1. Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition.
2. As a coach you are a role model and leader, and have a significant impact on your athlete's attitudes. You can:
 - Encourage your team to respect the opposing team and the rules of the game, to accept the judgments of officials and opposing coaches without argument.
 - Teach your players how to manage conflict and stress, and use good judgment in tough situations.
 - Avoid overplaying talented players and allow average players equitable playing time.
 - Remember that children need a coach they can respect. Be generous with praise and set a good example.

FAIR PLAY CODES FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equitable instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills

Every season you are required the read the most up to date fair play guidelines and complete the BCLA Fairplay Form [HERE](#)

EQUAL VS EQUITABLE

Possibly the most difficult challenge that any coach can face is the question of playing time. Equitable Playing Time means that we balance the desirability of developing every individual player against the collective goal of working as a team.

Equitable Playing Time should never be confused with equal playing time. The former means fair and reasonable, whereas the latter means everyone plays the exact same amount. But it can never be equal. For example, no one would ever complain that a goalie had more time than a runner. And there will always be a degree of imprecision during the rotation process.

The DLA's policy is Equitable Playing Time, where playing time is allocated based on principles of fairness and reasonableness depending on the circumstances of the practice or match, and on the idea that everyone should have the opportunity to derive benefit regardless of their skill level. Although relatively equal playing time is a factor for every coach to keep in mind, the objective of Equitable Playing Time is equal benefit, not equal playing time.

TEAM FUNDRAISING

Team Fundraising should meet the majority approval of the parents of the team. There shall be no conflicts with the fundraising efforts of the DLA, if there is then DLA has the priority. It is highly recommended that no cash transactions be undertaken for team expenses. The DLA may from time-to-time ask for financial statements from a team.

TOURNAMENTS

Provincials/Championships

- The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship, provided the Team Manager sends the applicable/necessary paperwork into the VP Minor/Field. Some travel funds may be available and must be applied for. Any other expenses incurred during participation are the responsibility of the competing team. Teams that enter into provincials and withdraw after they have declared will be responsible for all fines that are incurred by their nonparticipation in the provincial championship as imposed by the BCLA for non-participation. The association will not cover this expense under any circumstance.

Nationals

- The Association will commit to assisting financially for selected players that make the National team. The Board will determine the amount as the need arises.

ALL-Star

- The Association will pay the registration fee for a minimum of 1/maximum of two teams, selected from the ranks of the Association's Novice division, to compete in the Jack Crosby Novice All-Star Tournament. Any other expenses incurred during participation are the responsibility of the competing team. - Selection to the Novice All-Star team will be based on the following criteria: - Willingness to compete - Ability - Age [i.e. a second year player would be selected before a first year player, other variables being equal

DLA Tournaments

- Delta teams enter DLA sanctioned tournaments free of charge in return for parent participation in the tournaments with each family providing a \$100 Volunteer deposit due at team formation, post-dated to the date of the tournament the family had been assigned to. Teams that do not have a DLA tournament are still expected to volunteer at DLA tournaments.
- Teams that do not have a DLA tournament however can apply to the board for payment of the entry fee of a BCLA sanctioned tournament which will be determined on a year by year basis based on the finances of the association.
- Each team in the association provides a basket/prize for one DLA Tournament for which they will receive acknowledgement..

D. COACHES AND TEAM OFFICIALS

SELECTION OF COACHES

1. An online form will be used by all persons wishing to apply for a coaching position. Any person who coached in the previous season for the DLA may be invited to apply for a

- position in the current season using the same or similar process. After the advertised registration dates have passed, the deadline for coaching applications will be closed.
2. The recruiting of coaches and selection process will be led by the VP of Coaches.
 3. Coaching positions will be assigned based on the recommendation of the VP of Coaches, and finalized by a committee consisting of the VP Coaches, the president and an additional Vice President (Field or Minor or Female as applicable).
 4. Coaching positions in the association may be filled using any/all of the following criteria as guidelines:
 - 4.1. History with the Association
 - 4.2. Parents and/or Player feedback
 - 4.3. Knowledge of the game
 - 4.4. Coaching ability
 - 4.5. Technical Qualifications
 - 4.6. Temperament
 - 4.7. Previous discipline
 - 4.8. Performance Evaluations
 - 4.9. Selection Interview
 - 4.10. Planning (Practice Plans, Season Plans, etc.)
 5. Coaching positions wherever possible for the highest tiered team in U13 and above (usually an A1 or A2), a non-parent coach will be designated as the head coach. If there is no non-parent coach qualified at the level of the team a parent coach may be head coach with the approval of the VP of Minor on the recommendations of the Technical Director & VP Coaches. A non-parent coach will then be an assistant in this case. In a case where bias is in place the President will be used to appoint or replace another party in the decision making.
 6. The VP of Coaches will inform each applicant of the decision(s).

QUALIFICATIONS

In order to qualify as coach in good standing with DLA, all coaches must complete:

- Required NCCP levels necessary for all players on the bench (Coach, Assistant, Gate)
 - U13 & Below - Level I - Community Development
 - U15 & Above - Level II - Intro to Competitive
- Fair Play Certification
- Making Ethical Decisions course (Level II Coaches)
- Criminal Records Check certification program.

No coach or assistant coach will be allowed to take on responsibility without this minimum level of commitment being met.

TRAINING EXPENSE

DLA will pay for the course fees for first time participants in all required Coaching Certification Programs for individuals committing to coach (or assistant coach) for the Association.

FINES

1. DLA will not reimburse its coaches or bench personnel for any fines, penalties or damage costs levied by their associations or the BCLA or its Directorates as a result of non- or improper performance of their duties.

CONDUCT

1. All DLA Coaches and bench personnel are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Coaches Association (BCLCA) relating to conduct are listed here as a matter of convenience:
 - 1.1. Policy 5.01
 - 1.1.1. It shall be considered an offense against the membership to violate the CLA Lacrosse Coaches Code and Philosophy
 - 1.2. Policy 5.02
 - 1.2.1. Actions contrary to the BCLCA Code of Ethics and Philosophy, the BCLA Constitution, By- Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official supporter, or spectator in a public environment -- will be cause for investigation by the BCLCA.
2. Self reporting - head coaches are responsible for reporting any and all potential infractions related to conduct or discipline to the VP of Coaches or the respective VP of Box/Field/Female as quickly as feasible and within 24 hrs. These infractions would include but not be limited to expulsions, or match penalties related to themselves, other coaches or players in their responsibility.
3. DLA reserves the right to use our disciplinary process to apply discipline supplementary to decisions passed down by the BCLA for situations involving conduct detrimental to the DLA including but not limited multiple infractions imposed by the BCLA or ongoing failure to adhere to DLA policies or to represent the DLA in a way that aligns with our identity.
4. Coaches shall sign for and be responsible for all equipment issued to their teams.

TEAM MANAGERS

1. Communication with parents and players to keep them informed of all team affairs ex. games/practices/tournaments using DLA approved tools (ex. TeamSnap or equivalent) to communicate with your team and to keep players/parents up to date.
2. Maintain open & ongoing communication with your Division Manager to make sure you are informed and up to date on all key items with regards to DLA
3. Attend Coach/Manager meetings at the beginning of the season, and any additional Manager meetings set thereafter.
4. Team Roster once your team is finalized, you will need to send your team roster to: registrar@deltalacrosse.ca.
5. Team uniform

- 5.1. Jersey's - responsible for the distribution and collection of team jerseys including deposit cheques and ensure they are returned in suitable manner.
- 5.2. Shorts - All players are asked to wear matching Islanders shorts for games as part of their uniform.
6. Form 100B - must be submitted to vpminor@deltalacrosse.ca 1 week prior to the deadline determined by the BCLA.
7. Game Sheets - The manager is responsible for completing all home game sheets, and when you are the away team, you will need to complete the roster for your team.
8. Call ups - Teams can call up for a lower tier/division if they need players. Teams must receive permission from the technical director and/or the player's Head Coach to call-up players. A player call-up form must be completed, signed, and attached to the game sheet sent to the commissioner. The call up player must be listed on the game sheet on the roster as well as in the game notes section.
9. Tournaments - responsible for entering your team in tournament(s) and collecting tournament fees from each parent to cover the cost.
10. Accommodations- You or a designate should look into accommodations for out of town tournament(s).
11. Rescheduled games - responsible for reviewing the schedule for any conflicts with games and practices.
12. Equipment -
 - 12.1. First aid kit - supplied by the DLA (contact equipment manager for replacements)
 - 12.2. Goalie Gear
 - 12.3. Game & Practice Balls – The DLA will issue practice balls and game balls to each team.
 - 12.4. Equipment should be returned within two weeks of your season's conclusion and if you are not able to do so should contact the Equipment Manager immediately.

CRIMINAL RECORD CHECK

1. All coaches are required to have a current Criminal Record check on file.

COACH'S ATTIRE

1. All coaches and bench staff shall wear Delta Islanders coaching apparel (shirt, sweater, or jacket).

E. GAME REQUIREMENTS

OFFICIALS

1. DLA teams playing on home floor shall ensure that the following competent bench officials are present prior to the start of the game:
 - 1.1. Two properly carded Referees (provided by the SLA Referee Allocator – Note: 3 on 3 only requires one referee)
 - 1.2. Scorekeeper if applicable (parent volunteer arranged in advance by the coach or manager)

- 1.3. Timekeeper (parent volunteer arranged in advance by the coach or manager)
- 1.4. 30 second timekeeper, if applicable (provided by the DLA Referee Allocator)
2. No other people, except the duly appointed bench officials, shall be allowed in the bench officials' boxes.

GAME START AND END TIMES

1. DLA teams playing on home floor/field shall ensure that games end on-time to ensure the next scheduled game in the facility is not delayed, in accordance with LMMLC/PCFLL Operating Policy. Should unforeseen circumstances (i.e. prior scheduled game running over, major injury requiring emergency medical team treatment, lateness of referees, act of God) force a situation that a 60 minute game cannot be completed within the 90 minute time allotment, the following measures must be considered:
 - 1.1. the period breaks shortened, but to not less than two (2) minutes; and/or the first, second and/or third period(s) shortened, but to not less than fifteen (15) minutes running time duration each.
2. The referees shall ensure agreement by both coaches of the revised game duration and shall enter such agreement on the game sheet. Under no circumstances shall the face-off of the next game booked at the facility be delayed by more than ten (10) minutes.

GAME EQUIPMENT

1. DLA teams playing on home floor shall ensure that:
 - 1.1. Goals are set-up.
 - 1.2. The scoreboard and shot clock controls are in place and operational.
 - 1.3. The game sheet is completed and given to the visiting team not later than 15 minutes prior to scheduled game start time;
 - 1.4. All players' helmets and equipment are checked for necessary compliance, including removal of jewelry (applies to away games as well);
 - 1.5. All game officials provided by the SLA Referee Allocator are paid in full prior to the start of game; and
 - 1.6. A minimum three (3) good quality CLA-approved game balls are given to the Referees/Score table prior to the start of the game.

CANCELED GAMES

1. Games to be canceled are the responsibility of the home team's Manager or Head Coach. Teams not canceling those games as per the LMMLC and PCFLL Operating Policy shall be responsible for the costs incurred for those games.
2. Teams that fail to notify the Floor Allocator of any unused floor time will be responsible to reimburse the Association for that floor time.
3. Teams that fail to notify the Ref Scheduler of any canceled game, will be responsible to reimburse the Referee for that game.

F. REFEREES

QUALIFICATIONS

All DLA referees must be members of the BC Lacrosse Officials Association and must be carded in accordance with its regulations in order to officiate at any DLA tournament, league or playoff game. Referees over 18 years of age are also subject to a criminal record check.

TRAINING EXPENSES

The association will cover the cost of one referee clinic per box or field lacrosse season per official. Additional training may be reimbursed by the executive on a case by case basis.

BCLA FEES

DLA will pay the registration and insurance fees levied by the BCLA and its Directorates for all its referees in good standing.

FINES

DLA will not reimburse its Referees for any fines or penalties levied by their associations or the BCLA or its Directorates as a result of non- or improper performance of their duties.

CONDUCT

1. Referees must be at the arena a minimum of 15 minutes before the scheduled face off time.
2. Referees will ensure that individuals not participating in the game are not permitted on the floor from start to finish of the game, including during the warm-up and between periods.
3. Referees will not practice on the floor before or after the game, or between periods.
4. Referees are responsible for notifying the association for any suspensions received as a player, and will be unable to officiate any sanctioned games until their suspension is complete.
5. All DLA Referees are bound by the rules and regulations of the BCLA and its Directorates. Specific policies of the BC Lacrosse Officials Association (BCLOA) relating to conduct are listed here as a matter of convenience:

Regulation Ten

- 5.1.1. It shall be the duty of every referee of this organization to conduct himself at all times in such a manner as to further the best interests of the membership; to assist his fellow members whenever possible to improve our standard of officiating; and to ensure the respect of all participants and fans alike.
- 5.1.2. It shall be considered an offense against the membership to do otherwise. Any negligence by a referee in his duties shall be thoroughly investigated by the Committee who shall report and recommend to the Chairman of the BCLOA the action to be taken.

- 5.1.3. Violation of any of the following shall be subject to disciplinary action:
- 5.1.3.1. Reporting for an assignment under the influence of alcohol.
 - 5.1.3.2. Failure to report for any assignment when properly notified and without sufficient excuse.
 - 5.1.3.3. Tardiness.
 - 5.1.3.4. Failure to maintain the standard of cleanliness and dress prescribed by the organization
 - 5.1.3.5. Engaging in controversial discussions with coaches, officials or players. Should any coach, official or player act in any manner towards a member of this organization so as to provoke such controversial discussion, the referee or referees involved shall report such incident immediately to the Chairman of the BCLOA, who shall discuss and settle with the organization involved.
 - 5.1.3.6. Failure to officiate according to the CLA Rule Book and its interpretations.

PAYMENT

All referees may be paid in cash or via e-transfer monthly for all DLA sanctioned games. A travel stipend may also be paid to referees traveling out of association by the association they travel to.

UNIFORM

All referees must wear the proper uniform as specified by the BCLOA. One uniform will be provided to new officials upon successful completion of a BCLOA certified referee clinic.

G. DLA BOARD

The board of directors consists of elected members working together to manage the business and affairs of the association in accordance with the constitution, by-laws and operating policy of the association.

BOARD OF DIRECTORS ELECTED

The elected positions of the Delta Lacrosse Association are:

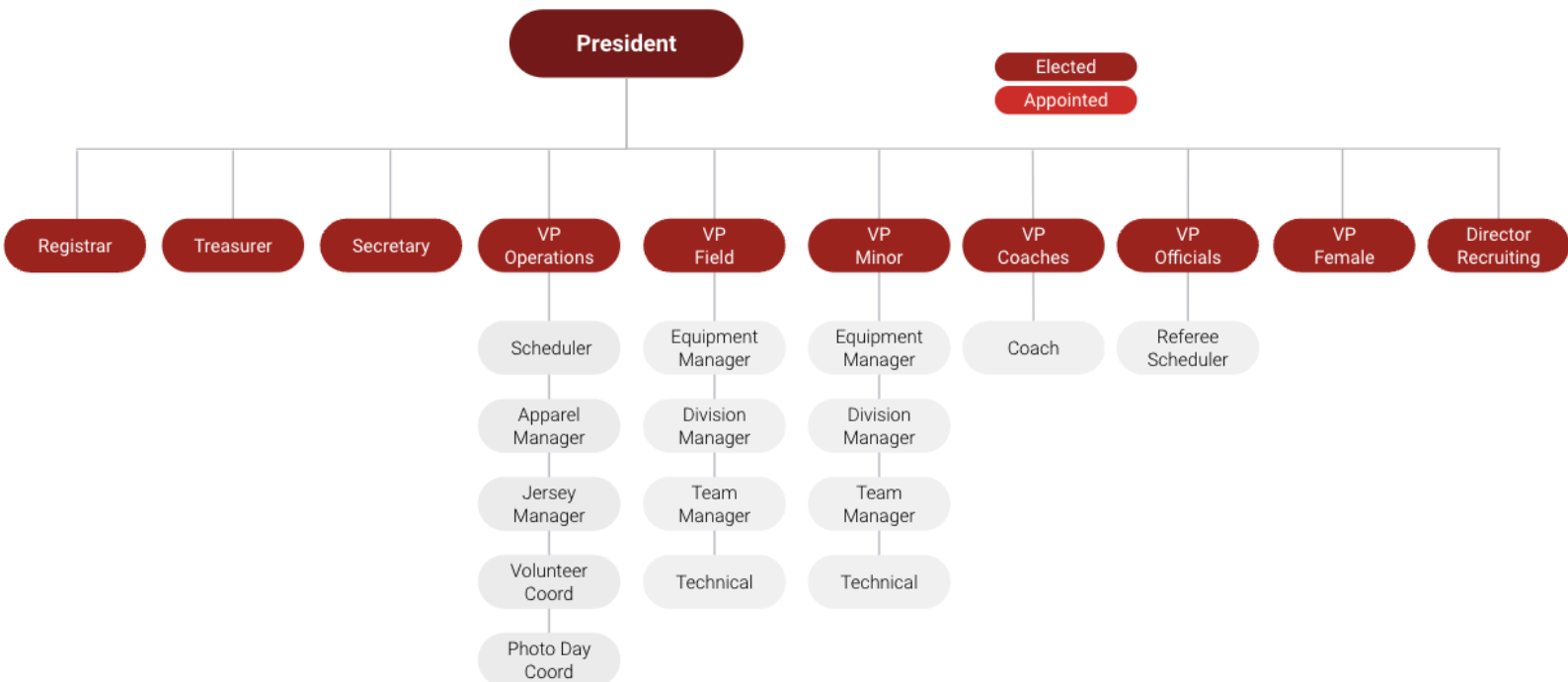
- President [odd]
- 1st VP Minor [even]
- 2nd VP Field [odd]
- 3rd VP Coaches [odd]
- 4th VP Operations [odd]
- 5th VP officials [even]
- VP Female [odd]
- Secretary [even]
- Registrar [even]

- Treasurer [odd]
- Director of Recruiting [even]

APPOINTED POSITIONS

- Technical Director - Box
- Technical Director - Field
- Grassroots Technical Director
- Equipment manager - Box
- Equipment manager - Field
- Division managers
- Coaches
- Jersey Manager
- Apparel Manager
- Scheduler - Arena/Box
- Scheduler - Referees
- Volunteer Coordinator
- Photo Day Coordinator

ORGANIZATIONAL CHART



RESPONSIBILITIES

ELECTED POSITIONS:

President

- Has the responsibility to conduct the day-to-day business of the association within the framework of the association and provincial constitution and by-laws
- Supervises the other officers in the executive of their duties and shall be responsible for calling and chairing executive meetings
- Sets the direction for the associations culture
- Ensures trust, teamwork and transparency within the board team
- Responsible for providing and ensuring a strategic plan is in place & being followed
- Recruiting for board positions & key appointed roles in the organization
- Attends LMMLC and PCFLL meetings

VP - Minor

- Shall oversee minor box operations
- Shall oversee pre-season activities
- Shall oversee minor box technical player development program, in support of Technical Director, where applicable
- Shall appoint and manage division managers
- Support the organization of evaluations/tryouts with assistance of division managers
- Supports & supervise team formations
- Evaluation, with VP of coaches, coaches in the association
- Participates in LMMLC meetings as required, Establishes strong working relationships with counterparts at BCLA, and LMMLC
- Recruiting for board positions & key appointed roles in the organization that support Box

VP - Field

- Shall oversee field operations
- Shall oversee pre-season activities
- Shall oversee minor field technical player development program, in support of Technical Director, where applicable
- Shall appoint and manage division managers
- Support the organization of evaluations/tryouts with assistance of division managers
- Support & supervise team formation
- Evaluation, with VP of coaches, coaches in the association

- Participates in PCFLL meetings as required, Establishes strong working relationships with counterparts at BCLA, and PCFLL
- Recruiting for board positions & key appointed roles in the organization that support field

VP - Operations

- Shall be responsible for support & management of:
 - Apparel manager,
 - Jersey manager
 - Scheduler
 - Volunteer coordinator
 - Picture day coordinator
- Shall be responsible for operations and policies
- Shall work with Director of Recruiting to identify, assess and drive partnerships including sponsorships

VP - Coaches

- Work in collaboration with VP Box/Field/Female and Technical Director(s)
- Recruitment training, development & supervision of coaches
- Liaises with parents & coaches to disseminate information as needed
- Ensure that all coaches understand and adhere to DLA policies & align with its identity
- Shall identify and place qualified coaches for all teams
- Is responsible for the evaluation and recommendation of coaches
- Shall arrange coaching clinics, as required
- Support team formations and ensure necessary coaches are available for evaluations
- Provide feedback, resources, support and assistance to individual coaches
- Supports coaches and represents their needs to the DLA board
- Participation in BCLA coaches technical group as required
- Act as an arbitrator in coaching disputes

VP - Officials

- Responsible for recruitment, training, and supervision referees
- Liaises with coaches, and officials to disseminate information as required
- Ensure that all referees understand and adhere to DLA policies & align with its identity
- Arrange for clinics and training programs when needed
- Arrange for referee assessments, as required
- Provide feedback, resources, support and assistance to individual referees
- Support officials and represent their needs to the DLA board
- Review Game Sheet submissions and act on them as needed
- Shall represent our association to the British Columbia Lacrosse Officials Technical Support Group

VP - Female

- Responsible for providing and ensuring the strategic plan for the female program is incorporated into Box & Field plans within DLA
- Recruit & lead DM Female to set up season infrastructure for individual teams
- Supports Director, Recruitment to facilitate the active promotion of Female Lacrosse
- Establishes strong working relationships with other association female representatives within BC for both box and field lacrosse.
- Participates in LMMLC and PCFLL meetings as required, establishes strong working relationships with female director counterparts at BCLA, LMMLC and PCFLL
- Leads process of merging or partnering with other associations in both field and box seasons as necessary (with support from President)
- Responsible for the process of releasing female players as necessary

Secretary

- Takes minutes at all DLA-sanctioned meetings
- Maintains a permanent record of all motions passed
- Tracks Criminal record checks
- Shall ensure all statements, lists or other reports are files as required by British Columbia society's act or other regulatory bodies.
- Shall be responsible for notifications of meetings of the association, board or advisory
- Shall maintain custody of all files, communications and documents pertaining to the association and turn them over to their successor
- Receives and presents bursary and scholarship applications to the board for review and approval. Facilitates payments of bursaries and scholarships in partnership with the treasurer.
- Supports Gaming Grant submissions

Registrar

- Shall be responsible for the proper registration of all players in the Association. Coordination of registration includes responsible for the records of all registered players, and passing the registration information on to BCLA and the Division coordinators
- works with the Treasurer and turns over all registration fees collected in a timely manner
- Ensure all returning players are contacted (email, phone, etc.) to remind them to register
- Maintain a basic record of explanation for player who are not returning
- Shall provide regular updates to the executive and an annual report of the total number of players registered
- Is the first line of communication and answers any questions from potential registrants and escalated to the respective VP where appropriate.

Treasurer

- Responsible for handling of all associations funds, including cheque signing, bank deposits, etc. coordinate and monetary questions with government re. Casino applications, GST rebates, applying for licenses, etc.
- Maintains the financial records of the Association and ensures they are kept up to date.
- Pays all bills as they become due in a timely manner.
- Responsible for maintaining & providing adequate financial statements to members, executive and others as required.
- Prepares the annual budget for approval by the Executive
- Upon leaving the position they shall turnover all books, papers, vouchers, invoices, cash and control of bank accounts to their successor and/or president

Recruiting

- Increasing player registration & retention thru community awareness and initiatives
- Advertising including registration using flyers, posters, reader board, digital ads, website promotions, etc.
- Marketing including digital, events, partnership, etc.
- Sponsorship: To actively solicit sponsors for all teams in the Association, to arrange for sponsor recognition & to encourage teams to publicly support their sponsor
- Media/Public Relations: to promote the DLA to local media representatives, to encourage individual teams to provide the media with game reports and to promote DLA within the community.
- Brand: lead & recommend any ongoing updates or changes to the DLA brand

APPOINTED POSITIONS

The appointed positions of the Delta Lacrosse Association are Scheduler, Equipment manager, Apparel manager, Jersey manager, Division manager, Volunteer Coordinator and Photo Day Coordinator.

Technical (Box / Field)

- Work in collaboration with VP Box/Field and VP Coaches
- Technical Leadership and Program Development
- Develop, initiate and promote a Technical Development Plan for the DLA which would include (but not be limited to) the following:
 - Player camps
 - Specialty skills camps
 - Development programs for both introductory and elite stream athletes
- Establish partnerships with appropriate organizations to drive the progression and growth of the sport across the province.
- Supports work by scheduler(s) to address contracting and field allocation with the city (proposals, requests, and adjustments)

Director - Technical Grassroots

- Organization and delivery of entry level programs(tiny tyke, Mini-tyke, Tyke, novice)
- Support recruitment and training of players, coaches and referees (in conjunction with the respective board member for each group)
- Strive to create a positive experience for all athletes
- Develop athletes from beginners to novices
- Instill a sense of belonging to “Canada’s Best Lacrosse Community” to participants and their families

Scheduler

- Work in collaboration with VP Box/Field on contracting and field allocation with the city (proposals, requests, and adjustments)
- Shall oversee all floor, outdoor box, and field allocations
- Assign practice and game times in arenas, boxes, and fields including
 - Tryouts
 - Preseason
 - Regular Season
 - Playoffs
- Works closely with division managers and team managers to ensure adequate floor time and maximum use
- Reschedule conflicting and makeup games, as necessary

Apparel Manager

- Coordinates with VP of Operations & VP Minor/Field on the apparel plan.
- Reports and recommends necessary purchases to the VP Operations.
- Coordinates communication of available apparel to team managers, pop up sales & distribution as required.
- Arranges for in-season & off-season storage of apparel as required.
- Maintains an ongoing inventory of apparel.
- Provide an annual inventory report to the treasurer.

Equipment Manager

- Responsible for the distribution at the beginning of the season and the collection at the end of the season of all coaching equipment, goalie equipment, new player sticks and other association gear
- Reports and recommends necessary purchases to the Board of Directors.
- Is advised by coaches, coordinators, etc. of any repairs required during or after the season(s),
- Coordinates repair or replacement via the appropriate VP thus brought forward to the Board of Directors for action.
- Arranges for off-season storage of equipment.

- Working with Division managers coordinates tracking of inventory during the season (Teams, Players, etc.)
- Provide an annual inventory report.

Jersey Manager

- Responsible for the distribution at the beginning of the season and the collection at the end of the season of all uniforms and associated items
- Reports and recommends necessary purchases to the Board of Directors.
- Is advised by coaches, coordinators, etc. of any repairs required during or after the season(s),
- Coordinates repair or replacement via the appropriate VP thus brought forward to the Board of Directors for action.
- Arranges for off-season storage of uniforms.
- Provide an annual inventory report.

Division Manager

- Actively participate in the coordination of division or divisions of minor lacrosse in DLA
- Ensuring players are accurately assigned and reflected in our Team Tool (i.e. Teamsnap)
- Monitoring coaching certifications & arranging for certification as required and with the assistance of the VP Coaches
- Registering teams for provincial playdowns as required
- Coordinating evaluations and team selection process as required
- Recruiting, training and support of team managers as required
- Coordinating player movement with managers, technical director and or coaches
- Overseeing day to day activities in the division

Volunteer Coordinator

- Leads recruiting, training, scheduling and supervising of non-coach volunteers
- Supports DLA events including but not limited to Lax Fest, Apparel Sales, U9/U7 EOY, Tournaments, Jamborees
- Documents & validates volunteer hours as required

Photo Day Coordinator

- Leads photo day coordination
- Ensures division managers and team managers are informed of all information related to photo day well in advance.
- Works with a photographer to book dates and coordinate photo day.
- Ensures timely delivery of photos to their respective teams

DESIGNATED OFFICIALS

The following positions are Designated Officials. The Designated Officials will be appointed by the Director(s) whose responsibility it is to select these positions.

- Coaches
- Referees

ELECTION OF BOARD

An election of directors may be by acclamation; otherwise, it shall be by ballot. The elected directors shall hold their respective terms in office for a period of two years, in off-setting years, as noted [odd/even]

TERMS OF SERVICE

All Board Members shall serve for a maximum period of twenty-four (24) months per term, but not beyond the next Board elections at the Annual General Meeting. It is expected that each Board Member will attend all monthly Board Meetings and all special meetings as required. However it is understood that board members may unavoidably miss some meetings between executive elections. Absence of 3 or more meetings may result in a review by the elected Board Committee.

FILLING VACANCIES

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

REMOVAL OF BOARD MEMBERS

A member of the board may be removed provided it is done according to the Constitution & By-Laws of the Association. A member of the board removed by resolution of the membership at a meeting, called for the purpose of considering such resolution, shall cease to hold office immediately.

APPOINTING COMMITTEES

The board shall have power to appoint special committees from the membership of the Association.

CONFLICT OF INTEREST

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

VOTING ON DECISIONS

All voting decisions are to follow the By-Laws of the association.

VOTING PRIVILEGES

As outlined in the DLA By-Laws, voting will be by executive members which includes all elected members for all voting issues.

MEETINGS

1. Annual General Meetings shall be held in accordance with the By-Laws of the Association.
2. Board Meetings: Meetings of the board of directors shall be held approximately once a month and a regularly scheduled time and place. Directors must make every attempt to attend these meetings. If they are unable to do so, they are required to write and submit a report digitally, on any business regarding attention to the association president or his delegate in order that it may be placed on the agenda for discussion.
3. Attendance:
 - a. Consequences of non-attendance:
 - i. excessive absences: if a board member accumulates a significant amount of absences (defined as 3 or more consecutive meetings or more than 1/3 of meetings in a year), the president may initiate a discussion with board members to assess their commitment and determine whether continued service is appropriate.
 - ii. Removal from the Board: in extreme cases of chronic absenteeism or failure to fulfill attendance expectations, the board may consider removing a member from their position, following the organization's bylaws and procedures.
 - b. Excused absences:
 - i. An absence may be considered excused if the board member provides advance notice and a valid reason for their inability to attend.
 - ii. Excused absences do not count against a member's attendance record.
 - c. Documentation:
 - i. Attendance records should be maintained for all board meetings, including details of members present, absent, and participating virtually.
 - ii. Summary of excused and unexcused absences should be provided periodically to the board as part of regular communications.
4. Annual Budget Meeting: The Board of Directors will meet annually, on a convenient date (preferably in August/September), to discuss recommendations for the yearly Budget. The executive will make their recommendations after consultation with their group members as to their needs for next season. The association president in forming the Annual Budget for the next season will utilize these recommendations.

H. RESOURCES

1. DLA Bylaws - [HERE](#)
2. DLA Constitution - [HERE](#)

3. BCLA Operating Policy - [HERE](#)
4. LMMLC Operating Policy - [HERE](#)
5. CLA Rulebook - [HERE](#)