



POLICY MANUAL



NOVEMBER 6, 2022
JDF LACROSSE

Contents

INTRODUCTION	6
MISSION	6
VISION	6
VALUES.....	6
PHILOSOPHY STATEMENT	6
OBJECTIVES.....	6
THE ASSOCIATION.....	7
REVISION PROCEDURES	7
OPERATING RULES.....	7
BYLAWS.....	7
MEMBERSHIP	7
GENERAL CONDUCT.....	8
DELIVERY	8
FAIR PLAY	8
FAIR PLAY CODES FOR ATHLETES.....	8
FAIR PLAY CODES FOR COACHES	9
FAIR PLAY CODES FOR OFFICIALS	9
FAIR PLAY CODES FOR PARENTS.....	10
FAIR PLAY CODES FOR ADMINISTRATORS.....	10
FAIR PLAY CODES FOR SPECTATORS	11
HARASSMENT OR ABUSE OF A VOLUNTEER OR OFFICIAL	11
FORMAL COMPLAINTS.....	12
GENERAL	12
COACHES.....	12
EXECUTIVE COMMITTEE INTRODUCTION.....	13
COMPOSITION	13
GENERAL CONDUCT.....	13
COMMITTEE DUTIES AND RESPONSIBILITIES	14
MEETINGS	14
ASSOCIATION MEETINGS	14
COACHES, MANAGER & TREASURER MEETINGS.....	14
POLICY REVIEW AND STRATEGIC PLANNING SESSION.....	14

TOURNAMENT COMMITTEE MEETINGS	14
EXECUTIVE COMMITTEE DUTIES.....	14
DUTIES OF THE PRESIDENT	14
DUTIES OF THE VICE PRESIDENTS (these are in addition to what is stated in the Bylaws).....	15
DUTIES OF THE SECRETARY – (these are in addition to what is stated in the Bylaws)	15
DUTIES OF THE TREASURER – (these are in addition to what is stated in the Bylaws)	15
DUTIES OF THE REGISTRAR.....	16
DUTIES OF THE TOURNAMENT COORDINATOR.....	16
DUTIES OF THE HEAD REFEREE	17
DUTIES OF THE HEAD COACH(S)	17
DUTIES OF THE HEAD MANAGER	17
DUTIES OF THE EQUIPMENT MANAGER.....	18
DUTIES OF RISK MANAGEMENT.....	18
DUTIES OF THE WEBMASTER.....	18
DUTIES OF THE JERSEY MANAGER	19
DUTIES OF THE REFEREE ALLOCATOR	19
DUTIES OF THE FLOOR/FIELD ALLOCATOR	19
DUTIES OF THE GAMING MANAGER	20
DUTIES OF MARKING MANAGER	20
BOOSTER COORDINATOR	20
REGISTRATION.....	20
TEAM SIZE.....	20
REGISTRATION FEES.....	21
REFUND POLICY	21
REGISTRATION DEADLINES	22
CANCELLATION OF REGISTRATION	22
INJURED PLAYERS.....	22
FINANCE	22
GENERAL GUIDELINES	22
TRAVEL EXPENSES – EXECUTIVE COMMITTEE MEMBERS	22
TEAM FUNDRAISING	22
TEAM FUNDS AND BANKING INFORMATION	23
NSF CHEQUES	23

CASH HANDLING POLICY	24
COMMUNICATION	24
WEBSITE	24
MAIL	24
LOGOS	24
STORAGE SPACE	25
RISK MANAGEMENT	25
CRIMINAL RECORDS CHECK POLICY	25
INSURANCE	25
MEDICAL INFORMATION	26
MEDICAL CONDITIONS/INJURY	26
INJURED PLAYERS.....	26
REPORTING INJURIES	27
FIRST AID KITS.....	27
ALCOHOL AND DRUG POLICY.....	27
EQUIPMENT	28
HELMETS	28
TEAM JERSEYS	28
TEAM GOALIE GEAR	28
GOALIE GEAR SIZES	30
FLOOR ALLOCATION	30
ALLOCATION OF FLOOR TIME	30
BOX FLOOR TIME	30
FIELD ALLOCATION	31
GAME CHANGES OR RESCHEDULING OF GAMES.....	31
STEPS FOR RESCHEDULING OF GAMES:	31
OFFICIALS	32
PAYMENT	32
RAIN	32
PROGRAM GUIDELINE	32
TEAMS.....	32
AGE DIVISIONS.....	32
TEAM SELECTION	32

“A” TEAMS.....	33
“B” TEAMS.....	33
“C” TEAMS.....	33
U11 TEAMS.....	33
U11 - JACK CROSBY TEAMS	33
U7 & U9.....	33
PARENT/PLAYER REQUESTS.....	34
PLAYER FLOOR TIME	34
TEAM UNIFORMS.....	34
CALL UPS.....	34
U11 CALL-UPS	35
FIELD LACROSSE CALL-UP	35
DISCIPLINE - BENCH PERSONAL	36
COACHES AND TEAM OFFICIALS.....	36
COACHING DIRECTIVE.....	36
GENERAL GUIDELINES.....	36
“A” COACH SELECTION PROCESS APPLICATIONS	38
FINAL SELECTION	38
DUTIES OF THE HEAD COACH	38
DUTIES OF THE ASSISTANT COACH	39
DISCIPLINE PROCESS	39

INTRODUCTION

MISSION

Our mission is to provide the best minor lacrosse experience in British Columbia as we strive for the betterment of the game; our focus is on the athletic development of players, sportsmanship, and our community.

VISION

The Juan de Fuca Minor Lacrosse Association will be a leader in developing youth of all levels and abilities to their maximum potential through the game of lacrosse.

VALUES

Depth of Character for our Players, Parents and all the participants in our sport, emphasizing:

Fair play
Integrity
Skill
Leadership
Confidence
Community

PHILOSOPHY STATEMENT

The Juan De Fuca Lacrosse Association (the “JDFLA”) is a not-for-profit amateur sport organization, created and governed by volunteers.

The programs of the Association create opportunities for fun, exercise, and skill development, based on the expressed desires of the athletes and not those of coaches or administrators. The Association promotes the best interests of the players through a commitment to sportsmanship and fair play and to the creation of a supportive learning environment that is free from harassment, abuse or intimidation.

OBJECTIVES

The purpose of the Policy Manual is to aid and direction to those who are responsible for the operation of minor lacrosse teams registered with the JDFLA. This manual will also serve as a resource document for our members including players, coaches, parent/guardians, volunteers, officials and community members with an interest in lacrosse and this Association. The duties and responsibilities of the elected and appointed committee members are outlined in the JDFLA Bylaws as well as in this manual. Contradictions between this manual and the Association’s Bylaws, should they exist, shall be resolved by reference to the Bylaws.

THE ASSOCIATION

REVISION PROCEDURES

The Policies and Bylaws Committee will be established at the beginning of the season by the President will meet in September of each year at a Policies and Procedures Review and Strategic Planning Session. The purpose of this meeting will be to review the Policies Manual and any proposed revisions with the intent of presenting proposed changes at the JDFLA Annual General Meeting. Any member wishing to propose a revision of the policies manual may do so by providing a copy of the proposed revision to the Secretary who will record and pass on to the Policy and Bylaw Committee.

OPERATING RULES

The JDFLA shall operate under the rules and regulations of the Lacrosse Canada Association (“LC”), BC Lacrosse Association (“BCLA”), Vancouver Island Minor Lacrosse Commission (VIMLC) as well as the policies and procedures set out in this manual.

BYLAWS

Please see the JDF Lacrosse Website under Governing Documents for updated By-Laws

MEMBERSHIP

The following individuals are considered Members of the Association:

- Lacrosse players registered with the Association (For voting purposes only those 18 years of age and over)
- Parents or legal guardians of players under the age of 18 (A maximum of two parents or legal guardians of each player)
- Any non-parent coach, assistant coach or manager officially registered with the Association
- Any Officials registered with JDFLA
- Members of the JDFLA Executive

Any individual residing in the boundaries of Juan De Fuca Lacrosse who wishes to become a member may apply to the Executive Committee.

For the purposes of the Annual General Meeting, only the individuals listed above will have voting rights. Members must be in good standing with the Association to vote at the Annual General Meeting.

.

GENERAL CONDUCT

DELIVERY

The responsibility for maintaining the spirit and intent of the JDFLA rules and policies and procedures rests with:

1. The JDFLA executive Committee
2. Officials
3. Coaches
4. Parent/guardians of all players Registered with the JDFLA
5. Players

FAIR PLAY

Everyone involved in this sport, from parents and spectators to athletes, officials and coaches can and should play a part in promoting fair play. The most effective 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.

The Juan De Fuca Lacrosse Association is fully committed to the Fair Play Principles of the Government of Canada (Fitness and Amateur Sport). The Association will do everything in its power to ensure that all its participants are adequately trained to ensure that fair play is incorporated into our team practices and games and those players are taught the importance of honesty, integrity and respect

FAIR PLAY CODES FOR ATHLETES

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

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 equal instruction, support and playing time.
3. I will not ridicule or yell at my athletes for making mistakes or performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
4. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
5. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
6. I will obtain proper training and continue to upgrade my coaching skills.

FAIR PLAY CODES FOR OFFICIALS

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

FAIR PLAY CODES FOR PARENTS

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his/her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good players/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.
11. I will abide by the BCLA policies on harassment, bullying and cyber-bullying
12. I will follow the rules, regulations and decisions as set by the Juan de Fuca Lacrosse association.

FAIR PLAY CODES FOR ADMINISTRATORS

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

FAIR PLAY CODES FOR SPECTATORS

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations.
3. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
4. I will respect the officials' decisions and I will encourage participants to do the same.
5. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
6. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
7. I will show respect for my team's opponents, because without them, there would be no game.
8. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

* Fair Play Codes supplied courtesy of Fair Play Canada

In the interests of all athletes, profanity and the use of alcohol, drugs, cannabis and cannabis products, tobacco and tobacco products are prohibited during all games and practices under the jurisdiction of the JDFLA, this is subject to disciplinary action set forth by the Executive of JDFLA.

All players, coaches, managers, officials, and members, including parent/guardians, bus drivers, other team officials, volunteers and Executive members shall always conduct themselves in a polite and sportsmanlike manner. Obvious or persistent unacceptable conduct and/or blatant disregard of the LC, BCLA, JDFLA rules and regulations will result in disciplinary action.

HARASSMENT OR ABUSE OF A VOLUNTEER OR OFFICIAL

Harassment or Abuse is defined as: Behaviour including comments, conduct, or gestures, which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offence, or humiliation to another person or group, including, but not limited to:

- a) written or verbal abuse or threats; physical assault.
- b) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, sex, disability, marital status, ethnic or racial origin, religion.
- c) displaying of sexually explicit, racist, or other offensive or derogatory material, sexual, racial, ethnic, or religious graffiti.
- d) practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance.

- e) hazing or initiation rites.
- f) leering or other suggestive or obscene gestures.
- g) intimidation.
- h) condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions.
- i) conduct, comments, gestures or contact of a sexual nature that is likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training, or advancement.
- j) false accusations of harassment motivated by malice or mischief and meant to cause other harm.
- k) an environment that is “chilly” or “poisoned” – behaviour or conduct that contributes to, supports, or condones such an environment.
- l) sexual harassment

The Executive Committee and the Association members have a zero tolerance for abuse directed towards any volunteer or Official of the JDF Lacrosse Association. Anyone found to be harassing or abusing an official will be subject to disciplinary action.

FORMAL COMPLAINTS

GENERAL

Formal complaints must be directed in writing to the JDFLA Executive Committee. Complaints maybe recommended to the Disciplinary Committee. Recommendations will be brought to the JDFLA Executive Committee and considered before a final decision is made. Members found in violation of the JDFLA Code of Conduct or Policies and Procedures will be subject to disciplinary action.

COACHES

Formal complaints with respect to coaches must be submitted in writing to the JDFLA Executive Committee. While it is the goal of the Association to establish and maintain quality coaching within the BCLA, it is the responsibility of all members including coaches, officials, Executive Committee members and parent/guardians to identify and report any violation of the JDFLA’s Code of Conduct and expectations with respect to coaching.

Formal complaints will be referred to the Conduct Committee. Recommendations will be brought to the JDFLA Executive Committee Directors and considered before a final decision is made. Coaches found in violation of the JDFLA Code of Conduct will be required to step down as coaches and will not be permitted on the bench until satisfactory resolution of the issue. Coach appointments may be withdrawn at any time by the JDFLA Executive Committee Directors.

EXECUTIVE COMMITTEE INTRODUCTION

In accordance with the JDFLA Bylaws and Regulations, the Executive Committee (the “Committee”) of the JDFLA governs the Association and all activities within it. Any matter not covered in this Policy and Procedures Manual remains subject to the approval of the Executive Committee.

COMPOSITION

The Executive Committee consists of the following:

Ten Elected Directors:

President, VP Box 1, VP Box 2, VP Box 3, VP Field 1, VP Field 2, VP-Female, Secretary, Treasurer & Registrar

Appointed Positions:

Jersey Manager, Gear Manager, Head Coach(s), Head Referee, Referee Allocator, Head Manager, Booster, Risk Manager, Floor/Field Allocator, Gaming Manager, Webmaster, Tournament Coordinator, Marketing Director, School & Community Programs Coordinator, and any additional appointed positions as required

GENERAL CONDUCT

All members of the Committee shall submit to a “Criminal Record Check” through the Ministry of Justice or RCMP. The President is authorized to impose restrictions deemed necessary if the Police or RCMP question the suitability of an Executive member, coach, official, or another individual involved with the JDFLA.

Should a voted-in position become vacant during the season the Executive Committee may appoint someone for the remainder of that season. Such Directors will be eligible for election at the upcoming AGM.

Executive Committee members may not make decisions in their lone capacity as a committee member but must bring any questions or concerns raised to the Executive Committee for discussion. Committee members are responsible for ensuring that the rules of the JDFLA are followed and as such are encouraged to answer questions of the JDFLA membership or to provide guidance when deemed necessary. Committee members have a fiduciary duty of confidentiality to the Executive Committee and JDFLA members. Under no circumstances are they to discuss JDFLA business or matters pertaining to specific members brought before the Committee for discussion with anyone other than the JDFLA Executive Committee. Committee members found to be in breach of their fiduciary duty may be removed by a majority vote of the Executive Committee. Members of the JDFLA with questions, suggestions or concerns are encouraged to submit them in writing to the JDFLA President through the delegated Vice President. Violations of LC, BCLA, JDFLA rules, policies and/or procedures witnessed by a committee member must be reported to the JDFLA Executive Committee.

Executive committee members who are parents to registered players in good standing on a team where an issue has arisen shall excuse themselves from any discussions regarding that team or player or any other perceived conflict of interest.

COMMITTEE DUTIES AND RESPONSIBILITIES

MEETINGS

ASSOCIATION MEETINGS

These meetings are attended by all members of the Association to address JDFLA business. Meetings will be held monthly, with notification posted on the JDFLA website. Other meetings may be called as necessary by the President, and maybe limited to Executive members only. Procedure at Meetings -- procedural disputes not covered in these policies shall be governed by Robert's Rules of Order, current edition, and shall apply at all meetings.

COACHES, MANAGER & TREASURER MEETINGS

These meetings are usually held in March/April after teams have been established. It is mandatory that all teams within JDFLA have team representatives in attendance. The meeting will include a review of the JDFLA philosophy and operational guidelines for the teams. Required materials will be handed out at that time.

POLICY REVIEW AND STRATEGIC PLANNING SESSION

This meeting is attended by members of the Policy and Procedures Committee and is held in September of each year. This meeting addresses the review and revision of the Policy and Procedures Manual to be presented at the JDFLA Annual General Meeting.

TOURNAMENT COMMITTEE MEETINGS

These meetings will be held as determined by the various tournament committees and will be chaired by the Tournament Coordinator.

EXECUTIVE COMMITTEE DUTIES

DUTIES OF THE PRESIDENT

- Overall direction of the JDFLA
- Preside at all meetings of the board and general and/or special meetings of the Association
- Oversee the preparation of the annual budget and financial statements
- Maintain signing authority
- Attend or appoint designates to attend BCLA and monthly VIMLA meetings
- Uphold LC, BCLA and JDFLA rules and policies

- Maintain power to suspend any team, player, team official, parent/guardian and other members for unsportsmanlike conduct on or off the floor, abusive language to volunteers or officials or to comply with the JDFLA bylaws or policies pending a review of the incident by the Conduct Committee
- Prepare the report for the AGM
- Oversee the performance of the program managers

DUTIES OF THE VICE PRESIDENTS (these are in addition to what is stated in the Bylaws)

- Carry out the duties of the president during the absence of president:
- Attend meetings scheduled by the Vancouver Island Minor Lacrosse Association and along with the president, represent the association in all discussions and votes at the VIMLC.
- Attend meetings of the Juan De Fuca Lacrosse Executive
- Attend and support JDF events such as tryouts, assessments, tournaments, and league games along with other JDF executive.
- Serve on the JDF Lacrosse Disciplinary Committee
- Serve on any committee of the Association at the discretion of the President; and
- Perform other related duties as required.
- If the President shall resign or not be able to carry on for any reason, VP Box #1 shall assume the duties of the President for the remainder of the term
- Act in the capacity of mediator or trouble shoot potential issues with teams, parents and coaches
- Report to the President
- Perform other related duties

DUTIES OF THE SECRETARY – (these are in addition to what is stated in the Bylaws)

- Attend all Executive Committee Meetings
- Record and ensure the accuracy of the minutes of all meetings, including the Annual General Meeting and other special meetings as called and circulate to all committee members
- Send minutes to be posted on the website
- Perform such other duties as designated by the President
- Maintain correspondence chains and access the mailbox
- Report to the President

DUTIES OF THE TREASURER – (these are in addition to what is stated in the Bylaws)

- Oversee the financial administration of the organization, review procedures and financial reporting, advise the board on financial strategy
- Ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution
- Maintain signing authority

- Present financial statements to the JDFLA Association members at monthly Association meetings
- Present financial report at Annual General Meeting
- Provide suggestions to the Board on financial matters associated with the current budget and comparisons to budget
- Chair the Budget Committee which prepares the annual budget
- Assist the Director of gaming to ensure gaming compliant accounting, spending and any documentation as required
- Chair a team treasurer meeting at the beginning of the season and assist team treasurers in their duties as required
- Report to President

DUTIES OF THE REGISTRAR

- Maintain the register of members
- Be responsible for the annual registration of all playing members, teams, and officials with the BCLA
- Advise the Treasurer of any refunds to be made
- Participate in the Tryout & Assessment Committee
- Perform other related duties as required
- Process late registrations and withdrawals/refunds

DUTIES OF THE TOURNAMENT COORDINATOR

- Act as liaison between division tournaments and the Executive Committee
- Schedule meetings with division representatives (Team Manager or Designate)
- Ensure that Committee members and division representatives are aware of their duties and responsibilities
- Chair tournament meetings and remain active committee member
- Maintain presence at all tournaments (including minor Provincials) either in person or by appointed designate; monitor and report to the Executive Committee
- Ensure any fundraising activities taking place during the tournament are approved by the Executive Committee to ensure that appropriate application and gaming requirements are met
- Be available to offer advice on behalf of the Executive Committee
- Ensure documentation of monies raised through gaming permits and coordinate with Gaming Manager in relation to Gaming Licenses

DUTIES OF THE HEAD REFEREE

- Attend Executive Committee meetings and advise of referee issues
- Institute and supervise referee's clinics and continuous training program to ensure a high calibre of refereeing for the Association
- Ensure frequent supervision and instruction of officials in game situations
- Communicate with Referee Allocator on an ongoing basis
- Conduct training programs to meet the timekeeping and score-keeping requirements of all home games of the Association
- Support officials both on and off the floor
- Report to the President

DUTIES OF THE HEAD COACH(S)

- Develop and present on floor programs and establish team play guidelines
- Attend all Executive Committee meetings
- Ensure coaches are aware of upcoming coaching clinics and register accordingly
- Hold Coaches meetings
- Prepare a list of persons recommended to coach teams in the Association and submit this list to the Executive Committee for ratification prior to commencement of league play for all teams
- Assist with player evaluations
- Liaise with the Executive Committee on behalf of coaches
- Prepare report for Annual General Meeting
- Report to the President

DUTIES OF THE HEAD MANAGER

- Attend all Association meetings
- Coordinate a meeting with all team managers at the beginning of the season to communicate policies and guidelines
- Coordinate team bank accounts
- Update managers handbook and maintain information for submission to the JDF website
- Coordinate team photos
- Communicate via emails and meetings throughout the season with managers for updates and changes

- Communicate and prepare team awards for the Annual General Meeting
- Collect the form 100B and submit with payment to BCLA
- Collect declaration forms for teams declaring for provincials and submit to BCLA
- To council all managers on policies and guidelines
- Report to the President

DUTIES OF THE EQUIPMENT MANAGER

- Inventory equipment and maintain ledger
- Ensure appropriate storage during winter months
- Distribute goalie gear to individuals and obtain rental charge
- Distribute and collect balls and goalie gear pre and post season
- Ensure equipment is cleaned, repaired and/or replaced as necessary
- Ensure arenas/playing surfaces are ready for start of season, i.e. shot clocks set up, remotes working, goalie nets are in good working condition
- Report to the President

DUTIES OF RISK MANAGEMENT

- Ensure that all coaches, managers, or other volunteers of the JDFLA who occasionally may have to have unsupervised contact with players have a current Criminal Record Check on file
- Ensures the facilities being used by the JDFLA are in good work order, communicates with the Westshore Recreation
- Ensure all injury reports have been filed to BCLA in a timely fashion
- Report to the President

DUTIES OF THE WEBMASTER

- Assume a lead role in maintaining the JDFLA website
- Manage the domain www.jdfacrosse.com and keep current
- Receive information from board members and post it to website in timely manner
- Keep web calendar of activities current and relevant
- Maintain hosting agreement for web pages and manage bandwidth usage
- Backup content of web pages on a regular schedule
- Provide graphic support materials for board members where applicable

DUTIES OF THE JERSEY MANAGER

- Co-ordinate between team managers and Association to ensure all teams have correct number of jerseys that are in good condition handed out at the beginning of the season and returned by July 31st.
- Ensure storage for all team jerseys are antique during and end of the season.
- Ensure that all jerseys are clear of holes, snags, and stains
- Attend all Executive Committee meetings
- Maintain a working inventory of all jerseys in storage and with teams
- Assist with future planning and ordering of jerseys, pinnies, and shorts
- Bring to the attention of the Executive Committee any players who damaged or did not return their jerseys
- Report to the President

DUTIES OF THE REFEREE ALLOCATOR

- Ensure that referees are allocated for all the Association's playing commitments.
- Ensure that officials are paid for games and travel as required
- Perform other related duties as required.

DUTIES OF THE FLOOR/FIELD ALLOCATOR

- Plan and organize all practice floor time in The Q, the JDF Arena, JDF Box and the Belmont Box and any other facilities required as and when needed.
- Sit as a member of the Vancouver Island Minor Lacrosse Commission Scheduling Committee.
- Ensure that Head Coach(s), Head Referee & Head Manager receive copies of league schedules
- Allocate practice times on an equitable basis
- Standardize practice times to ensure maximum use of facilities
- Schedule all meetings and floor times with the facilitator of Westshore Parks and Recreation, as required; “selling back” unused floor time
- Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner
- Coordinate with the Tournament Coordinator all facilities required for tournaments and
- Perform other related duties as required.
- Report to President

DUTIES OF THE GAMING MANAGER

- Assist with the Treasurer's duties under the direction of the treasurer with respect to the gaming account.
- Apply for Gaming monies on behalf of Juan de Fuca Lacrosse.
- Complete all relevant summary event reports and year end summary reports.
- Apply for all association event gaming licenses.
- Ensure all teams are adhering to Gaming guidelines.
- Assist team applications for various licenses, including 50/50 draws, raffles, etc., and maintain association policies on these matters.

DUTIES OF MARKING MANAGER

- Promote JDF Lacrosse and the sport of lacrosse via social media (Facebook, Twitter and the JDF Website etc) both during the on and off season (12 months of the year).
- Promote all three tournaments – Debbie Cooper, Travis Bateman and Capt Cook
- Promote JDF Lacrosse in the community – register for parades and community events, advertising (JDF Board, Westhills wall etc)
- Perform other related duties as require
- Report to President

BOOSTER COORDINATOR

- Procure Association souvenirs in the promotion of the sport of lacrosse;
- Obtain Association wearing apparel for re-sale; and
- Perform other related duties, as required.
- Coordinate with Treasurer the forwarding of any invoices or credits in a timely manner
- Keep a running inventory of merchandise and approximate value
- Report to President

REGISTRATION

The JDFLA will make reasonable efforts to ensure that all those wishing to register and play lacrosse in the Westshore are permitted to do so. All players, coaches and team officials must be registered with the JDFLA and insured before participating in any activities sanctioned by the JDFLA.

TEAM SIZE

Team size shall be based on registration numbers and will be determined at the start of the season. The team size shall remain fixed for the duration of the season unless registration numbers exceed those previously determined. The following table shows the starting estimate for # of players per team (including goalies). Players may be released to or assimilated from other

lacrosse associations as need requires as directed by VIMLC. See BCLA Minor Directorate Operating Policy 10.01 (a) / BCLA Field Directorate Operating Policy 13.07 (a) and 15.01(a) for rules regarding team sizes.

REGISTRATION FEES

Registration fees shall be determined each year by the Executive and may be paid by an approved method in the amounts and dates as set out by the Executive. Tryout fees must be paid in advance of a player participating in tryouts. All registration fees are due prior to the player's first league game unless other arrangements have been made with the Registrar.

Families registering three (3) or more children with the JDFLA will receive a 10% discount on all registrations.

Late registration fees shall be prorated to a minimum of 60% of the full cost of registration. Exceptions may be made for players moving into the Association. Late registrants will be placed on the team with the lowest number of players. After all teams are equal in player number, the decision to place the child shall be made by the Vice President of that division. There will be no registrations accepted after May 1.

Any minor or major player with registration fees, fundraising monies or other funds outstanding will not be permitted to register in the current season until such time as those outstanding funds are paid.

REFUND POLICY

All refund requests must be submitted to the JDF Registrar at registrar@jdf lacrosse.com \$25.00 processing fee will apply to all refunds

- Full refund less a \$25 Admin fee prior to February 25 if the player has not stepped onto the floor.
- Full refund less \$46 BCLA fee and a \$25 Admin fee will be deducted once a player has attended a practice/tryout session prior to March 31
- Refunds after March 31 only for medical/injury reasons. Must be accompanied by a doctor's note and will be considered on a case by case basis by the Executive.
- Please allow 30 days for processing
- Complete the refund form (located on the JDF Lacrosse website) and email to both the JDF Registrar and JDF Treasurer. (email addresses can be found on the JDF website)

REGISTRATION DEADLINES

The registration deadline shall be determined by the BCLA regulations. Registration dates will be communicated via the BCLA website and member emails. Registrations received late shall be subject to a late registration fee of \$25.00. Registrations received after the final date of mass practices will be placed on a waiting list if rosters are full and will not be guaranteed membership with the JDFLA in the current season.

CANCELLATION OF REGISTRATION

Players or parent/guardians choosing to cancel their registration shall be reimbursed their fees in accordance with the JDFLA Refund Policy.

Outstanding financial obligations must be paid in full and any equipment or jerseys must be returned before refund will be processed.

INJURED PLAYERS

A player may be injured during the season and unable to return for the balance of that season. In this case, the parent/guardians may request a refund of their fees in accordance with the JDFLA Refund Policy. Refunds will not be given to injured players who maintain their spot on the roster.

FINANCE

GENERAL GUIDELINES

Member registration fees cover JDFLA assigned floor times, referee fees, approved training, jerseys and equipment, insurance, and other related costs.

TRAVEL EXPENSES – EXECUTIVE COMMITTEE MEMBERS

Reimbursements for travel for members of the JDFLA Executive Committee will be as follows:

- Mileage - Local travel (city driving) - .49c per km Mileage – Long distance (highway) travel - .30c per km. Every effort must be made to keep costs down when travelling to and from meetings, events, etc.
- Ferry – Ferry costs both ways when attending BCLA AGM as a delegate (based on BCLA By-Law V #5) or any special meetings for Coaches & Officials.
- Hotel – Hotel costs for attending BCLA AGM as a delegate (based on BCLA By-Law V #5)

TEAM FUNDRAISING

It is the intention of the JDFLA to keep costs as low as possible. In addition, the JDFLA would like to ensure consistency with respect to opportunities which may be available from team-to-team. All teams must confer with the Gaming Manager when organizing any raffles and draws; otherwise, there is a potential to compromise future funds from Gaming. Individual team

sponsorship must identify where the sponsorship money is to be designated to and signed off by the company supplying the sponsorship otherwise any funds not designated will be used in the general team fund for the team to use accordingly.

TEAM FUNDS AND BANKING INFORMATION

There will be one (1) team account set up at a banking institution through the association. Team funds are the property of the players' parent/guardians and as such, should any parent wish to know the status or balance of the team account it must be provided without question. A budget must be created at the beginning of each season, signed, and passed by majority of that team and this must be submitted to the Association by date set at the beginning of the season. Should a teams' dynamic change prior to a tournament (Provincials or Crosby Tournament) two budgets will be required. One at the beginning of the season and one after the team has changed. Both to be submitted with the end of the season accounting.

Any funds remaining in the team account at the end of the season may be disbursed equitably amongst the players and their families only to the extent that fees were paid to the team initially. At the end of the season all finalized budgets and receipts must be submitted to the Association for record keeping purposes. The treasurer and a second executive member will be the signing authority on the team accounts during the off season.

Budgets are to be prepared based on the number of players on the roster at the time of formation should the numbers change the following are guidelines regarding team seed funds should be followed:

Prior to the 1st league game

- If the player is injured and has formally given up his/her spot on the roster – all seed money is to be returned
- If the player quits the team – must formally give up his/her spot on the roster by providing the coach and manager a letter of resignation – all seed money is to be returned

After the 2nd league game or the passing of the budget or whichever comes first

- All team seed money shall be dealt with equally amongst all original team members and disbursed at the end of the season – all players must remain in communication with the team during the season in regards of team finance.

NSF CHEQUES

Members issuing NSF cheques will be contacted by the Treasurer and given five (5) days make restitution by either cash or certified cheque/money order and will be subject to a \$25.00 NSF fee. Failure to comply with this policy will result in the cancellation of a player's registration and will then be deemed a member not in good standing.

CASH HANDLING POLICY

The establishment of internal controls for cash collection and handling is necessary to prevent mishandling of funds and to safeguard against loss.

The following protocols to ensure segregation of duties for cash collecting, depositing and reconciliation shall be adhered to:

- The Treasurer shall be notified immediately of all cash collected for the Association including registration, Booster and Tournaments
- Persons collecting cash must be authorized to do so and shall ensure that appropriate forms to account for the cash collected are completed.
- All cash shall be promptly given to the Association Treasurer for immediate deposit to the JDFLA bank account.
- The Association Treasurer will reconcile deposit documentation to the bank statement.

COMMUNICATION

WEBSITE

The JDFLA has a web site at the following address:

www.jdf lacrosse.com

MAIL

The Secretary is responsible for picking up and creating a log of all mail from both the JDFLA post office box and the JDF Lacrosse drawer held in the front reception of the Westshore Rec Center and distributing it as required. The current mailing address of the JDFLA is:

Juan de Fuca Lacrosse Association

PO Box 28030 Westshore RPO

Victoria BC V9B 6K8

The President shall be made aware of all correspondence received and/or distributed by the JDFLA

LOGOS

The JDFLA Logo is the property of the JDFLA. The Logo can only be used by members of the Executive while carrying on the JDFLA business. No other parties will be permitted to use the JDFLA Logo for any purpose without the written consent of the Executive Committee. The majority of the Executive Committee must agree before this consent can be granted.

STORAGE SPACE

The JDFLA has storage space located at the address below:

Millstream Storage
Millstream Rd Victoria BC V9B 6L2

This storage space is for the storage of all JDFLA owned equipment and jerseys. Entry to this storage space is limited to four (4) key holders; one being the President, one being the Equipment Manager and the other the Jersey Manager and the Booster Coordinator.

RISK MANAGEMENT

CRIMINAL RECORDS CHECK POLICY

- All volunteers who work with athletes 18 years of age or younger must submit to a criminal record check.
- If a more in-depth record search is required, JDFLA will pay the associated costs.
- The criminal record check must be renewed every three (3) years, **prior** to the start of the regular season play.
- Failure to provide a criminal record check will result in the individual being suspended from coaching, assisting or volunteering.
- Volunteers will use the JDFLA issued Criminal Record Check letter located on the website and submit to the RCMP, or will apply via Ministry of Justice website
- It is the policy of the JDFLA Executive Committee that no adult should be alone with a child and there should always be always at least two adults present around a child.
- The Risk Manager shall create and maintain a confidential file where information has been obtained about a JDFLA member or any individual desirous of becoming involved with the JDFLA in so far as it regards a criminal record or pending criminal charge.
- The Risk Manager shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure, or disposal.
- The Risk Manager shall disclose the contents of its confidential file to the President of JDFLA only.
- Prior to disclosing the personal information contained in the confidential file, the Risk Manager shall make all reasonable efforts to notify the individual whose personal information is to be released.

INSURANCE

All players, coaches, assistant coaches, and other on-floor personnel including managers and trainers must have BCLA Insurance coverage. Insurance is provided to the JDFLA members upon application through BCLA. Floor time sanctioned by the JDFLA is for the sole use of its members and may not be used, shared or otherwise, by anyone other than the JDFLA registered players, coaches, and officials. As such, JDFLA registered players, coaches and officials

practicing on privately rented floors outside of JDFLA sanctioned floor time are not insured by the JDFLA.

Players must never be left unsupervised while on the floor. During practices and games, coaches will ensure that all doors to the floor surface are kept closed to prevent injury to players. Helmets must always be worn on the floor.

MEDICAL INFORMATION

All teams must maintain medical information detailing any medical conditions and contact numbers in the event a parent/guardian is not immediately available. This medical information form is available on our website. Team officials are reminded that this medical information is confidential and must not be released to anyone other than medical staff.

This medical information should always be kept with the Manager. A photocopy should be kept of each form in the event it has to be sent with an injured player to the hospital.

MEDICAL CONDITIONS/INJURY

Players or officials with medical conditions or an injury such as broken bones or concussions and in the opinion of the coach or the Executive Directors, may compromise the safety of to him/herself or too other JDFLA members will be asked for written clearance from their doctor to be on the floor. The official or player will not be allowed on the floor until this clearance has been obtained by the team manager and submitted to the Risk Manager.

INJURED PLAYERS

This information is intended as general information only and should not form the basis of legal or medical advice or opinion of any kind. Medical or legal advice should be obtained by consulting a professional. In the event of serious injury, call 911 immediately.

It is an expectation of the JDFLA that coaches will exercise reasonable care over their players to prevent reasonably foreseeable risks. They are expected to take all necessary precautions in preventing injury and are entrusted that the best procedures will be followed should injury occur. Coaches must ensure that players and parent/guardians have been informed that there are inherent risks of injury for players and there is a remote possibility of an accidental catastrophic injury for lacrosse participants.

If there is a question of a neck or back injury to any player, they are NOT to be moved. Call 911 immediately. Notify the rink attendant, parent/guardian of the player and the JDFLA President as soon as possible.

Players must be made aware by their coach that if they are hurt and experiencing back or neck pain, or any buzzing or tingling in their neck, back, arms or legs, they MUST NOT move. Players experiencing nausea, dizziness, headache, light headedness, blurred or double vision or other symptoms of possible concussion must inform their coach immediately.

They will be escorted from the floor immediately to receive medical attention.

Players suffering an injury, which results in a stoppage of play, but is not deemed serious shall be removed from the floor when safe and shall not be allowed to return until they have sat out a minimum of one complete rotation of line changes.

Players who have been knocked unconscious, or have blacked out, no matter the duration, will not be allowed to continue to play in that game nor return to the floor without medical clearance from their doctor.

Players taken from the floor by ambulance may not return to the floor without medical clearance from a medical professional.

Players who suffer non-lacrosse related illnesses or injuries or who have been injured in any manner whereby they could not play lacrosse shall not return to playing without medical clearance from a medical professional. A signed written declaration from a medical professional or a guardian stating the player is medically cleared to play must be submitted to Team Manager, Risk Manager and their respective VP prior to the player returning to the floor/field. For head injuries, BCLA's concussion protocol must be followed, section 16.05 of the BCLA Operating Policy.

REPORTING INJURIES

All injuries, no matter the perceived significance, must be reported immediately to the VP's for that level and Risk Management. BCLA Injury report forms must be completed by injured players' parent/guardians and submitted to JDFLA. In case of insurance claims for injured players (i.e. ambulance ride, etc.) the BCLA Injury Report Form must be filled out by injured players' parent/guardians. Time limit constraints make it imperative that these forms be submitted by the JDFLA Risk Manager to BCLA as soon as possible. Once completed, the Risk Manager will maintain a file copy for the JDFLA and the original will be forwarded to the BCLA.

FIRST AID KITS

All teams registered with the JDFLA are recommended to keep appropriate first aid kits on the bench during practices, games, or other on-floor activities. A small basic kit will be provided by the Association at the beginning of each season.

ALCOHOL AND DRUG POLICY

No one involved in a lacrosse game or practice should be under the influence of alcohol, tobacco, cannabis, or drugs, nor should any of those substances be consumed before or during a game or practice in or around the arena or box area.

Alcoholic beverages, cannabis and drugs are prohibited at game or practice sites, dressing rooms, or on any vehicle responsible for transporting athletes, coaches, parents, or volunteers.

Furthermore, in game situations where travel is required, no athlete, coach or volunteer associated with the team shall be allowed to consume alcohol from point of departure to point of arrival back at departure site.

Underage players found to be under the influence of drugs, cannabis or alcohol while representing JDFLA will be immediately suspended until JDFLA Executive determine the consequences of the players' actions. If the team is away the player will be immediately returned home at the expense of the players' parents.

EQUIPMENT

HELMETS

Certified CSA approved protective equipment including helmets, face protection and mouth guards must be properly worn when participating in any JDFLA program and activity. Coaches, team officials and parent/guardians shall ensure that proper protective equipment is worn at all times whether in a game or a practice and that said equipment is fitted properly, is age appropriate and is in good condition.

Helmets must be always worn while on the bench or on the floor and must not be removed. CSA certification stickers must not be removed. Number stickers are permitted however other modifications including stickers, tape or painting are prohibited as they detract from the resiliency of the gear.

TEAM JERSEYS

JDFLA will provide the following to each player on the team at the beginning of the season:

- 1 "home" jersey (White)
- &
- 1 "away" jersey (Green)

These jerseys will be provided to the manager once a damage deposit of \$200 has been received from each player on the team. All team jerseys (clearly marked) must be returned to the Jersey Manager no later than July 31st. Field jerseys must be returned by March 31st. Should a player have a missing or damaged jersey a charge of \$100 per jersey will be processed by September 1st for Box, or May 1st for Field.

TEAM GOALIE GEAR

JDFLA will provide gear under the following guidelines:

- Gear will be provided to coaches for U7& U9 and to players from U11 up to and including Jr Female.
- Gear will be provided fairly and equally for all players.
- Gear is provided on a first come first serve basis to JDF players after January 1st of the playing year.

- The oldest gear that is in acceptable condition that fits the player properly will be given out first.
- Players must be properly registered for that playing year with JDF Lacrosse before gear can be provided.
- A deposit in the form of a postdated cheque will be provided before gear is supplied for the season or for skills camps.
- All gear must be returned to the equipment Manager at the end of the season, no later than August 1st or immediately following any skills camp.
- After August 15th if gear has not been returned the deposit cheque will be cashed and \$100 of the deposit will be kept by the association. With the remainder of the deposit being returned when the gear is returned.
- Gear provided by JDF Lacrosse may not be altered or damaged in any way other than what would be expected with normal wear and tear.
- Any player that willfully damages alters or does not return gear will lose the deposit cheque.
- Any player that willfully damages alters or does not return gear will not receive gear in following years.
- Any player that willfully damages alters or does not return gear is responsible for replacement of the gear.
- Any player that does not properly air out gear between uses and before returning to the association may be held responsible for professional cleaning of the gear.
- Any player that willfully damages alters or does not return gear and does not properly compensate JDF Lacrosse for the lost or damaged gear will be considered a “Member Not in Good Standing” and this information will be forwarded to BCLA.
- In an emergency gear may be lent to another association for a short term, with a deposit.

JDFLA will provide the following goalie equipment:

Gear JDF will Provide:	Gear JDF will not Provide:
<ul style="list-style-type: none"> Approved Box Lacrosse Uppers Approved Box Lacrosse Shin Guards Approved Box Lacrosse Pants Approved Box Lacrosse Neck guard Approved Box Lacrosse Stick Equipment Bag Approved Field Lacrosse Uppers Approved Field Lacrosse Stick Approved Field Lacrosse Shin Pads Approved Field Lacrosse Neck Guard 	<ul style="list-style-type: none"> (Goalie Jock or Jill) Goalie Gloves Helmet Mouth guard

GOALIE GEAR SIZES

- Any player that receives an exemption from The LC as well as the written permission of the President of JDF Lacrosse will be eligible to be provided gear from the next larger size category provided it is available.
- Gear will be provided based on LC recognized categories for age groups.
- Appendix A of the Box Lacrosse Rule and Situation Handbook lists the LC Goalkeeper Equipment Specifications.

The 3 categories are as follows:

- Category 1 – Ages --- up to 10 ----- U7, U9, and U11
- Category 2 – Ages --- 11 and 12 --- U13
- Category 3 – Ages --- 13 and up --- U15, U17

All gear provided by JDF Lacrosse Association will comply with LC Goaltender Equipment Standards

For a complete listing of required equipment, BCLA's website.

FLOOR ALLOCATION

ALLOCATION OF FLOOR TIME

BOX FLOOR TIME

Floor allocation will be done using the following principals:

- a) Outdoor space in the JDF & Belmont Box will be used
- b) U7, U9, U11 – preference for earlier time slots in the evenings 5-7 PM weekdays
- c) U7 and U9 teams WILL share floor time – all other teams will get dedicated floor times.
- d) U13 / U15 – preference for later timeslots in the evenings 7-9PM
- e) U17 & Junior girls – preference for late timeslots 9-10
- f) Standing practice times will be divided evenly first before second standing practices will be give given
- g) U7 teams will get shared practice times 60-minute slots
- h) U9 teams will get shared practice times 60-minute slots
- i) U11 teams will get individual practice slots 60-minute slots
- j) U13 / U15 / U17 will get 90-minute individual practice times subject to floor time availability.
- k) Outdoor space will be reserved for games for U7 / U9 on weekends and remaining time will be available for teams to book as second practice times or team funded extra time
- l) Any team requesting extra floor space above standing schedule (2 standing practices a week) will request available time from Floor/Field allocator and make payment to treasurer from team funds (unless executive decides to waive payment)

FIELD ALLOCATION

Field allocation will be done using the following principals:

1. U5-U9 – preference for earlier time slots in the evenings 5-7 PM weekdays
2. U5 and U7 WILL share field time
3. U9 and above will get dedicated field time
4. U11 and U13 – preference for later time slots in the evenings 7-9PM
5. U15-U18 – preference for late timeslots 9-10PM
6. Standing practice times will be divided evenly first before second standing practices will be given
7. U5 and U7 teams will get shared practice times, 60-minute slots
8. U9 and U11 teams will get individual practice times, 60-minute slots
U13, U15, U18 teams will get individual practice times, 90-minute slots - subject to field time availability.

In some cases, dependent on field availability, practice times may be shared in the upper divisions with a priority on individual team practices

GAME CHANGES OR RESCHEDULING OF GAMES

Before the season starts the teams will be asked to submit their “expected” tournament dates for the season to the Floor/Field allocator. Immediately following the release of the Island schedule for the season, the Manager and Coach will review their team schedule and look for conflicts. The only accepted conflicts are lacrosse related: lacrosse tournaments and Team BC tryouts.

Should a team have a game and practice at the same time during the season an email to the Floor/Field Allocator releasing their practice time must be sent with a minimum of 7 days in advance. Spot checks will be made and if you are not there (except for weather related cancellations) your team will be invoiced for the empty floor.

STEPS FOR RESCHEDULING OF GAMES:

1. Contact opposing team – agree to possible dates of rescheduling (reviewing their schedule helps)
2. If this is a JDF home game – contact the Floor/Field Allocator to work with the possible dates previously agreed upon between teams.
3. Once the new date and time has been settled email the Commissioner, Floor/Field Allocator, Referee Allocator and opposing team with the game number, date & time of new game in the heading of the email. The email must ask permission to change the game from the current date and time to the new agreed date and time.

- The Commissioner **MUST** agree via email to all parties (team managers, coaches, ref allocator & floor allocator & Island Webmaster) before the official island schedule can be changed.

OFFICIALS

PAYMENT

Payment for the game officials must be provided prior to the game. Officials must sign the referee payment form as proof of payment and that form must be included in the team financial package at the end of the season.

RAIN

Should a game be played in the JDF outdoor box, and it rains, the only authority to cancel and reschedule the games are the association referees allocated to those games & Westshore Parks and Recreation center.

PROGRAM GUIDELINE

TEAMS

AGE DIVISIONS

Players are divided into seven (7) different divisions based on their age as of December 31st of the year registered. Divisions are as follows for:

Box Divisions	Field Divisions
U7	Ages 4-5 U5
U9	Ages 6-7 U7
U11	Ages 8-9 U9
U13	Ages 10-11 U11
U15	Ages 12-13 U13
U17	Ages 14-15 U15
Jr Female	Ages 16-18 U18

Players wishing to apply and play in a lower or higher age division must do so in writing to the VIMLC (via the association President) prior to the start of mass practices. Players will be evaluated based on size, skill, and other determining factors to consider whether the application is valid.

TEAM SELECTION

The primary objective in team selection is to make every effort to create equally balanced competitive teams in each division, keeping in mind the values and philosophy of the JDFLA. Well balanced teams ensure that the quality and intensity of the games are satisfactory to all players.

“A” TEAMS

For the “A” Teams for U13, U15 & U17 a Tryout Committee will be formed, usually comprising of Sr. Head Coach, corresponding VP, Registrar and one extra volunteer. Tryout times will be set for late January and February. Evaluators that have no connection to JDFLA will be brought in to assess the 3 divisions. Please see appendix 2 for procedures.

“B” TEAMS

B levels will be done by “Drafts” – selected by coaching staff. If no coach has been appointed members of the executive along with head coach for that division will draft the team.

“C” TEAMS

The C levels will be conducted by the BCLA guidelines using the appropriate formula.

U11 TEAMS

All players will be assessed based on skills and abilities. Each player will be given a rank between 1-5. One being a brand-new player with limited skills and abilities to five being an experienced player with higher skills. All novice teams will be “B” division; therefore, all teams will be formed by a “draft.” Coaches will draw to decide who gets 1st, 2nd and 3rd pick etc. All teams must have the same number of players in each of the “rankings”.

Scrimmages will be set up prior to the season to ensure all B teams are equal in skills and abilities. JDFLA reserves the right to move players after the teams have been formed should they prove to be uneven.

U11 - JACK CROSBY TEAMS

Forming of the team(s) for the Jack Crosby will be at the discretion of the President, Vice President and Head Coach for the Novice Division. Coaches that would like to form a team in a division (A2 or B) for the Jack Crosby Tournament must submit in writing to the Vice President no later than April 30th.

U7 & U9

VP in charge and Registrar will create the teams.

As the Juan De Fuca Lacrosse Association Executive Committee has a responsibility to the members of the association to ensure parity in each division (to the best of their ability), if after the draft it is determined by the Executive that parity was not achieved, the Executive Committee Directors may impose a redrafting of players, or entire teams.

PARENT/PLAYER REQUESTS

All parent requests must be sent to the VP in charge, in writing prior to the start of “Assessments”. Only requests which include carpooling, children of multi parent families and medical reasons can be approved by the VP and are not guaranteed. All other requests will be brought forward to the Executive Committee for their review and approval. The approved requests are to be read into the record prior to the start of the draft for the information of all coaches. These requests should be honoured whenever possible without placing parity at risk.

It is the intent of the JDFLA to allow one (1) request per team, however circumstances may arise that will need special consideration. These special circumstances will be brought forward to the Executive Committee for their discussion and decision.

PLAYER FLOOR TIME

Every effort will be made to ensure that teams have fair and equitable floor time. Coaches will make every effort to ensure equal floor time for all player’s subject to the team dynamic. The JDFLA recommends that coaches follow a regular rotation and they maintain player rotation during games and scrimmages but recognize that different combinations of players may be used at the discretion of the coach. The JDFLA emphasizes that this is done at the discretion of the coach and therefore places the onus on the coach to be accountable to players and parent/guardians with respect to these decisions. There will be no double shifting in favour of specific players seeing more floor time. Under no circumstance is a coach to play an Offense/Defence line up. The use of Offense/Defence system is strictly prohibited in minor lacrosse as per CLA regulations.

TEAM UNIFORMS

JDFLA players only wear JDFLA issued or approved jerseys in game situations, along with JDFLA logo lacrosse shorts. Prior to obtaining a team jersey all players must provide a \$200 damage deposit to the team Manager. If the jersey is damaged, lost or simply not returned the association charge \$100 per missing jersey. JDFLA game jerseys are to be worn for games only. JDFLA logo shorts are available through the Booster/Whaler Ware for a nominal fee. Jerseys distributed by the JDFLA may not be altered without written permission from the Association. Coaches or team management are responsible for the distribution of team jerseys at the beginning of the season and for collection at the end of the season. All jerseys are to be returned to the JDFLA by July 31st. The JDFLA black jersey design is the 3rd option and must be approved by the Executive Directors before purchase. These jerseys must be ordered thru the Jersey Manager and all costs shall be paid for by the individual team.

CALL UPS

ELIGIBILITY FOR USE OF CALL UP PLAYERS (U13, U15 & U17)

Call up players may be used in place of players registered on a team, subject to the maximum number limitations described below. Call up players may be used to replace injured players or players that will be absent for any reason, but not, subject to the conditions as described below, to replace players suspended by the JDFLA and or BCLA

1. A player registered to an “A” team shall be allowed to play on a “B” level team of the division higher. (example: U13 A player may play on U15 B team) Teams will not be allowed more than two of these call up players at any given time. A player registered to a “B” team may play up in the same division on the “A” teams and the “B” or “C” teams in the higher divisions. Again, teams will not be allowed more than two of these call up players at any given time.
2. If a team’s designated goaltender (s) is injured, ill or absent, another goaltender at a lower division may be used. This rule only applies to the age divisions of U11, U13, U15 or U17. For a goalie who has played a total of seven (7) or more league, playoff or sanctioned tournament game or combination of, in any division or caliber higher than the one in which he/she is registered, must for the remainder of that year play for a higher division or caliber in which he/she played his/her seventh (7th game). The home association will determine which team in that division that the player will play on if there is more than one team in the higher division or if the player has played across multiple levels in a tiered division.
3. For rules about player mobility for provincial playoffs, refer to the guidelines established for provincial playoffs by the BCLA

U11 CALL-UPS

For the safety of our tyke players the JDF VP must approve all call ups prior to each game based on the following guidelines:

- 2nd year U9 player
- Practiced with the team prior to the game (to introduce them to the new rules)
- Max number of U9 being called up **per game** is to back fill to original sized team due to sickness or injury or absenteeism. Example: if U11 team has 15 rostered players and two are absent – they may call-up two players only.
- Must be First Aid Certified

FIELD LACROSSE CALL-UP

- A player may play up one division or calibre higher than that in which the player is registered, with the written permission of lower level coach.
- A team may participate in a higher calibre sanctioned tournament without impacting team or player eligibility

DISCIPLINE - BENCH PERSONAL

COACHES AND TEAM OFFICIALS

All written complaints regarding a JDFLA Team Head Coach, Assistant Coach or other bench personal will be taken seriously.

The JDFLA expects coaches and team officials to maintain strict discipline among players and parent/guardians. The coach, players and parent/guardians represent not only the JDFLA but also their respective team sponsors and the Westshore communities. It is the responsibility of the coach to be aware of the rules and regulations at all levels. Coaches are also responsible for player discipline with respect to dressing rooms, bus and or ferry travel. Teams found to be in violation of these expectations may be suspended from play.

Specific team guidelines should be established at the first meeting of the year with input from all parties including players, parent/guardians, coaching staff and team management. Guidelines should be in writing and must be distributed to each player and parent/guardians so that all are aware of team expectations. These guidelines are over and above the JDFLA, BCLA and LC A rules, and must not in any way contradict them.

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches will ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the VP of that level within five (5) days of the incident occurring. Incident reports will be reviewed by the VP. If in the opinion of the VP, coaches or team officials, suspensions beyond one game are necessary, those recommendations and the circumstances surrounding the incident will be communicated to the JDFLA Executive Committee Directors.

Players are expected to act responsibly and be ambassadors of their sport. Players participating in an event or activity while representing JDFLA, or their sponsors by wearing team jerseys, tracksuits, or jackets, are expected to behave in a manner consistent with good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play as determined by the JDFLA Conduct Committee.

COACHING DIRECTIVE

GENERAL GUIDELINES

Coaches are officials of the Association and are expected to represent JDFLA. They are bound by JDFLA Coaching Code of Conduct as well as the policies and procedures with respect to coaching. Coaches are selected based on their ability and willingness to handle the multitude of responsibilities that come with coaching young athletes and should have the following attributes:

- NCCP certified at level indicated by JDFLA, BCLA and CLA policy
- A strong coaching background in lacrosse, hockey or other recognized NCCP sports
- A strong interest and commitment to long term athlete development
- The ability to work with fellow coaching personnel
- The ability to communicate on floor and off floor requirements to players and parent/guardians
- Availability as to time requirements

Individuals accepting coaching positions will do so knowing that they become the most significant individual to the team. Through leadership, the coach establishes a model that players will use to develop a significant portion of their attitude towards the game. This is especially important for minor lacrosse players in their formative years.

As such, coaches are encouraged to examine their coaching philosophy. Attitudes towards winning and losing, the responsibilities beyond fielding a winning team, balancing perspective, and objective and above all leadership, are significant elements when charged with the responsibility of developing players.

THE COACHING CODE OF ETHICS *

INTEGRITY – the coach must act with integrity in performing all duties owed to athletes, lacrosse, other coaches, and the public.

COMPETENCE – the coach must strive to be well prepared and maintain current certification in order to ensure that all duties are fulfilled

ATHLETE’S INTEREST – the coach must act in the best interest of the athlete’s development as a person

RESPECT FOR THE RULES – the coach must respect both the letter and the spirit of the rules that define and govern lacrosse

RESPECT FOR OFFICIALS – the coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to established rules

RESPONSIBILITY TO OTHER COACHES – the coach’s conduct towards other coaches must be characterized by courtesy, good faith, and respect

PERSONAL CONDUCT – the coach must maintain the highest standards of personal conduct and support the principles of fair play

* From the Coaching Association of Canada

"A" COACH SELECTION PROCESS APPLICATIONS

Applications for coaches must be submitted by the end of January. All coaches, new or returning, are required to complete an application form.

The selection of coaches for JDFLA will be based upon the following criteria:

- Attainment of the necessary Coaching Certification as specified by the BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
- A demonstrative knowledge of the technical aspects of lacrosse.
- Prior successful experience coaching lacrosse.
- Display of the personal skills that exemplify the "Code of Conduct" endorsed by the JDFLA
- Good organizational skills and personal commitment (e.g. runs and attends regular practices, enters tournaments, etc.)
- Other skills (i.e. first aid) that would enable the applicant to better fulfil their coaching duties

NOTE: Although the above items are prioritized, it is intended that they be a list without rigid barriers. For example, if one of the applicants has significantly more technical knowledge or coaching experience and is committed to attaining his/her Coaching Certification, then that person should be considered despite not presently having them.

Consideration will be given to experience within the JDFLA, experience in coaching, experience working with children, community involvement, certification and training, and references.

In the U17, a higher level of skilled coach is required to meet the needs of these programs. The Coaching Committee will do their best to recruit potential candidates to ensure that the coaching needs of these programs are met.

FINAL SELECTION

All applications for "A" coaches will be reviewed by the Sr. Head Coach and recommendations will be presented to the Executive for ratification close to the start of the tryout process (February meeting).

DUTIES OF THE HEAD COACH

- Serve as an official spokesperson on behalf of the team
- Coordinate the delegation of responsibilities to the Assistant Coach and Manager
- Plan on floor and off floor team activities in consultation with the Assistant Coach
- Coordinate player evaluation and player selection in conjunction with the Director of Coaching and Program Director
- Organize team and parent meeting to establish introductions and explain coaching philosophy and expectations, including floor time

- Plan, implement and control pre-game preparation and communication with the team
- Design the practice plans in consultation with the Assistant Coach
- Coach the Team in all games and practices
- Establish rules for the team and oversee the supervision of the players
- Be familiar with risk management issues as they relate to player injury
- Submit a yearend report which contains the following information; evaluation of the players' performance, evaluation of the team's performance, outline of practice plans and game strategy and recommendations on how the program can be improved
- Coordinate the implementation of the on floor curriculum as outlined
- Ensure all team members uphold the rules and regulations of CL, BCLA, and JDFLA.

DUTIES OF THE ASSISTANT COACH

- Assist with player evaluation and player selection process in Minor and Select teams
- Assist with planning, organizing and conducting practices
- Assist with pre-game preparation
- Assist with the operation of the team during the game
- Assist with post game evaluation
- Assist with scouting and evaluation of opponents in Major levels
- Assist with the supervision of players, both on and off the floor
- Assist with the formulation of the overall game plan, as well as the game to game adjustments
- Submit a year end evaluation report to the Head Coach detailing observations on player performance, team performance and general recommendations of the program
- Reports to the Head Coach
- Acts on behalf of Head Coach in their absence

DISCIPLINE PROCESS

JDF Executive have adopted a discipline process and a guide is available on the website. This process may be modified by the President and executive at any time and outlines how JDF Executive will manage discipline related events or sanctions.

The President of the Juan De Fuca Association has the authority to suspend players, team personnel or, any member of the Association pending a hearing by the Discipline Committee. Subsequent decisions by the Discipline Committee shall be final, subject to the appeals process.

Disciplinary action on players, Coaches, Referees and other team officials and Members may also be exercised by the President (e.g., removal of coaches, team managers) pursuant feedback from players, Members, Officers or Directors that a member's conduct is unbecoming or otherwise deleterious to a team or the Association. Such complaints will be reviewed in the context of the full weight of evidence supplied, the repeatability of the offence, and in a non-emotional manner, and with the benefit of the "24-hr rule". Any such decisions are subject to review by the Disciplinary Committee in accordance with the Association's Constitution and By-Laws. All decisions on these matters recommended by the Disciplinary Committee to the Executive Committee, and approved by the Executive Committee are final, subject to the regular appeals process.

The JDFLA can, at any time, and in the best interest of JDFLA, invoke player or parent suspensions, regardless of any other sanctioned suspensions by VIMC or the BCLA.