

Richmond Lacrosse Association Operations Manual 2020



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Section A: STATEMENT OF PURPOSE

The Richmond Lacrosse Association (RLA) recognizes the fact that its primary aim is to provide the Players in the RLA the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The RLA 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 fair play, sportsmanship, respect for each other and for opposing teams, respect for officials and of the rules of the game.

Section B: HOW LACROSSE IS RUN IN BRITISH COLUMBIA

The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who is 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.

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. RLA is a member of the Lower Mainland Minor Lacrosse Commission (LMMLC). The LMMLC is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC. RLA is also a member of Pacific Coast Field Lacrosse League (PCFLL). The PCFLL is responsible for inter-association play of field lacrosse in the lower mainland of BC.

Section C: INFORMATION ABOUT THE ASSOCIATION

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

Section D: ELIGIBILITY

All boys and girls between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins, in compliance with the Provincial directive of age requirements, shall be eligible to register, subject to box and/or Field availability and volunteer support.

It is RLA's policy and practice to treat all of our members with equality, regardless of gender, in all respects, including, but not limited to the following:

1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.
2. Ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis. Identify the specific needs of female athletes participating in our program and make all reasonable accommodations to ensure that such needs are satisfied; and
3. To co-operate with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of female and male athletes in our programs.

Section E: MANAGEMENT OF THE ASSOCIATION:

The Board of Directors shall manage the business and affairs of the Association in accordance to the Constitution & By-Laws and Operations Manual of the Association.

Board of Directors:

The Board of Directors shall consist of Elected Officers and Appointed members. The Elected Officers shall be:

- President
- Vice-President Minor
- Vice-President Senior
- Vice-President Field
- Secretary
- Treasurer
- Immediate Past President (as applicable)

Once elected the Elected Board of Directors shall appoint, subject to majority approval, the following Appointed Board of Directors positions:

- Coaching Coordinator
- Head Referee
- Registrar
- Scheduler
- Sponsorship
- Equipment Manager

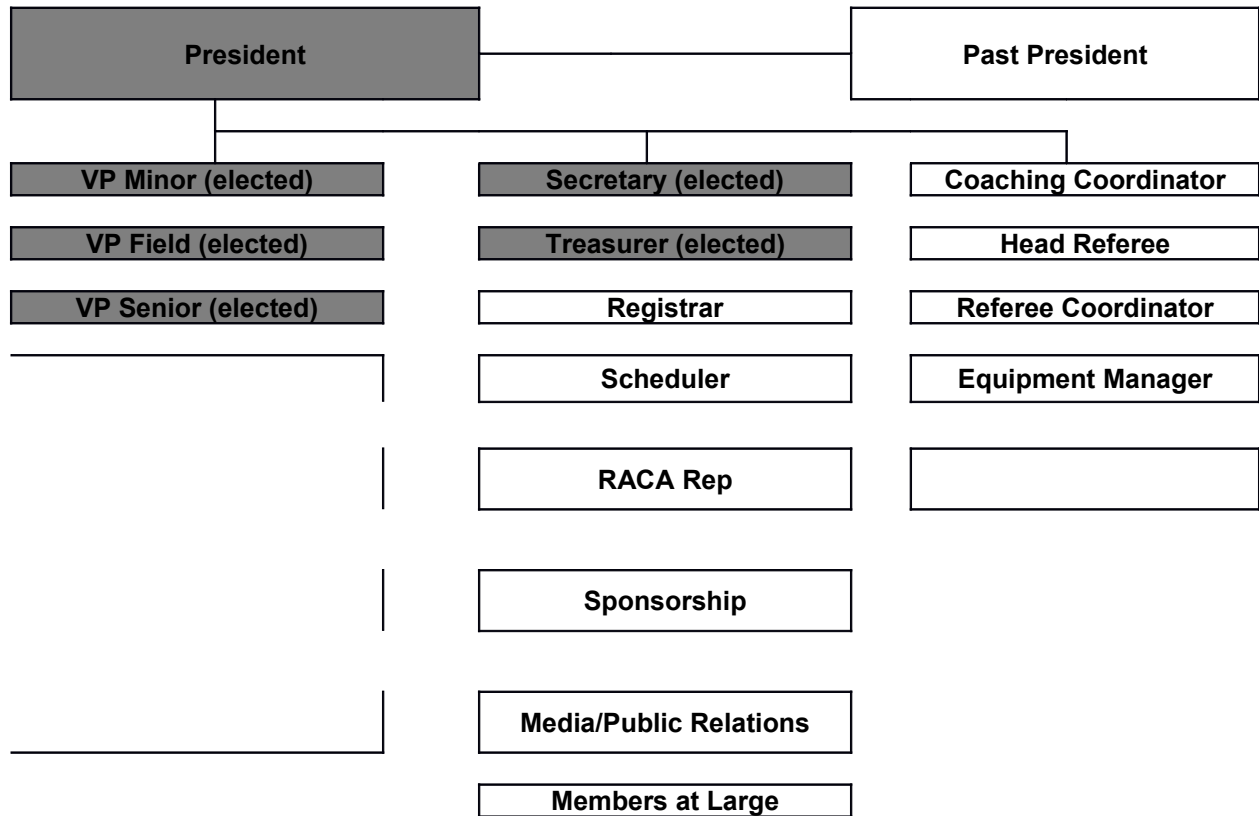
The Board of Directors shall appoint (subject to majority approval) the following Designated Representatives but not limited to:

- Referee Coordinator
- Volunteer Coordinator
- Members at Large
- Media/Public Relations
- Web Site Administrator
- RACA (2)

Designated Officials:

The following positions are Designated Officials. The Designated Officials will be appointed by the Board of Directors whose responsibility it is to select these positions.

- Coaches
- Referees



Terms of Service:

All Board Members shall serve for a maximum period of twelve months per term, but not beyond the next Board elections at the Annual General Meeting. Persons wishing to run for executive positions should be prepared to serve for two terms as Board Members. Board Members need not be parents of players in the Association. It is expected that each Board Members will attend all monthly Board Meetings and all special meetings as required. It is understood that these positions are a twelve month position (commitment). Notification of valid absence from scheduled meetings must be forwarded to the secretary in writing/email. Absence of 3 or more meetings may result in a review by the elected Board of Directors.

Filling Vacancies:

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

Appointing Committees:

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

Removal of Board Members:

A member of the Board of Directors can be removed provided it is done according the By-Laws of the Association. A member of the Board of Directors removed by resolution of the membership at a meeting called for the purpose of considering such resolution shall cease to hold office.

Conflict of Interest:

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President is unavailable, to the 1st Vice-President Minor) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Board member, they would be excluded from any vote or decision process considering the matter.

Voting on Decisions:

All voting issues are to follow the By-Laws of the Association (BC Societies Act).

Voting Privileges:

Elected Board of Directors, Appointed Board of Directors will have a vote on monetary issues.

Board, and Designated Representatives Responsibilities

President:

- a) Shall have the responsibility to conduct the day-to-day business of the Association within the framework of the Association and Provincial Constitution and By-laws
- b) Shall supervise the other officers in the execution of their duties and shall be responsible for calling and chairing meetings of the Board of Directors

Vice-Presidents:

- a) Shall assist the President
- b) The Vice-President Minor shall act as the President in his/her absence
- c) Responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers.
- d) Representative of respective club volunteers as stated below to the Board of Directors.

Vice-President Minor: shall oversee Minor operations
Vice-President Field: shall oversee Field operations
Vice-President Senior: shall oversee Senior operations

Secretary:

- a) Shall take minutes at all meetings of the Board of Directors and at the Annual General Meeting
- b) Shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members-at-large informed of the activities of the Club.
- c) Shall act as Volunteer Coordinator to BCLA providing the Volunteer Directorate with information on RLA Volunteers as requested.

Treasurer:

- a) Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Association in a bank
- b) Shall keep an accurate account of all money received and paid out in appropriate books
- c) Shall render a report of the funds, receipts and disbursements of the Association annually, or at such other times as requested by the Association, and shall provide an abridged monthly report to the Board of Directors, as required.
- d) Must be bondable.
- e) Shall comply with all applicable federal, provincial and municipal laws.
- f) Shall retain an accurate account of all funds received and disbursed by the Association.
- g) Shall render a complete set of Financial Statements including a Balance Sheet and a Statement of Receipts and Disbursements of the Association annually for the general membership and periodically for the Board of Directors as required.
- h) Shall retain all records including receipts and cheque stubs for a period of seven years.
- i) Shall insure that teams declaring for Provincial playdowns and Provincial Championships submit the necessary rosters and any other BCLA requirements, by the time specified by BCLA along with the necessary funds.

Immediate Past President:

- a) The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Board of Director or Club Representative.

Coaching Coordinator:

- a) Shall be responsible for obtaining, training and supervising all coaches in the Club
- b) Will work in unison with the designated volunteer Screening Officer to ensure the Criminal Record Search is completed every three years to parallel that of BCLA's policy for active coaches and Bench assistants/gate persons or similar. New coaches and those from other associations will require a new CCR before coaching an RLA team. All CCR's must be in to the volunteer screening officer of RLA by March 21st of the box lacrosse season or September 10th of the field season in order to have the necessary paperwork (ie: form 100's), completed prior to the submission dates to BCLA. If a coach/ bench assistant/gate person does not have their CCR on file with the RLA the head coach will be notified by the screening officer and they will request a CCR from the coach. If after 1 week a CCR is not received the President will be informed and the coach/ bench assistant/gate person will be prohibited from working games until their form is submitted.
- c) Shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
- d) Will organize and participate in group coaching meetings.
- e) Shall be responsible for the appointment of an Assistant Head Coach
- f) Shall be responsible (with the assistance of the Assistant Head Coach) for facilitating proper certification of all coaching staff, and to secure confirmation of proper levels of certification.
- g) This position does not require the candidate to be an active individual team Head Coach or Assistant Coach.

Head Referee:

- a) Shall be responsible for obtaining, training and supervising all referees in the association
- b) Shall coordinate with BCLA representatives for clinics and training programs when needed
- c) Shall arrange for referee assessments, as required.
- d) Shall represent our association to BCLA.
- e) Shall make recommendations to Executive officers with regard to the appointment of RLA Referee Allocators.

Referee Coordinator

- a) Shall assist the Head Referee with administrative duties
- b) Shall allocate referees for all Home games

Registrar:

- a) Shall be responsible for the complete registration of all players in the RLA and with the BCLA on-line registration; by the BCLA chosen due date (usually end of May). Shall also be responsible to make any necessary changes to BCLA on-line site for any player/team movement.
- b) The maintenance of player current registration files and distribution of player lists for each division to each division coordinator and head coach and to maintain one year past player list for mailings.
- c) Shall be responsible to fully register any player that requests a release, prior to bringing the release request to the Board. It is also necessary to help the requesting family with making sure that all their paperwork is submitted to the LMMLC and/or BCLA in a timely fashion.
- d) Is responsible to provide any member with the appropriate 'Request to play-down' or "request to play up form" that wishes to do so. The completed form is then supplied to the President or Vice President Minor for approval by the RLA Board and the necessary approval of the LMMLC Chair. The player is to register in their appropriate age division before requesting the 'play-down'.
- e) Works with the Treasurer and turns over all registration fees collected. It is necessary to log all payments forwarded to the Treasurer, providing the following info: player name (only if different from-), Name, Dated, Amount, and also the date that the 'deposit drop' was given to Treasurer. It is also necessary to assist the Treasurer in the collection of any NSF payments to reinstate a player as a member in good standing.
- f) Provide player addresses for RLA Mailings, or email addresses for Bulk emails, as requested.
- g) Host the RLA mailbox and distribution of all mail.

Sponsorship:

- a) To actively solicit sponsors for all teams in the Association
- b) To arrange for sponsor recognition at the end of the season
- c) To ensure that the sponsor assignment is recognized for picture day
- d) To encourage teams to publicly support their sponsor

Media/Public Relations:

- a) To promote the RLA to local media representatives
- b) To encourage individual teams to provide the media with game reports
- c) To promote RLA within the community.

Equipment Manager:

- a) For both box and field responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other association gear.
- b) Reports and recommends necessary purchases to the Board of Directors.
- c) Is advised by coaches, coordinators, etc. of any repairs required during or after the season(s), arranges for repair or replacement via the appropriate VP thus brought forward to the Board of Directors for action.
- d) Arranges for off-season storage of uniforms and other equipment.
- e) Provide an annual inventory report.

Section F. OPERATING GUIDELINES

I. Code of Conduct

1. **All individuals affiliated with the RLA shall:**
 - (a) Refrain from using foul or negative language
 - (b) Refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance.
 - (c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
 - (d) Attempt to develop community spirit and pride in our association, while representing RLA and minor lacrosse in the best possible light.
 - (e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
 - (f) Emphasize sportsmanship and fair play while trying to keep the word “FUN” in Lacrosse.
 - (g) Treat the game of Lacrosse with the respect that it deserves.
 - (h) Take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.

2. **An individual’s conduct shall be in question when they:**
 - (a) Breach any of the above in Section 1.
 - (b) Use their position with the RLA for unauthorized personal and/or material gains.
 - (c) Wilfully circulate false or malicious statements, derogatory to any other member of our or any other Association.
 - (d) Wilfully ignore or break the by-laws, policies and/or rules or regulations of our Association.
 - (e) Counsel others to ignore or break the by-laws, policies and/or rules or regulations of our Association.

II. Discipline

- (a) The RLA endorses the principles of natural justice and due process, which allows any individual the right to a hearing, and an appeal of any action, which affects their rights.
- (b) Any report alleging a breach of the RLA Code of Conduct shall be submitted in writing to the President, or acting President, within 15 days of the occurrence.
- (c) If action is necessary, the President shall appoint a Discipline Committee, consisting of a minimum of three members of the existing Board, and convene a meeting not more than 15 days from the date of the receipt of the report.
- (d) 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.

- (e) 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.
- (f) An individual whose rights are directly affected by the outcome of the meeting may appeal that decision, using procedure and time lines that are the same as those for the Discipline Committee.

III. Voting

- (a) All voting issues require a quorum.
- (b) A quorum shall require 2/3 of the sitting Elected Officers as defined in the Constitution and By Laws of the RLA and Operating Manual.
- (c) Voting issues will be decided by a simple majority vote of the quorum.

IV. Membership

- (a) Membership in the Association shall be in accordance with the Constitution and By-Laws of the Richmond Lacrosse Association, By Law I.

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- (b) A membership in the association shall be considered as one vote per family.
- (c) A family's membership fees shall be the registration fees paid to the association each playing year.

V. Financing

- (a) The signing officers of the Association shall be the President, the Treasurer and Vice President Minor. All financial transactions shall be signed by two of the signing officers, one of whom should be the Treasurer or the President.
- (b) A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the Treasurer, with input from the Board as to the needs of the Association in the forthcoming year.

VI. Expenses

- (a) General operating expenses [office and administrative expenses] need only be authorized by two of the three signing officers.
- (b) Expenses deemed extraordinary shall require a majority vote of the existing Board.
- (c) Budgeted expenses shall require a majority vote of the existing Board.
- (d) All expenses incurred in a year, must be submitted in the current fiscal year, and will be paid in the current fiscal year.

VII. RLA AGM

- (a) Expenses shall be drawn from general revenue.

VIII. BCLA AGM

- (a) Expenses shall be drawn from general revenue and the Association shall cover the expenses of those Board members attending the BCLA AGM in representation of the Association. Those expenses shall be:
 - Travel - \$0.50 per kilometre
 - Fares & Ferry – actual cost
 - Beverages & Meals – up to \$50.00 per person per day
 - Awards banquet – actual
 - Accommodations – actual cost providing those accommodations are the official accommodations offered by the BCLA.
- (b) To be reimbursed for expenses incurred, the attendee must provide the Association Treasurer with the actual receipt or photocopies of such.
- (c) Expenses not included in the above would have to be authorized by a majority vote of the Board.
- (d) Selection of Association representatives for the BCLA AGM will be by the Board.
- (e) Expenses will only be reimbursed upon verification by the President (or representative) that said member has participated in/attended the necessary voting functions during the BCLA AGM.

IX. Telephone

If decided by a resolution of the Board, the Association shall bear the costs of:

- (a) Excess minutes of a personal cell phone for Board business.
- (b) The registrars telephone mailbox
- (c) Long distance costs incurred in pursuit of specific tasks [i.e. tournaments, sponsorships, etc.]

X. Registration

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- (a) Player registration shall be taken through the BCLA on-line registration site prior to the playing season. With payment either on line or submitted by mail to the designated address for the registration to be completed for the playing season. Player will not be allowed to dress for any pre-season or regular season game until fees are paid. They are allowed to practice and try out with the team.
- (b) Registration fees shall be set on a yearly basis, as determined by the budget and approved at the AGM.
- (c) A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of the Board of Directors. Late registration of any registrant and/or returning player will be taken on a first come first serve basis based on availability on the division in which they are registering past the registration deadline.
- (d) Refunds of registration fees must be applied for in writing to the club registrar and and treasurer and are subject to the following:
 - full refund, upon receipt of request prior to first league game, less a \$25 processing fee.
 - full refund, less 50%, prior to tiering break (box) mid-season (field)
 - No refund after tiering break (box),mid season(field).
- (e) Registrants whose fees are paid with NSF cheques will have their membership revoked until those fees are collected, either in cash or some form of guaranteed payment. These members will also be subject to an additional minimum penalty fee of \$25.00.
- (f) Waiting lists shall be established after:
 - The number of registered players has reached the maximum number of allowable players in a divisions based on the number of teams that have be declared at the declaration meetings and try-outs have commenced for the season. Once try outs are over and teams have been allocated, new registrants will be placed on a wait-list. Players can practice with the division or teams while on a wait list.
- (g) A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
- (h) The third and subsequent registrations in a family will only pay the BCLA registration fee, that being the lowest fee.
- (i) A complete registration is comprised of a:
 - signed BCLA registration form
 - jersey deposit
 - registration fee and
 - proof of age need only be verified by registrar
 - completed Volunteer Form
 - (For players applying for a hardship application a copy of the application form is required
 - Proof of age and residency (as specified by the BCLA) may be requested at any time
- (j) Goalies who provide their own BCLA approved equipment and with a written request, shall only pay the current BCLA fee.

XI. Player Movement

RLA endeavours to provide all levels of teams (ie, A1, A2, B & C) in all age groups/divisions and thus does not voluntarily release players. RLA follows the Operating Policy and Guidelines of the BCLA and Minor Directorate regarding player moves as set out in Regulation 8.

- 8.1 All players must sign and play with the Association that administers lacrosse within the boundaries in which that player resides.
- 8.2 If a player who has played the two previous consecutive season with the same Association, other than the one where they currently and during that time, either met the release requirements described in Minor Directorate Regulation 8.07 or lived within that Association's boundaries, the player is considered grandfathered with that Association and has the option of signing with that Association as a grandfathered player or registering with his/her new home Association, where they currently reside.
- 8.3 Where there is no team available within the players age group, the player may play for another Association with written release from his/her home Association for the current playing season only (this release is not counted as a Grand fathering year). Any such

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releases must be signed off by the President or Vice President of that Discipline (box or field), after review by the Board of Directors.

- 8.4 No player may sign with two Associations in any one playing year unless properly released.
- 8.5 A player who is signed with an Association and moves to another area during the playing season must receive permission from the Local Commission of his/her new area before being eligible to play with a team in his/her new area.
- 8.6 If there is a dispute, the Commission will have the right to place the disputed player to the Association where the Commission feels it would be in the best interest of the league and the player.
- 8.7 In all cases, where a player is not playing in an Association where they resides, a player release request form, properly signed by each authorizing party, must accompany the registration form submitted by each club to the BCLA office. The Commission must sign-off on or before April 15 and a list of those approvals is to be supplied to the Minor Directorate Registrar within seven (7) days. The only exception would be for Grandfathered Players who do not require a signed release form, but must appear on the club's grandfathered list. Failure to obtain written permission prior to the registration deadline will make the current year ineligible to count towards grandfathering and may result in the player being declared ineligible. Minor Directorate Disciplinary Rules will apply.
- 8.8 Associations must provide a list of currently Grand fathered players on or before May 31 of each playing year to the Registrar of the Minor Directorate. Failure to do so would make these players ineligible for Provincial play.

Section B

If a player wishes to play one season at a level of play other than Richmond can provide (will declare) AND it is agreed by the RLA Executive, the player's coach (last season) and another outside impartial body that the player would be more suited to play at a different level of play, either a higher tier or lower tier, than RLA can provide, then RLA will release that player, for ONE Season, under the following condition:

The player must declare in writing, to the RLA Executive, his/her declaration of where (which association) they will try out for, at what tier, and why. If the player IS successful they will be required to volunteer 1.5 hours per week in an activity of the RLA Executives choice (i.e. coaching, refereeing, training, etc). If the player in question is NOT successful in securing a position on a team at another level of play that he/she would play at in Richmond, then he/she would be required to come back and play for RLA.

Any and all necessary release documents deemed necessary by the BCLA, LMMLC and PCFLC would be completed after the players' successful attempt at trying out for another team/association. Their release policies and procedures (placement) may override this process.

XII. Player Evaluations

- a) Player evaluations shall be conducted for each playing division from Novice to Midget each playing season and each registered participant should be given equal opportunity to participate. Players wishing to try out for teams may be required to pay a fee for said evaluations.
- b) Player evaluations shall be organized by the Vice-President(minor/field) and/or Coaching Coordinator and conducted as per the following:
 - Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.
 - A minimum of 3 evaluators is recommended.

XIII. Team Selections

- a) Team selection will be based on player evaluations, the number of teams in each division and the player conflicts if necessary, to determine if first or second team out
- b) The number of players selected or assigned to a team will be based on recommendations made by the Vice-President (minor/field). These recommendations will take into account the number of players registered in a division, calibre 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).

XIV. Tiered Calibres

- a) Determination of declarations of tiered calibres (Novice, Pee Wee, Bantam and Midget) will be made by the Vice-President (minor/field) and the President in consultation with coaching staff based on the number of players and calibre of the players and following the League declaration policy

XV. Coaching

- a) Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - Past history with the Association
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications [certified levels]
 - Temperament
- b) Coaching positions will be assigned with the recommendation of the Coaching Coordinator and (if required), in conjunction with the Board of Directors and/or a Board of Directors appointed Committee.
- c) The Coaching Coordinator, Board of Directors, and/or a Board of Directors appointed Committee, may request that the applicants attend an interview question.
- d) There must be at least one member of the team personnel that is not related. ie: manager can only be related to one coach.
- e) Coaching positions wherever possible for the first team out in Novice and above (usually an A1 or A2) team, 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 board of directors on the recommendations of the coaching co-ordinator. A non-parent coach will then be an assistant in this case

XVI. Tournaments

- (a) **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 non-participation in the provincial championship as imposed by the BCLA for non-participation. The association will not cover this expense under any circumstance.
- (b) **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.
- (c) **Novice All-Star**

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- 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
- (d) **RLA Tournaments**
- Richmond teams enter RLA sanctioned tournament 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 RLA tournament are still expected to volunteer at RLA tournaments, 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 RLA Tournament, for which they will receive acknowledgement with the value to be determined by the board at the January meeting.

XVII. Fundraising

1. ASSOCIATION FUNDRAISING

- (a) The type and extent of the fundraising shall be determined by the Board, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.
- (b) The Association shall apply for Gaming Funds on a yearly basis. The application should be completed by the Treasurer and President with regards to budget needs.
- (c) Where the Board of Directors deems it necessary to hold a fundraiser for a specific need that may arise throughout the year, the Board will appoint a committee to oversee the event.
- (d) All money collected will be reconciled using the 2 person cash policy as set by the board of directors

2. TEAM FUNDRAISING

- (a) Teams that undertake fundraising shall do so only with the written consent of the Board
- (b) Fundraising events such as Car Washes, Hot Dog/Hamburger Sales, Bottle Drives etc., must be booked and approved through RLA Sponsorship Coordinator [or in his absence the RLA Board] to avoid double up in events and conflicts with other teams.
- (c) Teams may open separate Bank Accounts for Fundraising purposes, however, they may not be established as Richmond Lacrosse Association or Richmond Roadrunner or RLA accounts, thereby misrepresenting the Association name. They can for example be entitled "Peewee B Lacrosse Fundraising Account". Sub Accounts can be opened through the RLA Executive and will be separated from our operation funds. Authorized members of the Executive have signing authority and will withdraw funds on your behalf as requested. Any money not used must be moved into the general account at the close of the event of season. Any cheques addressed to RLA will be deposited in the RLA general account.
- (c) Teams cannot advertise (i.e. car wash signs, raffle tickets), fill out application forms or Lottery License applications under RLA or Roadrunners name.
- (d) Teams must identify themselves as "Bantam "A" Team" for example so as not to conflict with or associate any possible liability to the RLA.
- (e) A list of current RLA Sponsors is available through the Sponsorship Coordinator. Team Managers must request a copy prior to approaching local businesses for additional funds, prizes or food donations on behalf of your individual team. This will alleviate double-ups and negative responses as we in no way want to jeopardize or hassle these businesses and risk the loss of future sponsorship to the Association as a whole.

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- (f) No individual team fundraising can be affiliated or held in conjunction with a RLA event i.e. Picture Day, Tournaments, etc or RLA fund raising events.
- (g) Teams may fundraise at their own "Home" games, provided all parties involved have been made aware (for example, arena for table set up)
- (h) No child will be guaranteed placement on a Team as a result of "long term" fundraising for an event to be held in a preceding year.
- (j) The Executive will help teams and Team Managers as required but not at the expense of the Association. Decisions made are in the best interest of all teams involved, which include Mini-Tyke and up.
- (j) Non-compliance of any of the above-mentioned guidelines may result in disciplinary action.

3. TOURNAMENTS

- a) Association tournaments and provincial tournaments, funds will be deposited into the RLA accounts either the general account or the gaming account for all raffles
- b) All tournaments must supply the board of directors with a preliminary budget 1 month prior to the start of the event
- c) All money collected must be reconciled using the 2 person cash policy as set by the board of directors and funds delivered to the treasurer within 3 days of the end of the tournament
- d) All tournaments must supply to the board of directors within 28 days of the end of the tournament a financial statement of funds raised and expenses (this can be preliminary if waiting for sponsorship money from hotels)
- e) Summary of the events and recommendations for the following year

XVIII. Equipment

- (a) Equipment will be purchased on a yearly/as needed basis. Decisions on purchases of equipment will be determined by recommendations made to the Board of Directors by the Equipment Manager/Managers after a review of the Association's inventory at the conclusion of the current box and field seasons. This inventory review will help determine the amount of equipment budgeted for in the Annual Budget. The condition of the inventory, a forecast of the coming season's registration and the addition of any equipment or supplies previously not held by the Association will factor into any decisions made.
- (b) The Board of Directors must approve all equipment purchases. The Board of Directors may pre-approve certain equipment purchases outside of the budget recommended by the Equipment Manager/Managers.
- (c) The Equipment Manager/Managers will use price, quality of merchandise and ease of supply as consideration before recommending a supplier for the Association purchases. Every attempt will be made to distribute purchases amongst our regular suppliers.
- (d) Each player may be subject to an equipment deposit, if required by the Association.
- (e) Keys for the equipment room will be issued to the President, Equipment Manager and a third key to be held by the City of Richmond.

XIX. Sponsorships

- (a) Teams under the auspices of the RLA will be assigned annual sponsorships by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. The Intermediate team will be allowed to solicit their own sponsorships with the funds being retained as revenue for their own purposes and in their own account. For all minor box and youth field teams in the RLA, where a member has of his or her own efforts obtained a sponsorship, will have 50% of the funds returned to the requested child's team. The Sponsorship Coordinator will make every effort to assign sponsorships as requested by the Sponsors, if possible. [i.e. parent's business/child's team]
- (b) Where a member identifies a special need and is willing and able to obtain sponsorship or donation for this specific requirement, the request will be brought to the board for prior approval to determine if the requirement will be of benefit to the RLA.

XX. Awards

- (a) The RLA will present, on an annual basis, plaques to all that year's Male and Female Graduating Midget players. These plaques will be selected by the Awards Coordinator and awarded at either a year ending Lacrosse function or at the AGM of the Association.
- (b) The RLA will also select, on an annual basis, recipients for the following awards, using the prescribed criteria:
- RLA INTERMEDIATE PLAYER OF THE YEAR
 - RLA PLAYER OF THE YEAR – MALE
 - RLA PLAYER OF THE YEAR – FEMALE
 - RLA FIELD LACROSSE PLAYER OF THE YEAR
 - JOHN LACKNER COACH OF THE YEAR (3)
 - o MINTYKE – NOVICE
 - o PEEWEE – FEMALE JUNIOR
 - o FIELD
 - RLA LEVEL 1 REFEREE OF THE YEAR
 - RLA LEVEL 2 REFEREE OF THE YEAR
 - RITA BLAKE VOLUNTEER OF THE YEAR AWARD
 - RLA PRESIDENT'S AWARD
- (c) The RLA, on an annual basis, will Host and present a Volunteer and Sponsor Appreciation and Awards Night.

XXI. Scholarships:

Donny Gladstone Memorial Scholarship

Two scholarships will be awarded annually to current or past RLA participants graduating high school. The amount of scholarship will be determined by the board on an annual basis to the maximum of \$500 per player. Applications are due to the board by April 15th of each year. Applicants will be reviewed by the Scholarship Committee, which is appointed by the Board of Directors.

XXII. Chain of Command

Refer to RLA Executive Organizational Chart

XXIII. Maintenance of Order

- (a) Maintenance of Order within the auspices of the Association's arena/arenas, box/boxes and fields shall be the responsibility of the home team's coach/coaches and/or any Association executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association. After a review by the disciplinary committee.
- (b) Maintenance of Order outside of Association premises shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association. After a review by the disciplinary committee
- (c) A disciplinary committee will be formed out of three board members, one being the vice-president (minor/field/senior) and two additional members

XXIV. Cancelled Games

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- (a) Games to be cancelled are the responsibility of the Home team's manager or coach. Teams not cancelling those games as per the LMMLC Operating Policy shall be responsible for the costs incurred for those games [floor and referee fees].

XXV. Referees

- (a) The Association will pay referee fees for any regularly scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games.
- (b) Referees must attend referee clinics each year to be eligible to referee within the Association. The fee for this clinic will be paid for by the association provided the referee complete 3 league games with RLA. First year referees must do at least one game.
- (c) Referees are allowed to referee outside of the Association so long as it does not interfere with scheduling for the home association's games.

XXVI. Floor/Field Fees

- (a) The Association will be responsible for the arena floor charges or field/turf fees for any regularly scheduled pre-season, league, playoff or tournament game as well as any Association scheduled practice or evaluation sessions.
- (b) Teams utilizing arena floor time or field/turf time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor or field/turf fees.
- (c) Teams that fail to notify the Association [scheduler] of any floor time or field time to be cancelled will be responsible to reimburse the Association for that floor time, using their own team funds.

XXVII. Team Financial Statements

- (a) Teams should keep a record of all financial transactions throughout their playing season and present a financial statement to the Association's Manager Coordinator or Association Treasurer at the conclusion of their season.

XXVIII. Record Checks

- (a) Individuals belonging to the Association should be advised that any adult that is working with minors in the capacity of coach/manager/referee/board member will be required to complete a criminal records check at no cost to them. Individuals refusing to submit to the criminal records check will not be allowed to coach/manage/referee or be a board member and be eligible for expulsion from the Association.
- (b) The RLA membership shall institute the Rule of Two that states that no minor will be left alone with a single adult/

XXIX. Conflict of Interest

- (a) If a Director and/or any member of the Association could be construed to be in Conflict of Interest [e.g. business transaction, team selections, etc.], a special meeting of the Board can be convened to review the situation. The person/persons construed to be in conflict may be asked to present their explanation before any decision would be rendered. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

XXX. Meetings

GENERAL MEETINGS

Refer to RLA Bylaws and Constitution

Meetings of the Board are held approximately once a month and at a regularly scheduled time and place. Board must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention, to the Association President or his delegate in order that it is placed on the agenda for discussion.

ANNUAL BUDGET MEETING

The Board will meet annually, on a convenient date [probably in August or early September] to discuss recommendations for the yearly Budget. The Board will make their recommendations after consultation with their group members as to their needs for the next season. . The Association President in forming the Annual Budget for the next season will utilize these recommendations.

XXXXI Affiliations

All members of Richmond Lacrosse association must adhere to the Operation Policy, Constitution and by-laws set out by the league and the governing body of British Columbia (BCLA). Failure to do so may result in a review of the membership of the offending person or persons