

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION



SOCIETIES ACT - CONSTITUTION

1. The name of the Society is the,

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION
2. The purposes of the Society are:
 - a) To promote the game of Lacrosse
 - b) To organize teams, to conduct and participate in Lacrosse Leagues
 - c) To participate as a member of the British Columbia Lacrosse Association or its successor to the extent permitted or required by its Constitution and By-Laws, and
 - d) Uphold the Rules and Regulations by which those associations are governed.
3. Affiliation - The Society shall be affiliated with Canadian Lacrosse Association (C.L.A.) - unalterable; the British Columbia Lacrosse Association (B.C.L.A.) and the Vancouver Island Minor Lacrosse Commission (V.I.M.L.C.) - alterable.
4. Dissolution - In the event of disbanding the Association, all assets shall be used to the benefit of Lacrosse in the Province of British Columbia. This clause is unalterable.
5. The operations of the society are to be carried out in the province of British Columbia, chiefly in the township of Esquamalt, City of Victoria and including the district of Oak Bay and part of the Town of View Royal. This clause is alterable.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW I – MEMBERSHIP

1. All members shall agree to comply with the Constitution and By-Laws of the Association as amended from time to time, and with any regulations and rulings made by or on behalf of the Association.
2. Members of the Association are:
 - a) All registered Lacrosse Players
 - b) Each parent or guardian of any registered Lacrosse Player
 - c) Any person holding an appointment or elected position in the Association, i.e. Coaches, referees, etc.
 - d) Any honorary member appointed by the Board of the Association and all honorary life members appointed by the Board of the Association, and all former life members appointed in the former Victoria and Esquimalt Lacrosse Associations.
 - e) Each of the above members is entitled to one vote.
3. All applications for membership shall be made upon a form supplied by the Association.
4. Membership for applicants in 2(a) and 2(b) above shall be automatic upon completion of the application form and payment of any membership fee if assessed.
5. Membership for applicants under 2(c) shall require approval of the Board after completion of the application form and payment of any membership fees if assessed.
6. Membership fees shall not be assessed unless otherwise determined at the Annual meeting. Membership in any year shall begin upon registration of the player and shall continue until the following year's registration of players by the Association.
7. Only members in good standing for at least thirty days prior to a meeting may vote at meetings of the Association. A member in good standing is one whose fees have been paid and who is not suspended or expelled.
8. Any person may withdraw from the Association upon notice in writing to that effect and upon receipt of such notice by the Board, membership shall cease.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY -LAW II - SUSPENSION AND EXPULSION OF MEMBERS

1. Any member, who fails to abide by the Constitution and By - Laws or any rules or regulations made pursuant thereto, may be suspended by a two-thirds vote at a Board meeting called to decide upon the suspension.
2. Any member, who REFUSES to abide by the objects of the Constitution, the By-Laws, or rules and regulations made pursuant thereto; or who is guilty of serious misconduct such that they are no longer considered acceptable members of the Association, may be expelled from the Association upon a unanimous vote of the entire Board (as set out in By-Law IV, Section I), at an Board meeting called to decide upon the expulsion. The member so affected shall be notified of the meeting and shall be given the opportunity to appear and speak on their behalf.
3. Any member suspended or expelled under this By-Law, may request in writing, the matter of the suspension or expulsion be placed on the agenda of the following Annual or Special Meeting, in the form of a motion for reinstatement. Such request must be submitted to the Secretary a minimum of thirty days before the meeting, or in the event the suspension or expulsion is made less than thirty days from such meeting, then within forty-eight hours of the action by the Board the motion for reinstatement shall not require a mover or a seconded before consideration by the membership, but shall only be put to the meeting, if the member making the request is in attendance. For approval, the motion shall require an affirmation vote of at least two-thirds of the membership present at the meeting.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW III – MEETINGS

1. The Annual Meeting of the Association shall be held each and every year, such date to be set by the Board, and in the event of their failure to act, by the President.
2. Notice of meetings must be forwarded by mail a minimum of (14) fourteen days prior to the date of said meeting to each member of the Association for the time being, stating:
 - a) The place of the meeting;
 - b) The date of the meeting;
 - c) The agenda for the meeting; and
 - d) The proposed amendments to the Constitution or By-Laws.
3. Special Meetings: Any meeting other than the Annual Meeting shall be a Special Meeting. The President may call a Special Meeting of the Association at any time, either himself or upon request of not less than 10% or more of members of the Association in good standing. Notice of such Special Meeting must be forwarded by mail and/or e-mail a minimum of (14) fourteen days prior to the date of such meeting to all members of the Association, and such notice shall set forth the nature of the business to be transacted at the Meeting.
4. Quorum: At Annual and Special Meetings of the Association (15) fifteen members shall be constituted a quorum.
5. Procedure at meetings; Procedures not covered in these By-Laws shall be governed by "Roberts Rules of Order", current edition, and shall apply at all meetings.
6. Voting: At all Annual and Special Meetings of the Association, each member in good standing shall have one vote.
7. The Secretary shall have the membership roll available at all annual and Special Meetings to confirm any member's right to vote.
8. Every question, except on the election of officers, shall be decided in the first instance by a show of hands unless a poll is demanded by any member.
9. The President shall only vote in the event of a tie.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW IV – BOARD OF DIRECTORS

1. The general membership will elect seven directors to the board annually at the AGM. This is consistent with By-Law III section 4 stipulating that quorum for the Annual General Meeting and Special Meetings shall be fifteen (15) members (twice the board size plus 1). These directors will be elected to specific offices as follows:
 - 1) President
 - 2) Vice-President (Midget & Bantam)
 - 3) 2nd Vice-President (Peewee & Novice)
 - 4) 3rd Vice-President (Tyke & Mini Tyke)
 - 5) Treasurer
 - 6) Secretary
 - 7) Registrar

2. The Board of Directors shall be responsible to the General Membership for the operation of the Association in compliance with the objectives as set out in the Constitution and with the By-Laws.

3. The Board of Directors will form an Executive Committee to assist in the operation of the Association. The positions to be established in this Committee are as follows and are appointed by the Board by a two-thirds vote and by secret ballot:
 - 1) Coaching Coordinator
 - 2) Head Official
 - 3) Equipment Coordinator
 - 4) Manager Coordinator
 - 5) Tournaments Coordinator
 - 6) Director of Risk Management
 - 7) Director of Sponsorship & Community PromotionsAnd such other positions as the Board of Directors shall appoint

4. The Past President will be automatically a member of the Executive Committee and will serve for one year. In the event that the Current President remains in office then there will not be a Past President on the Executive Committee in the second year in office.

5. The Board of Directors shall appoint a nominating committee to present to the Annual Meeting at least one name for each elected office. Nominations will be accepted from the floor.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

6. In the event of a vacancy occurring on the Board of Directors, the remaining Board provided a quorum exists, may appoint a replacement to fill the vacancy until the next Annual Meeting.
7. In the event of sickness or inability to act for any member of the Board, or persons appointed by the Board, or in the event of neglect of duties by such persons, then the person so affected can be removed from office upon a two-thirds vote of the Board at Board meeting called for that purpose. The person so affected shall be given reasonable notice, unless conditions make it impracticable, of the Board's intention to so act or deal with the question; and the person so concerned shall have the right to speak to the Board at the meeting, for ratification, or otherwise, by the Association.
8. The Executive Committee shall meet at least once a month from January until the end of the playing season and otherwise as decided by the Board. A quorum shall be half the Board size plus and quorum must be comprised of Board members. Only the Board members vote on motions put forward. Motions may be raised by any Committee member.
9. The President may call additional Executive Committee meetings as required, and upon the request of any three Board members shall call a meeting. In the event of the President failing to call the meeting as requested, the three Board members may call a meeting, and if a quorum is present, conduct the meeting and decide any issues within the power of the Board to decide.
10. The Board may establish standing committees and committees for special purposes as required.
11. The Association members appointed subject to By-Law IV, Section 3 or Section 10 may represent the Association on Committees involving agencies or individuals outside the framework of the Association.
12. Board members can be removed by Special Resolution.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW V - DUTIES OF THE BOARD COMMITTEE MEMBERS

- a. **The President** shall call Executive Committee meetings on a monthly or as required basis. Plan the agenda for each meeting. The President shall preside at all general meetings and Executive meetings of the Association. Recruit and fill all Board positions. Attend Island Commission meetings approximately once a month; attend BCLA AGM every fall. Be an authorized signatory on all Association expenditures. Generally supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association.
- b. **The Vice President** shall carry out the duties of the President, whenever the President is unable to do so. In the event the President resigns or is unable to complete the remainder of the term, the Vice President shall fill that role for the remainder of the term. In addition, the Vice President shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Midget and Bantam teams within the association.
- c. **The 2nd Vice President** shall carry out the duties of the President, whenever the President and the Vice President are unable to do so. In addition, they shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Peewee and Novice teams within the association.
- d. **The 3rd Vice President** shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Tyke and Mini Tyke teams within the association.
- e. **The Treasurer** shall be responsible for maintaining a set of books approved by the Board to record the financial transactions of the divisions of the Society. Be an authorized signatory on all Association expenditures. The Treasurer shall receive all monies payable to the Society and will ensure that they are properly deposited. The Treasurer shall be responsible for the payment of all debts incurred by the Society, which shall be approved by the Board. Prepares a Statement of accounts for each Board meeting. Prepares the annual budget; prepare budgets and financial statements for gaming licenses, ensure that the terms and conditions set out by the British Columbia Gaming Commission have been met. The Treasurer shall perform any other related duties as may be required. The Treasurer shall hand over all books, paper, vouchers and monies to his successor.
- f. **The Secretary** shall be responsible for scheduling meetings, conferences, and travel, keeping adequate and accurate minutes of business meetings of both the Association and the Board; authorized signatory on all Association expenditures; to maintain and preserve a correct roll of the members of the Association; to preserve books, papers, documents and archives of the Association; to conduct necessary correspondence; generally perform all duties incidental to the office.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

- g. **The Registrar** shall co-ordinate annual registration in February, book recreation centers, organize volunteers, etc; send letters and registration forms to players from previous season in early January; co-ordinate posters and flyers for distribution to schools, newsletters, recreation centers, or any other means that seem reasonable; maintain and update team lists; ensure timely distribution of teams lists and registration forms to coaches and BCLA; contact players from previous season who have not registered.
- h. **Past President** shall be primarily responsible for continuity from the previous years and to help the newly elected President with any situations that may arise.
- i. **The Coaching Coordinator** shall nominate team coaches that will be confirmed by the Board of Directors; shall develop coaching strategies and skill development for each age group; shall endeavor to observe practice sessions and games in an effort to improve the caliber of play; organize coaches meetings and keep coaches informed of Board and BCLA decisions; check with BCLA for coaching clinic dates and times; ensure coaches receive proper certification; attend Executive Committee meetings; and evaluate coaches at the end of each season. The Head Coach may delegate these duties to Assistant Head Coach Competitive (PeeWee, Bantam and Midget) and Assistant Head Coach Developmental (Mini Tyke, Tyke and Novice).
- j. **The Head Official** shall be responsible for the local supervision of referees in conjunction with the British Columbia Lacrosse Officials Association; recruit referees; organize referee meetings and keep referees informed of Board and BCLA decisions; attend head referee meetings; check with BCLA for refereeing clinic dates and times; ensure each referee receives proper certification; attends Executive Committee meetings; evaluates and assists in the development of each referee; ensure referees are booked for games and each referee is paid on a timely basis and a proper record of payment is maintained. The Head Official may delegate the duties of allocating referees to a Referee Allocator and may request the Association Treasurer to maintain the record of payment.
- k. **The Equipment Coordinator** shall maintain a stock of equipment for the Association and shall be responsible for keeping a inventory of all equipment; distribute and collect uniforms from all teams, order new uniforms, maintain all uniforms of the Association in good playing order; shall distribute goalie equipment, and balls as necessary; maintain and distribute keys for all boxes and lock ups; maintain and update the sponsor board and registration signs at boxes and attend Executive Committee meetings.
- l. **The Manager Coordinator** shall be responsible for informing the individual team managers about any Board decisions; answering any questions that a Manager may have; updating the Managers binders every year; working with the Equipment Manager to make sure that all uniforms are in every year; attend Executive Committee meetings.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

- m. **The Director of Tournaments** shall coordinate the designated Association tournaments scheduled through BCLA. The Director shall have their name as the contact person for the tournaments; organize committees; book arena and box times for games; coordinate referees; ensure that all monies payable to the Association is forwarded to the Treasurer; prepare a budget and financial statements for each tournament; and attend Executive Committee meetings.

- p. **The Director of Risk Management** shall become knowledgeable in the BCLA Risk Management Program and the British Columbia's Guide to Personal Information Protection Act; create and maintain a risk management file for the Vancouver Island Minor Lacrosse Commission (VIMLC) of BCLA and is made available to the Canadian Lacrosse Association (CLA) upon request and other risk management information; promote effective risk management within VIMLC Associations and Leagues; work with the Board to help identify major risks and make recommendations to reduce or manage those risks; act as Chair for Coaches, Managers and Volunteer Selection Committees; and attend Executive Committee meetings.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW VI - THE BOARD

Deleted Positions

- Director of Raffles (deleted 2014)
- Director of Inter Lacrosse & School Program (deleted 2014)
- Concession Manager (deleted 2014)

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW VII – REFERENDA

1. The Board may, of its own motion, submit any question not requiring a Special resolution, to a referendum vote of membership.
2. Any questions, motion or resolution submitted for referendum shall be so framed as to be capable of a direct affirmative or negative answer and all members in good standing shall be entitled to vote.
3. Where a referendum is to be taken, the question, motion or resolution shall be printed on a ballot paper and be forwarded to each member of the Association who is entitled to vote. Ballots shall be forwarded to all members on the same day. The voting shall be secret. Notice as to the time within which, and the method by which the ballots must be returned shall appear on the ballot paper. A simple majority of the votes counted shall prevail.
4. Prior to the sending out of the ballots, the Board shall appoint three Scrutineers and as the ballots marked "ballot" are received, they shall be turned over by the Secretary to the Scrutineers, unopened, and after the expiration of the time for receiving ballots the Scrutineers shall proceed to open the envelopes and count the ballots. They shall report the results of the referendum to the Board, as soon as possible after their report has been made, and the Secretary shall forthwith inform the membership of the results.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW VIII- EXERCISE OF BORROWING POWERS

1. The Board may borrow, raise or secure the repayment of such sum or sums in such manner and upon such terms and conditions in all respects as they see fit, and in particular, by the issue of bonds, perpetual or charge or other security on the undertaking of the whole or any part of the present and future property, both real and personal of the Association; provided, however, that none of these powers shall be exercised except in accordance with the sanction of a Special resolution passed by (3/4 vote) three quarters vote of the members of the Association present and entitled to vote at a regular or special meeting; and provided each member of the Association shall be given fourteen days notice of the meeting and of the proposed scheme to raise or secure monies to be voted on at the meeting.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY -LAW IX - AUDITS OF ACCOUNTS

1. The Board shall appoint an auditor or auditors; when a new Treasurer is elected; or at the request of two thirds of the Board at any time.
2. The auditor or auditors shall make a report to the members and Board giving their opinion on the accounts examined by them and on every balance sheet and statement of receipts and disbursements laid before the Association at any Annual Meeting during their tenure of office.
3. The auditor or auditors of the Association are entitled to attend any meeting of the members of the Association at which any accounts that have been examined or reported on by them are to be laid before the members, for the purpose of making any statement or explanation they desire with respect to the accounts.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW X - BANKING INVESTMENT

1. The bank of the Association shall be such bank as the Board may from time to time determine.
2. All money, cheques and drafts of the Association shall be deposited to its credit in its bank promptly after receipt thereof.
3. The Treasurer shall make out or obtain receipts for all monies paid to or paid by the Association.
4. Cheques drawn on the Associations bank account shall be signed by the Treasurer and the President or in his/her absence, by the Secretary.
5. The Board may invest any of the funds of the Association not required for current expenditure in securities authorized by law for the investment of trust funds. Such securities are to be placed in a safety deposit box, subject to access only by the President and Treasurer together, and in the absence of either, by such other officer from the Board, as the Board may by resolution appoint. In the case that the President, Treasurer or Secretary is married or in a state of Common Law to one another an elected member of the Board shall be appointed by two thirds of the Board to act as Signing Authority.
6. The Board of its own motion from time to time may establish the sum of money, which the Treasurer may pay from Petty Cash.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW XI - CUSTODY AND USE OF THE SEAL OF THE ASSOCIATION

1. The Board may adopt a Seal, which shall be the common seal of the Association.
2. The common seal of the Association shall be under the control of the Board, and the responsibility for its custody and the use from time to time shall be determined by the Board.
3. The seal of the Association shall not be affixed to any instrument except by authority of a resolution of the Board and in the presence of such officer or officers of the Association as may be prescribed in and by such resolution; or (if no officer or officers are prescribed by the resolution), in the presence of the Secretary, and either of the President, or a Vice President.
4. Deeds, transfers, licenses, contracts and engagements on behalf of the Association shall be signed by either the President or a Vice-President and by either the Secretary or the Treasurer as required, and the seal of the Association shall be affixed to such documents as require the same. Notwithstanding any provisions to the contrary contained in the By-Laws of the Association, the Board may at any time by resolution, direct the manner in which any other instruments or obligation of the Association shall or may be executed.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW XII - PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF MEETINGS. AND OTHER BOOKS AND RECORDS OF THE ASSOCIATION

1. The Board shall see that all necessary books and records of the Association required by the By-Laws of the Association or by any applicable statute or law are regularly and properly kept by the Secretary.
2. The books of account shall be kept at such place in the Province of British Columbia as the Board think fit, and shall at all times be open to inspection by the Board.
3. Unless otherwise ordered by the Board the fiscal year of the Association shall terminate on the Thirty First day of August in each year.
4. The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Association or any of them, shall be open to the inspection of members not being officers; and no member (not being an officer) shall have any right of inspecting any account or book or document of the Association except as conferred by law or authorized by the Board or by resolution of the members, whether previous notice thereof has been given or not.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW XIII - AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

1. Amendment or alteration of the Constitution or any of the By-Laws of this Association may be determined at any Annual or Special Meeting of the Association, but only by a Special Resolution.
2. No such amendments shall be made unless adopted by a vote of (3/4) three quarters of the members voting at an Annual meeting, or by a 3/4 vote at a Special Meeting.
3. Notice of any proposed amendment or alteration shall be given in writing to the Secretary at least thirty days prior to the date of the meeting at which such amendment is to be submitted and the Secretary shall advise the membership of the proposed amendment, with the notice of the meeting at which the amendment is to be considered.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW XIV-VOLUNTEER SCREENING

1. All volunteer members of the Association must complete the Volunteer Screening process. This includes completing a Volunteer Application Form, some positions may also require an interview and a criminal record check. Volunteer screening is to protect the volunteer members of the Association as well as the players of the Association.
2. All coaches, Assistant Coaches and Team Managers shall have a criminal record check at the beginning of each season. This shall be the responsibility of the President. All information gathered shall be confidential.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

BY-LAW XV – CODE OF CONDUCT

To ensure a level playing field, everyone in Victoria-Esquimalt Lacrosse Association must support the principles of fair play - fairness, integrity and respect.

Fair Play Code For Officials:

1. Officials shall 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 to 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 Code 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.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example
7. I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Code 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 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 is also important.
7. I will acknowledge all good plays/performance - 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 Code For Parents:

1. I will not force my child to participate in sports
2. I will remember that my child plays sports for his or 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.
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.

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

7. I will remember that children learn best by example. I will applaud good plays/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.

Fair Play Code For Organizers:

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, or ethnic background.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for spectators.
3. I will make sure all equipment and facilities are safe and match the athletes' abilities.
4. I will make sure 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 fair play code to spectators, coaches, athletes, officials, parents, and media.
7. I will make sure 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 Code For Spectators

1. I will remember that children play sport for their enjoyment, not mine. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the Officials decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give

VICTORIA-ESQUIMALT LACROSSE ASSOCIATION

positive comments that motivate and encourage continued effort.

5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to the coaches and league officials.
6. I will show respect for my teams opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.



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