

Langley Field Lacrosse

Operating Policy Manual

Revised: September 30, 2016

Section A: Objectives of Association

The Langley Field Lacrosse recognizes the fact that its primary aim is to provide the Players in “LFL” the opportunity to participate in the sport of Field Lacrosse. The objectives of the Association are to promote, teach and perpetuate the game of Field Lacrosse; to teach sportsmanship to the participants and emphasize the necessity of fair play; To teach mutual respect among players, coaches, officials and spectators; and To develop community spirit among all of the aforementioned persons

Section B: How Field 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 the 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 field lacrosse at a more local level. Langley Field Lacrosse is a member of the Pacific Coast Field Lacrosse League (PCFLL). The PCFLL is responsible for inter-association play of minor field lacrosse played in the Lower Mainland of BC.

Section C: Amendments

The Operating Policy of LFL may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present. Proposed amendments must be submitted to the Executive no later than fourteen (14) days prior to any regular or special meeting.

Section D: Eligibility

All players between the ages of 5 and 19, 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. This is subject to field availability and volunteer support.

It is the LFL’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 field lacrosse programs.
2. Ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis.
3. To co-operate with field 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: Registration

1. Player registration shall be taken online and comprised of:
 - a. Returning player registration
 - b. Late returning player and new player registration
 - c. Families who are in good standing with LFL and BCLA
2. All player registration forms must be completed on-line before the player plays their first league game.
3. Registration fees shall be set on a yearly basis, as determined by the budget.
4. One child per Executive member will receive a 50% discount from his/her registration (while the parent is an Executive member).
5. Any player who registers after the date, determined by the Executive each year, will be subject to a late fee of \$50.00.
6. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
 - a. Full refund upon receipt of request prior to tryouts (or the start of the season/first practice, if the player is not participating in tryouts).
 - b. Full refund, less **\$50.00**, upon receipt of request prior to the start of the first Tiering game.
 - c. 75% refund, less **\$50.00**, upon receipt of request prior to the October Thanksgiving week-end.
 - d. 50% refund, less **\$50.00**, upon receipt of request prior to November 1.
 - e. Refunds due to injury or medical reasons will be at the discretion of the Executive.
 - f. Request for refunds received on or after November 1 will be at the discretion of the Executive.
6. 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.
7. Waiting lists shall be established after:
 - a. All the returning players have registered at the regular returning player registration.
 - b. The optimum number of players has been registered (in each division) at the subsequent new/late returning player registration. The optimum number is to be established on a yearly basis, determined by factors such as available field time, availability of coaches, etc.
 - c. Maximum number of players and goalies for one team is set by the PCFLL.
8. 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.

9. Families with 3 or more children, the family will receive a 25% discount on registration fees.
10. Any player, who is not registered prior to the conclusion of Tiering, cannot play on a LFL Tier 1 team, except under extenuating circumstances and at the discretion of the Executive.
11. A player is grand fathered into LFL if they have moved out of the LFL draw zone provided they have played lacrosse in Langley, as a resident, for two or more consecutive years before moving out of the Langley draw zone. As per PCFLL guidelines
12. Any out of area player that does play for LFL, and who does not qualify under Section E - 11, must sign an out of area letter acknowledging playing status and is subject to yearly review. All out of area players must acquire a release from their association of residence prior to registering with LFL as per PCFLL guidelines.

Section F: Player Release Request

Listed below are the guidelines to be followed by the Directors when dealing with release requests:

1. Player must register with Langley before requesting release.
2. The LFL releases players only under extraordinary circumstances.
3. Players MAY BE offered a release if and when the LFL cannot provide a team for the player to play for.
4. Players will not be released if such a release results in a negative impact upon the association's ability to field teams at that level.
5. Players incapable of making a team and or playing at a particular level within the LFL will not be released to play at the same level of a competing association.
6. Players released from other associations to play for LFL will receive treatment no different than that of existing LFL players.
7. All release requests must be written and addressed to the LFL Executive.
8. Release request forms are available on the BCLA website at:
<http://bclacrosse.com/forms/player-release.doc>
or PCFLL website at:
http://pcfll.bc.ca/docs/Field_Player_Release_Request_Form.pdf#zoom=100
9. Release requests must be submitted as per PCFLL timelines.
10. All other release requests will be handled monthly or at the next scheduled Executive meeting.
11. All release requests are to be reviewed by the Board of Directors, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.

The Langley Field Lacrosse is governed by the Pacific Coast Field Lacrosse League. While the PCFLL prefers such matters to be dealt with at the association level, any questions concerning releases, not answered by your association, are best directed to the PCFLL chairperson.

Section G: Membership in the Association

* Note: This Constitution includes field and box lacrosse in Langley

1. Membership in the Association shall be in accordance with the Constitution and By-Laws of The Langley Minor Lacrosse Association, By-Law 1.
2. A membership in the association shall be considered as one vote per member.
3. A family's membership fees shall be the registration fees paid to the association each playing year.

In keeping with LFL statement of purpose, LFL has adopted the following Code of Conduct.

CODE OF CONDUCT

All individuals affiliated with LFL shall:

- a) Not use foul or negative language
- b) Shall not verbally or physically abuse 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) Develop community spirit and pride in our association
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- f) Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse
- g) Treat the game of Field Lacrosse with the respect that it deserves
- h) Take all necessary steps to report any incident involving a breach of this Code of Conduct, or any other conduct which would bring the LFL, the PCFLL and the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or the LFL official as soon as possible after any such incident, and preferably, in writing.
- i) Any LFL official receiving a report as set out in paragraph (h) above shall immediately notify the President, or such other person or persons, approved by the President **IN WRITING** of the incident giving rise to the report.
- j) All parents, players, and team officials may be required to sign a Code of Conduct prior to the start of the season each year. Managers will hand them out and they are to be returned to the Registrar
- k) All members of LFL (Executive, coaches, managers, players, and parents) shall conduct themselves in an ethical manner.
 - While representing LFL at Provincials, tournaments, and jamborees
 - before, during, and after the competition; on and off the field
 - While representing LFL at games and practices
 - from first entering the venue (parking lot) to leaving the venue
 - While representing LFL at BCLA functions
 - before during and after the event(s)
- l) All parents and players will respect team decisions
 - Particularly if decisions were based on a majority vote by the team

Any individual who conducts him or herself in the following manner will be subject to discipline:

- a) Breaches any of the above in Section G, CODE OF CONDUCT
- b) Uses their position with the LFL for unauthorized personal and/or material gains, or breaches their fiduciary duty to the LFL
- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other Association
- d) Willfully ignore or break the Constitution, 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 of our Association
- f) Is involved in any other conduct which is detrimental to the LFL or LMLA (Langley Minor Lacrosse Association), the sport of Lacrosse or the players, spectators or officials

DISCIPLINE

- a) The LFL, recognizing that it is responsible to enforce its rules to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up a discipline committee of members appointed by the President and approved by the Executive, who shall be responsible for investigating reports of a breach as set out above and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.
- b) The discipline committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegation made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.
 - The discipline committee will be composed of a panel of 3 or 5, who are not in a conflict of interest.
 - The committee will be formed at the discretion of the executive

MAINTENANCE OF ORDER

- a) Maintenance of Order within the auspices of the Association's field/fields and box/boxes 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.
- 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.

ISSUE MANAGEMENT FORM

Only written (email or letter) membership issues will be dealt with by the Executive. All issues will be addressed at the next meeting.

Section H: Management of the Association

The Board of Directors shall manage the business and affairs of the Association in accordance of the Constitution, By-Laws and Policy Manual of the Association.

Board of Directors – Elected

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

| | |
|--------------------------------|---------------|
| President | on odd years |
| 1 st Vice-President | on even years |
| 2 nd Vice-President | on odd years |
| Treasurer | on odd years |
| Secretary | on even years |
| Immediate Past President | Automatic |

Once elected, the Board of Directors shall appoint, subject to majority approval, the following Appointed Board of Directors positions on: (within 30 days after the AGM).

| | |
|-------------------------|---------------|
| Female Rep | on even years |
| Head Coach | on even years |
| Head Referee | on odd years |
| Equipment Manager | on odd years |
| Uniform Manager | on even years |
| Fundraising Coordinator | on even years |
| Referee Allocator | on even years |
| Field/Floor Allocator | on odd years |
| Registrar | on odd years |
| Team Manager Liaison | on even years |
| Tournament Coordinator | on odd years |

Club Representatives:

The Board of Directors may appoint Club Representatives, as they deem necessary for the smooth operation of our Association. The Club Representative positions are:

- School Program
- Division Coordinators
- Web Master
- Publicity/Media Relations
- Tournament Chairperson
- Field Sports Liaison

Designated Officials:

The Board of Director(s) are responsible for the selection of Designated Officials. The following positions are Designated Officials:

Coaches
Referees

Terms of Service

All Board Members shall serve for a minimum period of twelve months per term. Persons wishing to run for Director positions should be prepared to serve for two terms as Board Members. It is expected that each Board Member will attend **ALL** monthly Board Meetings and all special meetings as required. However, it is understood that Board Members may unavoidably miss some meetings between Board elections. If 3 consecutive meetings are missed, the person in question may be subject to removal from the 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 members or non-members of the Club.

Removal of Board Members

A member of the Board of Directors can be removed provided it is done according to the By-Laws of the Association. A member of the Board of Directors removed by resolution of the membership at a meeting called, at an agreed upon location, 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, to the vice-President) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Director, 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.

Voting Privileges

Elected Board of Directors, Appointed Board of Directors and Club Representatives may vote in all voting issues.

Meetings

1. Annual General and General Meetings shall be held in accordance with the By-Laws of the Association.
2. Board of Directors Meetings
 - a) Meetings of the Board of Directors should be held approximately once a month and at a regularly scheduled time and place. Directors 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 may be placed on the Agenda for discussion.
3. Annual Budget Meeting
 - a) The Board of Directors will meet annually, on a convenient date, to discuss recommendations for the yearly Budget. The Directors 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.

Association Fundraising

1. Association fundraising shall be conducted on an ongoing basis throughout each playing season.
2. The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.
3. Make fundraising mandatory for all teams. ie: Must raise a minimum of \$200.00 per team
 - I. Ideas brought forward:
 - II. Subway Cards
 - III. Gift cards
 - IV. Montana's – make lacrosse week longer?
 - V. COBs bread
 - VI. Krispy Kreme Donuts
 - VII. Raffle off Stealth Season tickets
4. Add a \$10 fee to registration fees towards a draw for Stealth tickets to be drawn at picture night. Second and Third place will receive a prize as well.

Team Fundraising

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

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

Record Checks

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer may at some time be requested to submit to a criminal records check at no cost to the individual. Individuals refusing to submit to the Criminal Record Check will be eligible for expulsion from the Association.

Criminal Record Checks can now be done on-line through eCRC On-line Services. Applicants can go to: <http://www.pssg.gov.bc.ca/criminal-records-review/eservice/index.htm> for more information and to start the process. An access code is required – this can be obtained from either the Association's President or Vice-Presidents

- If a criminal record check has already been submitted, for that year (eg. Box Lacrosse), another criminal record check is not necessary.

Section I: Board of Directors, Club Representative and Designated Representatives Responsibilities

President

1. Chair meetings at club level.
2. Oversee all general club functions.
3. Attend Pacific Coast Field Lacrosse League meetings and any other mandatory Field Lacrosse meetings.

Vice-President

1. Shall assist the President.
2. The 1st Vice-President shall act as the President in his/her absence.
3. The 2nd Vice-President shall act as the President in the absence of the President and 1st Vice-President.
4. Shall be responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers.
5. Shall be a representative of respective club volunteers as stated below to the Board of Directors.
 - a. 1st Vice-President: shall oversee administrative responsibilities of the association
 - b. 2nd Vice-President: shall oversee operational responsibilities of the association

Secretary

1. Shall keep a complete record of all meetings of the Association and of all business and correspondence transacted there, with meeting minutes distributed within a timely manner.
2. Shall ensure all statements, lists or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies
3. Shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor
4. Shall be responsible for notification of the Executive for the Executive Committee meetings.

Treasurer

1. Oversee handling of all the Association funds, writing of cheques, bank deposits, etc. coordinate and deal with monetary questions or duties with Government re: Club Casino Applications, GST Rebates, applying for licenses, etc.
2. Shall maintain a continuous record, which must be kept up to date. They shall prepare, or have prepared statements in the form of a balance sheet for the Annual General Meeting in accordance with the British Columbia Societies Act as of the current year
3. Upon leaving the position they shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor or the President.

Immediate Past President

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 for a period of one year

Female Rep

1. Shall oversee the Association's Girls' Field Lacrosse program
2. Responsible for reporting activities of Girls' Field Lacrosse to respective club volunteers

Head Coach

1. Shall be responsible for obtaining, training and supervising all coaches in the Club
2. Will administer the Criminal Record Search system for coaches and other volunteers
3. Shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
4. Will organize and participate in-group coaching meetings
5. Shall be responsible for the appointment of an Assistant Head Coach and Division Coordinators

Head Referee

1. To evaluate Association referees, at Level 1 and 2, to receive and pass on all game report information to the appropriate parties
2. To report to the Executive on the administration of all Association referees
3. Work closely with the Head Coach; reporting any discipline or assignment problems or any coaches indiscretions relating to the refereeing of games

4. Provides the Executive Committee with information relating to BCLOA rules, regulations or directives
5. Responsible for the disciplining of referees within the Association, seeking the counsel of the Head Coach
6. Requests evaluations by BCLOA instructors for referees they recommend for upgrading beyond Level 2
7. Attend Head Referee meetings

Registrar

1. Shall be responsible for the proper registration of all players in the Association.
 - a) Coordination of registration includes ordering of preprinted forms and selection of sign-up locations
2. Responsible for the records of all registered players, and passing the registration information on to BCLA and the Division Coordinators
3. Works with the Treasurer and turns over all registration fees collected post haste.
4. Shall provide reports of the total number of players registered as required by the Executive including final annual report.
5. Update membership lists.
6. Keep individual file copies of Birth Certificate, Registration Forms, and Proof of Residency for each player.
7. Delegate to Division Coordinators to phone all returning players that have not registered to remind them to register.
8. Delegate to Division Coordinators to phone all players who did not re-register with the Association to determine why they aren't returning.

Field/Floor Allocator

1. To ensure sufficient field/floor time is available
2. Communicate/liaise with the Township on usage
3. Manage field usage
 - a) Cancellations, rescheduling games and/or practices, conflicts, etc...
4. Ensure contracts are accurate, signed, and paid

Referee Allocator

1. Allocates refs for all home games.
2. Ensures all refs are properly certified appropriately
3. Ensures all refs are properly equipped.

Team manager Liaison

1. Communicates between the Association and team managers/coaches
2. Ensures all teams have referees fees for all scheduled league games
3. Co-ordinates team photos
4. Disperses game sheets to all teams

Fundraising Coordinator

1. Shall provide the Association with support for duties with regards to treasury, fundraising and general organization activities.

Equipment Manager

1. Responsible for the distribution at the beginning of the season and the collection at the end of the season of all field equipment (tents, scorekeeping equipment, chairs, cones, and nets), goalie equipment, defensive sticks, and other Association gear (banners).
2. Reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any repairs required during or after the season, and arranges for repair or replacement
3. Arranges for off-season storage

Uniform Manager

1. Responsible for the distribution at the beginning of the season and the collection at the end of the season of uniforms.
2. Reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any losses or damages during or after the season, and arranges for replacement
3. Arranges for off-season storage of uniforms

Coaches

1. Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - a) Past history with the Association
 - b) Knowledge of the game
 - c) Coaching ability
 - d) Technical qualifications (certified levels)
 - e) Temperament
2. The Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary
3. In the event there are non-parent coaches assigned to a team, any decisions regarding costs and expenses associated with the non-parent coaches will be at the discretion of the team.

Referees

1. The Association will pay 50% of the referee field fees for any regular scheduled game. Exhibition games will be the responsibility of the teams participating in those games
2. Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. The Association pays for the refereeing clinic, with the understanding that each referee referees 4 (four) games per season. If this requirement is not met, the referee is responsible to reimburse the Association

Division Coordinators

1. Actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of LFL
2. Arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
3. Registering teams for Provincial in his/her division (if applicable)
4. Coordinating evaluation sessions for division
5. Coordinating the team selection process in division
6. Overseeing day to day problems in division
7. Evaluating, with the Head Coach, coaches in division

Section J: Team Selection Guidelines

1. Player Evaluations
 - a) Player evaluations shall be conducted for each playing division from U7 to U18 each playing season, in the event there may more than one team in a division, and each registered participant should be given equal opportunity to participate
 - b) To participate in player evaluations a player must be registered with the Association, and be in good standing with LFL
 - c) Player evaluations shall be organized by the Division Coordinator and/or Head Coach
 - i. evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated
 - ii. a minimum of 2 evaluators are to be used

2. Team Selections
 - a) The number of players selected or assigned to a team will be based on recommendations made by the Head Coach, President and Division Coordinators. These recommendations will take into account the number of players registered in a division, caliber and the number of goalies available. The optimum number of players would be in accordance with PCFLL rules and regulations.
 - b) Team Selection Guidelines for U11 and above.
 - i. The intent of these selection guidelines is to ensure a fair and expedient tryout process.
 - ii. It is the goal of LFL to field the most competitive teams possible at each level in each division.
 - iii. It is the responsibility of the Division Coordinator and Division Coaches to achieve this goal.
 - iv. Guidelines to be agreed to by coaches prior to tryouts
 - v. No players at tryouts unless officially registered
 - vi. Players only to tryout with proper age group
 - vii. No player to be assigned to a Tier 1 team unless they have attended 50% of tryouts, unless the player has a certified medical exemption (Division Coordinator to arrange for attendance check) or the player has notified the Division Coordinator of a conflict.
 - viii. Late registering returning players will be subject to review of the Board of Directors and Division Coaches before being assigned to a team.
 - ix. Team selection process is to be determined by the Division Coordinator and approved by the Head Coach and President
 - x. Time extensions to selection process dates only with approval of Head Coach and Division Coordinators
 - xi. All teams – must be finalized prior to the completion of 50% of Tiering games
 - xii. There will only be one goalie per team unless LFL has more goalies than teams. The Division Coordinator will decide which team(s) is assigned second goalies
 - xiii. Division Coordinators and coaches may, if they prefer, advise players privately (by email, phone or letter personally delivered to the player), of individual players assignments. (Providing a parent is present or consulted first).
 - xiv. Coaches to obtain approval of Division Coordinator and regular coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized

- xv. Players who commit to trying out and playing “Tier 1” level lacrosse will play on the “Tier 1” team they are assigned to through the selection process. A Tier 1 selected player cannot choose to play Tier 2.
 - xvi. Tier 1, and Tier 2 level coaches are responsible for identifying to the Division Coordinator prior to the start of tryouts, any player who for any reason that coach refuses to select for their team
 - xvii. Where more than one team will compete at the same level (Tier 1 and Tier 2), the Division Coordinator will oversee the division of players between the same level teams to ensure the teams are balanced.
- c) Team Selection Process for U7 (Tyke) and U9 (Novice)
- i. The Division Coordinator will organize skill evaluations and exhibition games, scrimmages to ensure the teams are balanced

Section K: Tournaments

Provincials/Championships

The Association will pay the registration fee for any team/teams wishing to participate in a Provincial Championship. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee and any fines incurred

Section L: Awards

The LFL will select (if warranted), on an annual basis, recipients for the following awards:

1. Fair-play player from each team
2. Coach of the year
3. Volunteer of the year
4. Official of the year
5. Special recognition

Section M: Rules and Regulations

All games shall be played under the By-Laws and Competition Rules and Regulations of this Association

Cancelled Games

Games to be cancelled are the responsibility of the Home team's manager or coach. The Field Allocator must be notified ASAP; otherwise the costs are the responsibility of the offending team. Teams not canceling those games as per the PCFLL Operating Policy and LFL's Operating Policy, shall be responsible for the costs incurred for those games (field time, referee fees, and fines (incurred by an individual and/or a team))

Field Fees

1. The Association will be responsible for the Field charges for any regularly scheduled home pre-season (exhibition games), league, playoff or tournament games, as well as any Association scheduled practice or evaluation sessions.
2. Teams utilizing field time for any team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the field fees
3. Teams that fail to notify the Association (Field Allocator) of any field time to be cancelled, will be responsible to reimburse the Association for that field time, using their own team funds.

Ref Fees

The Association will be responsible for covering the ref fees for a maximum of 2 exhibition games. If the game(s) are home games, the Association will cover all ref fees. The Association will cover the cost of one ref fee for away games.

Section N: Financial and Banking Matters

Finances

1. 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 President, with input from the Directors as to the needs of the Association in the forthcoming year
2. The Association shall apply for "Gaming" ("Casino") on a yearly basis. A Director should complete the Casino Application and/or the Fundraising Coordinator with input from the Treasurer as to budget needs
3. The funds required by the Association shall be obtained by whatever means the Executive shall see fit and shall be disbursed by their discretion
4. The funds of the Association that are not required for immediate use may be kept on deposit in a bank
5. Major purchases for equipment must be tendered, preferably within the Association boundaries, whenever possible
6. All Association cheques must be signed by two (2) signing officers out of three (3)
7. Signing officers (Treasurer, President, and Vice-President)

Expenses

1. General operating expenses (office and administrative expenses), need only be authorized by the Board of Directors
2. Expenses over \$50 not identified in the annual Budget requires a majority vote by the Executive
3. Meeting expenses will be covered by the Budget

Budget

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership
2. The President and Treasurer shall prepare the budget, with input from the Directors as to the needs of the Association in the forthcoming year
3. The budget may be revised periodically during the operating season should circumstances require
4. The revised budget must be approved by a majority vote of the Directors before implementation

Banking

1. The Association Treasurer upon commencement of their term of office will establish a “General Operating” bank account
2. The general operating account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures
3. The Treasurer at the commencement of their term of office will establish a “Gaming” bank account.
4. The gaming account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures.
5. Disbursements from the Gaming account must be in accordance with the terms and conditions for “Charitable Gaming and Access to Gaming Revenue”.

Revenue

1. The Association shall apply for “Gaming Funds” on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Directors and the Fundraising Coordinator as to the budget needs. Funds received from the Gaming Commission will be deposited into the “Gaming” bank account.
2. General Operating account will receive revenue from:
 - a) Registration in accordance with the rates established at the AGM
 - b) Booster Booth sales
 - c) Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account
 - d) Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue unless deemed “Team Fundraising Funds” by the Fundraising Coordinator
 - e) Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions
 - f) Miscellaneous Revenue. All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue

Disbursements

All receipts obtained for use of general operating funds or “gaming” funds must be retained for a period of seven (7) years

1. General & Administrative:
 - a) Require authorization of two (2) or the three (3) signing officers
 - b) Routine budgeted expenses under \$750 may be disbursed on a routine basis without a majority vote of the Directors
 - c) Budgeted expenses in excess of \$750 will require a majority vote of the Directors
 - d) Capital Acquisitions
 - e) Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life
 - f) Capital acquisitions are the sole property of LFL
 - g) Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association
 - h) Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership
 - i) Such funds in the case of Capital Plans must be identified and secured
 - j) The Association must be advised of the intended disbursements of team capital acquisitions. Such disbursement must be voted on by the team in question and recorded for the Association.

2. Bursary
 - a) A \$1,000 bursary will be awarded to a graduating U18 player who is currently registered in our U18 program.

The players must have good lacrosse ability, demonstrate good sportsmanship, hold a 2.5 minimum GPA, and give back to the sport of field lacrosse through coaching and/or refereeing.

A lacrosse portfolio (community field lacrosse only) and include a recent transcript of your grades, along with three (3) letters of reference from, for example, coaches, teachers, parents of players you coach, your association head referee, etc..., it be forwarded to the Langley Field Executive.

Application packages must be received by the LFL executive no later than July 1st of the player’s graduating year. The bursary recipient will be announced at the LFL AGM.

**** NOTE:** The bursary will be paid to the recipient upon receipt of proof of payment to a post-secondary program including, but not limited to, university, trade school, fire academy or college.

Also, all bursary monies must be redeemed no later than December 31st of the year following the award announcement.

3. Langley Field Lacrosse AGM
 - a) Expenses shall be drawn from the general operating account

4. BCLA AGM and Field Directorate Special Session
 - a) Expenses shall be drawn from the general operating account and The Association shall cover the expenses of voting members
 - b) Attending the BCLA AGM in representation of the Association. Expenses shall include:
 - i. Fares and/or ferry at actual cost
 - ii. A gas per diem will be provided at \$0.30/kilometer
 - iii. A food allowance of up to \$75.00, for the duration of the AGM, will be provided, upon submission of receipts
 - iv. Awards Banquet at actual cost (Delegate Only)
 - v. Accommodations at actual cost providing they are the official accommodations
 - vi. The Association will cover the cost of a basic/standard room per delegate
 - vii. Expenses not included in the above would have to be authorized by a majority vote of the Directors
 - viii. Selection of the Association Representative(s) for the BCLA AGM will be by the President