

VICTORIA ESQUIMALT LACROSSE

teamwork . friendship . fitness . commitment

www.velacrosse.com



President

- *be responsible for the administration of the Association*
- *is the chief executive officer of the Association and shall supervise the other officers in the execution of their duties*
- *ensure that all Executive Committee members are made aware of their duties*
- *represent VELA at specific meetings such as, Vancouver Island Minor Lacrosse Commission (VIMLC) meetings and the BC Lacrosse Association (BCLA) Annual General Meeting*
- *if the President is unable to carry out his/her duties, he/she shall appoint a Vice-President to do so;*
- *preside all meetings of the Association and its Executive Committee*
- *at any time convene a meeting of the Executive Committee*
- *shall be primarily responsible for the development and maintenance of the programs of the Association;*
- *be an ex-officio member of all committees*
- *prepare a report for the Annual General Meeting (VELA AGM)*
- *have a past-President available to support the new President where needed*

Vice President 1

- *act as the contact person between the Mini Tyke, Tyke and Novice teams in our association and bring their concerns to our executive, if needed*
- *ensure all coaches, often new to the association and/or lacrosse, have everything they need to begin and carry out their season successfully (balls, jerseys, pinnies, etc.)*
- *ensure all new coaches understand how to set up and operate score clock and other game day protocol before the first game of the season*
- *carry out the duties of the president in their absence*
- *serve on any committee of the Association at the discretion of the President*
- *perform other related duties as required*

Vice President 2

- *act as the contact person between the Pee wee, Bantam and/or Midget teams in our association and bring their concerns to our executive, if needed*
- *deals with VIMLA on behalf of VELA regarding the Pee wee, Bantam and Midget teams*

- *carry out the duties of the president during the absence of both the president and 1st vice president*
- *serve on any committee of the Association at the discretion of the President*
- *perform other related duties as required*

Secretary

- *conduct the correspondence of the Association which is to be promptly and properly recorded and file copies made readily available to the Executive Committee*
- *issue notices of meetings of the Association and Executive Committee*
- *keep minutes of all meetings of the Association and Executive Committee ensuring the minutes are signed by the president. Meetings take place approximately 9 – 10 times per year*
- *have custody of all records and documents of the Association except those required to be kept by the treasurer*
- *on completion of the term of office turn over all files, communications and documents pertaining to the affairs of the Association to a successor*
- *perform other related duties as required*

Treasurer

- *keep financial records, including books of account, necessary to comply with the Society Act; These books shall be kept accurately, up to date and readily available for audit if and when necessary*
- *render financial statements to the Executive Committee, members and others monthly*
- *ensure that all funds received in the name of the Association are deposited into accounts held at a financial institution*
- *ensure that all bills owed by the Association are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and President or, in absence, the Vice-President. Management of Non-General Revenue*
- *Apply for Provincial Gaming grants annually*
- *Apply or oversee team managers apply for any applicable Gaming licences (for 50/50's etc.) and fill out Gaming Return forms following event*
- *Accounts may be delegated to other Executive Committee members at the discretion of the Treasurer and with approval of the President*
- *present a detailed statement of the finances of the Association at the Association's Annual General Meeting*
- *perform other related duties as required*

Registrar

- *maintain a record of all playing members*
- *be responsible for the annual registration of all playing members, and teams team officials with the BCLA*
- *provide coaches with team lists with contact information*
- *update BCLA player database as required*
- *collect and record receipt of registration funds and relay to treasurer*
- *advise the Treasurer of any refunds to be made*
- *perform other related duties as required*

Equipment Manager

- *take inventory of entire equipment at VELA storage area*
- *bring to the attention of the Executive Committee any equipment which is damaged, worn out or in need of replacement*
- *sign out all required equipment to the respective coaches of every team in the association at the beginning of the season (includes game jerseys, balls, pinnies, goalie equipment, etc...)*
- *ensure all goals used by VELA are adequate and in good order (includes mesh and framework)*
- *ensure the condition of Bullen Box is ready to be used at the start of the season (doors, locks, boards, etc.)*
- *test the scoreboard and shot clocks at Bullen Box & ensure both are in good working order at the beginning of the season*
- *perform other related duties as required*

Coaching Coordinator

- *prepare a list of persons recommended to coach teams in the Association from Mini Tyke through Junior B and submit this list to the Executive Committee for ratification prior to commencement of league play;*
- *liaise with the Zone 6 Head Coach, BCLA, BCLCA and other Head Coaches to provide coaching clinics for coaches prior to the commencement of league play*
- *ensure that all coaches maintain a high caliber of coaching throughout the season*
- *counsel any coach, manager or trainer who displays conduct unbecoming a team official while representing the Association*
- *recommend to the Executive Committee, with explanation, any coach, manager or trainer who should be removed from position for cause*
- *liaise with the appointed Division Commissioners when disciplinary action is required*
- *maintain a register of coaches and their levels of certification for submission to BCLA*
- *perform other related duties as required*

Floor Allocator

- *act as the liaison of communication between the scheduler for the league and our association coaches and managers*
- *Collect and communicate 'black out' scheduling times from all teams in our association due to tournaments and team picture day*
- *ensure that Head Coach, Head Referee and all coaches receive copies of league schedules*
- *allocate practice times on an equitable basis*
- *standardize practice times to ensure maximum use of facilities*
- *schedule all meetings and floor times with the scheduler of Esquimalt Parks and Recreation (Archie Browning & Bullen Park Box), City of Victoria outdoor parks and permits (Topaz), & the City of Victoria indoor rentals and permits (Save-On) as required*
- *ensure with guidance from the Tournament Coordinator all facilities required for tournaments are booked &/or cleared from other teams schedules*
- *ensure all facilities are paid for at the conclusion of the season by forwarding the appropriate rental contracts to the Treasurer*
- *perform other related duties as required*

Website Coordinator

- *Keep the website up to date with regards to teams, executive members, news articles, sponsorship information and any of the web-pages that are not team-specific*
- *Provide website assistance as required*
- *Communicate with Team Pages regarding website issues*
- *Update the user guide as required*

Manager Coordinator

- *Yearly review of the managers binder and revise as required*
- *Hold a team managers' meeting to discuss and review responsibilities & protocol*
- *Distribute manager binders and game sheets*
- *Connect and provide guidance to the manager throughout the season, where necessary*
- *Ensure game sheets are being sent to the respective commissioners*
- *Retrieve binders at the end of season*

Referee Allocator

- *Determine accreditation & schedule of availability of referee's for coming season (based off previous season)*
- *Facilitate re-certification for any VELA referee's that require & who they would like to observe referee certain games (in preparation of playoff games as required)*
- *Maintain a current game schedule (to be received from Floor Allocator)*
- *Schedule referees to games that match their level and ability of certification, ideally 1 to 2 weeks in advance*
- *Be aware, and act where needed, of changing schedules, in event of rain or, rescheduled games*
- *Communicate with Mini-Tyke and Novice team managers regarding VELA hosted tournament schedules in June*
- *Ideally reconfirm with refs on game days & be accessible for last minute cancellations*
- *Debrief with referee's at end of the season to summarize the season & determine possible improvements for coming season*
- *Perform other related duties if required*

Team Managers

- *Be the main point of communication between the coach(es) and the parents of the team*
- *Pay referees for every home game. Fees provided from the VELA treasurer at the beginning of the season*
- *Submit game sheets for all home games to specified commissioner of the division*
- *Determine with the coach who will update the calendar of the association website to list all practices, games & tournaments*
- *Establish a rotation with the parents for operating the score clocks and recording the score sheets (two parents required per home game)*
- *Communicate with referee allocator with all game changes and cancellations (weather, etc.) – beyond the original game schedule*
- *Communicate with the floor allocator for any schedule change requests (both practices and games) – beyond the given rotation*

Tournament Coordinator

- *VELA hosts two tournaments per season; Mini-Tyke & Novice*
- *Ensure tournaments meet BCLA's sanctions – completed in January*
- *Oversee the appropriate actions are taken on by host teams. (i.e. tournament organizer from each team)*
- *Ensure gaming licences are purchased for a 'revenue earning' options in the tournament*
- *Ensure the gaming licence completion reports are filed after tournament is completed*
- *Act as the liaison between the teams hosting the tournament and the association*