

Burnaby Field Lacrosse Club Operating Policy 2023/2024

1 Objectives of the Burnaby Field Lacrosse Club

- 1.1 The Burnaby Field Lacrosse Club herein to be identified as "BFLC" recognizes the fact that its primary aim is to provide the youth players registered with the BFLC the opportunity to participate in the sport of Field Lacrosse. The objectives of the BFLC are to promote, teach and perpetuate the game of Field Lacrosse; to teach teamwork, 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 the aforementioned persons.

2 How the Burnaby Field Lacrosse Club (BFLC) is operated in British Columbia.

- 2.1 The BFLC operates 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 and club's local level. The BFLC is a member of the Pacific Coast Field Lacrosse League (PCFLL). The PCFLL collects dues from member associations and clubs. The PCFLL is responsible for inter- association play of youth field lacrosse played in the Lower Mainland of BC along with Provincial Championships.

3 Amendments

- 3.1 The Operating Policy of BFLC may be Changed by a simple majority vote of the Executive at any regular AGM or special meeting if a quorum of three is present. Proposed amendments must be submitted to the Executive no later than fourteen (14) days prior to any regular or special meeting.

4 Player Eligibility

- 4.1 As of September 2016, all players between the ages of 6 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. This is subject to field availability and volunteer support.
- 4.2 A player must register within the boundaries of the community, city, district for which they reside.
- 4.3 It is the BFLC's policy and practice to treat all our members with equality, regardless of gender, in all respects, including, but not limited to the following:
- 4.3.1 Ensuring that the achievement of equal opportunity in a key consideration when developing, updating, or delivering field lacrosse programs.
 - 4.3.2 Ensuring that the needs and concerns of all genders are identified, promoted, and supported on an equitable basis.
 - 4.3.3 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 youth female and male athletes in our programs.

5 Player Registration

- 5.1 Player registration shall be online only prior to the playing season. These registrations shall be comprised of:
 - 5.1.1 Returning player registration
 - 5.1.2 Late returning player and new player registration
 - 5.1.3 Families who are in good standing with BFLC
- 5.2 Registration fees shall be set on a yearly basis, as determined by the yearly financial budget.
- 5.3 Late registration fees will be as posted on registration website.
- 5.4 Refunds of registration fees must be applied for in writing electronically to the club registrar and are subject to the following:
 - 5.4.1 Full refund upon receipt of request prior to the start of the season/first practice.
 - 5.4.2 Full refund, less \$50.00, upon receipt of request prior to the start of the first tiering game.
 - 5.4.3 75% refund, less \$50.00, upon receipt of request prior to the October Thanksgiving weekend.
 - 5.4.4 50% refund, less \$50.00, upon receipt of request prior to November 1.
 - 5.4.5 Refunds due to injury or medical reasons will be at the discretion of the BFLC Executive Board of Directors.
- 5.5 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.
- 5.6 Waiting lists shall be established after:
 - 5.6.1 All the returning players have registered at the regular returning player registration.
 - 5.6.2 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.
 - 5.6.3 The maximum number of players and goalies for one team is aligned with PCFLL, which currently is 25 for youth and 20 for female. However, only 23 youth and 18 females can dress for a game. Further, Provincial Champion rosters are limited to maximum team size.
- 5.7 A sibling, whose family is currently a member of the BFLC, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
- 5.8 Families with 3 or more children, the family will receive a 50% discount on registration fees for the third child.
- 5.9 Any player who is not registered prior to the conclusion of tiering, cannot play on a BFLC

Tier 1 team, except under extenuating circumstances and at the discretion of the BFLC Executive Board of Directors.

5.10 A player is grandfathered into BFLC if they have moved out of the BFLC zone provided they have played field lacrosse in Burnaby as a resident for two or more consecutive years before moving out of the Burnaby zone, as per the PCFLL guidelines.

5.11 Any out of area player that does play for BFLC, and who does not qualify under Section 3.2.8, 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 BFLC as per PCFLL guidelines.

6 Player Release Request

6.1 Listed below are the guidelines to be followed by the BFLC Executive Board of Directors when dealing with release requests:

6.1.1 Players must register with BFLC before requesting release.

6.1.2 The BFLC releases players only under extraordinary circumstances.

6.1.3 Players may be offered a release if and when the BFLC cannot provide a team for the player to play for.

6.1.4 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.

6.1.5 Players released from other associations to play for BFLC will receive treatment no different than that of existing BFLC players.

6.1.6 All release requests must be given to the BFLC Executive Board of Directors in written electronic form addressed to the BFLC Executive Board of Directors in a timely manner accepted by the BFLC Executive Board of Members.

6.1.7 Release request forms are available on the BCLA website at:
<http://bclacrosse.com/forms/player-release.doc>

6.1.8 Release requests must be submitted as per PCFLL timelines.

6.1.9 All other release requests will be handled monthly or at the next scheduled Executive meeting.

6.1.10 All release requests are to be reviewed by the BFLC Executive Board of Directors, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.

6.1.11 The Burnaby Field Lacrosse Club 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 the BFLC, are best directed to the PCFLL chairperson.

7 Membership in the Association

7.1 In accordance with our Constitution and is directed only to the Burnaby Field Lacrosse Club and its membership.

7.2 Membership in the BFLC shall be in accordance with the Constitution and By-Laws of

Burnaby Field Lacrosse Club, By-Law 1.

7.3 Membership in the BFLC shall be considered as one vote per member.

7.4 A family's membership fees shall be the registration fees paid to the association each playing year.

8 Code of Conduct

8.1 All individuals affiliated with the BFLC including Players, Parents, Coaches and Extended Family and Friends who are active as spectators shall:

8.1.1 Not use foul or negative language, verbally or physically abuse any coach, game official, participant, or spectator, regardless of association or circumstance.

8.1.2 Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants, and spectators, regardless of association or circumstance.

8.1.3 Develop community spirit and pride in our association. Respect all field lacrosse facilities utilized by our Association, as well as any staff of those facilities.

8.1.4 Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse.

8.1.5 Treat the game of Field Lacrosse with the respect that it deserves.

8.1.6 Take all necessary steps to report any incident involving a breach of this Code of Conduct, or any other conduct which would bring the BFLC, the PCFLL and or BCLA or the sport itself into disrepute. Such a report should be made to a coach, team manager or a BFLC Executive Board Member as soon as possible after any such incident, and preferably, in writing.

8.2 Any BFLC Executive Board Member upon receiving a report as set out in section 8.1.6 shall immediately notify the BFLC President, or such other person or persons, approved by the BFLC President IN WRITING of the incident giving rise to the report.

8.3 All parents, players, and team officials will 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 who in turn shall hand a copy of the Code of Conducts to the Club Secretary.

8.4 All members of BFLC (Executive Directors, coaches, managers, players, and parents) shall conduct themselves in an ethical manner in the following situations:

8.4.1 While representing the BFLC at games and practices or from first entering the venue (parking lot) to leaving the venue

8.4.2 While representing the BFLC at Provincials, tournaments, and jamborees or immediately before, during, and after the competition; on and off the field.

8.4.3 While representing the BFLC at BCLA functions or before during and after the event(s).

8.5 All parents and players will respect team decisions particularly if decisions were based

on a majority vote by the team.

8.6 Any individual who conducts him or herself in the following manner will be subject to BFLC Discipline Committee:

- 8.6.1 Breaches any part of the CODE OF CONDUCT.
- 8.6.2 Uses their position with the BFLC for unauthorized personal and/or material gains or breaches their fiduciary duty to the BFLC.
- 8.6.3 Any member or guest of the BFLC who willfully circulates false or malicious statements, derogatory statements of any other member or Association.
- 8.6.4 Willfully ignore or break the By-Laws, Policies and/or rules.
- 8.6.5 Counsel others to ignore or break the BFLC Constitution, By-Laws Policies and/or rules or regulations of the PCFLL or BCLA.
- 8.6.6 Is involved in any other conduct which is detrimental to the BFLC, PCFLL, BCLA and the sport of Lacrosse or the 'players, spectators, or officials.

9 Discipline

9.1 The BFLC, recognizing that it is responsible to enforce its own rules and rules of the PCFLL to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up an internal BFLC discipline committee of members appointed by the BFLC President and approved by the BFLC Executive Board of Directors, who shall be responsible for investigating reports of a breach of our code of conduct as set out in section 8 and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.

9.2 The committee will be formed at the discretion of the Executive Board of Directors.

9.3 The BFLC Executive of Directors must appoint 1 other individual as secretary for the purposes of recording the meeting.

9.4 The Secretary appointed shall not hold any voting rights, the purpose is to record the meeting.

9.5 The discipline committee shall allow a person who may be affected by its decision the opportunity to respond to any allegations made against them and may set up its own rules and procedures to ensure both fairness and expediency in its functions. The rules and procedures must be reviewed by the BFLC Executive Board of Directors to ensure fairness to the person who may be affected by the decision of the committee.

9.6 The discipline committee will be composed of a panel of a minimum of 3 individuals, up to a maximum of 5 individuals, who are not in a conflict of interest. The committee shall appoint 1 individual to chair the committee and hold the deciding vote to decide a tie.

9.7 The Discipline Committee shall seek previous precedent measures taken by the BFLC for similar breaches of the code of conduct if any.

10 Maintenance Of Order

10.1 Maintenance of Order within the auspices of the club's fields shall be the responsibility of the home team's coach/coaches, managers and/or any BFLC Executive Board of

Director member that is present at the time.

10.2 They shall have the authority to request that the person/persons responsible for any disruption cease and desist or be asked to vacate the premises of the Club premises when in use. Should a BFLC member be responsible for the disruption, he/she shall face the possibility of suspension from the BFLC.

10.3 Maintenance of Order outside of Club premises (other playing fields) shall be the responsibility of every BFLC. Any member reported for disruption of maintenance of order shall face the possibility of the BFLC Discipline Committee.

11 Issue Management Form

11.1 Only written (email or letter) membership issues brought forth to the BFLC Board of Executives will be dealt with by the Executive, all issues will be addressed at the next meeting.

11.2 Extra ordinary topics shall be addressed with a special session of the BFLC Board of Executive in a timely manner.

12 Management of the Club

12.1 The Executive Board of Directors shall conduct and manage the business and affairs of the BFLC in accordance of the Constitution, By-Laws and Policy Manual of the Club.

12.2 The Executive Board of Officers / Directors shall consist of elected members. The Elected Board Members shall be elected as follows:

- President (Officer) on even years — Two-year term.
- 1st Vice-President (Officer) on even odd years — Two-year term. 2nd Vice President (Officer) - yearly — one year term.
- Treasurer (Officer) on odd years — Two-year term.
- Secretary (Officer) — yearly — One year term.
- Immediate Past President Automatic — One year assisting newly elected President.
- Director — at — Large — yearly - One year term.

13 Appointments

13.1 The Executive Board of Officers / Directors may appoint Club Representatives, as they deem necessary for the operation of the BFLC. The Club appointed positions are as follows, but not limited to:

- Registrar: appointed yearly.
- Female Representative - appointed yearly. Equipment Manager - appointed yearly. Uniform Manager — appointed yearly.
- Fundraising Co-Ordinator - appointed yearly. School Program - yearly.
- Division Coordinators - yearly.
- Web Master — yearly.

- Publicity/Media Relations - yearly (Currently BFLC President.) Tournament Chairperson — yearly.
- Field Sports Liaison — yearly (Currently BFLC President.)

14 Designated Officials:

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

- Coaches - Head Coach — yearly.
- Referees — Head Referee - yearly.

15 Terms of Service

15.1 All Board Members shall serve for a minimum period of twelve months per term, however some positions require a two year term. It is expected that each Board Member will attend all monthly Executive Board Meetings and all special meetings as required. However, it is understood that Executive Members may unavoidably miss some meetings between Executive elections. If 4 consecutive meetings are missed, the person in question may be subject to removal.

16 Designation of Officers, Directors, Appointments

16.1 It is understood that from time to time, an individual who is an Officer, Director or an appointed representative may have the need to resign their position and role associated with the BFLC.

16.2 The Individual who decides to resign their position and role shall do so in the following manners to the BFLC President:

- Written form (Hand, Email)
- Verbal communication (in-person, Phone)

16.3 Should an individual who is an Officer, Director or appointed representative indicate that they may not like to continue their position and role for whatever reason, they shall be deemed to have given a verbal resignation.

16.4 The Executive Board President shall accept the resignation without delay and follow up the resignation with a written letter to ensure a clear line of communication has been provided.

17 Filling Vacancies

17.1 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.

18 Appointing Committees

18.1 18.1 The Board of Directors shall have the power to appoint special committees from members or non—members of the Club.

19 Removal of Board Members

19.1 A member of the Board of Directors can be removed provided it is done according to the By-Laws of the BFLC. 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.

20 Conflict of Interest

20.1 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.

21 Voting on Decisions and Privileges

21.1 All voting issues are to follow the By-Laws of the Association.

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

22 Meetings

22.1 Annual General Meetings shall be held in accordance with the By-Laws of the BFLC. Members shall be notified with a minimum of two (2) weeks' notice.

22.2 Meetings of the Board of Directors should be held approximately once a month and at a regularly scheduled time and place. Officers and 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 BFLC President or his delegate in order that it may be placed on the agenda for discussion.

22.3 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 Club President and Treasurer shall form and estimate the Annual Budget for the next season and will utilize these recommendations:

23 BFLC Fundraising

23.1 BFLC fundraising shall be conducted on an ongoing basis throughout each playing season.

23.2 The type and extent of the fundraising shall be determined by the Directors, based on recommendations from a Fundraising Coordinator to best suit the financial and philosophical needs of the BFLC.

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

24 Criminal Record Checks

- 24.1 Individuals belonging to the BFLC should be advised that anyone in the capacity of volunteering with minors shall be requested to submit to criminal records check at no cost to the individual. Individuals refusing to submit to the Criminal Record Check will be ineligible to participate with any team within the BFLC. If a criminal record check has already been submitted for that year, another criminal record check is not necessary.

25 Board of Directors, Club Representative and Designated Representatives Responsibilities

- 25.1 President: Chair meetings at club level. Oversee all general Club functions. Attend PCFLL meetings and any other mandatory Field Lacrosse meetings such as Field Directorate meetings and BCLA meetings. Will administer the Criminal Record Search system for coaches and other volunteers. Will oversee other responsibilities as required pertaining to the BFLC.
- 25.2 Vice-President: Shall assist the President in the performance of his/her duties. The Vice-President shall act as the President in his/her absence. Responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers. Representative of respective club volunteers.
- 25.3 Secretary: Shall keep a complete record of all meetings of the BFLC and of all business and correspondence transacted there, with meeting minutes distributed within a timely manner. Shall ensure all statements, lists or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies. Shall turn over all files, communications and documents pertaining to the affairs of the BFLC to their successor. Shall be responsible for notification of the Executive for the Executive Committee meetings.
- 25.4 Treasurer: Oversee handling of all the BFLC funds, writing of cheques, bank deposits, etc. coordinate and deal with monetary questions or duties with Government re: Gaming Grant Applications, GST Rebates, applying for licenses, etc. 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. 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.
- 25.5 Immediate Past President: The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the Newly Elected President both actively, if required by the Newly elected President and in an advisory capacity when requested by the Newly Elected President, or any Board of Director or Club Representative for a period of one year.
- 25.6 Female Representative: Shall oversee the Association's Girls' Field Lacrosse program. Be responsible for reporting activities of Girls' Field Lacrosse to respective club volunteers and Executive Board Members.
- 25.7 BFLC Head Coach: Shall be responsible for obtaining, training, and supervising all coaches in the Club at his/her discretion. Will administer the Criminal Record Search system for coaches and other volunteers. Shall arrange for and/or give clinics and

training programs where needed and disseminate information when appropriate to assist coaches. Will organize and participate in-group coaching meetings. Shall obtain and present to the President Provincial Declarations. Shall be responsible for the appointment of an Assistant Head Coach should it deem necessary.

- 25.8 BFLC Head Referee: To evaluate Association referees, at Level 1 and 2, to receive and pass on all game report information to the appropriate parties. To report to the Executive on the administration of all BFLC referees. Work closely with the Head Coach; reporting any discipline or assignment problems or any coaches' indiscretions relating to games. Provides the Executive Board with information relating to Field Lacrosse rules, regulations or directives which may have changed year to year. Attends Referee Association meetings.
- 25.9 Registrar: Shall be responsible for the proper registration of all players within the BFLC. Coordination of registration includes organizing online registration. Responsible for the records of all registered players and passing the registration information on to the PCFL and BCLA and the Head Coach of each individual team. Works with the Treasurer and turns over all registration fees collected post haste. Shall provide reports of the total number of players registered as required by the Executive including final annual report. Update membership lists. Keep individual file copies of Birth Certificate, Registration Forms, and Proof of Residency for each player.
- 25.10 Field Allocator: Communicate/liaise with the City of Burnaby on usage, to ensure sufficient field time is available. Manage field usage, including cancellations. Ensure contracts are accurate, signed, and paid.
- 25.11 Fundraising Coordinator: Shall provide the BFLC with support for duties with regards to treasury, fundraising and general organization of activities.
- 25.12 Equipment Manager: 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 BFLC gear (banners). 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. Arranges for off- season storage.
- 25.13 Uniform Manager: Responsible for the distribution at the beginning of the season and the collection at the end of the season of uniforms, with the assistance of the individual Team Managers. 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. Arranges for off-season storage of uniforms.
- 25.14 Coaches: Coaching positions within the BFLC ranks will be filled using the following criteria as guidelines:
- Technical qualifications (certified levels)
 - History with the BFLC
 - Knowledge of the game
 - Coaching ability
 - Temperament

25.15 Head Coach: Will assign coaching positions. The Head Coach and/or Executive Board Members 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.

25.16 Non-parent Coaching: In the event there are non-parent coaches assigned to a team, any decisions regarding costs and expenses which may be associated with the non-parent coaches will be at the discretion of the BFLC Executive Board Members.

26 Referees / Umpires:

26.1 The BFLC will pay 50% of the referee / Umpire field fees for any regular scheduled game. Exhibition games will be the responsibility of the teams participating in those games.

26.2 Referees / Umpires must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. The Association pays for the refereeing clinic.

27 Team Selection Guidelines:

27.1 Player Evaluations

27.1.1 Player evaluations shall be conducted for each playing division from U8 to U19 each playing season. In the event there may be more than one team in a division, each registered participant should be given equal opportunity to participate.

27.1.2 To participate in player evaluations, a player must be registered with the BFLC and be in good standing with BFLC.

27.1.3 Player evaluations shall be organized by the BFLC Head Coach / Assistant Head Coach.

27.1.4 Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated

27.1.5 A minimum of 2 evaluators are to be used.

27.2 Team Selections

27.3 The number of players selected or assigned to a team will be based on recommendations made by the Head Coach, President, and Individual Team Head Coach. These recommendations will consider 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.

27.4 Team Selection Guidelines for U11 and above.

27.4.1 The intent of these selection guidelines is to ensure a fair and expedient tryout process.

27.4.2 It is the goal of the BFLC to field the most competitive teams possible at each level in each division.

27.4.3 It is the responsibility of the Head Coach and Division Coaches to achieve this goal.

27.4.4 Guidelines to be agreed to by coaches prior to tryouts.

- 27.4.5 No players at tryouts unless officially registered.
 - 27.4.6 Players only tryout with proper age group.
 - 27.4.7 No player is to be assigned to a Tier 1 team unless they have attended 50% of tryouts, unless the player has a certified medical exemption (Register to arrange for attendance check) or the player has notified the BFLC Head Coach of a conflict.
 - 27.4.8 Late registering returning players will be subject to review by the Board of Directors and Division Coaches before being assigned to a team.
 - 27.4.9 Team selection process is to be determined by the Evaluators and approved by the BFLC Head Coach and BFLC President.
 - 27.4.10 Time extensions to selection process dates only with approval of BFLC Head Coach and BFLC President.
 - 27.4.11 All teams - must be finalized prior to the completion of 50% of Tiering games.
 - 27.4.12 There will only be one goalie per team unless the BFLC has more goalies than teams. The BFLC Head Coach will decide which team(s) is assigned second goalies.
 - 27.4.13 BFLC Head Coach and Divisional 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).
 - 27.4.14 Divisional Coaches are to obtain approval of BFLC Head Coach and regular coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized.
 - 27.4.15 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.
 - 27.4.16 Tier 1 and Tier 2 level coaches are responsible for identifying to the BFLC Head Coach prior to the start of tryouts, any player who for any reason that coach refuses to select for their team.
 - 27.4.17 Where more than one team will compete at the same level (Tier 1 and Tier 2), the BFLC Head Coach will oversee the division of players between the same level teams to ensure the teams are balanced.
- 27.5 Team Selection Process for U7 and U9
- 27.5.1 The BFLC Head Coach will organize, with the assistance of the Divisional Coaches skill evaluations and exhibition games, scrimmages to ensure the teams are balanced.

28 Tournaments:

- 28.1 Provincials/Championships, the BFLC 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 BFLC, will be expected to reimburse the BFLC the full cost of the Provincial fee and any fines incurred.

29 Awards

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

- Most inspirational player
- Coach of the year
- Volunteer of the year
- Official of the year
- Special recognition

30 Rules and Regulations

30.1 All games shall be played under the By-Laws and Competition Rules and Regulations of the BFLC, PCFLL, Field Directorate and BCLA.

31 Cancelled Games

31.1 Games to be cancelled are the responsibility of the home team's manager or coach. The Field Allocator, commissioner and head referee 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 BFLC 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)).

32 Field Fees

32.1 The BFLC 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 BFLC scheduled practice or evaluation sessions.

32.2 Teams utilizing field time for any additional team practices or other self-scheduled purpose will be expected to reimburse the BFLC, unless the BFLC has waived the field fees.

32.3 Teams that fail to notify the BFLC (Field Allocator) of any field time to be cancelled will be responsible to reimburse the BFLC for that field time, using their own team funds.

33 Financial and Banking Matters

33.1 Finances

33.1.1 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 Treasurer and President, with input from the Directors as to the needs of the BFLC in the forthcoming year.

33.1.2 The BFLC shall apply for "Gaming Grant" on a yearly basis. An Officer of the BFLC will be appointed to complete the Gaming Grant Application and/or the

Fundraising Coordinator with input from the Treasurer as to budget needs.

33.1.3 The funds required by the BFLC shall be obtained by whatever means the Executive sees fit and shall be disbursed by their discretion.

33.1.4 The funds of the BFLC that are not required for immediate use may be kept on deposit in a bank.

33.1.5 Major purchases for equipment must be tendered, preferably within the BFLC boundaries, whenever possible.

33.1.6 All Association cheques must be signed by two (2) signing officers.

33.1.7 Signing officers (Treasurer, President, and Past-President).

33.2 Expenses

33.2.1 General operating expenses (office and administrative expenses), need only be authorized by the Board of Directors

33.2.2 Expenses over \$50 not identified in the annual Budget require a majority vote by the Executive.

33.2.3 Meeting expenses will be covered by the Budget.

33.3 Budget

33.3.1 A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.

33.3.2 The President and Treasurer shall prepare the budget, with input from the Directors as to the needs of the BFLC in the forthcoming year.

33.3.3 The budget may be revised periodically during the operating season should circumstances require.

33.3.4 The revised budget must be approved by a majority vote of the Directors before implementation.

33.4 Banking

33.4.1 The BFLC Treasurer upon commencement of their term of office will establish a "General Operating" bank account.

33.4.2 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.

33.4.3 The Treasurer at the commencement of their term of office will establish a "Gaming" bank account.

33.4.4 The gaming account will have one (1) signing officer, which may be the Treasurer or President.

33.4.5 Disbursements from the Gaming account must be in accordance with the terms and conditions for "Charitable Gaming and Access to Gaming Revenue".

33.5 Revenue

33.5.1 The BFLC shall apply for "Gaming Funds" on an annual basis. The President assigned Officer and the Coordinator as to the budget needs. Funds received

from the Gaming Commission will be deposited into the "Gaming" bank account.

33.5.2 General Operating account will receive revenue from:

- Registration in accordance with the rates established at the AGM,
- Booster Booth sales,
- Tournament and Program Revenues. All excess revenues generated for BFLC hosted Tournaments or BFLC hosted Programs will be deposited into the general operating account.
- Fundraising Revenue. All funds generated by the BFLC must form part of the general operating revenue unless deemed "Team Fundraising Funds" by the Fundraising Coordinator,
- Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions,
- Miscellaneous Revenue. All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue.

33.6 Disbursements

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

33.6.2 General & Administrative:

- Require authorization of two (2) or the three (3) signing officers
- Routine budgeted expenses under \$750 may be disbursed on a routine basis without a majority vote of the Directors.
- Budgeted expenses of more than \$750 will require a majority vote of the Directors.

33.6.3 Capital Acquisitions

- Capital acquisitions include all items that will be retained by the BFLC from Operating Season to Operating Season for the duration of their useful life.
- Capital acquisitions are the sole property of the BFLC.
- Funds for capital items required by the BFLC will be disbursed from the general operating account providing the items are essential for the operation of the BFLC.
- Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
- Such funds in the case of Capital Plans must be identified and secured.
- The BFLC 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 BFLC.

33.6.4 Burnaby Field Lacrosse Club AGM

- Expenses shall be drawn from the general operating account.

33.6.5 BCLA AGM and Field Directorate Special Session

- Expenses shall be drawn from the general operating account and The BFLC shall cover the expenses of voting members.
- Attending the BCLA AGM in representation of the BFLC. Expenses shall include:
 - Fares and/or ferry at actual cost
 - Gas mileage will be reimbursed as per Government of Canada's posted rates.
 - A food allowance of up to \$100.00, for the duration of the AGM, will be provided, upon submission of receipts.
 - Awards Banquet at actual cost (Delegate Only)
 - Accommodation at actual cost providing they are the official accommodations.
 - The BFLC will cover the cost of basic/standard room per delegate.
 - Expenses not included in the above would have to be authorized by a majority vote of the Directors.
- Selection of the BFLC Representative(s) for the BCLA AGM will be by consent of the BFLC Executive Board Members with the President giving final approval.

Revised Oct. 28, 2023, to reflect policy changes passed at July 5, 2023 AGM. Revised by Jackie White