



Burnaby Field Lacrosse Club

Team Manager Code of Conduct

Team Managers are vital to the success and smooth operation of Burnaby Field Lacrosse Club (BFLC). They serve as a key link between players, parents, coaches, officials, and the BFLC Executive. By accepting the role, managers agree to uphold the highest standards of integrity, safety, professionalism, and respect, in alignment with Safe Sport, the BC Lacrosse Association (BCLA), and the BC Human Rights Code. Compliance is mandatory.

Responsibilities & Leadership

- Act as the primary liaison between parents, coaches, and the BFLC Executive.
- Ensure all team communications (practice, game schedules, travel, events) are clear, timely, and professional.
- Promote and enforce BFLC Codes of Conduct for players, parents, and coaches.
- Ensure all players are properly registered and eligible to participate in league play.

Safety & Compliance

- Maintain up-to-date knowledge of BFLC, BCLA, and PCFLL rules.
- Ensure emergency contacts, medical information, and player safety forms are current.
- Assist in the coordination of concussion protocols, injury reporting, and incident forms.
- Ensure that team personnel (including coaches and volunteers) have valid Criminal Record Checks.

Respect, Fairness & Professionalism

- Treat all players, parents, coaches, officials, and volunteers with fairness and respect.
- Avoid favoritism, bias, or conflicts of interest in team decisions.
- Uphold confidentiality regarding player and family information.
- Refrain from gossip, negative commentary, or undermining team staff.



Scheduling & Fair Play

- Ensure all game requests, schedule changes, and reschedules entered in **RAMP** are done in a transparent, consistent, and **fair manner**.
- Self-scheduling or adjustments must not provide an unfair advantage to certain teams, players, or families (e.g., avoiding strong opponents, stacking convenient times for certain individuals).
- Scheduling must consider equity for all participants, including balanced field times, reasonable travel requirements, and equal access to prime time slots.
- Any scheduling conflict or concern must be escalated to the BFLC Executive for review.

Conduct & Communications

- Use club-approved communication channels (email, TeamSnap, RAMP, etc.) in a respectful and professional tone.
- Ensure that concerns from parents are addressed constructively, and escalate unresolved issues to the BFLC Executive as needed.
- Maintain neutrality in disputes—facilitate resolution rather than taking sides.
- Avoid use of drugs, alcohol, or smoking at BFLC practices, games, or team events.

Enforcement & Disciplinary Process

- **First Offence:** Written warning issued by BFLC Executive.
- **Second Offence:** Suspension from Manager duties for the remainder of the season.
- **Third Offence or Serious Misconduct:** Removal from all BFLC roles and potential referral to BCLA or other authorities.
- **Appeals:** Must be submitted in writing to the BFLC Executive Board within 7 days of the sanction.

Acknowledgment & Agreement

By signing below, I acknowledge that I have read, understood, and agree to uphold the Burnaby Field Lacrosse Club Team Manager Code of Conduct. I understand that violations may result in disciplinary action, including removal from my position and possible referral to external governing bodies.

Team Manager Name: _____

Signature: _____

Date: _____