

Proposed Policy Amendments

2026 BFLC Annual General Meeting

Section 3: Program Philosophy and Division Decision-Making Principles

- 3.1 The purpose of this Section is to establish clear principles to guide the Executive Board of Directors in making decisions regarding team formation, tiering, competition level, and player placement for both youth and female teams.
- 3.1.1 The Board shall prioritize:
- (a) long-term growth of the Club;
 - (b) sustainability of Burnaby-based teams;
 - (c) age-appropriate player development;
 - (d) community building; and
 - (e) providing competitive pathways where appropriate.
- 3.1.2 All decisions under this Part must balance competitive opportunity with the preservation and stability of Burnaby Field Lacrosse Club teams.

U7 and U9 Divisions

- 3.2 The primary objective for U7 and U9 divisions is growth in registration and introduction to the sport.
- 3.2.1 These divisions are strictly developmental.
- 3.2.2 Competition results, standings, and rankings shall not be a determining factor in decision-making for these divisions.
- 3.2.3 The Board shall prioritize:
- (a) introductory skill development;
 - (b) positive first experiences in lacrosse;
 - (c) community building among families; and
 - (d) allocation of resources to promote recruitment and retention.

- 3.2.4 No team formation decisions at U7 or U9 shall be made primarily for competitive advantage.

U11 Youth Division

- 3.3 U11 Youth division is recognized as the introduction to structured competition.

- 3.3.1 The Board shall make reasonable efforts to tier teams based on:

- (a) registration numbers;
- (b) competitive balance;
- (c) feasibility; and
- (d) available coaching resources.

- 3.3.2 The Board shall endeavor to create a minimum of two teams where registration numbers reasonably allow, providing both higher-level and developmental team opportunities, regardless of overall league rankings.

- 3.3.3 Where necessary and beneficial, the Board may:

- (a) form combined teams with neighboring associations; or
- (b) pursue other cooperative arrangements.

U13 to U18 Youth Divisions

- 3.4 For U13 through U18 Youth divisions, the objective is to provide members the opportunity to compete at the highest level of the Pacific Coast Field Lacrosse League (PCFLL), provided that doing so does not cause the dissolution of a Burnaby team in that division.

- 3.4.1 The Board shall apply the following priority framework:

- (a) First Priority – All Burnaby Tiered Teams

Where registration numbers and coaching resources permit, the Board shall support the creation of tiered, all-Burnaby teams, including:

- i. One team capable of competing in Tier 1 Provincial Championships; and
- ii. One or more additional teams at appropriate competitive levels.

(b) Second Priority – Combined Tier 1 Team

If creating a standalone Burnaby Tier 1 team is not feasible, the Board may support forming a combined team with one or more associations to compete in Tier 1 Provincial Championships.

(c) Third Priority – Player Release for Tier 1 Placement

If neither of the above options is feasible, the Board may support the release of Tier 1-caliber players, as determined by the Coaching Committee, to the PCFLL for placement on a team capable of competing in Tier 1 Provincial Championships providing the PCFLL is offering a Tier 1 release program.

- 3.4.1 No action under policy 3.4 shall be taken if it would cause the dissolution or collapse of a sole Burnaby team in that division.

U13 to U18 Female Divisions

- 3.5 For U13 to U15 Female divisions, the primary objective is to provide both recreational and competitive pathways. The Board shall make reasonable efforts to enable competitive players to participate at the Tier 1 level, provided such efforts do not compromise the viability of a Burnaby-based team. It is noted that this separate policy is tailored specifically for these female divisions due to the impact of limited overall league registration numbers when compared to the youth program.
- 3.6 The Board retains discretion to interpret and apply this Part in circumstances not expressly addressed herein.
- 3.7 All decisions shall be made in good faith, in the best interests of the Club as a whole, and consistent with the Societies Act (British Columbia).

Rationale: Guidance needed to make decisions through policy; ensure consistency and transparency. And prevent decision making for personal interested rather than the well being of the membership

Submitted by Nicholas Liu, BFLC 1st VP

Section 4: Player Eligibility

Current Policy Language

- 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.

Proposed Policy Language

- 4.1 All players between the ages of **5 and 17**, 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.

Rationale: Update ages to current age divisions

Submitted by Nicholas Liu, BFLC 1st VP

Section 5: Player Registration

Current Policy Language

- 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 A late registration fee will be as posted on registration website.
- 5.4 Refunds of registration fees must be applied 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 week-end.
 - 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.~~

- 5.7 Maximum number of players and goalies for one team is set by the ~~PCFLL~~. Which currently is 25. However, only 23 can dress for a game.
- 5.8 ~~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;~~
- 5.9 Families with 3 or more children, the family will receive a 50% discount on registration fees for the ~~third~~ child.
- ~~5.10 — 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.~~
- 5.11 A player is grand fathered 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.
- 5.12 ~~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

Proposed Policy Language

- 5.1 Player registration shall be **completed** 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 A late registration fee shall be set annually, as determined by the approved yearly financial budget, and shall be charged to any registrant or returning player who fails to register and pay on or before September 30, unless prior notification has been provided.
- 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 the BCLA registration fee amount as prescribed in Appendix B of the BCLA Operating Policy, upon receipt of request prior to the start of the first game.
- 5.4.3 75% refund, less the BCLA registration fee amount as prescribed in Appendix B of the BCLA Operating Policy, upon receipt of request prior to the October Thanksgiving week-end.
- 5.4.4 50% refund, less the BCLA registration fee amount as prescribed in Appendix B of the BCLA Operating Policy, upon receipt of request prior to November 1.
- 5.4.5 No refund on and after November 1.
- 5.4.6 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 The number of registered players reaches 23 for a youth division and 20 for a women's division, as prescribed in the BC Lacrosse Association Operating Policy: Field Lacrosse.

- 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 shall be established annually and determined by factors including, but not limited to, available field time, availability of coaches, and Section 3 of this policy.**
- 5.7 Maximum number of players and goalies for one team is set by the **BC Lacrosse Association Operating Policy: Field Lacrosse**. Which currently is 25 in the Youth and Women's divisions.
- 5.8 **Players receive priority placement on any waiting list and may be accepted into membership when space becomes available. Priority shall be determined in the following order:**
- 5.8.1 **The number of years the player has participated with BFLC; then**
- 5.8.2 **The earlier registration date as recorded in the RAMP registration system.**
- 5.9 Families with 3 or more children, the family will receive a 50% discount on registration fees for the **third and subsequent** child.
- 5.10 **BFLC shall not accept registration after October 31**, except under extenuating circumstances and at the discretion of the BFLC Executive Board of Directors **and with permission of the field directorate.**
- 5.11 A player is grand fathered 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.
- 5.12 All out of area players must acquire a release from their association of residence prior to registering with BFLC. As per PCFLL guidelines

Rationale:

5.1: *Technology is readily available and the norm for registration – in person not require*

5.3: *Late fee to sync with determining registration fee schedules*

5.4.2 – 5.4.4: \$50 fee was based on the BCLA registration cost (Outdated). Rather than a nominal amount that may change every few year. It is better to reference the BCLA fee schedule. Tiering season is no longer referenced as a result of Mylax rankings

5.6.1: The wording is ambiguous. BCLA policy prescribes the minimum registrants required before capping. PFCLL was previously referenced. However. This is a BCLA policy.

5.6.2: The intent is to assist the club the discretion to manage optimal roster sizes in-line with the club's 'Program philosophy and division decision-making principles'

5.7: Policy outdated. New maximums per BCLA operating policy

5.8: Sibling Priority should not take place before long time BFLC members and registration timing. Registration timing helps with planning – this should be encouraged

5.9: 25% off should not stop with the 3rd child. Should be offered to the 4th, 5th 6th etc..

5.10: There will be circumstances for players to play on the Tier 1 team. Call up, injuries etc. It seems unnecessary to restrict discretion. Registration closure added. Oct 31st is inline with the roster submission to BCLA. (Absolute deadline on Dec 1 with penalty)

5.12: Outdated policy. Section 3 no longer exist

Submitted by Nicholas Liu, BFLC 1st VP

Section 6: Player Release Request

Current Policy Language

- 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 Player 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 form or 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,

Proposed Policy Language

- 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 Player 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 may be released in accordance to policy 3.4 of this policy in condition that it would not cause the dissolution or collapse of a sole Burnaby team in**

that division.

- 6.1.5 Where the Club has a team in a division capable of competing at the Tier 1 level of the Provincial Championships under the BC Lacrosse Association, and that team has two players of the same birth year serving as full-time goalies within the same division, each of whom has served as a full-time goalie for the Club for a minimum of two (2) consecutive seasons, the Board may, in the player's third (3rd) season serving as a full-time goalie, at its discretion, support the release of one goalie to pursue an opportunity to play for another club requiring a Tier 1 level goalie.

This provision applies only when both goalies are of the same birth year, recognizing that divisions include two birth years and that players of different birth years may progress through the division without ongoing direct competition for the same long-term position. Any such release must:

- (a) Follow all applicable policies, procedures, and approval processes established by the Pacific Coast Field Lacrosse League (PCFLL) and the BC Lacrosse Association (BCLA).
- (b) Be reviewed and supported by the Club's Coaching Committee and approved by the Executive Board of Directors.
- (c) Not result in the dissolution of any team due to insufficient roster size or the inability to field a team in that division.

Nothing in this policy shall be interpreted as creating an automatic entitlement to a player release, and all release decisions remain at the discretion of the Club and subject to applicable league policies.

- 6.1.6 Players released from other associations to play for BFLC will receive treatment no different than that of existing BFLC players.
- 6.1.7 All release requests must be given to the BFLC Executive Board of Directors in written form or electronic form addressed to the BFLC Executive Board of Directors in a timely manner accepted by the BFLC Executive Board of Members.
- 6.1.8 Release request forms are available on the BCLA website.
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- 6.1.10 All other release requests will be handled monthly or at the next scheduled Executive meeting.
- 6.1.11 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.
- 6.1.12 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,

Rationale: PCFLL Tier 1 release program is available for Youth teams U13 and above. Per policy 3.4 BFLC may support releasing players for calibre.

It will be detrimental to a goalie's development if two committed goalies are playing together for multiple years without either having the opportunity to play at a higher level.

Submitted by Nicholas Liu, BFLC 1st VP

Current Policy Language

Section 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 Shall demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.~~
- ~~8.1.3 Shall 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 — Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse. 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 PGFLL and or BCLA or the sport itself into disrepute. Such 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 9.16 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 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 to willfully circulate 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 or;~~

~~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 or;~~

~~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~~

Proposed Policy Language

Section 8 – Code of Conduct and Discipline

Purpose

8.1 The Burnaby Field Lacrosse Club (“BFLC”) is committed to providing a safe, respectful, and positive environment for all participants.

This Code of Conduct applies to all individuals associated with BFLC, including but not limited to:

- Players
- Parents and guardians
- Coaches and team officials
- Executive members
- Volunteers
- Spectators and guests attending BFLC activities

All individuals representing BFLC are expected to uphold the values of respect, sportsmanship, and integrity while participating in any BFLC activity.

BFLC activities include, but are not limited to:

- practices and games
- tournaments, jamborees, and championships
- travel associated with team activities
- league or association events
- any setting where an individual is representing BFLC.

Code of Conduct

8.2 All BFLC members and spectators shall:

8.2.1 Respect and Sportsmanship

(a) Treat all participants, coaches, officials, volunteers, and spectators with courtesy, dignity, and respect at all times.

(b) Demonstrate good sportsmanship and encourage a positive environment for all players.

(c) Respect the authority and decisions of officials, and league representatives.

8.2.2 Prohibited Conduct

(a) Refrain from the use of abusive, threatening, discriminatory, or inappropriate language or behaviour toward any participant, official, coach, volunteer, or spectator.

(b) Not engage in harassment, bullying, intimidation, or conduct that could bring the Club, league, association, or the sport of lacrosse into disrepute.

8.2.3 Interaction with Coaches and Team Officials

(a) Parents or guardians shall not approach coaches or team officials to discuss team management matters immediately before, during, or immediately after games or practices. A 24-hour cooling-off period must be observed before initiating such discussions unless otherwise agreed to by the coach.

(b) Spectators shall not interfere with coaching by directing players during games or practices from the sidelines or stands.

8.2.4 Compliance with Facilities and Event Management

(a) Respect all facilities used by BFLC and comply with the directions of facility staff, officials, coaches, or BFLC officials.

(b) Any individual directed to leave a facility by an official, coach, facility staff member, or BFLC Executive must comply immediately.

8.2.5 Player and Parent Responsibilities

(a) Players and parents shall make reasonable efforts to attend scheduled team activities and communicate absences or delays to the team manager or coach as soon as possible.

(b) Players shall remain under the supervision of team officials during team activities until officially dismissed unless prior arrangements have been made with the coaching staff.

8.2.6 Organizational Integrity

(a) Members shall comply with all BFLC bylaws, policies, and procedures as well as applicable rules of the BC Lacrosse Association and the Pacific Coast Field Lacrosse League.

(b) Members shall not knowingly circulate false, misleading, or malicious statements that could harm the reputation of another member, the Club, or the sport.

8.2.7 Reporting Responsibility

Members are encouraged to report conduct that violates this Code of Conduct or that may harm the safety, integrity, or reputation of BFLC.

8.2.8 Annual Acknowledgment

Players, parents or guardians, coaches, and team officials are required to acknowledge the BFLC Code of Conduct at the start of each season.

Discipline and Consequences

8.3 Any individual who violates the Code of Conduct may be subject to disciplinary action by BFLC.

Disciplinary action will be determined by the BFLC Executive or Discipline Committee, based on the severity and circumstances of the conduct.

Possible disciplinary measures may include one or the combination of:

- (a) Verbal or written warning
- (b) Requirement to leave a game, practice, or facility
- (c) Temporary suspension from team or club activities
- (d) Removal from a team activity or event

- (e) Probation or behavioural conditions
- (f) Suspension from BFLC activities for a defined period
- (g) Revocation of membership or removal from the Club

BFLC reserves the right to impose discipline immediately where required to protect the safety, integrity, or orderly operation of Club activities.

Where appropriate, BFLC may also refer matters to the BC Lacrosse Association or Pacific Coast Field Lacrosse League in accordance with their governing policies.

Reporting a Code of Conduct Complaint

8.4 BFLC encourages concerns to be addressed respectfully, promptly, and at the most appropriate level whenever possible.

8.4.1 Addressing Concerns Informally

(a) BFLC encourages families and participants, where appropriate, to first raise concerns with the team's coaching staff or team manager so that issues may be addressed and resolved at the team level. Many concerns can be resolved quickly through respectful communication and clarification.

(b) If the concern involves a member of the coaching staff, families are still encouraged, where appropriate, to attempt respectful communication with the individual involved before escalating the matter.

(c) In situations involving serious misconduct, including but not limited to harassment, abuse, discrimination, threats, or safety concerns, individuals may bypass this step and report the matter directly to the BFLC Executive Board.

8.4.2 Filing a Formal Complaint

(c) Complaints regarding alleged violations of this Code of Conduct may be submitted to a BFLC coach, team manager, or Executive Board member as soon as reasonably possible after the incident.

(b) Complaints should preferably be submitted in writing to ensure clarity and proper documentation.

8.4.3 Initial Review

(c) Upon receiving a complaint, the matter shall be referred to the BFLC President or a designated Executive Board member for review.

(d) BFLC may conduct a reasonable review or investigation to determine the appropriate course of action.

8.4.4 Procedural Fairness

(a) BFLC will make reasonable efforts to ensure that individuals involved in a complaint are treated fairly during the review process.

(b) Where appropriate, individuals who are the subject of a complaint will be given an opportunity to provide information or respond to the allegations before disciplinary decisions are made.

(c) BFLC will take reasonable steps to ensure that reviews or investigations are conducted in a respectful and confidential manner. To the extent reasonably possible, BFLC will seek to obtain relevant information from the individual who is the subject of the complaint before the matter is discussed more broadly, in order to avoid unnecessary public speculation or reputational harm.

(d) Nothing in this section limits BFLC's ability to take immediate action where necessary to protect the safety of participants or the integrity of the club.

8.4.5 Outcomes

Following review, BFLC may:

(a) take disciplinary action in accordance with this policy,

- (b) facilitate resolution between parties,
- (c) provide direction or education to participants, or
- (d) determine that no further action is required.

8.4.6 Right to Appeal

(e) Any individual who is the subject of a disciplinary decision under this policy may submit a written appeal of the decision.

(f) The written appeal must be submitted to the BFLC President within ten (10) business days of the date the disciplinary decision was communicated.

(g) The appeal must clearly state the grounds for appeal and include any supporting information the individual wishes the Club to consider.

(h) Appeals will normally be considered only on one or more of the following grounds:

- i. a significant procedural error occurred during the review process;
 - ii. relevant information was not reasonably available at the time the decision was made; or
 - iii. the disciplinary action imposed was clearly unreasonable in the circumstances.
- (i) Upon receipt of a valid appeal, the President shall convene the BFLC Disciplinary Committee to review the matter.

8.4.7 Disciplinary Committee

(a) The BFLC Disciplinary Committee shall consist of:

- the President

- the Vice-President, Youth
- the Vice-President, Female
- the Club Head Coach
- one Division Coordinator

(b) Any committee member with a direct involvement in the matter or a reasonable conflict of interest shall recuse themselves. The President may appoint an alternate board member or coordinator where required.

(c) The Disciplinary Committee has authority to review the matter, conduct a hearing where necessary, and issue a final decision on behalf of BFLC.

8.4.8 Appeal Review and Hearing Procedure

(a) The Disciplinary Committee shall determine whether the appeal can be resolved through a review of written materials or whether a hearing is required.

(b) Where a hearing is required, the appellant shall be provided reasonable notice of the hearing date, time, and format. Hearings may be conducted in person or by electronic means.

(c) The hearing shall be conducted in an orderly and respectful manner and is intended to be informal and administrative, not a court proceeding.

(d) During the hearing:

i. the appellant shall have the opportunity to present relevant information;

ii. the committee may ask questions to clarify facts;

iii. the committee may consider written statements, reports, or other relevant information.

(e) Where the matter involves a minor participant, the minor must be accompanied by a parent or legal guardian, who may speak on the minor's behalf where appropriate.

(f) The committee may request additional information from coaches, team officials, or other individuals with relevant knowledge of the matter.

8.4.9 Decision

(a) Following review of the appeal materials and any hearing conducted, the Disciplinary Committee shall deliberate privately and render a decision.

(b) The committee may:

- i. uphold the original decision;
- ii. modify the disciplinary action; or
- iii. overturn the decision.

(c) The decision of the Disciplinary Committee shall be provided in writing and shall be final and binding within BFLC.

8.4.10 Costs

(a) BFLC shall not charge a fee to submit an appeal under this policy.

(b) Each party is responsible for any personal costs associated with their participation in the appeal process, including preparation of materials, representation, or travel.

Code of Conduct Complaints and Player Movement

8.5 BFLC recognizes that alleged violations of the Code of Conduct must be addressed through the club's established internal review and disciplinary processes. Allegations of Code of Conduct violations, in and of themselves, shall not constitute automatic grounds for a player release, transfer request, or

residency exemption under the policies of the BC Lacrosse Association or the Pacific Coast Field Lacrosse League.

- 8.5.1 Any alleged violation must first be submitted to BFLC through the Club's complaint and disciplinary process.
- 8.5.2 BFLC shall be provided a reasonable opportunity to:
 - (a) review the allegation
 - (b) investigate where appropriate
 - (c) apply disciplinary measures or resolution processes if necessary.
- 8.5.3 Matters may only be elevated to the League or Association where documentation demonstrates that BFLC's review process has been completed or that established procedures were not followed.
- 8.5.4 The following matters do not constitute Code of Conduct violations for the purposes of supporting player release, transfer, or residency exemption:
 - (a) coaching decisions (including playing time or positions)
 - (b) team selection or roster decisions
 - (c) competitive tiering or scheduling outcomes.
- 8.5.5 Code of Conduct allegations may not be used to circumvent residency requirements or league processes for competitive advantage.
- 8.5.6 BFLC reserves the right to deny requests for release or transfer where allegations are determined to be unsubstantiated or inconsistent with the Club's documented review process.

Social Media and Electronic Communication

- 8.6 All BFLC members are expected to conduct themselves responsibly when using social media or electronic communication in any context connected to the Club.
- 8.6.1 Members shall not post or distribute content that is abusive, defamatory, discriminatory, harassing, or otherwise harmful toward:
- (a) Players
 - (b) Coaches
 - (c) Officials
 - (d) Volunteers
 - (e) Burnaby Field Lacrosse Club
 - (f) BC Lacrosse Association
 - (g) Pacific Coast Field Lacrosse League.
- 8.6.2 Members shall not publish or share confidential team or club information without authorization.
- 8.6.3 Social media activity that harms the reputation of BFLC, its members, or the sport of lacrosse may be considered a violation of the Code of Conduct.
- 8.6.4 The Code of Conduct applies to online behaviour when that behaviour:
- (a) impacts BFLC members or activities, or
 - (b) could reasonably be connected to the individual's role within the Club.
- 8.6.5 Violations of this section may be subject to disciplinary action in accordance with Section 9.3.

Safe Sport and Protection of Participants

8.7 BFLC supports the principles of safe sport and is committed to providing an environment that is free from abuse, harassment, discrimination, and bullying.

(a) All participants have the right to participate in lacrosse in a safe, respectful, and inclusive environment.

(b) Any conduct involving abuse, harassment, bullying, discrimination, or misconduct toward a participant may be subject to disciplinary action and may also be reported to the appropriate governing bodies.

(c) Where required, matters involving participant safety may be referred to the BC Lacrosse Association, appropriate league authorities, or other applicable safe sport reporting mechanisms.

(d) BFLC may take immediate temporary action, including suspension from club activities, where necessary to protect participants while a matter is being reviewed.

Authority to Remove Spectators or Participants

8.8 To maintain a safe and respectful environment, BFLC recognizes the authority of designated individuals to manage behaviour at club events. Officials, coaches, facility staff, or BFLC Executive members may direct any individual to leave a facility or event where behaviour is considered disruptive, unsafe, or inconsistent with the Code of Conduct.

(a) Any individual directed to leave a facility must comply immediately.

(b) Failure to comply with such direction may result in additional disciplinary action by BFLC.

(c) Individuals removed from an event may be required to meet with the BFLC Executive or Discipline Committee before being permitted to attend future BFLC activities.

Good Faith Complaints

- 8.9 BFLC recognizes that concerns or complaints may arise during the course of a season. Members are expected to raise concerns honestly and in good faith.
- 8.9.1 All complaints submitted under this policy must be made in good faith and with the intention of addressing legitimate conduct concerns.
- 8.9.2 Complaints that are knowingly false, malicious, frivolous, or intended to harass another member may themselves constitute a violation of the BFLC Code of Conduct.
- 8.9.3 Where the Club determines that a complaint was submitted in bad faith or for improper purposes, the individual submitting the complaint may be subject to disciplinary action under Section 9.3.
- 8.9.4 BFLC reserves the right to dismiss complaints that lack sufficient information, evidence, or relevance to the Code of Conduct.

Misuse of Complaints for Player Movement

- 8.10 BFLC recognizes that conduct complaints must not be used as a mechanism to bypass established club, league, or association policies regarding player movement.
- 8.10.1 The submission of a Code of Conduct complaint shall not, by itself, constitute grounds for:
 - (a) a player release,
 - (b) a transfer request, or

(c) a residency exemption.

8.10.2 Code of Conduct complaints must be addressed through the Club's internal complaint and disciplinary process prior to any consideration by external governing bodies.

8.10.3 Complaints relating to the following matters shall not constitute Code of Conduct violations for the purpose of supporting player movement:

(a) coaching decisions, including playing time or position assignments

(b) team selection or roster decisions

(c) competitive tiering or league placement

(d) scheduling decisions or tournament participation.

8.10.4 Allegations made primarily for the purpose of circumventing residency rules or obtaining a competitive advantage may be considered a misuse of the complaint process.

8.10.5 BFLC reserves the right to deny or challenge any request for player release where the Club determines that Code of Conduct allegations are unsubstantiated or inconsistent with documented facts or procedures.

Club Authority

8.11 The Burnaby Field Lacrosse Club ("BFLC") is governed by its Board of Directors in accordance with the Club's Constitution, Bylaws, and Policies.

8.11.1 Decisions relating to the operation of the Club, including but not limited to team formation, coaching appointments, player placement, discipline, and administrative matters, fall within the authority of the BFLC Board of Directors or its designated representatives.

- 8.11.2 Members are expected to respect the authority of the Board and the decisions made in accordance with the Club's governing documents.
- 8.11.3 Disagreement with a decision of the Club does not constitute a violation of the Code of Conduct. However, attempts to undermine, disrupt, or interfere with the orderly operation of the Club or its programs may be subject to review under the disciplinary provisions of this policy.
- 8.11.4 Nothing in this policy limits the authority of the Board to take reasonable action necessary to protect the safety, integrity, and reputation of the Club and its participants.

Event Authority

- 8.12 During games, practices, and tournaments, the following individuals have authority to manage behaviour and enforce the Code of Conduct:
 - (a) game officials
 - (b) coaches and team officials
 - (c) tournament organizers
 - (d) facility staff
 - (e) BFLC Executive members.

Communication and the 24-Hour Rule

- 8.13 BFLC encourages respectful and constructive communication between parents, players, coaches, and club officials. Concerns should be raised in a manner that supports a positive environment for all participants. Parents or guardians shall not approach coaches, team officials, or volunteers to discuss concerns related to games, practices, or team management immediately following a

game or practice. A minimum 24-hour waiting period must be observed before initiating such discussions. This allows all parties time to reflect and helps ensure communication remains respectful and constructive.

8.13.1 Where a concern arises, the following process should be followed:

(a) Player to Coach: Where appropriate based on age and maturity, the player should first discuss the concern directly with the coach.

(b) Parent/Guardian to Coach: If the concern remains unresolved, a parent or guardian may contact the coach to request a meeting after the 24-hour waiting period.

(c) Team Officials or Club Representative: If the matter cannot be resolved with the coach, the concern may be raised with the team manager or a BFLC Executive member.

(d) Formal Complaint: If resolution is not achieved through the above steps, a formal complaint may be submitted in accordance with Section 9.4 of this policy.

Respectful Communication

8.14 All communication between members, coaches, volunteers, and officials must remain respectful. Harassing, abusive, or confrontational behaviour toward coaches, volunteers, or club representatives may result in disciplinary action under the Code of Conduct.

***Rationale:** Section 9 was revised to ensure the Code of Conduct and related procedures are clear, fair, and aligned with standard practices used by amateur sport organizations. The update also strengthens due process by establishing structured reporting, investigation, and resolution procedures that protect all parties involved.*

Submitted by Nicholas Liu, BFLC 1st VP

Current Policy Language

Section 10: DISCIPLINE

Rationale: Delete entire section. Redundancy - Reporting on Code of conduct and discipline options noted in policy 9. Formation of the discipline committee and it's procedure/duties are in policy 25.2.1.

Submitted by Nicholas Liu, BFLC 1st VP

Current Policy Language

Section 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.~~

Proposed Policy Language

Section 12: Governance and Authority

Authority of the Board

- 12.1 The Executive Board of Directors (the “Board”) is responsible for the governance of the Association in accordance with the Societies Act (British Columbia), the Constitution, By-laws and Policy Manual of the Club.
- 12.1.1 The Board may exercise all powers and do all acts and things that the Association may exercise and do, except those that the Act, Constitution, By-laws and Policy require to be exercised by the members.
- 12.1.2 Directors owe fiduciary duties to the Association and shall act honestly and in good faith with a view to the best interests of the Association.

President as Chief Executive Officer

- 12.2 The President is the Chief Executive Officer of the Association.
- 12.2.1 The President has general supervision, direction, and control over the affairs and operations of the Association, subject to the authority of the Board.
- 12.2.2 The President is responsible for:
 - (a) implementing the policies and decisions of the Board;
 - (b) ensuring compliance with these bylaws;
 - (c) overseeing the performance of Directors, Officers, and committees; and
 - (d) ensuring the efficient and consistent administration of the Association.

Delegation of Operational Authority

- 12.3 The President may delegate operational and decision-making authority to Directors, Officers, or committees within the scope of their assigned portfolios and approved job descriptions.
- 12.3.1 Directors and Officers shall exercise only those powers:
 - (a) expressly set out in these bylaws;
 - (b) assigned by Board resolution; or
 - (c) delegated by the President.

- 12.3.2 All portfolio Directors and Officers report to the President with respect to operational matters.
- 12.3.3 Delegation of authority does not relieve the President of overall responsibility for the administration of the Association.

Limitation on Authority of Individual Directors

- 12.4 No individual Director, Officer, or committee member may:
- (a) bind the Association to any contract or agreement;
 - (b) incur financial obligations on behalf of the Association; or
 - (c) make public representations on behalf of the Association, unless authorized by:
 - (d) Board resolution; or
 - (e) express delegation from the President within the scope of their portfolio authority.

Interim Authority of the President

- 12.5 In circumstances requiring timely operational decision-making between Board meetings, the President may make interim decisions in the best interests of the Association.
- 12.5.1 Any interim decision made under Policy 13.5 shall be reported to the Board at the next meeting for information or ratification, as appropriate.

Board Oversight

- 12.6 The Board retains ultimate governance authority and may, by resolution, confirm, vary, or revoke any delegation of authority.
- 12.6.1 Nothing in this Part limits the collective authority of the Board under the Societies Act (British Columbia).

Elected Members and Terms

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

- (d) President (Officer) on even years - Two year term.
- (e) 1st Vice-President (Officer) on even odd years - Two year term.
- (f) 2nd Vice President (Officer) - yearly - one year term.
- (g) Treasurer (Officer) on odd years - two year term.
- (h) Secretary (Officer) – yearly - one year term.
- (i) Immediate Past President Automatic - One year assisting newly elected President.
- (j) Director - at - Large -yearly-one year term.

Rationale: Authority and governance shall be outlined in this policy. The intent is to ensure transparency in the division of powers and to clearly define the responsibilities, authority, and relationship between the Club President and the members. The President holds the ultimate responsibility and burden of accountability for the actions and decisions of the Club. The Club does not support situations where individuals or groups may shift blame or point fingers at one another for mistakes, conflicts of interest, or decisions made contrary to established policies and procedures.

Submitted by Nicholas Liu, BFLC 1st VP

Section 13: Appointments

Current Language

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:

~~(a) — Registrar - appointed yearly.~~

~~(b) — Female Representative - appointed yearly.~~

- ~~(c) — Equipment Manager - appointed yearly.~~
- ~~(d) — Uniform Manager - appointed yearly.~~
- ~~(e) — Fundraising Co-ordinator - appointed yearly.~~
- ~~(f) — School Program - yearly.~~
- ~~(g) — Division Coordinators -- yearly.~~
- ~~(h) — Web Master - yearly.~~
- ~~(i) — Publicity/Media Relations - yearly (Currently BFLC President.)~~
- ~~(j) — Tournament Chairperson - yearly.~~
- ~~(k) — Field Sports Liaison - yearly (Currently BFLC President.)~~

13.2 Designated Officials:

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

- ~~(a) — Coaches - Head Coach - yearly.~~
- ~~(b) — Referees - Head Referee - yearly.~~

Proposed Language

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:

- (a) Registrar - appointed yearly.
- (b) Equipment Manager - appointed yearly.

(c) Division Coordinators - appointed yearly.

(d) Social Media Coordinator – appointed yearly.

13.2 Designated Officials:

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

(j) Coaches – BFLC Head Coach – appointed yearly.

(k) Officials – BFLC Head Official - appointed yearly.

(l) Managers – BFLC Head Manager – appointed yearly

Rationale: Update the appointments to what is current to our executive structure. Update outdated titles such as referee and webmaster to Official and social media. Consolidated some tasks.

Submitted by Nicholas Liu, BFLC 1st VP

Section 20: Conflict of Interest

Current Policy Language

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.~~

Current Policy Language

20.1 The integrity of the Burnaby Field Lacrosse Club (BFLC) depends on the Board of

Directors, officers, and key volunteers acting in the best interest of the organization. This policy ensures that any personal, financial, or relational interests that could influence decisions are disclosed and managed appropriately.

20.2 A conflict of interest occurs when a Director, officer, or key volunteer has a personal, financial, or other interest that could influence—or appear to influence—their decisions on behalf of BFLC. Conflicts may include, but are not limited to:

(a) Financial interests: Ownership or financial stake in a business providing goods or services to BFLC.

(b) Relational/personal interests: Decisions that could benefit family members, close friends, or teams coached by the individual.

(c) Dual roles: Positions in other organizations that compete or contract with BFLC.

20.3 Any person who identifies a potential conflict must disclose it immediately to the President. If the President has a conflict, disclosure must be made to the Vice-President. Disclosures should be in writing when possible.

20.3.1 The President (or Vice-President) will review the disclosure and determine if the conflict is material. Material conflicts are brought to the Board of Directors.

20.3.2 The conflicted individual must abstain from discussion and voting on the matter.

20.3.3 The Board will evaluate the situation and decide on appropriate actions to manage or eliminate the conflict.

20.3.4 All disclosures, discussions, and decisions must be recorded in the Board meeting minutes.

20.3.5 Conflicted individuals must update the Board if circumstances change or new conflicts arise.

20.4 This policy ensures that the Board of Directors is protected from allegations of

improper influence or self-dealing. By disclosing conflicts and abstaining from decisions where a personal interest exists, Directors fulfill their fiduciary duties and preserve the integrity of BFLC governance.

Rationale: The Conflict of Interest policy was updated to clearly define potential conflicts, establish consistent disclosure and review procedures, and protect the integrity of Board decisions in line with best practices for youth sports non-profits.

Submitted by Nicholas Liu, BFLC 1st VP

Current Language

Section 25: Board of Directors, Club Representative and Designated Representatives Responsibilities

25.1(a) President:

~~Chair meetings at club level. Oversee all general club functions. Attend PGFLL 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~~

25.1(b) 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~~

~~d support to those volunteers. Representative of respective club volunteers~~

25.1(c) 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:~~

25.1(d) 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.~~

~~25.1(e) 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.~~

~~25.1(f) 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.~~

~~25.1(8) 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.~~

~~25.1(h) 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. Attend Referee Association meetings.~~

25.1(i) 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 PCFLL 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.

25.1(j) 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.

25.1(k) Fundraising Coordinator:

Shall provide the BFLC with support for duties with regards to treasury, fundraising and general organization a activities:

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25.1(1) 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.

25.1(m) 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

25.1(n) Coaches:

Coaching positions within the BFLC ranks will be filled using the following criteria as guidelines:

- a)–Technical qualifications (certified levels)
- b)–Past history with the BFLC
- c)–Knowledge of the game
- d)–Coaching ability
- e)–Temperament

25.2

Head Coach Responsibilities:

25.2.1 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.

25.3

Non-parent Coaching:

25.3.1 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.

Proposed Language

Section 25: Board of Directors, Club Representative, Designated Representatives, and Committee Responsibilities

25.1.1 President

The President is the chief elected officer of the Burnaby Field Lacrosse Club

(BFLC) and is responsible for providing leadership to the Executive Board and ensuring the effective governance and operation of the Club. The President shall chair all Executive Board and general meetings of the Club, guide board discussions, and ensure that the Club operates in accordance with its constitution, bylaws, policies, and the rules and regulations of the Pacific Coast Field Lacrosse League and the British Columbia Lacrosse Association. The President is responsible for ensuring that decisions made by the Executive Board are implemented and that duties assigned to board members, committees, or appointed officials are carried out in a timely and accountable manner.

The President shall oversee the general functions of the Club and facilitate coordination between the Executive Board and its committees to ensure programs and operations are delivered in accordance with board direction. The President will attend required meetings of governing bodies and represent the Club in matters relating to governance, league participation, and external relations, unless otherwise delegated by the Board. The President shall also receive and address matters or complaints that have been escalated beyond the committee level, working in conjunction with the appropriate committee and board members to ensure concerns are reviewed and resolved in accordance with Club policies and procedures. The President shall perform such additional duties as required to support the effective administration and governance of the Club.

25.1.2 First Vice-President, Youth Lacrosse

The First Vice-President of Youth Lacrosse is responsible for overseeing the Burnaby Field Lacrosse Club's Youth field lacrosse program and supporting its effective administration and development. The First Vice-President shall provide leadership and support to the Youth Division Coordinators, assist them in carrying out their assigned responsibilities, and ensure that tasks related to the organization and operation of the youth program are completed in a timely and accountable manner. The First Vice-President shall report on the activities, needs, and progress of the youth field lacrosse program to the Club's volunteers and the Executive Board.

The First Vice-President shall assist the President in the performance of their duties and shall act on behalf of the President in their absence when required. The First Vice-President shall represent the Club in matters related to youth field

lacrosse and attend meetings of the Pacific Coast Field Lacrosse League and the British Columbia Lacrosse Association where a youth representative is required. The First Vice-President will work collaboratively with the Executive Board, division coordinators, and other club volunteers to ensure the youth program operates in accordance with Club policies, league regulations, and the overall objectives of the Burnaby Field Lacrosse Club.

25.1.3 Second Vice-President, Female Lacrosse

The Second Vice-President of Female Lacrosse is responsible for overseeing the Burnaby Field Lacrosse Club's female field lacrosse program and supporting its effective administration and development. The Second Vice-President shall provide leadership and support to the Female Division Coordinators, assist them in carrying out their assigned responsibilities, and ensure that tasks related to the organization and operation of the female program are completed in a timely and accountable manner. The Second Vice-President shall report on the activities, needs, and progress of the female field lacrosse program to the Club's volunteers and the Executive Board.

The Second Vice-President shall assist the President in the performance of their duties and shall act on behalf of the President in their absence when required. The Second Vice-President shall represent the Club in matters related to female field lacrosse and attend meetings of the Pacific Coast Field Lacrosse League and the British Columbia Lacrosse Association where a female representative is required. The Second Vice-President will work collaboratively with the Executive Board, division coordinators, and other club volunteers to ensure the female program operates in accordance with Club policies, league regulations, and the overall objectives of the Burnaby Field Lacrosse Club.

25.1.4 Secretary

The Secretary shall maintain accurate records of all meetings of the Burnaby Field Lacrosse Club (BFLC), including Executive Board and general meetings, and record all official business and correspondence conducted on behalf of the Club. The Secretary shall prepare and distribute meeting minutes to the Executive Board within a reasonable timeframe following each meeting.

The Secretary shall ensure that all required statements, reports, and filings are completed and submitted in accordance with the British Columbia Societies Act and any applicable regulatory requirements. The Secretary shall provide notice to Executive Board members of Executive meetings and maintain all official records and communications of the Club. Upon leaving office, the Secretary shall transfer all records, documents, and correspondence related to the affairs of the BFLC to their successor or to the Executive Board.

25.1.5 Treasurer

The Treasurer shall oversee the financial affairs of the Burnaby Field Lacrosse Club (BFLC) and ensure that all Club funds are properly received, deposited, and disbursed in accordance with the policies and direction of the Executive Board. The Treasurer shall maintain accurate and up-to-date financial records of all transactions, including revenues, expenditures, and bank reconciliations, and shall oversee the preparation and issuance of payments, deposits, and other financial transactions on behalf of the Club.

The Treasurer shall coordinate and manage financial matters involving external agencies, including government reporting and applications such as gaming grant applications, GST rebates, and other applicable licensing or regulatory requirements. The Treasurer shall prepare, or cause to be prepared, financial statements including a balance sheet for presentation at the Annual General Meeting in accordance with the British Columbia Societies Act. Upon leaving office, the Treasurer shall transfer all financial records, books, accounts, documents, and control of banking access related to the affairs of the BFLC to their successor or to the President as directed by the Executive Board.

25.1.6 Immediate Past President

The Immediate Past President shall serve in an advisory capacity to the Executive Board for a period of one year following the completion of their term

as President. The Immediate Past President shall provide guidance and historical context to support the continuity of governance, assist with the transition of responsibilities to the newly elected President, and offer advice to the Executive Board when requested.

The Immediate Past President may assist the President and Executive Board with specific duties or projects as requested, but shall not exercise executive authority unless otherwise authorized by the Board.

25.1.7 BFLC Head Coach

The BFLC Head Coach shall oversee the development and support of all coaches within the Burnaby Field Lacrosse Club. The Head Coach shall assist in the recruitment, training, and supervision of coaches and provide guidance to ensure coaching standards are consistent with Club policies and the requirements of the Pacific Coast Field Lacrosse League and the British Columbia Lacrosse Association.

The Head Coach shall administer the Criminal Record Check process for coaches and other designated volunteers in accordance with applicable policies. The Head Coach shall organize and facilitate coaching clinics, training sessions, and group coaching meetings as required, and distribute relevant coaching resources and information to support coach development.

25.1.8 BFLC Head Official

The BFLC Head Official shall oversee the administration and development of officials within the Burnaby Field Lacrosse Club. The Head Official shall recruit, support, and evaluate Club officials at Level 1 and Level 2, and assist in ensuring adequate officiating coverage for Club games, including scheduling officials for younger age divisions as required by the Pacific Coast Field Lacrosse League.

The Head Official shall communicate with officials regarding certification requirements, assist with the registration process, and ensure certifications

remain current in accordance with the standards of the British Columbia Lacrosse Association. The Head Official shall receive and forward game reports and other officiating information to the appropriate parties and report to the Executive Board on matters relating to the administration and development of BFLC officials. The Head Officials shall work collaboratively with the Head Coach regarding discipline, game assignments, or concerns involving coaches during games, and shall provide the Executive Board with updates on rule changes, regulations, or directives affecting field lacrosse officiating. The Head Officials shall also attend official association meetings where appropriate.

25.1.9 BFLC Head Manager

Oversees and supports all team managers by maintaining and updating the BFLC Managers Handbook, providing training, and assisting with team administration as needed. Serves as the primary resource for game operations, including use of RAMP scoresheets and proper field setup for games.

25.1.10 Registrar

Responsible for the accurate registration and record-keeping of all BFLC players, including maintaining and updating the RAMP registration system and submitting required registration information to the PCFLL, BCLA, and team Head Coaches. The Registrar maintains player eligibility records and reports, and works closely with the Treasurer to ensure proper tracking and transfer of registration fees.

25.1.11 Field Allocator

Responsible for coordinating and managing BFLC field allocations, including liaising with the City of Burnaby to secure sufficient field time and ensuring required permits and field contracts are obtained, executed, and paid. Works with partner associations when teams are combined with Burnaby to coordinate equitable field usage and allocation.

25.1.12 Equipment Manager

Responsible for the distribution, tracking, and collection of all BFLC equipment

and uniforms at the beginning and end of each season, including field equipment (tents, scorekeeping equipment, chairs, cones, nets), goalie equipment, defensive sticks, team gear, and uniforms, with assistance from Team Managers. Maintains inventory, purchases equipment and uniforms with funds provided by BFLC, reports equipment needs to the Board, arranges repair or replacement of damaged or lost items, and coordinates proper off-season storage.

25.1.13 Social Media Coordinator

Responsible for managing and maintaining BFLC's official social media platforms and the Club website to support communication, outreach, and promotion of the Club. Duties include posting updates regarding registration, schedules, events, achievements, and announcements; promoting club programs and initiatives; and ensuring information on the Club website remains current and accurate. The Social Media Coordinator works with the Executive, coaches, and team managers to gather appropriate content, promotes positive representation of the Club and its members, and ensures that all posts follow BFLC policies regarding privacy, respectful conduct, and the protection of minor athletes.

25.1.14 Division Coordinator

An executive board member with an assigned responsibility for a specific age division and oversees all teams within that division, serving as the primary point of contact for coaches, managers, and families. The Division Coordinator assists with recruiting coaches (subject to approval by the Coaching Committee), supports team managers with administrative matters such as self-scheduling, coordinates with the Equipment Manager for distribution and collection of team equipment and jerseys, and provides regular updates to the Vice-President. They also proactively check in with teams to ensure smooth operations, verify that coaches and managers have up-to-date criminal record checks and required certifications, and receive concerns or complaints within the division, escalating unresolved matters to the Vice-President, President, or Disciplinary Committee when appropriate.

25.2.1 Coaching Committee

(e) The Coaching Committee is made up of:

- BFLC Head Coach
- Vice-President of Youth Lacrosse or Vice-President of Female Lacrosse (depending on the team's jurisdiction)
- Division Coordinator for the team's age division.

(f) The Committee selects coaches based on the following criteria:

- Previous coaching experience
- Technical knowledge of Field Lacrosse
- Relevant coaching certifications
- Past involvement with BFLC
- Temperament and leadership style
- References from other organizations
- Any history of past misconduct

25.2.2 Disciplinary committee

The Disciplinary Committee is responsible for reviewing and addressing alleged violations of Club policies, codes of conduct, or behavior that may negatively affect the Burnaby Field Lacrosse Club (BFLC), its members, or its programs. The Committee ensures complaints are reviewed in a fair, impartial, and consistent manner, and that any recommended disciplinary measures are proportionate to the nature of the conduct and aligned with Club policies and the rules of the Pacific Coast Field Lacrosse League and the British Columbia Lacrosse Association.

(a) The Disciplinary Committee shall consist of:

- President

- Vice-President of Youth Lacrosse
- Vice-President of Female Lacrosse
- Club Head Coach
- One Division Coordinator (from any division)

If a member has a real or perceived conflict of interest, they shall recuse themselves and may be replaced by another Executive Board member appointed by the President (or by the Executive Board if the President has a conflict).

(g) The Disciplinary Committee shall:

- i. Review complaints or reports of alleged misconduct by members, players, coaches, volunteers, or spectators.
- ii. Collect and review relevant documentation and statements from parties or witnesses.
- iii. Provide affected parties the opportunity to present information where appropriate.
- iv. Determine whether a violation has occurred and recommend proportionate disciplinary measures.
- v. Ensure confidentiality and fairness throughout the process.

(h) If a complaint involves safety concerns or situations that could cause harm or significant disruption, the Committee may recommend interim suspension or restrictions while the matter is under review. Such measures are temporary and do not indicate a final decision.

(i) Disciplinary measures as prescribed in policy 9.3

(j) A member who is subject to disciplinary action may submit a written appeal

to the Executive Board within 10 business days of the Committee's decision. The Executive Board shall review the appeal, consider relevant information, and issue a final, binding decision. Appeals are intended to review process and fairness, not to re-investigate the matter from scratch.

25.3.1 Team Head Coach

The Team Head Coach is a leadership position responsible for supporting the development, enjoyment, and safe participation of players within the Burnaby Field Lacrosse Club (BFLC). The Head Coach provides guidance to athletes while promoting sportsmanship, respect, and positive team culture. All Head Coaches are expected to conduct themselves in accordance with the Club's Code of Conduct and the Fair Play policies established by the Pacific Coast Field Lacrosse League, and to help ensure that players, team staff, and families uphold these values throughout the season.

The Head Coach serves as the primary organizer and point of contact for the team and helps coordinate the general operation of team activities. This includes, but not limited to, communicating with players and families, coordinating with the Division Coordinator, ensuring game day requirements are met, and helping organize volunteers to support team functions. The Head Coach also assists with the care and return of Club equipment and jerseys at the end of the season. To support these responsibilities, the Head Coach may appoint and delegate tasks to assistant coaches and a Team Manager, working together as a team to ensure a positive and well-organized experience for players and families.

The head coach is required to have appropriate training for the level of play in which they're coaching.

- (a) 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.

***Rationale:** The descriptions for the Board of Directors, Club Representative, Designated Representatives, and Committee Responsibilities were updated to provide clearer and more precise definitions of duties, authority, and procedures. The previous descriptions*

were generally broad and lacked sufficient detail regarding roles, responsibilities, and decision-making processes.

The revisions clarify expectations, define operational procedures, and establish accountability for key positions within the organization. They also align the listed jobs, tasks, and positions with the club's current executive structure, ensuring that responsibilities are properly assigned and consistent with how the organization is presently governed.

By documenting roles and procedures more clearly, the updates help ensure consistent operations, reduce ambiguity in decision-making, and provide better organizational continuity as volunteers and leadership positions change over time.

These changes also strengthen governance by ensuring that responsibilities and processes are documented in a way that helps protect the organization in the event of disputes, conflicts, or governance challenges. Clear role definitions and procedural guidance support transparency, fairness, and legal defensibility in organizational decision-making.

Submitted by Nicholas Liu, BFLC 1st VP

27.2: Team Selection Guidelines

Current Language

27.1 Player Evaluations

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

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

~~(c) Player evaluations shall be organized by the BFLC Head Coach /Assistant Head Coach.~~

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

(e) A minimum of 2 evaluators are to be used

~~27.2 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 Individual Team Head Coach. 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 PGFLL rules and regulations.~~

~~(b) Team Selection Guidelines for U12 and above:~~

- ~~i. The intent of these selection guidelines is to ensure a fair and expedient tryout process.~~
- ~~ii. It is the goal of the BFLC to field the most competitive teams possible at each level in each division.~~
- ~~iii. It is the responsibility of the Head Coach 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 (Register to arrange for attendance check) or the player has notified the BFLC Head Coach 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 Evaluators and approved by the BFLC Head Coach and BFLC President
 - x. Time extensions to selection process dates only with approval of BFLC Head Coach and BFLC President
 - 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 the BFLC has more goalies than teams. The BFLC Head Coach will decide which team(s) is assigned second goalies
 - xiii. 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).
 - xiv. 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
 - 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 BFLC Head Coach 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 BFLC Head Coach will oversee the division of players between the same level teams to ensure the teams are balanced.
- (c) Team Selection Process for U8 (Tyke) and U10 (Novice)
- i. 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

Proposed Language

27.1 Player Evaluations

(f) Player evaluations shall be conducted for each playing division from U7 through U18 each playing season. In the event there may more than one team in a division each registered participant should be given equal opportunity to participate

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

(h) Player evaluations shall be organized by the BFLC Head Coach, Division Coordinator and Team Head Coach(s)

(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

(j) A minimum of 2 evaluators are to be used

27.1.1 Team Composition

The number of players assigned to each team shall be determined based on recommendations from the BFLC Head Coach, the Division Coordinator, and the respective Team Head Coaches. Consideration shall include the total number of registered players in the division, player skill level, the number of available goaltenders, and roster guidelines established under Policy 3 of this Operating Policy.

27.1.2 Competitive Team Eligibility

A player shall not be assigned to the most competitive team unless they have attended at least fifty percent (50%) of scheduled evaluation sessions, unless the player has:

(a) a documented medical exemption, or

(b) provided prior notice of a scheduling conflict to the BFLC Head Coach or designate.

27.1.3 Late Registration

Late-registering returning players shall be subject to review by the BFLC Head Coach, Division Coordinator, and Board of Directors prior to team assignment.

27.1.4 Approval of Team Selection

The team selection process shall be coordinated by the evaluation group and finalized with the approval of the BFLC Head Coach, the applicable Division Coordinator or Vice-President (Youth or Female), and the Club President.

27.1.5 Selection Timeline

Any extension to established team selection timelines must be approved by the BFLC Head Coach and the Club President.

27.1.6 Team Finalization

All teams should be finalized and communicated to the membership prior to the end of September where practicable. Following team finalization and prior to roster submission deadlines established by the BCLA, no player movement shall occur except in exceptional circumstances approved by the BFLC Head Coach and the Board.

27.1.7 Goaltenders

Each team shall normally carry one (1) goaltender unless the number of registered goaltenders exceeds the number of teams. In such cases, the BFLC Head Coach shall determine appropriate placement of additional goaltenders, with consideration given to roster guidelines outlined in Policy 7.5.1.

27.1.8 Communication of Team Assignments

Team assignments may be communicated directly to players and their families by the Division Coordinator, Team Head Coach, or BFLC Head Coach through appropriate communication methods, including email or direct communication with the player's parent or guardian.

27.1.9 Player Call-Ups between teams may occur only with the approval of the origin team's Head Coach and the receiving team's Head Coach. Permanent player movement after team finalization is not permitted unless approved by the Executive Board of Directors.

All call-ups must comply with applicable operating policies of the BCLA and PCFLL.

27.1.10 Balanced Teams

Where two or more teams are formed at the same competitive level within a division, the BFLC Head Coach shall oversee the allocation of players to ensure teams are reasonably balanced and competitive

Rationale: The Team Selection Guidelines were revised to clarify procedures, modernize terminology, and align responsibilities with the club's current executive and operational structure. The updated policy separates evaluation procedures from team composition and selection decisions, establishes clearer approval authority, and defines roles for the BFLC Head Coach, Division Coordinators, and Team Head Coaches. Several informal or ambiguous provisions were converted into structured policy language to improve transparency, consistency, and fairness in the evaluation and team assignment process. The revisions also clarify timelines, communication expectations, and restrictions on player movement once teams are finalized, while aligning roster management and goaltender placement with existing club operating policies. Overall, these changes provide clearer governance, reduce ambiguity in decision-making, and better reflect how the club currently organizes and manages player evaluations and team formation.

Submitted by Nicholas Liu, BFLC 1st VP

Section 34: Board of Directors & Officers Insurance Coverage

The Organization shall maintain Directors and Officers (D&O) liability insurance at all times to protect members of the Executive Board and Officers from claims arising out of the performance of their duties. Such coverage shall include, but not be limited to, allegations of wrongful acts, including bullying, harassment, discrimination, and misconduct, whether proven or unproven. Coverage must remain active and in good standing, and the Board shall ensure it is reviewed periodically to remain consistent with the Organization's risk exposure and standard practices within non-profit sports organizations.

Rationale: Add new section. Align of PCFLL's recommendation that all clubs shall have coverage for bully and harassment claims

Submitted by Nicholas Liu, BFLC 1st VP

Section 3: Amendments

Section 35: Amendments

Rationale: Reformat. Section 3 has been assigned to “Section 3: Program Philosophy and Division Decision-Making Principles”

Submitted by Nicholas Liu, BFLC 1st VP
