



**SOUTH FRASER FIELD LACROSSE ASSOCIATION
OPERATING POLICY**

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www.southfraserwarriors.com

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A. GENERAL

1. Preamble

The Operating Policy of the South Fraser Field Lacrosse Association has been developed to ensure consistency in the day-to-day and season-to-season operations of the Association. The policies contained within are designed to ensure fair and equal treatment to all our participants (players, coaches, officials and parents) and must always be consistent with the goals and objectives of the Association as laid down in its Constitution & Bylaws.

2. Glossary of Terms

- a) **Association** - South Fraser Field Lacrosse Association
- b) **BCLA** - British Columbia Lacrosse Association
- c) **CLA** - Canadian Lacrosse Association
- d) **Constitution & Bylaws** - the [Constitution and Bylaws](#) of the SFFLA, as adopted by its membership and registered with the Corporate Registry as per the Society Act
- e) **Executive** - Executive Committee of the SFFLA as defined by the Constitution & Bylaws
- f) **ILF** - International Field Lacrosse Federation
- g) **Operating Policy** - this collection of policies adopted by the Executive to guide in the on-going operations of the SFFLA
- h) **Parent** - a parent or guardian of a registered SFFLA Player
- i) **PCFLL** - Pacific Coast Field Lacrosse League
- j) **Players** - athletes eligible to play within a playing division and registered by SFFLA in accordance with the Constitution & Bylaws
- k) **SFFLA** - South Fraser Field Lacrosse Association
- l) **Team Officials** - the head coach, all assistant coaches, manager and trainer of a SFFLA team
- m) **Website** - the official website of SFFLA, www.southfraserwarriors.com

3. Subservience

The policies contained within this are subservient to the Constitution & Bylaws of the SFFLA as well as any policies laid down by the various governing Lacrosse bodies including the ILF, CLA, BCLA and its Field Directorate, and, if applicable, the policies of the PCFLL. If any conflict is found, the Executive will, at its first opportunity, cause such conflicting policies to be changed to meet or exceed the standards set by the governing body.

4. Official Colours

The official colours of SFFLA are Royal Blue and White.

5. Correspondence, Use of Letterhead and Other Official Business

- a) No person shall represent SFFLA in an official capacity, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
- b) No one shall use the SFFLA letterhead for any reason, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
- c) All official written correspondence (including e-mail) sent by any SFFLA member must be copied to the Secretary.
- d) No person shall conduct any surveys or opinion polls for any reason in relation to SFFLA, except for the Executive or anyone granted permission by the Executive.

6. Use of Logo

No person shall use or reproduce the current or any past SFFLA logo for any reason, except for the Executive or anyone granted permission by the Executive. In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval.

7. Fair Play

SFFLA is fully committed to the [Fair Play Codes](#) of the Government of Canada (Fitness and Amateur Sport). SFFLA will do everything in its power to ensure that all its participants are adequately trained to ensure that fair play is incorporated into our team practices and games and that Players are taught the importance of honesty, integrity and respect.

8. Amendments

- a) The Operating Policies of SFFLA may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present.
- b) The [Constitution & Bylaws](#) of SFFLA may only be changed at an Annual General Meeting or Extraordinary General Meeting of the Association, but only by a special resolution. No amendments shall be made unless carried by a simple majority of the Voting Members in attendance at an Annual General Meeting or Extraordinary General Meeting and as long as a quorum is present.

B. TEAMS

1. Team Size

Individual team registration should be set at a maximum of twenty-five (25) and a minimum of ten (10). The Executive will determine the team size for each division prior to the commencement of tiering games.

2. Team Selection

a) Non-Tiered Divisions

At the younger age groups, or where two or more teams will compete at the same level within a division, SFFLA will have as its first aim the balancing of all teams at the particular age group. To ensure this, prior to the season, joint practices will be held by all coaches of the particular age group. All of the coaches will participate jointly in the running of these practices to ensure that all coaches have an equal opportunity to work with the Players and evaluate their skills. In conjunction with the Director of Coaching, the coaches will jointly rate the relative skills of all Players and make selections by way of rotating draft until all available Players have been selected as defined in the Player Draft Policy.

Note: normally, coaches and assistant coaches will be expected to draft their own children, and other coaches should respect this right. However, each such selection will count as one draft choice. That is, if the coach selects his/her child or assistant coach's child in a round of the draft, the next pick belongs to the next team's coach - there is no unlimited protection right.

b) Tiered Divisions

(i) At older divisions (where the PCFLL recognizes tiered play), SFFLA will endeavour to field a team in the highest possible category. This means, for example, that SFFLA shall field a Tier 1 and a Tier 2 level team in a division prior to the tiering round as opposed to fielding two balanced Tier 2 level teams. The important concept is competition - this does not mean the ability to win the league championship or a Provincial Medal but rather that the team be able to win a fair share of games and not be completely outclassed by any of the opposition teams it will face in the regular league play.

(ii) SFFLA is committed to the Player having fun first and foremost and believes that this can best be achieved by having each individual, and thereby collectively the team, play at the most appropriate level of challenge. Top level Players only have fun and are only able to grow in skill if they are stretched - it is in nobody's best interest for a Player to play either above or below the skill level that is appropriate for him/her.

(iii) SFFLA will run open tryouts for all athletes of that age group. Players will be initially grouped by outside evaluators to eliminate the possible conflict with coaches and their sons/daughters. Prior to the first tiering round game, the Tier 1 team coach shall select his/her team. The remaining Players will go to the second team, or if more than two teams are formed in the division, the process will be repeated with the second level coach having

first pick of the remaining Players, and the third coach forming his/her team from the remaining Players (or if the remaining two teams are to play at the same level, a draft will be held in accordance with the Player Draft Policy).

3. Player Draft Policy

- a) All Players will be evaluated as to their skill level. A majority of the coaches in the division being drafted must agree to the skill level assigned to each Player, with the roster of available Players and their assigned skill levels officially recorded in writing by the Director of Coaching.
- b) The coaches' names shall be drawn by the Director of Coaching to determine the order of the draft. If a coach or assistant coach has elected to protect his/her child, the child is not picked until the draft has reached the skill level assigned to that child. For example: if the child is in skill level 2, then he/she is not picked until all skill level 1 Players have been selected. The draft will start at the highest skill level (1) and will proceed in rotation until all Players have been picked at all skill levels.
- c) The Director of Coaching, or designate, will supervise the draft of each division, as he/she is ultimately responsible for balancing the teams. Any trading of Players must be concluded at the time of the draft.
- d) **Drafting of Late Registrants**

The Director of Coaching, or designate, with the help of the division coaches, will determine the skill level of each late registered Player. The Players will be assigned to the teams as follows:

 - (i) based on level of skill and team availability;
 - (ii) to the teams with the fewest number of Players (coaches names will be drawn to determine order of selection); and
 - (iii) after the teams all have the same number of Players, the Director of Coaching will assign Players to coaches in the same order they were in the original draft.
- e) **Protecting Players**
 - (i) While the Association recognizes the convenience sometimes accorded by having friends or neighbours of one Player playing on the same team, it firmly believes that there are many benefits to be had by each athlete being exposed to a new group of friends and comrades. This is true not only in one year but also from year to year. No protection of Players shall be allowed on the basis of them playing for a particular coach or with particular teammates and indeed such a practice will be discouraged at the youngest ages of the sport.
 - (ii) A coach may only "protect" his/her child to the extent described in the Player Draft Policy. That is, the coach must use one of his/her draft selections to choose his/her child in the appropriate round of the draft and then the next pick moves to the next team's coach. There is no unlimited or automatic protection right.

f) **Balancing of Teams**

After each team has had the opportunity to practice together, it must have a scrimmage with other teams to see if the drafting process appears to have worked well. If obvious inequities exist, the coaches should work with the Director of Coaching to resolve them prior to the beginning of league play. If the Director of Coaching deems it wise, a mini-round robin tournament will be played by all teams in the division to test the balance. The Director of Coaching, with the assistance of the division managers if applicable, has the authority and the duty to transfer as many Players as necessary from team to team to ensure the closest possible balance of all teams in the division prior to the commencement of league play.

4. **Uniforms**

- a) Jerseys and matching shorts are to be purchased by Players in addition to the annual registration fee. The Executive shall select a uniform supplier on an annual basis and determine the price of jerseys and shorts, which will be published on the Website and available for sale either together or separately during tryouts.
- b) Uniforms and the player's number belong to the player for their entire membership with SFFLA*. Specific number requests will be accommodated as best as possible.

** - should a player leave the Association for a period of two (2) or more seasons, the number will no longer be protected. If the player returns after such an absence, he/she will have to re-apply for his/her number and have a second choice ready in case the first choice has been taken.*

- c) Name bars are not permitted on the backs or jerseys.

5. **Player Movement**

- a) Player movement is governed by the [BCLA Field Directorate Operating Policy, Regulation 3](#).
- b) A Player's coach must be asked before the Player is contacted regarding the possibility of playing up on a game-by-game basis. The Player's coach shall not unreasonably withhold permission for the Player to play up. Examples of legitimate refusals are:
 - Player recuperating from injury;
 - Player's regular team playing on same day and time as the team requesting the call-up; or
 - Player's regular team playing in a tournament.
- c) The BCLA Field Directorate determines playing divisions based on birthdates. The BCLA "year" runs from January 1st through December 31st. Players are not permitted to play down for a younger division team.
- d) After September 30th of the playing year, no Player shall be able to be transferred to another team within its own playing division.

6. Goaltender Placement

- a) At least one experienced goaltender shall be placed on each team within a division before a higher level team can take two experienced goaltenders.
- b) In cases whereby the number of teams within a division exceed the number of experienced goaltenders, goaltenders will be placed from the higher level team down by way of skill level.
- c) If teams competing at the same level within the division (i.e. two Tier 2 teams in U-16) are left with insufficient experienced goaltenders to enable one per team, the Director of Coaching shall conduct a lottery to decide which team gets the goaltender. The unsuccessful team's coach will have to develop a goaltender from within the team roster, which will be increased by one Player over the lottery winner to compensate for the lack of experienced goaltender.
- d) Players who commit full-time to goaltending on a higher calibre team than their skill level as an "out player" could be limited to their playing "out" (if any) at the discretion of their coach.

7. Provincial Championships

- a) To be eligible to play in a provincial championship tournament, a team must have played a minimum of eight league, sanctioned tournament games, or playoff games, or combination of, during the current year as a team.
- b) To be eligible to play in a provincial championship tournament, a Player playing up a division must have played a minimum of three league, sanctioned tournament games, or playoff games, or combination of, during the current year with that team.
- c) Youth players can only participate in one Youth Provincial Championship and must have played in a minimum of fifty percent (50%) of all scheduled league games with that team, excluding players playing up one age group.

C. COACHES & TEAM OFFICIALS

1. Selection of Coaches

- a) Any person who coached in the previous season for SFFLA may be invited to apply for a position in the current season. As well, any other person wishing to apply for a coaching position is welcome to do so. Applicants shall download from the Website, complete and return via e-mail to the Director of Coaching a [Coaching Profile](#) form, available from the Website.
- b) A committee consisting of the Director of Coaching, the President and one other member of the Executive will review all applications received.
- c) After reviewing and possibly interviewing the applications, the selection committee will report their recommendations to the Executive for approval or modifications.
- d) The Director of Coaching, who will provide selection criteria upon request, will inform each applicant of the decision(s).

2. Coaches Selection Criteria:

The selection of coaches for SFFLA will be based upon the following criteria:

- Attainment of the necessary Coaching Certification as specified by the BCLA and a commitment to self-improvement by taking further coaching clinics or levels.
- A demonstrative knowledge of the technical aspects of lacrosse
- Prior successful experience coaching lacrosse. Success measured by: improved skill of Players, player enjoyment and feedback from the Coaches Profile form.
- Display of the personal skills that exemplify the SFFLA Code of Conduct.
- Good organizational skills and personal commitment (e.g. runs and attends regular practises, enters tournaments, etc.)
- Other skills (i.e. first aid) that would enable the applicant to better fulfil their coaching duties.

***NOTE:** Although the above items are prioritized, it is intended that they be a list without rigid barriers. For example, if one of the applicants has significantly more technical knowledge or coaching experience and is committed to attaining his/her Coaching Certification, then that person should be considered in spite of not presently having them.*

Prior to the final placement of an applicant into a coaching position, the applicant must submit to a Criminal Record Check as per [Clause C.6](#).

3. Qualifications

- a) All coaches for SFFLA teams will be expected to be qualified to the Coaching Certification Program Minimum Standards required by the BCLA, with [Form 100M](#)'s and associated fees submitted to the BCLA office by the SFFLA by no later than October 1st of the playing year. Potential coaches may be taken on with their commitment to meet these requirements; however, if they fail to carry through with their commitment, they will be asked to turn over direction of their team to another qualified coach.

- b) All coaches and assistant coaches of the Association must complete the classroom component portion of the applicable coaching certification program on the clinic dates offered by the BCLA during the current playing season. No coach or assistant coach will be allowed to take on responsibility without this level of commitment.
- c) All coaches will be encouraged to attend a referee training clinic sponsored by SFFLA.

4. Training Expenses

- a) SFFLA will pay for the course fees for first time participants in all required Coaching Certification Programs for individuals committing to coach (or assistant coach) for the Association.
- b) Requests for reimbursement of fees for higher level and for specialized courses (such as sport medicine, etc.) will be considered on a case-by-case basis by the Executive.

5. Coaches Evaluation Form

At the conclusion of each season, a Coaches Evaluation Form may be issued to the Parent of every SFFLA Player.

6. Criminal Record Check

All coaches and assistant coaches are required to download from the Website, complete, and have processed by the RCMP a [Criminal Record Check](#) at the beginning of each season.

7. BCLA Fees

SFFLA will pay the registration and insurance fees levied by the BCLA for all Team Officials in good standing.

8. Fines

SFFLA will not reimburse its coaches or other Team Officials for any fines, penalties or damage costs levied by the BCLA, BCLA Field Directorate, PCFLL or BCLCA as a result of non- or improper performance of their duties.

9. Equipment

Coaches shall sign for and be responsible for all equipment issued their teams.

10. Conduct

- a) All SFFLA Team Officials are bound by the rules and regulations of the BCLA, the BCLA Field Directorate, PCFLL and BC Lacrosse Coaches Association (BCLCA).
- b) Coaches and Team Officials are bound by the [General Rules of Conduct](#) listed in Section I.

- c) The Head Coach will be expected to sign, along with Player and Parent(s), a [Code of Conduct for Players, Parents & Coaches](#) form, downloadable from the Website, for each Player prior to that Player competing in any game.

11. Team Manager Duties

- a) The person in this position is responsible for coordinating team functions and acting as liaison between the coach(es) and players' parents. This allows the coach(es) to devote their volunteer time to the functions of coaching.
- b) Duties which may be allocated to the Team Manager include, but are not limited to:
- Distributing information
 - Ensuring all Code of Conduct Forms are signed and filed
 - Ensuring all Participant Information Forms are completed and filed
 - Locating team sponsors
 - Arranging tournaments
 - Organizing team volunteers
 - Fundraising
 - Social functions
- c) It is recommended that e-mail is used to send messages to the team as it is a time-saver and everyone is sure to get the same message. Team Managers must encourage their players, coach(es) and other team officials to check their e-mail on a daily basis. This may include: game time and/or place changes, practice time and/or place changes, or reminders of upcoming activities.

12. Fundraising

Any fundraising activities must be pre-approved by the Executive. After receiving Executive approval, all monies fundraised by a team must:

- be shared evenly and equally amongst all players on that team who participated in the fundraising event(s);
- be used in the season the money was raised; and
- be recorded on an itemized report to show money raised and money spent. The report and any funds remaining at the end of the season will be turned over to the SFFLA Treasurer to be deposited into the Association's general account.

D. PLAYERS

1. Registration

- a) Registration will be on a first come first served basis. Every attempt will be made to place all applications received each year. All registrations received by mail or at the any official registration sessions (as set by the Registrar and approved by the Executive each year) will be accepted. Applications for registration received after the start of team selection sessions will be on a space available basis as defined in the team size policy.
- b) Registration fees shall be set each year by the Executive and posted on the Website.
- c) Applications for refunds shall be processed as per the most current policy posted on the Website.
- d) Only registered Players may participate in SFFLA team games and practices. Athletes not yet registered are not allowed on the field until officially registered by the Registrar. Team Officials cannot accept registrations in order to circumvent this rule. The practice of Team Officials recruiting Players registered with other associations to play on SFFLA teams is not condoned by the Executive.

2. Releases

- a) Any Players requesting a release from their home association in order to register with SFFLA (or vice-versa) must adhere to Regulation 15 of the BCLA Field Directorate Operating Policy - Youth Moves. Non-resident Players considering a move to SFFLA are advised to make written application to the SFFLA President prior to requesting a release from their home association. Written approval by the home association and the PCFLL Division Commissioner is required before the Player can be registered with SFFLA.
- b) Requests for Player releases to other associations must be forwarded in writing to the SFFLA Executive stating the Player's rationale for requesting the release. Each release will be evaluated on its individual merits. Generally speaking, a release will only be considered when SFFLA cannot field a team in the current playing season or there are extenuating circumstances. No Player residing within the SFFLA catchment (City of Surrey & City of White Rock) may play for another association without prior written release by SFFLA and the PCFLL Division Commissioner.

3. Playing Up

- a) Player movement is governed by the BCLA Field Directorate Operating Policy Regulation 3.
- b) A Player may permanently play up one division or calibre higher than that in which he/she is registered, with the written permission of lower level coach and the Executive.

- c) SFFLA does not believe it to be in a Player's long-term best interest to permanently play in a division older than their own age. Requests by the Parents will not be considered sufficient cause for SFFLA to allow Players to permanently play for a team of higher age. In rare instances, where a Player has obviously outclassed his/her peers throughout the season just over, a coach may, with the Parent's approval and most importantly the Player's desire, make a recommendation to the Executive that for the next season the Player be allowed to register with the next highest age group.
- d) In no case will a Player be allowed to advance more than one division past his/her peers. In subsequent years, the situation must be reviewed by the Executive to determine if the Player should continue to advance ahead of his/her peers or if he/she should remain in the division for an additional year and be reunited with Players his/her own age. The latter should be the normal decision of the Executive barring substantial evidence of the Player's ability to continue to outclass his/her peers.

4. Conduct

- a) Players are bound by the General Rules of Conduct listed in Section I and will be expected to sign, along with Parent(s) and Head Coach, a [Code of Conduct for Players, Parents & Coaches](#) form, downloadable from the Website, prior to playing any game.
- b) For insurance purposes, players must have at least helmets/face masks on at all times they are playing or practicing on the field. This rule is necessary for compliance with the Association's insurance policy regulations and will be enforced by coaches, referees, and all other Association members at all games and practices of the SFFLA.
- c) For insurance purposes, only registered Players, referees or Team Officials may enter the field during the duration of the game.

E. REFEREES

1. Qualifications

All SFFLA referees must be members of the BC Lacrosse Officials Association (BCLOA) and must be carded in accordance with its regulations in order to officiate at any SFFLA tournament, league or playoff game.

2. Training Expenses

The Executive will consider requests for reimbursement of fees for high level and for specialized courses on a case-by-case basis.

3. BCLA Fees

SFFLA will pay the registration and insurance fees levied by the BCLA for all its referees in good standing.

4. Fines

SFFLA will not reimburse its Referees for any fines or penalties levied by their associations or the BCLA, BCLA Field Directorate, PCFLL or BCLOA as a result of non- or improper performance of their duties.

5. Conduct

- a) Referees must be at the field a minimum of 15 minutes before the scheduled face-off time.
- b) Referees will ensure that individuals not participating in the game not be permitted on the field from start to finish of the game, including during the warm-up and between periods.
- c) Referees will not practice on the field before or after the game, or between periods.
- d) All SFFLA Referees are bound by the rules and regulations of the BCLA, the BCLA Field Directorate, PCFLL and BCLOA.

6. Uniform

All referees must wear the proper uniform as specified by the BCLOA.

F. GAME REQUIREMENTS

1. Officials

SFFLA teams playing on home field shall ensure that the following competent bench officials are present prior to the start of the game:

- Sufficient properly carded Referees (provided by the SFFLA Referee Allocator)
- Scorekeeper (parent volunteer arranged in advance by the coach or manager)
- Timekeeper (parent volunteer arranged in advance by the coach or manager)

No other people, except the duly appointed bench officials, shall be allowed in the bench officials' boxes.

2. Game Start and End Times

SFFLA teams playing on home field shall ensure that games end on-time to ensure the next scheduled game in the facility is not unduly delayed. Should unforeseen circumstances (i.e. prior scheduled game running over, major injury requiring emergency medical team treatment, lateness of referees, act of God) force a situation that a game cannot be completed within the time allotment, the following measures must be considered:

- the period breaks shortened; and/or
- the first, second, third and/or fourth quarter(s) shortened.

The referees shall ensure agreement by both coaches of the revised game duration and shall enter such agreement on the gamesheet. Under no circumstances shall the face-off of next game booked at the facility be delayed by more than fifteen (15) minutes.

3. Game Equipment

SFFLA teams playing on home field shall ensure that:

- Goals are set-up and secured in place;
- Bench officials table and chairs are setup with game timer and two penalty timers in place and operational;
- The gamesheet is completed and given to the visiting team not later than 15 minutes prior to scheduled game start time;
- All Players' helmets and equipment is checked for necessary compliance, including removal of jewellery (applies to away games as well);
- All game officials provided by the SFFLA Referee Allocator are paid in full prior to the start of game; and
- A minimum five (5) good quality CLA-approved game balls are given to the Referees (3) and behind each goal outside the end line prior to the start of the game.

G. SFFLA EXECUTIVE

1. Elected Positions

The elected positions, known as “Directors” of the SFFLA who each have a vote on the affairs of the SFFLA at any Executive meeting, are: President, Vice President, Secretary, Treasurer, Director of Coaching and Director of Officiating. The immediate Past President, although not elected, shall sit on the Executive but not have a vote on the affairs of the SFFLA.

2. Appointed Positions

Appointed positions to the SFFLA Executive, known as “Officers”, are: Registrar, Equipment Manager, Field Allocator, Referee Allocator, Booster Coordinator, Volunteer Coordinator, and additional appointed Officers.

3. President

The President shall:

- a) be responsible for the overall administration of the SFFLA;
- b) be a full signing officer for the SFFLA;
- c) at any time convene a meeting of the Executive;
- d) preside at all meetings of the SFFLA and its Executive;
- e) ensure that all members of the Executive are aware of their duties and hold the members of the Executive accountable for the execution of their duties;
- f) be an ex-officio member of all committees of the Executive;
- g) be the official spokesperson for the SFFLA; and
- h) attend PCFLL, BCLA and any other mandatory field lacrosse meetings.

4. Vice President

The Vice President shall:

- a) carry out all functions of the President whenever the President is unavailable, resigns or not be able to carry on for any reason;
- b) be a full signing officer for the SFFLA;
- c) serve on any committee of the SFFLA at the discretion of the President; develop a vision and multi year plan for the growth of the SFFLA;
- d) provide leadership and direction to increase the visibility of the SFFLA;
- e) be the prime contact with Surrey Parks, Recreation & Culture as it pertains to securing facilities, field times and access to park amenities (i.e. washrooms, parking, lighting, equipment storage);
- f) work in conjunction with the Director of Coaching, Director of Officiating, Equipment Manager, Field Allocator, Referee Allocator and Volunteer Coordinator to facilitate team practices and games; and
- g) perform other related duties as required.

5. Secretary

The Secretary shall:

- a) conduct the correspondence of the SFFLA which is to be promptly and properly actioned and file copies made readily available to the Executive;
- b) issue notices of all meetings of the SFFLA to appropriate members;
- c) keep and distribute minutes of all meetings of the SFFLA and Executive;
- d) be responsible for issuing bulletins to coaches and managers of all items and discussions affecting them;
- e) have custody of all records and documents of the SFFLA except those required to be kept by the Treasurer;
- f) have custody of the common seal of the SFFLA;
- g) have the membership roll available at all general and special meetings to confirm membership status;
- h) forward game results, schedules and reports to media and webmaster;
- i) ensure that SFFLA activities are communicated to all members;
- j) be a full signing officer for the SFFLA;
- k) on completion of the term of office turn over:
 - (i) completed documents ready to file for annual report of the SFFLA; and
 - (ii) all files, communications and documents pertaining to the affairs of the SFFLA to a successor; and
- l) perform other related duties as required.

6. Treasurer

The Treasurer shall:

- a) keep financial records, including books of account, necessary to comply with the Society Act; these books shall be kept accurately, up to date and readily available for audit when necessary;
- b) report financial status of the SFFLA at each Executive meeting;
- c) ensure that all funds received in the name of the SFFLA are deposited into accounts held at a financial institution approved by the Executive;
- d) ensure that all bills owed by the SFFLA are paid. Outstanding accounts shall be paid by cheque, signed by the Treasurer and one other signing officer;
- e) be a full signing officer for the SFFLA;
- f) present a detailed statement of the finances to date of the SFFLA at the Annual General Meeting;
- g) arrange for financial audits by a recognized firm of chartered accountants, certified general accountants or others as required by the Constitution & Bylaws;
- h) submit and monitor all Direct Access Gaming, and other grant and fundraising applications applying to the Association as a whole;

- i) recruit and maintain sponsorships for the SFFLA from businesses, private individuals or groups;
- j) ensure that a letter of appreciation and an official receipt are sent to each sponsor, and that the Secretary arranges for recognition through advertising of such sponsorships; and
- k) perform other related duties as required.

The office of Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer.

7. Director of Coaching

The Director of Coaching shall:

- a) receive all Coaching Profiles submitted by potential coaching candidates;
- b) prepare a list of persons recommended to coach specific teams and submit this list to the Executive for approval prior to assignment and commencement of league play;
- c) ensure that all coaches submit to criminal background checks;
- d) in the event of a team losing its Head Coach, take over as interim Head Coach until a suitable replacement is in place;
- e) coordinate a training program for all coaches and Team Officials, including arranging for coaching clinics prior to the commencement of league play;
- f) ensure that all coaches are made aware of the certification requirements set out by the BCLA and that they complete the necessary courses to attain the qualification to coach at the level to which they are assigned;
- g) receive all Form 100M's, maintain a record of coaches and their National Coaching Certification Program (NCCP) certification levels, and submit the necessary documents to the BCLA;
- h) oversee any player drafts;
- i) counsel any coach, manager or trainer who displays conduct unbecoming a Team Official while representing the SFFLA;
- j) recommend to the Executive, with explanation, any Team Official who should be removed from position with cause;
- k) maintain a coaching manual for Team Officials' reference at all levels;
- l) attend all Coaching Coordinators meetings of the BCLA Field Directorate and all meetings of the BCLCA, as required;
- m) ensure that all coaches maintain a high calibre of coaching throughout the season;
- n) maintain an effective line of communication between coaches, SFFLA and NCCP; and
- o) perform other related duties as required.

8. Director of Officiating

The Director of Officiating shall:

- a) provide a register of all qualified officials and their levels to the Referee Allocator and the Executive;
- b) coordinate a continuous training program, including arranging for referees clinics, to ensure a high calibre of officiating in the SFFLA;
- c) maintain an effective line of communication between referees, SFFLA, and the National Referee Certification Program;
- d) ensure adequate supervision and evaluation of officials in game situations;
- e) act as a role model for other officials by adhering to the Official's Code of Ethics;
- f) conduct investigations, and if necessary suspend or refuse to assign any referee who displays any conduct unbecoming an official while representing the SFFLA;
- g) conduct training sessions for Team Officials and volunteers to ensure proper timekeeping and scorekeeping at home games;
- h) ensure that all rule changes are disseminated to all Team Officials; and
- i) perform other related duties as required.

9. Immediate Past President

The Immediate Past President shall:

- a) act as a liaison between the previous and current Executive; and
- b) maintain the continuity of the Executive.

10. Registrar

The Registrar shall:

- a) be responsible for the annual registration of all playing members, including holding registration sessions, and receiving mailed-in registration forms and supporting documents and cheques;
- b) review all registration cards for completeness and correctness, enter player information into the BCLA database and submit completed registration cards to the BCLA in accordance with Regulation 18 of the [BCLA Field Directorate Operating Policy](#);
- c) maintain the register of all members;
- d) advise the Treasurer of any cancellations of memberships and refunds to be made;
- e) provide player lists for each division to the Director of Coaching; and
- f) perform other related duties as required.

11. Equipment Manager

The Equipment Manager shall:

- a) procure, maintain inventory records, and arrange for maintenance, repair and storage of all equipment owned by the SFFLA;
- b) distribute and ensure that all teams have an adequate supply of equipment to enable them to conduct practice sessions and games, and coordinate the return of such equipment with Team Officials at the end of the season;
- c) ensure that nets and frames, scorer's table and chairs, stop watches, field markers, and an adequate supply of lacrosse balls are on-hand for all home games;
- d) bring to the attention of the Executive any equipment which is damaged, worn or in need of replacement;
- e) prepare and furnish reports of the equipment purchases, inventory levels and equipment needed, at the Annual General Meeting or upon request by the Executive; and
- f) perform other related duties as required.

12. Field Allocator

The Field Allocator shall:

- a) arrange for field times and meeting locations with Surrey Parks, Recreation & Culture;
- b) assign tryout and practice times to teams on an equitable basis, and to ensure maximum use of facilities;
- c) work with the PCFLL as to tiering, regular season and playoff game schedules, and, upon receipt from the PCFLL, provide copies to the Director of Coaching and Director of Officiating;
- d) work with team managers to schedule, re-schedule, exchange and cancel field times for exhibition, league and playoff games; and
- e) perform other related duties as required.

13. Referee Allocator

The Referee Allocator shall:

- a) obtain a complete list of referees from the Director of Officiating;
- b) ensure that referees are allocated for all SFFLA playing commitments; and
- c) perform other related duties as required.

The Field Allocator and Referee Allocator positions may be held by one person who shall be known as the Field/Referee Allocator;

14. Booster Coordinator

The Booster Coordinator shall:

- a) procure SFFLA souvenirs in the promotion of the sport of Lacrosse;
- b) procure, market, sell and arrange delivery of SFFLA apparel; and
- c) perform other related duties, as required.

15. Volunteer Coordinator

The Volunteer Coordinator shall:

- a) Provide assistance to team managers as required to recruit, train and retain volunteers;
- b) Be familiar with the [BC Lacrosse Volunteer Leadership Association \(BCLVLA\) Operating Policy](#);
- c) Act as the prime contact between the BCLVLA and SFFLA; and
- d) Perform other related duties as required.

H. COMPLAINTS

1. Referees

Complaints about SFFLA referees are to be made in writing to the Director of Officiating with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised and the Executive will deal with the matter.

If still not satisfied, the complainant may send a letter to the BC Lacrosse Officials Association (BCLOA) Chairperson (*contact the BCLA Office for name and address*).

Complaints about referees of other associations are to be made in writing to the Head Referee of that association, with copies to the SFFLA President and to the BCLOA Chairperson.

2. Coaches

Complaints about SFFLA coaches are to be made in writing to the SFFLA Director of Coaching with a copy to the President. If the outcome is not satisfactory to the petitioner, then the President should be advised and the Executive will deal with the matter.

If still not satisfied the complainer may send a letter to the BC Lacrosse Coaches Association (BCLCA) Chairperson (*contact the BCLA Office for name and address*).

Complaints about coaches of other associations are to be made in writing to the Coaching Coordinator of that association, with copies to the SFFLA President and the BCLCA Chairperson.

3. Executive

Complaints about any of the SFFLA Executive members are to be made in writing to the President (or the Vice President if the President is directly involved in the dispute).

4. Other

Complaints about any other matter concerning lacrosse are to be made in writing to the President. The Executive will review and either deal with the complaint if within its jurisdiction, or will direct the complaint to the appropriate governing bodies.

I. GENERAL RULES OF CONDUCT & DISCIPLINE

1. Conduct

All SFFLA Team Officials, Players, Parents, members of the Executive and fans are bound by the rules and regulations of the BCLA and its Field Directorate. Regulation 9 of the [Field Directorate Operating Policy](#) - Conduct is listed here as a matter of convenience and will be updated without SFFLA Executive approval if changed by the BCLA:

9.01 General Conduct

Coaches, assistants, managers, trainers and bench personnel should be registered with the team.

Every participant in lacrosse is responsible for proper observance of the BC Lacrosse Association Constitution and By-laws, Operating Policies, Rules and Philosophy. BCLA members should place the betterment and welfare of lacrosse and their players above their personal, team and association interests.

It is the responsibility of the BCLA members to promote and foster good conduct of all team personnel and supporters at all lacrosse functions, and help ensure respect for all lacrosse officials, umpires, participants and spectators.

Team and association personnel and supporters should refrain from approaching any official or member of the Field Directorate at or immediately following a game with reference to situations within that game.

All members and supporters of all teams and associations, when in public and recognized as lacrosse members and supporters, must conduct themselves in such a manner as to always enhance the image of lacrosse.

Associations will be responsible for team personnel, association personnel, and supporters (fans) who abuse (verbally or physically) any volunteers in any official capacity or spectator, and will be subject to disciplinary action by the Field Directorate.

9.02 Alcohol and Drugs

No one involved in a lacrosse game or practice should be under the influence of alcohol or drugs, nor should alcohol be consumed before, during or after a game or practice. Alcoholic beverages and drugs are prohibited at game or practice sites, and dressing rooms.

9.03 Player Tampering

Player tampering shall be recognized when a coach, association or team official acts in a manner encouraging or enticing a player from another team to: hold out or delay registering; request a release or transfer; join another team, association, club or zone.

9.04 Maintenance of Order

All persons, including those paying admission or receiving passes, who attend games under the jurisdiction of the BCLA, shall be deemed to have agreed that they were admitted on the condition that they abide by the rules and philosophy of the BCLA, even to the extent that they may be ordered removed from any or all playing sites (including areas reserved for spectators).

2. Communication With Officials

In the event that a game situation arises during play, the persons wishing to make a complaint, comment or query must wait 24 hours as a general rule to make comments regarding a specific call, play or event occurrence (exceptions apply in the 24 hour rule if there is a Code of Conduct violation, or if a player is considered in harms way).

These complaints will be directed to the team's Head Coach for clarification. If the Head Coach is unable to clarify or rectify the query, he will pass it onto the SFFLA Director of Officiating. A carbon copy will be sent to the SFFLA Director of Coaching. At no time is there to be direct correspondence between the official in question and persons making inquiries.

In the event that the Director of Officiating has a conflict of interest with the query, the complaint can be directly addressed to the SFFLA President.

All complaints, questions or clarifications must be in writing and signed by the member making the query and can be presented in email or written hard copy form.

3. Communication With The Executive

Members can address and/or communicate to Executive through the following means:

a) **Addressing the Executive**

Members of the Association may request to be scheduled to address the Executive at an Executive Meeting. They must make a request in writing to the President and accompany it with background information on the issue they wish to address.

This written request must be submitted at least one week in advance of the meeting and will only be approved if time permits on the agenda for that meeting.

The delegation will be allowed a maximum of fifteen (15) minutes. The delegation may consist of a maximum of three (3) persons unless prior approval has been obtained from the President of the Association. A maximum of two (2) delegations will be heard at any one meeting. Presentations from persons who appear at the Executive Meeting without prior approval shall not be accepted by the Executive.

b) **Written Submissions**

Members may also contact the Executive in writing via e-mail (president@southfraserwarriors.com).

All correspondence addressed to President and Executive is received and routed appropriately.

4. Inappropriate Behaviour

Swearing, vulgar or other abusive language, making lewd gestures, uttering threats, throwing debris or other inappropriate behaviour whether directed towards officials, coaches, players or fans by any participants or spectators at SFFLA functions will not be tolerated by SFFLA. Such action will result in the offending individual(s) being asked to leave the facility for the remainder of the game or event, with further disciplinary action considered by the Executive upon receipt of the PCFLL review of the referee's report. Repeat offences will result in the permanent barring of the individual(s) from SFFLA events.

Team cheers should be selected by the coach to ensure that these standards of behaviour are adhered to by his/her players.

5. Discipline

All SFFLA Team Officials, Players, Parents, members of the Executive and fans are bound by the rules and regulations of the BCLA and its Field Directorate. Regulation 20 of the [Field Directorate Operating Policy](#) - Youth Discipline is listed here as a matter of convenience and will be updated without SFFLA Executive approval if changed by the BCLA:

20.01 The Field Lacrosse Directorate is responsible for disciplining its own membership.

20.02 See [General Operating Policy](#) Regulation 11 for the jurisdiction of suspensions

20.03 Suspension Policy. The following policies apply to expulsion calls only.

1. Deliberate attempt to injure.

- *may include but is not limited to butt-ending, spearing or kicking*
- *to deal with personal fouls (physical) that are excessive and beyond normal play*

1st Offence Minimum: three (3) games

2nd Offence Minimum: six (6) games

3rd Offence Minimum: one (1) year suspension from date of infraction

4th Offence Minimum: player forfeits eligibility in the BCLA Field Directorate

2. Abuse by language or gesture

- *may include but not limited to verbal abuse or racial statements to a player, coach, any person officially associated with a team, or a fan*
- *to deal with behaviour and actions that are non-physical*

1st Offence Minimum: two (2) to five (5) games

2nd Offence Minimum: five (5) games to one (1) year from date of infraction

3rd Offence Minimum: one (1) year suspension from date of infraction to forfeit of eligibility in the BCLA Field Directorate

3. *Abuse of official*
 - *abuse may be verbal or physical*
 - *an official is defined as a referee, timekeeper, scorekeeper, or any other designated officials.*
 - *to deal with any inappropriate behaviour toward any official*

1st Offence Minimum: five (5) games to forfeit of eligibility in the BCLA Field Directorate

2nd Offence Minimum: one (1) year suspension from date of infraction to forfeit of eligibility in the BCLA Field Directorate

3rd Offence Minimum: forfeit of eligibility in the BCLA Field Directorate
4. *Fighting*
 - *Note rule 78.1 of the ILF rulebook*
 - *The deliberate striking or attempting to strike an opponent, a non-playing member of the opponent's squad, a coach or anyone controlling the play of the game with the hand, cross, ball or otherwise by a player, substitute, a non-playing member of a squad, a coach or anyone officially connected with a team may be an expulsion foul.*
 - *the third man into an altercation is automatically expelled from the game*
 - *any person leaving the bench when the benches have been frozen may be expelled from the game*
 - *to deal solely with the act of fighting*
 - *one punch thrown, whether it lands on the intended recipient or not, or anyone else, constitutes a fight.*

1st Offence Minimum: two (2) game suspension

2nd Offence Minimum: five (5) game suspension

3rd Offence Minimum: one (1) year suspension from date of infraction

4th Offence Minimum: forfeit of eligibility in the BCLA Field Directorate
5. *Other*
 - *any offences that are not directly covered by any of the above sections are to be reported directly to the commissioner of the respective league to be dealt with in an appropriate manner in relation to the above guidelines.*

6. Other Disciplinary Action

The Executive of the SFFLA is empowered to take whatever disciplinary steps it feels warranted for breaches of its General Rules of Conduct or Constitution & Bylaws. This could include, but is not limited to, suspension of rights as either spectators or participants at any or all SFFLA functions.