



Delta Lacrosse Association

Operating Policy

Contents

Section A: INFORMATION ABOUT THE ASSOCIATION	4
Section B: STATEMENT OF PURPOSE	4
Section C: HOW LACROSSE IS RUN IN BRITISH COLUMBIA	4
Governance:.....	4
Membership, Meetings and Voting:	5
Election of Officers:.....	5
Section D: ELIGIBILITY	5
Section E: MANAGEMENT OF THE ASSOCIATION:	6
Elected Officers	6
Board of Directors.....	6
Designated Representatives	6
Designated Officials	6
Terms of Service:.....	6
Filling Vacancies:	7
Appointing Committees:	7
Conflict of Interest:	7
Voting on Decisions:.....	7
Voting Privileges:	7
Elected Officers Responsibilities	7
President:.....	7
Vice-Presidents:	7
Coaching Coordinator (1 Box, 1 Field):.....	8
Head Referee:	8
Secretary:	8
Treasurer:.....	8
Immediate Past President:	9
Board and Designated Representatives Responsibilities	9
Registrar (1 Box, 1 Field):	9
Scheduler (1 Indoor Arena, 1 Outdoor Box, 1 Field/Turf):	9
Division Managers:.....	9
Senior Team Managers (3):.....	9
Equipment Manager (Box, Field & Jersey):	10
Sponsorship Coordinator:	10
Director of Development	10
Designated Officials	10

Section F. OPERATING GUIDELINES.....	11
I. Code of Conduct.....	11
II. Discipline.....	11
III. Financials.....	11
IV. AGM.....	12
V. Registration.....	12
Minors Registration.....	13
Seniors Registration	13
VI. Player Evaluations.....	14
VII. Team Selections	15
Minor Sector – Non-Competitive Divisions	15
Minor Sector – Competitive Divisions	15
VIII. Coaches & Team Managers	16
IX. Cancelled Games.....	17
X. Game & Practice Time Allocations	17
XI. Tournaments.....	18
(a) Provincials/Championships.....	18
(b) Nationals.....	18
(c) Novice All-Star.....	18
(d) Delta Tournaments	18
(e) Other Tournaments	18
XII. Fundraising.....	18
1. Association Fundraising.....	18
2. Team Fundraising	19
3. Tournaments.....	19
XIII. Sponsorships	19
XIV. Equipment	19
XV. Scholarship	20
XVI. Referees.....	21
XVII. School Credit.....	21
XVIII. Maintenance of Order	21

Section A: INFORMATION ABOUT THE ASSOCIATION

The Delta Lacrosse Association (DLA) operates under the guidelines of its Constitution, By-Laws (per BC Societies Act) and this Operating Policy (OP).

The policies will be deemed to be official club policy of the Delta Lacrosse Association unless in conflict with the Club Constitution or Bylaws or the BCLA Constitution and Bylaws or BCLA Operating Policies.

The club policies will be reviewed, and may be revised, by the club executive on an as required basis, subject to 100% agreement by the executive and will then take effect for the balance of the year only. These changes must then be passed per DLA Constitution and Bylaws to become effective.

Revisions, deletions, and additions shall be finalized at a general meeting of the Club and must be passed by a 50% plus 1 majority. Changes to the club Constitution and By-Laws will be passed at 75% majority at the Annual General Meeting only (as per Constitution).

The Constitution, Bylaws and Club Operating Policy shall be made available to all Association members thru print (as requested), association web site(s) or e-mail (as requested).

Section B: STATEMENT OF PURPOSE

The DLA recognizes the fact that its primary aim is to provide the Players in the DLA the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The DLA believes that such respect is fostered by teaching not only the skills required to play the game, but also by teaching and reinforcing the positive aspects of team sports, including fair play, sportsmanship, respect for each other and for opposing teams, respect for officials and of the rules of the game by putting forth both Competitive and Non-Competitive teams;

- a) **Non-Competitive Teams:** The focus is to be on having fun while at the same time developing basic skills and teaching the game of lacrosse.
- b) **Competitive Teams:** The focus is to put out the most competitive team available for the calibre within the division. The level of skills development and teaching the game of lacrosse increase with the calibre or division that is being played.

Section C: HOW LACROSSE IS RUN IN BRITISH COLUMBIA

Governance:

1. The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who is responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all Lacrosse played in British Columbia is the British Columbia Lacrosse Association (BCLA) which answers to the CLA.
2. As an Association, we operate under the guidelines set forth by the British Columbia Lacrosse Association (BCLA). The BCLA's function is to organize all Lacrosse activity in our province. They ensure consistency of rules and regulations throughout the province and collect dues for that administration from the member associations. They also organize and hold Provincial championships. They have divided the province into various zones or commissions and leagues to administer lacrosse at a more local level.
3. DLA is a member of the Lower Mainland Minor Lacrosse Commission (LMMLC). The LMMLC is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC.
4. DLA is also a member of Pacific Coast Field Lacrosse League (PCFLL). The PCFLL is responsible for inter-association play of youth field lacrosse and Girls Only Field Lacrosse in the lower mainland of BC.
5. DLA is a member of the British Columbia Intermediate Lacrosse League (BCILL). The BCILL is responsible for the inter association play of Intermediate Lacrosse in the Province of BC.
6. The DLA Junior B team falls under the jurisdiction of Delta Lacrosse, whereas the Junior A Team operates within its own ranks and framework, and with its own volunteers. The Senior B "Pioneers" also operate within their own framework. These teams are members of their respective Leagues and are bound to operate within the framework of same.

Membership, Meetings and Voting:

The DLA may hold a minimum of 2 general meetings if required in any given lacrosse season being (May-Sept) General meetings are open to all referees, coaches, managers, executive members, players and parents of players involved in the DLA.

Notice of all general meetings shall be sent by email to each member, not less than 14 days in advance. It is a members own responsibility to update the DLA Secretary of any necessary email address contact information. A member that elects to receive any notices by regular mail is responsible to request this in writing to the DLA Secretary and also advise of any necessary address changes.

Directors shall keep the coaches and managers informed of the time and place of these meetings.

Coaches and managers shall keep parents/guardians informed of the time and place of these meetings.

Meetings shall be conducted according to Roberts Rules of Order.

Membership in the Association shall be in accordance with the Constitution and By-Laws of the Delta Lacrosse Association, Article 4.

A membership in the association shall be considered as one vote per family.

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

Election of Officers:

1. The Executive of the DLA shall have a maximum of 8 elected Officers, (including the president) as per the Constitution.
2. All positions are for a 2 year term in off-setting years as per the Constitution.
3. The position of president of the DLA shall be voted on by Club members independent of the usual "election of officers" process.
4. Any executive officer, coach, manager, referee, or parent of players in the DLA or any interested parties, 19 years or older and in good standing, shall be eligible to run for any elected executive position if they are duly nominated from the floor or by a nomination committee.

Section D: ELIGIBILITY

All boys and girls between the ages of 5 and 21, 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, subject to Box and/or Field availability and volunteer support.

It is DLA's policy and practice to treat all of our members with equality, regardless of physical ability, ethnicity and regardless of gender, in all respects, including, but not limited to the following:

1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.
2. Ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis and identifying the specific needs of all athletes participating in our programs to make all reasonable accommodations to ensure that such needs are satisfied; and
3. To co-operate with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of female and male athletes in our programs.

Section E: MANAGEMENT OF THE ASSOCIATION:

The Elected Officers shall manage the business and affairs of the Association in accordance to the Constitution & By-Laws and Operating Policy of the Association.

Elected Officers

The Elected Officers shall be:

President
1st Vice-President Senior
2nd Vice-President Minors
3rd Vice-President Field
Coaching Coordinator
Head Referee
Secretary
Treasurer

Once elected the Elected Officers shall appoint, subject to majority approval, a Board of Directors, Designated Representatives and Designated Officials.

Board of Directors

The Board of Directors positions shall consist of the following;

Registrar (2)
Scheduler (3)
Division Managers (where there is more than one team in a division)
Senior Team Managers (3)
Equipment Manager (3)
Sponsorship Coordinator
Director of Development

Designated Representatives

The following Designated Representatives positions shall consist of the following:

Referee Allocators
Volunteer Screening Officer and Coordinator
Tournament Coordinator
Merchandising Coordinator
Fundraising Coordinator
Trophy Case and Displays Coordinator
Team Photos Coordinator
Media/Public Liaison Coordinator
Web Site Administrator
LMMLC League Volunteer

Designated Officials

The following Designated Officials positions shall consist of the following and these members will be required to attend specific BCLA Clinics as required;

- Coaches
- Referees

Terms of Service:

All Appointed Members of this Board shall serve for a maximum period of twelve months per term, but not beyond the next Election of Officers at the Annual General Meeting. It is expected that each member of the Board of Directors will attend Board Meetings and all special meetings as requested. Notification of valid absence from scheduled meetings must be forwarded to the Secretary in writing/email. Absence of 3 or more meetings may

result in a review by the Elected Officers. Appointed Directors, Designated Representatives or Officials need not be parents of players in the Association.

Filling Vacancies:

Whenever there is a vacancy on the Board of Directors that position may be filled by a majority vote of the remaining Board Members and is subject to approval by the Elected Officers, and the person filling such vacancy shall serve until the next Annual General Meeting.

The Executive, as set forth in Section 1 of the Constitution, shall have the power to fill any officer vacancy that may occur in its number between annual meetings.

A member of the Elected Officers can be removed provided it is done according to of the By-Laws of the Association. A member of the Board of Directors removed by resolution of the membership at a meeting called for the purpose of considering such resolution shall cease to hold office.

Appointing Committees:

The Elected Officers shall have power to appoint special committees from the membership of the Association as the need arises.

Conflict of Interest:

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President is unavailable, to the 1st Vice-President Senior who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Elected Officers. If that person were a Board member, they would be excluded from any vote or decision process considering the matter.

Voting on Decisions:

- All voting issues are to follow the By-Laws of the Association (BC Societies Act).
- All voting issues require a quorum.
- A quorum shall require 2/3 of the sitting Elected Officers as defined in the Constitution and By Laws of the DLA and Operating Policy.
- Voting issues will be decided by a simple majority vote of the quorum.

Voting Privileges:

Elected Officers and the Appointed Board of Directors will have a vote on monetary issues.

Elected Officers Responsibilities

President:

- a) Shall have the responsibility to conduct the day-to-day business of the Association within the framework of the Association and Provincial Constitution and By-laws
- b) Shall supervise the other officers in the execution of their duties and shall be responsible for calling and chairing meetings of the Executive Officers.
- c) Oversee the Volunteer Screening Officer, Tournament Coordinator, Fundraising Coordinator, Trophy Case and Display Coordinator, Team Photo Coordinator, Media/Public Liaison Coordinator and Website Administrator.

Vice-Presidents:

- a) Shall assist the President
- b) The Vice-President Senior shall act as the President in his/her absence
- c) The Vice-President Senior shall be responsible to select coaches for the senior teams (Intermediate A & B, and Junior B) in consultation with the Coaching Coordinator and the President.
- d) Responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers.
- e) Representative of respective club volunteers as stated below to the Board of Directors.
 - Vice-President Senior: shall oversee Senior operations
 - Vice-President Minor: shall oversee Minor operations
 - Vice-President Field: shall oversee Field operations

Coaching Coordinator (1 Box, 1 Field <as assistant>):

- a) Shall be responsible for obtaining, training and supervising all coaches in the Club
- b) Will work in unison with the designated volunteer Screening Officer to ensure the Criminal Record Search is completed every three years to parallel that of BCLA's policy for active coaches and bench assistants/gate persons or similar. New coaches and those from other associations will require a new CRS before coaching a DLA team. All CRS's must be in to the volunteer screening officer of DLA by March 21st of the box lacrosse season or September 10th of the field season in order to have the necessary paperwork (i.e.: form 100's), completed prior to the submission dates to BCLA. If a coach/ bench assistant/gate person does not have their CRS on file with the DLA the head coach will be notified by the screening officer and they will request a CRS from the coach. If after 1 week a CRS is not received the President will be informed and the coach/ bench assistant/gate person will be prohibited from working games until their form is submitted.
- c) Shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
- d) Will organize and participate in group coaching meetings.
- e) Shall be responsible for the appointment of an Assistant Coaching Coordinator, if they so choose.
- f) Shall be responsible for facilitating proper certification of all coaching staff, and to secure confirmation of proper levels of certification. Will also be responsible for coordinating certification of 'Door Personnel' for all DLA Box Lacrosse teams.
- g) This position does not require the candidate to be an active individual team Head Coach or Assistant Coach of any team within DLA.
- h) Shall represent our association to the British Columbia Lacrosse Coaches Association.
- i) Recommend members for and oversee any Evaluation Committee where player numbers require such a process/committee.

Head Referee:

- a) Shall be responsible for obtaining, training and supervising all referees in the association.
- b) Oversee Referee Allocators.
- c) Shall arrange for clinics and training programs when needed
- d) Shall arrange for referee assessments, as required.
- e) Shall represent our association to the British Columbia Lacrosse Officials Association.

Secretary:

- a) Shall take minutes at all meetings of the Executive Officers, Board of Directors and at the Annual General Meeting
- b) Shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members informed of the activities of the Club.
- c) Host the DLA mailbox and distribution of all mail

Treasurer:

- a) Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Association in a bank
- b) Shall keep an accurate account of all money received and paid out in appropriate books
- c) Shall render a report of the funds, receipts and disbursements of the Association annually, or at such other times as requested by the Association, and shall provide an abridged monthly report to the Elected Officers, as required.
- d) Must be bondable.
- e) Shall comply with all applicable federal, provincial and municipal laws.
- f) Shall retain an accurate account of all funds received and disbursed by the Association.
- g) Shall render a complete set of Financial Statements including a Balance Sheet and a Statement of Receipts and Disbursements of the Association annually for the general membership and periodically for the Elected Officers as required.
- h) Shall retain all records including receipts and cancelled cheques for a period of seven years.

- i) Shall insure that teams declaring for Provincial playdowns and Provincial Championships submit the necessary rosters and any other BCLA requirements, by the time specified by BCLA along with the necessary funds.
- j) Oversees Merchandising Coordinator and collection of funds for same.

Immediate Past President:

The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Elected Officer.

Board and Designated Representatives Responsibilities

Registrar (1 Box, 1 Field):

- a) Shall be responsible for the complete registration of all players in the DLA and with the BCLA online registration; by the BCLA chosen due date (usually end of May). Shall also be responsible to make any necessary changes to BCLA on-line site for any player/team movement.
- b) The maintenance of player current registration files and distribution of player lists for each division to each division coordinator and head coach and to maintain one year past player list for mailings.
- c) Shall be responsible to fully register any player that requests a release, prior to bringing the release request to the Board. It is also necessary to help the requesting family with making sure that all their paperwork is submitted to the LMMLC and/or BCLA in a timely fashion.
- d) Is responsible to provide any member with the appropriate 'Request to play-down' that wishes to do so. The completed form is then supplied to the President or Vice President Minor for approval by the DLA Board and the necessary approval of the LMMLC Chair. The player is to register in their appropriate age division before requesting the 'play-down'.
- e) Works with the Treasurer and turns over all registration fees collected. It is necessary to log all payments forwarded to the Treasurer, providing the following info: player name (only if different from-), Name, Dated, Amount, and also the date that the 'deposit drop' was given to Treasurer.
- f) Assist the Treasurer in the collection of any NSF payments to reinstate a player/parent as a member in good standing.
- g) Provide player addresses for DLA Mailings, or email addresses for Bulk emails, as requested.
- h) Coordinate returning player registration (dates, times, volunteers), including the printing and collating of registration packages, for in-person registration and also for mailings.

Scheduler (1 Indoor Arena, 1 Outdoor Box, 1 Field/Turf):

- a) Shall communicate with the Parks Board and Corporation with respect to facility availability and approve payment of usage to the DLA Treasurer.
- b) Shall communicate with Team Representatives to allow appropriate game and practice time for each team as approved and communicated by the Elected Officers, based on age of players and number of players in a division.

Division Managers:

- a) To actively participate in the organization of a division or divisions of Minor Lacrosse within DLA.
- b) Assist with registering teams for Provincial play downs in their division (if applicable).
- c) Assist the Coaching Coordinator and Evaluation Committee in coordinating player evaluation sessions for their division.
- d) Assist the Coaching Coordinator and Evaluation Committee in coordinating the team selection process in their division.
- e) Overseeing day to day problems in their division.
- f) Assist the Coaching Coordinator (as required) with coordinating the evaluation of coaches in their division.

Senior Team Managers (3):

- a) Is appointed by the 1st Vice President Senior in consultation with the coaching staff of each team.

- b) Work with the DLA Treasurer to follow member approved budgetary requirements, including collection and submission of necessary fees.
- c) Oversee day to day operations of their appointed team

Equipment Manager (Box, Field & Jersey):

- a) Responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other association owned equipment.
- b) Reports and recommends necessary purchases to the Board of Directors and Elected Officers.
- c) Is advised by coaches, coordinators, etc. of any repairs required during or after the season(s), arranges for repair or replacement via the appropriate VP thus brought forward to the Board of Directors for action.
- d) Arranges for off-season storage of equipment.
- e) Provides an annual inventory report.

Sponsorship Coordinator:

- a) To actively solicit sponsors for all teams in the Association
- b) To arrange for sponsor recognition at the end of the season
- c) To ensure that the sponsor assignment is recognized for picture day
- d) To encourage teams to publicly support their sponsor

Director of Development

- a) Selects and oversees a dedicated group of individuals (Committee) from within the ranks of DLA that can provide a consistent and focused effort of introducing and promoting the game of lacrosse (box and field) to the youth of Delta. (Note: In order to allow the Committee to simply be productive in development, there will be no other positions named which will allow for free movement of volunteers into and out of the Committee).
- b) Provide quarterly updates to the President of Delta Lacrosse.
- c) Host a Development Committee meeting twice a year.

Designated Officials

- a) All Referees must be certified at the appropriate level in order to officiate for the Club.
- b) Referees must be 12 years or older as per BCLA requirements.

Section F. OPERATING GUIDELINES

I. Code of Conduct

1. All individuals affiliated with the DLA shall:

- (a) Refrain from using foul or negative language
- (b) Refrain from verbally or physically abusing any game official, participant or spectator, regardless of association or circumstance.
- (c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
- (d) Attempt to develop community spirit and pride in our association, while representing DLA and lacrosse in the best possible light.
- (e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- (f) Emphasize sportsmanship and fair play while trying to keep the word "FUN" in Lacrosse.
- (g) Treat the game of Lacrosse with the respect that it deserves.
- (h) Take the necessary steps to report, in writing, any incidents that may shed bad light on our great game to ensure that they are not repeated.
- (i) Respect for the referee shall be held by all Association members, players, coaches, parents and spectators

2. An individual's conduct shall be in question when they:

- (a) Breach any of the above in Section 1.
- (b) Use their position with the DLA for unauthorized personal and/or material gains.
- (c) Wilfully circulate false or malicious statements, derogatory to any other member of our or any other Association.
- (d) Wilfully ignore or break the by-laws, policies and/or rules or regulations of our Association.
- (e) Counsel others to ignore or break the by-laws, policies and/or rules or regulations of our Association.

II. Discipline

- (a) The DLA endorses the principles of natural justice and due process, which allows any individual the right to a hearing, and an appeal of any action, which affects their rights.
- (b) Any report alleging a breach of the DLA Code of Conduct shall be submitted in writing to the President, or acting President, within 15 days of the occurrence.
- (c) If action is necessary, the President shall appoint a Discipline Committee, consisting of a minimum of three members of the existing Board, and convene a meeting not more than 15 days from the date of the receipt of the report.
- (d) All parties involved will be notified of the proceedings and will have the opportunity to attend the meeting to explain or defend their actions. The Discipline Committee may call witnesses and demand any information that may be pertinent in the matter.
- (e) The decision of the Discipline Committee will be announced by the Chair and will be provided, in writing, to the interested parties within 7 days of the meeting. Interested parties are defined as those parties directly involved in the proceedings.
- (f) An individual whose rights are directly affected by the outcome of the meeting may appeal that decision, using procedure and time lines that are the same as those for the Discipline Committee.
- (g) Delta Lacrosse reserves the right to discipline any player, coach, and or spectator regarding unbecoming conduct to the game of lacrosse and the association.
- (h) The Executive may merit out additional disciplinary action following the written review of BCLA.

III. Financials

1. *The President, the First Vice-President and the Treasurer shall be the signing Officers for the Senior Sector and separate accounts (General Revenue and Gaming) shall be maintained. The President, the Second Vice-President and the Treasurer shall be the signing Officers for the Minor Sector and separate accounts (General Revenue and Gaming) shall be maintained. The President, the Third Vice-President and the Treasurer shall be the signing Officers for the Field Sector and separate accounts (General Revenue and*

Gaming) shall be maintained. The Treasurer shall be the chief signing officer together with the President or the First Vice-President in the absence of the President.

2. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the Treasurer, with input from the Elected Officers and Board of Directors as to the needs of the Association in the forthcoming year.
3. *The Delta Lacrosse Association shall have its accounts reviewed annually, prior to the annual general meeting and Financial Statements shall be presented for all accounts at the AGM.*
4. All expenses incurred in a year, must be submitted prior to closing the current fiscal year 'books'.
5. All monies to be spent for non budgeted Special Projects over \$5,000.00 must be approved by the membership at a general or special meeting.
6. The Delta Lacrosse Association may provide funding assistance for travel and/or entry fees with approval of the Elected Officers, to any Delta Club team(s) that travel for League games, Coastal, Provincial or National finals played outside the Lower Mainland. Any team requesting funds must do so in writing to the executive. The executive will review the application and vote on the request at a Delta Executive Meeting and will determine the appropriate amount based on the amount of teams qualifying and the amount of budgeted travel money for that sector or division.
7. The Delta Lacrosse Association may provide funding assistance for travel expenses with approval of the executive, to any Delta Club player(s), coaches, referees or members that represent the Delta Lacrosse Association as a member of a British Columbia or Canadian National Team(s) travel for League games, Coastal, Provincial or National finals played outside the Lower Mainland. Any person requesting funds must do so in writing to the executive. The executive will review the application and vote on the request at a Delta Executive Meeting and will determine the appropriate amount based on the amount of players qualifying and the amount of budgeted travel money for that sector or division.

IV. AGM

1. Expenses for the DLA AGM shall be drawn from general revenue.
2. Expenses for the DLA Representatives attending the BCLA AGM shall be drawn from general revenue and the Association shall cover the following expenses
 - Travel - \$0.50 per kilometre
 - Fares & Ferry – actual cost
 - Beverages & Meals – up to \$50.00 per person per day
 - Awards banquet – actual
 - Accommodations – actual cost providing these are the official accommodations offered by the BCLA.
3. To be reimbursed for expenses incurred, the attendee must provide the Association Treasurer with the actual receipts.
4. Expenses not included in the above would have to be authorized by a majority vote of the Elected Officers.
5. Selection of Association representatives for the BCLA AGM will be by the Elected Officers.

V. Registration

- a) Registration fees shall be set on a yearly basis, and set according to operational requirements as determined by the executive and approved at the AGM.
- b) Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
 - i. full refund, upon receipt of request two weeks prior to first league game.
 - ii. full refund, less 50%, prior to midseason
 - iii. No refund after mid season.
 - iv. Any reduced fees or promotional items provided will be deducted from any applicable refund.
 - v. All refunds are subject to a \$25 processing fee.
- c) 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.
- d) All players and teams are expected to show good sportsmanship, play fair and respect for others.
- e) No player or spectator shall use profanity, smoke, or consume alcohol during any game or practice.
- f) A revolving board of review will be established to deal with internal club disciplinary matters. This board is to be comprised of a representative from the Club Executive, coaches and managers.
- g) A Medical Information Form shall be completed by a parent or guardian for all registered players.
- h) All teams will be required to assist in any necessary fund raising drives of the Association.

Minors Registration

- a) Player registration shall be taken by mail or at scheduled registration sessions prior to the playing season and commences as set by the Elected Officers.
- b) These registrations shall be comprised of:
 - i. a returning player registration
 - ii. a new player/late returning player registration
- c) Players wishing to register must reside within the Club boundaries as governed by the Constitution. All minor players must be registered with the DLA through the registrar before they can take part in any club functions, try-outs, practices, games, etc.
- d) A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of Elected Officers. Late registration of any registrant and/or returning player will be taken on a first come first serve basis based on availability on the division in which they are registering past the registration deadline.
- e) Waiting lists shall be established after all the returning players have registered at the regular returning player registration. Players not placed on a team will be issued a full refund.
- f) After the onset of the first practice or try outs for Novice divisions and up shall be frozen until all teams are selected. Only then if needed will registration resume and players will be placed on the final (lower tiered) team if space is available
- g) A returning player will have their place reserved until returning player registration is 'full', at which time they will automatically go to the top of the waiting list. 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 floor time, availability of coaches, etc.
- h) A sibling, whose family is currently a member of the Association shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
- i) The third and subsequent registrations in a family will only pay one half (1/2) registration fee, that being the lowest fee.
- j) A complete registration is comprised of a:
 - i. Signed BCLA registration form
 - ii. Jersey deposit (jerseys are due within two weeks of a players final game or as requested by the Jersey Manager. Failure to return in a timely manner will result in the processing of said deposit).
 - iii. registration fee
 - iv. proof of age (need only be verified by registrar)
 - v. proof of residency (as required by BCLA)
 - vi. completed Volunteer Form
 - vii. For players applying for a hardship application a copy of the application form is required at time of registrations

Note* Proof of age and residency (as specified by the BCLA) may be requested at any time
- k) Goalies that provide their own BCLA approved equipment and with a written request, shall only pay the current BCLA (insurance) fee.
- l) DLA follows the BCLA Operating Policy, Regulation 8, for Movement of Players; generally DLA offers teams in all Box and Field Divisions and therefore does not 'release' players to play out of association boundaries.
- m) All players must register at their own age level. In exceptional circumstances the Club Executive may approve to move a player up out of his age level providing the Club criteria is met <see also Section XVII>. A letter of application is required. League Approvals may also be required.

Seniors Registration

- a) Intermediate aged players trying out for the "A" or "B" team and attending tryouts, may be required to pay a non-refundable fee (depending on location i.e. indoor vs. outdoor).
- b) Intermediate and Junior players must pay a \$100.00 refundable deposit towards their registration fee prior to their first try out.
- c) If selected to the "A" team or "B" team full payment of fees is due within 14 days, or prior, of being carded.
- d) Home and Away Jersey deposits are required at time of player being carded.

Intermediate Age-Up Requests

The primary consideration is always the development of the player, rather than the needs of the organization or teams involved.

Any player requesting an 'Age-up' must meet ALL of the following criteria in order for the age up to be approved:

Consideration around the player

1. Skills & Development
 - i. The player must be an exceptional player at the Intermediate level.
 - ii. It can be clearly demonstrated that there is no longer room for the player to continue to develop in Intermediate.
 - iii. The player's abilities have surpassed those of the rest of the players in the league to the extent that the player is no longer being challenged at the Intermediate level.
 - iv. It is clear that the player will receive sufficient opportunity to continue to develop immediately at Junior level.
 - v. When determining whether this criterion has been met, consideration should be given to: overall playing time, special teams play, leadership opportunities, and the particular playing role(s) that the player would play on each of the Intermediate and Junior teams. Any additional relevant considerations should also be included.
2. Attitude
 - i. The player must be committed to and prepared to play Intermediate regardless of whether the age up is approved
 - ii. The player must demonstrate an excellent attitude and work ethic at all Intermediate team activities

Considerations around the organization & teams involved

1. Consideration will be given to the net impact of the potential age up on lacrosse in potential positive impact on the Junior program.
2. It can be demonstrated that the age up will have significant positive impact on the competitiveness of the Junior team
3. Consideration will be given to the competitiveness of the Intermediate team with and without the player in question
4. Consideration will be given to the potential impact of the decision on the development of other players in the system, on the Intermediate and Junior team

Process

1. Any player requesting to be moved up must first submit a written letter of request to the executive of Delta Lacrosse. The letter must contain the reasons the player is making the age up request and must be approved by the player's parents or guardian.
2. Delta Lacrosse executive will then appoint a committee consisting of the President of Delta Lacrosse, the Vice President of Senior and a minimum of 3 knowledgeable lacrosse individuals who have a good understanding of the game. The coaching staff of both the intermediate and junior teams will be asked to either meet with the appointed committee or submit a written report laying out the reasons they are either supporting or not supporting the age up request. A decision will be made by the appointed committee no later than 10 days following the initial request for age up. The decision of the age up committee shall be final and no appeals will be considered during the season when the request is made.
3. League approvals may also be required.

VI. Player Evaluations

- a) Player evaluations shall be conducted for each playing division from Novice to Midget each playing season and each registered participant should be given equal opportunity to participate.
- b) Player evaluations shall be organized by the Division Manager and/or Coaching Coordinator and conducted as per the following:
 - Evaluators should, if possible, be chosen from the ranks of the Senior and Junior personnel and/or coaches from outside the division being evaluated.
 - A minimum of 3 evaluators is recommended.
 - A minimum of 3 evaluation sessions are recommended
- c) All Player evaluation sheets from evaluations and/or tryouts are to be collected by DM's and held until such a time as all players are placed on teams. The DM's will provide the information and sheets to the coaches in the division or the executive when requested. Once players are placed on teams, the sheets will be turned into the executive and will become part of player's portfolio files and are held by the DLA Coaching Coordinator. The evaluations sheets and player profiles are to be kept in the strictest confidence and not to

be shared with any parents or players as they contain information on more than one player and therefore are personal information that cannot be shared.

Definitions:

- Sector – Shall be defined as the specific type or group of lacrosse being played, example: Minor, Senior or Field Lacrosse
- Age Group – Shall be defined as the birth year group a player is in. Can also be described as the playing year in a division, example: '92 or first year Bantam.
- Division – Shall be defined as the team(s) a particular age group(s) plays in, example: Tyke, U-15 or Junior
- Calibre – Shall be defined as to the playing level of a team in a particular division – also known as a league, example: Pee-Wee C, Tier 1 or Intermediate A

VII. Team Selections

- a) Players wishing to try out for teams may be required to pay a fee in order to facilitate indoor evaluations.
- b) In all divisions in the minor, senior and field sectors and if more than one team in a division exists; players will be properly notified of the tryouts for the highest calibre team.
- c) All players will be given equal opportunity to try-out for any team if he or she desires
- d) Team selection will follow the procedures outlined in the Division Managers manual for each division.
- e) The number of players selected or assigned to a team will be based on recommendations made by the Coaching Coordinator and Vice President (of appropriate discipline). These recommendations will take into account the number of players registered in a division, calibre and the number of goalies available. The suggested number of players would be a minimum of 14 to a maximum of 22.
- f) All players will be given equal opportunity to tryout for the highest calibre team in their registered division.
- g) Tryouts for any team in a calibre within each division, must start and be concluded in strict accordance with the schedule set forth by the association's coaching coordinator.
- h) If after team selections are made in the minor box or field sectors and a player declines to play or changes their mind for the team they were selected for, they must apply to the executive in writing. The executive will investigate that rational and shall place the player on the appropriate team provided there is space available and properly registered players will not be bumped from the lower calibre team.

Minor Sector – Non-Competitive Divisions

(Mini-Tyke, Tyke, Novice House & Female Only):

- a) Team selections will be made by team personnel after at least three (3) assessment practices and must meet with executive approval.
- b) If there is more than one team in a Calibre, the teams will be selected by the head coach from each team plus a member(s) of the Executive to ensure the teams are equal (balanced).

Minor Sector – Competitive Divisions

(Novice Advance & Intermediate, Peewee, Bantam & Midget)

- a) The intent of these selection guidelines is to ensure a fair and expedient tryout process (guidelines to be agreed to by coaches prior to tryouts). It is the goal of DLA to field the most competitive teams possible at each level in each division. It is the responsibility of the Division Managers and Division Coaches to achieve this goal.
- b) Players wishing to move directly to the C/House team can request to do so. All other players are expected to attend the A/B Team tryouts/selections.
- c) No players at tryouts unless officially registered
- d) Players only to tryout with proper age group
- e) No player to be assigned to A-1 team unless they have attended 75% of tryouts unless the player has a certified medical exemption (DM to arrange for attendance check) or the player has notified the DM of a conflict.
- f) Should a player return after the team selection process, that player is not allowed to play for the first or highest level team. The decision as to which team the player plays on will be based on the decision voted on by the Executive and which coach wants him/her. Late registered players may be considered for a high calibre team only if insufficient players exist to fill that team.
- g) Team selection process to run twenty-six days. Where the number of players in a specific division dictates (greater than 100 registered players) "A" tryouts may start earlier. This is to be determined by the Division Manager and approved by the Coaching Coordinator & Vice President-Minors. All tryout sessions should be under way the second week of February, unless the DLA Executive indicates otherwise.

- h) Time extensions to selection process dates only with approval of Coaching Coordinator and Division Manager. The tryout schedule will start with the highest calibre team(s) in the division with the highest number of properly registered players. The tryout schedule will end to ensure that the lowest calibre team in a division is selected and has a minimum of three weeks of practice prior to the start of the league tiering games. The process is to be broken down into three cut-off dates:
- i. By day 9, divide into A & B groups after initial tryouts (minimum 3 sessions).
 - ii. Maximum players in tryout Group A; 24 if only 1 "A" Team, 42 if 2 "A" teams and 60 if 3 "A" teams.
 - iii. By day 16, divide "A" Group to "A1" & "A2" (if applicable). Divide "B" Group to "B" & "C" (if applicable). The Maximum number of players per team is 20 (18 runners and 2 goalies).
 - iv. By day 22, the "A1" team makes their final decision (cuts) and the "A2" team has a maximum of 4 cuts left to make. The "B" Group will wait to make their final decisions until all "A" Group players have been cut. After this time the final "B" Group selections can continue
 - v. By day 26 final team selections
 - vi. All of the above dates apply to Goalies as well as runners.
- i) Goalies to have full gear prior to initial tryout
- j) There will only be one goalie per team unless DLA has more goalies than teams. The Division Manager will decide which team(s) is assigned second goalies with approval from the DLA Executive.
- k) Discretion to be used in posting players on bottom team (may be preferable to simply advise those not on B list to attend practice with time & location listed).
- l) DM's are to facilitate Coaches who will advise players personally (by phone or letter personally delivered to player) of individual player assignments. Under no circumstances are players to be released by email. All players must be individually notified by the head coach, of the higher calibre team, that they have not made the team they were trying out for and notify them of the next tryout for the next lower calibre team. The higher calibre head coach is to notify the head coach of the next lower calibre team and ensure that all released players are on his tryout list. Evaluation documents are to be provided to each team's coach a player is trying out for.
- m) A-2 & B teams (where they are the second team out) may only name request two players to be removed from the selection process to play on their team. These players must be children of the head coach/assistant coach or manager.
- n) Coaches to obtain approval of DM and regular coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized.
- o) Parents and players are to be advised that our association expects players making A1 & A2 teams to have lacrosse as their #1 priority (extra curricular activity). Coaches will expect attendance at games and practices over other team sports or activities through completion of the season. All Players are to be advised of this at first try-out session.
- p) Players who commit to trying out and playing "A" level lacrosse will play on the "A" team they are assigned to through the selection process. An "A1" selected player cannot choose to play "A2". If an "A1" selected player does not want to play "A1", they can apply to play on a "B" team.
- q) "A1", "A2" and "B" level coaches are responsible for identifying to the DM prior to the start of tryouts, any player who for any reason that coach refuses to select for their team and why.
- r) Where more than one team will compete at the same level ("A2", "B" or "C") the DM will oversee the division of players between the same level teams to ensure the teams are balanced.
- s) Where more properly registered players of equal ability exists than the allotted spots; the head coach of that team will make player selections based on team needs.
- t) At no time will a properly registered player be passed over for a higher calibre team for a late registered player of equal ability based on evaluation sheets.
- u) The Delta Lacrosse Executive will investigate any claim of a player selection not meeting criteria and will make a proper ruling. The executive's decision is final.

VIII. Coaches & Team Managers

- a) Applications to coach must be in writing to the Executive/Coaching Coordinator prior to the season they are requesting to coach and subject to the dates below;
- For Senior Box Lacrosse Teams by November 30 with interviews completed by December 15 and Announcement of successful candidates by December 20.
 - For Minor Box Lacrosse teams by December 15 with interviews completed by January 5 and Announcement of successful candidates by January 15 (see also point'd' below).
 - For Field Lacrosse teams by July 31 with interviews completed by August 10 and Announcement of successful candidates by August 15 (see also point'd' below).

- b) All coaches assigned to the teams will be coaches who are, in the opinion of the Executive; the most qualified who apply for the position. The Association Coaching Coordinator shall interview all applicants. Where the Association Coaching Coordinator is also an applicant for a team, two other members of the executive will conduct the interview process. The Coaching Coordinator will make his/her recommendations to the President and appropriate Vice President prior to Coaches being named to a team
- c) Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - Past history with the Association
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications [certified levels]
 - Temperament
- d) In Pee wee and above, Applications to Coach Teams by non-parent coaches are the only instance where coaches will be awarded teams prior to the start of the season. Only after proper evaluations have taken place and players are placed at their appropriate level will any Parent Coaches be named as Head or Assistant Coaches of a team.
- e) The Delta Lacrosse Association recognizes that coaches play an important function as role models for our youth. Coaches and managers will not use profanity, smoke, or consume alcohol during practices or games. All coaches and managers are expected to show and teach good sportsmanship, fair play and respect for others
- f) Prior to team selections Coaching Personnel may not contact any players registered to Delta Lacrosse in their Division without approval from the Executive or Directors.
- g) Any coach who feels they have a player capable of playing at a higher calibre should encourage this player to attend try outs.
- h) Coaches and managers are responsible for controlling their spectators during games and practices.
- i) The Delta Lacrosse Club will pay fees for coaching clinics up to Level II upon receiving a coaching position with DLA.
- j) All coaches and managers are required to submit to a police records check as required by the BCLA operating policy.
- k) Coaches and Managers are never to enter a closed room alone with a player. Two adults must be present at all times when a player is in a change room (home or away). If a player is ejected from a game, a Manager must also request another parent to accompany the player and Manager to the change room until such a time as all three can leave the room together; at least one adult must be the same gender as the player.
- l) Any team coach wishing to call up a player from within their own division must contact the head coach of that team who will then contact all appropriate individuals.
- m) Teams should keep a record of all financial transactions throughout their playing season and present a financial statement to the Association Treasurer at the conclusion of their season.

IX. Cancelled Games

- (a) Games to be cancelled are the responsibility of the Home team's manager or coach. Teams not cancelling those games as per the LMMLC Operating Policy shall be responsible for the costs incurred for those games [floor and referee fees].

X. Game & Practice Time Allocations

- a) Junior and Intermediate (Senior) Teams will have designated arena practice and game time scheduled by the Association scheduler.
- b) Mini-Tyke and Novice to Midget and Female Only shall schedule their outdoor box practice time through the Box Allocator. Indoor Game Times will be scheduled with the Indoor Arena Allocator.
- c) Tyke shall schedule their outdoor box practice and game time through the Box Allocator.
- d) No minor team shall have a designated indoor arena time, however if desired and available, the expense is the responsibility of each individual team and must be requested by set date through Indoor Arena Allocator and the info must be provided by each team to the Outdoor Box Scheduler.
- e) No team may schedule their own indoor arena time.
- f) Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor fees.
- g) At all times and in all divisions, the Allocators have final say over allocations and Game Times take precedence over Practice Times. Teams that fail to notify the Association [scheduler] of any floor time to be cancelled will be responsible to reimburse the Association for that floor time, using their own team funds. The Association will

be responsible for the arena floor charges for any regularly scheduled preseason, league, playoff or tournament game as well as any Association scheduled practice or evaluation sessions.

XI. Tournaments

All Delta Lacrosse teams entered in tournaments will consist of their regular season players. This includes tournaments that take place after the end of League play.

(a) Provincials/Championships

- The Association will [upon written {email to VP Minor or VP Field accepted} request of the Head Coach(es) of any DLA team(s)] Register the team(s) and pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship, (provided the Team Manager sends the applicable/necessary paperwork into the DLA Treasurer). Some travel funds may be available and must be applied for. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincials by the Association, per the Head Coaches written request, will be expected to reimburse the Association the full cost of the Provincial Registration fee and or fine out of their team funds.

(b) Nationals

- The Association will commit to assisting financially for selected players that make the National team. The Board will determine the amount as the need arises.

(c) Novice All-Star

- The Association will pay the registration fee for a minimum of 1/maximum of two teams, selected from the ranks of the Association's Novice division, to compete in the Jack Crosby Novice All-Star Tournament. Any other expenses incurred during participation are the responsibility of the competing team.
- Selection to the Novice All-Star team will be based on the following criteria:
 - Willingness to compete
 - Ability
 - Age [i.e. a second year player would be selected before a first year player, other variables being equal

(d) Delta Tournaments

- If Delta hosts a Tournament, Delta players will play free of charge in return for their parent participation in the tournament organization with each family providing a \$75.00 Volunteer deposit due at registration, post dated to one week following the tournament.
- Teams participating in Club tournaments will be required to assist the tournament committee in the staging of the event i.e., schedules, concessions, clean-up, etc
- DLA may ask each team upon entry into Club tournament to post a performance bond. Teams not doing their volunteer duties may forfeit their performance bond.
- Each team in the association will provide a basket/prize for any Delta Tournament for which they will receive acknowledgement with the value to be determined by the board.

(e) Other Tournaments

- Each Division Manager will attempt to enter every team into at least one tournament. DLA may prepay this for each team.
- Once each team has been formed and confirmed with the Division Manager their confirmation to attend the tournament, said team will be required to pay back DLA within one month's time of the start of the season the entire tournament fee.

XII. Fundraising

The Delta Lacrosse Association recognizes the need for both Club and Team fundraising.

1. Association Fundraising

- a) Teams that undertake fundraising shall only do so with the written consent of the Board of Directors.
- b) The type and extent of the fundraising shall be determined by the Board, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.
- c) The Association shall apply for Gaming Funds on a yearly basis. The application should be completed by the Treasurer and President with regards to budget needs.

- d) Where the Board of Directors deems it necessary to hold a fundraiser for a specific need that may arise throughout the year, the Board will appoint a committee to oversee the event.
- e) No child will be guaranteed placement on a Team as a result of "long term" fundraising for an event to be held in a preceding year.

2. Team Fundraising

- a) All individual team Fundraising must be informed to the Board of Directors of Delta Lacrosse before fundraising commences.
- b) Fundraising events such as Car Washes, Hot Dog/Hamburger Sales, Bottle Drives etc., must be booked and approved through our Fund Raising Coordinator, to avoid double-ups in events and conflicts with other teams.
- c) Teams may open separate Bank Accounts for Fundraising purposes, however, they may not be established as Delta Lacrosse Assoc. or Delta Islander accounts, thereby misrepresenting the Association name. They can, for example, be entitled "Peewee B Lacrosse Fundraising Acct." Sub Accounts can be opened through the Delta Lacrosse Assoc. Executive and will be separated from our operation funds. Authorized members of the Executive have signing authority and will withdraw funds on your behalf as requested. Any money not used must be moved into the general account at the close of the event or season. Any cheques addressed to Delta Lacrosse Assoc. will be deposited in the Delta Lacrosse Assoc. general account.
- d) Teams cannot advertise (i.e. car wash signs, raffle tickets), fill out application forms or Lottery License applications under Delta Lacrosse Assoc. or Delta Islanders name.
- e) Teams must identify themselves as Delta Lacrosse or Delta Islander (Bantam "A" Team) for example, so as not to conflict with or associate any possible liability to the Delta Lacrosse Association.
- f) A list of current Delta Lacrosse Assoc. Sponsors is available through the fundraising liaison. Please request a copy prior to approaching local businesses for additional funds, prizes or food donations on behalf of your individual team. This will alleviate double-ups and negative responses as we in no way want to jeopardize or hassle these businesses and risk the loss of future sponsorship to the Assoc. as a whole.
- g) No individual team fundraising can be affiliated or held in conjunction with a Delta Lacrosse Assoc. event i.e.- Picture Day, Tournaments, etc or Delta Lacrosse Assoc. fund raising events.
- h) Teams may fundraise at their own "Home" games, provided all parties involved have been made aware- (i.e.- arena for table set up)
- i) Fundraising records and receipts must be accurately kept and submitted to the executive upon request.
- j) Non-compliance of the above outlines guidelines could jeopardize the Assoc. as a whole as we could lose our Provincial Gaming Funds, which is our single most major source of Fundraising to date.
- k) The Executive is here to help in any way, but not at the expense of the Association. Any decisions made are in the best interest of all teams involved, which include Mini-Tyke to Junior B.
- l) Non-compliance of any of the above-mentioned guidelines may result in disciplinary action.

3. Tournaments

- a) Association tournaments or provincial tournaments held in Delta, will for the most part, be operated as 'fundraisers' with any excess funds being returned to the association.

XIII. Sponsorships

- (a) Teams under the auspices of the DLA will be assigned annual sponsorships by the Association. These sponsorships will be retained with the funds from them going directly into the Association's general revenue. The Intermediate and Junior teams will be allowed to solicit their own sponsorships with the funds being retained as revenue for their own purposes and in their own accounts. For all minor teams in the DLA, where a member has of his or her own efforts obtained a sponsorship, will have 50% of the funds returned to the requested child's team. The Sponsorship Coordinator will make every effort to assign sponsorships as requested by the Sponsors, if possible. [i.e. parent's business/child's team]
- (b) Where a member identifies a special need and is willing and able to obtain sponsorship or donation for this specific requirement, the request will be brought to the board for prior approval to determine if the requirement will be of benefit to the DLA.

XIV. Equipment

- a) All uniforms and equipment are the property of the DLA. Teams are expected to return all equipment and uniforms in good condition. Equipment includes all Lacrosse Balls.
- b) All newly purchased uniforms or team apparel shall adhere to the standard red, white and black colors of the DLA.

- c) All new uniforms or team apparel purchased for Delta teams shall carry the Club Logo.
- d) Club strip shall be worn by players during all games and tournaments unless otherwise approved by the Delta Lacrosse Board of Directors.
- e) All Uniforms must be universal (i.e., no name bars (on Minors jerseys), for the Minor program.
- f) Uniforms will not be cut, hemmed or altered in any form and upon doing so a player's uniform deposit will be cashed.
- g) The Club will update all uniforms and equipment on a rotational basis of every three (3) years or as required or as financially feasible.
- h) Coaches / managers are responsible for receiving, distributing, collecting and returning strip to the equipment director.
- i) Coaches shall collect all jerseys immediately when a player quits the team or leaves the club during the season.
- j) Balls, medical kits, and team equipment will be issued, to each coach at the start of the season.
- k) Any equipment lost or needing repair should be reported to the equipment director as soon as possible
- l) Equipment will be purchased on a yearly/as needed basis. Decisions on purchases of equipment will be determined by recommendations made to the Board of Directors by the Equipment Manager(s) after a review of the Association's inventory at the conclusion of the current box and field seasons. This inventory review will help determine the amount of equipment budgeted for in the Annual Budget. The condition of the inventory, a forecast of the coming season's registration and the addition of any equipment or supplies previously not held by the Association will factor into any decisions made.
- m) The Board of Directors must approve all equipment purchases. The Board of Directors may pre-approve certain equipment purchases outside of the budget recommended by the Equipment Manager(s).
- n) The Equipment Manager(s) will use price, quality of merchandise and ease of supply as consideration before recommending a supplier for the Association purchases. Every attempt will be made to distribute purchases amongst our regular suppliers.
- o) Each player may be subject to an equipment deposit, if required by the Association.
- p) Keys for the equipment room will be issued to the Equipment Manager. Other keys may be made available upon deposit and are to be returned at the conclusion of the season.
- q) All team apparel must be ordered and purchased through the DLA Merchandising Co-ordinator.
- r) Approval must be obtained to use any of the Club's logos. In most instances it is preferred that teams arrange for use of the annually approved Apparel Sponsor and special requests can be made through the Merchandising Coordinator.

XV. Scholarship

1. The Delta Lacrosse Association will award (1) one \$500.00 Scholarship known as the Delta Lacrosse Association Scholarship to assist the youth of the community in attaining post-secondary education.

Terms of reference for the player:

- Players must be or have been a member of the Delta Club for a minimum of 12 months.
- Players must submit an application to the Delta Lacrosse Club by June 30th of the year in which they graduate from High School.
- Proof of registration to an institution of higher learning must be presented to the Club.
- The Scholarship must be claimed within two (2) years.
- Considerations to be given for making selections:
- Service with the DLA, to include: Playing, refereeing, coaching and general contribution to Club activities.
- Academic Achievement.
- Community service.
- The Scholarship will be given to graduated players and considerations for the award will be reviewed annually by the DLA.
- The selection of successful candidates will be at the sole discretion and responsibility of the Elected Officers.
- Presentation of Club Scholarship will take place at either a General Meeting or yearend Banquet
- Players are eligible to receive only one Club Scholarship.

XVI. Referees

- a) Referees must be paid prior to each game.
- b) The Delta Lacrosse Association will incur the cost of all recognised home League, Tiering, and Delta Tournament and home playoff games as well as the cost of one Field official for every home or away regular league or tiering game.
- c) Teams are responsible for paying referees for all exhibition games and travelling home referees.

XVII. School Credit

- a) Any player applying for school credit associated with coaching must meet with conditions set forth by the executive.
 - i. Players must apply in writing to the executive
 - ii. Players must commit to the team for the entire season
 - iii. Only Delta Lacrosse Association Elected Officers may sign off accumulated hours

XVIII. Maintenance of Order

- (a) Maintenance of Order within the auspices of the Association's arena/arenas, box/boxes and fields shall be the responsibility of the home team's coach/coaches and/or any Association executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.
- (b) Maintenance of Order outside of Association premises shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.