



Operating Policy Manual

Langley Minor Lacrosse Association

Amended December 13, 2021

Section A: Objectives of Association

The Langley Minor Lacrosse Association (“LMLA”) recognizes the fact that its primary aim is to provide the Players in the LMLA the opportunity to participate in the sport of Lacrosse. The objectives of the Association are: to promote, teach and perpetuate the game of Lacrosse; to teach sportsmanship to the participants and emphasize the necessity of fair play; to teach mutual respect among players, coaches, officials and spectators; and, to develop community spirit among all of the aforementioned persons.

Section B: How Lacrosse Is Run in British Columbia

Our highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who are 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.

As an Association, we operate under the guidelines set forth by the British Columbia Lacrosse Association (BCLA). The British Columbia Lacrosse Association's function is to organize all Lacrosse activity in the province. They ensure consistency of rules and regulations throughout the province and collect dues for that administration from the member associations. They also organize and hold Provincial championships. They have divided the province into various zones or commissions to administer lacrosse at a more local level. LMLA is a member of the Lower Mainland Lacrosse Commission (LMLC) and the Pacific Coast Field Lacrosse League (PCFLL). The LMLC is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC. The PCFLL is responsible for inter-association play of minor field lacrosse played in the Lower Mainland of BC.

Section C: Amendments

The Operating Policy of LMLA may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present. Proposed amendments must be submitted to the Executive no later than fourteen (14) days prior to any regular or special meeting.

Section D: Eligibility

All boys between the ages of 5 and 16 and all girls between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins, in compliance with the Provincial directive of age requirements, shall be eligible to register, subject to box/field availability and volunteer support.

It is the LMLA's policy and practice to treat all our members with equality regardless of ethnicity, race, gender and/or gender association, 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 all athletes are identified, promoted and supported on an equitable basis while identifying the specific needs of individual athletes participating in our program and make all reasonable accommodations to ensure that such needs are satisfied; and
3. To cooperate with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of all athletes in our programs.

Section E: Registration

1. Player registration shall be completed online prior to the playing season.
2. Registration fees shall be set on a yearly basis, as determined by the budget.
3. Refunds of registration fees must be applied for in writing to the Registrar. Refund amounts are calculated as the remainder of funds after all non-refundable expenses and administrative costs have been deducted (BCLA costs, transaction fees, bank charges, etc.) and are subject to the following guidelines:
 - a. 100% refund if player withdraws BEFORE they have participated in ANY lacrosse activities for the season which they have registered for. Lacrosse activities include but are not limited to: drop-ins, development, evaluations, practices and/or exhibition games;
 - b. 100% refund (less admin costs) if player withdraws AFTER participating in lacrosse activities but withdraws prior to March 1 for Box, September 1 for Field;
 - c. 50% refund if player withdraws prior to April 1 for box lacrosse, October 1 for field lacrosse; and,
 - d. No refunds will be granted for players withdrawing after April 1 for box lacrosse and October 1 for field lacrosse.
4. Notwithstanding the guidelines set out in the section above, an application for refund may be submitted to the LMLA Board of Directors to be reviewed and voted on for any extenuating or emergency circumstance including withdrawals for injuries sustained while playing lacrosse. The request for withdrawal must have a supporting letter from the player's doctor and the request must be received by the Registrar within seven (7) days of the date of the doctor's letter.
5. Eligible families may apply for one (1) of the following discounts per season by contacting the Treasurer in writing AFTER the season begins:
 - a. Family Discount of 25% off all registrations may apply when one family registers three (3) or more players living in the same household and all children start the regular season.
 - b. Goalie Discount may apply for those registered and placed on a box lacrosse team as a goalie. The goalie must not use ANY association equipment, they must provide all of their own gear, including goalie stick to receive a partial refund of their registration fees.

- c. Board Members (Elected and Appointed) may receive a 50% discount for one (1) child for each box and field season. If a member has more than one child, a refund for the greater amount will apply.

Section F: Player Release Request

Listed below are the guidelines to be followed by the Directors when dealing with release requests:

1. Player must register with Langley before requesting release.
2. The LMLA releases players only under extraordinary circumstances.
3. Releases may not be granted immediately prior to, during and after evaluations.
4. Players MAY BE offered a release if and when the LMLA cannot provide a team for the player to play for.
5. Players will not be released if such a release results in a negative impact upon the association's ability to field teams at that level.
6. Players incapable of making a team and or playing at a particular level within the LMLA will not be released to play at the same level of a competing association.
7. Players released from other associations to try out for LMLA positions will receive treatment no different than that of existing LMLA players.
8. All release requests must be written and addressed to the LMLA Executive.
9. Release request forms are available on the BCLA website at:
<http://bclacrosse.com/forms/player-release.doc>
10. Release requests must be submitted prior to registration completion.
11. All release requests will be handled monthly or at the next scheduled Executive meeting.
12. All release requests are to be reviewed by the Board of Directors and require a majority vote.
13. The Langley Minor Lacrosse Association is governed by the Lower Mainland Minor Lacrosse Commission, the Pacific Coast Field Lacrosse League and the BCLA. While it is preferred by all parties that such matters be dealt with at the association level, any questions concerning releases, not answered by your Association, may be escalated.

Section G: Membership in the Association

1. Membership in the Association shall be in accordance with the Constitution and By-Laws of The Langley Minor Lacrosse Association, By-Law 1.
2. A membership in the association shall be considered as one vote per member.
3. A family's membership fees shall be the registration fees paid to the association each playing year.

In keeping with LMLA statement of purpose, LMLA has adopted the following Code of Conduct.

Code of Conduct:

All individuals affiliated with LMLA shall:

1. Not use foul or negative language
2. Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance
3. Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance
4. Develop community spirit and pride in our association
5. Respect all facilities utilized by our Association, as well as any staff of those facilities.
6. Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse
7. Treat the game of Lacrosse with the respect that it deserves
8. Take all necessary steps to report any incident involving a breach of this Code of Conduct, or any other conduct which would bring the LMLA, the LMMLC, PCFLL and the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or the LMLA official as soon as possible after any such incident, and preferably, in writing.
9. Any LMLA official receiving a report as set out in paragraph (h) above shall immediately notify the President, or such other person or persons, approved by the President in writing of the incident giving rise to the report.
10. All parents, players will be required to sign a Code of Conduct prior to the start of the season each year. Managers will hand them out and they are to be returned to the Registrar

Any individual who conducts him or herself in the following manner will be subject to discipline:

1. Breaches any of the above in Section G, CODE OF CONDUCT
2. Uses their position with the LMLA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the LMLA
3. Willfully circulate false or malicious statements, derogatory to any other member of our or any other Association
4. Willfully ignore or break the Constitution, By-Laws, Policies and/or rules or regulations of our Association
5. Counsel others to ignore or break the By-Laws Policies and/or rules of our Association
6. Is involved in any other conduct which is detrimental to the LMLA, the sport of Lacrosse or the players, spectators or officials

Discipline:

1. The LMLA, recognizing that it is responsible to enforce its rules to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up a discipline committee

of members appointed by the President and approved by the Executive, who shall be responsible for investigating reports of a breach as set out above and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.

2. The discipline committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegation made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.

Maintenance of Order:

1. Maintenance of Order within the auspices of the Association's arena/arenas and box/boxes and field/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.
2. 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.

Section H: Management of the Association

The Board of Directors consists of Elected and Appointed members working together to manage the business and affairs of the Association in accordance with the Constitution, By-Laws and Policy Manual of the Association.

Board of Directors – Elected:

The Board of Directors shall consist of Elected and Appointed members. The Elected Board Members (Executive) shall be:

- President
- 1st Vice-President
- 2nd Vice-President
- Director One
- Director Two
- Director Three
- Director Four

Board of Directors – Appointed:

Once elected, the Board of Directors shall appoint, subject to majority approval, the following Appointed Board of Directors positions: (within 30 days after the AGM).

- Head Referee - Box (odd year)
- Registrar (odd year)
- Ways and Means (even year)
- Referee Allocator - Box (even year)
- Floor Allocator (odd year)
- Secretary (odd year)
- Treasurer (odd year)
- Immediate Past President

Club Representatives:

The Board of Directors will appoint Club Representatives, as they deem necessary for the smooth operation of our Association. The Club Representative positions are:

- School Program
- Equipment/Uniform Manager
- Division Coordinators
- Lacrosse Coordinator
- Technology Coordinator
- Publicity
- Tournament Coordinator
- Booster Club
- Team Manager Coordinator

Designated Officials:

The Designated Officials will be appointed by the Director(s) whose responsibility it is to select these positions. The following positions are Designated Officials:

- Coaches
- Referees

Terms of Service:

All Board Members shall serve for a maximum period of twelve months per term, but not beyond the next Board elections at the Annual General Meeting. Persons wishing to run for Director positions should be prepared to serve for two terms as Board Members. It is expected that each Board Member

will attend ALL monthly Board Meetings and all special meetings as required. However, it is understood that Board Members may unavoidably miss some meetings between Board elections. If 3 consecutive meetings are missed, the person in question may be subject to removal from the Board of Directors.

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 the person filling such vacancy shall serve until the next Annual General Meeting.

Appointing Committees:

The Board of Directors shall have power to appoint special committees from the membership of the Club.

Removal of Board Members:

A member of the Board of Directors can be removed provided it is done according to 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.

Conflict of Interest:

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

Voting on Decisions:

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

Voting Privileges:

As outlined in the LMLA Bylaws, voting will be done by the Directors which includes all elected Directors as well as the Secretary and the Treasurer for all voting issues.

Meetings:

1. Annual General and General Meetings shall be held in accordance to the By-Laws of the Association.
2. Board of Directors Meetings: Meetings of the Board of Directors should be held approximately once a month and at a regularly scheduled time and place. Directors must make every attempt to

attend these meetings. If they are unable to do so, they are required to submit a report, on any business requiring attention to the Association President or his delegate in order that it may be placed on the Agenda for discussion.

3. Annual Budget Meeting: The Board of Directors will meet annually, on a convenient date (probably in August or early September), to discuss recommendations for the yearly Budget. The Directors will make their recommendations after consultation with their group members as to their needs for the next season. The Association President in forming the Annual Budget for the next season will utilize these recommendations.

Association Fundraising:

1. Association fundraising shall be conducted on an ongoing basis throughout each playing season.
2. The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Ways and Means Coordinator to best suit the financial and philosophical needs of the Association.

Team Fundraising:

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

Record Checks:

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer may at some time be requested to submit to a criminal record check at no cost to themselves. Individuals refusing to submit to the Criminal Record Check will be eligible for expulsion from the Association.

Section I: Board of Directors, Club Representative And Designated Representatives Responsibilities

President:

- Chair meetings at club level. Oversee all general club functions. Attend Lower Mainland Commission meetings and any other mandatory Lacrosse meetings.

Vice-Presidents:

- shall assist the President in the performance of his/her duties
- the 1st Vice-President shall act as the President in his/her absence

- responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers
- representative of respective club volunteers

Secretary:

- shall keep a complete record of all meetings of the Association and of all business and correspondence transacted there, with meeting minutes distributed within one week of such meetings.
- shall ensure all statements, lists or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies
- shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor
- shall be responsible for notification of the Executive for the Executive Committee meetings.

Treasurer:

- oversee handling of all the Association funds, writing of cheques, bank deposits, etc. Coordinate and monetary questions or duties with Government re: Club Casino Applications, GST Rebates, applying for licenses, etc.
- shall maintain a continuous record, which must be kept up to date. They shall prepare, or have prepared statements in the form of a balance sheet for the Annual General Meeting in accordance with the British Columbia Societies Act as of the current year
- Upon leaving the position they shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor or the President.

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 Board of Director or Club Representative for a period of one year

Director of Coaches and Officials

The Director of Coaches and Officials is responsible for managing and overseeing all aspects of coaches and officials including the following topics:

- Recruitment, training, development and supervision of coaches and officials
- Maintaining Criminal Records Clearances for all team volunteers and maintaining coaches CLA certifications requirements

- Liaise with parents, coaches and officials and disseminate information as needed
- Create, manage and participate in committees, meetings and discussions
- Appointment of LMLA positions relevant to the management of coaches and officials
- Support coaches and officials and represent their needs to the LMLA board
- Provide feedback, resources, support and assistance to individual coaches and officials
- Evaluation and selection of teams, players, coaches and officials
- Participate in BCLA Coaches & Officials Technical Group
- Review Game Sheet Submissions and act on them as needed
- Liaise with Head Referees, League Commissioners, Team Managers and Team Coaches

Head Referee - Box:

The Head Referee is responsible for all topics related to box lacrosse Officials (which is to include all game officials including paid, volunteer, referees, timeclock, etc.). These topics may include:

- Recruitment, training, development and supervision of officials
- Liaise with parents, coaches and officials and disseminate information as needed
- Participate in all related committees, meetings and discussions
- Aid in the appointment of any LMLA Club Representative positions relevant to the management of officials
- Support officials and represent their needs to the LMLA board
- Provide feedback, resources, support and assistance to individual officials
- Evaluation and selection of officials
- Participate in BCLA Coaches & Officials Technical Group
- Review Game Sheet Submissions and coaches' feedback, acting on them as needed
- Liaise with Head Coaches, League Commissioners, Team Managers and Team Coaches
- Report any discipline or assignment problems or any coach indiscretions relating to the refereeing of games
- Provide the Executive Committee with information relating to BCLOA rules, regulations or directives
- Work with the Head Coach to carry-out any disciplining of referees within the Association.
- Request evaluations by BCLOA instructors for referees they recommend for upgrading beyond Level 2
- Attend Head Referee meetings

Coach Administrator

The Coach Administrator is responsible to aid the Director of Coaches and Officials. Topics may include:

- Maintain coach's documentation and resources in Google Drive and on LMLA website

- Provide direction on how to obtain a Criminal Records Checks (CRCs) to volunteers, send reminders to existing volunteers when required, and keep copy of CRCs in Google Drive
- Maintain current CLA certification levels for box and field in master coach spreadsheet, provide coaches with coaching clinic information, and register coaches for clinics with BCLA
- Review coaching applications, verify CRC and certification information, and send confirmation to coaches
- Review and submit Form 100's to BCLA and keep electronic file in coach's documentation
- Review Game Sheet Submissions and escalate issues as required
- Provide coaches with information as needed
- Support coaches and represent their needs to the LMLA board
- Provide feedback, resources, support and assistance to individual coaches

Registrar:

- shall be responsible for the proper registration of all players in the Association. Coordination of registration includes ordering of preprinted forms and selection of sign-up locations
- responsible for the records of all registered players, and passing the registration information on to BCLA and the Division Coordinators
- works with the Treasurer and turns over all registration fees collected post haste.
- shall provide reports of the total number of players registered as required by the Executive including final annual report.
- update membership lists.
- keep individual file copies of Birth Certificate and Registration Forms for each player.
- phone all returning players that have not registered to remind them to register.
- phone all players who did not re-register with the Association to determine why they aren't returning.

Referee Allocator – Box

The Referee Allocator is responsible for allocation of box lacrosse officials (which is to include all game officials including paid, volunteer, referees, timeclock, etc.). These topics include:

- Allocation of officials for all exhibition, regular season, tournament and playoff games
- Maintaining Criminal Records Clearances and official certifications requirements
- Assist the Head Referee of their discipline with additional relevant tasks from time to time
- Evaluation and selection of officials
- Liaise with Head Coaches, League Commissioners, Team Managers and Team Coaches

Ways and Means:

- shall provide the Association with support for duties with regards to treasury, fundraising and general organization activities.

Division Coordinator:

- to actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of LMLA
- arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
- registering teams for Provincial play downs in his/her division (if applicable)
- coordinating evaluation sessions for division
- coordinating the team selection process in division
- overseeing day to day problems in division
- evaluating, with the Head Coach, coaches in division

Equipment & Uniform Manager:

- 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 gear.
- reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any repairs required during or after the season, and arranges for repair or replacement
- arranges for off-season storage of uniforms and other equipment

Coaches:

- Coaching positions within the Association may be filled using any/all of the following criteria as guidelines:
 - History with the Association
 - Parent and/or player feedback
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications (certification levels)
 - Temperament
 - Performance evaluations
 - Selection interview
- The Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee.

Referees:

- the Association will pay referee floor fees for any regular scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games
- referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. The Association pays for the refereeing clinic, with the understanding that each referee referees 4 (four) games per season. If this requirement is not met, the referee is responsible to reimburse the association

Section J: Team Selection Guidelines

LMLA Evaluation Process/Overview

1. Evaluations for each registered LMLA player shall be conducted for each applicable playing division at the start of each playing season, and each registered player will be given equal opportunity to participate.
2. Player evaluations shall be organized by the Director of Coaches
3. All evaluators are to be selected by the Director of Coaches
4. Evaluator scores may be disregarded, rejected or further scrutinized by the Director of Coaches if an evaluator is found to have evaluated players in the same division of their child.
5. A minimum of TWO evaluators are required per session and it is recommended that they are nowhere near parents/players during this process.
6. Only the LMLA approved evaluation process is to be followed during this entire evaluation process and it is to be overseen by the Director of Coaches.
7. No player is to be assigned to a team unless they have attended 50% of tryouts (round one), unless the player has a certified medical exemption (Division Coordinator to arrange for attendance check) or the player has notified the Division Coordinator or Director of Coaches of a conflict.
8. Should a player register after the team selection process, from playing or trying out with another Association. The decision as to which team the player plays on will be based on the decision voted on by the Board of Directors.
9. Late registering players may be reviewed of the Board of Directors and Division Coaches before being assigned to a team.
10. Players are only to tryout with the proper age group unless approved by the Director of Coaches.

Team Selection for Balanced Teams

1. LMLA may choose to accept requests for playing with specific coaches (to a maximum of 2) and players, where deemed appropriate.
2. These attempts do not supersede the requirement of the Association and the BCLA to have all teams within an Association balanced. The Division Coordinator will organize skill evaluations and exhibition games, scrimmages to ensure the teams are balanced

Team Selection for All Other Teams

The goal of LMLA is to field the most competitive teams possible at each level in each division. It is the responsibility of the Division Coordinator and Head Coach to achieve this goal.

1. The number of players selected or assigned to a team will be based on recommendations made by the Director of Coaches, President and Division Coordinators. These recommendations will take into account the number of players registered in a division, caliber, dominant hand and the number of goalies available.
2. Each parent will sign a letter prior to tryouts/evaluations that indicates the association will place the player on an appropriate team based on the selection process.
3. Where more than one team will compete at the same level (A2, B or C), the Division Coordinator and Director of Coaches will oversee the division of players between the same level Teams to ensure the teams are balanced.
4. The following steps shall act as a guide to the evaluation process. Changes to the process may occur only with approval from the Board of Directors.
 - a. Each player will receive a numbered pinnie and be grouped based on experience Evaluation forms without numbers will be used by all evaluators and submitted ONLY to the evaluation coordinator or Director of Coaches at the end of each session.
 - b. Players will go through a recommended 4 rounds (with no less than 3 rounds as a minimum) of evaluations being evaluated by several different evaluators.
 - c. At the end of each evaluation session, evaluation forms will be reviewed and player groupings will be altered as decided on by the Division Coordinator, Director of Coaches, President and/or Vice President(s)
 - d. At the completion of the above process the Division Coordinator and/or member of the coaching staff will communicate with the players as to which team they are on and why this decision has been made. Parents or players may request an additional information or a review of this decision by the Director of Coaches. Additional evaluation sessions may be used to aid in the selection of each additional team after the first team is picked.

Section K: Tournaments

1. Langley Minor Lacrosse Association may host tournaments from time to time as voted on by the Board of Directors. All members of LMLA will be asked to volunteer time for these tournaments.
2. Championships: The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship to a Maximum of \$100.00. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincial Championships by the Association, will be expected to reimburse the Association the full cost of the Provincial Championship fee

Section L: Awards

1. The LMLA may present, on an annual basis, certificates to the graduating Midget Players.
2. The LMLA may also select, on an annual basis, recipients for the following awards:
 - o Lacrosse Boy/Girl of the year
 - o Coach of the year
 - o Donna Smith Memorial (Volunteer of the year)
 - o Official of the year

Section M: Rules and Regulations

All games shall be played under the By-Laws and Competition Rules and Regulations of this Association.

Cancelled Games:

Games to be cancelled are the responsibility of the Home team's manager or coach. The Floor/Field Allocator must be notified ASAP, otherwise the costs are the responsibility of the offending team. Teams not canceling those games as per the LMMLC/PCFLL Operating Policy and LMLA's Operating Policy, shall be responsible for the costs incurred for those games (floor/field time and referee fees)

Floor/Field Fees:

1. The Association will be responsible for the arena floor and field charges for any regularly scheduled pre-season, league, playoff or tournament games as well as any Association scheduled practice or evaluation sessions.
2. Teams utilizing arena floor and field 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/field fees.

3. Teams that fail to notify the Association (Floor/Field Allocator) of any floor/field time to be cancelled, will be responsible to reimburse the Association for that floor/field time, using their own team funds
4. Teams must turn floor/field time back to the Floor/Field Allocator if they do not have a game scheduled on their regular game night. If the Floor/Field Allocator does not have a game to re-schedule in that time slot, the team returning the floor/field time will have first priority on using that floor/field time for their own use.
5. Teams must return box and field time back to the Box/Field Floor Allocator if they do not use their regular scheduled box/field time for any game or practice

Section N: Financial and Banking Matters

Finances:

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the President, with input from the Directors as to the needs of the Association in the forthcoming year.
2. The Association shall apply for “Gaming” (“Casino”) on a yearly basis. A Director should complete the Casino Application and/or the Fundraising Coordinator with input from the Treasurer as to budget needs
3. The funds required by the Association shall be obtained by whatever means the Executive shall see fit and shall be disbursed by their discretion
4. The funds of the Association that are not required for immediate use may be kept on deposit in a bank
5. Major purchases for equipment must be tendered, preferably within the Association boundaries whenever possible
6. All Association cheques must be signed by two (2) signing officers out of three (3) signing officers (Treasurer, President and one (1) other person)
7. The members of the Executive cannot be held personally responsible for any shortfalls in funds

Expenses:

1. General operating expenses (office and administrative expenses), need only be authorized by two (2) of the three (3) signing officers
2. Expenses over \$50 not identified in the annual Budget requires a majority vote by the Executive

Budget:

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.
2. The President shall prepare the budget, with input from the Directors as to the needs of the Association in the forthcoming year.
3. The budget may be revised periodically during the operating season should circumstances require.
4. The revised budget must be approved by a majority vote of the Directors before implementation.

Banking:

1. The Association Treasurer upon commencement of their term of office will establish a "General Operating" bank account
2. The general operating account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures
3. The Treasurer at the commencement of their term of office will establish a "Gaming" bank account.
4. The gaming account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures.
5. Disbursements from the Gaming account must be in accordance with the terms and conditions for "Charitable Gaming and Access to Gaming Revenue".

Revenue:

1. The Association shall apply for "Gaming Funds" on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Directors and the Ways and Means Coordinator as to the budget needs. Funds received from the Gaming Commission will be deposited into the "Gaming" bank account.
2. General Operating account will receive revenue from:
 - a. Registration in accordance with the rates established at the AGM
 - b. Booster Booth sales
 - c. Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account
 - d. Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue unless deemed "Team Fundraising Funds" by the Ways and Means Coordinator

- e. Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions
- f. Miscellaneous Revenue. All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue

Disbursements:

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

1. General & Administrative:
 - a. Require authorization of two (2) or the three (3) signing officers
 - b. Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Directors
 - c. Budgeted expenses more than \$500 will require a majority vote of the Directors
2. Capital Acquisitions:
 - a. Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life
 - b. The Association must own capital acquisitions
 - c. Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association
 - d. Funds will be disbursed from the general operating account for Capital Plans That have been implemented by a majority vote of the general membership
 - e. Such funds in the case of Capital Plans must be identified and secured
 - f. The Association must be advised of the intended disbursements of team capital acquisitions. Such disbursement must be voted on by the team in question and recorded for the Association.
3. Langley Minor Lacrosse Association AGM:
 - a. Expenses shall be drawn from the general operating account.
4. BCLA AGM and Box Directorate Special Session:
 - a. Selection of the Association Representative(s) for the BCLA AGM will be by the President.
 - b. Expenses shall be drawn from the general operating account and The Association shall cover the expenses of voting members;
 - c. Attending the BCLA AGM in representation of the Association. Expenses shall include:
 - i. Fares and/or ferry at actual cost;
 - ii. A gas per diem will be provided at \$0.30/kilometer;
 - iii. A food allowance of up to \$50.00, for the duration of the AGM, will be provided, upon submission of receipts only;
 - iv. Awards Banquet at actual cost;

- v. Accommodations at actual cost providing they are the official accommodations;
- vi. Expenses not included in the above would have to be authorized by a majority vote of the Directors