

CONSTITUTION AND BY-LAWS
CRANBROOK LACROSSE ASSOCIATION (CBKLA)
AMENDED – OCTOBER 2015

Section I – Name and Objectives

1. The name of this organization shall be **THE CRANBROOK LACROSSE ASSOCIATION** (the “Association”).
2. The objectives of this Association shall be:
 - a) To promote, teach and develop the game of Lacrosse;
 - b) To encourage sportsmanship and promote fair play at all times;
 - c) To encourage respect for players, officials and spectators;

Section II – Annual General Meeting

1. The Annual General Meeting shall be held after all teams have completed their current playing season and prior to the British Columbia Lacrosse Association Annual General Meeting.
2. Those eligible to vote at the Annual General Meeting shall be:
 - a) The Parent or Guardian of a registered player (One parent or guardian must be designated). If there is more than one registered player from the same family, for example 3 children registered from the same family, the designated Parent or Guardian still has only one vote and not one vote per registered player.
 - b) Each coach, manager and referee of the Association has one vote.
3. The order of business at the Annual General Meeting shall be:
 - a) Call to order;
 - b) Distribution of the minutes of the last Annual General Meeting;
 - c) President’s remarks;
 - i) Summary of activities;
 - ii) Other special reports;
 - iii) Recommendations for the future;
 - d) Significant correspondence received;
 - e) Finance report;
 - f) Amendments to Constitution and By-laws by Notice of Motion;
 - g) General Business;
 - h) Election of Officers;
 - i) Adjournment;
4. Recommendations for amendments to the Constitution and By-Laws shall be submitted to the Secretary of the Association in writing thirty (30) days prior to the Annual General Meeting. All recommendations brought to the floor in the form of a motion must carry a majority vote of those attending the Annual General Meeting to pass.

5. A committee comprising of the President, 1st Vice President and 2nd Vice President will confirm which members of the executive will allow their name to stand for the election of officers at the Annual General Meeting. This committee will ensure that where positions are vacant there is a name to put forward at the Annual General Meeting. Nominations will also be accepted from the floor. In both instances, the candidate must give approval to allow his/her name to stand, verbal if present and written if absent.

Section III – General Executive

1. Officers shall be elected to serve a term of two years, commencing the date of the Annual General Meeting. Members of the General executive will occupy a maximum total of one position on the executive. Under extreme circumstances the executive may approve an individual holding multiple positions but limited to one vote.

2. The Executive shall consist of the following elected officers:

- a) President
- b) 1st Vice President – Sport Growth and Development;
- c) 2nd Vice President - Equipment;
- d) Secretary;
- e) Treasurer;

The Election term for the General Executive will adhere to the following term schedule:

- i. President, 2nd Vice President and Treasurer elected on even numbered years (ex 2014-2016-2018)
- ii. 1st Vice President and Secretary elected on odd numbered years (ex 2015-2017-2019).

3. The immediate Past President shall sit as a member of the Executive for as long as she/he remains in that capacity and shall carry one vote in all Executive matters.

4. The Executive shall consist of the following appointed officers:

- a) Head Referee;
- b) Head Coach;
- c) Registrar;
- d) Discipline Chair.

5. The elected officers of the Executive shall meet within seven calendar days of the Annual General Meeting or as soon as practical for the purpose of appointing additional Executive members.

6. Elected and appointed Officers shall have one vote on all matters discussed at Executive Meetings and the Annual General Meeting.

7. Each member of the General Executive is accountable to the President. The President shall be accountable to the General Executive.

8. Duties of the Executive members shall be as outlined in Section IV of the Constitution.
9. Elected and appointed Officers shall not receive remuneration or other financial benefits for their services as Directors of the Association.

Section IV – Duties

1. President

- a) Shall call and chair all meetings;
- b) Shall supervise the general operation of the Association;
- c) Shall be a member of all committees and shall be notified as to the time and place of each meeting;
- d) Shall be a signing officer for the Association;
- e) Shall appoint auditors to examine the Association's accounting records as required.
- f) Shall be a delegate to the governing Provincial Association Annual Meeting;
- g) Shall be a delegate and/or shall appoint delegates from the General Executive to attend Lower Mainland Commission, Minor Directorate, and British Columbia Lacrosse Association meetings where required;
- h) Shall have the power, subject to the approval of the General Executive to replace any elected or appointed member whom he/she feels is not fulfilling his/her duties.

2. 1st Vice President – Lacrosse Growth and Development

- a) Shall be an Assistant to the President;
- b) Shall fulfill all duties of the President in his/her absence;
- c) Shall make recommendations to the Executive for the positions of Head Coach and Head Referee complete with resume for Executive ratification.
- d) Shall be a signing officer for the Association.
- e) Shall develop a plan for expanding and growing lacrosse within the Cranbrook and East Kootenay area.

3. 2nd Vice President - Equipment

- a) Shall assist the President where required;
- b) Shall fulfill the duties of the President in the absence of the President, and 1st Vice President;
- c) Shall be the Equipment Manager for the Association and as such shall:
 - (i) Allocate equipment to all teams;
 - (ii) Arrange for maintenance, repair and storage of all equipment owned by the Association;
 - (iii) Issue goal equipment to each team;
 - (iv) Keep an accurate record of all equipment owned by the Association and furnish an Annual Report of same or at any time on request from the Executive;
 - (v) Be responsible for the purchase of new equipment subject to approval by the Executive;
 - (vi) Maintain First Aid supplies and distribute to each team.

4. Secretary

- a) Shall record minutes of all Association meetings and provide a copy to each member of the General Executive and membership where required;
- b) Shall carry on all Association record keeping and correspondence;
- c) Shall ensure that all members are notified of meetings;
- d) Shall be responsible for issuing bulletins to coaches and managers of all items and discussions affecting them;
- e) Shall appoint an assistant with the approval of the General Executive;
- f) Shall be a signing officer of the Association.

5. Treasurer

- a) Shall keep an accurate record of all receipts and disbursements;
- b) Shall be responsible for all Association banking;
- c) Shall give a financial report at all Executive meetings and the Annual General Meeting;
- d) Shall be a signing officer for the Association.
- e) Shall be responsible for Submitting and monitoring all grant and fund raising applications applying to the Association as a whole.

6. Registrar

- a) Shall maintain player file records;
- b) Shall be responsible for coordinating initial registration at the beginning of each season;
- c) Shall schedule registration days as dictated by the Executive;
- d) Shall keep a file of all birth certificates of registered members;
- e) Shall be responsible for submitting team registration forms to the British Columbia Lacrosse Association;
- f) Shall keep an accurate record of all players, coaches and managers of the Association;
- g) Shall be responsible for obtaining registration forms and directories from the British Columbia Lacrosse Association office.

7. Head Referee

- a) Shall coordinate the referees within the Association;
- b) Shall be responsible for Referee Clinics and ensuring that the Referees from this Association attend;
- c) Shall handle any complaints with respect to referees in conjunction with the Referee Allocator;
- d) Shall be responsible for ensuring that all rule changes are forwarded to the Head Coach for dissemination to coaches and managers;
- e) Shall maintain a complete and list of referees used by the Association and provide same to the Referee Allocator.
- f) Shall ensure that each Association referee is evaluated.
- g) Shall attend all British Columbia Lacrosse Officials Association Head Referee meetings or ensure a qualified member of the Association attends.

8. Head Coach

- a) Shall ensure that each team has a qualified coaching staff;
- b) Shall ensure that all coaches are made aware of the certification requirements set out by the British Columbia Lacrosse Association and attend the necessary clinics to satisfy this requirement;
- c) Shall attend all British Columbia Lacrosse Association Head Coach Meetings or ensure that a qualified member of the Association attends;
- d) Shall be responsible for ensuring that all coaches are qualified to coach the level and caliber to which they are assigned;
- e) Shall assist coaches and maintain record of same;
- f) Shall assist in dividing players into teams;
- g) Shall assist with problems involving coaches and managers;
- h) Shall recommend coaches with resumes to the Executive for ratification;
- i) Shall make recommendations for improving and developing our “Coaches Instruction Manual” at each level;
- j) Shall ensure that a high level of coaching is maintained at each level.

9. Team Head Coach

- a) Shall be ratified by the Head Coach;
- b) Shall attain necessary certification as per British Columbia Lacrosse Association guidelines;
- c) Shall make every effort possible to upgrade his/her knowledge of the game as required;
- d) Shall promote fair play and good sportsmanship as well as appropriate ethics;
- e) Shall be responsible for Assistant coaches.

10. Discipline Chair

- a) Shall be appointed by the executive;
- b) Shall convene discipline processes upon any formal complaint within the association and/or an external complaint from outside the association but within the CLA;
- c) Promote Fairplay and uphold the Code of Conduct;
- d) Ensure that the discipline process is followed;
- e) Assist, where needed, any appeals committee;

Section V – Executive Meetings

1. The General Executive shall meet at least once per month January to December;

2. Additional or emergency Executive meetings shall be called by the President as he/she deems necessary or on the request of three or more executive members. All members of the executive are to be given a minimum of 24 hours notice of the meeting.

3. A quorum shall consist of four members of the Elected Executive and must include one of the following officers: 1st Vice President or 2nd Vice President.

Section VI – General

1. The Association colours shall be red, black, grey;
2. A bank account shall be arranged by the Treasurer. Cheques shall be signed by two of the following: President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary;
3. Code of Conduct for the Association is as follows:
 - a) I will refrain from using foul or negative language;
 - b) I will not verbally or physically abuse a game official;
 - c) I will demonstrate courtesy and respect for all players, spectators, officials and coaches regardless of the situation;
 - d) I will demonstrate good sportsmanship towards the opposing team and its' spectators regardless of circumstances;
 - e) I will take the necessary steps to report in writing any incidents, which may shed a bad light on the great game to the Executive to ensure that they do not occur again;
 - f) I realize that I may be removed from the game, practice or facility and possibly expelled from the Association if I should behave in a manner deemed unacceptable by the coaches, game officials or spectators.
4. Background Record Checks: It is the Association objective that volunteers in direct contact with minors are required to apply for a background check with the RCMP;
 - a) The Association will not pay for this service;
 - b) The background check searches for criminal offences, which may pose a threat to minor age players;
 - c) Background checks are reported to the Association attorney who will advise the Association President of any volunteer with an issue of concern in their past.
5. The association will maintain a yearly holdback amount of \$10,000.00 each fiscal year. This will be used for the next calendar years fees, equipment expenses or other expenses as accepted by the executive.

Section VII – Rules Concerning Players

1. Ages and divisions per operating policy of the British Columbia Amateur Lacrosse Association;
2. Teams may not play suspended players until they have had their cases decided upon;
3. All players must wear equipment as prescribed (i.e. CSA approved);
4. All arena rules must be observed;
5. Only players from participating teams and coaches are permitted on the arena floor during warm-up. Under no circumstances are any players, coaches or spectators permitted on the floor between periods of a game.
6. Requests for player releases to other associations must be forwarded in writing to the Cranbrook Lacrosse Association executive stating the players rationale for requesting the release.

Each release will be evaluated on its individual merits. Generally speaking a release will only be granted when the association cannot field a team or there are extenuating circumstances.

7. The Association will accept players from other associations who have met the following criteria:

- a) Player has been released by home association in writing;
- b) The player release has been approved by the appropriate governing body i.e. commission or league;
- c) The Association can accommodate the addition of the new player;
- d) Upon contacting the player's home association it is deemed that the player will not have a detrimental effect on the Association;
- e) Acceptance of all player releases is subject to approval by the Executive.

Section VIII – Rules Concerning Player Evaluation and Team Selection

1. When multiple house teams exist in one playing division the teams will be balanced in ability and years of experience to the best of the collective ability of the coaches;

2. All players will be evaluated by the coach and placed on teams at the level which best suits the players' ability. Players placing themselves on a team below the level they have been assigned may be released by the Association;

3. It is the Association policy that the first rep team in each division will be tiered at the A or B level and that all teams play at the highest level possible to better their skills.

4. All-Star Teams - Association all-star teams may be formed to enter all-star tournaments.

- a) All-star teams are the responsibility of the Executive, in consultation with the Head Coach;
- b) All-star teams are made up of players from each team within the Association playing at the required caliber of play;
- c) The Association may enter multiple teams into All-star tournaments. However they will be tiered by ability;
- d) The coaching committee will select coaches. All interested parties are to be considered and need not be coaches involved in the playing division at time of the tournament. This process is to occur a minimum of 6 weeks prior to the tournament;
- e) Player selection will be the responsibility of the selected coaches. All players within the association who are of qualified age are to be considered for the team. Where multiple association teams exist at the caliber of play necessary an effort will be made to draw balanced numbers of players from each team. Try-outs may be required but are to be avoided below Pee Wee.

5. Team Size Policy:

The Association registrar will follow the listing below and place players on a waiting list when the numbers exceed the guidelines listed. Coaches and division manager must agree to take on larger teams prior to removing players from waiting list. Every effort must be made to ensure no players are prevented from playing. Teams within a division will be

balanced in numbers and exceptions to this will be agreed to between coaches and division manager.

DIVISION RECOMMENDED NUMBERS

Midget: 15 runners, 1 goalie (min), to 17 runners, 2 goalies (max);
Bantam 13 runners, 1 goalie (min) to 15 runners, 2 goalies (max);
Peewee 13 runners, 1 goalie (min) to 15 runners, 2 goalies (max);
Novice 12 runners, 1 goalie (min) to 15 runners, 2 goalies (max);
Tyke 13 players (min) to 16 players (max);
Mini-Tyke 13 players (min) to 16 players (max);

Section VIII – Dissolution Clause

1. Upon winding up or dissolution of the Association, the assets which remain after all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to:
 - Such charitable organization or organizations in British Columbia having a similar charitable purpose.

Section X – Discipline Process

1. The Discipline chair and/or Appeals Committee will organize and facilitate any and all discipline hearings;
2. Discipline hearings will consist of the following (once a formal complaint is received by the discipline chair):
 - a. The Discipline Chair will evaluate whether or not there has or possibly has been a breach of the Code of Conduct and/or principles of Fairplay;
 - b. If the Discipline Chair deems that there will be a formal hearing he/she will give the parties involved 48 hours to submit further information;
 - c. The Discipline Chair will evaluate the submitted materials and make a decision, in writing, that may consist of:
 - i. No Discipline;
 - ii. Reprimand;
 - iii. Suspension;
 - iv. Financial Fine;
 - v. Expulsion.
3. Any discipline hearing will be appealable to an Appeals Committee that will be independent of the original Discipline Process.
4. If a member of the Association, who has been disciplined, would like to appeal the ruling of the Discipline Hearing they can do so in writing to the President provided the appeal is filed within 48 hours of receiving the Discipline Hearing results.
5. The President shall name an Appeals Committee consisting of 3 Members of the Executive
6. The Appeals Committee will adhere to the following process:
 - a. The committee will request further submissions from all parties involved including the Discipline Chair;
 - b. All parties must submit further information within 48 hours of a request by the Appeals Committee;

- c. The Appeals Committee may hold an in-person hearing if, in doing so, they will further the fairness of the process;
 - d. The Appeals Committee will render a decision, in writing, within 48 hours of receiving the submissions from the parties or the in-person hearing;
7. The Appeals Committee decision is final and binding on all parties.

Section XI - Association Targeted Timeline

The timeline is to serve as a guideline for the Association. The Association will adhere to the exact dates set out by the BCLA.

DATE	ITEM
2 nd Week of January	First Registration day (box)
3 rd Week of January	Tournament Applications Deadline (box)
3 rd Week of January	Provincial Hosting Applications Deadline (box)
January 31 st	Even Years Summer Games Coaching Applications (box)
2 nd Week of February	Last Registration day (box)
1 st Week of March	Coaches Meeting (box)
2 nd Week of March	Tournament Declarations
3 rd Week of March	Player Evaluations Commenced (if needed)
2 nd Week of April	A and B Team Selected (box)
3 rd Week of April	House and C Teams Selected (box)
April 15 th	Pay 50% of Registration Fees to BCLA (box)
3 rd Week of April	Season Play Starts
May 1 st	Form 100s Coaching Certification Deadline (box)
May 15 th	Even Years Summer Games Player Applications (box)
2 nd Week of June	Box Season Play Ends
3 rd Week of June	Field Lacrosse Season Begins
2 nd Week of October	CBKLA AGM
3 rd Week of October	BCLA AGM