

**BARRIE  
MINOR LACROSSE  
ASSOCIATION  
CONSTITUTION  
AND  
BYLAWS  
2015**

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# **BARRIE MINOR LACROSSE ASSOCIATION**

## **CONSTITUTION**

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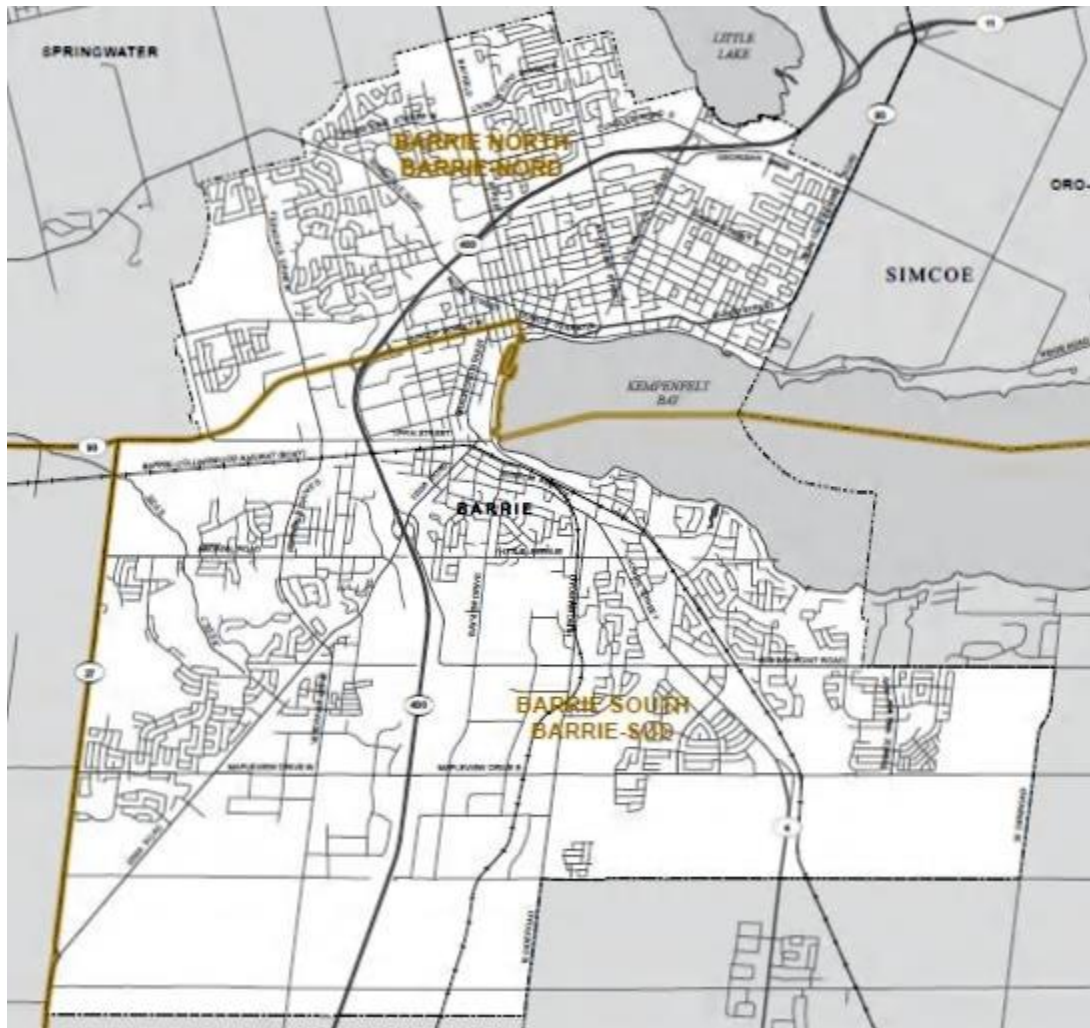
## Section 1: IDENTIFICATION

### 1.01 Name

The name of the Association shall be the "Barrie Minor Lacrosse Association" hereinafter referred to as the Association or BMLA and the official logo shall be the "Bomber" as shown on page 12 of this Constitution.

### 1.02 Definition

The Association is a not-for profit organization, and is the governing body for the sport of minor lacrosse in the area known as the City of Barrie and operates as a member association of the Ontario Lacrosse Association.



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## **OLA MR2.08(b)**

A player who is eligible but resident in a municipality with no minor team in any group for which he is eligible, shall sign with the club which is the next closest centre. The distance shall be measured from the player's residence to the two or more municipalities concerned, by the shortest route (excluding toll roads) and by mileage shown on the search engine dictated for OLA registrations for the current playing season. Such player must return to his own municipality the next year of play. <sup>2</sup>

## **1.03 Objectives**

- a) The objectives of the Association are: To promote, develop, govern and foster minor lacrosse within the Barrie area. To teach sportsmanship and emphasize fair play at all times. To teach respect for players, officials and spectators at all times. To develop community spirit and encourage good fellowship amongst all participants to the betterment of their physical, mental and social wellbeing.
- b) The activities of BMLA are directed to provide equal training and facilities to all children, regardless of their race, sex, creed, economic status or athletic ability.
- c) BMLA recognizes that its members may derive some financial gain, directly or indirectly, from contracts with BMLA. In the event that a member holds a position on the Board of Directors, that person shall declare a conflict of interest, and the Board of Directors will remain transparent and ensure that any contracts are decided fairly. BMLA remains committed that all profits will be used to promote the organization's objectives. <sup>1</sup>

## **1.04 Organization**

The Association shall be composed of members as hereinafter set out and it shall be managed by a Board of Directors and sub-committees as outlined in this Constitution and By-Laws.

## **1.05 Mailing Address**

The Association will maintain an address or a post office box in Barrie convenient to the Secretary and/or the President.

## **1.06 Affiliation**

The Association shall seek membership in and affiliate itself with the Ontario Lacrosse Association, Ontario Minor Field Lacrosse League and its local Zone/league.

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## SECTION 2: MEMBERS

### 2.01 Classes of Members

Membership in the Association shall be restricted to adult members in good standing, Life Members of the Association and those players in good standing over the age of 18. Players under the age of 18 will be represented by a parent or guardian.

The Association shall have three classes of membership, namely; Playing Members, Adult Members and Life Members.

**A)** Playing Members shall be all members who have properly registered to participate in the activities of the Association.

**B)** An Adult Member shall be eighteen years of age and a registered player or parent or guardian of a playing member(s), bench personnel, volunteer or member of the Board of Directors and Coordinators registered with the Association.<sup>1</sup>

**C)** Life Members shall be eighteen years of age who has been identified by the BMLA membership as a person who has made a significant contribution to the game of lacrosse or has made a considerable contribution to the BMLA as outlined below.

#### *LIFE MEMBERSHIP*

- *Nominations for Life Membership must be made in writing with reasons/biography*
- *No more than 1 builder and 1 player per year if nominated.*
- *Approval by 2/3 of Board*
- *Presented with bio for approval at AGM – 2/3 majority of eligible voters present to confirm*
- *The newly elected Life Member will be notified by letter immediately following the AGM*

*The criteria for Life Membership will be as follows:*

- *Minimum of 10 years of service to the game of lacrosse as a builder or identified as having made a significant contribution to Club.*

#### Privileges

- *voting rights at any Annual General Meeting he/she wishes to attend.*
- *access to all minutes of the Club Board meetings.*

#### Acknowledgement

- *Recipients will receive an acknowledgement plaque.*

### 2.03 Cessation of Membership

Any member who shall resign or be suspended as a member of the Association shall immediately return to the Association books or other property of the Association, which he/she may have in his/her care.

### 2.04 Insurance

All of the Association playing members and Bench Personnel shall be insured through the Ontario Lacrosse Association insurance plan.

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### SECTION 3: GOVERNING STRUCTURE

#### 3.01 Executive Committee and Board of Directors

- a) The Executive Committee of the Board (Officers of the Corporation) shall consist of the President, Secretary, Treasurer and VP League Development & VP Rep.
- b) The BMLA Board of Directors, as elected at the Annual general Meeting, shall be 9 Directors and 6 appointed Coordinators and will include: as Directors: a President, Treasurer, VP of League Development, VP of Rep, VP of House League, VP of Equipment, VP of Sponsorship, Registrar, and Secretary; and as Coordinators: a Scheduling Coordinator, Referee in Chief, Tournament Coordinator, Field Coordinator, Website Coordinator, and Apparel Coordinator. <sup>3</sup>
- c) The President (or his designate) shall have a casting vote only in the event of a tie.
- d) Members of the BMLA Board of Directors shall be elected or, if appointed, shall commit to a term of two years (unless assuming a position mid-term) commencing at the adjournment of the AGM at which they were elected (with the exception of the VP of League Development, VP of House Lease, VP of Equipment, VP of Sponsorship, and Treasurer) for the 2014 year. Those positions will be re-voted for the 2015 season and will then commence with a two year term).
- e) The President and Treasurer cannot hold the same position on the Board for more than two consecutive terms unless voted in by a majority of the members present at the AGM.
- f) The President shall have previous experience as a member of the Association's Board of Directors.
- g) No three or more related members shall serve as officers in the same term. Officers with signing approval may not be related.
- h) The Board of Directors shall appoint the Coordinators who will not have voting privileges other than at the Annual General Meeting and Special Meetings, with the exception of those Coordinators on the Board of Directors (as stated in 3.01(B)), who will have voting privileges as a member of the Board of Directors. <sup>1</sup>

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### 3.02 Board of Directors

**A)** The affairs of the Association shall be conducted by the Board of Directors and Coordinators which shall consist of the following nine (9) elected members and six (6) appointed members. Each Director (excluding the President or his designate) shall have one vote and such vote may not be by proxy.

1. President
2. Secretary
3. Treasurer
4. VP League Development
5. VP Rep League
6. VP House League
7. VP Equipment
8. VP Sponsorship
9. Registrar
10. Referee-in-Chief (appointed)
11. Scheduling Coordinator (appointed)
12. Tournament Coordinator (appointed)
13. Field Coordinator (appointed)<sup>3</sup>
14. Website Coordinator (appointed)
15. Apparel Coordinator (appointed)<sup>1</sup>

**B)** All Association decisions must be ratified by the Board of Directors prior to any action or amendment concerning such decision

**C)** The Board will meet as directed by the President through the Secretary

**D)** A majority of the total number of filled positions on the Board constitutes a quorum at any Board meeting. The definition of a quorum is the minimum number of people needed at a meeting to conduct business. An example of a quorum is having eight of the fifteen committee members present in order to introduce a motion at a committee meeting.<sup>1</sup>

**E)** Every Board member, except President and Past President shall have a vote in all decisions,

**F)** The President or his designate shall have a casting vote only in the event of a tie. Other duties of the Board members shall be outlined in Appendix A

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### **3.03 Vacancies of the Board of Directors**

The Board of Directors may appoint any adult to fill a vacancy until the next Annual Meeting. Recognizing that the corporation operates on a not for profit basis and is managed by volunteer members of the Association, provisions must be available for the Association to employ/contract personnel to fill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire and where need be terminate the employ/contract of personnel. Approval must receive a two-thirds vote of the members present at a meeting of the Board of Directors. On a day to day basis the personnel will be accountable to the President. Paid Personnel cannot be a Director or Coordinator serving on the Board of Directors or an immediate family member of a Director or Coordinator serving on the Board of Directors. Paid Personnel of the Association do not have voting rights. <sup>1</sup>

### **3.04 Suspension or Dismissal**

The Board of Directors may suspend, cancel the affiliation of, or accept the resignation of any member at any time for what it deems as a "just cause". Any such suspension will require a two-thirds (2/3) majority vote of the Board of Directors.

The Executive Members may dismiss any Board Member absent for more than three (3) consecutive monthly meetings (without appropriate notice) over the period of twelve (12) months at the discretion of the Board of Directors.

### **3.05 Appeals**

A suspended member shall have seven (7) days from receiving, by registered mail, written notice of his suspension to advise the President of his intention to appeal the suspension. Such notice of appeal shall also be written with a copy sent to the Association's Secretary. Upon an appeal of a suspension, the President shall call a meeting of the grievance committee to review the action taken. The grievance committee shall make a recommendation of its findings to the Board of Directors within fourteen (14) days after the members appeal. Within 7 days of receiving the recommendation and having considered the recommendation of the grievance committee, the Board of Directors shall render a final decision on the appeal.

### **3.06 Special Meetings**

A special meeting of the Association must be called within 14 days by the Board upon its own motion or by a petition which is submitted to the Secretary with the signatures of more than thirty adult members of the Association. Only the business for which a special meeting has been called will be dealt with.

### **3.07 Attendance at Meetings**

All members of the Association may attend any of the Association's meetings, such non-committee members can participate only at the pleasure of the presiding chair.

Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at special meetings of the Association.



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### 3.08 Terms of Office

All Board of Directors positions will be for a term of 24 months from the time of the Annual General Meeting that a Director has been elected, with the exception of September 25, 2013 ( All Board positions shall be voted in). Departing Board Members will have no voting privileges at, but are required to participate in, the first meeting of the newly elected Board of Directors to provide a formal written summary report, plus any cumulative documentation affiliated with said portfolio, of the transactions over the previous lacrosse season.

An elected member of the Board of Directors may act as a coach, manager or trainer during his/her term of office.

At the Annual General Meeting held during odd-numbered years, beginning with the 2015 playing season, the following positions will be voted on:

- VP of League Development
- VP of House League
- VP of Equipment
- VP of Sponsorship
- Treasurer

In addition, at the Annual General Meeting held in even-numbered years beginning with the 2016 playing season, the following positions will be voted on:

- President
- VP of Rep League
- Secretary
- Registrar

### 3.09 Remuneration

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit from the position of Director or for any service rendered to the Association, provided that, the Board of Directors may establish policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association. Any reimbursement to a member of the Board of Directors for services rendered shall require advanced approval by the Board of Directors. Directors seeking reimbursement for expenses incurred in the performance of their duties as Members of the Board of Directors of the Association must provide all original receipts

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## SECTION 4: MEETINGS

### 4.01 Annual Meeting

- A) The Annual Meeting of the BMLA shall be held prior to the end of October.
- B) The BMLA Executive Committee in office shall schedule the annual meeting and arrange for notices to be emailed at least thirty (30) days prior thereto, to all those eligible to vote as specified in paragraph C. A posting on the BMLA website and/or newspaper advertisements shall supplement these notices. <sup>1</sup>
- C) Those eligible to vote at the Annual Meeting shall be:
  1. Elected Officers and Directors and appointed Co-ordinators.
  2. Coaches and Referees 18 years and older.
  3. Members of the Association.
  4. Playing members 18 years or older.
  5. Life Members
- D) Notices of motions, correspondence, constitutional amendments, and other matters for consideration of the Annual Meeting shall be presented in writing to the BMLA secretary no later than two weeks preceding the meeting. Motions and constitutional amendments require 5 members in good standing to provide written agreement prior to submission.
- E) The Executive Committee shall appoint a sub-committee to study, develop, and properly prepare in advance all amendments for presentation at the Annual Meeting.
- F) The Executive Committee shall have the right to attach recommendations to all amendments presented at the Annual Meeting.
- G) The Executive Committee shall appoint a subcommittee to establish in advance of the Annual Meeting a slate of candidates willing to stand for election to the BMLA executive. Nominations will also be received from the floor.
- H) The order of business at the Annual Meeting shall be:
  - Registration (establish the voting delegates and quorum).
  - Approval of the Agenda
  - Approval of the minutes of the last Annual Meeting.
  - President's report.
  - Treasurer's report.
  - Directors' reports
  - Correspondence
  - Notices of motion (constitutional amendments)
  - Elections of Officers and Directors
  - New Business
  - Adjournment
- I) A quorum for the AGM shall consist of 12 voting members of the BMLA and must include the President (or his/her designate) and 2 other members of the Board of Directors.

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### 4.02 Amendments to the Constitution

**A)** No article of this Constitution shall be altered, rescinded or a new one made, except at the Annual Meeting and then only by a two-thirds (2/3) majority vote of those present who are eligible to vote.

**B)** All amendments to the articles or by-laws of this Constitution shall become effective as of the date of the Annual Meeting at which they are approved.

## Section 5: FINANCES

### 5.01 Banking

- A)** The funds of the Association shall be deposited at the discretion of the Board in an appropriate legal financial institution for the best benefit of the Association and in the name of the Association.
- B)** All cheques shall be signed by the Treasurer and any one of the President or VP of League Development. The signing officers may not be related.
- C)** The Board of Directors, with two-thirds (2/3) majority of those present, must authorize the borrowing of money upon credit of the Association and may limit or increase the amount to be borrowed.
- D)** Any cash monies used by the BMLA must be counted and verified by two Officers present.
- E)** The Association has the power to accept donations, gifts, legacies and bequests.
- F)** All in-kind sponsorships need to be presented to the Board of Directors and accepted with a majority vote.<sup>3</sup>
- G)** Tall NSF payments made to Barrie Minor Lacrosse Association will be subject to a \$25.00 administration surcharge.<sup>3</sup>

### 5.02 Fiscal Year

The fiscal year of the Association shall end on the 30<sup>th</sup> day of September in each year.

### 5.03 Financial Report

- A)** The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting and be made available to all members in good standing.
- B)** All the financial records of the Association shall be audited in December of each year by an Accountant or Accounting Firm of the Executive Committee's choosing. (if directed by a majority vote of the membership at the Annual Meeting.)
- C)** The Treasurer shall maintain financial statements and supporting invoices, receipts and account books, for a period of 7 years. If a change of Treasurer is made the information shall be transferred immediately to the new Treasurer and the new Treasurer shall be accountable for the records.
- D)** Each Box Rep team is responsible for a yearly budget. The team budget report will be submitted to the Board by the August 20<sup>th</sup> of each year.<sup>1</sup>

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### 5.04 Expenditures

All of the Association's expenditures over \$100.00 per transaction must first be approved by the Board of Directors.

- a) All requests for reimbursement of expenses incurred on behalf of the Association shall be accompanied by appropriate receipts; signed and dated.
- b) A budget and on-going summary of expenditures shall be prepared for all lacrosse programs, special events, fundraising, invitational and OLA Provincial tournaments by the Coordinator of the program or event as deemed necessary by the Executive. The budgets where required shall be approved by the Executive. The summary of expenditures shall be submitted to the Treasurer and the Executive for review within 30 days following the event or completion of the program or within 30 days of said request being made. <sup>1</sup>

### 5.05 Protection of Members

The Board members and their heirs shall at all times be completely indemnified out of the funds of the Association, and all costs, charges, and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him for any act or omission by him relating to the execution of the duties of his office, and all costs charges and expenses which such Board member sustains or incurs in relation to the affairs of the Association except such cost, charges and expenses occasioned by his own willful neglect or default.

### 5.06 Dissolution

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a general meeting convened for the purpose of dissolving the Association. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at the Special Meeting, which carries out its work solely in Ontario.

### 5.07 Fines or Fees to Members

(a) If a Playing Member is fined by the CLA, OLA, Zone or BMLA the player will pay the fine to BMLA, who will in turn pay the fining body. The Association may reimburse the fined member, upon the request of the fined member, or where the member is a minor, upon the request of the parent or legal guardian of the fined member, for a Board Review. <sup>1</sup>

(b) If an Adult Member is fined by the CLA, OLA, Zone or BMLA the adult member will pay the fine to BMLA, who will in turn pay the fining body. The Association may reimburse the adult member, upon the request of the fined member for a Board Review. <sup>1</sup>

(c) Any previous fines or fees not paid will automatically disqualify that individual from voting at the Annual Meeting or participating in any subsequent games as a player or bench personnel. The member will be considered a member not in good standing until the matter is resolved. The individual fined will be permitted to proceed through the existing grievance procedure.

(d) Any unpaid fines shall be added to the next years registration fees for that member. <sup>1</sup>

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### Section 6: STANDING COMMITTEES

#### 6.01 Structure

- A) The Grievance Committee shall consist of three members of the Board of Directors and shall be chaired by the President.. Any three members of the Board may hear a grievance but must disqualify themselves if there is a real or perceived conflict of interest. . There shall always be three members of this committee at any hearing. The President will appoint members as required to constitute a committee.
- B) The Coaching Selection Committee shall be comprised of the VP of League Development, VP of Rep League, VP of House League. The above must disqualify themselves if they are applying for the coaching position in question and will be replaced by another appointed board member . If they have a relative (son/daughter, step son/daughter, niece/nephew, cousin, etc) who is a candidate for a specific team they must declare a conflict and abstain from the vote. The Committee shall ensure the selected coaches hold the correct credentials as required.
- C) The establishment of ad hoc committees to be chaired by a present BMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board
- D) The Release Committee shall consist of the President, Registrar and VP of Rep and shall be chaired by the President.. Any three members of the Board may hear a release but must disqualify themselves if there is a real or perceived conflict of interest. . There shall always be three members of this committee at any hearing, a release will only be granted by majority vote of committee members. The President will appoint replacement members, as required, under the guidance of the board, to constitute a committee.

#### 6.02 Functions

(These are to be set out by the newly elected Board at their first meeting)

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### Section 7: OTHER

#### 7.01 Association's Official Logo



#### 7.02 PARLIAMENTARY AUTHORITY OLA B8.01

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

#### 7.03 INTERPRETATION CLAUSE

Any reference to "he", "him" and "his" shall include and also mean "she", "her" and "hers" respectively.

#### 7.04 DECLARATION OF CONFLICT OF INTEREST

A conflict of interest must be declared in any situation in which a member of the board of directors has a private, personal or financial interest directly or indirectly, sufficient to appear to influence the objective or outcome. <sup>1</sup>

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### 7.05 WAIVERS

Waivers indemnifying and saving harmless the Association shall be obtained for any clinic conducted by the Association. The waiver clause shall include the following language.

*The Barrie Minor Lacrosse Association does not have an accident insurance policy covering participants of the Clinic. It is therefore recommended that all registrants in this activity obtain their own insurance coverage.*

*In consideration of the Barrie Minor Lacrosse Association permitting my child to participate in this Clinic I hereby promise to indemnify and save harmless the Barrie Minor Lacrosse Association and its Officers from and against all claims in respect to any costs, expenses, loss, damage or injury.*

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## Section 8: CODE OF CONDUCT

### 8.01 Code of Ethics

All members of the Barrie Lacrosse Association Board of Directors will represent the BMLA in a professional and dignified manner in all Lacrosse related areas whether as a recognized delegate of the BMLA or in any other unofficial capacity such as Bench Staff, Manager, Official or even as a fan!

It is recognized that the BMLA is a relatively small organization and that many of our members will represent our organization at more than one level. It is imperative that the primary responsibility of a Board Member is to the Board. While it is recognized and encouraged that our Board Members may also be involved in areas such as coaching and officiating, etc., it is of paramount importance that all Board Members recognize that their responsibility is the long and broad view. Their allegiance covers the complete spectrum from Paperweight to Intermediate, both House League and Rep.

Discussions and differences of opinions at Board and Committee Meetings will be inevitable but all Board Members must commit to BMLA policy once it is passed. If a policy is passed with which a Board Member does not agree the Board Member has the following options: support the policy, disagree with it in silence or resign!

While all Board and committee Meetings are open to the general membership, it is imperative in order to encourage open discussion and participation, that such discussions remain privy to those in attendance.

**DISCUSSIONS OF POLICY OUTSIDE THESE ENVIRONMENTS WILL TAKE PLACE BUT SPECIFIC POSITIONS OR QUOTES FROM OTHER BOARD MEMBERS SHOULD NOT BE DISCUSSED.**

Violation of the principles of these guidelines may result in suspension of the offending Board Member in accordance with Section 3.03 and 3.04 of the BMLA Constitution.

The OLA Code of Conduct and Discipline Procedure will be observed. <sup>1</sup>



# **BARRIE MINOR LACROSSE ASSOCIATION**

## **BYLAWS**

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## B1.0 REGISTRATIONS

- B1.1 Registration fees, including any surcharge for the Representative or Field Programs shall be set by a majority vote of the Executive.<sup>3</sup>
- B1.2 Refunds of registration fees shall be granted in accordance with the BMLA refund policy.
- B1.3 Signed registrations, endorsed by the player (and parent or legal guardian for all minors), shall be obtained and registration fees shall be paid in full prior to any player participating in an organized event of the Association. This shall include all tryouts, practices and games.
- B1.4 Players must register with BMLA if a program is offered as per OLA MR2.08(a)
- B1.5 Players must play in the age division appropriate for their year of birth according to the OLA Age Division definitions. The Association reserves the right to move a player up or down one division only. Players allowed to play down will be limited to the Development and Paperweight age groups. This will require approval from both Coaches of the teams affected and will require permission of the President. Player movement shall be dealt with on a case by case basis. The decision will be based upon a number of factors including but not limited to; skill level of the child, age of the player, or any other factors they feel would be an appropriate reason to move a player up one division. The player does have the right to appeal the Coaches decision.
- B1.6 Any NSF cheque or declined credit or debit card payment, will be assessed a \$25.00 fee, payable by the registered family/player.<sup>3</sup>

## B2.0 RELEASES

- B2.1 In most cases, releases from the Association shall not be granted.
- B2.2 All requests should be directed to the President, in writing, at which time he/she will discuss the reasons for staying with the BMLA. If the requestor wishes to further pursue the Release, then an official release request form from the OLA would be submitted to the President who will then schedule a hearing date with the Release Committee and advise the Zone 4 director of the hearing date.<sup>3</sup>
- B2.3 The BMLA recognizes that in certain circumstances a situation may arise where it's in the best interest of the player to be released to play for another association.
- B2.4 Only the BMLA President or his/her designate, may authorize the release request form (found on the OLA website, [www.ontariolacrosse.com](http://www.ontariolacrosse.com))

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B2.5 A player must be registered and paid in full prior to requesting a release.

### **B3.0 COACHING AND BENCH PERSONNEL**

B3.1 Appointed Head coaches may select their own bench personnel, subject to the approval of the Coaching Selection Committee.

B3.2 BMLA is committed to having a fair and transparent team selection process. Recognizing that a team Coach will have many different reasons for the selections he makes, the decision is ultimately his. <sup>1</sup>

B3.3 Coaches of Rep Teams shall submit rosters to the VP of Rep and the Registrar as soon as the team is selected and shall be regularly updated throughout the season.

B3.4 All bench personnel must have current qualifications as set out by the OLA and OMFLL. Copies of certificates must be submitted to the Registrar upon completion.

B3.5 Coaches are responsible for all Association equipment, including sweaters, goal equipment, sticks, first aid kits and other articles assigned to their teams by the Director of Equipment. Failure to return the equipment in good condition, less normal wear, by September 1<sup>st</sup> may disqualify the coach from being a member of the Bench personnel of any Association team for a period of 2 years.

B3.6 Any member of the Bench Personnel suspended for two or more games (in total per season) must appear before the Disciplinary Committee.

### **B4.0 SERIOUS INJURIES**

B4.1 Any injuries occurring to an Association Member, player or bench personnel which results in them requiring medical attention beyond First Aid as a result of an injury sustained during a game or practice shall be immediately reported to the VP of League Development.

B4.2 The VP of League Development is responsible for obtaining the necessary OLA insurance claim forms and providing them to the injured member of the Association as appropriate. The insurance claim shall be processed directly by the member without delay.

B4.3 No player sustaining a serious head injury, or from which unconsciousness has resulted during play or practice, shall be allowed to play without a note of consent from a physician.

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### **B5.0 EQUIPMENT**

- B5.1 All equipment worn by members during play or practice shall conform to the standards of CSA and the rules and regulations of the OLA and OMFL.
- B5.2 The Association will abide by fair business practices in the award of contracts for equipment, supplies, facilities and services.
- B5.3 To the extent practical, purchases will be made based on 3 quotations. Purchases of over \$250.00 shall be evaluated based on written quotations. The criteria for evaluating the quotes shall be price, quality, and delivery. The Association will support local businesses to the extent that their prices are competitive.
- B5.4 Where practical and necessary, written specifications shall be prepared to describe the goods and services being contracted.

### **B6.0 PLAYING RULES**

The Association shall at all times abide by the Rules and Regulations of the CLA, OLA, Zone 4.

### **B7.0 OTHER RULES AND REGULATIONS**

- B7.1 The Board of Directors may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of Lacrosse in the Barrie District.<sup>1</sup>
- B7.2 The Board of Directors may impose such other regulatory measures, as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.<sup>1</sup>
- B7.3 No such regulation may violate the individual's rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the sport.
- B7.4 Teams are not permitted to book floor or field time independently. All floor time must be booked through the Scheduling Coordinator and that team may be responsible for the cost of extra floor time.
- B7.5 No unused fundraising monies are to be distributed back to parents, any excess will be submitted to the BMLA within 30 days of season end.
- B7.6 At no time will teams register in more than 4 away tournaments, not including Provincials.

## Appendix A

### **BOARD POSITIONS**

#### **Duties of the Board of Directors**

##### **A) The President shall:**

1. Chair all Association, Executive, Board, Annual and Special Meetings.
2. Oversee all the Association's business to see that it is conducted as directed by the Board.
3. Represent the Association at the Annual Meeting of the Ontario Lacrosse Association.
4. Be the main contact person for all matters dealing with the Ontario Lacrosse Association.
5. Be a signing officer of the BMLA.
6. Ensure that the procedural Constitution and By-Laws of the BMLA are adhered to.<sup>3</sup>
7. Act as an Ex-officio member of all committees of the Board.
8. In conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting.

##### **B) Duties to be undertaken by the Past President**

1. Advise the Board of the past decisions history.
2. Assist the President as and when requested.
3. Represent the President in his/her absence when requested.
4. Other duties as assigned by the Board of Directors

##### **C) The VP of League Development shall:**

1. Be responsible for all aspects of Player/Coach Development and clinics.
2. Be responsible for all aspects of obtaining new players.<sup>3</sup>
3. Be the BMLA Zone Representative and attend all Zone meetings as required.
4. Be a signing officer of the BMLA.
5. Will assume any Past President duties in his/her absence as required.
6. Develop and run all special clinics and training exercises.
7. Be the liaison between the Media/Promotions Coordinator and the Board.<sup>1</sup>
8. Carry out other duties as assigned by the Board of Directors

##### **D) The VP of Rep League shall:**

1. Be responsible for all aspects of the BMLA Rep programs.
2. Be the liaison between the Rep Box, Rep Field and the Board.<sup>1</sup>
3. Carry out other duties as assigned by the Board of Directors

##### **E) The VP of House League shall:**

1. Be responsible for all aspects of the BMLA House League Program.
2. Be the liaison between the HL Box, HL Field and HL Tournament Coordinators and the Board.<sup>1</sup>
3. Be responsible for all aspects of the year end banquet.
4. Carry out other duties as assigned by the Board of Directors

## Appendix A (cont'd)

### F) The Treasurer shall:

1. Be responsible for all of the financial accounting of the BMLA.
2. Sign all financial documents of the BMLA.
3. Be responsible for the budget.
4. Be responsible for providing detailed financial statements at each meeting.
5. Be responsible for notifying BMLA members of delinquent accounts and collection thereof.

### G) The VP of Equipment shall:

1. Shall be a member of the Budget committee.
2. Be responsible for equipment purchases, control assignments, storage, distribution and pick up.
3. Liaise with Box and Field Coordinators for the disbursement and recollection of Jerseys and/or equipment.
4. Be responsible for all trophy purchases and control.

### H) The VP of Sponsorship shall:

1. Be responsible for all aspects of sponsorships, including solicitation of House League and Rep Team sponsors, as well as Tournament and Web sponsors.
2. Be responsible for arranging team photos for the Association.
3. Distribute Appreciation Pictures/Plaques to all BMLA sponsors.

### I) The Secretary shall:

1. Receive and disperse all correspondence.
2. Be responsible for BMLA post office box and/or collection of mail.
3. Record and distribute minutes and attendance of all Executive, Board, Annual and Special Meetings of the BMLA.
4. Assist other Board members with correspondence.
5. Schedule and advise all board members of meeting dates, times, locations.
6. In conjunction with the President, devise, prepare and distribute an agenda in advance of the meeting.

### J) The Registrar shall:

1. Be responsible for all aspects of the BMLA Annual Box, Spring & Fall Field Registrations.
2. Maintain and submit player and coach database to the OLA.
3. Submit Rep team rosters to the OLA as required.
4. Maintain all records of registration and payments to be forwarded to the Treasurer.
5. Be responsible for registering all members as needed for insurance as required by the Constitution.
6. Be a member of the year end banquet committee.
7. Attend all Zone 4 and/or OLA registration meetings as required.
8. Assume the Privacy Officers duties by ensuring all Vulnerable Sector Checks (volunteer screening) for all volunteers are current and records are kept in confidence and accordance with OLA regulations. <sup>3</sup>

## Appendix B

### Duties of the Coordinators

#### **A) The Scheduling Coordinator shall:**

1. Be responsible for booking all floor time requirements for the BMLA including both indoor and outdoor facilities.
2. Be responsible for obtaining a signing officers signature on all floor time contracts prior to submission.
3. Be responsible for all scheduling of BMLA games and practices.
4. Be responsible for informing Referee in chief, VP's of both Rep and House League, Referee Scheduler, and Timekeeper Scheduler of all scheduling changes.<sup>1</sup>
5. Attend Zone 4 scheduling meetings as required.
6. Carry out other duties as assigned by the Board of Directors

#### **B) The Tournaments Coordinator shall:**

1. Be responsible for coordinating all aspects of BMLA Tournaments.
2. Be responsible for all OLA required documents and submission of paperwork.
3. Be responsible for working with Scheduler, Referee in Chief, Sponsorship and Fundraising Coordinators, and the Referee and Timekeeper Schedulers, in regards to tournament requirements.<sup>1</sup>
4. Carry out other duties as assigned by the Board of Directors

#### **C) The Referee-in-Chief shall:**

1. Liaise with the Referee Scheduler and the Timekeeper Scheduler and ensure that all home games have been assigned referees and timekeepers.<sup>1</sup>
2. Be responsible for ensuring that officials have the correct credentials as required by the OLA.
3. Be responsible for ensuring all necessary equipment, balls, game sheets, etc, are available for all BMLA games and in good working condition.
4. Ensure completed game sheets are given to the VP of Rep for Rep games or the VP of House League for House League games.
5. Liaise with the Treasurer and ensure Referees and Timekeepers are paid as per BMLA policy for games worked.<sup>1</sup>
6. Provide a list of BMLA Referees and Timekeepers to the BMLA Board of Directors with their contact information, which will include addresses and phone number(s).<sup>1</sup>
7. Be required to submit a monthly report to the Board of Directors detailing Referees worked and payments made.
8. Carry out other duties as assigned by the Board of Directors

## **Appendix B (cont'd)**

### **D) The Field Coordinators shall:**

1. Be responsible for all aspects of the BMLA Field programs as directed.
2. Be the liaison between the Field Team Managers and the VP of Rep and/or VP of HL.
3. Be responsible for notifying Team managers of game/practice changes.
4. Be responsible for compiling and ensuring 'start up' boxes include first aid kits, balls, a stop watch, and any other equipment deemed necessary by him or the BMLA Board of Directors.<sup>1</sup>
5. Be responsible for the disbursement and recollection of team jerseys, startup boxes, and any other equipment/supplies given to the field teams.<sup>1</sup>
6. Carry out other duties as assigned by the Board of Directors.

### **E) The Box Coordinators/Conveners shall:**

1. Be responsible for all aspects of the BMLA Box programs as directed.
2. Be the liaison between the Box Team Managers and the VP of Rep and/or VP of HL.
3. Be responsible for notifying Team managers of game/practice changes.
4. Be responsible for compiling and ensuring 'start up' boxes include first aid kits, balls, and other equipment as deemed necessary by him or the BMLA Board of Directors.<sup>1</sup>
5. Be responsible for the disbursement and recollection of team jerseys.
6. Carry out other duties as assigned by the Board of Directors

### **F) The Fundraising Coordinator shall:**

1. Be responsible to the Board for suggesting various fund-raisers for the Board's consideration.
2. Be responsible for any and all fundraising activities including required documents, receipts and disbursements in regards to fundraising activities.
3. Carry out other duties as assigned by the Board of Directors

### **G) The Media/ Promotions Coordinator shall:**

1. Be responsible for all aspects of the BMLA Newsletter.
2. Be responsible for regular press releases.
3. Co-ordinate all areas of publicity, advertising and public relations of the BMLA.
4. Develop and institute a promotional campaign to increase awareness of minor lacrosse.
5. Work closely with all Board Members to publicize and promote all future and on-going programs of the BMLA.
6. Carry out other duties as assigned by the Board of Directors

### **H) The Website Coordinator shall:**

1. Be responsible for all content and management including updates and changes to the BMLA website.
2. Carry out other duties as assigned by the Board of Directors

### **I) The Apparel Coordinator shall:**

1. Be responsible for all apparel purchases and distribution.
2. Carry out other duties as assigned by the Board of Directors.<sup>1</sup>



**POLICIES**  
**Appendix C**

**BMLA REIMBURSEMENT POLICY**

BMLA mileage rate will be reviewed on an annual basis, current season mileage rate will be printed on expense forms.

Original Receipts must be provided with the expense report.

**BOARD OF DIRECTORS and COORDINATORS**

- Shall be reimbursed for mileage that pertains to OLA and ZONE 4 meetings and/or business outside of the City of Barrie, that include but are not limited to the AGM and SAGM.
- Shall be reimbursed for hotel accommodation that pertains to OLA required meetings and/or business outside of the City of Barrie.
- Shall be entitled to the family member coach policy.

**FAMILY MEMBER COACH**

- Family member coach is defined as having a child/step-child, nephew/niece, step-nephew/step-niece, brother/sister, step-brother/step-sister, grandson/granddaughter, cousin, or any other blood or other relative on their team.<sup>1</sup>
- BMLA shall reimburse family member coaches for 50% of the coaching clinic cost in year one, provided they are selected by the coaching selection committee.
- The remaining 50% shall be reimbursed provided they are selected by the coaching selection committee, in the second year.
- Shall be reimbursed for mileage to travel to coaching clinics with advanced approval by the Board of Directors.
- Said reimbursement will be paid at the end of each season, but prior to September 1st of each year and is contingent on the Coach remaining a BMLA Coach for the entire season in which the expenses were incurred.<sup>1</sup>

## **POLICIES**

### **Appendix C (cont'd)**

#### **NON-FAMILY BENCH PERSONNEL**

The purpose is to help attract and keep coaches who are volunteering their time without having any of their own family members on the team. This is an admirable sacrifice of their time and we want to encourage them to continue on or join us for the first time.

- BMLA shall reimburse family member coaches for 50% of the coaching clinic cost in year one, provided they are selected by the coaching selection committee.
- The remaining 50% shall be reimbursed provided they are selected by the coaching selection committee, in the second year.
- Shall be reimbursed for mileage to travel to coaching clinics with advanced approval by the Board of Directors.
- BMLA will reimburse non-family member coaches for mileage, hotel and meals (per diem) as they apply under the descriptions below
- Reimbursement for hotel and meal per diem will apply to league-sanctioned games, tournaments and provincials (only when overnight travel for the team is required)
- For overnight travel only, coaches will be reimbursed for food at a per diem of \$35.00 per day maximum (\$7.00 breakfast, \$10.00 lunch, and \$18.00 dinner).
- For out of town travel only, coaches will be reimbursed for their hotel costs. Coaches must stay at the same hotel as the team and reimbursement will be based on the team/best available rate. Receipts must be submitted.
- The maximum reimbursement in any one season will be \$400.00.
- Eligible coaches must submit all receipts with their expense reimbursement form to the Treasurer no later than Sept 1 of each playing season in which expenses were incurred. Expense reimbursement forms are available from the BMLA website. The VP of Equipment must approve any additional equipment that is requested and purchased. Coaches will not be reimbursed for any purchases that have not already been approved.
- Said reimbursement will be paid at the end of each season, but prior to September 1st of each year and is contingent on the Coach remaining a BMLA Coach for the entire season in which the expenses were incurred.<sup>1</sup>

#### **REFEREES**

- Referees residing within the City of Barrie or Referees who have declared themselves, with the OLRA, as being a Barrie Referee, shall be reimbursed 50 % of Level One, Two, or Three Certification Courses provided the referee officiates a minimum of 6 BMLA games.<sup>1</sup>
- BMLA Reimbursement forms may be submitted by qualifying Referees to the Treasurer, with accompanying receipts, upon completion of working 6 BMLA games, but no later than Sept 1 of each playing season in which expenses were incurred.<sup>1</sup>
- BMLA Reimbursement forms available from the BMLA website.

#### **TRAINERS**

- Shall be reimbursed 50% of a recognized First Aid Course.
- BMLA Reimbursement forms to be submitted to the Treasurer, with accompanying receipts, no later than Sept 1 of each playing season in which expenses were incurred
- BMLA Reimbursement forms available from the BMLA website.
- Said reimbursement will be paid at the end of each season, but prior to September 1st of each year and is contingent on the Trainer remaining a BMLA Trainer for the entire season in which the expenses were incurred.<sup>1</sup>

**POLICIES**  
**Appendix D**

**BMLA Refund Policy**

The Barrie Minor Lacrosse Association charges a \$25 administration fee for **ALL REFUNDS** (*unless the program is cancelled by the BMLA*) issued prior to March 1 to cover OLA fees.

After March 1 and until players are on the floor there will be a refund minus \$50 administration fee to cover OLA fees and uniform costs.

(Fall Field Lacrosse date is August 15)

NO REFUND will be issued once the season begins on the floor (field),

*If a player has not been selected for a BMLA REP team, the player will be automatically placed in the house league program offered.*

If any promo items are issued at the time of registration, this cost will be deducted from the refund.

No refunds will be issued until any equipment belonging to BMLA is returned in acceptable condition.

*All requests for refunds must be in writing to the BMLA Treasurer and Registrar with the child's name, division, the person to issue the refund to, the date of request and reason for refund clearly indicated.*

I acknowledge that I have read the BMLA Refund policy and accept the conditions as stated above.

---

Parent / Guardian

Date

**POLICIES**  
**Appendix E**

**BMLA Vulnerable Sector Checks (Volunteer Screening) Policy**

**BMLA WILL REQUIRE ALL VOLUNTEERS TO PROVIDE A VULNERABLE SECTOR (VS) POLICE CHECK. PLEASE READ THE FOLLOWING INFORMATION BELOW.**

**\*\*\*VOLUNTEERS WILL NOT BE PERMITTED TO ASSUME A BOARD POSITION OR COACHING, ASSISTANT COACH, TRAINER, MANAGER, OR OTHER VOLUNTEER POSITION UNTIL THE VUNERABLE SECTOR CHECK IS RECEIVED AND APPROVED BY THE VP OF LEAGUE DEVELOPMENT, IN COMPLIANCE WITH THE HUMAN RIGHTS ACT \*\*\***

**\*\*APPLICANTS HAVE TO ATTEND IN PERSON AT THE POLICE SERVICE WHERE THEY LIVE\*\***

**\*\*VULNERABLE SECTOR CHECKS WILL ONLY BE ACCEPTED WITHIN 4 MONTHS OF STAMP DATE AND MUST BE ORIGINAL DOCUMENTS (BMLA HAS THE OPTION OF PHOTOCOPYING, INTIALING AND RETURNING THE ORIGINAL DOCUMENTS)\*\***

**Who Are Vulnerable Persons?**

Vulnerable persons or individuals refer to persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them, for example, children, disabled or elderly.

A Vulnerable Sector Police Search is restricted to applicants seeking employment and/or volunteering with vulnerable persons or children.

**What is a Vulnerable Sector Police Check & What Can I Expect?**

With the consent of the applicant and two (2) valid, government issued identification (one must include a photo, name, date of birth and signature), a query of sex offences for which a pardon has been granted will be conducted in compliance with the Criminal Records Act (CRA)

A Vulnerable Sector Police Check will include (\*\*in general):

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probations and Prohibition orders.
- Absolute and Conditional Discharges from lacial database only.
- Family Court Restraining Orders
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including, but not limited to, theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident.
- All pardoned criminal convictions, including non sex offences, identifird as a result of a police Vulnerable Sector Check and authorized for release by the Minister of public Safety.

**POLICIES**  
**Appendix E (cont'd)**

**Acceptable Photo Identification**

**\*\*Note: Health Cards cannot be accepted for identification purposes under the Health Cards and Numbers Control Act, 1991 section 2.2(1); Social Insurance Cards are not to be photocopied and therefore are also unacceptable.\*\***

- Driver's Licence (including drivers licences issued by another province, territory, or a foreign jurisdiction)
- Canadian or Foreign Passport
- Canadian Citizenship Card
- BYID Card (LCBO Age of Majority Card)
- Possession & Acquisition Licence (or PAL Card)
- Permanent Residency Card
- Certificate of Indian Status
- Canadian National Institute of the Blind (CNIB) Identification Card
- Canadian Military Employment Card or Canadian military Family Identification Card
- Ontario Photo Identification Card (new – available from the Ministry of Transportation)
- Photo affidavit of identification issued by the Commissionaires Office
- Federal, provincial or Municipal Government Employee identification Card

**Acceptable Forms of Non-Photo Identification**

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors card
- Canadian Blood Donor Card
- Immigration Papers

**POLICIES**  
**Appendix F**

**BMLA Code of Conduct Policy**

This code of conduct identifies the standard of behavior which is expected of all BMLA members and participants. For the purpose of this policy, it shall include all players, parents, coaches, team officials, committee members and directors involved in any and all activities and events with the BMLA.

The BMLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the BMLA shall conduct themselves at all times in a manner consistent with the values of the BMLA, which includes fairness, integrity and mutual respect.

During the course of all BMLA activities and events, members shall avoid behavior which brings the BMLA or the sport of lacrosse into disrepute. This can include, but is not limited to abusive use of alcohol, use of non-medicinal drugs and the use of alcohol by minors.

All BMLA members and participants shall at all times adhere to the Constitution, Bylaws governing BMLA events. Members shall not engage in any such activity or behavior which interferes with a competition or with any player or team that is preparing for a competition, or which endangers the safety of others.

Members of the BMLA shall refrain from comments and behavior that is disrespectful, offensive, abusive, racist or sexist. In particular behavior that constitutes harassment or abuse will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action. Such actions may result in the member losing privileges including the opportunity to participate in BMLA activities and events, both present and in the future.

**Participation Codes**

1. To develop individual and team skills to their fullest potential.
2. To encourage everyone to participate.
3. To promote the respect of fellow teammates and competitors through fair play.
4. To ensure that all those who play have fun.

**Player's Code**

1. Play for the "fun of it", not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the official's decision. Let your coach ask any necessary questions.
4. Control your temper.
5. Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
6. Be a good sport.
7. Treat others as you would like to be treated.
8. Cooperate with your coach, teammates, opponents and officials for without them you don't have a game.

**POLICIES**  
**Appendix F (cont'd)**

**Coach's Code**

1. Be reasonable in your demands on the young players' time, energy and enthusiasm. Remember they have other interests as well.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
4. Develop team respect for the ability of opponents and for the judgment of the officials and opposing coaches.
5. Follow the advice of a physician when determining an injured player's ability to resume play.
6. Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
7. Make a personal commitment to keep yourself informed on sound coaching principals and the principals of growth and development of children.

**Parents' Code**

1. Do not force an unwilling child to participate in sports.
2. Remember, children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child to always play by the rules.
4. Teach your child that honest effort is as important as victory so that the results of each game are accepted without undue disappointment.
5. Remember that children learn best by example. Applaud good plays and be positive.
6. Do not publicly question the official's judgment and never question their honesty.
7. Remember that children play for fun and enjoyment and that winning is only part of it.
8. Never ridicule or yell at a child for making mistakes or losing a competition.
9. Use the 24 hour rule if you have an issue with the coaching staff, after a 24 hour cool down period bring your issue to the manager to be dealt with.

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**Player's Signature**

**Date**

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**Parent's Signature**

**Date**

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**Coach's Signature**

**Date**

## **REVISION PAGE**

- 1 Indicates Amendment at BMLA Annual General Meeting 2014**
- 2 Indicates Amendment at OLA Annual General Meeting 2014**
- 3 Indicates Amendment at BMLA Annual General Meeting 2015**