

**Buffalo Youth Lacrosse Association**

# **Operating Policy Manual**

**Drafted February 17, 2013**

## **Section A: Objectives of Association**

The Buffalo Lacrosse Club (BLC) recognizes the fact that its primary aim is to provide the Players in the BLC 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; to develop community spirit among all of the aforementioned persons.

## **Section B: How Lacrosse Is Run In Buffalo**

The highest national body of lacrosse is the US Lacrosse Association (USLacrosse) who are responsible for the rules of the game, national teams, international competition and National Championships. The governing bodies for all Lacrosse played in Buffalo are the Minnesota Lacrosse Association (MLA), the Minnesota Boys Scholastic Lacrosse Association (MBSLA), Youth Lacrosse of Minnesota (YLM) and Minnesota Scholastic Lacrosse Association (MSSLAX) which answers to US Lacrosse.

As an Association, we operate under the guidelines set forth by the aforementioned governing bodies. The MLA, MBSLA, YLM and MSSLAX function organize Lacrosse leagues in the state of Minnesota. They ensure consistency of rules and regulations throughout the state and collect dues for the administration of leagues from the member associations. They also organize and hold state championships. They have divided the state into various regions to administer lacrosse at a more local level. BYLC is a member of MLA, MBSLA, YLM and MSSLAX.

## **Section C: Amendments**

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

## **Section D: Eligibility**

All boys in grades 2-10 and all girls in grades 3-8, based on their school grade as of January 1 of the year in which the season begins, shall be eligible to register.

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

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

## Section E: Registration

1. Player registration shall be take online prior to the playing season. These registrations shall be comprised of:
  - (a) A new player and returning player registration
  - (b) Late returning player registration
2. Registration fees shall be set on a yearly basis, as determined by the budget and approved at the Board of Directors.
3. A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of the directors.
4. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
  - a) full refund, less \$40.00, upon receipt of request prior to March 1 for spring field lacrosse and prior to May 1 for summer field lacrosse.
  - b) full refund, less \$40.00 plus any and all fees incurred to date.
5. Registrants whose fees are paid with NSF checks will have their membership revoked until those fees are collected, either in cash or some form of guaranteed payment. These members will also be subject to an additional minimum penalty fee of \$25.00.
6. The waiting lists shall be comprised of:
  - (a) Any players that register after registration deadline. This list will take precedence over all other waiting lists.
  - (b) Any player that has membership revoked due to outstanding financial or asset obligations to the BYLC
  - (c) Any player from out of the BYLC draw zone that wishes to play for BYLC via player waiver. This List is always bumped to the end of the line by the new/returning player wait list.
7. Waiting lists shall be established after:
  - (a) The optimum number of players has been registered (in each division) by the registration deadline. The optimum number is to be established on a yearly basis, determined by factors such as available floor/field time, availability of coaches, etc.
  - (b) Maximum number of players and goalies for one team is set by the BYLC.
8. A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
9. Any player who is not registered prior to registration deadlines cannot play on a A level team.
10. Any out of area player that does play for BYLC, and who does not qualify under Section E - 10, must sign an out of area letter acknowledging playing status and is subject to yearly review. All out of area players must acquire a release from their association of residence prior to

registering with BYLC.

## **Section F: Player Release Request**

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

1. The BYLC releases players only under extraordinary circumstances.
2. Releases will not be granted under any circumstances immediately prior to, during and after evaluations.
3. Players MAY BE offered a release if and when the BYLC can not provide a team for the player to play for.
4. 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.
5. Players incapable of making a team and or playing at a particular level within the BYLC will not be released to play at the same level of a competing association.
6. Players released from other associations to try out for BYLC positions will receive treatment no different than that of existing BYLC players.
8. All release requests must be written and addressed to the BYLC Board of Directors. Release request forms are available on the BCLA website at:
9. Release requests must be submitted prior to registration completion.
10. All other release requests will be handled monthly or the next scheduled Board meeting.
11. All release requests are to be reviewed by the Board of Directors, rather than any singular Executive and requires a majority vote.

## **Section G: Membership in the Association**

1. Membership in the Association shall be in accordance with the Constitution and By-Laws of The Buffalo Youth Lacrosse Club 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 BYLC statement of purpose, BYLC has adopted the following Code of Conduct.

### Code of Conduct:

All individuals affiliated with BYLC shall:

- a) Not use foul or negative language
- b) Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance

- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance
- d) Develop community spirit and pride in our association
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- f) Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse
- g) Treat the game of Lacrosse with the respect that it deserves
- h) Take all necessary steps to report any incident involving a breach of this Code of Conduct, or any other conduct which would bring the BYLC or the sport itself into disrepute. Such report should be made to a coach, team manager or any BYLC official as soon as possible after any such incident, and preferably, in writing.
- i) Any BYLC 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.
- j) All parents, players will be required to sign a Code of Conduct prior to the start of the season each year.

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

- a) Breaches any of the above in Section G, CODE OF CONDUCT
- b) Uses their position with the BYLC for unauthorized personal and/or material gains, or breaches their fiduciary duty to the BYLC
- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other Association
- d) Willfully ignore or break the Constitution, By-Laws, Policies and/or rules or regulations of our Association
- e) Counsel others to ignore or break the By-Laws Policies and/or rules of our Association
- f) Is involved in any other conduct which is detrimental to the BYLC, the sport of Lacrosse or the players, spectators or officials

Discipline:

- a) The BYLC, recognizing that it is responsible to enforce it's 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.
- b) 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:

- a) Maintenance of Order within the auspices of the Association's 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.
- b) Maintenance of Order outside of Association premises shall be the responsibility

of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.

Issue Management Form:

Only written membership issues will be dealt with by the Executive. All issues will be addressed by the Disciplinary Committee.

Forms available through the team manager or LMLA website.

## **Section H: Management of the Association**

The Board of Directors shall manage the business and affairs of the Association in accordance of 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 shall be:

- President Yearly
- Vice-President Even Year
- Secretary Odd Year
- Treasurer Even Year

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).

- Coaching Director Even Year
- Boys Director Odd Year
- Player Development Director Odd Year
- Girls Director Even Year

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:

- Equipment/Uniform Manager
- Web Master
- Public Relations Coordinator
- Tournament Coordinator
- Team Manager Coordinator
- Scheduling Coordinator
- Fundraising Coordinator
- Registration Coordinator
- Volunteer Coordinator

Terms of Service:

All Board Members shall serve for a maximum period of twenty four (24) months per term. 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 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:

Elected Board of Directors and Appointed Board of Directors are the only parties who can vote on monetary issues and Policy Manual compromises. Elected Board of Directors, Appointed Board of Directors and Club Representatives vote in all other voting issues.

#### Meetings:

- a) Annual General and General Meetings shall be held in accordance to the By-Laws of the Association.
- b) 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. In the event that 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.
- c) Annual Budget Meeting:  
The Board of Directors will meet annually, on a convenient date (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:

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.
- b) The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association. In the absence of a Fundraising coordinator, no fundraising will be conducted.

#### 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 BYLC, if there is the BYLC has priority. It is highly recommended that no cash transactions be undertaken for team expenses. The BYLC may from time-to-time ask for financial statements from a team.

#### Background Checks:

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer who has contact with minor aged players are required to submit to a criminal records check at no cost to themselves. Individuals refusing to submit to the Criminal Record Check will be ineligible for coaching, volunteer, or board of director positions.

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

#### President:

- a) Chair meetings at club level. Oversee all general club functions. Attend governing bodies meetings and any other mandatory Lacrosse meetings.

#### Vice-Presidents:

- a) shall assist the President in the performance of his/her duties
- b) the Vice-President shall act as the President in his/her absence
- c) responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers
- d) representative of respective club volunteers

#### Secretary:

- a) 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.
- b) shall ensure all statements, lists or other reports are filed as required by the State of MN or other regulatory bodies
- c) shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor
- d) shall be responsible for notification of the Executive for the Executive Committee meetings.



Treasurer:

- a) oversee handling of all the Association funds, writing of checks, bank deposits, etc.
- b) 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
- c) 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.

Coaching Director

- a) shall be responsible for obtaining, training and supervising all coaches in the Club
- b) will administer the Criminal Record Search system for coaches and other volunteers
- c) shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
- d) will organize and participate in-group coaching meetings
- e) shall be responsible for the appointment of all Head Coaches and Division Coordinators

Registrar:

- a) shall be responsible for the proper registration of all players in the Association. Coordination of registration includes preparing online registration sessions
- b) responsible for the records of all registered players, and passing the registration information on to BYLC and the Division Coordinators
- c) works with the Treasurer and turns over all registration fees collected immediately.
- d) shall provide reports of the total number of players registered as required by the Board including final annual report.
- e) update membership lists.
- f) keep individual file copies of Birth Certificate and Registration Forms for each player.

Fundraising:

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

Boys and Girls Directors:

- a) to actively participate in the organization of a division of Lacrosse within the auspices of BYLC
- b) arranging (with the assistance of the Coaching Director) certification of Coaches in his/her division
- c) registering teams for tournaments in his/her division (if applicable)
- d) co-ordinating evaluation sessions for division
- e) co-ordinating the team selection process in division
- f) overseeing day to day problems in division
- g) evaluating, with the Coaching Director, coaches in division

Equipment & Uniform Manager:

- a) responsible for the distribution at the beginning of the season and the collection

- at the end of the season of all Club uniforms, goalie equipment and other Association gear.
- b) 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
  - c) arranges for off-season storage of uniforms and other equipment

Coaches:

- a) coaching positions within the Association ranks will be filled using the following criteria as guidelines:
  - Past history with the Association
  - Knowledge of the game
  - Coaching ability
  - Technical qualifications (certified levels)
  - Temperament
- b) the Coaching Director will assign coaching positions. The Coaching Director and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary

## **Section J: Team Selection Guidelines**

### **BYLC EVALUATION PROCESS/OVERVIEW**

1. Evaluations for each registered BYLC player shall be conducted for each playing division from U9 to U15 each playing season, and each registered player will be given equal opportunity to participate provided that enough players have registered to form two or more teams.
2. Player evaluations shall be organized by the Boys and Girls Directors
3. The Boys and Girls Directors shall assume overall responsibility for the entire evaluation format for each gender group.
4. All evaluators are to be selected by Player Development Director, Coaching Director, Boys and Girls Directors.
5. NO evaluators are to evaluate their own son/daughter or players in the same division of their own son/daughter.
6. A minimum of TWO evaluators are required per session and it is recommended that they are nowhere near parents/players during this process.
7. ONLY BYLC approved evaluation forms are to be used during this entire evaluation process.
8. 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 (Boys/Girls Directors to arrange for attendance check) or the player has notified the Boys/Girls Director of a conflict.
9. Players are only to tryout with the proper age group.  
Should a player return after the team selection process, from playing or trying out with another Association, that player will be placed on the lowest level team within the division.

### 10. **TEAM SELECTION**

The goal of BYLC is to field the most competitive teams possible at each level in each division. It is the responsibility of the Boys/Girls Directors and Coaching Director to achieve this goal.

1. The number of players selected or assigned to a team will be based on recommendations made by the Coaching Director, President and Boys/Girls Directors. These recommendations will take into account the number of players registered in a division, caliber 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 the Boys/gGirls Director will oversee the division of players between the same level Teams to ensure the teams are balanced.
4. Changes to the process may occur only with approval from the Board of Directors. If the change is deemed to be equally fair to all players impacted

The following process will be followed and adhered to for tryouts.

An initial ranking/grouping of players will be determined by the Player Development Director, Coaching Director and Boys/Girls Directors. The goal is to group players by experience/skill level to eliminate any risk since all players are being evaluated.

Each player is to receive a numbered pinnie (no names are to be used on the evaluation forms). All evaluation forms will be handed to Division Director ONLY at the end of the session. The following structure will be used for evaluation:

- a. 1<sup>st</sup> Evaluation 50% drills and 50% scrimmage
- b. 2<sup>nd</sup> Evaluation 20% drills and 80% scrimmage
- c. 3<sup>rd</sup> Evaluation 20% drills and 80% scrimmage

At the end of Evaluations, all evaluation forms will be totaled and players ranked per division. Assigned and potential coaches will not be involved during this process and these numbers will all be based on the evaluator forms (see polices on evaluators above).

IMPORTANT: Division Coordinators and/or coaches will communicate via web posting assignment of team using player tryout numbers.

Top 15-18 plus top 1 or 2 goalie(s) are assigned to A level (numbers to be pre-determined annually)

- a. Remaining players assigned to second team (B)

Any discrepancies and/or issues on player rankings, the President and/or Vice Presidents, with input from the Coaching Director will have final decision on player assignment.

The above to preferably be completed in one week – schedule to be determined by the Coaching director and Division Coordinators.

#### Team Size:

1. BYLC shall establish the following minimum and maximum numbers for each team.

Boys U9, U11, U13, U15: 13 minimum, 25 maximum

Girls: 13 minimum, 25 maximum

Once registrations have reached the maximum plus one, BYLC will form two teams at the age level

#### Player Distribution:

1. At the U9, U11, Girls 3-4 and Girls 5-6 teams, players will be distributed by skill level evenly between two or more teams. BYLC will not field A and B level teams in these divisions.
2. At the U13 and U15 division, if skill level warrants, an A level and B level team will be formed.

## **Section K: 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 funds required by the Association shall be obtained by whatever means the Executive shall see fit and shall be disbursed by their discretion
3. The funds of the Association that are not required for immediate use may be kept on deposit in a bank
4. Major purchases for equipment must be tendered, preferably within the Association boundaries whenever possible
5. All Association checkss must be signed by two (2) signing officers out of three (3) signing officers (Treasurer, President and one (1) other person)

### 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

### 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

### Revenue:

1. General Operating account will receive revenue from:
  - a) Registration in accordance with the rates established at the AGM
  - b) Booster Booth (concessions) 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 Fundraising 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 of 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 in excess of \$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. Buffalo Youth Lacrosse Club Annual General Meeting:

Expenses shall be drawn from the general operating account.

4. BYLC AGM and Box Directorate Special Session:

**Section O: Association Time Lines (to be updated annually)**

August: Annual General Meeting, Board of Directors elections

September: Election of Executive Officers, Fall Lacrosse trial clinics

October: Pre-season planning, team expenses, player fees

November: Spring and Youth Box League Registration opens

January: Youth Box League Registration deadline

February: Spring Field Lacrosse registration deadline

March, Youth Box League play begins, Spring skills clinics begin, summer field registration deadline

April: Spring field competition begins

May, Spring and Box competition concludes

June: Summer field competition begins, preliminary budget for upcoming operating year drafted, proposed by-law and operating policy amendments or changes deadline,

July, operating budget and by-laws, operating policy changes adopted