



Box and Field Lacrosse Program Directive

September 19, 2014

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1. Team BC - Purpose and Philosophy

- 1.1 Supplement the technical, mental and physical attributes of “high performance” box and field lacrosse athletes and coaches, in British Columbia.
- 1.2 Provide and maintain a fair and equitable tryout process where any player shall be provided an opportunity for evaluation within the Team BC established structure.
- 1.3 Recruit the highest skilled players possible in order to assemble the highest competitive team possible in their respective categories, to represent the British Columbia Lacrosse Association and the Province of British Columbia.
- 1.4 Provide advice and direction to players and coaches alike, assisting in their professional development.
- 1.5 All Provincial teams shall be named “Team BC - *division*” Program (i.e., Team BC - Bantam Program; Team BC - Female Bantam Program; Team BC - U18 Field Program).

Personnel – Roles and Responsibilities

2. Team BC Committee (referred to as Committee)

- 2.1 The Team BC Committee presentation is outlined in the BCLA ByLaw IX: Committees, (i) Team BC Committee:
 - (i) The members of the Team BC Committee shall be the BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCA Chair, the BCLCA Vice Chair – Minor, the BCLCA Vice Chair – Men’s Field, the BCLOA Vice Chair - Minor, the BCLOA Vice Chair – Field, the Minor Directorate Chair, the Field Directorate Chair, the BCLA Technical Director and the BCLA Regional Coaches.
 - (ii) This committee is responsible for ensuring that all administrative and technical requirements are met by published deadlines in order to provide the applicable Provincial Teams for U18 and under categories in Field, and for Midget and under categories in Box.
- 2.2 The Team BC Committee shall be chaired by the BCLA Vice President - Performance Programs.
- 2.3 The Team BC - Box and Field Program Co-ordinators shall be hired by the BCLA Executive Director following consultation with the BCLA VP - Performance Programs.
- 2.4 Shall approve Team BC Head Coach and Assistant Coach selections.
- 2.5 Shall review annually the Team BC Directive, which will include roles and responsibilities, duties and expectations of all stakeholders.
- 2.6 Shall exercise due diligence in providing a system of consistent oversight of the Team BC Program and the Team BC Teams.
- 2.7 The Team BC Committee shall have the authority in deciding any Coach or Athlete eligibility to participate with Team BC.

3. Team BC - Program Co-ordinator

- 3.1 Hired by the BCLA Executive Director, following consultation with the BCLA VP - Performance Programs and reporting to the BCLA Executive Director and the Team BC Committee, the Team BC Program Co-ordinators will attend the applicable

- Directorate (Minor or Field Directorate) when requested, and communicate and work with the applicable Directorates in scheduling Team BC events.
- 3.2 Responsible to attend regular Directorate meetings as well as the BC Lacrosse Coaches/Officials Special Sessions and the BCLA Annual General Meeting.
 - 3.3 Responsible for implementing and maintaining the operational aspects and philosophy of the Team BC program, including assisting in the identification of coaches, team managers and players.
 - 3.4 Must create, edit and review all Team BC coach and athlete application/registration forms and request that the BCLA staff update the forms (on-line and hard copy), post on the website, and e-mail to the appropriate age groups. See APPENDIX A: Team BC Coach Application Forms and APPENDIX B: Team BC Athlete Application Forms.
 - 3.5 Shall work with the Chair or designate of the BC Lacrosse Coaches Association to recruit, screen and interview coaches applying for positions as Team BC Head Coach and the various District Head Coaches. Their recommendations shall be presented to the Team BC Committee.
 - 3.6 Ensure that all coaches who have applied for coaching positions are properly certified for National Championships.
 - 3.7 Shall be responsible for all Team BC District and Provincial Camps and ensure a fair and transparent player selection process at the Provincial Camps.
 - 3.8 Hold a conference call or in-person meeting with all of the coaches before the camp process begins. A review of the Team BC Directive shall be completed at this meeting.
 - 3.9 Liaise with Head Coaches of each team to confirm training camp schedules that are to follow each Team BC Main Camp selection camp, as well as an overview of the program for the duration of the season. These training camp dates should be communicated as early as possible to all concerned parties and the dates should avoid other lacrosse events wherever possible, and should not be altered unnecessarily after being announced. An example of these dates shall be included in the parent introductory letter. See APPENDIX D: Parent/Athlete Introductory Letter - Program Co-ordinator.
 - 3.10 Shall work with the BCLA Technical Director and be responsible for ensuring that all coaches meet the CLA coach certification requirements to attend National Championships.
 - 3.11 Shall act as the liaison between the Team BC Committee and Team BC Head Coaches.
 - 3.12 Shall attend, whenever possible, all applicable National Championships.
 - 3.13 Shall work with the Team BC Head Coaches to ensure that all athletes meet the Team BC eligibility requirements.
 - 3.14 Immediately following the conclusion of the Provincial Camp, will send the names of the final team selection, including alternates where applicable, to the BCLA Technical Director.
 - 3.15 Liaise with the BCLA staff concerning all financial matters.
 - 3.16 Present a final report to the BCLA Staff, outlining all operational, social and financial matters of Teams BC, who will, in turn, present the reports to the respective Directorates.

4. Team BC General Management – BCLA Staff Role

- 4.1 Working with the BCLA VP-Performance Programs and Team BC Program Co-ordinator, shall liaise between all teams, ensuring the teams conform to equipment, budgetary or policy standards established by the Team BC Committee and the BCLA.
- 4.2 Help identify, in agreement with Head Coaches, the individual working team managers immediately following final team selections (usually selected from within the parent group).
- 4.3 Receive all registration lists. Ensure that all registration fees are paid. Ensure that all registered participants are also registered with the BCLA in the current season in the correct discipline (i.e., box, field, women's field). Communicate with the Program Co-ordinator if there are any issues.
- 4.4 Work with each manager to ensure that all aspects of the individual programs are co-ordinated (i.e., travel, accommodations, meals, ground transportation, equipment, clothing, etc.).
- 4.5 All ordering of equipment, clothing, etc. must be done by the BCLA staff.
- 4.6 Responsible for the collection, accounting, banking and reporting of all moneys related to Team BC, including Camps and final teams.
- 4.7 Initial team budgets will be prepared for each team and provided to the managers. An initial letter will be sent to selected athletes and their parents with an outline of the financial commitment. See APPENDIX E: Team BC Sample Budget/Financial Statement and APPENDIX F: Player Participant Financial Summary.
- 4.8 For District and Provincial Camps, and Team BC provincial team activities, all monies will flow through and out (revenues and expenditures) of the BC Lacrosse Association.
- 4.9 Responsible for the collection (from Team Manager), accounting and reporting of all monies collected, raised and/or donated on behalf of Team BC. All expenditures will be approved and paid for by the BCLA on behalf of each team for approved expenditures only.
- 4.10 Provide information to Team BC Managers (and team parents) on how Charitable Donation Receipts are obtained through the National Sport Trust Fund. See APPENDIX G: Team BC Sponsorship and Donation Information.
- 4.11 Provide request for sponsorship letter to the managers. APPENDIX H: Sample Letter to Potential Team BC Sponsors and Donors.
- 4.12 Monies remaining after all bills, debts, and commitments have been paid, shall be divided equally and dispersed to the parents in a timely manner, along with the External Sport Credit Letter (if applicable) and a receipt for payments.
- 4.13 Ensure that police checks for all coaches, chaperones or managers prior to travel to national championships have been done.
- 4.14 Arrange for standardized head and shoulder photography for all team personnel – and ensure it is forwarded to the host national tournament by deadline, if applicable.
- 4.15 Ensure both action and other official team photographs are planned for both in BC and while at nationals . These can be used for souvenir purposes and also act as an archive in future years.
- 4.16 Approve all major excursions that teams will make – both lacrosse events and non-lacrosse events and ensure insurance coverage is in place.

- 4.17 Once the athletes are selected for each team, send an introductory letter out to all parents explaining the processes, roles and responsibilities of all involved, and a financial overview (what to expect). See APPENDIX I: Parent/Athlete Letter with Team BC Overview - Team BC Management (BCLA Staff)
- 4.18 Deal with conflict and or other issues that could arise with managers, athletes, parents and team personnel.

5. Team BC Head Coach

- 5.1 Responsible to review and sign a “Memorandum of Understanding”. See APPENDIX J: Team BC Memorandum of Understanding.
- 5.2 The Head Coach, once approved by the Team BC Committee shall, with the assistance of the BCLCA, immediately recruit Team BC assistant coaches and district coaches who shall also need to be approved by the Team BC Committee.
- 5.3 Ensure that all coaches on his/her coaching staff have the necessary CLA coach certification requirements to participate in National Championships. This must be done PRIOR to coach selection for assistant and district coaches.
- 5.4 In co-operation with the assistant and district coaches they shall mutually arrive at a recruiting system for the district camps
- 5.5 Hold a conference call or in-person meeting with all of the coaches and managers, including the District Co-ordinator/Coach/Manager, before the camp process begins.
- 5.6 The Team BC Head Coach shall observe the district camps where possible assisting if required, however the district coaches should be given latitude to run their camps and make their selections. Only if there is an obvious error in judgement should the team BC Head Coach interject.
- 5.7 All coaches will be assisted in every possible way by the Minor Directorate, Field Directorate, BCLA Staff (including Regional Coaches) and BCLCA, to further their professional development.
- 5.8 At all times the coach must appear professional and abide by the relevant codes of conduct and operating policies of the BCLA, Minor Directorate, Field Directorate and the BCLCA.
- 5.9 Responsible to provide final list of players selected to the Team BC Coordinator.
- 5.10 A player roster may have a maximum of 23 players (Team BC - Field) and 18 runners plus 2 goaltenders (Team BC - Box). The Head Coach may elect to have alternates attend Team BC practices. Alternates will not be allowed to participate in any games nor travel to the National Championships while they remain on the Alternate list. Alternates cannot take the roster spot of healthy roster athletes.
- 5.11 Responsible to provide list of no more than five (5) alternates for team. If asked, should all alternates elect not to participate, then the Head Coach can suggest another player to the Team BC Coordinator. If deemed necessary by the Team BC Committee, the Committee may approve a player who may not have tried out at the applicable camp.
- 5.12 Coaches are to strive to play all players in exhibition games, however at National Championships, playing time is at the discretion of the Head Coach.
- 5.13 Facilitate an exhibition event within BC, prior to leaving for nationals to showcase current TEAM BC program.

- 5.14 Team BC Head Coach announcements are to be made by the end of September (Team BC - Field) and the end of January (Team BC - Box).

6. Team BC District Coach - Box Lacrosse

- 6.1 Responsible for evaluating and recruiting the best possible players in order to form a district team to compete at the Team BC final tryout camp
- 6.2 Must evaluate in person, or delegate an evaluator, to determine if an applicant is capable of “playing at the highest A-1/Tier-1 level”. If there are not enough players at this calibre level, players from other Districts may be approved by the Team BC Committee, following recommendations from the Program Co-ordinator to complete the District Team roster.
- 6.3 Must co-ordinate and present a District tryout, including booking facilities, referees, providing water, snacks and lunch.
- 6.4 Attends the Team BC final camp with his/her team assisting the Team BC Head Coach in evaluations of all players at camp. Players on a district team are to be provided with equal playing time
- 6.5 Responsible to provide a budget to the BCLA General Management for approval. Only expenditures approved in the budget will be paid by the BCLA, and an expense claim with receipts and/or invoices must be submitted to the BCLA for payment within one week after the camp has been held.
- 6.6 If any Coach or Assistant Coach is a subject of disciplinary measures during exhibition, league or post-season play, the Team BC Committee may, after an investigation, remove that coach from the Team BC Program.

7. Team BC Managers (one manager per team)

- 7.1 Working closely with the BCLA Staff, shall co-ordinate all team travel, accommodation, meals, practices, fund-raising and game-day preparations.
- 7.2 Shall collect all deposits from parents/athletes in a timely manner, track payments, and submit monies to the BCLA staff.
- 7.3 Review budgets and financial statements with the BCLA Staff. Keep parents appraised of the costs involved in the Team BC program. Please note that statements are not to be circulated by hard copy or e-mail to athletes/parents/guardians.
- 7.4 Must advise coaches, team personnel, players and parents of their duties, responsibilities and expectations as they relate to Team BC prior to competition.
- 7.5 Will ensure that all players, coaches, parents and volunteers sign a copy of their respective codes of conduct
- 7.6 The Team BC Manager must provide a system of consistent organization, co-ordination, communication and awareness, including in the areas of sportsmanship, fair play and respect - both on and off the floor or field.
- 7.7 A budget must be presented and approved by the BCLA staff prior to any planned social events.
- 7.8 In combination with BCLA Staff supplied budget, outline meal plans for out of province duration.
- 7.9 All issues and or complaints that a manager is unable to address from parents, athletes and/or team personnel shall be forwarded through the Team Manager to the applicable Team BC Program Co-ordinator.

- 7.10 Responsible to collect contact information for all players and families involved with each team following the main provincial camp (email addresses / mailing address / phone contact information / cell phones ~ to be supplied to all chaperones/drivers and BCLA Staff).
- 7.11 Ensure player medical forms are completed and available at all competitive events and out of province venues. This should be done prior to the first training camp. See APPENDIX K: Medical Form Sample.
- 7.12 Facilitate return of player/parent release forms to BCLA re: photography.
- 7.13 Collect clothing sizes / equipment sizes for all players and coaches / managers.
- 7.14 Compile medical forms and contact information for all coaches including CC#. See APPENDIX K: Medical Form Sample.
- 7.15 Ensure that the CLA Team Registration Form, CLA liability release waivers and codes of conduct are completed and signed for all players, coaches, managers, and chaperones. See APPENDIX L: CLA Team Registration Form and APPENDIX M: CLA Liability Release Waivers (over and under the age of majority).
- 7.16 Compile an official roster, including jersey #'s, for the host national tournament to be used for the CLA Team Registration Form and official national program.

8. Team BC Athletes

- 8.1 All players must be BCLA-registered players in the same season as the Team BC play.
- 8.2 Upon being selected for Team BC a player must review and sign a Code of Conduct for Athletes (APPENDIX N) and the BCLA Code of Conduct for all Members (APPENDIX O). This must be returned to the Team Manager no later than two weeks after selection to the team.
- 8.3 A player's commitment to his/her club team **will** take precedence over Team BC, with the exception of Team BC scheduled travel.
- 8.4 In order to be eligible to participate with Team BC a player must commit to attending a minimum of 50% of the athlete's Club Team's *scheduled* League games and meet all BCLA requirements consistent with eligibility for the applicable Directorates' Provincial Championships.
- 8.5 If a player is suspended during league or provincial play, the Team BC Committee may, at their discretion, remove the players from Team BC.
- 8.6 Nationals are sanctioned play; therefore, any suspensions received in league play, provincial playdowns and/or Summer Games shall carry forward to Nationals, and vice versa.

9. Parents of Team BC Athletes

- 9.1 Upon a child being selected for Team BC, a parent must review and sign the BCLA Codes of Conduct (APPENDICES N and O). This must be returned to the Team Manager no later than two weeks after selection to the team.
- 9.2 It is the Team Manager's responsibility to co-ordinate and implement the Team BC program as it relates to athletes and team personnel (coaches, manager, trainer, etc.). The Team Manager is NOT responsible for parents (i.e., travel, accommodations, meals, etc.). It is strongly recommended that a parent among the group be assigned

- the responsibility of arranging parent activities as the Team Manager will be instructed not to address parent needs.
- 9.2 Deposits (can be post-dated) for Team BC Fees, per documentation provided at time of selection, must be provided to the Team Manager no later than two weeks following selection.
 - 9.3 Release forms for player photos, as sent by a Team Manager, must be signed and returned to the Team Manager no later than two weeks following selection.
 - 9.4 Responsible to assist their child with understanding decisions and responsibilities surrounding social media (see APPENDIX P: BCLA Social Media policy).
 - 9.5 Failure to submit deposits/money owing will place the athlete member in Bad Standing and the member will remain as such until account is settled. This will carry over to BCLA Association participation, in both box and field lacrosse.
 - 9.6 It is important to maintain a positive attitude to ensure that every child has the best Team BC experience possible. If a question or issue arises, parents/guardians should treat all Team BC personnel with respect, and will use the proper communication channel -- their respective Team BC Managers.

10. Sponsorships

- 10.1 Team BC Program Provincial Sponsors are solicited by and arranged for by BCLA Staff.
- 10.2 Team sponsors are the responsibility of Team Manager and Parents. Sponsors cannot conflict with the BCLA's Provincial Sponsorships, so permission must be sought by the Team Manager to the BCLA Marketing Director prior to any agreements with sponsors. See APPENDICES G and H.
- 10.3 Sponsor bars on bags are allowed. As well, teams can come up with creative ways of giving a sponsor value (i.e., banner, name on roster posted on website). It will be up to the Team Manager to set the price for that sponsorship bar (i.e., \$250, \$500, etc.). All sponsorships will go into the Team budget, **not to individual players**. If a relative or friend wants to contribute to an individual, they should do that directly with the player/parents. This would not be considered a sponsorship (no acknowledgement). **Sponsors should make their cheque payable to the BC Lacrosse Association.**

11. Donations

- 11.1 A company or individual cannot receive anything in exchange for a donation (i.e., recognition), and the donation must go to a team (is not allowed to go to an individual on the team). Donors should make their cheque payable to the National Sport Trust Fund. See APPENDIX G.
- 11.2 The BC Lacrosse Association has been approved as a program under the National Sport Trust Fund as the method to facilitate charitable donations, so this means that if a team wants to raise money through donations, they may do so. The charitable donations must follow this process:
 - 1) The donation cheque must be written to the National Sport Trust Fund.
 - 2) Write **BC Lacrosse Association - Team BC Program Project #P197** in the Memo section at the bottom of the cheque. The Team (i.e., Midget, Bantam,

- PeeWee, Female Junior, Female Midget, Female Bantam, U18, U15, U13, Women's Field) should also be identified.
- 11.3 The person making the donation cannot receive any benefit from this except for a tax deductible receipt. If you have a donation, you would give (send) it to the BCLA Office (#101 – 7382 Winston Street, Burnaby V5A 2G9), and it will be recorded and sent on to the National Sport Trust Fund for processing.
 - 11.4 Parents cannot receive a tax receipt for their payment of their child's participation in the program.
 - 11.5 The BCLA Office will maintain an accounting of the donations by team, so there will be an item line in the team financial statement showing the revenue and monies raised that will offset the costs of your team program. Individuals cannot benefit from a charitable donation, so a donation cannot be ear-marked for a particular player; it must be a program or team donation.

12. Fundraising

- 12.1 All team fund-raising should be vetted through the Team Manager and then through the BCLA staff.
- 12.2 Fundraising activities are to be approved in advance, by the Team Manager, and must not conflict with any club functions.
- 12.3 All BC Gaming Policy and Enforcement Branch policies and procedures will be adhered to, should any types of gaming licensing and/or funding occur.
- 12.4 Team Managers should facilitate with parent groups and players to strive to work together on fundraising initiatives. All incomes will flow through the BCLA office.

13. Signing Authorities

- 13.1 BCLA Staff and BCLA Executive are the only Signing Authorities for every team.

14. Purchasing

- 14.1 All approved purchases prior to leaving for a National Tournament will be made by the BCLA staff on behalf of the teams.
- 14.2 While at a National Tournament, approved purchases will be made by a Team Manager.

15. Accounts Payable/Receivable

- 15.1 All financial transactions will be processed through the BCLA General Management.

16. Reporting

- 16.1 Team Managers must keep accurate records as required by the BCLA General Management. Reports (including receipts) are to be filed within 15 days of the return of the Team Manager to BC.

17. Communication to Athletes/Parents

- 17.1 Prior to district camps, communication will be administered by the BCLA General Management, and will in most instances, be on the BCLA website and by direct e-mail to registered participants.

- 17.2 Prior to Provincial Main Camps, will be by BCLA website, BCLA email or communication from a District Coach.
- 17.3 Upon successful selection to a Team BC Team, communication may be done by the BCLA Staff, Team BC Head Coach and or Team Manager.

18. Communication to the CLA

- 18.1 All administration and communication with the CLA will be through the BCLA Staff.

19. Media Relations

- 19.1 Team Managers will be responsible to select team parents to assist with sending communications back to the BCLA office staff for their distribution (press, website, Facebook, Twitter, etc).

20. Camp Formats

20.1 TEAM BC - FIELD LACROSSE DISTRICT AND PROVINCIAL CAMPS

- 20.1.1 All players must attend their District Camp and the Provincial Camp and be evaluated to be eligible for Team BC.
- 20.1.2 District Camps will be scheduled for Vancouver Island, Interior and Lower Mainland. Qualified players will be selected from the three District camps and will be extended an invitation to the Provincial Camp. The cost for an athlete to attend a District Camp will be \$25.00. Registration forms and payment must be received at the BCLA Office prior to the District Camp. There will be no registration at the District Camp.
- 20.1.3 The BCLA will publish the dates and times for the Team BC - Field Lacrosse District Tryout Camps. Prior to closing dates of registration, the Head Coach will have the player application list to ensure that players who are of a high caliber are made aware of the District Camp dates, times and locations.
- 20.1.4 The Provincial Tryout Camp will be held, and all athletes invited to this camp will be informed of the date, time and location, by the Head Coach and the BCLA. The cost for an athlete to attend the Provincial Camp is \$125.00.
- 20.1.5 Following the Provincial Camp, a shortlist of players will be selected to be further evaluated in a smaller group at a later time, either during the winter break or at the completion of the Youth Field Lacrosse Provincial Championships.
- 20.1.6 Exceptions for player eligibility may be considered for players attending school outside of BC. Exemption requests may be considered by the Team BC Committee following a recommendation from the Team BC Program Co-ordinator and the Team BC Head Coach.

20.2 TEAM BC - BOX LACROSSE DISTRICT AND PROVINCIAL CAMPS

- 20.2.1 All players must attend their District Camp and the Provincial Camp and be evaluated to be eligible for Team BC.
- 20.2.1 **Midget/Bantam/PeeWee (Non-Summer Games Years)**
 - (a) **District Camp Process**
 - (a1) The BCLA has divided the Province into 4 Districts: Interior, Vancouver Island, Vancouver, Fraser Valley, for the purpose of player tryouts in order to establish District Teams to compete at a Provincial Main Camp for each age division.

Team Vancouver	Team Fraser Valley	Team Island	Team Interior	
Sunshine Coast	Abbotsford	Campbell River	Sparwood	Terrace
Burnaby	Chilliwack	Cowichan Valley	Grand Forks	Trail
Delta	Hope	Juan de Fuca	Kamloops	Quesnel
North Delta	Langley	Nanaimo	Kelowna	Kitimat
North Shore	Surrey	Oceanside	Mackenzie	Merritt
Richmond	Semiahmoo	Peninsula	Shuswap	
Coquitlam	Mission	Port Alberni	Penticton	
Vancouver	Ridge Meadows	Saanich	Prince George	
Port Moody	Port Coquitlam	Victoria-Esquimalt	North Okanagan	
New Westminster				

- (a2) The District Camps are open camps (minimum of 30 runners and 4 goaltenders are recommended).
- (a3) The District Camp tryout dates are set by the District Coaches and usually are a one day 3 hour tryout. The 4 District Teams comprising of 15 runners and 2 goaltenders will compete at the Team BC Provincial Main Camp.
- (a4) At the District camps Coaches and independent Evaluators, in conjunction with the Team BC coaching staff and BCLA Regional Coaches will evaluate, identify and select players for their District Teams. Those District Teams unable to field a team of 15 runners and 2 goaltenders may be supplemented with players from other Districts. These supplementary players will be provided by the Team BC Box Program Co-ordinator with the approval from the Team BC Committee.
- (a6) There is a registration fee of \$25.00 per player to attend a District Camp this fee is to be accompanied with player application to offset the costs of the event

(b) Provincial Tryout Camp Process

- (b1) At the Provincial Main Camp the 4 District teams will be evaluated and ranked over the 2.5 day camp.
- (b2) The Provincial Main Camp consists of physical testing, skill sessions and games between District Teams.
- (b3) The cost to the players for a Provincial Main Camp who successfully qualified for a District team will be \$125. A meal will be provided Friday evening and lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered District jersey, Team BC t-shirt and a water bottle.
- (b4) At the conclusion of each Provincial Main Camp tryout, a maximum of 18 runners and 2 goaltenders will be selected to form “Team BC”.

(c) Midget (Boys) BC Summer Games Years (even years) - Zone/Provincial Camps

- (c1) To be eligible for Team BC – Midget, a player must apply, try out, and, if selected, must participate on the respective BC Summer Games Box Zone team. The BC Summer Games Box Zone tryouts are where the players are identified for the Team BC – Midget Provincial Tryout Camp. There may be a cost to attend a Zone tryout camp to offset expenses; this will be determined by each respective Zone.
- (c2) After all Zone tryouts are complete, there will be 45 runners and 6 goaltenders identified by the Team BC - Box Program Co-ordinator after consultation with the Team BC Midget Head Coach, and recommendations from the Zone Summer Games

Head Coaches. These players shall be invited to attend a Provincial Camp. If any players decline the invitation, additional players may be invited following this same recommendation and identification.

- (c3) The cost to the players for a Provincial Tryout Camp will be \$125. Lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered District jersey, Team BC T-shirt and a water bottle.
- (c4) At the conclusion of the camp, there will be a final selection of 18 runners and 2 goalies.

(d) Female Bantam/Female Midget/Female Junior - Provincial Tryout Camp

- (d1) There are no District Tryout Camps for Team BC - Female Box Lacrosse divisions.
- (d2) At the Provincial Tryout Camp, the Team BC Committee will create 3-4 equal teams (depending on number of applicants).
- (d3) The athletes will be evaluated and ranked over the 2.5 day camp. The Provincial Main Camp consists of physical testing, skill sessions and evaluation in game situations.
- (d4) The cost to the players for a Provincial Main Camp will be \$125. A meal will be provided Friday evening and lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered District jersey, Team BC t-shirt and a water bottle.

21. Team Travel (Air and Ground Transportation)

- 21.1 The budget will allocate a set dollar amount per player for air travel. All members of the team will travel together. Exceptions may be made with prior approval through the Team Manager and BCLA Staff.
- 21.2 Ground transportation is to be secured by the Team Manager from airport to location of nationals and ensure that any designated drivers or chaperones have own insurance to cover group vans rentals.

22. Accommodations

- 22.1 Whenever possible, the BCLA Staff will book accommodations well in advance of the Nationals, provided the National hosts communicate where teams should be staying. If this has not been available, the BCLA Staff will assist the Team Manager in finding suitable accommodations.
- 22.2 Players and Team Personnel, including chaperones, will stay as a team at the accommodations selected regardless of where the Nationals are held (including within BC).

23. Meals

- 23.1 The Team Manager is responsible for ensuring that all meals are co-ordinated. Managers can choose to make meals or arrange catering (strongly advised). Athletes and Team Personnel are expected to have their meals as a Team.

24. CLA Requirements

- 24.1 CLA Notice of Attendance and Registration Fees - BCLA Staff responsibility. See APPENDIX Q: CLA Notice of Attendance.

- 24.2 CLA Team registration Form - Team Manager to provide BCLA Staff with roster, including jersey numbers. The BCLA Staff will fill out the form and provide a copy for the Team Manager to take to the Coaches Meeting. See APPENDIX L: CLA Team Registration Form.
- 24.3 CLA Waivers - All athletes, coaches, managers, trainers must fill out the CLA Waiver Form (See APPENDIX M: CLA Liability Waivers (under and over the age of majority). Team Managers must present all signed waivers at the Coaches Meeting during Nationals. No one is allowed on the floor/field without having signed a CLA Waiver.

25. Souvenirs/Gifts

- 25.1 BCLA General Management will provide exchange gifts for opponents at the Box Lacrosse Nationals – approximately 200 gifts.

26. Equipment and Team Uniforms/Apparel

- 26.1 As part of the sponsorship agreement with Warrior/BRINE/New Balance, the BCLA will provide jerseys and shorts. Players will be allowed to keep their jerseys and shorts.
- 26.2 The BCLA will order new helmets for Team BC players, and will consistently use the same basic (black) style so that athletes being selected for a subsequent team may re-use a helmet. As is required by CLA rules, all helmets/masks must be of the same style and color; therefore if a manufacturer design change, that is out of control of the BCLA, necessitates a helmet change for a player, this will be the responsibility of the parent.
- 26.3 Any other apparel (for example jackets, hats, etc) will be ordered by the BCLA Office and will be similar in color and design for all teams. No other items will be allowed to be ordered for an individual team/player.
- 26.4 The Team BC Logo is a registered trademark and is only allowed to be used with the consent of the BCLA.

27. Risk Management

- 27.1 All adults working with children (under the age of 19) must submit to a criminal record check. A copy of the criminal record check must be submitted to the BCLA General Management prior to participation in the Team BC Programs. This includes all coaches, managers, trainers and chaperones. It is strongly recommended that no adult is alone with a child, and that a minimum of two adults should always be present.
- 27.2 All Team BC Personnel and Athletes must abide by all BCLA Operating Policies and Risk Management Policies.
- 27.3 Team Managers should have a copy of the BCLA's Accident Claim form and the BCLA Insurance Schedule of Benefits in case of an injury. See APPENDIX S: Accident Insurance Claim Form.
- 27.4 All Team BC Personnel and Athletes must sign the CLA Liability Waiver prior to stepping on the floor or field at a national championship. See APPENDIX M:: CLA Liability Release Waiver.

- 27.5 When booking vehicles for the teams, Team Managers must purchase the additional insurance coverage for all drivers, with the expense to the respective Team BC program.
- 27.6 Team Managers must ensure that there are an adequate number of chaperones for the number of athletes traveling.
- 27.7 Team Managers must ensure that they receive medical information for all of their respective players in case of an emergency.

APPENDIX A: TEAM BC COACH APPLICATION FORM

APPENDIX B: TEAM BC ATHLETE APPLICATION FORM

**APPENDIX C:
TEAM BC - PARENT/ATHLETE INTRODUCTORY LETTER -
PROGRAM CO-ORDINATOR**

APPENDIX D: TEAM BC SAMPLE BUDGET/FINANCIAL STATEMENT

APPENDIX E: TEAM BC SAMPLE PLAYER FINANCIAL SUMMARY

APPENDIX F: TEAM BC SPONSORSHIP AND DONATION INFORMATION

**APPENDIX G: SAMPLE LETTER TO
POTENTIAL TEAM BC SPONSORS/DONORS**

**APPENDIX H: PARENT/ATHLETE LETTER WITH TEAM BC OVERVIEW -
TEAM BC MANAGEMENT (BCLA STAFF)**

APPENDIX I:
BCLA TEAM BC PROGRAM MEMORANDUM OF UNDERSTANDING

Team BC Programs are often referred to as the ambassadors for British Columbia. As such, BCLA, the sport governing body for lacrosse in British Columbia, has a duty to ensure all participants understand the importance of their role, in their capacity as a BCLA representative.

The coaches and staff of Team BC are the primary liaisons between BCLA, parents and players of these teams. It is imperative that everyone understands BCLA policies, procedures and expectations. Consequently, if you are appointed to the position of Head Coach and/or Staff (team manager, assistant coach, trainer, etc.) of Team BC, you understand and agree to the following statements and guidelines. The Team BC Co-ordinator and Head Coach will ensure that all participants are aware of their commitment of representation of the BCLA and of the Province of British Columbia as outlined below:

- The undersigned Manager and Head Coach and all other team personnel understand and agree that Team BC is sanctioned by, and under the authority of the British Columbia Lacrosse Association. All activities are subject to scrutiny and the approval of the BCLA Team BC Committee and BCLA Executive.
- The Head Coach, assistant coaches, team manager, other team staff and players are accountable to the Team BC Committee and BCLA for their actions while members of Team BC. Staff and other members, including players and parents of Team BC are subject to the BCLA constitution, bylaws and operating policy. This includes such items (but not limited to) financial oversight, discipline, code of conduct, social media policy, etc.
- The BC Lacrosse Association and the Team BC Programs are to be promoted as the Governing body in a positive and supportive manner at all times.
- It is agreed that the BC Lacrosse Association Constitution, ByLaws and Operating Policy, and in particular, the Code of Conduct, Harassment Policy, Social Media Policy and Drug Policy, will be adhered to at all times.
- A report will be provided by Team Manager and Head Coach the end of August of each year. This report will include all team activities including conduct of parents, players and team personnel.
- Disagreement with the Team BC Committee or BCLA policies, personnel, or any concerns and comments are to be forwarded to the Team BC Committee for discussion and are **NOT** to be voiced in a public manner.
- All media releases are to be released by BCLA Staff.
- A satisfaction survey may be requested from participants (parents, players, staff).

I have read and agree to abide by the BC Lacrosse Association's Team BC Memorandum of Understanding. Dated this ____ day of _____, 20__.

Print Name: _____ Signature: _____

POSITION: _____ **Team BC Division:** _____

APPENDIX J: MEDICAL FORM SAMPLE

APPENDIX K: CLA TEAM REGISTRATION FORM

APPENDIX L: CLA LIABILITY WAIVER

**APPENDIX M:
TEAM BC CODE OF CONDUCT FOR ATHLETES**

The overall experience for athletes participating in sport should promote the development of healthy and positive values towards themselves, their peers, officials, and coaches. The following Code of Conduct has been developed to aid athletes in achieving a level of behavior that assists them in becoming well-rounded, self-confident and productive human beings.

ATHLETES HAVE THE RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favorable image of their sport and of playing.
 - a) Refrain from public criticism of fellow athletes, coaches and officials.
 - b) Abstain from the use of tobacco products and discourage their use by fellow athletes and coaches.
 - c) Abstain from drinking alcoholic beverages while participating during the athletic event.
 - d) Abstain from possession or use of any substance prohibited by Federal or Provincial Law.
 - e) Adhere to the guidelines provided by the Canadian Center for Drug-Free Sport and abstain from the use of all Banned substances and methods.
 - f) Refrain from the use of profane, insulting, harassing or otherwise offensive language.
 - g) Refrain from vandalism and personal misconduct; to abstain from any malicious damage to property or persons.
 - h) Abstain from personal misconduct causing harassment to participants, officials, coaches or spectators.
3. Treat opponents and officials with due respect, both in victory and defeat.
4. Uphold the rules of Field Lacrosse and the spirit of those rules.

ATHLETES MUST:

1. Respect the dignity of coaches, officials, and fellow athletes; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
2. Never advocate or condone the use of drugs or other banned performance enhancing substances or methods.
3. Will abide by all team rules of mandatory attendance at team meetings, and curfew.

*Consequence for breaking any team rules or the code of conduct will result in the athlete being immediately sent home at the parents' expense. **There will be a zero tolerance level regarding the breaking these rules.***

I have read and agree to abide by the BCLA and the Athlete Codes of Conduct. Signed this _____ day of _____, 20____.

Print Athletes Name: _____ Signature: _____

Print Parent/Guardian Name: _____ Signature: _____

APPENDIX N: BCLA/TEAM BC CODE OF CONDUCT FOR ALL MEMBERS
Coaches, Athletes, Managers, Officials, Parents. Fans

- 1.01 **All individuals affiliated with the BCLA shall:**
- i) Attempt at all times to work toward the goals and objectives of the BCLA and the game of Lacrosse, and towards the betterment of its members.
 - ii) Strive to heighten the image and dignity of the Association and the sport of Lacrosse as a whole, and to refrain from behavior which may discredit or embarrass the Association or the game.
 - iii) Always be courteous and objective in dealings with other members.
 - iv) Except when made through proper channels, refrain from unfavorable criticism of other members or representatives of the BCLA.
 - v) Strive to achieve excellence in the sport while supporting the concepts of Fair Play and Drug-free sport.
 - vi) Show respect for the cultural, social and political values of all participants in the sport.
 - vii) As a guest in another province or foreign country, abide by the laws of the host jurisdiction and adhere to any social customs concerning conduct.
- 1.02 **An individual's conduct shall be in question when they:**
- i) Breach any of the above Section 1.
 - ii) Use their position within the BCLA for unauthorized personal and/or material gains.
 - iii) Willfully circulate false, malicious statements, derogatory to any other member of the Association.
 - iv) Willfully ignore or break the By-Laws, policies and/or rules and regulations of the BCLA.
 - v) Counsel others to ignore or break the by-laws, policies, and/or rules and regulations of the BCLA.
 - vi) Code of Conduct hearings will only be heard for offences not already covered by properly constituted penalties approved by the BCLA in all Directorates, Technical Support Groups and League Agreements.
- 1.03 **General:**
- i) The BCLA endorses the principles of natural justice and due process which allows any individual the right to a hearing and an appeal of any action which affects their rights.
 - ii) The BCLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.
- 1.04 **Discipline Procedures:**
- i) Any report alleging a breach of Member obligation under this Code of Conduct shall be submitted in writing to the BCLA office within 15 days of the event/occurrence.
 - ii) Upon receiving a report, the BCLA staff shall immediately notify the BCLA Executive who shall determine the merit of the complaint and determine if action is necessary.
 - iii) If action is necessary, the President shall, with the Discipline Committee, appoint a date, time and place for which shall not be more than 30 days from the receipt of the report.
 - iv) All interested parties will be notified of the proceedings and will have the opportunity to attend the hearing of the Discipline Committee at their own expense.
 - v) The Discipline Committee may call witnesses and demand any pertinent information which it deems necessary to arrive at a decision.
 - vi) The decision of the Discipline Committee will be announced by the Chair of the Discipline Committee within 7 days of the hearing and all interested parties will be provided with a copy of the written decision. Interested parties is defined as those parties who are directly involved in the proceedings.
 - vii) Any individual whose rights are directly affected by a decision of the Discipline Committee may appeal that decision to the Appeals Committee.
 - viii) The procedure and time lines for a presentation to the Appeals Committee shall be the same as those set out for the Disciplinary Committee.
 - ix) Disciplinary action taken under this Code of Conduct section will be considered to be applicable to all disciplines of Lacrosse in BC
 - x) The Discipline Committee may fine, suspend or request other remedial action based on a Discipline Hearing.

APPENDIX O: BCLA SOCIAL MEDIA POLICY

APPENDIX P: CLA NOTICE OF ATTENDANCE FORM

APPENDIX Q: ACCIDENT INSURANCE CLAIM FORM

APPENDIX R: BCLA INSURANCE SCHEDULE OF BENEFITS