



2022-2023

OPERATING POLICY:

GENERAL

Revised October 2022



BRITISH COLUMBIA LACROSSE ASSOCIATION

OPERATING POLICY

| | |
|--|-----|
| General | 3 |
| Senior Directorate | 47 |
| Minor Directorate | 73 |
| Field Directorate | 99 |
| Recreation Directorate | 135 |
| BC Lacrosse Officials Technical Support Group..... | 139 |
| BC Lacrosse Coaches Technical Support Group | 157 |
| BC Lacrosse Volunteer Leadership Technical Support Group | 173 |

GENERAL

REGULATIONS

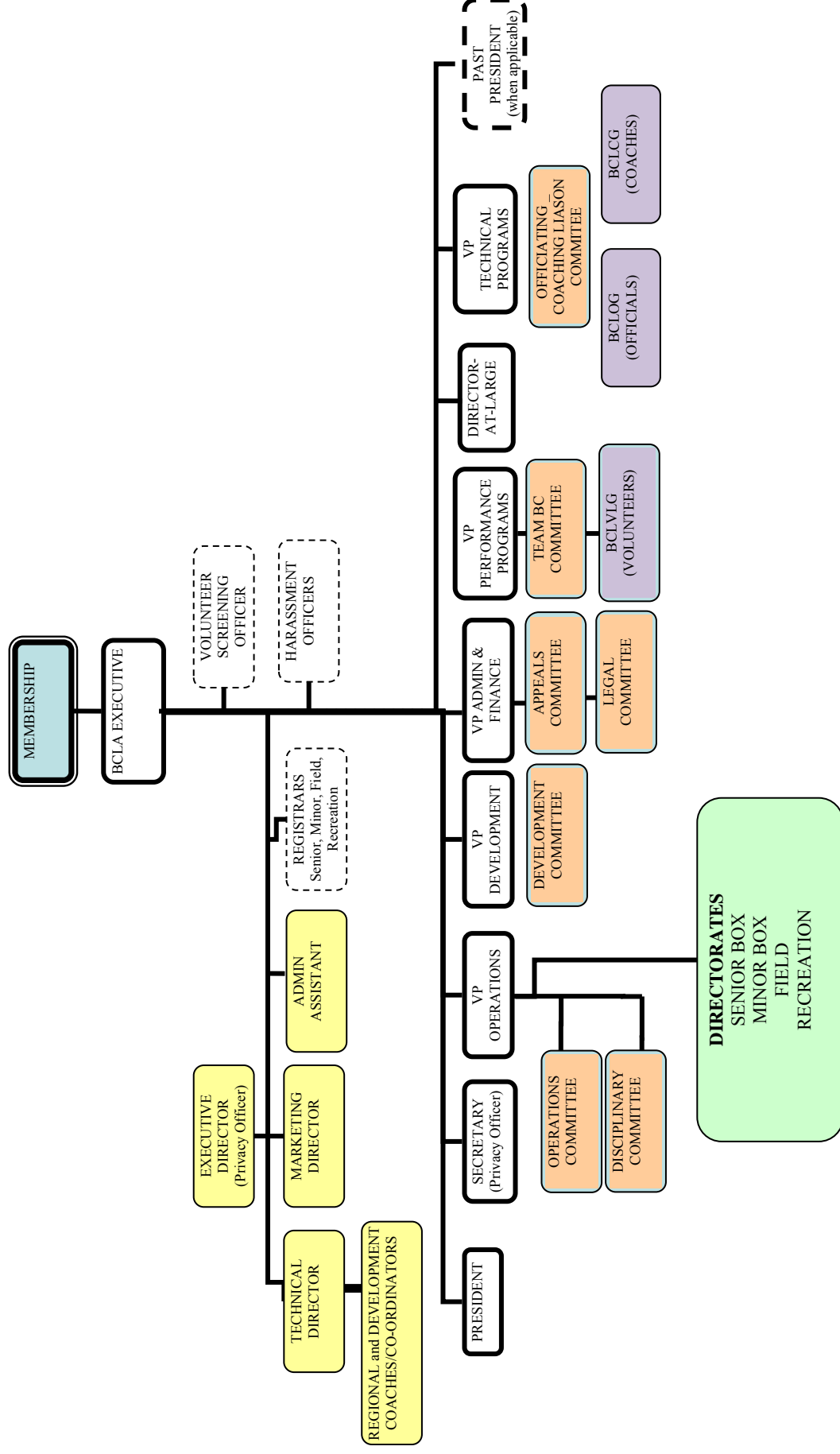
| | |
|--|----|
| Organizational Chart – BC Lacrosse Association | 2 |
| 1. Code of Conduct | 3 |
| 2. Membership | 4 |
| 3. Financing | 4 |
| 4. Expenses | 5 |
| 5. Travel | 5 |
| 6. Insurance | 7 |
| 7. Player Registration | 7 |
| 8. Jurisdiction | 7 |
| 9. Playing Year | 8 |
| 10. Playing Age | 8 |
| 11. Suspensions and Discipline | 8 |
| 12. Gender Equity | 8 |
| 13. Transgender Participant Policy | 9 |
| 14. Harassment | 10 |
| 15. Doping Control Program | 13 |
| 16. Concussion Awareness and Education | 16 |
| 17. Fair Play Codes | 17 |
| 18. Risk Management | 17 |
| 19. Transportation by Volunteer Drivers | 17 |
| 20. Volunteer Screening | 18 |
| 21. Confidential File | 18 |
| 22. Website Protocol | 19 |
| 23. Social Media | 19 |
| 24. Conflict of Interest | 20 |
| 25. Privacy Policy | 21 |
| 26. Amendments | 21 |

APPENDICES

| | | |
|-------------------|---|----|
| Appendix A | BCLA Appeals Process | 22 |
| Appendix B | BCLA Fee Schedule | 25 |
| Appendix C | Fair Play Codes | 27 |
| Appendix D | Conduct of Hearings | 31 |
| Appendix E | Canadian Code for Volunteer Involvement | 32 |
| Appendix F | Social Media Policy | 33 |
| Appendix G | Rules for Holding Electronic Votes | 37 |
| Appendix H | Concussion Management Forms | 38 |

BRITISH COLUMBIA LACROSSE ASSOCIATION ORGANIZATION CHART

October 2017



BRITISH COLUMBIA LACROSSE ASSOCIATION

GENERAL OPERATING POLICY

1. CODE OF CONDUCT

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 Conduct to Protect Children:

The safety, rights, and well-being of children is a priority of the BC Lacrosse Association (BCLA) and its membership. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. All staff, members and participants are expected to treat children with respect and dignity. They are to establish, respect and maintain appropriate boundaries with all children and families involved in activities and programs delivered by the BCLA and its members. All interactions and activities with children should be known to, and approved by, the member association and the parent/guardian of the child. For more information about Conduct to Protect Children - <https://www.protectchildren.ca/en/about-us/>.

1.03 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.

1.04 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.

1.05 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.

- 1.06 **British Columbia Universal Code of Conduct (BC UCC):**
 The BC Lacrosse Association accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code is hosted on the viaSport BC website here: https://www.viasport.ca/sites/default/files/BC_UCC_2021.pdf.

2. MEMBERSHIP

- 2.01 The Secretary shall record on a register of members the names of each Association, Team or Individual qualified for membership in accordance with By-Law II.
- 2.02 Player Registration forms will not be accepted from any Team or Association until membership requirements have been met and the Association or Team is recorded in the Register of Members.

3. FINANCING

- 3.01 The signing officers of the Association shall be the President, the Vice President – Administration and Finance, Executive Director, Secretary and one other executive member as designated by the executive. All financial transactions shall be signed by two of the signing officers, one of whom should be the Vice President - Administration and Finance or the President.
- 3.02 At a meeting prior to the Annual Meeting, the Executive shall appoint a Budget Committee which shall have representation from the Directorates and be chaired by the Vice President - Administration and Finance.
- 3.03 The Budget Committee shall prepare a budget for the Administrative and Service functions of the Association and shall assist the Directorates in preparing budgets for Programs and Development for the coming year.
- 3.04 Based upon the budgets prepared, the Vice President - Administration and Finance shall recommend to the Annual Meeting the registration fees required for the coming year as outlined in **Appendix B: BC Lacrosse Registration Fees**.

- 3.05 Any changes in registration fees must be made by a resolution in accordance with By-Law XX, Section 3.
- 3.06 Any financial sponsorship secured by the BCLA shall not determine the location(s) of any Minor Provincials.

4. EXPENSES

- 4.01 Payment of expenses other than travel outlined below shall only be made on the authority of a purchase order issued by the Vice President - Administration and Finance prior to incurring the expense.
- 4.02 To facilitate the general operation of the Association, the Vice President - Administration and Finance may issue a general order to cover certain expenses specifically provided for as budgetary items.

5. TRAVEL

5.01 Travel expenses will be paid by the Association as follows:

- (i) BCLA Executive and Operations Committee meetings, Annual and Special meetings, expenses of Executive members and Operations Committee members; and for other than Executive and Operations Committee meetings, as approved by specific Directorate or committee budget or as authorized by Special Resolution of the Executive.
- (ii) Senior Directorate, Minor Directorate, BCLOG, BCLCG, Field Directorate and Development Committee meetings, within the approved budget or as authorized by Special Resolution of the Executive.
- (iii) LC meetings -- three appointed delegates.
- (iv) Other travel --as authorized by the Executive, and updated annually on January 1 of each calendar year, according to the Canada Revenue Agency guidelines as published on the CRA website (*Reasonable per-kilometre allowance – Canada.ca*)*. Every effort must be made to keep costs down when travelling to and from meetings, events, etc. It is expected that if air travel and/or renting a vehicle is less expensive than per km expenses, that people will make the more economical travel arrangements. If more than one person is travelling from the same area, every effort must be made to car pool. When practical, use of telephone conferencing should be considered as a substitute for in-person attendance at regular meetings.

Ferry-- actual cost
 Other fares -- actual cost
 Meals -- up to \$40.00/day
 Accommodation -- up to \$100.00/day

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

With the exception of mileage, receipts will be required for reimbursement of these expenses.

- (v) In exceptional circumstances, actual costs incurred over the allowed amounts may be paid at the discretion of the Vice President - Administration and Finance.
 - (vi) Transport and Support – Within the confines of the budget, the BCLA may offer assistance to conveners or attendees at Provincial Championships or invitational tournaments.
- 5.02 **Out of Province and Out of Country Travel Permit**
- (i) An application form for travel outside of province or country must be completed and submitted to the BCLA for approval within the following time lines:

| | |
|-----------------------------|--------------------------|
| Inter-Provincial Tournament | 14 days before the event |
| Out of Country | 14 days before the event |

- (ii) Upon approval of a BCLA Travel Request Form, approved team athletes and team personnel traveling out of province/out of country will be covered by the BCLA's liability insurance and out of country medical insurance. Teams are responsible for their own travel insurance (i.e., for cancellation or changes of travel).
- (iii) Only teams made up of players and coaches duly registered with the British Columbia Lacrosse Association (in the same discipline) or teams made up of players and coaches duly registered under a sanctioned BCLA program can obtain a travel permit. A list of the team roster including coaches must accompany this travel permit. Coaches are to be identified by NCCP number and certification level.
- (iv) Travelling teams may only compete against teams or in tournament events approved in this permit. Games must be sanctioned by the recognized lacrosse governing body for that region.
- (v) Travelling teams must adhere to the rules of the competition in which it is participating.
- (vi) Teams participating in any tournament or exhibition series shall abide by the rules of the Host in regards to any minor and major suspensions, which may be more or less severe than BCLA suspensions guidelines. Teams must ensure any suspensions in force from their local association are served during the games with game sheets marked accordingly on tournament games covered by this Permit. Suspensions may not be served during exhibition games. Any new suspensions received at the tournament shall be carried over and served during subsequent BCLA sanctioned games.
- (vii) Submission of a copy of all game sheets to your local commissioner within three (3) days of returning home from the tournament is required. Failure to do so may result in additional disciplinary action / suspension of the coach.
- (viii) Travelling teams shall remain subject to the BCLA Operating Policies & Codes of Conduct in regards to disciplinary matters and behavioural conduct. Teams are representing their local association and the BCLA, therefore, the conduct of the team must be indicative of this responsibility.
- (ix) Teams or Officials (managers, referees/umpires, etc.) traveling outside Canada must inform the BCLA at least 14 days prior to their travel that they are doing so. The BCLA must confirm that all coaches and officials are certified to current standards, that players are registered with the BCLA in the current playing season and that the President of the association submitting the permit has approved this travel. Further, the respective Directorates must approve the travel prior to the BCLA staff signing off on the permit.
- (x) No teams traveling within or outside of Canada may refer to themselves as "Team Canada" or as "Team BC" as those names are the sole property of LC (Team Canada) and the BCLA (Team BC).
- (xi) Teams travelling outside of Canada must follow all LC and BCLA policies as these teams are now representing the Lacrosse Canada and the BC Lacrosse Association.

5.03 **Cross-Border League Play**

All Cross-Border league play must be applied for on an annual basis, prior to February 1 of the playing year.

- (i) British Columbia teams playing in a league based outside the province of BC must be properly registered with the BCLA and an out of province or out of country travel permit must be filed with the BCLA office before league play starts. The team must have permission from their local governing authority in order to participate in the out of province league and must inform the appropriate directorate of their intent to play in an out of province league based league before league play commences.
- (ii) Out of province teams playing in a British Columbia-based league must have proof of extended health insurance and proof of liability insurance before playing in BC. The players must be properly registered with their teams and the team must have permission of their local governing authority to participate in the BC based league as well as

permission of the local BC authority. The local BC authority must inform the appropriate directorate of the out of province team's participation before league play commences.

6. INSURANCE

Each year the Executive shall negotiate with a licensed insurance carrier, the cost of providing extended medical, accidental injury, and dental insurance for players, coaches, referees and team officials in all divisions. Such cost shall be separately negotiated for players and team officials in all divisions and for referees, and expressed as a per capita cost for Minor players and all referees, and as a per team cost for all Senior teams. For Minor players and all referees, this cost shall be added to the registration fee for each Minor player and all referees. For Senior teams, this cost shall be separate from registration fees. Referees who are also registered players shall not be subject to two insurance fees.

Players, coaches, referees and team officials shall be covered with Insurance for the playing year, as defined in regulation 9 "Playing Year" (Jan 1 - Dec 31) in the BCLA Operating Policy.

7. PLAYER REGISTRATION

- 7.01 Each association or team shall complete BCLA approved Registration Form for every player, in sufficient copies to meet the needs of the Association. Any association or team failing to register each and every player and pay the appropriate registration fee may be suspended in accordance with By-Law II.
- 7.02 All Minor/Youth players (Box/Field) must register within the set boundaries (a primary residence within a city, town, municipality, school district, etc. of the appropriate Directorate as determined by the specific Commission/League.
- 7.03 The local Commissions/Leagues are responsible to administer these boundaries and for providing these boundaries to the BCLA Office, through their respective Directorates.
- 7.04 Any person legally residing, either temporarily or permanently, in British Columbia may register as a member of the BC Lacrosse Association.
- 7.05 Out of Country residents may become members on an annual basis by applying for placement through a league and ratification by the appropriate Directorate. Potential members must apply to Minor Box/Senior Box/Field Directorate for approval, and must follow the applicable registration and transfer procedures. Within Minor Box and Youth Field, an Out of Country player is not permitted to displace a resident player; specifically, resident players cannot be released if Out of Country players are being accepted by a club (this does not speak to the caliber or tier that either player will achieve after association tryouts).
- 7.06 All members must have medical insurance (equivalent to BC Medical Insurance coverage). Members without a BC Care Card must provide proof of basic health insurance.

8. JURISDICTION

The Senior Directorate shall have jurisdiction over all Box Lacrosse players over the age of sixteen as at January 1 of each playing year, registered with teams/leagues as defined in the Senior Directorate Operating Policy.

The Minor Directorate shall have jurisdiction over all Box Lacrosse players sixteen years and under as at January 1 of each playing year, including all Female Box lacrosse Junior age and below, registered with teams/leagues as defined in the Minor Directorate Operating Policy. Box players of 17 years of age may be covered under the Minor Directorate as per conditions set up in Regulation 7 of the Minor Operating Policy.

The Field Lacrosse Directorate shall have jurisdiction over all Field Lacrosse players, registered with teams/leagues as defined in the Field Directorate Operating Policy.

The Recreation Directorate will have jurisdiction over all players on teams, in leagues or in programs not under the jurisdiction of the Senior, Minor or Field Directorates.

9. PLAYING YEAR

The playing year shall be from January 1 to December 31 in any calendar year.

10. PLAYING AGE

The playing age shall be the age of the individual player prior to January 1 of the playing year.

11. SUSPENSIONS AND DISCIPLINE

- 11.01 All BCLA members shall recognize that all disciplinary actions and suspensions given in the Field Directorate, Senior Directorate, Minor Directorate, Recreation Directorate, BC Lacrosse Coaches Technical Support Group, BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Officials Technical Support Group will be served in that Directorate or Technical Support Group, unless upon a recommendation of the residing body, it is deemed by the BCLA Executive that the infraction warrants a suspension from all sectors or any other sectors of the BCLA. An exception to this will be when a suspension is due to non-payment of funds owing to the BCLA Office, Team or League. When a suspension is for outstanding monies, the suspension will apply to all Directorates and Technical Support Groups. The only other exception will be that a Minor Directorate player is not permitted to play with a Senior Directorate or Recreation Directorate team until the player's suspension with the Minor team has been served and if a Minor Directorate player receives a suspension while playing up on a Senior Directorate or Recreation Directorate team, the player is not able to play for their minor team until the suspension for the allotted number of games assessed in the Senior Directorate or Recreation Directorate has been served with the team the player is registered with. Coaches who receive a suspension in Minor or Senior or Recreation are not permitted to coach at any level until the suspension has been served in the level at which the suspension was given.
- 11.02 All outcomes of suspensions during hearings shall be reported to the BCLA Office for permanent record. The records are accessible by staff for access to Hearing /Appeal Chairs, Directorates, Technical Support Groups and/or Leagues/Commissions upon request for Suspension and/or Discipline Hearings and Appeals.

12. GENDER EQUITY

- 12.01 The BCLA is committed to providing both genders with full and equal opportunity to participate in and lead the BCLA's administration, programs and activities.
- 12.02 The BCLA will encourage Gender Equity by:
- Ensuring that the achievement of equal opportunities is a key consideration when developing, updating or delivering BCLA programs;
 - Ensuring that the needs and concerns of both genders are identified, promoted and supported;
 - Ensuring that the governance structure encourages and promotes full and equal opportunities of all genders;
 - Ensuring that all staff has equal opportunities to participate in decision-making, advance in management, and receive equal remuneration.
 - Co-operating with other organizations such as Sport Canada, Sport BC, CAAWS, et al., to promote equal opportunities for all genders;

- f) Providing international leadership with the IF in the promotion of equal opportunities for all genders;
- g) Encouraging all international games and event organizers to provide for equal opportunities for all genders to participate.

13. TRANSGENDER PARTICIPANT POLICY

13.01 Definitions

The following terms have these meaning in this Policy:

- a) "Trans or transgender" – is a term that refers to a person whose gender identify, or affirmed sex, is different from the sex they were assigned or assumed to be at birth. Trans people may identify their gender in many ways. There is no single or universal experience of what it means to be trans.
- b) "BC Lacrosse Association (BCLA) team or event" – includes any member, team, tournament, training opportunity or other sanctioned event organized or managed by BC Lacrosse Association or any member association/club/team.
- c) "Participant" – any player, parent, guardian, manager, trainer, coach, official, volunteer, organizer or other individual involved in the administration, support or conduct of a BC Lacrosse Association and/or member team or event.

13.02 The BC Lacrosse Association supports Inclusion of Transgender Participants

- a) The BC Lacrosse Association is an inclusive organization and welcomes participation of all individuals in our programs and activities, irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental disability.
- b) The BC Lacrosse Association supports inclusion of transgender participants in all aspects of Lacrosse.
- c) The BC Lacrosse Association will assign a BC Lacrosse Association Support Contact person and provide contact information on the BC Lacrosse Association website to assist in issues relating to this policy.

13.03 Participation in the Gender Group with which the Player Identifies

- a) For the purpose of registration on gender-based BCLA/member teams or events, a player may register under the gender with which the player identifies.

13.04 Disclosure

- a) Disclosure of an athlete's transgender identity is that athlete's choice.
- b) While the BC Lacrosse Association is entirely supportive of transgender athletes' participation and welcomes disclosure of same where an individual prefers, disclosure of one's transgender identity is not a requirement of participation. Such disclosure should not be sought of any Participant by any Participant.

Exception

- a) A transgender **athlete** must inform the BC Lacrosse Association Support Contact and may need to disclose their transgender status more generally where the player wishes to participate in a BC Lacrosse Association/member team or event that could be subject to doping control (see Doping Control), or when participating in an extra-jurisdictional event which requires said disclosure (see Extra-jurisdictional Participation).

13.05 Doping control

- a) All athletes must be aware of and have a responsibility for meeting eligibility requirements based on doping control.
- b) Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in establishing eligibility at relevant events and what process, if any, may be required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment, if necessary.

13.06 **Extra-Jurisdictional Participation**

- a) All athletes must be aware of and have a responsibility for meeting eligibility requirements based on the rules and regulations of extra-jurisdictional events within which they wish to participate.
- b) Some BC Lacrosse Association/member teams and events occur in conjunction with other organizations or occur outside of BC. These extra-jurisdictional events may be subject to rules or requirements for transgender **athletes'** participation that are different from this policy. Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in determining eligibility at relevant events in advance of competition.

13.07 **Confidentiality**

- a) Any communication to the BC Lacrosse Association regarding participation or transgender policies between a transgender athlete and the BC Lacrosse Association will remain confidential to the extent requested by the athlete and/or their family, except as necessary for the purposes of implementing this Policy.

Application

- a) All individuals participating with the BC Lacrosse Association/member teams or events are expected to observe and follow this policy.
- b) Any member of the BC Lacrosse Association and/or participant in a BC Lacrosse Association/member team or event who becomes aware of conduct that violates this policy should report the conduct to a person within the BC Lacrosse Association.
- c) Any participant in a BC Lacrosse Association/member team or event in violation of this policy may be subject to sanction, including exclusion from the BC Lacrosse Association/member teams or events.
- d) The BC Lacrosse Association will endeavour to apply this policy in a reasonable and flexible manner, respecting the importance of fostering fair and equitable participation and competition at all levels of play, maintaining and promoting the BC Lacrosse Association as an inclusive organization for transgender participants, and the privacy interests of those participants.

13.08 **Facility Use – Washrooms and Change rooms**

- a) Participants may use washroom and change room facilities consistent with the gender with which they identify. The BCLA recommends provision of gender neutral facilities where available.

13.09 **Ongoing Monitoring**

- a) This policy is informed by the recommendations of the Canadian Centre for Ethics in Sport, as detailed in "Creating Inclusive Environments for Trans Participants in Canadian Sport" – May 2016
- b) The BC Lacrosse Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available, and at a minimum every 3 years.

14. HARASSMENT

- 14.01 The BCLA is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The BCLA will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted.

14.02 Harassment means any behaviour by a person engaged in any paid or volunteer capacity, role, or function with the BCLA that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

14.02.1 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of people.

14.03 The following types of harassment are intolerable, whether or not individuals complain:

14.03.1 **Abuse:** Abuse can be physical, emotional or sexual.

- (i) **Physical Abuse** - using physical force or actions that result, or could result, in injury.
- (ii) **Emotional Abuse**- a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individuals, insults, humiliation or rejection.
- (iii) **Sexual Abuse**- using an individual for sexual stimulation or gratification unless, in the case of an adult, that individual consents.

14.03.2 **Harassment:** Any behaviour that satisfies one or more of the following definitions of Harassment.

- (i) **Personal Harassment:** Behaviour, including communications, conduct or gesture, which:
 - (a) is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals (including a statement with respect to a Prohibited Ground or otherwise); and
 - (b) would be considered by a reasonable person to create an intimidating, humiliating or uncomfortable work or sport-related environment.
- (ii) **Sexual Harassment:** Behaviour involving unwelcome sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature when:
 - (a) such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group; or
 - (b) submission to such conduct is made, implicitly or explicitly, a condition of employment or participation in a sport-related activity; or
 - (c) submission to or rejection of such conduct is used as a basis for any employment or sport-related decision; or
 - (d) such conduct has the purpose or the effect of interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.
- (iii) **(a) Bullying:** Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.).

The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue (i.e., extortion, physical assault, etc.). Bullying can be broken down into four types:

- Physical (hit or kick victims; take/damage personal property)

- Verbal (name-calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber-Bullying

The following is a non-exhaustive list of tactics used by bullies to control their targets:

1. Unwarranted yelling and screaming directed at the target
2. Continually criticizing the target's abilities
3. Blaming the target of the bullying for mistakes
4. Making unreasonable demands related to performance
5. Repeated insults or put downs of the target
6. Repeated threats to remove or restrict opportunities or privileges
7. Denying or discounting the targets accomplishment
8. Threats of and actual physical violence

(b) Cyber-Bullying: Cyber-Bullying is the use of communication devices and electronic information to include but not limited to, e-mail messages, text messaging, instant messaging, cell phone communications, internet chat rooms, internet blogs, internet postings, video recording and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to that individual or damage to the individual's property; or
3. Has the effect of substantially interfering with a person's work or sport performance or of creating an intimidating, hostile or offensive work or sport environment.

(iv) **Retaliation:** Acts of Retaliation: Types of behaviour that may constitute Harassment include, but are not limited to:

- (a) written or verbal abuse or threats;
- (b) physical assault
- (c) using any instrument in an aggressive and/or threatening manner (i.e., as a weapon)
- (d) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, or religion;
- (e) displaying of racist or other offensive or derogatory material, racial, ethnic or religious graffiti;
- (f) practical jokes, hazing or initiation rites which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- (g) obscene gestures;
- (h) intimidation;
- (i) behaviour which undermines self-respect or adversely affects performance or working conditions;
- (j) false accusations of Harassment motivated by malice or mischief, and meant to cause other harm.

14.03.3 **Retaliation:** Any action taken against an individual in retaliation for:

- (i) having initiated this policy on behalf of this individual or another individual;
- (ii) having participated or co-operated in any investigation under this policy; or
- (iii) having associated with anyone who has invoked this policy or participated in an investigation.

14.03.4 **Prohibited Ground:** The BC Human Rights Code provides that no person shall discriminate against another person with respect to, amongst other things, employment, publications, accommodation, service, and facilities on any of the following grounds (the "Prohibited Grounds"): race, marital status, sex, colour,

conviction for an offence, age, ancestry unrelated to employment, sexual orientation, place of origin, physical disability, political belief, mental disability, family status, religion.

- 14.03.5 **Reasonable Person Standard:** In relation to a determination of Harassment under this policy, an assessment of responsibility that takes into account not only what the Complainant and Respondent actually experienced, knew, or understood about one another or the situation, but also what a reasonable person in each of their circumstances would or ought to have experienced, known, or understood.
- 14.03.6 **Responsible Adult:** Where the Complainant or the Respondent is a minor (under 19), or otherwise unable to personally represent, a parent, guardian, or other adult of the person's choice who may speak on behalf of the Complainant or Respondent.
- 14.04 It is the overall objective of the BCLA Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.
- 14.04.1 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behaviour is offensive. If the behaviour continues, the individual should file a complaint in the manner described in the BCLA Complaint Review Procedure.
- 14.04.2 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the BCLA Complaint Review Procedure.
- 14.04.3 The BCLA takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.
- 14.04.4 The BCLA believes that harassment is a serious offence. It is also a serious offence to falsely accuse someone of harassment.
- 14.04.5 If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the BCLA Discipline Policy.

15. DOPING CONTROL PROGRAM

15.01 **Position Statement**

- 15.01.1 The BCLA is unequivocally opposed, on ethical, medical and legal grounds to the practice of doping in sport and fully supports the position of Sport Canada and the Canadian Centre for Drug Free Sport (CCDS) against the use of banned substances and methods.
- 15.01.2 The use, possession, and/or trafficking of banned substances, methods or recreational drugs, or the encouragement or counseling to use banned substances, methods or recreational drugs; and/or taking measures to mask the use of banned substances, methods or recreational drugs by any member of the BCLA or its member associations is unacceptable, constitutes doping violations, and will not be tolerated.
- 15.01.3 The BC Lacrosse Association endorses and adopts The Canadian Policy on Penalties for Doping in Sport as developed and issued by the Canadian Centre for Drug-Free Sport.

- 15.01.4 It is mandatory that all Senior A, Senior B, Junior A and Junior B players, coaches and trainers must complete the CCES on-line drug education course by July 1 of the playing year. Failure to complete the course by this deadline could result in a suspension of the individual or \$100/player, coach and trainer fine to the team.

15.02 Definitions

- 15.02.1 The BCLA defines doping as the use by, or distribution to, a player of banned substances or methods (below) which could have the effect of improving artificially the player's physical and/or mental condition and so augmenting their athletic performance.
- 15.02.2 In accordance with the Canadian Policy on Penalties for Doping In Sport, a doping infraction consists of doping infractions: the use of banned substances, and doping related infractions: infractions other than the use of banned substances or practices.
- 15.02.3 A doping infraction is the use of banned substances or practices. The reference for these substances and practices include the International Olympic Committee's published categories of banned classes and methods.

15.03 Doping related infractions are:

- a) Condoning the use of banned substances or practices;
- b) Counseling or advising others to use banned substances or practices;
- c) Avoiding or aiding in avoiding doping control and detection of banned substances or practices;
- d) Securing, supplying or administering banned substances or practices;
- e) Possession of banned substances without valid medical reason;
- f) Importing or selling banned substances or materials intended for use in a manner contrary to anti-doping rules;
- g) Refusal to participate in doping control;
- h) Failing to co-operate as requested by any CCDS or sport-governing body investigation into a possible doping infraction; with the intent of violating anti-doping rules.

15.04 Doping Control

- 15.04.1 The BCLA acknowledges and endorses the Standard Operating Procedures (SOP) for doping control as developed through CCDS. Copies of the Canadian Doping Control Standard Operating Procedures are available upon request from the BCLA, LC or CCDS.
- 15.04.2 The BCLA endorses the concept of Announced and Unannounced doping control as outlined in the CCDS Standard Operating Procedures.
- 15.04.3 The BCLA, through the LC, will recommend anti-doping programs to the CCDS with the intent that all players selected to the National Team squads be tested.

15.05 Doping Violations

- 15.05.1 Any player producing a positive result in contravention of the BCLA Anti-Doping Policy shall be immediately ineligible for all competition, domestic and international.
- 15.05.2 In accordance with the SOP, a doping infraction may be proven by a positive test result obtained from an IOC accredited laboratory, or such other evidence which establishes a doping infraction (e.g. admission).
- 15.05.3 Whether a doping infraction is established by evidence other than a positive test result will be determined according to the Procedures for the Determination of Doping Related Infractions contained in the SOP.

- 15.05.4 The penalty for a doping infraction proven by a positive test result is calculated from the date of sample collection. Otherwise, a penalty is calculated from the decision of the Panel as set out in the Procedures for the Determination of Doping Related Infractions, with necessary modifications.
- 15.06 **Penalties**
- 15.06.1 **Doping Infractions.** Subject only to the provisions of reinstatement, the penalties for a doping infraction by an athlete are:
a) First infraction: 4 years ineligibility
b) Second infraction: life ineligibility
- 15.06.2 Subject only to the provisions of reinstatement, the penalties for a doping related Infraction by a person other than an athlete are:
a) First infraction: life ineligibility
- 15.07 In cases where the infraction occurs at a major event (such as the World Cup), a person's four-year ineligibility will include the same major sporting event even if the date of the next event is beyond the four-year time period.
- 15.08 Subject only to the provision for reinstatement the Federal Government Sport Funding penalty for a doping infraction by any person is life ineligibility on the first infraction.
- 15.09 **Doping Related Infractions**
- 15.09.1 An athlete who has committed a doping related infraction will be subject to a lifetime ineligibility for direct federal sport funding, and a sport ineligibility for a minimum period of four years, except where the infraction and the athlete's misconduct is deemed by the BCLA to warrant a greater penalty.
- 15.09.2 Subject only to the provisions for reinstatement any person other than an athlete proven to have committed s doping related infraction shall be subject to a lifetime penalty in respect of direct federal sport funding and sport ineligibility.
- 15.09.3 Penalties for doping related infractions are calculated from:
a) The date of refusal to be tested or avoiding doping control;
b) In all other cases, from the decision of the Panel as set out in the SOP.
- 15.10 **Reinstatement**
- 15.10.1 A person who has been found to have committed a doping or doping related infraction may apply for reinstatement of sport eligibility and eligibility for direct federal sport funding under the guidelines established by the Canadian Policy on penalties for Doping in Sport. In all cases, the onus of proof of mitigating, exceptional or demonstrable circumstances for reinstatement rests with the sanctioned person.
- 15.10.2 As per the guidelines issued by the CCDS, there are three potential avenues for reinstatement.
- a) **Category I**
Category I applies only to doping infractions involving stimulant class of banned substances when administered orally for medical purposes as defined from time to time by CCDS consistent with the IOC Charter Against Doping in Sport. On the first infraction an athlete may apply at any time to the BCLA to return to competition after three months. Subsequent infractions may be dealt with through Category II and III reinstatement.
- b) **Category II**
Under limited and exceptional circumstances, a person who has committed an infraction with a four-year sport ineligibility and with a four-year ineligibility and who desires to be reinstated may apply to

the LC under Category II. The applicable limitations are described in the Criteria for Category II reinstatement issued by CCDS. In the event a person applies for Category II reinstatement for a second infraction as described in Category I reinstatement, the athlete shall remain ineligible to compete for a minimum of three months.

c) **Category III**

Unless otherwise reinstated, an athlete who has committed an infraction with a four-year penalty and who desires reinstatement must in all cases notify in writing the BCLA, LC and CCDS of their desire for normal reinstatement of sport eligibility, once the applicable penalty has been served. Notice must be given 18 months prior to the date of desired reinstatement. The BCLA in conjunction with the LC and the CCDS will determine the conditions which must be fulfilled during the remaining time period leading up to reinstatement.

16. CONCUSSION AWARENESS AND EDUCATION

16.01 The BCLA acknowledges the severity of concussion and its life-long effects on players and their families.

16.02 The BCLA recommends that all members should review the on-line resources regarding Concussion Management and Protocols as there are many resources available and the BCLA recommends that players and their families discuss current protocols with their own medical resources, (ie, family doctor, sport medicine professional, etc.).

Concussion medicine, resources and expert knowledge improves often and member associations should educate themselves and their members on an ongoing basis; member policies should be 'working' documents that can be changed as necessary to keep members apprised of the most current information.

16.03 As per the BCLA's Risk Management Policy, all Associations/Teams must have an Emergency Action Plan that will be executed should any safety and/or medical emergency arise.

16.04 All teams must have a designated person responsible for initial concussion/head injury assessments during all practices and games. In addition *to having taken a first aid training course, this designated person must have completed a concussion management course and be capable of making an assessment of a concussion/head injury at the time of an incident. (**does not have to be same individual*).

16.05 BCLA members shall institute the following protocols when a member participant (athlete, official, coach, etc.) is suspected of sustaining a concussion or head injury:

a) The individual must immediately be removed from play.

b) The designated person responsible for initial concussion/head injury assessments, along with one other adult when assessing anyone under the age of 19, will conduct the initial assessment of the individual's injury. If a concussion or head injury is assessed, the individual will not return to play until the following protocols are met:

1) The individual must seek medical evaluation by a physician or licensed healthcare professional after a suspected concussion or head injury.

2) The Head Injury Report (see Appendix H) must be completed by the Team Manager or Coach on the date of the injury, and submitted.

- i) For regular league play, to the Local Association Team President or General Manager
- ii) For provincial/tournament play, to the Association President/General Manager and the Provincial or Tournament Director;

- iii) In the case of a Coach, to the BCLCG Chair;
- iv) In the case of an Official, to the BCLOG Chair.

3) A member/participant who is deemed to have suffered a concussion or head injury may not return to play until a Medical Clearance Letter* (see Appendix H) is provided

- i) For regular league play to the Team Head Coach;
- ii) For provincial/tournament play, to the Team Head Coach and the Provincial or Tournament Director;
- iii) In the case of a Coach, to the BCLCG Chair;
- iv) In the case of an Official, to the BCLOG Chair.

PLEASE NOTE: The medical clearance letter must be made available upon request to the local association/team President/General Manager, and/or to the League Commissioner.

16.06 Appendix H contains various resources that can be consulted when creating a Concussion Management Policy and Protocol. BCLA will endeavor to update Appendix H with links to the most recent and relative online resources.

17. FAIR PLAY CODES

- 17.01 The BC Lacrosse Association supports and promotes the Fair Play Codes as outlined in Appendix C of the General Operating Policy.
- 17.02 Remedial action to be from this Code will be deferred to the appropriate Governing Body who has jurisdiction, and their process of investigation and discipline shall apply.

18. RISK MANAGEMENT

- 18.01 The BCLA is committed to providing and promoting a safe environment for all members and staff, and shall adopt the Risk Management Program as outlined in the Risk Management Manual and its future updated materials.

19. TRANSPORTATION BY VOLUNTEER DRIVERS

- 19.01 The BC Lacrosse Association (BCLA) recognizes that there will be times when private vehicles are used to transport athletes, coaches, referees and/or volunteers (other than within a family), and the BCLA values the involvement and commitment of volunteer drivers.
- 19.02 Any volunteer driver willing to provide transportation where needed for organized lacrosse activities, must review and comply with the following conditions:
 - a) The Insurance Corporation of British Columbia (ICBC) considers drivers to be "volunteers" as long as they are reimbursed only for reasonable expenses. A volunteer who is paid a wage or is reimbursed for that individual's time is no longer considered a "volunteer" and is to contact the Autoplan agent as it may be necessary for the volunteer's vehicle to be rated for "business use".
 - b) The driver must hold a valid British Columbia (ICBC) driver's license (Novice Stage or Full Privilege only).
 - c) The vehicle must have standard insurance coverage with ICBC.
 - d) The vehicle must have one (1) seatbelt available for every passenger, including the driver. Drivers are responsible for complying with all child restraint requirements.
 - e) The number of persons being transported in the vehicle must not exceed the normal carrying capacity of that vehicle.
 - f) The vehicle must be maintained in sound mechanical order.
 - g) A vehicle with a seating capacity of more than ten (10) persons, including the driver, is

classified by the Motor Vehicle Branch as a "bus". A "bus" used to transport athletes, coaches, referees and/or volunteers is required to have a valid Class 4 Driver's License issued by the Motor Vehicle Branch. This will include volunteers' vehicles and rental vehicles used for athletes, coaches, referees and/or volunteers transportation.

- h) Volunteers who rent vehicles to transport athletes, coaches, referees and/or volunteers must be aware of the appropriate requirements for driver's license classifications, third party liability insurance limits, and bus permits, particularly when renting vehicles, which have a capacity to carry more than ten people, including the driver. Vehicle capacity, and not the number of passengers being carried, is the determining factor. Only drivers who are declared to the rental agency are allowed to drive (confirm minimum age requirement for operating a rental vehicle with the rental agency). Insurance coverage is voided if an undeclared driver drives the vehicle.
- i) There is no medical, dental or disability coverage for volunteers. If a volunteer is injured by the actions of other people, the volunteer still has the right of common law action and in the case of automobile-related injuries, ICBC coverage may apply.

All incidents of injury or vehicle accidents must be reported to the individual's respective Association/Club/League immediately.

20. VOLUNTEER SCREENING

- 20.01 All lacrosse bench personnel, officiate, manage, train with children 18 years of age or younger must submit to a criminal record check.
- 20.02 The criminal record check must be renewed every three (3) years, prior to the start of the regular season play.
- 20.03 Failure to provide a criminal record check could result in the individual being suspended from coaching.
- 20.04 The BCLA Executive strongly recommends that all associations with athletes 18 years of age or younger, institute a policy that states no adult should be alone with a child and there should always be at least two adults present at all times around a child.
- 20.05 The BCLA membership shall institute the **Rule of Two** that statements that no minor will be left alone with a single adult.
- 20.06 It is the responsibility of the minor box associations, youth field associations, senior box teams, men's field teams and women's' field teams to ensure that the appropriate adults have a current criminal record check on file. The CCR's are to be returned to a designated volunteer screening officer of the local association/team, who will confirm that the appropriate adults (per 20.01) have a current CCR. If there is a problem the CCR can be forwarded to the BCLA Volunteer Screening Officer for a resolution. The CCR box on the coaching form 100 must be filled in by the home association/team before submitting the form to the BCLA Office.

21. CONFIDENTIAL FILE

- 21.01 The BCLA Executive shall create and maintain a confidential file where information has been obtained about a BCLA Member or any individual desirous of becoming involved with the BCLA in so far as it regards to a criminal record or pending criminal charge.
- 21.02 The BCLA Executive shall protect the personal information contained in the confidential file by making reasonable security arrangements against such risks as authorized access, collection, use, disclosure or disposal.

- 21.03 The BCLA Executive shall disclose the contents of its confidential file to the President or Head of any respective association with whom the “individual” is involved or proposes to become involved and the information contained therein must be communicated to the Executive of that respective association.
- 21.04 Prior to disclosing the personal information contained in the confidential file, the BCLA Executive shall make all reasonable efforts to notify the individual whose personal information is to be released.

22. WEBSITE PROTOCOL

The BCLA Website (www.bclacrosse.com) is a communication tool for the BC Lacrosse Association and its members to its members and other interested parties.

- 22.01 The BCLA General Operating Policy REGULATION 1: CODE OF CONDUCT will apply to all aspects of the BCLA Website, and any linked websites to the BCLA Website.
- 22.02 Disruptive and/or abusive behaviour will see the offending parties banned from the BCLA Fan Forum.
- 22.03 Posting of profanity, obscene, adult or abusive language or other obscene, adult or abusive material is strictly prohibited, and will be dealt with under the Code of Conduct.
- 22.04 Postings that could be unlawful, incorrect, libelous, and/or false will not be posted on the BCLA Fan Forum.
- 22.05 While the BCLA respects the privacy of others, the BCLA Executive and Webmaster will co-operate fully with any law enforcement authorities who request information in an investigation of any illegal (i.e., libelous, false, obscene, profane language and/or materials) behaviour.
- 22.06 The BCLA reserves the right to limit or ban anyone from the BCLA Fan Forum.

23. SOCIAL MEDIA

- 23.01 The BCLA recognizes the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media in an appropriate, positive, respectful manner.
- 23.02 **APPENDIX F: BC Lacrosse Association Social Media Guidelines** has been developed to help empower members to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game. The BCLA encourages all our Association/Club Members, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of BCLA players to explore and engage in social media communities at a level at which they feel comfortable. Approach online worlds in the same way one does the physical one -- by using sound judgment and common sense, by adhering to the BCLA's values, and by ensuring that all of the BCLA's Policies and Procedures are not breached. Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.
- 23.03 The BCLA expects that all members are aware of and respect APPENDIX F: BCLA Social Media Guidelines.
- 23.04 If anyone is found to be in violation of the guidelines to the extent that it is damaging to the BCLA, it will be handled using the provisions of REGULATION 1: CODE OF CONDUCT. Non-compliance with this policy may be considered as misconduct, harassment, discrimination, or in

certain circumstances contravention of the law. Those who fail to comply with the guidelines may be disciplined.

24. CONFLICT OF INTEREST

- 24.01 **Policy Statement.** The BC Lacrosse Association (BCLA) is committed to the values of ethical conduct, integrity and honesty. Good governance requires an avoidance of conflict of interest, and the regulation of conflict of interest is necessary to promote good governance practices.
- 24.02 **Purpose.** The purpose of this policy is to describe how individuals involved in the BCLA shall conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how the BCLA will make decisions in situations where conflicts of interest may exist.
- 24.03 **Definition of a Conflict of Interest.** A conflict of interest is a situation where an individual, or the organization that the individual represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with the BCLA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in the BCLA not being able to achieve a result which would be in the best interest of the BCLA.
- 24.04 Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.
- 24.05 **Application.** This policy applies to directors, officers, committee members, program volunteers and other volunteers who are involved in decision-making or decision-influencing roles within the BCLA (hereafter referred to as "Representatives" of the BCLA).
- 24.06 **Obligations.** In addition to fulfilling all requirements of the *BC Societies Act*, the BCLA and its Representatives will also fulfill the additional requirements of this policy. Representatives of the BCLA shall not:
- a) Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with the BCLA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
 - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek preferential treatment;
 - c) In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the BCLA, where such information is confidential or is not generally available to the public.
 - e) Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the BCLA, or in which they have an advantage or appear to have an advantage on the basis of their association with the BCLA;
 - f) Place themselves in positions where they could, by virtue of being a Representative of the BCLA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
 - g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the BCLA.
- 24.07 **Disclosure of Conflict of Interest.**
- a) On an annual basis, all executive members of the BCLA who are involved in decision-making or decision-influencing roles will complete a written statement disclosing any

- real or perceived conflicts that they might have.
- b) At any time that a Representative of the BCLA becomes aware that there may exist a real or perceived conflict of interest, they shall immediately disclose this conflict to the VP Administration or Executive Director of the BCLA, as appropriate.
 - c) Any person who is of the view that a Representative of the BCLA may be in a position of conflict of interest may report this matter to the VP Administration or Executive Director for the BCLA, as appropriate.
- 24.08 **Resolving Conflicts in Decision-Making.** Questions about decisions or transactions that may involve a real or perceived conflict of interest that have been reported or disclosed by a Representative of the BCLA shall be considered and decided upon by the Directorate, Committee or Board of the BCLA to which the question relates, or, if not related directly to the Board or a Committee, by the Executive, provided that:
- a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision and this disclosure is recorded in the minutes of that body's meetings;
 - b) The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
 - c) The Representative abstains from voting on the proposed decision or transaction;
 - d) The Representative is not included in the determination of quorum for the proposed decision or transaction; and
 - e) The decision or transaction is in the best interests of the BCLA.
- 24.09 **Enforcement.** Failure by a Representative to adhere to this policy may be referred to the BCLA Discipline Committee.

25. PRIVACY POLICY

- 25.01 The BC Lacrosse Association has adopted a Privacy Policy in accordance with the requirements of the British Columbia Personal Information Protection Act (PIPA). The Privacy Policy is applicable to the BC Lacrosse Association Executive Officers reporting directly to the Executive, Office Staff and other Employees; to the Minor, Senior, Recreation and Field Directorate Executive members; to the BC Lacrosse Coaches Technical Support Group, the BC Lacrosse Volunteer Leadership Technical Support Group and the BC Lacrosse Officials Technical Support Group Executive Members; to the BC Lacrosse Association Registrars and to members of the BC Lacrosse Association Committees.

Teams and Associations that are members of the BC Lacrosse Association are encouraged to create their own Privacy Policy.

- 25.02 All database and directory information shall only be used for internal BC Lacrosse Association and BCLA-member business. No sharing of information with business external to the BCLA and its members shall be allowed unless this is approved by the BCLA Board.

The sharing of database information for reporting purposes (i.e., government, LC, etc.) will not include any personal information (i.e., names, addresses, e-mail addresses). The information can contain "headless" data including first and last name initials, postal codes and ages for reporting purposes.

26. AMENDMENTS

- 26.01 The General Section of the Operating Policy shall not be altered except at the BCLA Annual General Meeting and shall be made only by a majority vote of the members voting thereon.
- 26.02 Notice of the proposed amendment shall be given in writing to the BCLA Office at least forty-five days before the day of the Annual Meeting, and the proposed amendments shall be circulated to the members at least thirty days prior to the Annual Meeting.

APPENDIX A: BCLA APPEALS POLICY AND PROCESS

Definitions:

"Appeal" refers to the Appeal conducted under this process;

"Appeal Board" refers to the Appeal Committee;

"Appellant" refers to the member appealing a decision;

"Hearing" refers to the hearing conducted under this process;

"May" refers to a choice to act or not;

"Member" is defined in the BCLA By-Law II: Membership.

"Notice of Appeal" refers to the application filed in accordance with this process;

"Party" or "Parties" refers to any person affected and participating in the Appeal;

"Respondent" refers to the individual or body whose decision is being appealed.

"Working Days" refers to BCLA offices hours and if a holiday falls within this time frame then the time is extended to the next day that the BCLA office is open.

General Powers

1. The Appeal Board has the power to manage its own processes and may produce rules respecting practice and procedure to enable the unbiased and timely resolution of the matters before it.
2. Without limiting section (1), the Appeal Board may make rules as follows:
 - a) Relating to holding of pre-hearing conferences which might include confidential conferences, requesting parties to attend a pre-hearing conference;
 - b) With respect to receipt and disclosure of documentation;
 - c) Regarding the exchange of records and documents by parties;
 - d) Regarding written submissions by parties;
 - e) Specifying the form of application and time within which and how the party must respond to the application;
 - f) Regarding service of the documents;
 - g) Regarding each party providing a mailing address and/or email address and/or fax number for service;
 - h) Regarding procedures for preliminary or interim matters;
 - i) Regarding any additional parties to an application;
 - j) Regarding adjournments;
 - k) Regarding the joining of applications;
 - l) Regarding witnesses to an application;
 - m) Regarding non-compliance with the Appeal Boards rules;
 - n) Regarding access and restrictions to documents;
3. Any changes to the rules in this section may be made at the Annual General Meeting of BCLA.
4. The Appeal Board is to ensure that these rules of practice and procedure are available to the Members and public.

Withdrawal or settlement of application

5. The applicant must inform the Appeal Board if all or part of the issue has been settled. Upon receipt of settlement the Appeal Board must inform all parties that the application has been altered or withdraw.

Service of documents

6. Anyone who wishes to appeal must provide to the BCLA Office written notice by fax, email and/or mail and payment of \$500.00 no later than seventy-two (72) hours after receipt of the decision. If notice is provided by fax and/or email, the payment in the amount of \$500.00 must be received by the BCLA Office within seventy-two (72) hours of the written notice.
7. The Appeal Board will provide any and all documents received from the applicant to any person named in the application by personal service which includes, ordinary mail, fax, and/or email to the last known address. That person will be able to respond to the materials.

Grounds for Appeal

8. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include, but are not limited to, the following:
 - 8.1 making a decision for which there was no authority or jurisdiction as set out in governing documents;
 - 8.2 failing to follow procedures as laid out in the bylaws or approved regulations of the BCLA;
 - 8.3 making a decision that was influenced by bias;
 - 8.4 failing to consider relevant information and/or taking into account irrelevant information in making the decision;
 - 8.5 exercising its discretion for an improper purpose; and/or
 - 8.6 making a decision that was unreasonable.
 - 8.7 Within three (3) business days of receiving notice of an appeal, the BCLA Executive Director will forward the notice of appeal to the Chair of the Appeals Committee.
 - 8.8 The Chair of the Appeals Committee shall review the information submitted under clause 6 and 7 within three (3) business days of receipt and, if upon preliminary view, the appeal appears to have no grounds, the Chair shall notify the appellant of that opinion, giving the appellant a reasonable opportunity to make further submissions before making a final decision. The final decision shall be made by the Chair of the Appeals Committee within three (3) business days of receipt of the further submissions. If the final decision is that the appeal has no grounds, the appellant shall be notified of that decision, in writing, with reasons, and the appeal shall be dismissed, and the \$500.00 will be refunded.

Notice of Appeal

9. The Notice of Appeal must include the following:
 - a) Contain the applicants name, address, phone number(s) and e-mail address;
 - b) Identify the decision that is being Appealed;
 - c) State why the decision should be changed;
 - d) State the outcome requested; and
 - e) Must include the required fee.

Time Limits

10. The Notice of Appeal must be filed in the BCLA office no later than 72 hours after the decision being made.
11. The commencement of an Appeal does not operate as a stay or suspend the decision being appealed.
12. The Chair or delegate shall hold an Appeal hearing within fourteen (14) working days of receipt of the Notice of Appeal. If, for some unforeseen reason, the President or designate may extend this timeline.

Appeal Board members

13. The BCLA Vice President - Administration will appoint a minimum of 25, no more than 30 Appeal Board members by January 1 each year.
14. The Chairs of the Senior, Minor and Field Directorates will appoint Appeal Members from their executives and/or commissioners.
15. Each hearing will have a Chair and three to seven panel members. The panel members will have the jurisdiction of, and may exercise and perform the powers and duties provided to them under this bylaw. In the case of a hearing necessary under Section 14.03.2 (Harassment) Policy, the panel should make every effort to be comprised of a minimum 51% of the same gender as the Appellant.
16. The decision of a majority of the panel members constitutes the decision of the panel.
17. Appeal Board members must faithfully, honestly and impartially perform their duties and must not, except in the proper performance of those duties, disclose to any person any information obtained as a member.

Disclosure of Documents

18. Appeal Board members and/or parties to the Appeal must not disclose or be compelled to disclose any documentation or statements made by a party in the dispute unless the matter proceeds to criminal court.

Summary Dismissal

19. At any time once an application has been filed, the Chair, Vice President – Administration and Finance, Senior/Minor and/or Field Directorate Chair may dismiss all or part of it if the Appeal Board determines that:
 - a) the application is not within the jurisdiction of the board;
 - b) the application was not filed within the applicable time limit; and
 - c) the application was made in bad faith or filed for an improper purpose or motive.
20. If the Appeal Board dismisses all or part of the application, the chair must inform all parties of the decision in writing within seven (7) business days and the reason for that decision.

Witnesses

21. A party to the application may provide a witness statement in writing if that witness is relevant to the issue(s) in the application.
22. The Appeal Board and a party to the application have the right if necessary to ask questions to the witnesses for a full and fair disclosure of the matters relevant to the hearing.
23. The Chair may limit the examination of the witness if the Chair is satisfied that the questions have been answered.

Recording of hearing

24. The Chair or designate will take minutes of the hearing. These minutes will be forwarded to the BCLA Executive Director to keep on file.

Form of hearing of application

25. The hearing may be in any combination of written, telephone, and in person.

Adjournments

26. The Chair has the right to adjourn a hearing if required and provide reasons for the adjournment.
27. The Chair must ensure that the adjournment does not impact any of the parties in a negative way.

Evidence

28. The Chair may receive and accept information that it considers relevant, necessary and appropriate to the matter that is being appealed.

Decisions

29. The Appeal Board may attach terms or conditions to a decision.
30. The Appeal Board's decision is effective on the date on which it is issued, unless otherwise specified by the Appeal Board.
31. The Chair must communicate the Committee's final decision in writing within seven (7) business days to the parties affected by the decision, and give reasons for the decision. A copy of this letter must be sent to the BCLA Executive Director to keep on file.
32. If the Appellant is successful, the cost of the Appeal (\$500.00) will be returned to the issuing person. If the Appellant is not successful, the money is then forfeited. There shall be no returning of moneys should the Appeal be upheld.

Review by Level of Appeal

33. If a further Appeal is warranted by anyone with a vested interest to the BCLA Executive Committee level, then a further \$500.00 will be required and a written Appeal to the Executive Board. If notice is provided by fax and/or email, the payment in the amount of \$500.00 must be received by BCLA within seven (7) business days of written notice.
34. The Notice of Appeal must be commenced within three (3) working days of the decision from the Directorate Appeal hearing. If, for some unforeseen reason, the President or designate may extend this timeline.

Immunity for Appeal Board

35. The Chair, Appeal Board members or other officer who makes a decision in an application within their performance of a statutory duty or in the exercise of statutory power is not subject to legal proceedings.

APPENDIX B: 2022-2023 FEE SCHEDULE

SENIOR AND MINOR BOX LACROSSE PLAYER REGISTRATION – 2023 Season

| | TEAM FEE | INSURANCE | PER PLAYER REGISTRATION | | |
|-------------------------------------|----------|-----------|-------------------------|-------------|-------------|
| Senior A | \$250 | \$385 | | \$56 | |
| Senior B | \$150 | \$385 | | \$56 | |
| Senior C | \$150 | \$385 | Year 1 \$15 | Year 2 \$25 | Year 3 \$56 |
| Junior A | \$150 | \$220 | | \$52 | |
| Junior B – Tiers 1/2/3 | \$100 | \$220 | | \$52 | |
| U17/Junior (Minor/Female) | | | | \$46 | |
| U15 (Minor/Female) | | | | \$46 | |
| U13 (Minor/Female) | | | | \$46 | |
| U11 fA inor/Female) | | | | \$45 | |
| U9 | | | | \$45 | |
| U7 | | | | \$42 | |
| Female Box Lacrosse Recreational | | | | \$20 | |
| Minor Box (First year associations) | | | | \$15 | |
| Minor Box(Second year associations) | | | | \$25 | |

DEVELOPMENT

SENIOR BOX LACROSSE PLAYER REGISTRATION – 2022-2023 Season

| | INSURANCE FEE | PER PLAYER REGISTRATION | | |
|------------|---------------|-------------------------|-------------|-------------|
| Senior Box | \$385 | Year 1 \$15 | Year 2 \$25 | Year 3 \$56 |
| Junior Box | \$220 | Year 1 \$15 | Year 2 \$25 | Year 3 \$52 |

Please Note:

- 1) Senior Clubs/Leagues who declare as recreational teams are not allowed to participate in any provincial championships.
- 2) If a new Senior League starts up from an area that does not currently have any organized Senior lacrosse, then they will start at Year 1 registration fees and graduate up to full fees after three years. They will be required to pay full insurance and team fees from Year One on.
- 3) If a new Senior League starts up from an area that currently does have organized Senior Lacrosse, then they will start at registration fees of Year 2, and graduate up the following year to full fees. They will be required to pay full insurance and team fees from the start.
- 4) If a recreational team starts a Senior League or joins an existing Senior League, then they will continue to pay full team and insurance fees.

FIELD LACROSSE PLAYER REGISTRATION – 2022-2023 Season

| | REGISTRATION |
|---|--------------|
| Senior | \$52 |
| Youth | \$47 |
| Girls Field Lacrosse (House League – U19 and Below) | \$15 |
| Youth Field/Girls Field (first year associations) | \$15 |
| Youth Field/Girls Field (second year associations) | \$25 |

APPENDIX B: 2022-2023 FEE SCHEDULE – Page 2

RECREATIONAL OTHER LACROSSE PLAYER REGISTRATION – 2022-2023 Season

REGISTRATION

Recreational (Non-School)

| | |
|---|-------------|
| Masters Box | \$20/player |
| Masters Field | \$20/player |
| Emergency Services League | \$20/player |
| Senior Female Lacrosse | \$20/player |
| Groups approved by the Recreation Directorate | \$20/player |
| School Affiliate | \$ 0 |

BC LACROSSE COACHES FEES

| | | |
|-------------------------|---|------------|
| Registration Fee | Paid with submission of Form 100's | \$10/Coach |
| Box Clinics | CBET - Community Coach - Initiation | TBD |
| | CBET - Community Coach - Development | TBD |
| | CBET - Competitive Coach – Introduction | TBD |
| | CBET - Competitive Coach – Development | TBD |
| Field Clinics | CBET Programs | TBD |

BC LACROSSE OFFICIALS FEES

| | | |
|--------------------------|---|-----------------|
| Registration Fees | Minor Box and Youth Field (Invoiced to Association) | \$15.00/Referee |
| | Senior Box and Senior Field (Paid by Referee) | \$45.00/Referee |
| Box Clinics | Entry Level 1 | \$30.00 |
| | Level 1 | \$45.00 |
| | Level 2 | \$60.00 |
| | Level 3 | \$120.00 |
| Field Clinics | First Year – Level 1 | \$30.00 |
| | Level 1 | \$45.00 |
| | Level 2 | \$60.00 |
| | Levels 3-5 | \$75.00 |

PAYMENTS TO REFEREES:

Senior Box Officials Payments (per game) as set out by agreements with individual leagues.

Minor Box SHOT CLOCK Officials Payment/Game

| | |
|--|------|
| Shot Clock Officials – U7/U9 | \$ 0 |
| Shot Clock Officials – U11/U13 | \$20 |
| Shot Clock Officials – U15/17 | \$25 |
| Shot Clock Officials – Female U11/U13 | \$20 |
| Shot Clock Officials – Female U15/U17/Junior | \$25 |

Minor Box Officials Payment/Game

| | |
|--|------|
| U7/U9 | \$25 |
| U11 (Minor/Female) | \$35 |
| U13 (Minor/Female) | \$40 |
| U15 (Minor/Female) | \$45 |
| U17 (Minor/Female) | \$50 |
| Juvenile (Minor)/Fem Junior/Fem Senior | \$55 |

Field Officials Payment/Game

| | |
|--------------|------|
| U7 | \$20 |
| U9 | \$25 |
| U11 | \$35 |
| U13 | \$40 |
| U15 | \$45 |
| U18 | \$55 |
| Senior Men's | \$65 |

Women's Field Umpire Payment/Game

| | |
|--------|------|
| U12 | \$35 |
| U15 | \$45 |
| U19 | \$55 |
| Senior | \$60 |

APPENDIX C: FAIR PLAY CODES

FAIR PLAY CANADA, 1600 James Naismith Drive, Gloucester, Ont K1B 5N4
PHONE: (613) 748-5883/FAX: (613) 748-5890

FAIR PLAY Philosophy

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it's learned, it can apply to every aspect of a person's life. That's why fair play is so important and that's why all of us are responsible. At Fair Play Canada, they believe that the fair play philosophy becomes reality through the creation of a more ethical sport system, one that is democratic, open to all Canadians, and grounded in the principles of integrity, fairness and respect. Through sport, athletes learn about setting goals, working hard and having fun. They learn to respect their own abilities, and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result.

Developing a more ethical sport system means addressing tough issues like violence and equity. In turn, both of those issues include difficult areas such as sexual harassment, the principles of team selection and participant involvement. Through fair play resources, advocacy, communications and training, we're working with partners at the national, provincial and municipal levels to create an atmosphere in which coaches, athletes, administrators and educators can make every athlete's sport experience a positive experience. They believe in an alternative and positive sport-model, one that closes the gap between fair play as a vision and fair play as a reality. We welcome your involvement.

FAIR PLAY Issues

To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When consistently applied, they not only provide a clear ethical framework for competition, but greater opportunities for getting the most out of the game. That's because they help participants focus on achievement rather than the desire to conquer an opponent.

Violence. Any physical aggression outside the rules of a sport is violence. Violence in sport reflects violence in our society; on television or the evening news, so too may we come to accept it as a fact of life in sport. It shouldn't be. The sport system must look at minimizing sources of frustration and at using the appropriate tools to control inappropriate behaviour. Officials must be empowered to enforce the rules.

Doping and Other Methods of Cheating. Winning is a reward for effort, will, discipline and talent. Violating the rules by taking performance-enhancing drugs or gaining any other unfair advantage over a competitor has nothing to do with winning; it's a form of cheating. It means that the participants are no longer all playing the same game; it demeans the efforts of every other participant, the integrity of the game and the essence of sport.

Respect. Unhealthy attitudes are just as harmful to the value and purpose of sport as unhealthy play. When opponents are viewed as enemies, officials are treated with contempt, and rules are seen only as obstacles to be overcome, nobody wins. Respect for the rules and for everyone involved is fundamental to the quality of sport and the integrity of the game.

Equal Opportunities and Fair Access. Sport is for everyone, regardless of age, sex, race or ability. Sport can have numerous benefits for everyone. All Canadians should have a range of choices and opportunities to be involved in sport.

FAIR PLAY: An Athlete's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As an athlete you have an opportunity to get the best out of sport. You can:

- Participate because you want to, not just because your parent or coach wants you to.
- Co-operate and respect your coach, teammates and opponents, because without them, there would be no game.

- Always try to control your temper. Competition is stressful and can provoke powerful emotions, but fighting and mouthing off spoil the game for everyone.
- Remember that winning isn't everything. While it's great to win, it should always be fun to play.

FAIR PLAY CODES FOR ATHLETES

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper – fighting and mouthing off can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players/performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR PLAY: A Coach's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a coach you are a role model and leader, and have significant impact on your athletes' attitudes. You can:

- Encourage your team to respect the opposing team and the rules of the game, to accept the judgments of officials and opposing coaches without argument.
- Teach your players how to manage conflict and stress, and use good judgment in tough situations.
- Avoid overplaying talented players and allow average players equal playing time.
- Remember that children need a coach they can respect. Be generous with praise and set a good example.

FAIR PLAY CODES FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

FAIR PLAY: An Official's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As an official, you act as the conscience, reinforcing the Fair Play principals. You can:

- Be consistent and objective in calling infractions, regardless of your personal feelings toward a team or individual player.
- Prevent any players or team staff from intimidating other participants, either by word or action. Similarly, do not tolerate unacceptable conduct toward yourself, other officials, players or spectators.
- Remain open to constructive criticism and try to consider different points of view.
- Respect the athletes, their coaches and parents, and everyone involved in your sport. Remember that you have many shared interests and common sport goals.

FAIR PLAY CODES FOR OFFICIALS

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of **the** athlete's ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the athletes before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.

FAIR PLAY: A Parent's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a parent, you have significant impact on how your children feels about their achievements in sport, and in all aspects of life. You can:

- Avoid forcing your child to participate in a sport, and remember that children are playing for their enjoyment, not yours.
- Discuss Fair Play issues openly with your child. Encourage **the child** to play by the rules and resolve conflicts without resorting to violence. Help them understand that violence is unacceptable in professional sport.
- Teach your child that although it is fun to win, trying hard and doing one's best is really the name of the game. Never ridicule or get angry at your child for making a mistake or losing a competition. Offer constructive advice and assurance that continued effort will make for improved performance the next time out.
- Remember that children learn best by example. Be a supportive and fair spectator. Applaud good plays by members of both teams.

FAIR PLAY CODES FOR PARENTS

1. I will not force my child to participate in sports.
2. I will remember that children play sport for their enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game/event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good players/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

FAIR PLAY: An Administrator's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a sport administrator, league or club official, you set the tone for fair and ethical competition.

You can:

- Make sure that coaches and officials are capable of promoting fair play as well as the development of sound judgment and good technical skills. Encourage them to become certified.
- Do your best to ensure that all children are given the same chance to participate, regardless of age, gender, ability, ethnic background or race.
- Work toward ensuring that recreation department staff, parents, coaches and participants understand their role and their responsibility for promoting fair play in sports.
- Distribute Fair Play Codes to spectators, coaches, players, officials, parents and news media.

FAIR PLAY CODES FOR ADMINISTRATORS

1. I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

FAIR PLAY: A Spectator's Role

Everyone involved in sport, from parents and spectators to athletes, officials and coaches, can and should play a part in promoting fair play. And the easiest way to do this is to lead by example; to always respect the written and unwritten rules of the game. It is also essential to learn how to constructively manage stress so that fair play skills and instincts will not be lost in the heat of competition. Here are some examples of how you can incorporate fair play into your sport or recreation activity.

As a spectator, you set the appropriate tone during competition. You can:

- Avoid ridiculing an athlete for making a mistake during competition. Give positive feedback that motivates and encourages continued effort. Remember that children play sport for their own enjoyment, rather than to entertain others.
- Show respect for the coach and the officials, and their decisions.
- Condemn violence and verbal abuse and express your disapproval of such tactics to coaches and league officials.
- Encourage and applaud fair and skillful plays by all participants.

FAIR PLAY CODES FOR SPECTATORS

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them, there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

APPENDIX D: CONDUCT OF HEARINGS/APPEALS BEFORE VARIOUS LACROSSE TRIBUNALS

For those individuals who preside at the hearings/appeals of various lacrosse tribunals, there are four cardinal principles. They are as follows:

1. Process is the most important factor in such hearings/appeals. The process is how the hearing/appeal is conducted. The most important factor is not who wins or loses.
2. The process must be fair.
3. Those who preside must come to the hearing/appeal with an open mind.
4. Be polite (even if it is difficult).

There are twelve specific rules which ought to be adhered to. They are as follows:

1. Read over the rules which apply to the particular case before you. You may think you know these rules without reference. You are wrong. Bring the rule book with you. Also bring paper and a pen or pencil.
2. Before the hearing/appeal begins, read all the material which has been filed. Video evidence may be submitted. Tribunal meeting attendees presiding are not required to review the video but may consider or reject it. Note particular questions you may have in the margin.
3. Arrive in good time for the hearing/appeal. Do not arrive late.
4. Before the hearing/appeal starts, do not talk to the parties who appear before you, unless it is to say simply "hello" or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
5. Make sure that the room where the hearing/appeal is to take place is properly set up before the hearing/appeal starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing/appeal.
6. Call the hearing/appeal to order, describe the procedure to be followed. Introduce everybody. Although some organizations have both parties in the room at the same time, this may lead to outbursts and could intensify antagonism between the two parties. You may find it preferable to listen to and question each party separately.
Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
7. At the end of each side's presentation, if you have a question, ask it then. Do not interrupt the presentation unless absolutely necessary for purposes of clarification.
8. Have paper and pencil available. Make a note when something strikes you as important.
9. The members of the tribunal should retire to consider their decision. This means you must have your own room for your deliberations in the absence of the parties. This may be done by moving into another room or by asking the parties to leave the room you are in.
10. Write out your decision promptly. Give reasons. The reasons may be set up as follows:
 - Describe the issue
 - Set forth the relevant facts
 - Summarize in brief form each side's argument
 - State your findings
 - State your decision
 The reasons do not need to be long, but they must be clear and deal with the issues raised.
11. The written decision should be delivered (by hand, e-mail or mail) to the individual facing the disciplinary action. They should also be advised at that time of the appeal procedure available to them within your organization or through the BCLA.
12. At the end, leave and go home. Do not talk to the parties prior to the decision being delivered.

REMEMBER: At the end, it is important that both sides feel they have been given a fair opportunity to state their case.

APPENDIX E: CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

VALUES FOR VOLUNTEER INVOLVEMENT

- **Volunteer involvement is vital to a just and democratic society.**

It fosters civic responsibility, participation and interaction.

- **Volunteer involvement strengthens communities.**

It promotes change and development by identifying and responding to community needs.

- **Volunteer involvement mutually benefits both the volunteer and the organization.**

It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

- **Volunteer involvement is based on relationships.**

Volunteers are expected to act with integrity and be respectful and responsive to other with whom they interact.

GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT

- **Volunteer organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.**

The organizations' practices ensure effective volunteer involvement. The organization commits to providing a safe and supportive environment for volunteers.

- **Volunteers make a contribution and are accountable to the organization.**

Volunteers will act with respect for beneficiaries and community.

Volunteers will act responsible and with integrity.

ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

- The boards of directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose or mission.
- Policies and procedures are adopted by the organization to provide a framework that defines and supports the involvement of volunteers.
- A qualified person is designated to be responsible for the volunteer program.
- A clearly communicated screening process is consistently applied.
- Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
- Volunteer recruitment and selection reaches out to diverse sources of volunteers.
- Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
- The contributions of volunteers are regularly acknowledges with formal and informal recognition methods.

APPENDIX F: BC LACROSSE ASSOCIATION SOCIAL MEDIA GUIDELINES

The responsibility of on-line or social media accounts belongs to the named holder of the account (or page) and all members are expected to conduct themselves in accordance with the BCLA Code of Conduct.

Overview. The BC Lacrosse Association (BCLA) has begun to use social media networking in a way to increase the reach of BCLA news and information to all interested parties, which include but is not limited to: members, fans, sport enthusiasts, and supporters. The social media outlets that may be used by the BCLA include the website, on-line community of practice, Twitter and Facebook.

These guidelines have been developed to sit under the framework for the BC Lacrosse Association By-Laws and/or Regulations, as well as be a complement to any additional policies and codes of conduct implemented by the BCLA.

We recognize the vital importance of participating in online conversations and are committed to ensuring that we participate in online social media the right way. The Social Media Guidelines have been developed to help empower you to participate in this connected world and represent our Association by sharing the vision and mission of our organization and the story of our historic game.

The vision that serves as the basis to all our initiatives is guided by certain shared values that we live by as an organization and as individuals:

Sportsmanship Passion Integrity Respect Innovation Trust

The BCLA encourages all Association/Club members, Teams, Players, Coaches, Trainers, other Team Personnel, Officials, volunteers, parents and/or guardians of BCLA players to explore and engage in social media communities at a level at which they feel comfortable. **Have fun, but be smart.** The best advice is to approach online worlds in the same way we do the physical one -- by using **sound judgment** and **common sense**, by adhering to the Association's values, and by ensuring that all the Association's Policies and Procedures are not breached.

Social media enables people and organizations to share opinions, insights and experiences on the web using tools to connect, interact and maintain and develop relationships. Social media is about connecting and engaging with members, fans, followers and supporters.

All forms of social media that the BCLA utilizes are used to engage our members and beyond. Creating awareness, generating interest, and increasing the visibility of the BCLA should absolutely be the primary objectives when using these accounts. Social media is an opportunity for an organization to connect and network with its fans and followers.

Compliance. Non-compliance with these guidelines may be considered as misconduct, harassment, discrimination, or in certain circumstances contravention of the law.

Those who fail to comply with these guidelines may be disciplined under the BCLA By-laws and/or Regulations.

Definitions. Social Media is defined as "content created by people using highly accessible and scalable publishing technologies. Social media is distinct from traditional media, such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information". (Source: Wikipedia)

Social Media may include (but is not limited to):

- Social networking sites (ex. Facebook, MySpace, LinkedIn, Bebo, Yammer)
- Video and photo sharing websites (ex. Flickr, YouTube)
- Blogs, including corporate and personal blogs
- Blogs hosted by media outlets (ex. comments posted to news stories)
- Micro-blogging (ex. Twitter)
- Wikis and online collaborations (ex. Wikipedia)

- Forums, discussion boards and groups (ex. Google Group, Communities of Practice, etc.)
- Video or podcasting
- Online multiplayer gaming platforms (ex. World of Warcraft, Second Life)
- Instant messaging (including text messaging)
- Geo-spatial tagging (ex. Foursquare, Facebook Places)

BCLA General Guidelines.

Transparency in every social media engagement. The BCLA does not condone manipulating the social media flow by creating "fake" destinations and posts designed to mislead followers and control a conversation. Every Website, "fan page", or other online destination that is ultimately managed by the Association must make that fact known.

Respect of copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC). How exactly you do this may depend on your particular situation, so work with the Association's communications contact to make informed, appropriate decisions. When in doubt, please contact info@bclacrosse.com

Utilization of best practices, listening to the online community, and compliance with applicable regulations to ensure that this Social Media Guidelines remains current and reflect the most up-to-date and appropriate standards of behaviour.

Guidance for navigating legal issues. The following is offered as general guidance to assist you in complying with the obligations set out in these guidelines. When in doubt, seek further guidance from the BCLA's Operating Policy Manual.

Privacy, confidentiality and information security. You should **not** publish or report on conversations or information that is deemed confidential or classified or deals with matters that are internal in nature. The BCLA's *Privacy Policy* applies.

Copyright. You should respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible.

Harassment and Bullying. The BCLA's *Harassment Policy* applies online and in the physical workplace. Bullying and harassment includes any bullying or harassing comments a person makes online, even on their own private social networks or in non-lacrosse related settings.

Abusive, harassing, threatening or defaming postings are in breach of the BCLA's *Harassment Policy* in the *BCLA General Operating Policy*, and may result in disciplinary action being taken.

All participants of the game are expected to treat each other with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

Defamation. You should refrain from publishing material that may cause injury to another person, organization, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

Offensive or obscene material. Material may be offensive or obscene and may infringe relevant online classification laws if it pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

Social Media Activities. The BCLA respects the rights of its participants of the game and its authorized contractors to use blogs and other social media tools not only as a form of self-expression, but also as a means to further the BCLA's awareness. It is important that all participants of the game are aware of the implications of engaging in forms of social media and online conversations that reference the BCLA and/or the representative's relationship with the BCLA and its brand, and that they recognize when the BCLA might be held responsible for their behaviour.

Personal Use

Our Expectations for Personal Behaviour in Social Media. There's a big difference in speaking "on behalf of the Association" and speaking "about" the Association. This set of **5 principles** refers to those **personal or unofficial online activities** where you might refer to the BC Lacrosse Association, Lacrosse Canada or any associated activities (Local, Provincial, National Championships, International events, AGMs, etc.)

1. **Adhere to all applicable policies.** All participants of the game are subject to the Association's Code of Conduct in every public setting. In addition, in certain circumstances, other policies, including the Confidentiality Agreement or National Teams Policies and Guidelines, govern participants of the game's behaviour with respect to the disclosure of information; these policies are applicable to your personal activities online.
2. **You are responsible for your actions.** Anything you post that can potentially tarnish the Association's image will ultimately be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense. Please make sure to include the following disclaimer to each profile or platform you use where you can be identified as related to the Association: "The views expressed on this website/blog are the views of the author alone and do not reflect the views of the BC Lacrosse Association".
3. **Be a "scout" for compliments and criticism.** Even if you are not an official online spokesperson for the Association, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Association or its brands online that you believe are important, consider sharing them by forwarding them to info@bclacrosse.com.
4. **Let the subject matter experts respond to negative posts.** You may come across negative or disparaging posts about the Association or its brands, or see third parties trying to spark negative conversations. Unless you are an authorized online spokesperson, avoid the temptation to react yourself. Pass the post(s) along to the BCLA staff who are trained to address such comments, at info@bclacrosse.com.
5. **Be conscious when mixing your business and personal lives.** Online, your personal and business personas are likely to intersect. The Association respects the free speech rights of all of its participants of the game, but you must remember that anyone has access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on.

REMEMBER: Do not represent yourself as an Official Spokesperson of the Association (unless authorized to do so - see "Professional Use of Social Media) in any social media forum and never disclose non-public information of the Association (including confidential information). Be aware that taking public positions online that are counter to the Association's interests may be harmful and could be considered a breach of compliance.

Specific Applications and Situations

1. **Timing.** Some situations require that participants of the game in official functions for the Association refrain from uploading content or participating to social media. These situations include (but are not limited to):
 - a. Inside a competition stadium during the competition period (ex. FIL World Cup competition or Minto Cup)

- b. During a non-public event or meeting organized by the Association (ex. the Annual General Meeting)
 - c. Before, during or after a meeting where non-public information is discussed (ex. Local competitions committee planning meeting)
 - d. Before, during or after a game or training session when strategic, tactical or medical information is discussed. We ask that you please refer to the team's coaching or medical staff before making any comments pertaining to these.
- 2. Use of official marks.** We recognize that Team BC players and staff members may see value in using pictures or videos where we see them in official kits. The intent is not to forbid this usage, but simply to remind you that using such photos, for example as your profile picture, automatically link you to the Association and we therefore ask that you stay conscious of the comments and contents you post. The use of any other official marks should follow copyrights and trademarks regulations.
- 3. Links.** In order to facilitate access to relevant information regarding the Association, all groups of participants of the game are encouraged to link their blogs and other social media interactions, when in accordance to the above guidelines, to the www.bclacrosse.com website and its services.

Professional Use Of Social Media

Our Expectations for Professional Behaviour in Social Media

Becoming Authorized To Use, Post And Comment

- Before using the Association's social media accounts you must be a representative of the organization.
- You may not use, post or comment as a representative of the organization unless you are **authorized** to do so.

Rules Of Engagement

Once authorized to use, post and comment as an organization's representative, you must:

- disclose you are an volunteer/employee/contractor of the organization, and use only the Association's designated social media accounts
- disclose and comment only on information classified as public domain information
- ensure that all content published is accurate and not misleading
- ensure you are not the first to make an announcement (unless specifically given permission to do so)
- comment only on your area of expertise and authority
- ensure comments are respectful of the community in which you are interacting online
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws, and the association's Privacy Policy.
- if applicable, remove material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful

If you are authorized to comment as an organization's representative, you must not:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the BCLA's reputation or bring it into disrepute.

APPENDIX G: RULES FOR HOLDING ELECTRONIC VOTES

1. All participants must have access to the necessary equipment for participation in the e-mail vote. If any participant does not have access, the e-vote cannot be taken.
2. The Chair must develop the time frame for the e-vote.
3. A minimum of twenty-four (24) hours' notice must be provided to all participants by e-mail, fax or telephone by the Secretary or the Chair. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. A motion to "lay" on the table is not in order.
6. Each new main motion must be made in a separate, new e-mail message with no other message thread included.
7. New motions in a new message thread may be introduced while there is another motion currently being debated.

DEBATE

1. Members shall use "Reply All" in all messages.
2. Members may respond at will, that is, without seeking recognition from the chair.
3. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. For example...the main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".
4. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. As each motion is disposed of, the corresponding letter in the subject line is removed.
5. In the case of conflicting secondary and incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher ranking motion is made first, the lower ranking motion is not in order.
6. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply-all".
7. The chair shall close debate by asking, "Are you ready for the question on motion 1-a?" in the subject line.

VOTE

1. The Chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
2. The Chair shall include the time frame/deadline for the vote.
3. Members shall state, "I vote yes" or "I vote no" in the first line of the response and use "Reply-All".
4. The Secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
5. The Chair shall announce the results of the vote.
6. The Chair shall either state the next pending motion and open debate or shall declare the thread on "motion (number)" closed.

SECRETARY'S RECORDS AND MINUTES

1. The Secretary, or committee member so designated, shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
2. The Secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
3. These minutes shall be approved at the next regular meeting.
4. Any member shall have the right to request a copy of the message thread of a motion.

APPENDIX H: CONCUSSION MANAGEMENT FORMS

The following documents are resources that should be used when instituting the BCLA's Concussion Management Policy and Protocol, noting that the 'attached' reports are only examples and each club should decide which format of report/letter is acceptable for their own needs.

- Head Injury Report (attached)
- Medical Assessment Letter (attached)
- Medical Clearance Letter (attached)
- Concussion Recognition Tools - <http://www.parachutecanada.org/downloads/resources/CRT5.pdf>
- What You Need to Know About Concussion (attached)
- CATT Concussion Pathway (attached)
- Return to Sport Stages (attached)
- Return to School Strategy (attached)
- Concussion Guide for Coaches - <http://www.parachutecanada.org/downloads/resources/Concussion-Coaches.pdf>
- Concussion Guide for Athletes - <http://www.parachutecanada.org/downloads/resources/Concussion-Athletes.pdf>
- Concussion Guide for Parents/Caregivers - <http://www.parachutecanada.org/downloads/resources/Concussion-Parents-Caregivers.pdf>

PLEASE NOTE: the referenced 'Parachute Canada' are examples of resources that can be used, but there are many other resources available; members should educate themselves on the various options and resources that exist.



Head Injury Incident Report

Submit via e mail to deb@bclacrosse.com or fax to 604-421-9775 **within 7 days** of the incident.
Please provide a copy to your **Team Manager** as well.

DISCIPLINE: ☐ Box ☐ Men's Field ☐ Women's Field
ASSOCIATION/TEAM: _____ DIVISION: _____
DATE & TIME OF INCIDENT: _____ LOCATION: (City/Facility) _____
Injured Player Name: _____ Player Date of Birth: Mth _____ Day _____ Year _____

Describe incident in detail (use additional pages if necessary and attach photos):

Was any penalty called on the play that caused the injury? ☐ Yes ☐ No

If Yes, what was the penalty?

Did the player receive medical attention? ☐ Yes ☐ No

Did the player go to the hospital? ☐ Yes ☐ No

If so, describe diagnosis and treatment:

What is the make/model of the helmet worn? _____

What is the make/model of the facemask worn? _____

To the best of your knowledge, was the equipment installed correctly? ☐ Yes ☐ No

Name of individual completing this form: _____ Signature: _____

Role (coach, manager, parent, player, etc.) _____ Date: _____

Phone Number: _____ Email Address: _____

Witness to Incident: Role (coach, manager, parent, player, etc.) _____

Name: _____ Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

Medical Assessment Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who sustain a suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*. Accordingly, I have personally completed a Medical Assessment on this patient.

Results of Medical Assessment

- ☐ This patient has not been diagnosed with a concussion and can resume full participation in school, work, and sport activities without restriction.
- ☐ This patient has not been diagnosed with a concussion but the assessment led to the following diagnosis and recommendations:

- ☐ This patient has been diagnosed with a concussion.

The goal of concussion management is to allow complete recovery of the patient's concussion by promoting a safe and gradual return to school and sport activities. The patient has been instructed to avoid all recreational and organized sports or activities that could potentially place them at risk of another concussion or head injury. Starting on _____ (date), I would ask that the patient be allowed to participate in school and low-risk physical activities as tolerated and only at a level that does not bring on or worsen their concussion symptoms. The above patient should not return to any full contact practices or games until the coach has been provided with a *Medical Clearance Letter* provided by a medical doctor or nurse practitioner in accordance with the *Canadian Guideline on Concussion in Sport*.

Other comments:

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print _____ M.D. / N.P. (circle appropriate designation)*

**In rural or northern regions, the Medical Assessment Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.*

We recommend that this document be provided to the athlete without charge.

Medical Clearance Letter

Date: _____ Athlete's Name: _____

To whom it may concern,

Athletes who are diagnosed with a concussion should be managed according to the *Canadian Guideline on Concussion in Sport* including the *Return-to-School* and *Return-to-Sport Strategies* (see page 2 of this letter). Accordingly, the above athlete has been medically cleared to participate in the following activities as tolerated effective the date stated above (please check all that apply):

- ☐ **Symptom-limiting activity (cognitive and physical activities that don't provoke symptoms)**
- ☐ **Light aerobic activity (Walking or stationary cycling at slow to medium pace. No resistance training)**
- ☐ **Sport-specific exercise (Running or skating drills. No head impact activities)**
- ☐ **Non-contact practice (Harder training drills, e.g. passing drills. May start progressive resistance training. Including gym class activities without a risk of contact, e.g. tennis, running, swimming)**
- ☐ **Full-contact practice (Including gym class activities with risk of contact and head impact, e.g. soccer, dodgeball, basketball)**
- ☐ **Full game play**

What if symptoms recur? Any athlete who has been cleared for physical activities, gym class or non-contact practice, and who has a recurrence of symptoms, should immediately remove himself or herself from the activity and inform the teacher or coach. If the symptoms subside, the athlete may continue to participate in these activities as tolerated.

Athletes who have been cleared for full contact practice or game play must be able to participate in full-time school (or normal cognitive activity) as well as high intensity resistance and endurance exercise (including non-contact practice) without symptom recurrence. Any athlete who has been cleared for full-contact practice or full game play and has a recurrence of symptoms, should immediately remove himself or herself from play, inform their teacher or coach, and undergo medical assessment by a medical doctor or nurse practitioner before returning to full-contact practice or games.

Any athlete who returns to practices or games and sustains a new suspected concussion should be managed according to the *Canadian Guideline on Concussion in Sport*.

Other comments:

Thank-you very much in advance for your understanding.

Yours Sincerely,

Signature/print _____ M.D. / N.P. (circle appropriate designation)*

*In rural or northern regions, the Medical Clearance Letter may be completed by a nurse with pre-arranged access to a medical doctor or nurse practitioner. Forms completed by other licensed healthcare professionals should not otherwise be accepted.

We recommend that this document be provided to the athlete without charge.

What You Need to Know About Concussion

This information sheet provides a brief overview on the appropriate care for an individual with a concussion. It outlines the three key steps in dealing with concussion (i.e. recognize, respond and manage) in order to assist your players/athletes in their recovery from this injury. The information included here is meant to supplement what is included in the CATT online courses. Visit cattonline.com to take a knowledge course.

Recognize

A concussion occurs when there is a significant impact to the head or body that causes the brain to move inside the skull. Common causes of concussion include **falls, motor vehicle crashes, and sport and recreational-related activities.**

There is no way to know for certain whether a particular event will lead to a concussion—a relatively minor impact may result in a concussion while a higher-magnitude hit may not. It is important to note that if there is a history of concussion, even a minor hit can trigger symptoms. Signs can be observed while symptoms are experienced by the individual.

The signs and symptoms of concussion in **individuals** include, but are not limited to:

- Headache
- Dizziness
- Nausea
- Blurred vision
- Light/sound sensitivity
- Imbalance
- Ringing in the ears
- Seeing “stars”
- Irritability
- Fogginess
- Fatigue
- Difficulty concentrating
- Poor memory
- Neck pain
- Sadness
- Confusion

Concussion signs to watch for in an **infant or toddler** may include:

- Crankiness and irritability (beyond their usual)
- Any sudden changes in sleeping pattern, eating or playing pattern
- Not interested in their favourite toys or activities
- Forgets a new skill (e.g., toilet training)
- Listless
- Loss of balance, unsteady walking
- Not eating or nursing
- Cannot be comforted

Respond

Following a potential concussion-causing event, the individual should be removed from activity immediately and assessed for **Red Flags**.

If any of the **Red Flags** are present, call an ambulance or seek immediate medical care.

If no **Red Flags** are present:

- Do not leave the individual alone
- Notify an emergency contact person, parent or caregiver
- Continue to monitor for Red Flags and signs and symptoms of concussion
- Do not let the individual return to their activity
- Do not give the individual any immediate medication
- Do not let the individual leave by themselves
- Do not let the individual drive or ride a bike

RED FLAGS

-  Neck pain or tenderness
-  Double vision
-  Weakness or tingling/ burning in arms or legs
-  Severe or increasing headache
-  Seizure or convulsion
-  Loss of consciousness
-  Deteriorating conscious state
-  Vomiting
-  Increasingly restless, agitated, or combative

The individual should be monitored for up to 48 hours before assuming that a concussion has not occurred, including monitoring throughout the night following the initial injury. Only wake the individual if you have concerns about their breathing, changes in skin colour, or how they are sleeping. Call an ambulance or seek immediate medical care if the individual is slow to wake or shows any of the **Red Flags**. Within 48 hours:

- If any signs are detected or symptoms are experienced, seek medical attention from a licensed medical professional such as a physician or nurse practitioner (if applicable in your area).
- If no signs or symptoms appear, the individual can return to normal activity but should be monitored for several days. If no signs or symptoms appear, chances are that a concussion was not sustained. If unsure, see a medical professional for guidance.

Manage

A concussion can have a significant impact on physical, cognitive, and emotional functioning. The recovery process involves balancing activities such that they do not trigger or worsen symptoms—the key is finding the “sweet spot.”

The recovery process is best done in collaboration with key individuals, such as medical professionals, family members, friends, employers, teachers and school staff, and coaches.

The first and most important step in recovery from a concussion is to rest for a maximum of 2 days. The individual will need both physical and cognitive rest in order to allow the brain to heal.

- Physical rest includes participation in activities that do not result in an increased heart rate or breaking a sweat. Restrict: exercise, sports, running, biking, rough play, etc.
- Cognitive activity should be limited, minimizing activities that require concentration and learning. Restrict: reading, electronics (computers, smartphones, video games, TV), work/schoolwork, playing musical instruments, listening to loud music, etc.

REMEMBER:

Recovery is a fluctuating process. The individual can be doing well one day but not the next.

Once symptoms start to improve, or after a maximum of 2 days of rest, the individual should begin a step-wise process to return to regular activity, including school, work, sports, etc.

Symptoms should decrease over the course of time. If you are worried that the individual is not improving, follow-up with a licensed medical professional, such as a physician or nurse practitioner (if applicable in your area).

On average, an adult takes 7 to 10 days to recover from concussion, while children and youth typically take 2 to 4 weeks. While most concussions resolve within 3 months, persistent symptoms have the potential to cause long-term difficulties. Individuals dealing with symptoms lasting longer than 2 weeks in adults and longer than 4 weeks in children and youth may require additional medical assessment and multidisciplinary management.

REMEMBER:

CATT resources to support the recovery process include:

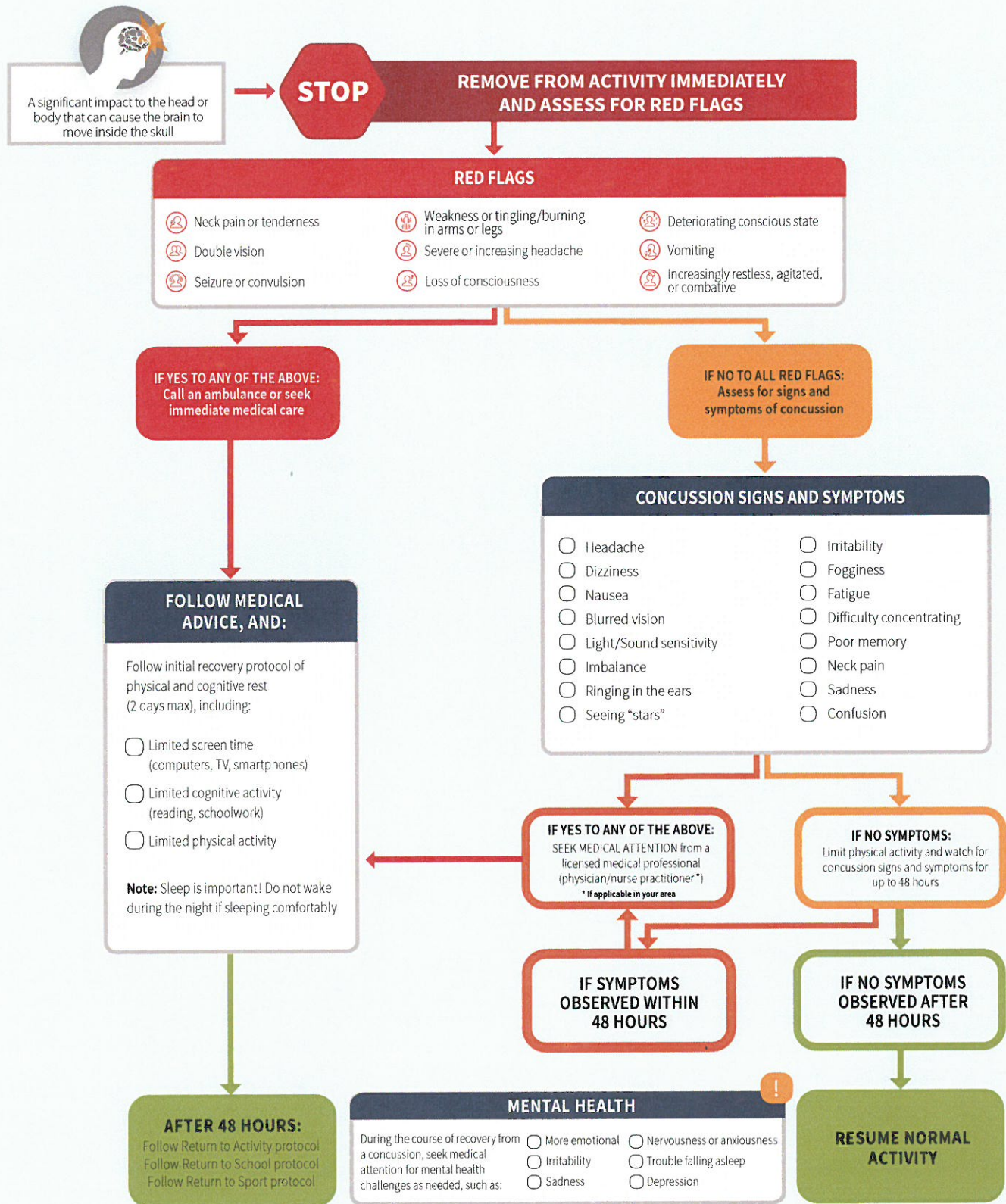
- **Return to Activity**
- **Return to School**
- **Return to Sport**

The recovery period may be influenced by:

- Prior concussions
- History of headaches or migraines
- Learning disabilities
- Mental health issues
- ADHD
- Use of drugs or alcohol
- Returning to activities too soon
- Lack of family or social supports

Proper management of a concussion can reduce the risk of complications. It is important that the individual has successfully returned to school or work before fully returning to sport and physical recreation activities. Returning to activity too early may result in more severe symptoms and potentially long-term problems.

CATT Concussion Pathway



Return to Sport

This tool is a guideline for managing an individual's return to sport following a concussion and does not replace medical advice. Timelines and activities may vary by direction of a health care professional.

| STAGE 1: | STAGE 2: | STAGE 3: | STAGE 4: | STAGE 5: | STAGE 6: |
|---|--|--|--|--|--|
| No sporting activity Physical and cognitive rest until symptoms start to improve OR after resting for 2 days max. | Light aerobic exercise Walking, swimming, stationary cycling. No resistance training. The pace of these activities should be at the point where you are still able to have a conversation. | Sport-specific exercise Skating drills (ice hockey), running drills (soccer). No head-impact activities. | Non-contact drills Progress to complex training drills (e.g. passing drills). May start resistance training. | Full-contact practice Following medical clearance participate in normal training activities. | Back in the game Normal game play |
| Recovery | Increase heart rate | Add movement | Exercise, coordination, cognitive load | Restore confidence; assess functional skills | |
| Symptoms improve or 2 days rest max? Yes: Move to stage 2 No: Continue resting Time & Date completed: _____ | No new or worsening symptoms for 24 hours? Yes: Move to stage 3 No: Return to stage 1 Time & Date completed: _____ | No new or worsening symptoms for 24 hours? Yes: Move to stage 4 No: Return to stage 2 Time & Date completed: _____ | Symptom-free for 24 hours? Yes: Move to stage 5 No: Return to stage 3 Time & Date completed: _____ | Symptom-free for 24 hours? Yes: Move to stage 6 No: Return to stage 4 Time & Date completed: _____ | Note: Premature return to contact sports (full practice and game play) may cause a significant setback in recovery. |

If new or worsening symptoms are experienced at any stage, go back to the previous stage for at least 24 hours. You may need to move back a stage more than once during the recovery process.

Medical clearance required before moving to stage 5

BOTH TOOLS CAN BE USED IN PARALLEL; HOWEVER, RETURN TO SCHOOL SHOULD BE COMPLETED BEFORE RETURN TO SPORT IS COMPLETED

www.cattonline.com

© BCIRPU. All rights reserved | Version 11: Updated December 2017


 CONCUSSION AWARENESS
 TRAINING TOOL

BC INJURY research and
 prevention unit
www.injuryresearch.bc.ca

Return-to-School Strategy¹

The following is an outline of the *Return-to-School Strategy* that should be used to help student-athletes, parents, and teachers to partner in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present, student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage.

| Stage | Aim | Activity | Goal of each step |
|-------|--|--|--|
| 1 | Daily activities at home that do not give the student-athlete symptoms | Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up. | Gradual return to typical activities. |
| 2 | School activities | Homework, reading or other cognitive activities outside of the classroom. | Increase tolerance to cognitive work. |
| 3 | Return to school part-time | Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day. | Increase academic activities. |
| 4 | Return to school full-time | Gradually progress. | Return to full academic activities and catch up on missed school work. |

Sport-Specific Return-to-Sport Strategy¹

The following is an outline of the *Return-to-Sport Strategy* that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities. Activities should be tailored to create a sport-specific strategy that helps the athlete return to their respective sport.

An initial period of 24-48 hours of rest is recommended before starting their *Sport-Specific Return-to-Sport Strategy*. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the *Sport-Specific Return-to-Sport Strategy*. It is also important that all athletes provide their coach with a *Medical Clearance Letter* prior to returning to full contact sport activities.

| Stage | Aim | Activity | Goal of each step |
|-------|-----------------------------|---|--|
| 1 | Symptom-limiting activity | Daily activities that do not provoke symptoms. | Gradual re-introduction of work/school activities. |
| 2 | Light aerobic activity | Walking or stationary cycling at slow to medium pace. No resistance training. | Increase heart rate. |
| 3 | Sport-specific exercise | Running or skating drills. No head impact activities. | Add movement. |
| 4 | Non-contact training drills | Harder training drills, e.g. passing drills. May start progressive resistance training. | Exercise, coordination and increased thinking. |
| 5 | Full contact practice | Following medical clearance and complete return to school. | Restore confidence and assess functional skills by coaching staff. |
| 6 | Return to sport | Normal game play. | |

¹Source: McCrory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847. <http://dx.doi.org/10.1136/bjsports-2017->