

Fort St John Minor Lacrosse Association
Operating Policy



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1. INTRODUCTION

1.1 Mission Statement

The Fort St John Minor Lacrosse Association (herby referred to as the “Association”) provides youth the opportunity to improve their physical fitness and general wellbeing through the playing of lacrosse. We aim to create a positive experience for our players in a safe, fun and respectful environment.

1.2 Objective

It is the intended purpose of this manual to act as a guide for those who are responsible for the daily operations of Fort St. John Minor Lacrosse and to serve as a resource for our parents, players, coaches, volunteers, officials and others in the community, who have an interest in minor lacrosse and the Association. This manual is intended to be a living document and requires review and revision on a regular basis as the needs of the Association evolve.

1.3 Conflict

Any conflict arising between this document and the Bylaws of the Association, the Bylaws will govern.

1.4 Revisions

Any section(s) of this manual can be revised, edited or deleted by simple majority vote of the Board. Any member wishing to initiate a revision of the manual may do so by providing a copy of the proposed revision to the Secretary. The Secretary is obliged to present the revisions to the Board by way of a notice of motion. The member initiating the revision may request to make a presentation to the Board in support of any motion.

2. ORGANIZATION

2.1 The Association

The Association is a non-profit sports society incorporated under the Societies Act of British Columbia. The Association is a member of the British Columbia Lacrosse Association (herby known as “BCLA”) and the Great White North Lacrosse Commission (herby known as “GWN”). The Association is responsible for all minor lacrosse activities within the boundaries established by BCLA.

2.2 Affiliation

The Association shall maintain good standing in affiliation with BCLA and shall observe all bylaws, rules and regulations set forth by BCLA and in conjunction with the Canadian Lacrosse Association (herby known as “CLA”). The Association shall abide by all bylaws, rules and regulations set forth by the GWN.

2.3 Membership

Membership in the Association includes any parent or guardian of any registered lacrosse player(s) and/or any person who is 18 years and older who is actively involved in the general work of the Association. All members as defined above, and present, will be entitled to one vote at any general meeting of the Association. Members must be in good standing in accordance with the bylaws of the Association. Suspended members are not entitled to vote as outlined in bylaw Section 3.11 (f).

2.4 Code of Conduct

All individuals affiliated with the Association shall:

- Attempt at all times to work toward the goals and objectives of the Association and the game of lacrosse, and towards the betterment of its members;
- Strive to heighten the image and dignity of the Association and the sport of lacrosse as a whole, and to refrain from behaviour which may discredit or embarrass the Association, BCLA, GWN, CLA or the game;
- Always be courteous and objective in dealings with other members;
- Strive to achieve excellence in the sport while supporting the concepts of Fair Play
- Show respect for the cultural, social and political values of all participants.
- Respect the Rules of the game
- Respect one another

2.5 Age Divisions

The players' age as of December 31st of the current playing year

- 6U/Mini Tyke: 5 and 6 year olds
- 8U/Tyke: 7 and 8 year olds
- 10U/Novice: 9 and 10 year olds
- 12U/Peewee: 11 and 12 year olds
- 14U/Bantam: 13 and 14 year olds
- 16U/Midget: 15 and 16 year olds

2.6 Team Name

All teams playing in Fort St John will use the name "Grizzlies".

2.7 Colors

The Colors of the Association are White, Lime Green, Grey and Black.

2.8 Team Size

No team may roster more than 20 players (18 runners and two goalies).

2.9 Playing Season

- The regular box lacrosse season runs from early April to the end June each year.
- Provincial Championships are held in July at various locations throughout BC.
- All teams will have a minimum of two practices per week at the Kids Arena Fieldhouse and/or the Pomeroy Sports Centre.
- Games may be played throughout the season in the form of inter-squad, house, exhibition, league and/or tournaments.

3. REGISTRATION

- All registrations are done online.
- Registration Deadline is March 22nd.
- A \$30.00 late fee will be applied to all registrations submitted after the March 22nd deadline
- Registrations received after the deadline will be subject to team availability and may be placed on a wait list if their respective teams are full.
- Players must register in the division according to their age as of Dec 31st of the current playing year.
- Players requesting movement will still need to register in their proper age division before requesting a move. Such requests must be made in writing to the Registrar and are subject to approval by the Board, the GWN Commission and/or BCLA.
- Photocopy of birth certificate and care card number are required for new players.
- A \$100 jersey deposit is required by the start of the season for each player in the form of a post-dated check, dated for July 15th of the current year. Cash is also accepted.
- No player may participate in Association activities until they are properly registered.
- Registration fees will be set annually by the Board before the beginning of each season.
- Registrations paid through PayPal will incur a non-refundable user fee.
- Unless otherwise determined by the board, any outstanding fees from a previous season must be paid in full prior to registration in the current year
- Enquiries regarding registration or refunds should be directed to the Registrar.

4. REFUNDS

- All refunds must be requested in writing to the Registrar of the Association. Email is acceptable.
- 100% refund prior to the 1st practice of the season.
- 50% refund after the 1st practice up to and including April 30th.
- No refunds as of May 1st.
- All refunds requested after March 22nd are subject to a non-refundable \$25 administration fee.

5. MOVEMENT

5.1 Playing Up

- A team may request a player to play up one division in any league or tournament game to a maximum of 4 games. Any more games played and the player will be considered a member of that team indefinitely.
- Players may request to play up one division for the playing year and such a request should be made by the parents in writing to the Registrar of the Association and it must be received before the registration deadline set forth by BCLA. Such a request is subject to approval by the Board.
- Playing up a division is a big decision and players wanting to do so should have discussions with their parents and coaches first to determine if it is appropriate and safe for the player to do so.

5.2 Playing Down

- A player may play down one division than their appropriate age group when a player's size and/or ability dictate necessary as determined by a coach and approved by the Association President.
- Once a player has been approved at the local level, the request will then be sent to the GWN and/or BCLA for final approval.
- Any player granted the opportunity to play down for the season, will have their statistics recorded and reviewed by the league commissioner.
- Overage players may be eligible to play in league playoffs or Provincials Tournaments.

6. STRUCTURE

6.1 Mini Tykes and Tykes

- Mini-Tyke and Tykes are not included in any formal league play.
- A team may enter into any sanctioned tournament or jamboree with approval from the board.

6.2 Evaluations

Divisions that have enough players to form more than one team will have evaluations done at the beginning of the season. Teams will be made as fairly and as evenly as possible.

6.3 Goalies

- Players registering as a goalie will get first privileges to play that position. If there is more than one registered goalie per team, Coaches must make a fair attempt to alternate goalies equally.
- While the Association does provide some goalie gear, there is only enough to dress one goalie per team at any time. The Association does not provide helmets.
- During the first few floor times at the Fieldhouse, only two goalies will be dressed per floor session and at the discretion of the coaches present.

6.4 League Play

The Association is a member of the Great White North Lacrosse Commission which includes Mackenzie, Prince George, Quesnel, Vanderhoof and Williams Lake. Participation in the league will be determined by the Board prior to the beginning of every season.

6.5 Tournaments

1. Teams may participate in any sanctioned tournament throughout the season with approval from the Board.
 - In divisions with multiple teams, a combined team may be formed. Participation on said team will be determined by the Board.
2. A minimum of 12 players is required to attend any tournament
3. Teams are responsible for the entry fees set by each individual tournament. These fees will be divided equally among the players attending and must be paid prior to participation.

4. If it is determined that teams are not participating in the GWN league, the Association will attempt to organize one to two out of town tournaments per season where:

- a) Only one team in Novice, Peewee, Bantam and Midget will be guaranteed a spot.
- b) In divisions that have multiple teams:
 - a combined team will be created with a maximum of 18 runners and 2 goalies.
 - sign up will be on a first come first serve basis.
 - every attempt will be made to assure everyone has an equal opportunity to attend at least one tournament.
- c) In the event that there is enough interest to form two or more teams a request will be sent to the tournament organizers for approval. If they cannot accommodate such a request then only one combined team will be created as stated above.

6.6 Provincials

1. The Association encourages all teams to participate in their division Provincials, provided they qualify. It must be determined at the beginning of the season or before the deadline set out in BCLA if any team is declaring a birth in Provincials.
2. Teams declaring a birth must provide a deposit of \$100 per player prior to their team registration being sent to BCLA.
3. After declaring, if any team withdraws from Provincials after the deadline set by BCLA, they may be subject to a fine upwards of \$3000 depending on when they withdrew. In this case, no deposit will be returned

7. TEAM PERSONNEL

7.1. Coaches

Coaches Certification		
Category	Club Minimum Standard	Equivalent
6U/Mini Tyke	Community Development Trained	Level 1
8U/Tyke	Community Development Trained	Level 1
10U/Novice	Community Development Trained	Level 1
12U/Peewee	Community Development Trained	Level 1
14U/Bantam	Competitive Intro Trained	Level 2
16U/Midget	Competitive Intro Trained	Level 2

- Head Coaches and Assistant Coaches will be held to the same standards at all levels and must be certified to be on the floor.
- Level 1 Certified is equivalent to Community Development Trained.
- Level 2 Certified is equivalent to Competitive Introduction Certified; a coach must complete Making Ethical Decisions & Making Head Way in order to be certified.

- A first year coach may be 'In-Training'. (In-Training is attending the clinic and working on completing the workbook).
- A second year coach must be 'Trained'. (Trained is completion of the workbook).
- All coaches volunteering with The Association must complete CATT Certification
- Criminal record check completed within the last three years

7.2. Team Managers

- Are the liaison between the Coaches and Parents
- Are the liaison between the Association and the Team
- Must complete CATT Certification
- Assure there are volunteers in place for all games as required
- Assure the game sheet is properly filled out
- Be responsible for handing out and collecting 50/50 tickets
- Scan game sheets and send to the league commissioner within 72 hours of the game end
- Be responsible for distributing and collecting tournament jerseys if applicable
- Perform other duties as required
- Must have completed a criminal record check within the past three years

7.3 Team Safety Person

- Maintain player medical information
- Identifying and maintaining emergency procedures and contacts for the team
- Maintaining an injury log for the team
- Completing and submitting injury reports to the Association if required
- Complete CATT Certification
- Return all First Aid Kits and Medical Binders to the Association at the end of the season
- Must have completed a criminal record check within the past three years

8. SAFETY

8.1 Criminal Record Checks

All Executives, Coaches, Managers and Officials that are 18 years or older must submit to a criminal record check. This must be completed prior to the first floor time of the season.

8.2 Two Deep Rule

Adults should never be alone with a child that is not their own, there should always be at least two adults present at all times.

8.3 Concussion Policy

The Association has a working policy related to Concussions (Identification, Treatment, and Management) that will be kept as a separate document and will be maintained by the Board and updated as needed.

8.4 Dressing Rooms

- The Association is not responsible for any lost or stolen items. Teams are encouraged to lock their dressing room at all times when not in use. Locks are available to use free of charge and can be signed out from the Association Equipment Room or the arena front Desk.
- Players should never be left unattended in a dressing room at any time. Coaches and Team Managers are responsible for the conduct of their players while using the dressing room for Association Activities.
- The Association observes and enforces the Two Deep Rule.
- Teams are required to assure their room is left in a tidy manor after use and any damage is reported immediately to the City of Fort St John and The Association.

8.5 Supervision

- One Parent/Guardian is required to be at the arena at all times while their child is on the floor participating in Association Activities.
- Parents/Guardians are responsible for the conduct of their children at all times in the facilities used by the Association.

9. PLAYER/GOALTENDER EQUIPMENT

All players must wear protective equipment approved for lacrosse as outlined in the rules of play in accordance with the CLA Safety and Equipment Policy for all Association activities.

Coaches, team officials, parent(s)/guardian(s) shall ensure that proper protective equipment is worn at all times whether in a game or practice and that said equipment is properly fitted, is age appropriate and is in good condition.

9.1 Players

- Helmet and cage with chin strap
- Inter-oral mouth guard
- Shoulder/arm pads
- Back and kidney pads
- Athletic supporter & Cup or Jill strap
- Gloves
- Basketball or court shoes or any proper indoor quality shoes
- **Optional:** elbow pads, slash guards

9.2 Goalies

- Helmet, mask and throat guard
- Inter-oral mouth guard
- Chest and arm protector pads
- CLA approved goalie pants
- CLA approved leg guards
- Athletic supporter & cup or jill strap
- Goalie gloves
- Basketball or court shoes or any proper indoor quality shoes

9.3 Helmets and Facemasks

All players and goalies must wear CSA approved helmets and face masks and must retain original manufacturer's condition with no modifications.

There are currently three helmet options for a lacrosse player to use:

1. NOCSAE approved field lacrosse helmet;
2. CSA approved Hockey Helmet and CSA approved Hockey face mask Combo;
3. CSA approved Hockey Helmet and CSA approved Lacrosse facemask Combo

There are currently six CSA approved facemasks for lacrosse:

1. Under Armour Model UA V96 (in sizes Jr & Sr)
2. Under Armour CLA Mask (in sizes Jr & Sr)
3. Marty O'Neill MX-13 (in sizes Jr & Sr)
4. OTNY (in sizes Jr & Sr)
5. Gait G7 (in sizes Jr & Sr)
6. Warrior Fatboy (in sizes Jr & Sr)

10. ASSOCIATION EQUIPMENT

10.1 Equipment Room

The Association maintains an equipment room at the Pomeroy Sports Centre throughout the season. This room is available to use as of the first practice in the building. Only Coaches, Team Managers, Team Safety Person and Executives are permitted in this room.

10.2 Balls/Ball Bags

Coaches will be provided with a ball bag at the beginning of the season and be responsible for its safe return at the end. This bag may be stored in the Equipment room when not in use.

10.3 Goalie Gear

Some goalie gear is provided by the Association but is limited to size and availability. Goalie helmets are the responsibility of the player.

- Goalie gear used for practices and home games will be the responsibility of the coaches to collect the gear from the equipment room and take it to their respective dressing room. Goalies are not permitted to dress in the Association's Equipment room at any time.
- Goalie gear, used for all away games such as league games, tournaments and provincials will need to be collected by the coaches and immediately returned after to assure the gear is ready for practices the following week.
- Coaches must use the goalie gear that is marked for their age group. If their player needs a bigger or smaller size they must discuss this with the equipment director prior to use.

10.4 Jerseys

All jerseys are to be washed in cold water and hung to dry in order to prolong the life of the jersey. Please do NOT dry in the dryer.

- Practice Jerseys: the Association provides a jersey to each player to be used in practices, inter-squad, house and exhibition games or any other games as needed. This jersey remains the property of the Association and is to be returned at the conclusion of every season. Failure to do so will result in a forfeit of the player's jersey deposit.
- Tournament Jerseys: will be used as necessary for teams travelling to tournaments and/or for any other games that require them at the discretion of the board. These jerseys will be handed out by the team manager and/or coach as necessary and returned at the conclusion of the game or tournament.
- Due to the overwhelming number of players that have purchased personalized jerseys over the years, players will not be permitted to wear them in any game without first getting approval from the Board. Such approval will be based on the player's specific jersey number and whether or not the player has both a home and away set. If two players with the same number request to wear their personalized jersey, the approval will be decided by:
 - a) if the game or tournament requires a home and away jersey then the player that has both of those in the same number will be permitted to wear them
 - b) in all other instances, the decision will be made by a coin toss

10.5 RETURN POLICY

All the Association's equipment including jerseys must be returned by **June 30th** every year or **August 1st** for teams participating in Provincial Championships or tournaments that fall outside of our regular season.

11. THE EXECUTIVE

Directors on the Board are elected or appointed to a One Year Term which commences at the next Board Meeting immediately following the Association's AGM.

The Executive Board consists of:

1. President
2. Immediate Past President
3. Vice President
4. Secretary
5. Registrar
6. Treasurer
7. Head Coach
8. Head Referee
9. Safety Director
10. Equipment Director
11. Publicity Director
12. Fundraising Director
13. Senior Director

11.1 Meetings of the Board

The Board will meet as frequently as needed during the playing season but not less than once. During the off season they may meet as needed but not less than twice. The location, date and time will be determined by the President and/or the directors calling the meeting.

11.2 Duties of the Board:

The Entire Board assumes the responsibility for:

- developing and approving the policies of the Association within the framework of the Constitution and the Bylaws
- attending all board meetings and meetings of the members
- establishing and guiding the strategic direction of the Association
- provide non-biased input into Association decisions
- will promote the Association and the sport throughout our community
- upholding any rules and regulations according to BCLA, CLA and GWN

PRESIDENT

The President shall generally supervise all the affairs of the Association. If at any time the President is unable to carry out his/her duties, he/she will appoint the Vice President to do so.

In addition, the President will:

- chair all meetings within the Association
- decide a dispute on any vote. This decision is final

- be the direct liaison between the GWN Commission and BCLA and will work collaboratively with them on behalf of the Association
- represent the interest of the Association in its dealings with outside organizations, including but not limited to: various departments of the City of Fort St. John; BCLA; various governing bodies for Minor Lacrosse which have jurisdiction over the Association and other lacrosse associations with which the Association may have frequent dealings
- have signing authority along with the Treasurer and Secretary and carry joint approval for all disbursements of money from the Association bank account(s)
- will attend or appoint a designate to attend the GWN AGM
- will attend all GWN Executive Meetings in person or via telephone conference
- in the case of emergency, or matters relating to GWN or BCLA exercises the powers of the Board
- will uphold any rules and regulations according to BCLA, CLA and GWN
- will enforce any suspensions given to any member, player or coach by GWN, BCLA or CLA
- will book all floor times and meeting rooms with the City of Fort St. John
- prepare all necessary allocation paperwork for the Fieldhouse and Pomeroy and submit them to the City for approval before the deadline
- attend all allocation meetings (two per year) or appoint a designate to do so to assure the necessary floor time is reserved for FSJMLA
- organize demonstrations with local schools and coordinate facilitators
- coordinate with the Treasurer to assure the gaming grant application is completed and submitted each year by the deadline
- ensure safe keeping of all criminal record checks and immediately communicate the approval or denial of a CRC immediately to the Board
- assist all members of the Board with the execution of their duties
- carry out any other duties as assigned by the board

PAST PRESIDENT

The Immediate Past President is a non-voting, non-elected member of the Board and will remain the past president for not more than one year. The Immediate Past President shall act as a liaison between the previous and current directors, maintaining the continuity of the Board and shall assist the current President as necessary. He/She will also carry out other duties as assigned by Board.

VICE PRESIDENT

The Vice-President is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

In addition the Vice President will:

- research potential tournaments and bring their recommendations to the board for approval
- register all teams for the tournaments
- maintain the tournament email address and register players on each team
- complete and submit travel permits for all teams attending out of province tournaments
- complete binders for each team travelling: complete with the approved travel permit, rosters including jersey numbers, current medical forms,
- distribute game jerseys to team managers or coaches and collect at the end of each tournament
- carry out other duties as assigned by Board

SECRETARY

The Secretary is mainly responsible to attend and record the minutes of all general and directors meetings and must maintain and keep all the records of the Association with the exception of the financial records and any records relating to player registration.

In addition the Secretary will:

- have signing authority along with the President and the Treasurer and carry joint approval for all disbursements of money from the Association bank account(s)
- be a direct liaison between all members and the Board
- maintain a current registrar of all members of the Association
- maintain and publish a current list of all members of the Board
- email members with information relating to registration, tryouts, notice of general meetings, awards and other important dates and also submit this information to the Publicity Director for distribution
- prepare notice and distribute all proposed changes to the Constitution and By-Laws and Operating Policies in accordance with the bylaws
- record detailed minutes at all directors meetings and general meetings and distribute them to the entire board within 2 days of the meeting.
- prepare copies of documents for all meetings such as previous minutes, agendas and financials as required. Additionally for the AGM: create a sign in sheet and make sure all members in attendance have signed in; prepare ballots in advance and have them ready should a secret ballot draw need to be held; prepare ballots and commence the draw for free registrations at the conclusion of the meeting
- collect and distribute Association mail
- maintain the Associations general email account
- prepare and file all documents in accordance with the Societies Act of BC.
- carry out other duties as assigned by the Board

REGISTRAR

The registrar is responsible for all player registrations with the Association and BCLA.

In addition the Registrar will:

- maintain and monitor the online registration of all players in the BCLA database
- register all players with BCLA by the deadline set forth by BCLA
- collate team rosters to distribute to division coordinators or when necessary, team managers
- provide team rosters to league commissioners before the deadline set forth by BCLA
- establish and carry out annual registration sessions and coordinate volunteers for the sessions as needed ie: One Stop
- maintain accurate, orderly, and up-to-date lists of all players registered with the Association and collate the information to share with the other Directors as required to perform their duties
- complete any required reports for BCLA and the GWN pertaining to the registration of players
- responsible for receiving and returning all required deposits from players
- carry out other duties as assigned by the Board

TREASURER

The Treasurer is primarily responsible for keeping and maintaining the financial records of all expenditures of the Association and with reasonable notice makes them available upon request of any member.

In addition the Treasurer will:

- have signing authority along with the President and the Secretary and carry joint approval for all disbursements of money from the Association bank account(s)
- monitor activities and take appropriate measures to ensure that all fiscal activities associated with the Association are carried out in an appropriate manner and to safeguard the financial stability of the Association
- provide a current statement of the status of the Associations finances at all Board Meetings when necessary or when requested
- prepare annual financial statements for review at the AGM that relates to a period ending not more than 1 months prior to the Annual General Meeting
- coordinate with the President to assure the gaming grant application is completed and submitted each year
- pay the bills of the Association
- maintain a general ledger using acceptable accounting practices
- assist with other financial duties as directed by the Board
- maintain and be accountable for a Petty Cash fund of \$100.
- carry out other duties as assigned by the Board

HEAD COACH

The Head coach shall oversee all matters relating to coaching within the Association.

In addition the Head Coach will:

- make sure there are coaches assigned to each team in each division and that they all have the necessary certification required prior to the start of the season
- coordinate a coaching clinic as needed through BCLA or GWN and register coaches for such events
- coordinate a coaches meeting prior to or at the beginning of each season outlining the expectations for that season
- meet with the coaches as frequently as needed throughout the season
- register all coaches by preparing and submitting a Form 100B to the Technical Director of BCLA by the deadline as set by BCLA
- make sure all coaches have completed or updated their criminal record checks and immediately communicate a failure to complete a CRC to the Board.
- maintain communication throughout the season with all the coaches, assist when necessary and act as a neutral in solving any disputes between them
- carry out other duties as assigned by the Board

HEAD REFEREE

The Head referee shall oversee all matters relating to refereeing within the association.

In addition the Head Referee will:

- make sure all referees have the necessary certification required prior to the start of the season
- coordinate a refereeing clinic through BCLA or GWN and register referees for such events by preparing and submitting a Form 400B to the Technical Director of BCLA by the deadline outlined in the BCLA Operating Manual
- coordinate a referee meeting prior to or at the beginning of each season outlining the expectations for that season
- make sure all referees have completed or updated their criminal record checks and immediately communicate a failure to complete a CRC to the Board
- coordinate referees for all games of the Association
- at his/her discretion, attend games where new or young referees are refereeing games and to oversee that they are doing the job required of them and to assist them with advice in between periods as needed.
- maintain communication throughout the season with all the referees, assist when necessary and act as a neutral in solving any disputes between them
- carry out other duties as assigned by the Board

SAFETY DIRECTOR

The Safety Director is primarily responsible for the general safety of the Association and overseeing the safety of the facilities used by the Association.

In addition, the Safety Director will:

- write and maintain an Emergency Action Plan of the Association and assure it is posted in all the facilities used by the Association
- at the start of each season, check that all the first aid kits are in good working order and restocked as necessary.
- purchase ice packs for use by the Association as necessary
- maintain communication with the board regarding safety concerns or issues pertaining to the use of the facilities used by the Association and in emergency situations act in the best interest of the Association and its members.
- maintain communication with the teams' Safety Person and assure they have completed the CATT training at the start of the season.
- at the beginning of every season, create a medical binder for each teams designated Safety Person. This binder must include but is not limited to:
 1. a team roster compete with parent contact info
 2. player medical information
 3. concussion protocol
 4. concussion awareness forms for parents
 5. return to play forms
 6. insurance forms
- carry out other duties as assigned by the board.

EQUIPMENT DIRECTOR

The Equipment Director is responsible for all equipment of the Association and the safe keeping thereof in.

In addition, the Equipment Director will:

- keep an updated inventory list of all the Association's equipment
- maintain the Association's Storage Unit
- assure that all equipment meets CLA standards and specifications
- make sure equipment is safely transported to and from the Association Storage Unit for use during the season.
- assure that the coaches are using the proper equipment designated for their age group.
- assure that goalie equipment is being returned after every practice and games unless required for an out of town tournament in which case, assure that teams have packed the appropriate gear, is signed out properly and returned prior to the next practice.
- make sure equipment is maintained through the playing season and either repaired or order new as necessary
- carry out other duties as assigned by the Board

PUBLICITY DIRECTOR

The Publicity Director is responsible for maintaining a working relationship with all media outlets such as but not limited to radio, TV, internet etc.

In addition, the Publicity Director will:

- maintain the Associations' social media accounts including but not limited to: Facebook and Instagram, and using these platforms to communicate with the public as well as post news, deadlines or tryouts etc.
- maintain and update as necessary the Association's website.
- submit weekly games scores and pictures to the media outlets during the playing season as well as for any tournament/play offs or Provincials
- corresponds any news worthy events or activities of the Association to the media outlets
- organize the Association's booth at the Fort St John Annual Trade Show
- carry out other duties as assigned by the Board

FUNDRAISING DIRECTOR

The Fundraising Director will be responsible for seeking out and organizing fundraising opportunities for the Association and coordinating volunteers for such events such as but not limited to 50/50, bottle drives, grad cleanup etc. He/She will also carry out other duties as assigned by the Board.

SENIOR DIRECTOR

The Senior Director is primarily responsible for the daily operations of the senior division. He/She will also carry out other duties as assigned by Board.

12. FAIR PLAY CODES

The Association endorses the following fair play codes to promote fair play and respect for all participants within the Association.

ATHLETES

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

COACHES

- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- I will ensure that all athletes get equal instruction, support and playing time.
- 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.
- I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.

PARENTS

- I will not force my child to participate in lacrosse.
- I will remember that my child plays lacrosse for his/her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 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.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.

- I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the officials' judgement or honesty in public. I recognize that officials are developing in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from lacrosse activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide lacrosse activities for my child.
- I will respect and show appreciation for the FAIR PLAY CODE, rules and regulations as set by Fort St John Minor Lacrosse, BC Lacrosse Association, The Great White North Lacrosse League and the Canadian Lacrosse Association.

OFFICIALS

- I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the athletes.
- I will maintain a healthy atmosphere and environment for competition.
- 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.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the athletes before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.

EXECUTIVES (Administrators)

- 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.
- I will absolutely discourage any lacrosse program from becoming primarily an entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- 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.

SPECTATORS

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