



***british
columbia
lacrosse
association***

2017-2018

OPERATING POLICY:

VOLUNTEER LEADERSHIP

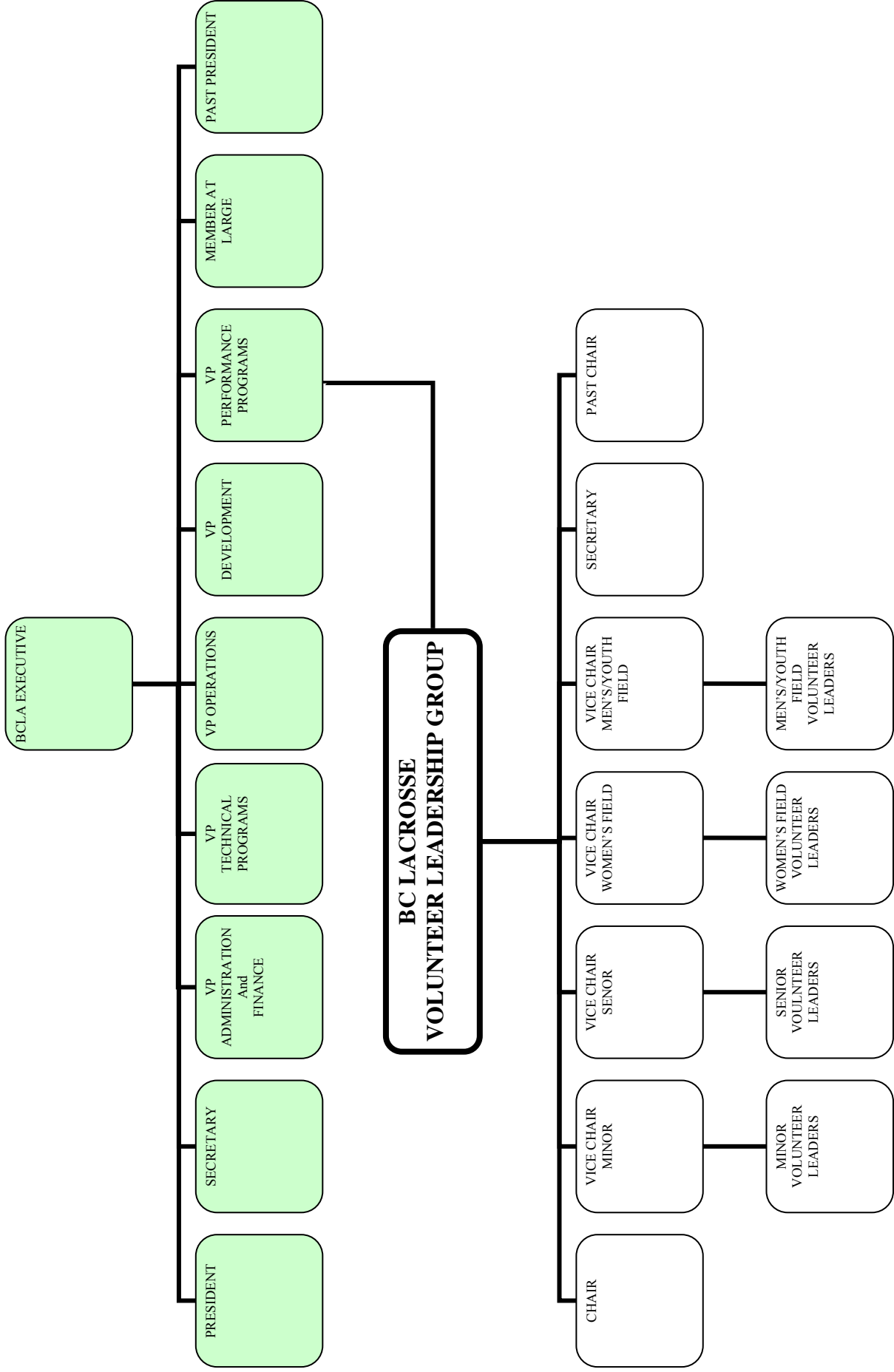
BC LACROSSE ASSOCIATION

BC LACROSSE VOLUNTEER LEADERSHIP TECHNICAL SUPPORT GROUP OPERATING POLICY

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BC LACROSSE VOLUNTEER LEADERSHIP COMMUNICATION CHART

October 2017



BC LACROSSE VOLUNTEER TECHNICAL SUPPORT GROUP OPERATING POLICY

REGULATION 1: OBJECTIVES

- 1.01 To improve the level of volunteerism and community leadership by:
- Providing workshops and clinics, both theoretical and technical.
 - Making volunteering resources available.
 - Registering lacrosse volunteers in British Columbia
 - Providing a system for disciplinary action where applicable and for an appeal process for all members.
- 1.02 To improve the game of lacrosse by:
- Promoting good fellowship among Association members.
 - Creating and encouraging constructive communication strategies and relationships among BCLVLA members.
 - Promoting and maintaining high standards of relationship with Association members and volunteers of the various levels of teams and leagues with whom the BCLVLA shall make its services available;
 - Upholding the BCLA Lacrosse Constitution, By-Laws and Operating Policies including the Code of Conduct.

REGULATION 2: JURISDICTION

- 2.01 The jurisdiction of this organization shall extend to all organized lacrosse within the Province of British Columbia as described in the BCLA Constitution and By-Laws.
- 2.02 No rule or regulations in this operating policy will override provisions of the BCLA By-Laws or General Operating Policy. Any conflict will be resolved in favour of the superior regulations.

REGULATION 3: MEMBERSHIP

- 3.01 Membership in the BCLVLA is automatic for all persons providing volunteer leadership services in any BCLA membership class as defined in the following BCLA BY-Law Number II: Membership classes:
- a) Section 2 (a)
 - b) Section 2 (b)
- 3.02 To be an active member of the BCLVLA, a volunteer must:
- a) Be a member of the BCLVA pursuant to regulation 1.01(b); or
 - b) If a member of the BCLVA pursuant to regulation 1.01(a) the volunteer must be registered with the BCLA through their organization submitting their name annually for inclusion in the BCLA directory.
- 3.03 All active members of the BCLVA have the privilege of voting at the BC Lacrosse Volunteer Association Special Session held each year.
- 3.04 All active members of the BCLVLA are entitled to insurance coverage, as outlined in the BCLA Operating Policy: Section 6.
- 3.05 All BCLA member associations shall name a Volunteer Leadership Coach to be the prime contact between the BCLVLA and their organization. For Minor and Youth Field Associations, it is recommended that the Volunteer Leadership Coach be a board level position separate from other elected or appointed positions.

REGULATION 4: ORGANIZATION

- 4.01 a) The Executive Committee of this organization is as defined in BCLA By-Law X Section 7 (a) and elected as BCLA By-Law X Section 7 (b).
- b) All officers shall be elected by secret ballot at the BCLVLA Special Sessions.
- c) In the event that there is but a single nominee for an office, the secretary shall cast one vote for such nominee.
- d) The Chair, and the Secretary shall be elected for two-year terms in odd-numbered years. The Vice Chair shall be elected in two-year terms in even-numbered years.
- The Regional Representatives shall be appointed by the BCVLA Executive and sanctioned by the BCLA Executive for two-year terms from the date of the appointment.
- e) In the event that a member of the executive of the BCLVLA is not able to complete his/her duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.
- 4.02 The BCLVLA shall be under the leadership of the Chair who will be responsible for directing the duties of the Executive obtain the objectives of the BCLA and attain continuity of volunteering throughout the Province.
- 4.03 In the event that a member of the executive of the BCLVLA is not able to complete his/her duties or is compelled to resign, the remaining members of the executive will appoint a replacement who will serve until an election can be held at the next Special Session of the BCLVLA.

REGULATION 5: THE EXECUTIVE

- 5.01 The Executive of the BCLVLA, as defined in the By-Laws, will meet as a group a minimum of two (2) times per year:
- (a) As called by the Chair
- (b) Special Session at the BCLA AGM for an annual workshop and election of executive.

The BCLVLA will appoint task forces to conduct investigations, project recommendations, project reviews or any other tasks delegated by the membership. These task forces may conduct meetings as required throughout the year. Any motions resulting from these task forces will have the voting done by correspondence to the appropriate membership.

- 5.02 **Job Description - Chairperson:**
- Responsible to the BCLA Vice President – Performance Programs for the administration of the BCLVLA.
 - Responsible for the supervision of the Executive of the BCLVLA.
 - To act as direct liaison with the BCLVLA Executive and the Executive Director.
 - Ensure that the BCLVLA is represented at all BCLA meetings where the BCLVLA is a member or where their input or presence has been requested.
 - Ensure that the BCLVA operates within the approved BCLVLA budget.
 - To oversee all projects of the BCLVLA.
 - Represent the BCLVLA at the BCLA Annual General Meeting.
 - To chair or delegate a replacement chair for the BCLVLA Special Session and all other BCLVLA sponsored meetings or conferences.

- Work with the BCLA Vice President – Performance Programs to facilitate the recommendations by the BCLVLA Executive Committee (Chair, Vice Chair, Secretary) to appoint the Regional Representatives and request sanction by the BCLA Executive.

5.03 Job Description – Vice Chair

- Will attend all meetings of the BCLVLA
- Will liaise with all member groups and associations to ensure that there is proper recruitment, training and continual excellence in volunteering.
- Will liaise with the Chair and perform all duties that are assigned.
- Will preside over meetings when the Chair is not available.

5.04 Job Description – Regional Representatives

- Will attend all meetings of the BCLVLA
- Will liaise with all member groups and associations in respective regions to ensure that there is proper recruitment, training and continual excellence in volunteering.
- Will perform all duties as assigned by the Chair and the Vice Chair of the BCLVLA.

REGULATION 6: VOTING PRIVILEGES

- 6.01 (a) Refer to the By-Laws of the British Columbia Lacrosse Association.
 (b) All members of the BCLVLA in good standing will cast one vote per person at BCLVLA general meetings.

REGULATION 7: CONDUCT

- 7.01 It shall be considered an offence against the membership to violate the BCLA Lacrosse Code of Conduct.
- 7.02 Actions contrary to the BCLA Code of Conduct, the BCLA Constitution, By-Laws and Operating Policy -- especially profane or obscene language or gestures; threats and threatening gestures; and verbal abuse of any lacrosse participant, official, supporter or spectator in a public environment -- will be cause for investigation by the BCLVLA.

REGULATION 8: VOLUNTEER PROGRAMS

- 8.01 The BCLVLA, with the assistance of the BCLA Executive Director, will be responsible for the Volunteer Development program including training and volunteer development projects and programs.
- 8.02 The BCLVLA, with the assistance of the BCLA Executive Director, shall be responsible for ensuring all deadlines are adhered to.

REGULATION 9: AWARDS

- 9.01 The Volunteer Leadership Technical Support Group will not have an award structure of its own as all members are eligible for existing BCLA Awards.

REGULATION 10: AMENDMENTS

- 10.01 The Operating Regulations of the BCLVLA shall not be altered except at a Special Session of the BCLVLA and shall be made only by a majority vote of the members voting thereon.
- 10.02 Notice of the proposed amendments shall be given in writing to the BCLA Office at least forty-five days before the day of the Special Session and the proposed amendments shall be circulated to member clubs at least thirty days prior to the Special Session.

REGULATION 11: DUES

- 11.01 The will be no separate dues structure for membership in the BCLVLA.
- 11.02 Fees for specific training sessions and other programs designed for the benefit of individual members may be set by the BCLA Executive in conjunction with the Executive Director as deemed necessary to recover a portion/all of costs.

REGULATION 12: DISCIPLINE & CONDUCT COMMITTEE

- 12.01 The BCLVLA Chair shall form Discipline and Conduct Committees as required, and shall appoint committee members to carry out necessary investigations and render disciplinary action recommendations to the Chair.
- 12.02 The Executive Committee shall compile a list of nine (9) people from which the Chair will draw to form Discipline and Conduct Committees.
- 12.03 Three (3) members from this list shall serve as the Committee for any given disciplinary act that falls under the auspices of the BCLVLA. Committee members must be neutral; no person from the list shall participate on a Committee if the issue involves the person's own Association/Club or if the issue involves a relative.

REGULATION 13: CONDUCT & DISCIPLINE

- 13.01 It shall be the duty of every member of this organization to display a conduct at all times that furthers the best interests of the membership, that assists fellow members wherever possible to improve the standard of volunteering and that ensures the respect of all participants and fans.
- 13.02 See General Operating Policy Regulation 11 for the Code of Conduct and other regulations.

Operating Policy Revisions:

<i>October 1989</i>	<i>October 2001</i>	<i>October 2013</i>
<i>May 1990</i>	<i>October 2002</i>	<i>October 2014</i>
<i>October 1990</i>	<i>October 2003</i>	<i>October 2015</i>
<i>November 1992</i>	<i>October 2004</i>	<i>October 2016</i>
<i>November 1993</i>	<i>October 2005</i>	<i>October 2017</i>
<i>January 1995</i>	<i>October 2006</i>	
<i>October 1995</i>	<i>October 2007</i>	
<i>October 1996</i>	<i>October 2008</i>	
<i>October 1997</i>	<i>October 2009</i>	
<i>October 1998</i>	<i>October 2010</i>	
<i>October 1999</i>	<i>October 2011</i>	
<i>October 2000</i>	<i>October 2012</i>	