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## 2018 Process for Minor Box Lacrosse Release Requests

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Releases are only valid for the current box season.

The entire release process, **finalized by the commission signature**, must be complete **before** a player is eligible to play or practice with the accepting association. This includes tryouts.

Parents who have transferred guardianship of their children to another adult need to contact the BCLA Registrar who will provide the appropriate *Statutory Declaration of Residency Form* to be completed, as per Regulation 8.03

### **Not all requests are approved.**

As per BCLA Minor Directorate Operating Policy 8.08, Any player found participating in any lacrosse-related activities with a team they are not officially registered with will have his/her release request automatically denied.

As per BCLA Minor Directorate Operating Policy 8.05, the local commission has the right to place the player in an association where the commission feels it would be in the best interest of the league and then the player.

As per the BCLA Minor Directorate Operating Policy 8.09, commission must sign off on all approvals by April 30th of each calendar year. Please allow 6-8 weeks for a release to get processed through all approving bodies, keeping in mind that most of these bodies meet monthly.

### **Process:**

- Player registers with their home association by completing a BCLA minor box registration form and requests a release by completing the BCLA release request form and submitting it to the home association for approval. **All information must** be filled out including the reason for the request. Playing history may be verified by the BCLA registrar at the request of the association or commission.
- If the home association approves, they immediately advise the commission chair via email and their representative brings the signed release request form with the completed registration form to the next commission meeting. A copy of the release request form with the home associations signature shall be sent to the player by the home association within 72 hours of their monthly association meeting.
- If the home association does not approve, they must provide their decision and reason for denial, to the parents via email within 72 hours of their monthly association meeting. If no email address is provided, a letter must be mailed to the parents postmarked within 72 hours.
- Parents may request a review of a home association denial to the local commission through their local zone representative within 14 days of the written notification.
- Commissions will review release requests monthly, either at their regular meeting or special release meetings, starting in January and ending in April.
- If the commission agrees to release the player, the commission will place the player in an association as per policy 8.05.
- The commission will advise the joining association within 72 hours of the meeting, cc'ing the home association, providing player name, division and contact information.
- The commission will mail the players completed registration form to the joining associations registrar and a copy of the completed release request form to the BCLA registrar.
- The joining association will advise the player and parents of their acceptance within 72 hours of the commission notification.
- If the commission denies the request, they must provide their decision and reason for denial, to the parents via email within 72 hours of their monthly release meeting. If no email address is provided, a letter must be mailed to the parents postmarked within the 72 hours.
- Parents may appeal a commission denial directly to the Minor Directorate Chair through the BCLA office, within 14 days of written notification.

### **Appeals:**

- Appeals at any level must be accompanied by all relevant and supporting documentation.
- Minor Directorate appeals must be accompanied with a cheque for \$500 payable to BCLA, refer to BCLA Appeal Process Appendix A General Operating Policy.



# 2018 PLAYER RELEASE REQUEST FORM

MINOR BOX LACROSSE COMMISSION

Only Valid for One Season (Box)

It is mandatory to complete the form up to but not including the approving signatures.

Date of Request: YYYY \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_

Player's Name: \_\_\_\_\_

Date of Birth: YYYY \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_

Current Residence: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Parent's Cell Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Parent's E-Mail: \_\_\_\_\_

Residence (Home) Association: \_\_\_\_\_

Last club played for: \_\_\_\_\_ Division: \_\_\_\_\_ Tier: \_\_\_\_\_

Goalie: Yes / No

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent (or Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

## Sections below to be completed by Approving Bodies only

Releasing Association: Approved ( ) Declined ( )  
Signature: \_\_\_\_\_  
Title: President Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comments:

Authorization of Commission: Approved ( ) Declined ( )  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments:

Accepting Joining Association: Approved ( ) Declined ( )  
Signature: \_\_\_\_\_  
Title: President Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comments:

## Minor Box Lacrosse Release FAQ's

1. **Who decides where my daughter/son will play?** This decision is made by the local commission where you have registered (Island, Interior, North or Lower Mainland)
2. **How is this decision made?** There are a number of criteria that are taken into consideration when a player has requested a release. The main ones are – which association needs players (not going to send players to a team that is already full or near full), where the released player lives in relation to which association needs players (try not to send a player from Mission to play in Richmond), past releases (when possible, will try to get a player back to the same team they were released to the previous year. Not always possible). If there are multiple releases from the same association, best efforts are made to send two + players to the new association (for carpooling).
3. **When will I be notified?** Regardless of when your association sent in your release request to the appropriate commission, it is unlikely you will get any information on where your daughter/son has been released to until a week after the March declaration meeting (this is where all association presidents commit to the number of teams they will have in every division). This takes place the 2<sup>nd</sup> Tuesday in March, so unlikely to hear until the 3<sup>rd</sup> week of March. Each commission operates slightly differently, so check with your commission chair.
4. **If my association registration page says they have a wait list, what should I do?** You should register with your home association as early as you can. When you see this, it doesn't necessarily mean they won't have a spot for your daughter/son. They are usually waiting for enough additional registrations to make another team. If they don't end up having a team, you can request a release from your home association to play elsewhere?
5. **Can I request a specific association to be released to?** This option is not on the release form. The commissions will follow their general guidelines (see 2 above) and strive to have your daughter/son playing as close to your home association as there is space available.
6. **My association doesn't have an A team and my daughter/son wants to play on an A team. Can I request a release for that?** You can request a release from your home association, but can expect the request to be denied. Releases are not allowed for caliber of play.
7. **Can I practice with the home association until I am released?** You can practice with the home association if you wish. You can't practice with any other association team until you have been properly released to another association.
8. **Can I turn a release down?** You can but the commission will not re-release you. If you wish to return to your home association, you can but that will depend on their circumstances.

To find the full policy, refer to Regulation 8 Moves.