



**Box and Field Lacrosse Program Directive**

**DRAFT COPY**

**FROM November 23, 2016  
UPDATES in March, June, 2019 & November 2020**

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## **1. Team BC - Purpose and Philosophy**

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

## **Personnel – Roles and Responsibilities**

### **2. Team BC Committee (referred to as Committee)**

- 2.1 The Team BC Committee presentation is outlined in the BCLA ByLaw IX: Committees, (i) Team BC Committee:
  - (i) The members of the Team BC Committee shall be the BCLA Vice President – Performance Programs, BCLA Vice President – Operations, the BCLCG Chair, the BCLCG Vice Chair – Minor, the BCLCG Vice Chair – Men’s Field, the BCLOG Vice Chair - Minor, the BCLOG Vice Chair – Field, the Minor Directorate Chair, the Field Directorate Chair, the BCLA Technical Director and the BCLA Regional Coaches.
  - (ii) This committee is responsible for ensuring that all administrative and technical requirements are met by published deadlines in order to provide the applicable Provincial Teams for Men’s Field, Women’s Field, Box and Female Box.

**PLEASE NOTE: The BCLA’s Team BC Director is a staff position that will be overseen by the BCLA Executive Director.**

- 2.2 The Team BC Committee shall be chaired by the BCLA Vice President - Performance Programs.
- 2.3 The Team BC - Box and Field Coordinators shall be hired by the BCLA Executive Director following consultation with the BCLA VP - Performance Programs.
- 2.4 Shall approve Team BC Head Coach and Assistant Coach Selections.
- 2.5 Shall review annually the Team BC Directive, which will include roles and responsibilities, duties and expectations of all stakeholders.
- 2.6 Shall exercise due diligence in providing a system of consistent oversight of the Team BC Program and the Team BC Teams.
- 2.7 The Team BC Committee shall have the authority in deciding any Coach or Athlete eligibility to participate with Team BC.

### **3. Team BC – Technical Coordinators – Box, Men’ Field and Women’s Field**

- 3.1 Hired by the BCLA Executive Director, following consultation with the BCLA’s Team BC Director and reporting to the BCLA Executive Director, the Team BC

- Director, and the Team BC Committee, the Team BC Technical Coordinators will attend the applicable Directorate (Minor or Field Directorate) when requested, and communicate and work with the applicable Directorates in scheduling Team BC events.
- 3.2 Responsible to attend regular Directorate meetings as well as the BC Lacrosse Coaches/Officials Special Sessions and the BCLA Annual General Meeting.
  - 3.3 Responsible for implementing and maintaining the operational aspects and philosophy of the Team BC program, including assisting in the identification of coaches, team managers and players.
  - 3.4 Must create, edit and review all Team BC coach and athlete application/registration forms and request that the BCLA staff update the forms (on-line and hard copy), post on the website, and e-mail to the appropriate age groups. See APPENDIX A: Team BC Coach Application Forms and APPENDIX B: Team BC Athlete Application Forms (done online).
  - 3.5 Shall work with the Chair or designate of the BC Lacrosse Coaches Group to recruit, screen and interview coaches applying for positions as Team BC Head Coach and the various District Head Coaches. Their recommendations shall be presented to the Team BC Committee.
  - 3.6 Ensure that all coaches who have applied for coaching positions are properly certified for National Championships.
  - 3.7 Shall be responsible for all Team BC District and Provincial Tryout Camps and ensure a fair and transparent player selection process at the Provincial Tryout Camps including but not limited to:
    - (a) Plan and schedule District Camps in conjunction with Regional Coaches (when applicable),  
Team BC Head Coaches/Assistant Coaches and local Camp Host Associations.
    - (b) Assist with Camp preparations by booking facilities, supplying balls, pinnies and cones, and purchasing water, snacks, etc.
    - (c) Liaise with Team BC Head Coaches, Regional Coaches and local Coaches with generic practice plan and evaluation matrices to fully evaluate athletes in a consistent manner.
    - (d) Converse with the Team BC Head Coach to collect all lists of identified athletes who will be invited to the Team BC Provincial Tryout Camp.
  - 3.8 Hold a conference call or in-person meeting with all of the coaches before the camp process begins. A review of the Team BC Directive shall be completed at this meeting.
  - 3.9 Liaise with Head Coaches of each team to confirm training camp schedules that are to follow each Team BC Main Camp selection camp, as well as an overview of the program for the duration of the season. These training camp dates should be communicated as early as possible to all concerned parties and the dates should avoid other lacrosse events wherever possible, and should not be altered unnecessarily after being announced. An example of these dates shall be included in the parent introductory letter.

- 3.10 Shall work with the BCLA Technical Director and be responsible for ensuring that all coaches meet the CLA coach certification requirements to attend National Championships.
- 3.11 Shall act as the liaison between the Team BC Committee and Team BC Head Coaches.
- 3.12 Shall attend, whenever possible, all applicable National Championships.
- 3.13 Shall work with the Team BC Head Coaches to ensure that all athletes meet the Team BC eligibility requirements.
- 3.14 Immediately following the conclusion of the Provincial Tryout Camp, will send the names of the final team selection, including alternates where applicable, to the BCLA Team BC Director and Team BC Coordinator. It is also the responsibility of the Team BC Technical Coordinator to ensure that all camp expenses from all of the coaches and managers are submitted within one week of the completion of each Provincial Tryout Camp.
- 3.15 Liaise with the BCLA Executive Director concerning all financial matters.
- 3.16 Present a final report to the BCLA Team BC Director within one week of the respective teams' final competition. It is the responsibility of the Team BC Technical Coordinator to ensure that all expenses from all of the Team BC coaches and managers are submitted within one week of the completion of the program.
- 3.17 Shall plan, with the Team BC Director, a meeting to collectively debrief all Team BC Head Coaches and Managers to gather feedback and critical analysis of their Team BC experience.

#### **4. Team BC Director – BCLA Staff Role**

- 4.1 Working with the BCLA VP-Performance Programs and Team BC Technical Coordinator, shall liaise between all teams, ensuring the teams conform to equipment, budgetary or policy standards established by the Team BC Committee and the BCLA.
- 4.2 Help identify, in agreement with Head Coaches, the individual working team managers immediately following final team selections (usually selected from within the parent group).
- 4.3 Plan Provincial Tryout Camps with Team BC Technical Coordinator regarding facility requirements, meals and snack purchases (water, fruit, health bars).
- 4.4 Receive all registration lists. Ensure that all registration fees are paid. Ensure that all registered participants are also registered with the BCLA in the current season in the correct discipline (i.e., box, men's field, women's field). Communicate with the Team BC Technical Coordinator if there are any issues.
- 4.5 Prepare camp packages and attend Provincial Tryout Camp check-ins and assist with parent/athlete requests.
- 4.6 Manage sizing of athletes for Team BC hard goods and apparel during the Provincial Tryout Camps.
- 4.7 Work with each manager to ensure that all aspects of the individual programs are coordinated (i.e., travel, accommodations, meals, ground transportation, equipment, clothing, etc.).
- 4.8 All ordering and decorating (embroidery, screening) of equipment, clothing, etc. must be done by the Team BC Director.

- 4.9 An initial letter will be sent to selected athletes and their parents with an outline of the financial commitment.
- 4.10 Provide request for sponsorship letter to the managers. APPENDIX D: Sample Letter to Potential Team BC Sponsors and Donors.
- 4.11 Ensure that police checks for all coaches, chaperones or managers prior to travel to national championships have been done.
- 4.12 Arrange for standardized head and shoulder photography for all team personnel – and ensure it is forwarded to the host national tournament by deadline (if applicable).
- 4.13 Ensure both action and other official team photographs are planned for both in BC and while at nationals. These can be used for souvenir purposes and also act as an archive in future years.
- 4.14 Approve all major excursions that teams will make – both lacrosse events and non-lacrosse events and ensure insurance coverage is in place.
- 4.15 Once the athletes are selected for each team, send an introductory letter out to all parents explaining the processes, roles and responsibilities of all involved, and a financial overview (what to expect).
- 4.16 Deal with conflict and or other issues that could arise with managers, athletes, parents and team personnel.

**5. Team BC Finances –BCLA Executive Director, Team BC Director, Managers**

- 5.1 Responsible for the collection, accounting, banking and reporting of all moneys related to Team BC, including Camps and final teams. All financial transactions will be processed through the BCLA Office.
- 5.2 Initial team budgets will be prepared for each team and provided to the managers. An initial letter will be sent to selected athletes and their parents with an outline of the financial commitment. Player Participant Financial Summary.
- 5.3 For District and Provincial Tryout Camps, and Team BC provincial team activities, all monies will flow through and out (revenues and expenditures) of the BC Lacrosse Association.
- 5.4 Responsible for the collection (from Team Manager), accounting and reporting of all monies collected, raised and/or donated on behalf of Team BC. All expenditures will be approved and paid for by the BCLA on behalf of each team for approved expenditures only.
- 5.5 Provide information to Team BC Managers (and team parents) on how Charitable Donation Receipts are obtained through the BC Amateur Sport Fund. See APPENDIX C: Team BC Sponsorship and Donation Information.
- 5.6 All approved purchases prior to leaving for a National Tournament will be made by the BCLA staff on behalf of the teams.
- 5.7 While at a National Tournament, approved purchases will be made by a Team Manager.
- 5.8 Monies remaining after all bills, debts, and commitments have been paid, shall be divided equally and dispersed to the parents in a timely manner, along with a final letter, External Sport Credit Letter (if applicable) and a receipt for Team BC payments.

## **6. Team BC Team Head Coach**

- 6.1 Responsible to review and sign a “Memorandum of Understanding”. See APPENDIX I: Team BC Memorandum of Understanding.
- 6.2 The Head Coach, once approved by the Team BC Committee shall, with the assistance of the BCLCG, immediately recruit Team BC assistant coaches and district coaches who shall also need to be approved by the Team BC Committee.
- 6.3 Ensure that all coaches on his/her coaching staff have the necessary CLA coach certification requirements to participate in National Championships. This must be done prior to coach selection for assistant and district coaches.
- 6.4 In co-operation with the assistant and district coaches they shall mutually arrive at a recruiting system for the district camps.
- 6.5 Hold a conference call or in-person meeting with all of the coaches and managers, including the District Coordinator/Coach/Manager, before the camp process begins.
- 6.6 The Team BC Head Coaches shall observe the district camps where possible, and assist as required.
  - (a) The District coaches, under the guidance of the Team BC Head Coaches, shall be responsible to run the District Camp and oversee the athlete selection process. The Team BC Head Coach may be involved in the selection process; ultimately it is the Team BC Head Coach’s decision to invite selected athletes to the Provincial Tryout Camps.
  - (b) If the Team BC Head Coach cannot attend all District Camps, Team BC Assistant Coaches and BCLA Regional Coaches can assist the District Coaches with the District Camps and with athlete evaluations and selections; ultimately, in the case of the Head Coach’s absence, it is the Team BC Assistant Coaches’ decision to invite selected athletes to the Provincial Tryout Camps.
- 6.7 All coaches will be assisted in every possible way by the Minor Directorate, Field Directorate, BCLA Staff (including Regional Coaches) and BCLCG, to further their professional development.
- 6.8 At all times the coach must appear professional and abide by the relevant codes of conduct and operating policies of the BCLA, Minor Directorate, Field Directorate and the BCLCG.
- 6.9 Responsible to provide final list of players selected to the Team BC Coordinator.
- 6.10 A player roster may have a maximum of 23 players (Team BC - Field) and 18 runners plus 2 goaltenders (Team BC - Box). The Head Coach may elect to have alternates attend Team BC practices. Alternates will not be allowed to participate in any games nor travel to the National Championships while they remain on the Alternate List. Alternates cannot take the roster spot of healthy roster athletes.
- 6.11 Responsible to provide a list of no more than five (5) alternates for a team. Alternates may be asked to practice with the selected team leading up to competitions. If asked, should all alternates elect not to participate, then the Head Coach can suggest another Team BC-identified athlete(s) to the Team BC Technical Coordinator for approval.
- 6.12 Coaches are to strive to play all players in exhibition games, however at National Championships, playing time is at the discretion of the Head Coach.
- 6.13 Facilitate an exhibition event within BC, prior to leaving for nationals to showcase current Team BC program.

- 6.14 Team BC Head Coach announcements are to be made by the end of September (Team BC - Field) and the end of January (Team BC - Box).
- 6.15 If any Team BC Head Coach or Assistant Coach is a subject of disciplinary measures during exhibition, league or post-season play, the Team BC Committee may, after an investigation, remove that coach from the Team BC Program.

## **7. Team BC District Coach - Box Lacrosse**

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

## **8. Team BC Managers (one manager per team)**

- 8.1 Working closely with the BCLA Staff, shall co-ordinate all team travel, accommodation, meals, practices, fund-raising and game-day preparations.
- 8.2 Shall collect all deposits from parents/athletes in a timely manner, track payments, and submit monies to the BCLA staff.
- 8.3 Review budgets and financial statements with the BCLA Executive Director. Keep parents apprised of the costs involved in the Team BC program. Please note that statements are not to be circulated by hard copy or e-mail to athletes, parents or guardians.
- 8.4 Must advise coaches, team personnel, players and parents of their duties, responsibilities and expectations as they relate to Team BC prior to competition.
- 8.5 Will ensure that all players, coaches, parents and volunteers sign a copy of their respective codes of conduct.
- 8.6 The Team BC Manager must provide a system of consistent organization, co-ordination, communication and awareness, including in the areas of sportsmanship, fair play and respect - both on and off the floor or field.
- 8.7 A budget must be presented and approved by the BCLA Staff prior to any planned social events.



- 8.8 In combination with BCLA Staff supplied budget, outline meal plans for out of province duration.
- 8.9 All issues and or complaints that a manager is unable to address from parents, athletes and/or team personnel shall be forwarded through the Team Manager to the applicable Team BC Coordinator.
- 8.10 Responsible to collect contact information for all players and families involved with each team following the main Provincial Tryout Camp (email addresses / mailing address / phone contact information / cell phones ~ to be supplied to all chaperones/drivers and BCLA Staff).
- 8.11 Ensure player medical forms are completed and available at all competitive events and out of province venues. This should be done prior to the first training camp. See APPENDIX F: Medical Form Sample.
- 8.12 Facilitate return of player/parent release forms to BCLA re: photography.
- 8.13 Collect clothing sizes / equipment sizes for all players and coaches / managers.
- 8.14 Compile medical forms and contact information for all coaches including CC#. See APPENDIX F: Medical Form Sample.
- 8.15 Ensure that the CLA Team Registration Form, CLA liability release waivers and codes of conduct are completed and signed for all players, coaches, managers, and chaperones. See APPENDIX G: CLA Team Registration Form and APPENDIX H: CLA Liability Release Waivers (over and under the age of majority).
- 8.16 Compile an official roster, including jersey #'s, for the host national tournament to be used for the CLA Team Registration Form and official national program.

## **9. Team BC Athletes**

- 9.1 To be eligible to try out for Team BC Programs, all athletes must be currently registered athletes with the BC Lacrosse Association. Box athletes must be registered in the Box Lacrosse discipline in the current playing year; Men's Field athletes must be registered in the Men's Field Lacrosse discipline in the prior and current playing year; Women's Field athletes must be registered in the Women's Field Lacrosse discipline in the prior and current playing year.
- 9.11 All eligible athletes that register to try out for Team BC teams must reside in BC and have a BC mailing address.
- 9.2 Upon being selected for Team BC a player must review and sign a Code of Conduct for Athletes (APPENDIX I) and the BCLA Code of Conduct for all Members (APPENDIX J). This must be returned to the Team Manager no later than two weeks after selection to the team.
- 9.3 A player's commitment to his/her club team **will** take precedence over Team BC, with the exception of Team BC scheduled travel.
- 9.4 In order to be eligible to participate with Team BC a player must commit to attending a minimum of 50% of the athlete's Club Team's *scheduled* League games (Box to Box and Field to Field) and meet all BCLA requirements consistent with eligibility for the applicable Directorates' Provincial Championships.
- 9.41 If an athlete is injured, ill or unable to participate in physical activities and unable to compete in scheduled league games, a dated certified practitioners note is required to confirm the status of the athlete's health. An athletes injury status may be considered

- if the minimum number of games played is less than 50% of the athlete's Club Team's *scheduled* League games.
- 9.42 If an athlete is injured prior to the District Camp and/or Provincial Tryout Camp and cannot participate, but wishes to still be considered for evaluation, the athlete must communicate those wishes to the Head Coach of the team, Team BC Coordinator and Team BC Director. To be considered, the athlete must pay the District Camp fee (\$30) and Provincial Tryout Camp Fee (\$150) and attend both camps to remain eligible for consideration.
- 9.5 If a player is suspended during league or provincial play, the Team BC Committee may, at their discretion, remove the players from Team BC.
- 9.6 Nationals are sanctioned play; therefore, any suspensions received in league play, provincial playdowns and/or Summer Games shall carry forward to Nationals, and vice versa.

## **10. Parents of Team BC Athletes**

- 10.1 Upon a child being selected for Team BC, a parent must review and sign the BCLA Codes of Conduct (APPENDICES N and O). This must be returned to the Team Manager no later than two weeks after selection to the team.
- 10.2 It is the Team Manager's responsibility to co-ordinate and implement the Team BC program as it relates to athletes and team personnel (coaches, manager, trainer, etc.). The Team Manager is NOT responsible for parents (i.e., travel, accommodations, meals, etc.). It is strongly recommended that a parent among the group be assigned the responsibility of arranging parent activities as the Team Manager will be instructed not to address parent needs.
- 10.3 Deposits (can be post-dated) for Team BC Fees, per documentation provided at time of selection, must be provided to the Team Manager no later than two weeks following selection.
- 10.4 Release forms for player photos, as sent by a Team Manager, must be signed and returned to the Team Manager no later than two weeks following selection (if applicable).
- 10.5 Responsible to assist their child with understanding decisions and responsibilities surrounding social media (see APPENDIX K: BCLA Social Media policy).
- 10.6 Failure to submit deposits/money owing will place the athlete member in Bad Standing and the member will remain as such until account is settled. This will carry over to BCLA Association participation, in both box and field lacrosse.
- 10.7 It is important to maintain a positive attitude to ensure that every child has the best Team BC experience possible. If a question or issue arises, parents/guardians should treat all Team BC personnel with respect, and will use the proper communication channel -- their respective Team BC Managers.

## **11. Sponsorships**

- 11.1 Team BC Program Provincial Sponsors are solicited by and arranged for by BCLA Staff.
- 11.2 Team sponsors are the responsibility of Team Manager and Parents. Sponsors cannot conflict with the BCLA's Sponsors, so permission must be sought in consult with the

Team Manager to the BCLA Marketing Director/Team BC Director prior to any agreements with sponsors. See APPENDICES G and H.

- 11.3 Sponsor bars on box jerseys are allowed. As well, teams can come up with creative ways of giving a sponsor value (i.e., banner, name on roster, posted on website, shooter t-shirts). It will be up to the Team Manager to set the price for that sponsorship bar (i.e., \$500 etc.). All sponsorships will go into the Team budget, **not to individual players**. If a relative or friend wants to contribute to an individual, they should do that directly with the player/parents. This would not be considered a sponsorship (no acknowledgement). **Sponsors should make their cheque payable to the BC Lacrosse Association.**

## 12. Donations

- 12.1 A company or individual cannot receive anything in exchange for a donation (i.e., recognition), and the donation must go to a team (is not allowed to go to an individual on the team). Donors should make their cheque payable to the BC Amateur Sport Fund. See APPENDIX C.
- 12.2 The BC Lacrosse Association has been approved as a program under the BC Amateur Sport Fund as the method to facilitate charitable donations, so this means that if a team wants to raise money through donations, they may do so. The charitable donations must following this process:
- 1) The donation cheque must be written to the BC Amateur Sport Fund.
  - 2) Write **BC Lacrosse Association - Team BC Program Project #P197** in the Memo section at the bottom of the cheque. The Team (i.e., Box: 16U, Bantam, PeeWee, Female 16U, Female Bantam; Men's Field: U18, U15, U14; Women's Field: Middle School, Freshman, Sophomore, Junior, Senior) should also be identified.
- 12.3 The person making the donation cannot receive any benefit from this except for a tax deductible receipt. If you have a donation, you would give (send) it to the BCLA Office (#101 – 7382 Winston Street, Burnaby V5A 2G9), and it will be recorded and sent on to the BC Amateur Sport Fund for processing.
- 12.4 Parents cannot receive a tax receipt for their payment of their child's participation in the program.
- 12.5 The BCLA Office will maintain an accounting of the donations by team, so there will be an item line in the team financial statement showing the revenue and monies raised that will offset the costs of your team program. Individuals cannot benefit from a charitable donation, so a donation cannot be ear-marked for a particular player; it must be a program or team donation.

## 13. Fundraising

- 13.1 All team fund-raising must be vetted through the Team Manager and then through the Team BC Director.
- 13.2 Fundraising activities are to be approved in advance, by the Team Manager, and must not conflict with any club functions.
- 13.3 All BC Gaming Policy and Enforcement Branch policies and procedures will be adhered to, should any types of gaming licensing and/or funding occur. Team Managers can obtain gaming licenses (i.e.- 50/50).

13.4 Team Managers should facilitate with parent groups and players to strive to work together on fundraising initiatives. All revenues must be deposited through the BCLA office.

#### **14. Signing Authorities**

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

#### **15. Reporting**

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

#### **16. Communication to Athletes/Parents**

16.1 Prior to District Camps, communication will be administered by the Team BC Director, and will in most instances, be on the BCLA website and by direct e-mail to registered participants.

16.2 Prior to Provincial Tryout Camps, will be by BCLA website, BCLA email or communication from the Team BC Director.

16.3 Upon successful selection to a Team BC Team, communication may be done by the BCLA Staff, Team BC Head Coach and or Team Manager.

#### **17. Communication to the CLA**

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

#### **18. Media Relations**

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

#### **19. Camp Formats**

##### **19.1 TEAM BC - FIELD LACROSSE DISTRICT AND PROVINCIAL TRYOUT CAMPS**

19.1.1 All players must attend their District Camp and the Provincial Tryout Camp and be evaluated to be eligible for Team BC.

19.1.2 District Camps will be scheduled for Vancouver Island, Interior and Lower Mainland. Qualified players will be selected from the three District Camps and will be extended an invitation to the Provincial Tryout Camp. The cost for an athlete to attend a District Camp will be \$30.00 (subject to change). Registration forms and payment must be received at the BCLA Office prior to the District Camp. Registrations must be completed by registration deadlines. There will be no registration at the District Camp.

19.1.3 The BCLA will publish the dates and times for the Team BC - Field Lacrosse District Tryout Camps. Prior to closing dates of registration, the Head Coach will have the player application list to ensure that players who are of a high caliber are made aware of the District Camp dates, times and locations.

- 19.1.4 The Provincial Tryout Camp will be held, and all athletes invited to this camp will be informed of the date, time and location, by the Team BC Director. The cost for an athlete to attend the Provincial Tryout Camp is \$150.00 (subject to change).
- 19.1.5 Following the Provincial Tryout Camp, a shortlist of players will be selected to be further evaluated in a smaller group at a later time, either during the winter break or at the completion of the Youth Field Lacrosse Provincial Championships.
- 19.1.6 All athletes must be BCLA Registered athletes (please refer to Team BC Directive 9.0). Exceptions for player eligibility to tryout for Team BC may be considered for players attending school outside of BC. Exemption requests for athletes requesting to not attend a District Camp, a Provincial Tryout Camp, or both, may be considered by the Team BC Committee following a recommendation from the Team BC Coordinator and the Team BC team Head Coach. Requests for exemptions must be submitted, prior to the start of the District Camps, to the Team BC Director and approved by the Team BC Committee.

**19.2 TEAM BC - BOX LACROSSE DISTRICT AND PROVINCIAL TRYOUT CAMPS**

- 19.2.1 All players must attend their District Camp and the Provincial Tryout Camp and be evaluated to be eligible for Team BC.
- 19.2.2 All athletes must be BCLA Registered athletes (please refer to Team BC Directive 9.0). Exceptions for player eligibility to tryout for Team BC may be considered for players attending school outside of BC. Exemption requests for athletes requesting to not attend a District Camp, a Provincial Tryout Camp, or both, may be considered by the Team BC Committee following a recommendation from the Team BC Coordinator and the Team BC team Head Coach. Requests for exemptions must be submitted, prior to the start of the District Camps, to the Team BC Director and approved by the Team BC Committee.

**19.2.3 16U/Bantam/PeeWee (Non-Summer Games Years)**

**(a) District Camp Process**

- (a1) The BCLA has divided the Province into 4 Districts: Interior, Vancouver Island, Vancouver, Fraser Valley, for the purpose of player tryouts and talent identification.

<b>Vancouver Region</b>	<b>Fraser Valley Region</b>	<b>Island Region</b>	<b>Interior Region</b>
Burnaby	Abbotsford	Campbell River	Cranbrook
Coquitlam	Chilliwack	Cowichan Valley	Grand Forks
Delta	Hope	Juan de Fuca	Kamloops
New Westminster	Langley	Nanaimo	Kelowna
North Shore	Mission	Oceanside	Kitimat
Port Moody	Ridge Meadows	Peninsula	Mackenzie
	Port Coquitlam	Port Alberni	Nicola Valley
Richmond	Semiahmoo	Saanich	North Okanagan
Sunshine Coast	Surrey	Victoria-Esquamalt	Penticton
Vancouver		Comox Valley	Prince George
			Quesnel
			Shuswap

- (a2) The District Camps are open camps (minimum of 30 runners and 4 goaltenders are recommended).
  - (a3) The District Camp tryout dates are set by the Team BC Coordinator and District Coaches and usually are a one day, three-hour tryout. Four teams of combined athletes from all regions, will be comprised of 15 runners and 2 goaltenders who will compete at the Team BC Provincial Tryout Camp.
  - (a4) At the District Camps, the Team BC Head Coach, Assistant Coaches, Team BC/Regional Coaches, District Coaches and independent evaluators will evaluate, identify and select players to attend the Provincial Tryout Camp.
  - (a6) There is a registration fee of \$30.00 per player to attend a District Camp this fee is to be accompanied with player application to offset the costs of the event.
- (b) Provincial Tryout Camp Process**
- (b1) Prior to the Provincial Tryout Camp, all athletes will be placed on four evenly balanced teams to be evaluated and ranked over the 2.5 day camp. Team BC Coordinator and Team BC Head Coach develop a matrix to balance four equally talented teams. These rosters are submitted by the Team BC Head Coach to the Team BC Coordinator who will submit to the Team BC Director.
  - (b2) The Provincial Tryout Camp consists of skill sessions and games.
  - (b3) The cost to the players for a Provincial Tryout Camp who successfully qualified from District Camp evaluations, will be \$150 (subject to change). A meal will be provided Friday evening and lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered jersey, Team BC t-shirt and a water bottle.
  - (b4) At the conclusion of each Provincial Tryout Camp, a maximum of 18 runners and 2 goaltenders will be selected to form “Team BC”. It is impressed upon the Team BC team Head Coach to identify alternates and have the alternates train with the respective teams.
- (c) 16U (Boys) BC Summer Games Years (even years) - Zone/Provincial Tryout Camps**
- (c1) To be eligible for Team BC – 16U (Boys), a player must apply, try out, and, if selected, must participate on the respective BC Summer Games Box Zone team. The BC Summer Games Box Zone tryouts are where the players are identified for the Team BC – 16U Provincial Tryout Camp. There may be a cost to attend a Zone tryout camp to offset expenses; this will be determined by each respective Zone.
  - (c2) After all Zone tryouts are complete, there will be 45 runners and 6 goaltenders identified by the Team BC - Box Coordinator after consultation with the Team BC 16U Head Coach, and recommendations from the Zone Summer Games Head Coaches. These players shall be invited to attend a Provincial Tryout Camp. If any players decline the invitation, additional players may be invited following this same recommendation and identification.

- (c3) The cost to the players for a Provincial Tryout Camp will be \$150 (subject to change). Lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered jersey, Team BC t-shirt and a water bottle.
- (c4) At the conclusion of the camp, there will be a final selection of 18 runners and 2 goalies.

**(d) Female Bantam and Female 16U - Provincial Tryout Camp**

- (d1) There are no District Tryout Camps for Team BC - Female Box Lacrosse divisions.
- (d2) At the Provincial Tryout Camp, the Team BC Committee will create 3-4 equal teams (depending on number of applicants).
- (d3) The athletes will be evaluated and ranked over the 2 day camp. The Provincial Tryout Camp consists of skill sessions and evaluation in game situations.
- (d4) The cost to the players for a Provincial Tryout Camp will be \$150 (subject to change). Lunches will be provided Saturday and Sunday. Snacks and water will be available throughout the course of the tryout. Players will also receive a numbered jersey, Team BC t-shirt and a water bottle.

**20. Team Travel (Air and Ground Transportation)**

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

**21. Accommodations**

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

**22. Meals**

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

**23. CLA Requirements**

- 23.1 CLA Notice of Attendance and Registration Fees - BCLA Staff responsibility. CLA Notice of Attendance.
- 23.2 CLA Team registration Form - Team Manager to provide BCLA Staff with roster, including jersey numbers. The BCLA Staff will fill out the form and provide a copy

- for the Team Manager to take to the Coaches Meeting. See APPENDIX G: CLA Team Registration Form.
- 23.3 CLA Waivers - All athletes, coaches, managers, trainers must fill out the CLA Waiver Form (See APPENDIX H: CLA Liability Waivers (under and over the age of majority). Team Managers must present all signed waivers at the Coaches Meeting during Nationals. No one is allowed on the floor/field without having signed a CLA Waiver.
- 24. Souvenirs/Gifts**
- 24.1 BCLA General Management will provide exchange gifts for opponents at the Box Lacrosse Nationals.
- 25. Equipment and Team Uniforms/Apparel**
- 25.1 As part of the sponsorship agreement with Warrior and New Balance, the BCLA will provide game jerseys and shorts for all Team BC teams competing at Nationals. Players will be allowed to keep their jerseys and shorts.
- 25.2 The BCLA will order new helmets (CSA and NOCSAE approved) for Team BC players, and will consistently use the same basic (black) style so that athletes being selected for a subsequent team may re-use a helmet. As is required by CLA rules, all helmets/masks must be of the same style and color; therefore if a manufacturer design change that is out of control of the BCLA necessitates a helmet change for a player, this will be the responsibility of the parent.
- 25.3 Any other apparel (for example hoodies, t-shirts, hats, etc.) will be ordered by the BCLA Office and will be similar in color and design for all teams. No other items will be allowed to be ordered for an individual team/player.
- 25.4 The Team BC logo is a registered trademark and is only allowed to be used with the consent of the BCLA. Please note that Team BC offers “Fan and Family” apparel packages through Mountain Edge Lacrosse (Port Coquitlam). Team BC program apparel is strictly for Team BC athletes and team personnel.
- 26. Risk Management**
- 26.1 All adults working with children (under the age of 19) must submit to a criminal record check. A copy of the criminal record check must be submitted to the BCLA General Management prior to participation in the Team BC Programs. This includes all coaches, managers, trainers and chaperones. It is strongly recommended that no adult is alone with a child, and that a minimum of two adults should always be present.
- 26.2 All Team BC Personnel and Athletes must abide by all BCLA Operating Policies and Risk Management Policies.
- 26.3 Team Managers should have a copy of the BCLA's Accident Claim form and the BCLA Insurance Schedule of Benefits in case of an injury. See APPENDIX M: Accident Insurance Claim Form.
- 26.4 All Team BC Personnel and Athletes must sign the CLA Liability Waiver prior to stepping on the floor or field at a national championship. See APPENDIX H:: CLA Liability Release Waiver.



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



## 2018 Team BC Female Midget/Bantam Box Lacrosse Program

### Registration Form - Provincial Tryout Camp

#### Requirements

- Players must be registered with BC Lacrosse Association for the 2018 Minor Box playing season.
- Players will participate in a Provincial Tryout, for the purpose of selecting a maximum of 20 runners and 2 goaltenders to represent British Columbia at the National Championships.
- Players must pay a \$150.00 fee to the BCLA to attend the Provincial/Tryout Camp. This covers a jersey, lunches, water and refreshments, arena time and costs of officials.
- The Female Box Lacrosse Nationals will be held in Halifax, NS, July 2018 – dates TBA.
- If selected to Team BC, players must pay team and travel expenses to attend the National Championships (we anticipate the costs will be \$3,000).

**PAYMENT AND REGISTRATION DEADLINE:** Thursday, May 5, 2018 to BCLA Office by 4:00 PM

For more information, please E-Mail: [jeff@bclacrosse.com](mailto:jeff@bclacrosse.com)

CURRENT PLAYER INFORMATION	
Name of Box Association	<input type="text"/>
District	<input type="text" value="Please Select..."/>
Division	<input type="text" value="Please Select..."/> Midget (Born 2001-2002) Bantam (Born 2003-2004)
Date of Birth - (mm/dd/yyyy)	<input type="text"/> -- month -- <input type="text"/> -- day -- <input type="text"/> -- year --

## APPENDIX C: TEAM BC SPONSORSHIP AND DONATION INFORMATION

### Team Sponsorships and Donations

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**1) Sponsorship.** Sponsor bars on bags will be allowed. As well, you can come up with creative ways of giving a sponsor value (i.e., banner, name on roster posted on website). It will be up to the Team Manager to set the price for that sponsorship bar (i.e., \$250, \$500, etc.). All sponsorships will go into the Team budget, not to individual players. So, if a relative or friend wants to contribute to an individual, they should do that directly with the player/parents, and it would not be considered a sponsorship or donation (no acknowledgement or tax deductible receipt).

**2) Donation.** A company or individual cannot receive anything in exchange for a donation (i.e., recognition), and the donation **must go to a team** (is not allowed to go to an individual on the team).

We have been approved as a program under the BC Amateur Sport Fund as the method to facilitate charitable donations, so this means that if a team wants to raise money through donations, we're set up to do so. The charitable donations are a bit tricky.

- 1) The donation cheque must be written to **BC AMATEUR SPORT FUND**.
- 2) On the cheque in the Memo section at the bottom of the cheque, it must say **BC Lacrosse Association - Team BC Program Project #P197**. The Team (i.e., Team BC - U18, U16, U15) should also be identified.
- 3) The person making the donation cannot receive any benefit from this except for a tax deductible receipt. If you have a donation, you would give (send) it to Rochelle Winterton at the BCLA Office (#101 – 7382 Winston Street, Burnaby V5A 2G9), and it will be sent on to the BC Amateur Sport Fund for processing.
- 4) Parents cannot receive a tax receipt for their payment of their child's participation in the program.

We will do the accounting of the donations by team, so you'll have a line in your team financial statement showing the revenue and monies raised will offset the costs of your team program.

**Individuals cannot benefit from a charitable donation**, so a donation can't be ear-marked for a particular player, it must be a program or team donation.

If you have any questions, please contact the BCLA office.

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

**July 24, 2018**

**TO: The Executive Committee of Council  
City of Burnaby**

**Re: Request for Financial Assistance:  
2018 Canadian Lacrosse National Championships - Team BC Box and Field Lacrosse**

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The BC Lacrosse Association is in preparation for the 2018 Canadian Lacrosse National Championships for five Team BC Box Lacrosse, two Team BC Men's Field Lacrosse and two Team BC Women's Field programs in various locations across Canada.

There are **seven 2018 Team BC Lacrosse Athletes** who live in Burnaby, one who is participating on the Female Box and Women's Field U15 Team:

While the BC Lacrosse Association does offset a small amount of the expenses and teams do fundraise, most of the burden of financial responsibility of the expenses (i.e., equipment, accommodations, meals, ground transportation, etc.) fall onto the parents whose children are participating in these programs. This year, we anticipate the direct cost per player to be approximately \$2,800-\$3,000 per player, depending on the cost of travel and the amount of fundraising that each team does.

It would be greatly appreciated if you would consider providing a grant to each of these athletes who will be representing Burnaby and the Province of BC in July and August. If you require any further information, please do not hesitate to contact me at (604) 421-9755 Ext. 4.

Thank you for your consideration of this request.

Sincerely,  
British Columbia Lacrosse Association

**APPENDIX E:**  
**BCLA TEAM BC PROGRAM MEMORANDUM OF UNDERSTANDING**

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

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

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

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **Team BC Division:** \_\_\_\_\_

APPENDIX F: MEDICAL FORM SAMPLE



MEDICAL FORM

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Care Card #: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Doctor Name: \_\_\_\_\_ Medical Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Medical History**

Do you wear contacts? YES NO

Do you have any allergies? YES NO

If yes, what are they? \_\_\_\_\_

Have you been hospitalized in the last 6 months? YES NO

If yes, what for? \_\_\_\_\_

Have you ever sustained any injuries to your knees, ankles, elbows, wrists or shoulders that required medical attention? YES NO

If yes, please describe each injury and treatment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPENDIX F: MEDICAL FORM SAMPLE



Have you ever sustained a concussion? YES NO

If yes, please list when, in which sport, the degree of the concussion and the recovery time:

Three horizontal lines for text entry.

**Trainer's Information**

Do you require any joint or other area of the body taped? YES NO

If yes, please list below the area: \_\_\_\_\_

Horizontal line for text entry.

Do you require any specific area stretched or massaged before the game or practice? YES NO

If yes, please list area(s): \_\_\_\_\_

Horizontal line for text entry.

I have answered all the questions accurately as possible. I am aware that my failure to complete this form or provide inaccurate information may delay my participation in practices and games. I also understand that I participate in the sport of lacrosse at my own will, I understand the inherent dangers of the sport, and not every injury is preventable. The medical staff is also not held accountable for any action taken to aid and assist my health and well-being.

\_\_\_\_\_  
Athlete's signature

\_\_\_\_\_  
Date

In case of travel where the parent or guardian is not present, this form is to act as a medical release in case of serious injuries where immediate medical attention is required.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date



TEAM REGISTRATION FORM

TEAM INFORMATION		
<b>Member Association</b>	<b>Local Club or League</b>	<b>City and Province</b>
BC Lacrosse Association		BC
<b>Tournament</b>	<b>Team Name</b>	<b>Team Colours</b>
<b>Sector</b>	<b>Age Category</b>	<b>Level</b>
<input checked="" type="checkbox"/> BOX <input type="checkbox"/> MF <input type="checkbox"/> WF	Box: <input type="checkbox"/> P <input type="checkbox"/> B <input checked="" type="checkbox"/> M <input type="checkbox"/> Jr <input type="checkbox"/> Sr Field: <input type="checkbox"/> U15 <input type="checkbox"/> U18 <input type="checkbox"/> U19 <input type="checkbox"/> Sr	<input type="checkbox"/> A/Div 1 <input type="checkbox"/> B/Div 2 <input type="checkbox"/> C/Div 3

ROSTER			
#	Name	Address	Date of Birth (DD/MM/YYYY)

Please complete the Team Registration Form and submit it to the CLA office (electronically via email) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).




**STAFF**

Position	Name	Address	NCCP #	Qualifications

Position	Name	Phone	Email

**PROVINCIAL/TERRITORIAL VERIFICATION**

Name	Signature	Date

Please complete the Team Registration Form and submit it to the CLA office (electronically via email) by 3:00pm EST two (2) business days prior to the start of the tournament, which begins at the Coaches Meeting. The team registration form must be typed (not written) and have proper names (no nicknames).



## NATIONAL CHAMPIONSHIP LIABILITY WAIVER AND CODE OF CONDUCT

For Participants Under the Age of Majority in the Province or Territory in which the Athletic Activities are Provided by the Organization

**WARNING: THIS AGREEMENT WILL AFFECT YOUR LEGAL RIGHTS, READ IT CAREFULLY!**

The Parent/Guardian Must Read and Understand this Waiver Prior to the Minor Participating in Athletic Activities

### ACKNOWLEDGEMENT OF RISK AND RELEASE OF LIABILITY

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me on behalf of the Minor Participant (the "Minor") with and for the benefit of Canadian Lacrosse Association, its directors, officers, employees, volunteers, coaches, officials, business operators, agents and site property owners or Occupiers (the "Organization"). "Occupiers" is defined in accordance with the definition of Occupiers contained in the Occupiers Liability legislation applicable to the Province or Territory in which the Athletic Activities are provided by the Organization.

1. I am the Parent/Guardian of the Minor and am executing this waiver on behalf of the Minor in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Minor for all legal purposes.
2. "Athletic Activities" includes but is not limited to contact and non-contact sports, fitness activities, personal training instruction and activities, use of facilities, and fitness programs and services provided to the Minor by the Organization.
3. I am aware that there are inherent and significant risks ("Risks") associated with the participation in Athletic Activities. I am aware the those Risks include but are not limited to the potential for serious personal injury caused by any event or any condition of the facility or equipment where Athletic Activities are provided by the Organization, and health risks such as transient light-headedness, fainting, abnormal blood pressure, chest discomfort, muscle cramps or soreness, and nausea. I understand the Risks are relative to the Minor's state of fitness and health (physical, mental and emotional), and to the awareness, care and skill with which the Minor conducts him or herself while participating in Athletic Activities.
4. I freely accept and fully assume all responsibility for all Risks and possibilities of personal injury, death, property damage or loss resulting from the Minor's participation in Athletic Activities. I agree that although the Organization has taken steps to reduce the Risks and increase safety of the Athletic Activities, it is not possible for the Organization to make the Athletic Activities completely safe. I accept these Risks and agree to the terms of this waiver even if the Organization is found to be negligent or in breach of any duty of care or any obligation to me or the Minor in the Minor's participation in Athletic Activities.
5. I acknowledge on behalf of the Minor the Minor's obligation to immediately inform the nearest employee or others of the Organization if he or she feels any pain, discomfort, fatigue or other symptoms that he or she may suffer during and immediately after his or her participation in Athletic Activities. I understand the Minor may stop participation at any time, and may be requested to stop by an employee or others of the Organization who observes any symptoms of distress or abnormal response.
6. In addition to consideration given to the Organization for the Minor's participation in Athletic Activities, I and my heirs, next of kin, executors, administrators and assigns, as well as the Minor and his or her heirs, next of kin, executors, administrators and assigns (collectively our "Legal Representatives"), agree:
  - a. to waive all claims that I or the Minor have or may have in the future against the Organization;
  - b. to release and forever discharge the Organization from all liability for all personal injury, death, property damage, or loss resulting from the Minor's participation in the Fitness Activities due to any cause, including but not limited to negligence (failure to use such care as a reasonably prudent and careful person would use under similar circumstances), breach of any duty imposed by law, breach of contract or mistake or error of judgment of the Organization; and

- c. to be liable for and to hold harmless and indemnify the Organization from all actions, proceedings, claims, damages, costs demands including court costs and costs on a solicitor and own client basis, and liabilities of whatsoever nature or kind arising out of or in any way connected with the Minor's participation in Athletic Activities.
7. I acknowledge that the minor's image may be replicated by photograph or video during a CLA event and I hereby release any proprietary rights that I may have in those images to the CLA and its member associations for the purposes of promoting the sport of lacrosse in Canada.
8. I agree that this waiver and all terms contained within are governed exclusively by the laws of the Province or Territory of Canada in which the Athletics Activities are provided to me by the Organization. I hereby irrevocably submit to the exclusive jurisdiction of the courts of that Province or Territory. Any litigation to enforce this waiver must be instituted in the Province or Territory in which the Athletic Activities are provided by the Organization.
9. I confirm that I have had sufficient time to read and understand each term in this waiver in its entirety, and have agreed to the terms freely and voluntarily. I understand that this waiver is binding on myself as Parent/Guardian, the Minor and our Legal Representatives.

## CODE OF CONDUCT

- This code for conduct identifies the standard of behaviour, which is expected of all CLA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, CLA contractors, game announcers, authorized social media representatives, and employees involved in CLA activities and events.
- CLA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the CLA shall conduct themselves at all times in a manner consistent with the values of the CLA, which include fairness, integrity and mutual respect.
- During the course of all CLA activities and events, members shall avoid behaviour, which brings the CLA or the sport of lacrosse into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- CLA members and participants shall at all times adhere to the CLA's operational policies, to rules and regulations governing CLA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the CLA.
- Members and participants of the CLA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- Members of the CLA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the CLA's Harassment policy.
- Failure to comply with this Code of conduct may result in disciplinary action in accordance with the Discipline Policy of the CLA. Such action may result in the member losing the privileges, which come with membership in the CLA, including the opportunity to participate in CLA activities and events, both present and future.

By signing below, I (participant) am indicating that I have read and understand the Acknowledgement of Risk and Release of Liability and agree to abide by the Code of Conduct for this CLA National Championship.

Minor Participant Name	Parent/Guardian Name	Organization Witness Name

<b>Minor Participant Address</b>	<b>Parent/Guardian Address</b>	<b>Organization Witness Title</b>
	<b>Parent/Guardian Signature</b>	<b>Organization Witness Signature</b>
	<b>Date</b>	<b>Date</b>

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

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

**ATHLETES HAVE THE RESPONSIBILITY TO:**

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

**ATHLETES MUST:**

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

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

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

Print Athletes Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

## APPENDIX K: 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](mailto: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, Canadian Lacrosse Association 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](mailto: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](mailto: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](http://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 L: CLA NOTICE OF ATTENDANCE FORM

Notice of Attendance at National Competition

Notice of Intent to Attend a National Competition

Provincial/Associate Member Association: BC Lacrosse Association

Name of Contact:

Date: Dec 10, 2019

Signature:

Position: Executive Director

Competition

Box

- Masters     Senior A     Senior B     Junior A     Junior B     Junior (female)
- 16U     14U     12U     16U (female)     14U (female)

Men's Field

- Senior A     Senior B     18     U15

Women's Field

- Senior     U18

Identification of Club/Team

Has the participating Club/Team been Identified  Yes     No

If the Club/Team has been identified, please complete the following:

Name of Club/Team - Team BC – 12U Box Lacrosse

City \_\_\_\_\_

Contact Information for Club/Team:

Name of Contact

Title BCLA Team BC Director

Address

#101 – 7382 Winston Street

Burnaby, BC V5A 2G9

Home Phone \_\_\_\_\_

Business Phone (604) 421-9755 Ext. 3

Registration Fee - Payable to the Canadian Lacrosse Association

- Full Payment Enclosed     Deposit     Payment to Follow



#101, 7382 Winston Street  
 Burnaby, BC V5A 2G9  
 Phone 604-421-9755 Ext. 2  
 Fax 604-421-9775  
 Email: info@bclacrosse.com

# ATHLETIC ACCIDENT CLAIM FORM

<b>SECTION I</b> (please print)		
Last Name of Claimant	First Name	Birth Date
Mailing Address		
City	Province	Postal Code
If a Minor, Name of Parent		
Home Phone ( )	Business Phone ( )	

<b>SECTION II</b>	
Date of Accident	Hour a.m. / p.m. (circle one)
Location of Accident	
What is the injury?	
Date of First Treatment	
Name of Hospital taken to	
Date of Admittance	Hour a.m. / p.m. (circle one)
Date of Discharge	Name of Attending Physician or Dentist

<b>SECTION III</b> Describe fully how the accident happened.

<b>SECTION IV</b> (your sport accident policy is an excess accident benefits policy; proof of exhausting all other insurance must accompany your expenses) What medical coverage do you have through your/spouse/parent employment?				
Name of Employer		Name of Insurer		
Address of Employer		Address of Insurer		
City	Prov.	Postal Code	Policy No.	Certificate Number

<b>SECTION V</b>	
I hereby certify that all the information provided above is correct.	
Claimant's / Guardian's Signature	Date

Send completed form along with any invoices for expenses you incurred to -  
 By mail:  
 BC Lacrosse Association  
 101-7382 Winston Street, Burnaby, BC V5A 2G9  
 By fax:  
 604-421-9775  
 By email:  
 info@bclacrosse.com

Please call BC Lacrosse if you have any questions regarding this form. Instructions are on the reverse side. If you do not have invoices at this time, please forward the form only to confirm that you intend to make a claim.

<b>CERTIFICATION OF ASSOCIATION OR CLUB EXECUTIVE</b>	
Do not complete this section yourself; have your Club or League President, Coach or Manager complete this section.	
Name of Team	League or Association
Accident Policy No. ACL6623	Type of Sport
Was the above player registered at the time of the injury? Yes/No (circle one)	
Was the player injured while taking part in an authorized activity? Yes/No (circle one)	
Name	Position with Club
Telephone No.	Signature

# INSTRUCTIONS

*You must provide all information requested; incomplete forms cannot be processed.*

## IMPORTANT POINTS TO REMEMBER WHEN COMPLETING YOUR CLAIM:

1. Your insurer must receive notice of your accident within 30 days of the accident date and receive claim documentation within 90 days.
2. ALL claims must be submitted with itemized statements and paid receipts (originals are required if there is no other coverage available), which indicate
  - Patient's name
  - Type of purchase or service
  - Date of each purchase or service
  - Amount charged for each purchase or service
3. A physician statement confirming diagnosis and recommended treatment is required if you are claiming other than dental or ambulance expense.
4. Only claims in excess of the deductible specified in your plan will be considered for payment up to your maximum benefits.
5. Expenses eligible under any other health care plan(s) must be submitted to that plan(s). Your sport accident policy will pay only the amount of expenses that are not eligible with any other insurer.
- IF YOU ARE CLAIMING ANY OF THE BENEFITS LISTED BELOW, YOU MUST INCLUDE THE FOLLOWING INFORMATION WITH YOUR CLAIM: (Please check your plan details for the conditions under which these benefits are eligible. You must have required and received medical/dental treatment commencing within 30 days of the accident date.)
- FOR BENEFITS NOT LISTED BELOW, PLEASE CONTACT THE INSURER FOR CLAIMS PROCEDURE

### A. PRESCRIBED DRUGS

- Name of medication or drug
- Date of purchase
- Amount charged

### B. SERVICES OF PHYSIOTHERAPIST, CHIROPRACTOR, OSTEOPATH

- Physician referral
- Type of service
- Date of each treatment
- Amount charged for each treatment
- Date of treatment paid by Provincial Medical Plan; if private fees apply, confirming coverage has been exhausted

### C. HOSPITAL ROOM ACCOMMODATION

- Not an eligible expense

### D. AMBULANCE (Emergency to Hospital only)

- Date of service
- Places ambulance taken from and to
- Amount charged

### E. VISION CARE

- If your injury received medical treatment and resulted in the loss or damage of eyewear, or the requirement of eyewear due to accident
- An explanation must be submitted with your receipt to claim the limited benefit

### F. SCHEDULED FRACTURE INDEMNITY

- If your injury results in any of the fractures or dislocations listed on the policy schedule, there may be an amount payable to you; not more than one amount (the largest) is payable
- A statement completed by the licensed physician or surgeon confirming the fracture/dislocation

### G. MEDICAL BRACES

- A letter from the licensed physician or surgeon indicating the diagnosis, the specific medical necessity for prescribing the brace and the type of brace prescribed must be submitted with your receipt
- Medical braces required primarily for sporting type activities are not covered

### H. DENTAL ACCIDENTS

- Exact date of accident
- Breakdown of services performed
- Circumstances surrounding the accident
- Is there other dental coverage? Enclose details.
- Confirmation that treatments only relate to the accident
- Provide other insurer's explanation
- Are further treatments estimated?

### I. SERVICES AVAILABLE WITHIN THE PROVINCIAL PLAN

- Your Sport Accident Policy does not make payment for any services or treatment that is available within the provincial plan, whether there is enrollment in the provincial plan or not

YOUR SPORT ACCIDENT POLICY MAY INCLUDE A DEDUCTIBLE AND/OR PERCENTAGE OF REIMBURSEMENT. (Example: \$100 deductible or \$30 per treatment up to \$300 per accident.) IF IN DOUBT, CHECK YOUR PLAN DETAILS.



# ATTENDING PHYSICIAN'S STATEMENT

Please complete this claim form and return it to your patient.

Patient's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Diagnosis: Please indicate the name(s) of the bone(s) fractured or dislocated:


If Hospitalized, give name of hospital: \_\_\_\_\_

Date Admitted: \_\_\_\_\_ Discharged: \_\_\_\_\_

If referred to you, give name of referring physician: \_\_\_\_\_

Operations (or other procedures performed): _____	Date: _____
_____	Date: _____
_____	Date: _____

Date of first consultation for above: \_\_\_\_\_

Date of first symptoms: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Has the patient ever had same or similar condition? \_\_\_\_\_

If yes, please state when and describe: \_\_\_\_\_

Is there any other disease or infirmity affecting the present condition?

Date: \_\_\_\_\_ Signature \_\_\_\_\_ (M.D.)

Address: \_\_\_\_\_

Certified Specialist \_\_\_\_\_

Phone: \_\_\_\_\_