

## **Section A: STATEMENT OF PURPOSE**

The Langley Minor Football Association (LMFA) recognizes the fact that its primary aim is to provide the players in the “LMFA” the opportunity to participate in the Sport of Canadian Football and, in doing so, to develop respect for the sport of Football. The “LMFA” believes that such respect is fostered by teaching not only the skills required to play the game, but also by teaching and reinforcing the positive aspects of team sports, including fair play, sportsmanship, respect for each other and for opposing teams, respect for coaches, officials and the rules of the game.

## **Section B: HOW COMMUNITY FOOTBALL IS RUN IN B.C**

As an Association, we operate under the guidelines of the Vancouver Mainland Football League (VMFL) which in term is a member of British Columbia Community Football and Football British Columbia.

## **Section C: INFORMATION ABOUT THE ASSOCIATION**

Langley Minor Football Association was established in 1969.

The LMFA operates under the guidelines of its Constitution, By-Laws Policy Manual and Government of British Columbia.

LMFA is a participant in the Langley Bingo Palace and receives partial funding from their events.

LMFA must reapply to The Government of BC gaming branch every three (3) years through the Langley Bingo Palace for funding.

## **Section D: ELIGIBILITY**

All boys and girls between the ages of 6 and 18 based on their ages as of December 31 of the year in which a season begins shall be eligible to register, subject to availability of coaching staff and volunteer support.

It is LMFA's policy and practice to treat all of our players with equality, regardless of gender, in all respects, including, but not limited to the following:

1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering football programs.
2. Ensuring that the need and concern of both genders are identified promoted and supported on an equitable basis. Identify the specific needs of female athletes participating in our program and make sure all reasonable accommodations to ensure that such needs are satisfied; and
3. To co-operate with all levels of government and other sports organizations to promote and encourage the increase participation of female and male athletics in our programs.

## Section E: REGISTRATION

- 1) Player's registration shall be taken at scheduled registration sessions prior to the playing season. These registrations shall be comprised of:
  - a) A new player and returning player registration
  - b) Late new and returning player registration in order to fill or complete teams to the authorized number roster as set out in the VMFL rules.
  
- 2) Registration fees shall be set on a yearly basis, as determined by a majority vote of the LMFA Board of Directors.
  
- 3) A late registration fee may be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined is a vote of the Board of Directors.
  
- 4) Refunds of registration fee must be applied for in writing to the LMFA registrar and are subject to the following:
  - a) Full refund upon the receipt of request and return of all association's equipment by first exhibition tournament less \$25 administration cost.
  - b) Full refund less 50% upon receipt of request and association's equipment prior to the first league game.
  - c) No refund after the first league Game.
  - d) In the event of an injury sidelining the player for the balance of the season, the executive at its discretion may elect to refund an amount deemed fair by the executive.
  
- 5) Registrants whose fees are paid with NSF cheques will have their membership revoked until fees are collected; either by cash or some form of guaranteed payment. These members will also be subject to an additional penalty fee of \$25.00.
  
- 6) The waiting list shall be comprised of:
  - a) Any returning player that registered after the returning player registration deadline.
  - b) All new players that register in any division on the day of registration but after the team or teams were full.
  - c) Any new player from out of the LMFA draw zone that wishes to play for LMFA and has not been issued equipment by another VMFL football association.
  
- 7) Waiting lists shall be established after:
  - a) All returning players have registered at the regular returning player registration. No returning player shall have their place protected if they register after the returning player registration dates unless arrangements have been made with the registrar prior to registration.
  - b) The optimum number of players has been registered in each division as determined by the LMFA executive.
  - c) Maximum number of players on one team set by the VMFL.
  - d) A sibling, whose family is currently a member of the Association, shall have priority on any waiting list and will be accepted into the membership at the time of registration.

## Section F: MEMBERSHIP IN THE ASSOCIATION

- 1) Membership in the Association shall be in accordance with the Constitution and By-Laws of the Langley Minor Football Association.
- 2) A membership in the association shall be considered as one vote per member.
- 3) A family's membership fees shall be the registration fees paid to the association each playing year.
- 4) A volunteer who does not have a player playing in a given year shall be considered a voting member.
- 5) Where a family has two or more players playing in a given year; each parent or legal guardian will have one vote each in the association for a maximum of two votes per family when either parents or legal guardians are in attendance for the vote.

## Section G: CODE OF CONDUCT

All individuals affiliated with LMFA shall:

- a) Not use foul or negative language.
- b) Not verbally or physically abuse any game official, participant, spectator or coach, regardless of association or circumstances.
- c) Demonstrate courtesy, respect, and good sportsmanship towards all game officials, participants, spectator, or coaches regardless of association or circumstances.
- d) Develop community spirit and pride in our Association.
- e) Emphasize sportsmanship and fair play while keeping the word “fun” in Football.
- f) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- g) Treat the game of Football with the respect that it deserves.
- h) Take all necessary steps to report any incidents involving a breach of this code of conduct, or any other conduct, which would bring the LMFA, VMFL or the sport itself into dispute. Such report should be made to an Executive member as soon as possible after such incident and preferable in writing.

ANY INDIVIDUAL WHO CONDUCTS HIM OR HERSELF IN THE FOLLOWING MANNER WILL BE SUBJECT TO DISCIPLINE OR LMFA MEMBERSHIP EXPULSION:

- a) Breaches any of the above in section G, code of conduct.
- b) Uses their position with the LMFA for unauthorized personal and/or material gain or breach their fiduciary duty to the LMFA.
- c) Willfully circulates false or malicious statements, derogatory to any other member of our or any other association.
- d) Willfully ignore or break the constitution, By-Laws, Policies and/or rules or regulations of the Association.
- e) Counsels others to ignore or break the by-laws and/or rules or regulations of our Association.
- f) Is involved in any other conduct, which is detrimental to the LMFA, the sport of Football, the players, spectators or Officials.

## **DISCIPLINE**

- a) The LMFA, recognizing that it is responsible to enforce its rules to ensure the continued enjoyment of the sport and the proper operation of the association, shall set up a discipline committee of members appointed by the President, who shall be responsible for investigating reports of any breach and at their discretion and where appropriate, take whatever action they deem necessary to address the breach.
- b) The President has the authority to inform any volunteer, coach, manager or member that their services are no longer required without explanation for the protection of LMFA players and/or the Association.
- c) Any coach or player that receives a “game suspension” by the league commissioner will have the same number of game suspensions added by LMFA for a total of two times the game suspensions.

## **Section H: MANAGEMENT OF THE ASSOCIATION**

The Executive shall manage the business and affairs of the Association in accordance to the Constitution, By-Laws and Policy Manual of the Association.

### **EXECUTIVE BOARD:**

The Executive shall consist of elected members, The Elected Members shall be:

- President (co-Presidents)
- Vice President
- Vice President
- Treasurer
- Secretary
- Immediate Past President (non-voting)
- Registrar
- Field Coordinator
- Managers Coordinator
- Coaches Coordinator
- Cheerleading Coordinator
- Fundraising Coordinator
- Concession Manager
- Equipment Manager
- Promotions

### **TERMS OF SERVICE:**

All Executives shall serve for a maximum of twelve months per term, but not beyond the next Executive elections at the Annual General Meeting. Board of Directors need not be parents of players in the Association. It is expected that each Executive Member will attend all monthly Executive Meetings and all special meetings as required. However, it is understood that an Executive Member may unavoidably miss some meeting between Executive elections.

### Filling Vacancies or Adding New Positions:

Whenever there is a vacancy on the Executive or that a new position should be created; that position may be filled by a majority vote of the remaining Board of Directors and the person filling such vacancy shall serve until the next Annual General Meeting.

### MEETINGS:

- a) Annual General Meeting shall be held in accordance to the Constitution and By-Laws of the Association.
- b) Executive Meetings shall be held every month on the second Wednesday at a time and place designated by the Executive throughout each playing season.

## Section I: BOARD OF DIRECTORS

### **PRESIDENT (co-Presidents)**

- a) Shall have the responsibility to conduct the day-to-day business of the Association with the framework of the Association, Constitution and By-Laws.
- b) Shall supervise the other Board of Directors in the execution of their duties and shall be responsible for calling and chairing meetings of the Executive Board.
- c) Shall represent LMFA at all VMFL meetings
- d) Can be elected only after serving a minimum of one year on the executive in any capacity.

### **1st VICE PRESIDENT**

- a) Shall assist the President
- b) Shall act as President in his/her absence
- c) Responsible for reporting activities of the association to respective volunteers, and for providing guidance and support to those volunteers.

### **2nd VICE PRESIDENT**

- a) Shall assist the 1<sup>st</sup> Vice President
- b) Shall act as 1<sup>st</sup> Vice President in his/her absence
- c) Responsible for Maintaining communication with the local papers and coordinates the information on the LMFA Website.

### **TREASURER**

- a) Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents and shall deposit funds and securities in the name and to the credit of the association.
- b) Shall keep an accurate account of all money received and paid out in appropriate books.
- c) Shall render a report of the funds, receipts and disbursements of the Association.
- d) Must be bondable
- e) Shall comply with all applicable federal, provincial and municipal laws.
- f) Shall retain all records including receipts and cancelled cheques for a period of seven years
- g) Shall render a complete set of Financial Statements including Balance Sheet and a Statement of Receipts and Disbursements of the Association for the general membership and periodically for the Executive Board.
- h) Shall administer the Criminal Record Search system for coaches and other volunteers.

## **SECRETARY**

- a) Shall take minutes at all meetings of the Executive Board and at the Annual General Meeting.
- b) Shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members-at-large-informed of the activities of the Association.

## **IMMEDIATE PAST PRESIDENT (non-voting)**

- a) The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President for a maximum of two years.

## **REGISTRAR**

- a) Shall be responsible for the proper registration of all players in the Association.
- b) Coordination of registration includes ordering of preprinted forms and selection of signup location and times, signage and or advertising of registration dates and time.
- c) Works with the treasurer and turns over all registration fees collected.
- d) Shall provide an annual report of the total number of players registered.
- e) Updates membership lists and provides mailing lists for the newsletter.

## **FIELD COORDINATOR**

- a) Oversees all field setup for games and practices.
- b) Obtains from the City and/or Township of Langley all field permits for games and practices.
- c) Receives all reports from coaches, trainers, managers and Board of Directors of unsafe field conditions and reports them to the City of Langley.

## **MANAGERS COORDINATOR**

- a) Oversees the selection and appointments of all team managers.
- b) Hold regular meetings to inform team managers of up and coming events.

## **COACHES COORDINATOR**

- a) Shall be responsible for obtaining, training and supervising all coaches in the Association.
- c) Will organize and participate in group coaching meetings.
- d) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
- e) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.

## **CHEERLEADING COORDINATOR**

- a) Shall be responsible for obtaining, training and supervising all cheerleading coaches in the Association.
- c) Will organize and participate in cheerleading group coaching meetings.
- d) Shall arrange for clinics and training programs where needed and will disseminate information when appropriate to assist coaches.
- e) Will keep records of all coach's certification levels and assist coaches in obtaining additional levels of certification.
- f) Shall be in attendance or have a person known to LMFA Executive at all cheerleading functions.

## **FUNDRAISING COORDINATOR**

- a) Shall be responsible for all fundraising by the Association.
- b) Shall turn over to the Treasurer all moneys collected.

## **CONCESSION MANAGER**

- a) Shall be responsible for overseeing all aspects of the concession.
- b) Shall be responsible for the receiving of all permits required to serve food at the concession.
- c) Shall have a minimum of a level 1 Food Safety Course certification.
- d) Shall arrange for the purchase of all food and supplies associated with the concession.
- e) Shall be required to submit for the approval of the Executive a complete menu and list of prices for which individual items are to be sold.

## **EQUIPMENT MANAGER**

- a) Responsible for the distribution at the beginning of the season and the collection at the end of the season of all equipment and uniforms.
- b) Report necessary purchases to the executive, is advised by coaches, coordinators etc. of any repairs required during and after the season, and arranges for repair or replacement.
- c) Arranges for off-season storage of equipment and uniforms and other equipment.

## **PROMOTION COORDINATOR**

- a) Shall be responsible for setting up all registration dates in coordination with the registrar.
- b) Shall be responsible for all advertisement of the Association.
- c) Shall coordinate with the coaching coordinator a spring skills camp.
- d) Arrange special events with local BC Junior Teams and/or BC Lions.

## **Section J: FUNDRAISING**

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.
- b) The type and extent of the fundraising shall be determined by the Board of Directors, based on the recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.
- c) Fundraising activities must be passed by the Board of Directors. Receipts for money received must be issued to payer. All money collected & receipt book must be handed in to the treasurer, or board appointed person within 24 hours of close of the event.
- d) No member of LMFA shall issue a personal cheque on behalf of the Association.
- e) All cheques for LMFA sponsored events must be made out to LMFA exclusively.
- f) Team fundraising should meet the majority approval from the parents of the team and must be submitted to the LMFA Board of Directors for authorization..
- g) There shall be no conflict with fundraising efforts of the LMFA and if there is, the LMFA has priority.
- h) No team fundraising will take place in front of a liquor store or any establishment that sells alcohol.
- i) All team fundraising must be approved by the LMFA Fundraising Coordinator. All monies raised must be turned into the Treasurer. An accounting of all moneys raised and spent by the team shall be presented to the Managers Coordinator and the Fundraising

Coordinator before the season ends with an explanation of how the remaining funds are to be used.

j) All policies as per section J subsection Association Fundraising, items c,d & e are applicable to team fundraising.

### **RECORDS CHECKS:**

Individuals belonging to the association should be advised that anyone in the capacity of a volunteer must submit to a criminal records check every three (3) years. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the Association. The Treasure shall oversee this process.

### **Section K: PLAYER POSITIONS AND TRYOUTS**

- a) Coaches will give every player the opportunity to tryout for any given team, and or position on the team whether or not they are first year or second year players.
- b) The coaches will present the criteria for any position to the coach's coordinator before the first practice.
- c) Where there is a tie for a given team position, the primary role will be given to a second year player over a first year player.
- d) The coach will explain to the player why they were unsuccessful in winning the primary position of choice and will inform the player of the skills and improvements that must be achieved in order to be successful in that position.

### **Section L: MINIMUM PLAY RULE**

- a) Every player on a team will have a minimum of ten (10) plays per game starting from the first game of the season and applies to each and every game.

### **Section M: COACHES RESPONSIBILITIES**

The principle of respect for all participants challenges coaches to act in a manner respectful of the dignity of all participants in Football. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

#### **1) ALL COACHES MUST:**

- a) Be aware of significant pressure in a players' live e.g. school, family, and financial pressure, and coach in a manner that fosters positive life experiences.
- b) Be acutely aware of power in coaching relationships and, therefore, avoid intimacy with players, both during coaching and during that period following coaching when imbalance in power could jeopardize effective decision making.
- c) Abstain from and refuse to tolerate in others all forms of harassment and lose of self-esteem.
- d) Act towards all players, other coaches, parents and officials in a manner characterized by courtesy, good faith and respect.
- e) Recognize and address harmful personal practices of others in football e.g. drugs and alcohol, physical and mental abuse, misuse of power.
- f) Strive to be fully present, physically and mentally, in the performance of coaching duties.
- g) Ensure player train and perform in suitable and safe settings.

- h) Act in the best interest of the player development as a whole person.
  - i) Be honest, sincere, and honorable in all relationships with players, parents, officials and other coaches.
  - j) No use of Tobacco products around the team or field.
- 2) The LMFA Coaches Selection Committee has sole responsibility of appointing all coaching staff. The LMFA Coaches Selection Committee shall comprise of The President, the Coaching Coordinator and one other Executive member.
- 3) The Coaching Staff of a team shall consist of the Head Coach, Assistant Coaches, Assistant Coaches-trainees and Team Trainer as selected by the Coaches Selection Committee.
- 4) A team's coaching staff is in complete charge of the team whenever it is together on the practice or playing field, traveling as a group to and from any team event or together for any team function, such as banquets or wrap up parties.
- 5) The coaching staff in under the direction of the Head Coach, all other coaches will be Assistant Coaches.
- 6) Once approved for coaching, a coach is automatically terminated at the close of each season and must reapply each season regardless of his/her demonstrations of excellence, professionalism and win/lose record during a season.
- 7) **The Head Coach:**
- a) The Head Coach must have a current NCCP Level 1 Coaching Certificate. In the event that the only coach available for a particular age group level team is one without NCCP Level 1 Certification the Coaches Selection Committee shall appoint that individual with the understanding that he/she will acquire the Level 1 Certification at the earliest possible date.
  - b) The Head Coach is responsible for the players of his/her team and will make sure all players are picked up or other arrangements are made before the Head Coach shall leave the park, both practice and games.
  - c) In the absence of the Head Coach, the Head Coach shall appoint an Acting Head Coach for any game or practice.
  - d) The Head Coach is responsible for the behavior of all his/her Assistant Coaches and if the Head Coach determines that he/she has little confidence in the Assistant Coach or Trainer, he/she should find a replacement in conjunction with the Coaching Committee.
  - e) The Head Coach has final responsibility for his/her actions, those of his/her assistant coaches, players, staff and parents. They are also responsible for any and all misconduct by anyone on their sidelines before, during and/or after a game, including, but not limited to taunting, fighting, and verbal abuse of officials. These actions can result in game suspensions by either the league commissioner or the LMFA executive.

## **Section N: MANAGERS RESPONSIBILITIES**

- a) The Team Manager will be responsible for informing all players, coaches and parents of all events effecting the team and LMFA.
- b) The team manager will be responsible for collecting all LMFA fundraising for his/her team and will submit such funds into the LMFA at the earliest possible date
- c) The team manager will be responsible for submitting a verified roster as well as an announcer roster to the game commissioner and opposing team before each game.
- d) The team manager is permitted on the field and bench but it is with the understanding that they do not have to remain on the field or bench at all times except in the flag division which may require the manager to assist the coaches on the bench.
- e) The Team Managers principle duty is to assist in the communications between the parents, players and coaches.
- f) The team manager will be the liaison person between the LMFA Executive through the Managers Coordinator and the team.
- g) The team manager will report any parent or players concerns with regard to coach's conduct, behavior or fair play rule directly to the LMFA's Managers Coordinator.
- h) The team manager will be responsible for any and all approvals required for individual team fundraising and will give an account of all moneys collected by the team to the parents of that team as well as the LMFA's Fundraising Coordinator and Managers Coordinator.
- i) In the event that a manager is a spouse of a coach (either head coach or assistant coach), the head coach will appoint a third party liaison to deal with the said issues per section N(g) above.

### **Section O: AWARDS**

a) The LMFA will present on an annual bases, trophies and plaques to the Pee Wee, Junior Bantam, Bantam and Midget Teams for the following:

- 1) Offensive Lineman
- 2) Defensive Lineman
- 3) Ian Craig Award
- 4) Defensive Player
- 5) Offensive Player
- 6) Most Valuable Player

The players of each team will select the winners of the above awards by secret ballot "as judged by your peers".

b) The LMFA Executive will select and present to a coach the "Stan Ciok Memorial Coach of the Year" plaque.

a) LMFA will award one (1) scholarships annually of \$500.00 through the Langley Scholarship Committee. With the criteria the player or cheerleader must have played in LMFA in the past 3 years.

#### **Section P: USE OF THE FIELDHOUSE BY OTHERS (Future)**

a) LMFA will permit other Langley based community or sports groups to use the Meeting Room or Concession where that use does not conflict with LMFA's own programs, events or games. Providing that the group wishing to use the Fieldhouse (the "Applicant") submits a request in writing at least two (2) weeks before the proposed event.

b) LMFA may require the Applicant to provide LMFA with a damage deposit of no more than \$500 and in addition may charge the Applicant a fee of no more than \$25 per day for the use of the Concession or Meeting Room.

c) Under no circumstances will any outside group be permitted to use the storage area due to the liability and safety of the equipment being stored.

d) Any group using the Concession to sell anything other than pre packaged foods shall submit a copy of a member of that group's Level 1 or greater Food Safety Course Certification and that person or persons must attend the concession throughout the day of use.

e) As a term of use by any Applicant for the use of the Fieldhouse, LMFA will obtain from each Applicant a waiver and indemnity agreement and will require the Applicant to obtain liability insurance coverage in respect of the Applicant's use of the Fieldhouse with a minimum limit of \$2 million per occurrence, with LMFA and the City of Langley named as additional insured under that policy.

#### **Section R: Disposal of old Equipment**

From time to time upon the recommendation of the Equipment Manager it may become necessary to dispose of worn out or unusable equipment under the following conditions:

a) Helmets which can no longer be certified; must be disposed of in a crushing dumpster so as never to be used by anyone again.

b) Equipment other than helmets which fall below the standards set by LMFA shall be offered to other VMFL associations first, then other BC Community Football Associations second and Lower Mainland High School's third under the condition that no liability or warranty is offered with the transfer of said equipment. The receiving organization or association assumes all risk in using the disposed of equipment and must sign a release to that affect before receiving the said equipment.