

Rules & Regulations for Bear Creek Youth Lacrosse

The following Rules and Regulations have been adopted by Bear Creek Youth Lacrosse. In case of conflict between Bear Creek Youth Lacrosse and Colorado Youth Lacrosse Association (CYLA) or Colorado Girls Lacrosse Association (CGLA) Rules and Regulations, CYLA's/CGLA Rules and Regulations shall hold precedence.

Should any situation arise which is not expressly covered by either Bear Creek Youth Lacrosse or CYLA/CGLA League's Rules and Regulations, the final authority shall fall upon the Bear Creek Youth Lacrosse Director.

I. Name and Purpose

A. The name of the organization shall be Bear Creek Youth Lacrosse, hereafter referred to as “Bear Creek Youth Lacrosse” or abbreviated as “BCYL”.

II. Purpose:

- 1. Bear Creek Youth Lacrosse is a youth sports organization dedicated to promoting the sport of Lacrosse for youth boys and girls through teaching and competition. Bear Creek Youth Lacrosse will be a member of the statewide youth lacrosse league, currently the Colorado Youth Lacrosse Association (CYLA) for boys and Colorado Girls Lacrosse Association (CGLA) for girls, and be signatory to league(s) rules and obligations. Bear Creek Youth Lacrosse will coordinate and with local area high school lacrosse programs, and encourage youth players to continue to participate at the high school level.**
- 2. Bear Creek Youth Lacrosse will be a participant and be signatory to all rules and regulations of the (CYLA) for youth boys, and the (CGLA) for youth girls.**
- 3. The administrators, coaches and players will abide by all rules, regulations, league schedules and rulings of the league organizations.**

III. Mission Statement

- 1. Bear Creek Youth Lacrosse is dedicated to the teaching youth boys and girls of the BCYL the value of teamwork, integrity, and sportsmanship through the sport of lacrosse. BCYL offers the opportunity for boys and girls to develop an appreciation and understanding for this fast paced Native American sport with an emphasis on developing the fundamental skills necessary to play the sport, and the importance of respect for the rules of the game, officials, opponents, teammates, and one's self.**
- 2. Bear Creek Youth Lacrosse will strive to make participation in the sport of lacrosse affordable, safe and a positive experience for players, coaches and parents.**
- 3. Bear Creek Youth Lacrosse is a volunteer organization.**

IV. Governing Body

1. Lacrosse Director

a) The Bear Creek Youth Lacrosse Director is elected in accordance to the By-laws set for by Bear Creek Junior Sports Association (BCJSA).

2. Lacrosse Board Positions

a) The following are additional board positions that may be filled by the Director as he/she deem necessary.

- (1) Boys Program Director
- (2) Girls Program Director
- (3) Secretary
- (4) Field and Facility Coordinator

3. Each Board Member will serve two years and may be reappointed at the discretion of the Lacrosse Director. The Lacrosse Director retains the right to add or remove positions to the board as he/she deems necessary.

V. Duties and Obligations of Officers, and Members

1. Director

a) General

- (1) Representative to outside organizations
- (2) Ensure that all participants in the program, including coaches, players, parents, and spectators conform to all Organization bylaws and rules, as well as any federal, state, county, city, and/or local laws.
- (3) Ensure that all participants in the program, including coaches, players, parents, and spectators conform to all rules and rules set forth by CYLA/CGLA; youth lacrosse's governing body.
- (4) Appoint representatives to all state, county, and/or local organizations with which the sport is affiliated. Supervise their actions and ensure their attendance at all such meetings. Advise them as to the Organization's position with regard to any and all issues.

(5) Appoint a Board of Directors specific to that sport as necessary. This may include, but is not limited to, an assistant director, secretary, treasurer, registrar, equipment manager, and other assistants.

(6) Coordinate all field and facilities requests with the Fields and Facilities Coordinator.

(7) Attend monthly meetings of the Organization. Failure to attend three (3) consecutive meetings will result in the Sports Director being placed on probation, with terms and conditions for their return to eligible status determined by the President.

b) *Specific to each season*

(1) Update and maintain the sport's webpage on the Organization website with appropriate detail and registration information, including costs and deadlines, for the sport.

(2) Prepare and implement proper guidelines and procedures for registrations.

(3) Ensure that every player on a roster has had his/her registration fee paid or waived.

(4) Determine the structure of all teams, and prepare rosters for each team prior to the first game of the season. Players that have not paid or had their fee waived are not allowed to participate in any sports program activities.

(5) Select, organize, train, and supervise all coaches as necessary.

(6) Supervise and review the progress, conduct, and general coaching ability of all coaches in the sport.

(7) Conduct an annual inventory of all equipment and submit the results to the President-elect following the conclusion of each season.

c) *Financial*

(1) Prepare and submit for approval a budget for the operation of the sport at least thirty (30) days prior to incurring any financial obligation. The budget must be approved by the Treasurer and/or President prior to the sport incurring any financial obligation.

- (2) Review, approve, and sign all purchase orders. Note that contracts may not be entered into without approval by the President.
- (3) Keep a record of all receipts and expenditures incurred in the operation of the sport. Present the receipts to the Treasurer.
- (4) Provide access to all financial records upon request of the Treasurer and/or the President.
- (5) Disciplinary actions
- (6) Take such disciplinary and administrative action as is necessary to ensure compliance with the bylaws and rules of the Organization.
- (7) The Director has the authority to suspend any coach for cause, including any violation of appropriate bylaws and/or rules or in the event that, in the Director's opinion, a coach's actions or inactions jeopardize the integrity of a sports program or the safety of any person. All such incidents and the resulting disciplinary action must be reported to the BCJSA President within twenty-four (24) hours of its occurrence.

2. Boys Program Director

- a) Promote Boys Lacrosse*
- b) Liaison for CYLA and US Lacrosse, relaying all league information to the Director and Board members. This includes attending and representing Bear Creek Youth Lacrosse at meetings.*
- c) Recruit and assist with the training of coaches.*
- d) Responsible for monitoring coaches during the season and gather feedback from the parents.*
- e) Responsible for working with the coaches to set up individual team pages on the Bear Creek Youth Lacrosse website, training coaches and team managers to use Team Pages and website communication tools.*

3. Girls Program Director

- a) Promote Girls Lacrosse*
- b) Liaison for CGLA and US Lacrosse, relaying all league information to the Director and Board members. This includes attending and representing Bear Creek Youth Lacrosse at meetings.*

- c) Recruit and assist with the training of coaches*
- d) Responsible for monitoring coaches during the season and gather feedback from the parents.*
- e) Responsible for working with the coaches to set up individual team pages on the Bear Creek Youth Lacrosse website, training coaches and team managers to use Team Pages and website communication tools.*

Develop Coaching Syllabus

4. Secretary

- a) The Secretary is responsible for internal and external club communications.*
- b) The Secretary is responsible for working with coaches to set up individual team pages on the website, training coaches and team managers to use Team Pages and the website communication tools.*
- c) The Secretary is responsible for ensuring all information on the website is current, correct and meets the guidelines and mission of the program.*
- d) The Secretary is responsible for causing and/or the creation and distribution of marketing, promotional, and informational products.*
- e) The Secretary works in conjunction with the other board members to coordinate rosters and schedules of all teams.*
- f) The Secretary will oversee the CYLA Birth Certificate program.*
- g) The Secretary will oversee the BCYL Fundraising programs.*
- h) The Secretary will oversee the equipment rental program. Including documenting, tracking issued equipment, and working directly with the program directors and coaches to ensure that equipment rental program is run efficiently and cost effectively.*
- i) The Secretary is responsible for completing and recording the programs inventory assets and submitting an annual report to the Lacrosse Director.*

5. Field Manager

a) The Field Manager works with the lacrosse board and the BCJSA Fields & Facilities Board member to secure fields through the Recreations departments and the schools. The fields manager will work coordinate with the Director and the BCJSA Fields and Facilities Coordinator.

b) The Field Manager is responsible for delivering and picking up the goals and setting up the game fields on game days. This includes tables, chairs and scoreboards.

c) Will coordinate with field liners to ensure game and practice fields are lined

d) Inspect fields for safety issues and report to coaches and the director.

6. Members

a) Encourage players to have a good attitude at all times, cooperate with the coaching staff, be helpful and considerate of their teammates, and

b) Demonstrate good sportsmanship for the better enjoyment of the game.

c) Refrain from the use of profanities or profane gestures, fighting, physical intimidation, and/or excessive arguing. Rude, obnoxious, or unsportsmanlike conduct will not be tolerated.

d) Refrain from the use of alcoholic and/or tobacco products at practices, games, tournaments, and other Organization activities.

e) Failure to conform to the membership responsibilities set forth in this article may result in disciplinary action being taken by Directors and/or Officers of the Organization. Such action may include temporary or permanent revocation of membership, which would prohibit the Member, his or her family members, and other persons participating under the suspended Member's name, from further participation in any Organization sports programs or events.

VI. Compensation for Board Members

1. Board Members receive no monetary payment for serving on the Board, except for reimbursement of club-related expenses.

2. Board Members may elect to receive credit not to exceed the amount of the annual registration fee for their immediate children who participate in the BCYL program to be used during the year of service.
3. Board members have the option to recruit additional volunteers to assist with particular duties throughout the year. These individuals may receive a partial credit for registration. This shall be based upon the amount of service and an evaluation by the Lacrosse Director.

VII. General Operating Policies

1. Meetings: The Board should hold regular meetings monthly and special meetings as necessary. All meetings are open to members, except meetings addressing personnel issues. All Meeting notifications shall be posted on the website.
2. In order to keep participation costs at a minimal level Bear Creek Youth Lacrosse should remain a volunteer organization, staffed by volunteers.
3. Concussion Policy
 - a) *All Coaches and Assistant Coaches must complete annual concussion training as mandated by the Jake Snakenberg Act (Colorado Senate Bill 11-040).*
 - b) *When a coach, assistant coach or a BCJSA Board Member who is currently trained in concussion awareness education determines that a youth athlete has sustained a concussion following an observed or suspected blow to the head or body in a game, competition, or practice the athlete shall be immediately removed from the game, competition or practice.*
 - c) *If a youth athlete is removed from play pursuant to subsection (2) of this section and the signs and symptoms cannot be readily explained by an condition other than concussion, the head coach, program director, lacrosse director, or other BCJSA board member shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until he or she is evaluated by a health care provider and receives written clearance to return to play from the health care provider.*

VIII. Coaches, Teams & Rosters

1. Target roster size is 18 to allow for adjustment or additions at start of the season.
2. Teams are gender and age specific, based on league requirements. It is the decision of the Lacrosse Director to separate boys and girls to foster the growth of girls' lacrosse.
3. Team rosters need to meet all league deadlines and all efforts should be made to have team rosters completed prior to the start of practice.
4. Each Head Coach shall recruit at least one Team Manager to assist with communication and other administrative duties for the team. The Team Manager will manage the Team's web page.

B. Head Coaches

1. General

- a) *Teach players the fundamentals and strategies of the game to the best of their ability and the ability of the players.*
- b) *Teach, promote, and practice good sportsmanship.*
- c) *Discuss issues with parents and/or guardians concerning coaching style, decisions, or strategies as appropriate. (Note that the coach's decision on issues related to playing time or position is final unless it violates a "mandatory play rule".)*
- d) *Maintain and make available upon request, evidence of conformance with any "mandatory play rule" required by the sport.*
- e) *Attend meetings called by the sports director as required.*
- f) *Ensure that each player is eligible to participate in the sport, and that his/her school eligibility requirements are met.*
- g) *Adhere to all state and county rules governing the conduct of the sport.*
- h) *Coaches that leave the Organization and recruit or take players (excluding their own children) to another organization or entity will not be allowed to coach other sports in the Organization for a period of two (2) years.*

2. Player Safety

- a) Coaches are responsible for the conduct and safety of all players at all practices, games, tournaments, and Organization activities.*
- b) Coaches will not threaten with physical harm or reprisal, strike, or otherwise physically or mentally abuse a child.*
- c) Coaches are responsible for the conduct of parents at all practices, games, tournaments, and/or Organization activities.*

3. Conduct

- a) All coaches, assistant coaches, and members of the coaching staff will conform to the bylaws and rules of the Organization.*
- b) Maintain proper discipline and encourage respect from, and respect for, all teammates, opponents, coaches, parents, and officials. Coaches will exhibit proper decorum when involved in disputes or disagreements during practices, games, tournaments, and Organization activities.*
- c) Refrain from the use of profanity, alcohol, tobacco, obscene gestures, fighting, and other unseemly or unsavory conduct. Such actions may result in the immediate suspension of a coach until review by the Director and/or Board.*
- d) Coaches will not discriminate against any person or impose any unfair treatment upon, or denial of normal privileges to, any person based on their race, disability, sex, color, religion, sexual orientation, geography, or age.*

4. Minimum Coaching Requirements

- a) Complete annual concussion training as mandated by the Jake Snakenberg Act (Colorado Senate Bill 11-040).*
- b) Be a US Lacrosse member, BCYL will reimburse 50% of the cost of this membership.*
- c) Complete Bear Creek Junior Sports Association Background Check.*
- d) Complete US Lacrosse Level I Certification. (This requirement may be waived by the Lacrosse Director to accommodate coaches with previous higher level coaching or playing experience or to fill a vacant coaching position)*

- (1) Complete US Lacrosse Level I Online Training

- (2) Complete US Lacrosse Level I Live Workshop/Seminar
- (3) Completion Positive Coaching Alliance “Double Goal” online coaching training
- (4) Completion of the online “How to Make Proper Contact” course.

(5) Complete US Lacrosse Background Check

e) Head Coach Reimbursement for US Lacrosse Qualifications

(1) After receiving certification (verifiable) of US Lacrosse Coaching Certification the head coach will be reimbursed for the cost of the US Lacrosse background check and the live workshop:

(a) Completion of season as head coach, including returning all-league provided equipment (e.g. Goals, Rental Equipment, coach's gear, etc.)

(b) Training must have been completed within the current season.

C. Assistant Coaches:

- 1. Must complete annual concussion training as mandated by the Jake Snakenberg Act (Colorado Senate Bill 11-040).**
- 2. Be a US Lacrosse member, BCYL will reimburse 50% of the cost of this membership.**
- 3. Are encourage to complete the US Lacrosse Level I Certification.**
- 4. Are encourage to complete the US Lacrosse Level I online training**
- 5. Are encouraged to complete the US Lacrosse "How to Make Proper Contact" online course.**
- 6. Completion Positive Coaching Alliance "Double Goal" online coaching training.**
- 7. All Coaches and Assistant Coaches must complete a Bear Creek Junior Sports Association (BCJSA) confidential background check.**
- 8. All Coaches and Assistant Coaches must sign and agree to the Code of Conduct of Bear Creek Youth Lacrosse and their appropriate league. Any coach may be relieved of coaching duties at any time by the Lacrosse Director for failing to meet the Conduct Standards, stipulated by Bear Creek Youth Lacrosse, BCJSA By-laws, the league, or US Lacrosse**

D. All teams shall have only one Head Coach and no more than two assistant Coaches. No official event shall take place without an official Bear Creek Youth Lacrosse Representative supervising the activity.

IX. Registration Polices

- A. The Lacrosse Director will set Registration dates and deadlines. The target date to open registration should be no later than October 1st, prior to the upcoming spring season. The Lacrosse Director will also set the fees (registration fee, equipment rental fee, uniform fee, etc.) each year prior to the opening of Registration. Registration fees are designed to cover the expenses of field rental, league fees, officials' fees, necessary club equipment and other administration costs.**
- B. Registration closes for all on a date set forth by the Lacrosse Director and all payments must be paid in full prior to the beginning of practices. This includes any existing balance(s) owed to BCJSA.**
- C. The Director may extend registration to fill team rosters.**
- D. All payments must be paid in full on or before February 15th. This includes any existing balance(s) owed to BCJSA.**
- E. All players, players' parents, coaches and Board members must be registered with BCYL/BCJSA.**
- F. All players and coaches must be US Lacrosse members, current through the entire spring season (to meet insurance requirements).**
- G. Opportunity to Play (Registration Assistance)**
- 1. BCJSA provides grants for registration fees to children, who, without this financial assistance, would not be able to participate in BCJSA programs. This grant program is called the "Opportunity to Play Program" and was started in 2009, at the request of the family of Don Smith, a longtime coach in the BCJSA organization.**
 - 2. Don's wish was to never have a child not play sports due to financial hardship. He personally paid the registration fee for many players he coached through the years. When Don passed away in 2009, his family could think of no better way to honor Don and what he was passionate about. They requested that donations be made to BCJSA in Don's name and the Opportunity to Play fund was born.**

3. BCJSA is a 501(c)(3) non-profit organization with limited funding available for grants; however, BCJSA shall use its best efforts to provide assistance to all qualified applicants. No guarantee of assistance is implied in this application.

4. Documents regarding this program are located on the Bear Creek Youth Lacrosse website, under the "Documents" tab on the left column. Applications and Terms and Conditions statements will have to be filled out completely and submitted to BCJSA prior to the date set each year by the Lacrosse Director, typically the last day of normal registration for the sport in order to be considered.

H. Payment Policy

1. An Initial Payment is due at the time of registration. If not payment is made, registration will not be deemed to have taken place until the account is current.

2. A Late Fee is applied for payments after the date set forth by the Lacrosse Director as the close of registration without late fees. The fee will be set by the lacrosse director.

3. Late fees may be waived in order to fill teams.

4. No player may participate in any practice or game without the full registration payment, or payment plan agreed upon with the Lacrosse Director.

I. Refund Policy

1. Requests for refunds must be made in writing or email to the Lacrosse Director. Refunds will be granted as outlined below.

2. US Lacrosse Membership is non-refundable under any circumstances.

3. Refunds requested prior to close of registration will be assessed a \$25 non-refundable processing fee.

4. Refunds after the close of registration will be assessed a \$100 non-refundable processing fee. Refunds requested after start of practice or after participation in the optional winter sessions and prior to first game will receive a refund of 50% of registration fee after \$50 non-refundable processing fee. If a uniform item has been ordered, the cost of the uniform item will not be refunded.

5. There will be no refunds granted to players after the first game of season.

- 6. A \$25.00 fee and any bank charges applicable will be assessed for returned checks as stipulated in Colorado Law Regulation.**
- 7. Refunds requested due to injury or serious illness of a player will be reviewed by Board Members on a case by case basis. Refunds requested due to a player moving from area will be reviewed by Board Members on a case by case basis.**
- 8. Wait-listed or players that cannot be placed on a team are entitled to a full refund of all registration fees.**
- J. All players and parents must individually sign and agree to a Code of Conduct statement, as a condition of registration. Failure to sign or abide by the conditions stated in the Code of Conduct will terminate the right to participate, pending a review by the Board.**
- K. Registration information is stipulated and gathered by the Registrar for both online and paper registrations.**
- L. Participants must register for appropriate age and gender specific teams. Participants must play at their age group, unless there are no teams at that age-group, or the Director approves individual “play up” requests. Participants need no previous lacrosse experience to register.**
- M. Bear Creek Youth Lacrosse will provide individual equipment rental. Equipment rental fees are additional fees set by the Lacrosse Director. Bear Creek Youth Lacrosse will provide specific additional safety equipment for players, such as goalie protection, at no additional charge.**
- N. Registrants are responsible for the purchase of Bear Creek Youth Lacrosse Jersey, shorts or skorts, and may keep those after the season. All Players must wear approved uniforms for games.**
- O. All BCJSA equipment (e.g. practice pinnies, goalie equipment, or other property of Bear Creek Youth Lacrosse) must be returned at the close of the spring season. Parents or Guardians will be charged a replacement fee for un-returned items.**

P. Registration fees include participation in the annual CYLA/CGLA year-end tournament. All players are expected to participate in the tournament. All other tournament fees will be at the discretion of individual teams. Individual players are encouraged, but not obligated to participate in outside tournaments.

Q. Knowingly providing false registration information to the club may result in termination of membership without being eligible for a refund.

X. Equipment Rental Program

A. Bear Creek Youth Lacrosse will provide a limited amount of equipment for rental the BCYL Equipment Rental Program for the boys and girls programs in order to encourage new participants. Fees will be set by the Lacrosse Director and rentals will be supervised by the Secretary. Equipment available for rental includes:

- 1. Boys: Helmet, Shoulder Pads, Arm Pads and Gloves.**
- 2. Girls: Stick and Goggles**

B. The respective program manager will manage the fitting and return of all equipment.

C. Parents of players will be charged the current full-replacement cost for any equipment not returned to the program or in a damaged condition at the time designated by the Lacrosse Director.

XI. Bear Creek Youth Lacrosse Code of Conduct

A. US Lacrosse and the Positive Coaching Alliance

- 1. Lacrosse is the oldest American sport. Native Americans played lacrosse centuries ago, long before our colonies were settled. Through lacrosse, Native Americans celebrated and emphasized their spiritual and cultural values.**

2. In an effort to promote appropriate values in the modern game, US Lacrosse has partnered with the Positive Coaching Alliance to promote positive coaching and good sportsmanship at all levels of lacrosse. US Lacrosse has included the following “Lacrosse Code of Conduct” as part of its membership application to encourage and foster appropriate values in players, coaches, parents, officials and spectators. US Lacrosse believes that it should be a priority of every lacrosse player, team, program and league to “Honor the Game”.

B. US Lacrosse Code of Conduct

1. Players, coaches, officials, parents and spectators are to conduct themselves in a manner that “Honors the Game” and demonstrates respect to other players, coaches, officials, parents and fans. In becoming a member of the lacrosse community an individual assumes certain obligations and responsibilities to the game of lacrosse and its participants. The essential elements in this “Code of Conduct” are HONESTY and INTEGRITY. Those who conduct themselves in a manner that reflects these elements will bring credit to the sport of lacrosse, themselves, their team and their organization. It is only through such conduct that our sport can continue to earn and maintain a positive image and make its full contribution to amateur sports in the United States and around the world. US Lacrosse supports the following behaviors for those who participate in the sport or are involved in any way with US Lacrosse. The following essential elements of the “Code of Conduct” must be followed:

2. Sportsmanship and teaching the concepts of fair play are essential to the game and must be taught at all levels and developed both at home and on the field during practices and games.

3. The value of good sportsmanship, the concepts of fair play, and the skills of the game should always be placed above winning.

4. The safety and welfare of the players are of primary importance.

5. Coaches must always be aware of the tremendous influence they have on their players. They are to strive to be positive role models in dealing with young people, as well as adults.

6. Coaches should always demonstrate positive behaviors and reinforce them to players, parents, officials and spectators alike. Players should be specifically encouraged and positively reinforced by coaches to demonstrate respect for teammates, opponents, officials and spectators.

7. Players should always demonstrate positive behavior and respect toward teammates, opponents, coaches, officials, parents and spectators.

8. Coaches, players, parents and spectators are expected to demonstrate the utmost respect for officials and reinforce that respect to players/teammates. Coaches are also expected to educate their players as to the important role of lacrosse officials and reinforce the ideal of respect for the official to players/teammates.

9. Grievances or misunderstandings between coaches, officials or any other parties involved with the sport should be communicated through the proper channels and procedures, never on or about the field of play in view of spectators or participants.

10. Officials are professionals and are therefore expected to conduct themselves as such and in a manner that demonstrates total impartiality, courtesy and fairness to all parties.

11. Spectators involved with the game must never permit anyone to openly or maliciously criticize badger, harass or threaten an official, coach, player or opponent.

12. Coaches must be able to demonstrate a solid knowledge of the rules of lacrosse, and should adhere to the rules in both the letter and the spirit of the game.

13. Coaches should provide a basic knowledge of the rules to both players and spectators within his/her program. Attempts to manipulate rules in an effort to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, is considered unacceptable conduct.

14. Eligibility requirements, at all levels of the game, must be followed. Rules and requirements such as age, previous level of participation, team transfers, etc., have been established to encourage and maximize participation, fair play and to promote safety.

XII. Amending the Operating Procedures

A. Changes to the Operating Procedures will be done as follows:

1. Proposed change(s) shall be at the discretion of the Lacrosse Director.

The Operating Procedures of Bear Creek Youth Lacrosse are hereby adopted on this 20th day of November 2015 as is hereby certified to be correct by the Bear Creek Youth Lacrosse Director.

Lacrosse Director: Sean McNeal  Date: 20 NOV 2015