

**DAKOTA LACROSSE ASSOCIATION (DLA)**

**Revised FEB. 18, 2021**

**PINK – NEW ADDITIONS**

**RED-NEED CORRECTIONS**

**GREEN-IMPORTANT DATES**

##### Mission Statement

The Standing Buffalo Dakota First Nation, will provide its youth the opportunity to compete in lacrosse programs set out by the Saskatchewan Lacrosse. By providing financial support for all equipment, league fees, any singular sanction tournament and any playoff event or national competition that occurs, National Aboriginal Indigenous Games, Cody Summer Games. This will allow Standing Buffalo youth to explore the possibilities of athletic excellence, while maintaining the Dakota values as they become role models in the nation and ambassadors aboard.

##### Vision Statement

Standing Buffalo Dakota First Nation program is committed to the following principles:

Strive to promote youth all the means to become great lacrosse players and members of the Nation.

To provide the youth with all of the support as to make lacrosse a gateway of athletic excellence.

Create a supportive community atmosphere where families can volunteer and support the youth.

Ensure that the youth athletes progressively become role models, through learning the fundamentals of sportsmanship, the rules of the game, while acknowledging the traditional origins of the game by the six nation.

To incorporate the code of teaching, by seeking the guidance of knowledgeable Dakota Elders to continue to provide ceremonial guidance and lead, during time prior to season and game.

To provide specialized coaching when available to increase the competitiveness of the program.

To have the coaching staff to provide knowledge and training in the cross and to be role models for the program.

To allow players and coaches to become a part of the program to allow for program to growth and compete.

Overall to promote the characteristics of healthy living, decision-making and future leaders.

To operate in accordance with our rules and regulations set out by the Saskatchewan Lacrosse.

**INTRODUCTION**

**MAIN DOCUMENTS**

In general, the affairs of the Dakota Lacrosse Association (often referred to as the DLA) are governed by three main documents: the Constitution, the Bylaws, and the Policy & Procedure Manual.

These documents inter-relate in the following ways:

**The Constitution:**

The Constitution is the document which outlines the general goals and objectives of the Dakota Lacrosse Association., and its purpose or reason for being.

All decisions of the association should be made with the stated goals and objectives of the association in mind.

**The Bylaws:**

The bylaws of the DLA are the operating rules regarding the programs of the DLA. As a member, each person has a right to express his/her concerns, and this process, the democratic process of the association, is also outlined in the bylaws. These rules outline what specific requirements an individual or team must fulfil before they are considered in good standing with the DLA. Once in good standing, a member may then participate in SLA programs. Many rules regarding DLA programs are also contained within the bylaws.

Just as the association’s members continually change, so do its bylaws and as such they can be amended at each meeting of the Executive.

**The Policy Handbook:**

The Policy Manual is designed to provide the Executive and Committee members with a simple and concise explanation of the policies that govern the DLA. The ultimate objective behind developing the manual is to promote better communication within the Association through a clear definition of all policies relating to its functions. Another objective is to ensure fair and consistent decision making. This document is the basis from which the DLA Executive makes their decisions regarding the enforcement of the bylaws and constitutional clauses and the day to day decisions necessary to operate the association.

The Board of Directors are responsible for the future of the association. It is their mandate to ensure that the goals & objectives of the association are met. It is through policy that their instructions are handed down to the Executive, staff & committees of the association.

During the course of a season events occur which result in new policy being made between meetings. This decision will then become policy. Care should be taken when making day to day decisions because they will guide the Executive somewhat in future decision making. All policies should be reviewed for final acceptance by the membership.

Executive members and staff are responsible to ensure that policy decisions are documented and presented to the membership at the next general meeting.

### CONSTITUTION

### ARTICLE 1

1.0 The organization shall be known as Dakota Lacrosse Association., which shall herein be referred to as the Association.

### ARTICLE 2

2.0 The registered office of the Dakota Lacrosse Association is to be situated in the community of Standing Buffalo Dakota First Nation.

### ARTICLE 3

3.0 The Association will operate under the jurisdiction of the Canadian Lacrosse Association/ Saskatchewan Lacrosse Association Constitution, Bylaws and Rules where applicable.

### ARTICLE 4

4.0 The objectives of this Association shall be:

I) The sports governing body for the sport of lacrosse, providing administrative and coordinative support to individual lacrosse associations. The association shall act as the legislative body for the sport of Dakota Lacrosse Association.

ii) The association shall be the agency, which is appropriately represented on and in communication with affiliated groups including the Canadian Lacrosse Association/ Saskatchewan Lacrosse Association.

iii) Through its liaison with affiliated groups, the association shall strive to develop the sport of lacrosse in both competitive and recreation area with a goal of providing participants, coaches, officials, and executive members with the opportunity for skill development, sportsmanship, competition, and personal development.

**ARTICLE 5 – WINDING UP**

5.0 Subject to the Non-Profit Corporations Act, in the event of the dissolution of the Association, its property and assets shall, after payment of liabilities, be donated to Standing Buffalo Dakota First Nation community.

BYLAWS

**BYLAW 1 - MEMBERSHIP**

**1.01 Membership**

* + 1. An individual may become a member of the Association upon application for membership through registration.
		2. Any individual who is serving on the Executive of the club shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.
		3. Any individual who is serving on a committee of the Dakota Lacrosse Association., or on the Board of the Dakota Lacrosse Association shall be a member. Such members shall have their annual membership fee waived, unless they are also participating as a player, coach, or official.

**1.03 Withdraw Membership**

1.03.1 Members may withdraw from membership by giving written notice to the DLA Office.

1.03.2 On receipt of said notice by the DLA Office, the applicant shall cease to become a member.

1.03.3 Members who have withdrawn shall remain liable for payment of any assessment, dues or any other sums levied by the Association, and further, that no refund of fees shall be issued.

**BYLAW 2 - MEETINGS**

**2.01 General Meetings**

2.01.1 The Annual General Meeting is to be composed of the following delegates:

* + 1. Each Member in good standing shall have the following number of votes;

Members: Each member that is in good standing having one vote:

 **2.02 Date**

2.02.1 The Annual General Meeting of Dakota Lacrosse Association shall normally be held on the first weekend of October each year. This may be changed at the discretion of DLA Executive.

**2.03 Voting & Notices**

* + 1. Each delegate present at the Annual General Meeting in conformity with 1.01.2 & 1.01.3, shall have the right to 1 vote.
		2. Voting shall proceed by a show of hands, unless 3 delegates request a ballot prior to the calling of the vote by the Chairperson.
		3. In the event of a tie vote, the Chairperson shall cast the deciding vote.
		4. Except for "special resolutions", an affirmative vote will be indicated by a simple majority of delegates present.
		5. Any constitution/policy changes that have been placed through the Dakota Lacrosse Association office, in accordance with 2.05.2, will require a simple majority to pass at the Annual General meeting.
		6. Any constitution/policy changes that are brought to the Annual General Meeting floor not in accordance with 2.05.2 will require a 2/3 majority to come to the floor to be voted on.
		7. Any point not covered by the present Bylaws or the Policy Handbook shall remain the exclusive responsibility of the Executive. The executive may make revisions or additions, which will be “defacto” policy until the next general meeting of the Association at which time a vote will be taken on each change.
		8. These Bylaws may be amended at any General Meeting of the Association.

**2.04 Quorum**

* + 1. At the Annual General Meeting quorum is constituted by the delegates present

**2.05 Communication**

2.05.1 Dakota Lacrosse Association must, within 60 days of the Annual General Meeting, notify all members of the date, location, and schedule of the Annual General Meeting. There will also be a reminder of the deadline for submitting any changes to the Constitution/Policy Manual.

2.05.2 Any changes to the Constitution/Policy Manual must be in the office of the Dakota Lacrosse Association at least 30 days before the Annual General Meeting.

2.05.3 The Dakota Lacrosse Association is responsible for communicating to all members any changes to the Constitution/Policy Manual at least 15 days before the Annual General Meeting, so that each association can review them.

**2.06 Chairman**

The President of the Association shall chair the Annual General Meeting, but may relinquish this duty to the Vice President.

**2.07 Election**

2.07.1 At the Annual General Meeting, delegates will elect, by ballot, the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. RIC (Referee in Chief)
6. Coaches Coordinator
7. Division Coordinator
8. Equipment Manager

2.07.2 No person may be elected to the board if they are not in attendance at the meeting unless correspondence is presented on behalf of the individual.

2.07.3The Director's term of office shall be:

1. For the President, for three years from the date of the meeting at which elected. (Odd years)
2. For the Vice President, for three years from the date of the meeting at which elected. (Even years)
3. For the Secretary, for three years from the date of the meeting at which elected. (Odd years)
4. For the Treasurer, for three years from the date of the meeting at which elected. (Odd years)
5. For the RIC, for three years from the date of the meeting at which elected. (Even years)
6. For the Coaches Coordinator, for three years from the date of the meeting at which elected. (Odd years)
7. For the Division Coordinator, for three years from the date of the meeting at which elected. (Even years)
8. For the Equipment Manager, for three years from the date of the meeting at which elected. (Odd years)
9. For the Member at Large, Can have 5 different individuals for three years from the date of the meeting at which elected. They do not need to be filled; all can be left vacant if the executive chooses.

2.07.4 The office of Director shall be automatically vacated:

1. if a Director shall resign his office by delivering a written resignation to the Head Office of the Corporation;
2. if a Director is found by a court to be of unsound mind;
3. if a Director becomes physically unable to fulfill his duties;
4. if a Director becomes bankrupt or suspends payment or compounds with his creditors;
5. if at a special general meeting of members a resolution is passed by at least two-thirds (2/3) of the voting members present at the meeting of which notice specifying the intention to pass such a resolution has been given, that the Director be removed from office;
6. on death;

provided that if any vacancy shall occur for any reason in this paragraph contained, the SLA Executive by majority vote, may by appointment, fill the vacancy with a member of the Association for the duration of his term.

* + 1. Should a vacancy occur in any office for reasons other than those stated in this Bylaw, the DLA Executive may appoint a person to fill such a vacancy.
		2. The Directors shall serve as such without remuneration, and no Director shall directly or indirectly receive any profit from his position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred by him/her in the performance of his duties.
		3. A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which his/her retirement is accepted and his successor is elected.

**2.08 Special General Meeting**

2.08.1 On request of the President of the Association, or

2.08.2 On simple majority request of the Executive, or

2.08.3 On special request of at least 40 members of the Association.

2.08.4 A Special General Meeting shall be held at a place, time and date set by the President.

2.08.5 The President will have 2 working days, after receiving a request for a Special General Meeting, to set a date for the meeting, which shall be within 45 days of receiving that request.

2.08.6 A Special General Meeting shall be called in writing, as in policy 2.09, and the notice of convocation shall include the subject for the meeting’s attention.

2.08.7 Delegates at a Special General Meeting are those as defined in 2.01.

**2.09 Procedure**

2.09.1 Any dilemma concerning the procedure of a General Meeting shall be resolved in accordance with Parliamentary Procedure.

**BYLAW 3 – EXECUTIVE DUTIES AND POWERS**

**3.01 Duties and Powers**

3.01.1 The affairs of the Association shall be governed by the Executive, which shall consist of

* President
* Vice President
* Secretary
* Treasurer
* RIC
* Coaches Coordinator
* Division Coordinator
* Association Scheduler
* Members at Large

**3.02 Election**

3.02.1 The officers of the Association shall be elected as outlined in 2.01, 2.03, & 2.04.

**3.03 Quorum**

3.03.1 A quorum for meetings of the Executive shall be four (4) voting members

**3.04 Meetings**

3.04.1 The Executive shall meet as often as it deems necessary.

3.04.2 If an Executive member misses two meetings within one term, at the discretion of the Executive, an interim Executive member may be appointed to that position.

**3.05 Voting**

3.05.1 At meetings of the Board, all Executive shall have 1 (one) vote except the President. The President shall cast a vote only in the event of a tie.

* + 1. Under special circumstances, the Executive may vote on an issue by email, mail, or by fax. A quorum must be reached as per policy 3.03.1, which states that 4 voting members shall constitute a quorum. Members not available to attend a meeting may vote in advance by mail or fax; therefore, this individual shall be included as a member of the quorum.
		2. Under special circumstances, the Executive may put to ballot a vote on an issue by email, mail, or by fax. Notification will be put forth by email, mail, or by fax by only the Secretary or President. The members will have 2 days to respond to the vote on an issue by email, mail, or by fax. If there is no response to the member will be in agreement with the ballot and on their ballot it will be noted that they did not respond.

**3.06 Chairperson**

3.06.1 The President shall chair all meetings of the Executive.

3.06.2 In the eventuality that the President is unable to complete his/her term, the Executive shall meet and appoint an interim President. The Chairperson for this meeting will be the Vice President.

**3.07 Powers of the Executive**

The powers of the Executive are as follows:

3.07.1 To formulate, prescribe, change and correct the Policy Handbook of the Association on condition that it be in accordance with the objectives of the Association and, in general, to make decisions on all business submitted to the Executive.

3.07.2 To organize, program and regulate all the activities of the Association.

3.07.3 To sanction activities within the Association's jurisdiction and to resolve any dilemma held in appeal.

3.07.4 To nominate permanent committees, special committees and to hire individuals to take charge of special or specific business.

3.07.5 To budget revenues and to authorize expenditures.

3.07.6 To supervise and co-ordinate the work of the committees of the Association with no prejudice to the rights and powers of said committees.

3.07.7 To hire, discharge and discipline employees of the Association in accordance with conditions of employment established by the Executive.

3.07.8 Make necessary adjustments to the programs of the Association for its effective operation.

3.07.9 Sanction competitions, clinics and other activities under the jurisdiction of the Association so long as the events are within the policies as set out by the Policy Handbook.

**BYLAW 4 – EXECUTIVE JOB DESCRIPTIONS**

**4.01 Executive**

**4.01.1 President**

 1) Attend all executive meetings.

2) Attend and represent the Dakota Lacrosse Association at all Saskatchewan Lacrosse Association meetings when required.

 3) Attend all financial committee meetings.

 4) Make sure that all operations of Lacrosse are operating smoothly.

 5) Be in contact with the office and the Executive Director.

 6) Sign cheques when required.

Directing

He/She shall provide direction to the Board and the members of the Dakota Lacrosse Association

 He/She shall oversee all operations of the organization. Report updates from the Technical Director and Player/Coach Development Director to the Board.

 The President shall Chair all Executive Meetings and all Dakota Lacrosse Association General Meetings.

* + 1. **Vice President**
1. Attend all executive meetings.
2. Attend all registration dates.
3. Chair all operation meetings.
4. Attend all planning & development meetings
5. To work with all coordinators and make sure that all aspects have been taken care of within each area.
6. Be in contact with the office and President on a regular basis.

**4.01.3 Secretary**

1. Attend all executive meetings.
2. Attend all registration dates.
3. Take Minutes at all meetings prepare.
4. Work with the Technical Director on mail outs, flyers, letters, and posters.
5. Work with the President on setting up meetings.

**4.01.4 Treasurer**

1. Attend all executive meetings.
2. Attend all registration dates.
3. Attend all financial committee meetings.
4. Work with Player/Coach Development Director and Technical Director to make sure all budgeted expenses and revenue have been processed and reported to the committee, President or Chief.
5. Help with financial report and agendas at the Semi-Annual General Meeting.
6. Help make financial policies when required to help the association become more fiscally responsible.
7. Assist President in developing and maintaining proper financial reports.

**4.01.5 RIC Referee in Chief**

1. Attend all executive meetings.
2. Attend all registration dates
3. Work with President on clinics and dates
4. Attendance at all referee clinics
5. Attendance at all coaches meetings.
6. **Work with the Scheduler to setup officials for each host game**
7. Work with and help evaluations on all referees, do up reports for each referee and turn over reports to the President for storage and reference.
8. Set out guidelines for all referees to follow throughout the season; forward all guidelines to the President
9. Work with all division coordinators on different rules; help them teach coaches new rules and old rule understanding.
10. Game scheduler for referees (work with the President), making sure that referees are doing levels they are qualified to do, and getting an even amount of games to all referees
11. At the end of each month have a pay sheet ready, give to the President for paying.
12. Work on the improvement of all referees
13. Responsible to set up discipline for any referees that are following guide lines, discipline will include the RIC and at least 3 board members.
14. Technical Director can help assist RIC with setting up referee camps.
	* 1. **Coaches Coordinator**

1. Attend all executive meetings.
2. Attend all registration dates
3. Work with President on clinics and dates
4. Attendance at all referee clinics
5. Attendance at all coaches meetings.
6. Work with President on Coaches application form and keep form updated.
7. Work with coordinators in recruiting new coaches.
8. Work with coordinators on having all coaches fill out applications.
9. Work with all coaches, do up reports for each coach and turn over reports to the President for storage and reference.
10. Work with Division Coordinator to place qualified coaches in proper positions, and help the coaches and coordinators to work together on their responsibilities and roles.
11. Technical Director can help assist Coach Coordinator to set up coaching clinics.
12. Work with the Player/Coach Development Director to provided growth with development the DLA program.
	* 1. **Division Coordinator**
13. Attend all executive meetings.
14. Attend all registration dates.
15. Work with coaches coordinator on picking coaches
16. Make sure that all coaches attend proper coaches clinics, this will be done in coordination with coaches coordinator
17. Make sure that all teams have some one attend the coaches meetings and fill out the coaches packages forms
18. Make sure teams know all SBLA guidelines and follow all rules.
19. Work with Scheduler on floor time info and times
20. Make sure that all teams check and correct team registration sheets, collect sheets and return to the President.
21. Organize all teams after placing coaches (tyke will not have a draft, we will work with the registrants and coaches to keep the teams as equal as possible to create the most fun possible for all)
22. Monitor the development and organization of all teams in all age groups to make sure teams are having fun and having a chance to compete.
23. Work with the Player/Coach Development Director to provide progression development to the DLA program.
24. Communicate with the Technical Director so he/she can input data into website/RAMP AND fill out proper paperwork on rosters needed by the Saskatchewan Lacrosse Association.
	* 1. **Association Scheduler**
25. Attend all executive meetings.
26. Attend all registration dates.
27. Schedule all DLA Games, Tournaments, Educational/Training Sessions/Clinics.
28. **Work with the RIC to setup officials for each host game.**
29. Communicate with Technical Director to complete travel permits if needed.
30. Technical Director can help assist Scheduler with marketing and advertising.
	* 1. ***–*** ***Member at Large –***

***1)Attend all board meetings.***

***2)Serve as the liaison between the membership and the Board of Directors by being available at the annual conference for discussion of any concern’s members might have.***

ADD 4.20 Equipment Director -
- keep track of all inventories of all the equipment for the association.

- provide/find storage for necessary equipment.

- communicate with the finance committee if there is necessary equipment to be purchased

- accurate database if equipment is loaned to make sure that the equipment comes back

- start of the year/end-of-the-year reports based on equipment to be issued back to the association and presented at the AGM.

**BYLAW 5 - COMMITTEES**

**5.01 Formation**

5.01.1 For definite purposes, the Board may create committees and establish rules relative to their functioning.

**5.02 Jurisdiction**

5.02.1 All committees shall deal strictly with the objectives for which they were formed and will report to the Board.

**5.03 Permanent Committees**

5.03.1 The Association shall have 3 (three) permanent committees:

A. Financial Committee

B. Operations Committee

C. Planning/Development Committee

 D. Discipline Committee

E. The Constitution, Policy and Bylaws Committee

F. Coaching Committee

**5.04 Quorum**

5.04.1 The quorum of all committees shall be a simple majority of its members.

**5.05 Financial Committee**

5.05.1 The Financial Committee shall be composed of the following:

A. President

B. Vice President

C. Treasurer

 Player Development Director provide input but doesn’t have a vote

5.05.2 Meetings

The Financial Committee shall meet when necessary.

5.05.3 Voting

All members of the Financial Committee shall have one vote.

5.05.4 Powers of the Financial Committees

5.05.5 The powers of the Financial Committees are as follows:

A. Control all expenses made in the name of the Association in accordance with budgets as approved by the Executive.

B. Make representation to the media on behalf of the Association or delegate this responsibility to others.

C. Purchase and dispose of articles in accordance with the approved budget.

D. Establish financial norms and standards for the Association.

**5.06 Operations Committee**

5.06.1 The Operations Committee shall be composed of:

* 1. Chairperson (Vice President)
	2. Coaching Coordinator
	3. Division Coordinator
	4. Referee in Chief

Technical Director provide input but doesn’t have a vote

5.06.2 Meetings

The Operations Committee shall meet as often as necessary.

5.06.3 Voting

All members of the Operation Committee shall have one vote, with the exception of the Vice President, who will vote only in the case of a tie.

5.06.4 Reporting

The Operations Committee will report to the Executive on a regular basis.

**5.07 Planning/Development Committee**

5.07.1 The Planning/Development Committee will consist of the following:

 A. Chairperson (President)

 B. All Directors

5.07.2 Meetings

 The Planning/Development Committee shall meet as often as necessary

5.07.3 Voting

 All members present at the meeting will have one vote.

5.07.4 Reporting

 The Planning/Development Committee will report to the Executive.

**5.08 Disciplinary Committee**

5.08.1 The Disciplinary Committee shall consist of the following:

A. President or a designate as appointed by the Vice President.

B. The President or appointed designate shall appoint two directors who will be selected from the DLA (preferably board members) and/or an impartial third party organization.

5.08.2 Meeting

The Disciplinary Committee shall meet as often as necessary.

5.08.3 Voting

All Members of the Disciplinary Committee shall have one vote.

5.08.4 Reporting

The Disciplinary Committee will report to the Executive on an as-needed basis.

5.08.5 Responsibilities

The Disciplinary Committee shall be responsible for the following:

* 1. To review infractions of Dakota Lacrosse Association Policies and code of conducts and determine appropriate penalties.
	2. **Appeals Committee**
1. The Appeals Committee shall consist of the President, or his/her designate who shall act as chairperson and shall appoint two committee members who will be selected from the DLA (preferably board members) and/or an impartial third party organization.
2. It shall be the duty of this Committee to render decisions to all appeals brought to the attention of the Committee under Code of Conduct policies 2.01 Appeals Procedure, and more particularly with 2.01.1, 2.01.2, and 2.01.3.

**5.10 The Constitution, Policy, & Bylaws Committee**

5.10.1 The Constitution, Policy, & Bylaws Committee shall consist of the following:

 A. President

 B. A minimum of two board members

5.10.2 Meetings

 The Constitution, Policy, & Bylaws Committee shall meet as necessary.

* 1. **Coaching Committee**

**5.10.1 Coaching Committee will consist of the following**

1. Coaching chair
2. The division coordinator
3. Non division coordinator, or any other board member not in the division

**5.10.2 Meeting**

1. Shall be on April 1 of each year
2. The committee will review each application that has been submitted
3. The committee will shall review all applications and vote on approval of all applications
	* 1. **Voting**

All Members of the Coaching Committee shall have one vote.

* + 1. **Reporting**
1. Will provide the coordinator of approved coaches for the division
2. Will not provide a reason for coach not being selected
3. Will provide a report to the executive director of the approved and not approved coaches for filing
	* 1. **Responsibilities**
4. To find the best possible coaches for each team not necessarily the most qualified

**BYLAW 7 – FINANCIAL**

**7.01 Preamble**

7.01.1 All matters pertaining to the finances of Dakota Lacrosse Association come under the direct responsibility of the Financial Committee as described in 5.05.

7.01.2 The Financial Committee consists of the following:

 President

 Vice President

 Treasurer

7.01.2 The day to day operation of the Association and all financial records for the Association will be the responsibility of the President.

7.01.3 The Financial Committee is responsible for coordinating the process of budgeting each year including setting the budget submission deadline.

* + 1. Financial statements will be produced at the Annual General Meeting each year upon approval of the Financial Committee. Standing Buffalo Lacrosse Association fiscal year end is September 1.
		2. The Financial Committee is responsible to have the financial statements prepared 90 days after the end of the fiscal year for review and approval. The financial statements will be prepared by an internal audit by the financial committee.
		3. An audit or notice to reader maybe called for by a majority vote at the Annual general meeting, or by a majority vote at any Executive meeting during the year. The Treasurer and President will be charged with finding an auditor for the review. The auditor may not be a member of the Dakota Lacrosse Association or past member of the Dakota Lacrosse Association
		4. An audit may only be requested once per fiscal year.

**7.02 Signing Authority**

7.02.1 The Chief and Council unless otherwise designated, will be the signing officers of the association.

**7.03 Purchasing**

7.03.1 All purchases must be authorized by a purchase order from the DLA office and through the The Chief and Council.

**7.04 Non-Budgeted Expenditures**

7.04.1 Should expenditure be required that has not been previously approved in the budget, the Board must approve the expenditure prior to it being made. In extraordinary cases, The Chief and Council together may authorize expenditures not exceeding $5000.00. Such expenditures must be referred to the next Board Meeting for approval.

**SECTION 1 - OPERATING POLICIES**

* 1. Band Membership Registration all fees are covered – as peer mission statements. If payment required for non-band members, the board finance committee will review.

**Box** 1.1.1 Junior $250.00

1.1.2 Midget $200.00

1.1.3 Bantam $200.00

1.1.4 Peewee $150.00

1.1.5 Novice $150.00

1.1.6 Tyke $100.00

1.1.7 Mini Tyke $100.00

 **Field Lacrosse** 1.1.8 11 & under $100

 1.1.9 13 & under $100

 1.1.10 15 & under $150

 1.1.11 18 & under $150

 1.1.12 Senior 19 & older $150

* 1. **Registration Deadline**
		1. Registration dates and fees shall be set by the Executive. Fees will be reviewed annually by the Executive.
		2. Registration will commence on the date voted on by the Executive.
	2. **Playing Age Divisions**

The following age divisions shall be used in all provincial championships. The age divisions shall be as of December 31 of the current playing season. E.G. an individual who turns 7 years old in December of the current year is a Tyke division player even though he/she was only 6 years old for the duration of the playing season.

* + 1. **Box Lacrosse**

Mini-Tyke 6 & under

 Tyke 8 & under

 Novice 10 & under

 Peewee 12 & under

 Bantam 14 & under

 Midget 16 & under

 Intermediate 18 & under

 Junior 21 & under

 Senior 22 & older

* + 1. **Field Lacrosse**

U11 11 & under

U13 13 & under

U15 15 & under

U18 18 & under

Senior 19 & older

* 1. Junior teams in PGLL and RMLL

Junior teams are teams that are registered in the following leagues DLA house, PGLL and the RMLL. These teams shall follow all guidelines laid out by governing bodies.

* + 1. Season for the junior teams is from September 1 to August 30 of the following year
		2. All junior players will commit to playing junior; they must sign a letter of intent and attend one camp date.
		3. Letter of intent shall be available from the DLA office; it will be prepared by the President and given to all the team staffs. No player will be placed on a team unless he has a letter of intent into the DLA office by March 1st of that season
		4. All players under the age of 18 must have a parent or guardian to sign the letter of intent for the player.
		5. Draft will be held the last Wednesday of March
		6. Drafting formula will work; as team attending RMLL shall have the first pick of players available, if the PGLL has two divisions then the tier 1 team shall pick, next tier 2 shall pick, if the PGLL only has one division teams shall draft evenly with the team that finished lower in the previous season picking first.
		7. All players after the draft shall be notified by the teams that they are drafted by. If they do not wish to sign a card for the team that has drafted them they will still remain the property of that team for one season. If they wish to sit out for one season they may resubmit their name for the next year’s draft.
		8. After the season if the PGLL does not change to 2 different divisions the teams in the PGLL shall retain the players they had from the previous season, but they may be drafted by the RMLL team.
		9. All teams must have all players sign players cards and have the cards into to the DLA office by April 1 any cards that are turned into the office after this date shall have a filing fee of $25 per card
		10. Trades; teams may trade within the DLA until the deadline provided by the CLA guidelines or league guidelines, any movement DLA players to teams or associations other than within the DLA must have the approval from the DLA executive. All players wishing to be released from their team must have the DLA approval and may not be done by team management. All CLA release forms will be done by the DLA office and must be sent to the DLA office. All trades or releases will have a $25 filling fee.
		11. Team rosters; shall follow CLA, RMLL, and PGLL guidelines maximum of 25 players minimum of 20 players, within these minimum and maximum numbers they may have no less than 2 goalies and no more than 3 goalies.
		12. If a roster spot on a team becomes open the team must notify the DLA and replace the spot with an affiliated player.
		13. Injury reserve; teams shall be allowed to carry a maximum of 2 players on their injury reserve sheet; all players that are on this list must have a doctor’s letter, not allowing them to play. Teams may replace players on their roster until player is able to play.
		14. No player after being seriously injured, or being removed from the game by the trainer or the coaching staff, will be allowed to return to play until he has a doctor’s approval to return. All these letters from the doctor shall be kept by the team manager and a copy shall be given to the DLA office for filling.
		15. Teams will be allowed to affiliate players; they must follow guidelines set out by the leagues they are participating in. players can only be affiliated by one team in the same league. Affiliated players will be drafted by the teams after April 1 each team shall be allowed 10 affiliated players.
		16. Staffs consist s of ;

General Manager

Coach

Assistant coach

Assistant coach

Trainer

Manager

* + 1. The DLA is responsible for the hiring of the General Manager and can terminate the contract at any time that is deems necessary
		2. The General Manager position is for 2 years at which time the board may approve the extension of the contract for additional term
		3. The General Manager shall at the end of the season send a report to the DLA President to be included in the AGM reports and for board review
		4. The General Manager shall have a meeting with the board before the DLA AGM/SLAAGM and after the completion of the season
		5. The General Manager shall draft the team; the draft shall be run by the President. The President shall bring a report to the AGM on teams controlled by the DLA.
		6. The DLA will be responsible in hiring the General Manager for all teams owned by the DLA; the General Manager will be responsible to hire the 2 assistant coaches, trainer, and manager. The General Manager will provide the staff names to the DLA. The DLA will have final approval of this staff. If a member is not approved the General Manager will be responsible for finding a replacement. Teams not owned by the DLA shall submit coaches and staff to the DLA office.
		7. Staff is responsible to follow all guidelines laid out by league regulations. All these forms shall be sent to the DLA office for filling.(i.e. Fill out media forms and submit)
		8. Teams that are not independently owned will be represented by the DLA in all league meetings voting power will be held by the DLA, independently owned teams will hold their voting rights.
		9. The DLA has the right to replace or suspend any player or staff that does not follow the DLA mission, guidelines, and principles of any team owed by the DLA.
		10. All teams owned by the DLA will have their banking accounts held by the DLA, management of the accounts will be the responsibility of the staff, any mismanagement or defect shall be the responsibility of the staff. Team budgets shall be presented to the DLA for approval.

All teams that are independently owned are responsible for all costs and charges of that team. The DLA will not be responsible for any costs of these teams.

1.05 Players injured

1.05.1 Any player that has been injured during a game and removed from the rest of the game must have a doctor’s note allowing him to return to play. No player shall be allowed to play or practice until being cleared from his/her physician by letter.

1.05.2 All players must report any injury outside box lacrosse, must have a physicians release before returning to play.

1.05.3 Manger or coach must keep letters from physician clearing players and must give copy to DLA office within 10 days of receipt of letter.

**1.06 Teams attending provincials**

1.06.1 All players must declare that they are available to play in SLA provincials for a team that is attending, the form will be provided by the DLA and must be in the office by June 1. If they are not in the office by the deadline, the player will not be allowed to be drafted to a team attending the event.

1.06.2 If the DLA has more than one team attending the SLA provincials the players that have declared (1.06.1) shall be drafted by the team or teams evenly that are attending the event in there age group

1.06.3 The draft of declared players shall go as follows the first team that is representing the DLA shall get first pick the second team that is representing the DLA shall get the second pick and this shall carry on with how many teams are attending the event

1.06.4 Teams must draft at least 6 players and one goaltender it is the teams choice on the players that they will take from there draft choices but may only take the allotted amount by the SLA

1.06.5 Coaches/staff must not recruit players to their teams prior to the draft, if a coach/staff is found to be in violation the full staff will be suspended and will have to come in front of a DLA discipline committee before they can participate in any events for the DLA.

**2.01 Playing Regulations**

2.01.1 The official scorer shall obtain a printed lineup from the manager or coach of each team prior to the start of the game. This shall be verified and signed by the manager or coach in charge.

* + 1. In league play, the referee will report all Match Penalties, Gross Misconduct Penalties, Major Penalties for Checking from Behind and unusual situations (line brawls, player(s) leaving the players/penalty bench, refusing to start play, etc.) to the league president or discipline delegate immediately following the game either in person or by telephone. If the game terminates after 10 p.m. then the report may be made the next morning no later than 12 noon.
1. In all situations the original game sheet is to be retained by the referee and brief references quoting the rule(s) under which the penalties were assessed are to be completed.
2. The referee will complete a special game report with full details of the incident. The game sheet and game report are to be mailed or personally given to the league president or discipline delegate by the referee within 24 hours of the completion of the game.

2.01.3 Only registered officials may be used in games. It is the responsibility of the RIC to ensure that there are an adequate number of registered officials. Only officials who attend a current S.L.A. approved clinic will be allowed to register.

2.01.4 At the completion of each game the official scorer shall sign the game sheet and then have the officials print their name legibly and sign the game sheet. It shall be the responsibility of the referee to insure that any Major, Match or Misconduct penalties assessed during a game are recorded on the game sheet accurately before signing the game sheet and giving copies to the teams.

* 1. **Injured Players/Equipment**

2.02.1 All players competing in lacrosse must wear the appropriate equipment as per the Canadian Lacrosse Association approved rule book and CLA Safety & Equipment Guidelines.

2.02.2 Mouth Guard/Piece

a) All players competing in field or box lacrosse must wear an intra-oral mouthpiece that covers all upper-jaw teeth. The mouthpiece must be worn in the manner that it was designed for.

b) If for medical reasons a mouthpiece can not be worn then a medical certificate and waiver must be signed by the player and attending physician and be filed at the DLA office and the SLA office.

1. Any player that has been injured during a game and removed from the rest of the game must have a doctor's note allowing himm to return to play. No player shall be allowed to play or practice until being cleared from his/her physican by letter.
2. All player's must report any injury outside box lacrosse; must have a physican's release before returning to play.
	1. **Team**
		1. All minor box associations are expected to compete in at least one (1) sanctioned lacrosse game per season in a rural community.
3. A rural community is defined as any community in Saskatchewan not including Regina and Saskatoon.
4. Each club/association is responsible for ensuring at least (1) one team per age division within their club satisfies this requirement and must submit evidence (completed game sheet) to the Dakota Lacrosse Association and the Saskatchewan Lacrosse Association office.

**3.01 Suspensions**

3.01.1 Minimum Suspensions

a) The following minimum suspensions are to be applied in all box lacrosse games sanctioned by the Dakota Lacrosse Association and the Saskatchewan Lacrosse Association.

Minor directorate suspensions will be served in minor and major directorate suspensions will be served in major. Athletes will be allowed to continue participating in the opposite age directorate unless policy dictates otherwise for severe infractions.

Match Penalties – For all match penalties assessed (except for molesting officials and checking from behind) a suspension will be applied as follows:

For Each Match Penalty – Three (3) games SLA

Other Penalties

1. All Gross Misconducts – 3 games SLA

2. Checking from behind:

(i) Match Penalty for Checking from Behind

 First offense – 3 games SLA

 Second Offense (suspended indefinitely until dealt with by league discipline committee)

(iii) Major Penalty for Checking from Behind – remainder of game; last ten minutes – remainder of game and 1 game suspension.

3. Fighting

a) Minor Box (Mini-Tyke – Midget)

1. Fighting Major Penalty – 1 additional game (as per CLA rulebook – all fighting majors receive game misconduct)

(ii) Third person in altercation – 3 games or 3 weeks whichever expires first.

(iii) Second fighting major – 3 games or 3 weeks whichever expires first.

(iv) Third + fighting major – (suspended indefinitely until dealt with by league discipline committee)

(v)The DLA has added 1 extra game to each of the above rules

 b) Major Box

(i) Fighting Major Penalty – All fighting majors receive game misconduct)

(ii) Tier 2 Junior – 1st fighting major – a game misconduct for remainder of game. 2nd fighting major – 1 game suspension, 2nd fighting major – 2 game suspensions, 3rd fighting major – 3 game suspension, etc.

Tier 1/Senior - 1st & 2nd fighting majors – a game misconduct for remainder of game, 3rd fighting major – 1 game suspension, 4th fighting major – 2 game suspension, 5th fighting major – 3 game suspension, etc.)

1. Third person in altercation – 4 games or 3 weeks whichever expires first.

4. Person identified as:

(i) First to leave the players’ bench during a fight for the purpose of fighting – 3 games

(ii) Leaving a penalty box for the purpose of fighting – 4 games

(iii) Coach of a team whose player is penalized under 3.01.1 a) 4(i) – 3 games

(iv) Coach whose player leaves but is not identified as the first to leave the player’s or penalty bench during an altercation – 1 game

(v) Coach whose team is removed from the game prior to the game conclusion – 3 games

1. Coach whose team withdraws from a tournament prior to conclusion – 3 games unless team receives approval from the tournament host chairperson.

**4.01 Officiating Sector**

4.01.1 Certified Officials

Official's fees for all Dakota Lacrosse Association certified officials at all events shall be as follows:

Novice $25.00

 Peewee $30.00

 Bantam $40.00

 Midget $45.00

 Junior/Senior $130.00

 Third official for Junior and Senior games $35.00

**5.01 Coaching Certification**

The Dakota Lacrosse Association must abide by the Canadian Lacrosse Association’s minimum coaching standards.

* 1. The following table is the minimum coaching certification requirements to be able to be a coach/assistant coach on a box lacrosse team registered with the Canadian Lacrosse Association and the Saskatchewan Lacrosse Association.

|  |  |
| --- | --- |
| **Box Lacrosse Minimum Coaching Standards** |  |
|   |   |   |
| **Category** | **Club Minimum Standard** | **Provincial Teams Minimum Standard** |
| Mini-Tyke | **Community Initiation Trained** | **N/A** |
| Tyke | **Community Initiation Trained** | **N/A** |
| Rec/House League | **Community Development Trained** | **N/A** |
| Novice | **Community Development Trained** | **N/A** |
| Pee Wee | **Community Development Trained** | **Competitive Introduction Certified** |
| Bantam | **Competitive Introduction Trained** | **Competitive Introduction Certified** |
| Midget | **Competitive Introduction Trained** | **Competitive Introduction Certified** |
| Intermediate | **Competitive Introduction Trained** | **Competitive Introduction Certified** |
| Junior | **Competitive Introduction Trained** | **Competitive Introduction Certified** |
| Senior | **Competitive Introduction Trained** | **Competitive Introduction Certified** |
| National Teams | **N/A** | **N/A** |
|   |  |  |
| **Category** | **Community Initiation** | **Community Development** |
| Learning Facilitators | **Community Development Trained** | **Competitive Introduction Certified** |
|  |  |  |
|  |  |  |
| **NOTES** |   |   |
| Head Coaches and Assistant Coaches will be held to the same standard at **ALL** levels |
|  |  |  |
| Level 1 Certified is equivalent to Community Development Trained |
| Level 2 Certified is equivalent to Competitive Introduction Certified |
|  |  |  |
| A first year coach may be 'In-Training' |  |
| A second year coach may be 'Trained' |  |
| A third year coach must be 'Certified' (if required above) |  |
|   |  |  |
| **Competitive Development is a new CLA program, therefore:** |  |
| The requirement for Comp-Intro/Comp-Dev Learning Facilitators will be Comp-Intro Certified until 2012 |  |
| **In 2012, the following will apply to LFs requiring Competitive Development:** |
| A first or second year coach may be 'In-Training' |  |
| A third year coach must be 'Trained' |  |
| A fourth year coach must be 'Certified' |   |

* + 1. **Coach Requirements**

* 1. To attend coaching seminars provided by the DLA
	2. To attend appropriate coaching clinics
	3. To provide a safe environment for all players
	4. To provide a fun and enjoyable environment for the players
	5. To not confront officials at any time but if needed to report to the appropriate coordinator of the age group
	6. To provide training and skill development for all athletes not to win at all costs
	7. To learn the LTAD program for their age group
	8. Not to be under the influence of drugs or alcohol
	9. Provide criminal
		1. **Coaches Removal**
	10. The DLA reserves the right to remove any coach after the review of he or she from the coaches committee or discipline committee for any violations of its policies or any policies of the SLA or CLA

**6.01 Travel Claim Regulations**

6.01.1 The following regulations will apply to all individuals and contingencies whose travel expenses are funded by Dakota Lacrosse Association

A. Any tickets purchased for DLA business are to be purchased through the Dakota Lacrosse Association Office. Any changes made to accommodate individual schedules will be the responsibility of that individual.

B. Travel expense claims will only be honored if submitted in proper form with verification in the form of receipts, to the Dakota Lacrosse Association Office. Expense forms will be provided.

C. A travel advance may be requested by the Manager of a traveling team. The granting of such requests will be left to the discretion of the Executive.

D. The individual is responsible for all expenses incurred and no accounts may be charged to the Dakota Lacrosse Association Office unless specifically authorized by the Executive.

E Payment of hotel accommodations will be made on the basis of the most economical rate available, commensurate with the function. Where feasible, the claimant is requested to share accommodation expenses.

F . Meal allowance shall be provided at the rates given in below for Board and committee members on Dakota Lacrosse Association business, i.e. Board Meetings, Annual and Semi-Annual General Meetings, Sask. Sport Meetings. All meal allowances shall be approved prior to the trip by the Executive. Special allowances may be made in situations where members who are not on the Board are traveling as Dakota Lacrosse Association delegates on Dakota Lacrosse Association business. Such allowances shall be made subject to prior approval by the Executive.

i) The meal allowance for events shall be $65 per full day or portion thereof:

 $12 for Incidentals

$12 for Breakfast

 $16 for Lunch

 $25 for Dinner

 H. In instances where private auto is used, an allowance of:

i) Administrative Functions - $0.40/km will be paid but is not to exceed the airfare for the same distance.

I. Travel claims must be filed in proper form with the Dakota Lacrosse Association Office within thirty days of the claimant's return home.

J. Where so designated by the Board, a "Report of the Event", must be filed with the travel expense claim.

K. Dakota Lacrosse Association Office reserves the right to reduce or delete amounts claimed if felt to be excessive or unwarranted.

**7.01 Staff Expenses**

**7.01.1 Meals**

 Meals shall be claimed on a per diem basis of $65.00/day or portion thereof:

 $12 for Incidentals

$12 for Breakfast

 $16 for Lunch

 $25 for Dinner

**7.02 Mileage**

7.02.1 All staff will receive $0.40 per kilometer.

**7.03 Other Expenses**

7.03.1 Other expenses may occur but must be accompanied by receipts and must be approved by the Executive.

**7.05 Honorariums - (Staff & Volunteers)**

7.05.1 For employees of Dakota Lacrosse Association whose services are required or requested by a club, province, school or association, the payment of an honorarium for services rendered is not a prerequisite. The payment of any honorarium shall be negotiated between the three parties to their mutual satisfaction.

**7.06 Team Travel Permit**

1. A team wishing to compete in games or a tournament in another provincial association and/or national association must first submit the Travel Permit to the local Dakota Lacrosse Association The Permit must be received by Dakota Lacrosse Association within the following time limits

Inter-Provincial Tournament ……………………………….. 14 days before the event

United States ………………………………………………… 30 days before the event

International ………………………………………………….. 60 days before the event

1. Only teams made up of players and coaches duly registered with the Dakota Lacrosse Association can obtain a travel permit. List coaches and players on an attached sheet. Coaches to be identified by NCCP number and certification level.
2. Traveling teams may only compete against opponents or in tournament matches approved in this permit. Games must be sanctioned by a recognized lacrosse governing body in order for accident / liability insurance to be valid.
3. Are you required to supply referees? If so, list referees and their registration level on the attached sheet.
4. Traveling teams must adhere to the rules of the competition in which it is participating.

1. Teams participating in any tournament and/or exhibition series shall abide by the host’s rules in regards to any minor and major suspensions, which may be more or less severe than DLA minimum suspensions. However, any gross or match penalties must be served and reported in accordance with DLA minimum suspension policies.

 Teams must ensure any suspensions in force from DLA are served during the games / tournaments covered by this Permit. Any new suspensions obtained at the games / tournament covered by this Permit shall be carried over and served during subsequent local association / DLA games.

1. Submit a copy of all game sheets to the President within three (3) days of returning from tournament. Failure to do so may result in disciplinary action / suspension of the coach(s) and/or forfeiture of any deposit levied with this application.
2. Traveling teams shall remain subject to the Operating Polices & Codes of Conduct in so far as disciplinary matters and behavioral conduct are concerned. Teams are representing their local association and the provincial association, therefore, the conduct of the team must be indicative of this responsibility.

**8.01 PRIVACY POLICY**

**1. Our Privacy Commitment**

The Dakota Lacrosse Association. is committed to keeping personal information accurate, confidential, secure and private.

Based on the *Personal Information Protection and Electronic Documents Act* (PIPEDA), this Policy describes how the Dakota Lacrosse Association adheres to the ten principles of privacy set out in PIPEDA which are summarized in the attached Schedule “A.” The Privacy Policy will outline the types of personal information we may collect from members, athletes and, where applicable, donors and customers, and explains how we may use it and disclose it to others. It will also outline the safeguards we implement to protect personal information and provide to members and donors the opportunity to access and correct personal information we have about them.

A copy of PIPEDA is available at the federal Privacy Officer’s website at [www.privcom.gc.ca](http://www.privcom.gc.ca/).

### 2. Information We Gather and Use – Collecting your Personal Information

This policy only applies to your personal information that we collect or use in relation to a commercial activity of the Dakota Lacrosse Association.

Atthe Dakota Lacrosse Association we ask for your permission when we collect, use or disclose your personal information in the course of a commercial activity. Personal information is that which refers to you specifically and is collected in person, over the telephone or by corresponding with you via mail, facsimile, or over the internet.

When you request a service or membership from us, or participate in an athletic event sanctioned by us, we, or our affiliates, subsidiaries or related organizations, may, with your consent, collect personal information from you, which may include the following:

i) name;

ii) mailing address;

1. email address;
2. telephone number;

iv) contact numbers;

v) social insurance number; and

vi) date of birth;

vii) for competitions, personal height and weight, and past competition results;

viii) in certain instances, pertinent health information regarding athletes.

The following activities are examples of when the Dakota Lacrosse Association. may require the collection or use of your personal information:

1. collection of membership, registration or competition fees;
2. organization of club activities;
3. communicating with you about Dakota Lacrosse Association or related association or organization activities;
4. compiling member statistics;
5. compiling member, athlete or registration lists;
6. providing member, athlete or registration lists or member discipline or suspension reports or histories to other sports organizations;
7. mailing out member newsletters;
8. selling programs for competition, promotional, fundraising or other purposes;
9. selling, bartering or leasing of member, donor or fundraising lists to third parties;
10. participating in a dispute resolution process;
11. participating in a fundraising or planned giving programs;
12. communicating with members and athletes;
13. using membership or donor lists for commercial activities of the Dakota Lacrosse Association or its related associations or organization; and
14. selling advertising in publications of the Dakota Lacrosse Association that contain personal information about the member, a donor or athletes (for example, athlete statistics).

During the application process to become a Dakota Lacrosse Association member, or to renew your membership, or as a non-member, donor or athlete associated with the Dakota Lacrosse Association you may have provided us with written consent respecting the collection, use and disclosure of your personal information. This Privacy Policy is intended to supplement, and does not replace or modify any such written consent previously provided.

You have a choice whether to provide us with the personal information requested. In our operations, however, your decision to withhold particular details may limit the services, association or membership we are able to provide you. In some cases we may not be able to enter into a relationship with you.

The Dakota Lacrosse Association maintains a contact history for each member, which is used primarily for service, collection and payment purposes. This information, however, is limited to internal use and restricted to our employees, agents and volunteers.

The information we ask you to provide varies with the circumstances of your activity or the service you request such as:

General Inquiry

For general inquiries on our organization, you may need to provide limited information such as your name, contact address or contact number. This will allow us to contact you with regard to your interest in the DLA.

Dakota Lacrosse Association Service

You may need to call the Dakota Lacrosse Association to make an inquiry as to your standing as a member or your activities within the organization. In such instances, we will ask you to provide at minimum, your name and residence.

Athlete Participation

We may be required to provide certain personal and statistical information regarding athletes for the purposes of competitions or rankings.

We may use the personal information you provide to us to:

• communicate with you

• provide you with the information you have requested

• provide statistical information and results for competitions and events

• advertising or promotional activities

With your consent, we may also send you information about other activities in which we believe you would be interested. We want to assure you that we only use your personal information for the purposes that we have disclosed to you.

Most of the information we retain about you consists of your membership and competition record. We use transactional information to keep track of and report back to you in these areas, if requested.

### 3. With Whom We May Share Your Information

**a) Related Associations and Organizations**

The Dakota Lacrosse Association. and its employees and volunteers are all governed by our policies and procedures to ensure that your information is secure and treated with the utmost care and respect. To enable you to benefit from our full range of activities and benefits, we may share information with other DLA. affiliates or related organizations that perform services on our behalf or provide services to you.

**b) Employees and Volunteers**

In the course of daily operations, access to private, sensitive and confidential information is restricted to authorized employees or volunteers who have a legitimate purpose and reason for accessing it. For example, when you call or e-mail us, our designated employees will access your information to verify that you are the member and to process your requests.

As a condition of their employment or volunteer activities, all or our employees and volunteers of are required to abide by the privacy standards we have established. Unauthorized access to and/or disclosure of member information by an employee or volunteer of the Dakota Lacrosse Association is strictly prohibited. All employees and volunteers are expected to maintain the confidentiality of personal information at all times and failing to do so could result in appropriate disciplinary measures, which may include dismissal or termination of volunteer activities.

**c) Outside Service Suppliers**

We sometimes contract outside organizations to perform specialized services, such as processing data, applying payments or facilitating mail-outs. Our service suppliers may at times process or handle some of the information we receive from you.

When we contract with our suppliers to provide specialized services, they are given only the information necessary to perform those services. Additionally, they are prohibited from storing, analyzing or using that information for purposes other than to carry out the service contracted with us to provide. Our suppliers are bound by contractual obligations designed to protect the privacy and security of your information. As part of our contract agreements, our suppliers and their employees are required to protect your information in a manner consistent with the privacy policies and practices that we have established.

**d) Other**

We do share personal information of our members in the following circumstances:

i) When required by law - There are some types of information that we are

legally required to disclose. We may also be required to disclose information in connection with a legal proceeding or court order to authorities. Only the information specifically requested by legitimate authorities will be disclosed;

ii) When permitted by law - In certain other situations we may be required to disclose personal information, such as when returning a cheque due to insufficient funds or when dealing with a legal matter that concerns your membership or activities within the Saskatchewan Lacrosse Association.

iii) When disclosure is clearly in your best interests, as determined in the sole discretion of the Saskatchewan Lacrosse Association, and consent cannot be obtained in a timely manner;

iv) Where the information is considered to be in the public domain;

1. To collect a debt owed to the Dakota Lacrosse Association.; and

vi) In cases of emergency.

The DLA may disclose the following kind of personal information about you:

a) Information we receive from you on your application and other forms you submit to us or communications between us, including by writing, by telephone, by fax or by electronic format. This information includes, for example, your name, your address, and telephone number.

b) Information about your dealings and relationship with us and our related associations and organizations. For example, this information includes your membership status and athletic activities.

We may also disclose the same kind of personal information described above with respect to our former members.

### 4. How we Safeguard your Information

At the Dakota Lacrosse Association we do our best to protect the privacy of our members.

We will ensure that the security of information held in our possession will be at a level that complies with PIPEDA.

### 5. Internet Websites

We do not monitor individual use of our website at **www.STANDINGBUFFALO.com**. We do however monitor activities on the website to improve its functionality. This information does not contain personal information, beyond what is needed for contact purposes, and is not permanently stored for future use.

**6. Verifying Your Information**

At the Dakota Lacrosse Association decisions that directly impact you are made based on the information we have about you. Therefore, it is important that your personal information is accurate and complete.

As a member, athlete, donor or customer, you have the right to access, verify and amend your personal information held by us.

**7. Accessing your Personal Information**

The Dakota Lacrosse Association will provide a procedure for its members, athletes and non-member customers to view information held by the Dakota Lacrosse Association and to report and quickly remedy inaccurate information. There are certain situations where the Dakota Lacrosse Association may not provide an individual access to their personal information, including those instances where:

 i) the information is prohibitively costly to provide;

 ii) the information contains references to other individuals, including

members, donors or non-member customers;

iii) the information cannot be disclosed for legal, security or commercial propriety reasons; and

iv) the information is subject to solicitor-client or litigation privilege.

We have appointed a privacy officer to ensure that the requirements of PIPEDA are adhered to.

**8. Withdrawing Consent**

Upon becoming a member of the Dakota Lacrosse Association, participating in activities arranged or sanctioned by us, you consent to our use, collection, verification and disclosure of your personal information in accordance with this Policy. You may at any time withdraw your consent for your personal information to be used for certain purposes. A withdrawal of consent must be in writing and must be sent to us registered mail to the address listed below. If your consent is withdrawn, this may restrict our ability to assist you or to extend membership privileges and we may not be able to provide you with all of our benefits, products and services.

In Summary

We take our responsibility to respect and protect the confidentiality of your personal information very seriously. For more information about our commitment to protect the privacy and confidentiality of your personal information or to express any concerns you may have, please write to:

**Dakota Lacrosse Association** **P.O BOX 128 FORT QU’APPELLE**

You can also email us at **FIGHTINGSIOUXLACROSSE@GMAIL.COM**

**9.01 S.B.L.A. General rules**

1. The DLA office address during the playing season and off season is P.O BOX 128 FORT QU’APPELLE
2. All teams are drafted as equal as possible. We work with coordinators, coaches and players to make sure that the players are having FUN!!!
3. All teams that travel out of the Dakota Lacrosse Association must obtain a travel permit and have it approved and signed by the President. All game sheets from the event must be returned to the DLA office.
4. The DLA will not have any type of zones or areas for the purpose of drafting or picking of teams.
5. All players will be given equal play time, unless there has been some discipline or extenuating circumstances.

**9.01.01 Checking from Behind**

1. If the defender makes contact with the offensive player from behind, causing the player to stumble this would call for a double minor (4 Minute), causing the player to fall 5 minute, into the boards or the net will be a 5 minute and a game misconduct.

**9.01.02 Penalties at the end of the game**

1. Any major penalty in the last 10 minutes of the game will have an additional game misconduct included. (1 game)
2. A game misconduct in the last 10 minutes of the game will have an additional game misconduct included. (1 game)

**SECTION 4 - CODE OF CONDUCTS**

**1.01 Code of Conduct**

1.01.1 All individuals affiliated with the DLA shall:

i) Attempt at all times to work toward the goals and objectives of the DLA 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 DLA.

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.

1.01.2 An individual’s conduct shall be in question when they:

 i) Breach any of the DLA Code of Conducts and/or the Harassment Policy***.***

 ii) Use their position within the DLA 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 DLA.

v) Counsel others to ignore or break the by-laws, policies, and/or rules and regulations of the DLA.

1.01.3 General:

i) The DLA 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 them.

ii) The DLA and its member governing bodies agree to honor and enforce disciplinary action taken by those governing bodies upon the completion of due process.

1.01.4 Discipline Procedures:

1. Complaints alleging a breach of the DLA Code of Conducts must be in the form of a signed report submitted to the DLA office within 15 days of the event/occurrence.
2. With regards to club incidents, the DLA reserves the right to intervene and conduct its own objective investigation if it is believed that the club has not sufficiently followed a proper disciplinary process.

iii) Upon receiving a report, the DLA staff shall immediately notify the DLA Executive who shall determine the merit of the complaint and determine if action is necessary.

iv) The DLA Executive may request that the parties agree to mediation or arbitration prior to positions irrevocably hardening or to seek expedient resolution to a time-sensitive conflict.

v) If action is necessary, the Vice President shall, with the Discipline Committee, appoint a date, time and place for a hearing, which shall not be more than 60 days from the receipt of the report.

vi) 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.

vii) The DLA President or an objective third party shall be responsible for collecting any pertinent information and identifying any witnesses to be presented to the discipline committee.

viii) The Discipline Committee may call witnesses and review all pertinent information collected by the DLA President, which it deems necessary to arrive at a decision.

ix) 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.

x) Any individual who has been directly affected by a decision of the Discipline Committee may appeal that decision to the DLA Appeals Committee. The grounds for appeal are failure of the DLA Discipline Committee to follow process or the policies/rules have been misinterpreted.

xi) The appeal must be made in writing to the DLA office within 15 days of the notification of the Discipline Committee’s decision.

xii) Disciplinary action taken under this Code of Conduct section will be considered to be applicable disciplines of Lacrosse in Dakota Lacrosse Association.

The following guidelines have been established to assist in the disciplinary process.

Conduct of Hearings Before Various Lacrosse Tribunals

For those individuals who preside at the hearings of various lacrosse tribunals, there are four cardinal principles. They are as follows:

1. Process is the most important factor in such hearings. The process is how the hearing is conducted. The most important factor is not who wins or loses.
2. The process must be fair.
3. Those who preside must come to the hearing with an open mind.
4. Be polite (even if it is difficult).

There are twelve specific rules, which ought to be adhered to. They are as follows:

1. Read over the rules, which apply to the particular case before you. You may think you know these rules without reference. You are wrong. Bring the rulebook with you. Also bring paper and a pen or pencil.
2. Before the hearing begins, read all the material, which has been filed. Note particular questions you may have in the margin.
3. Arrive in good time for the hearing. Do not arrive late.
4. Before the hearing starts, do not talk to the parties who appear before you, unless it is to say simply “hello” or to advise someone where the washroom is. Nothing is more disconcerting to the other side than to see a member of the tribunal in conversation with the other side, even if it only relates to pleasantries.
5. Make sure that the room where the hearing is to take place is properly set up before the hearing starts. If the furniture needs to be rearranged, do this before the scheduled time for the commencement of the hearing.
6. Call the hearing to order, describe the procedure to be followed. Introduce everybody. Although some organizations have both parties in the room at the same time, this may lead to outbursts and could intensify antagonism between the two parties. You may find it preferable to listen to and question each party separately.
Make sure both parties understand the procedure to be used. Whoever has the onus of establishing the facts is heard first.
7. At the end of each side’s presentation, if you have a question, ask it then. Do not interrupt the presentation unless absolutely necessary for purposes of clarification.
8. Have paper and pencil available. Make a note when something strikes you as important.
9. The members of the tribunal should retire to consider their decision. This means you must have your own room for your deliberations in the absence of the parties. This may be done by moving into another room or by asking the parties to leave the room you are in.
10. Write out your decision promptly. Give reasons. The reasons may be set up as follows:
- Describe the issue
– Set forth the relevant facts
– Summarize in brief form each side’s argument
– State your findings
– State your decision
The reasons do not need to be long, but they must be clear and deal with the issues raised.
11. The written decision should be delivered (by hand or mail) to the individual facing the disciplinary action. They should also be advised at that time of the appeal procedure available to them within your organization or though the SLA.
12. At the end, leave and go home. Do not talk to the parties prior to the decision being delivered.

**REMEMBER: At the end, it is important that both sides feel they have been given a fair hearing**.

* + 1. **Disciplinary Powers**

Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

1. An order that the person(s) be expelled from the organization
2. An order that the person(s) be suspended from the organization for a specific period
3. An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order (i.e. anger management course, cultural sensitivity course, etc.)
4. An order that the respondent may continue to participate only under the conditions specified in the order
5. An order reprimanding the respondent
6. Any other order that the committee considers just.
	* 1. **In making an order the hearing committee shall take into consideration:**
7. The age, experience and maturity of the person(s)
8. The nature of the misconduct;
9. Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including;
10. previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
11. the character of the respondent

**2.01 Appeal Procedure**

a) The right of appeal shall pertain to any individual who has been affected by a decision of the discipline committee. All appeals must be submitted in writing,stating the grounds of appeal***,*** directed to the Executive Director of the D.L.A. Failure of the Disciplinary Committee to follow the process as defined in these policies, or misinterpretation of policies, rules, or codes shall form the basis of the appeal.

2.01.1 The appeal procedure shall be as follows:

1. The President will render a decision on whether or not the appeal will be heard.
2. The player or member must be given the opportunity to be present at the hearing.
3. The game sheet and the referee’s report must be available at the hearing and the referee should be in attendance if at all possible.
4. The player or member affected has the right to sit in throughout the hearing.
5. The player or member affected shall be permitted to ask questions, within reason, of all people who give evidence.
6. The player or member affected may be represented by a lawyer or agent if he or she wishes.
7. People who participated in the decisions being appealed shall not sit on the appeal hearing.
8. The Appeals Committee has the right to reaffirm and/or change the original discipline committee decision using 1.01.5 Disciplinary Powers and 1.01.6 as guidelines in making a final decision.

2.01.2

1. Appeal hearings shall be heard within fourteen (14) days from the date the appeal is received by the DLA President. The President or a designate shall select a committee and designate the time and place.
2. The Executive Director shall be charged with giving sufficient notice of the hearing to all parties. (The Appeal Committee shall be charged with giving a decision in writing no later than seven (7) days following the appeal).
3. Minutes of the hearing shall be kept.
4. All appeals must be accompanied by a fee of $150 per individual. Any special appeal hearings shall be $250 per individual and will be held with seven (7) days from the date the appeal is received by the Executive Director.
5. Individuals must appeal on their own behalf.
6. Appeal Committees shall not be allowed to reduce a suspension to less than the minimum, as set out in Regulation 3.01.1 (Minimum Suspensions) to those parties found guilty of the offense charged.

2.01.3 The decision of the Appeal Committee shall be final and binding for all parties concerned. The final decision shall be placed in writing with copies given to the person(s) making the appeal and the President of the DLA.

**3.01 Harassment Policy**

3.01.1 The Dakota Lacrosse Association is committed to promoting a sport environment in which the terms and conditions of participation are equitable and non-discriminatory. Every participant has the right to be treated with dignity and respect and to work, train and compete in a milieu conducive to productivity, self-development and performance advancement based upon individual interest and ability. The Dakota Lacrosse Association will foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offense for which a pardon has been granted.

3.01.2 Harassment means any behavior by a person engaged in any paid or volunteer capacity, role, or function with the Dakota Lacrosse Association that is offensive to any person or group of people and which the individual knew or ought to have known would be unwelcome.

3.01.3 Harassment may be intentional or unintentional and can take many forms, but generally involves conduct, comment, photographs/videos or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offense, discomfort, or personal humiliation or embarrassment to a person or group of people.

3.01.4 The following types of harassment are intolerable, whether or not individuals complain:

(a) Sexual Harassment – includes, but is not limited to, unwelcome sexual behavior such as inappropriate sexual comments about a person’s body or appearance, use of derogatory sexual terms, inquiries or comments about an individual’s sex life or sexual preferences, unwanted touching, petting, or leering; sexual advances or requests for sexual relations by any person in a position of authority; or reprisal by any person in a position of authority against an individual who has rejected a sexual advance or unwelcome sexual behavior.

(b) Racial Harassment - includes, but is not limited to, racial slurs, jokes or name calling based upon race, ancestry, place or origin, color, ethnic origin, and creed (or religion), use of terminology which reinforces stereotypes, derogatory nicknames.

(c) Abuse of Authority - includes, but is not limited to, improper use of power and authority inherent in a position to endanger or undermine another’s job, position, membership or participation on a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function; intimidation, threats, blackmail or coercion.

**3.02 Objective**

3.02.1 It is the overall objective of the Dakota Lacrosse Association Policy on Harassment to create and maintain a work and sport environment free from harassment. Individuals who experience harassment are encouraged to take the appropriate actions to put an end to the harassment and seek adequate redress.

3.02.2 Harassment, which is unintentional, may be stopped by informing the harasser(s) that the behavior is offensive. If the behavior continues, the individual should file a complaint in the manner described in the Dakota Lacrosse Association Complaint Review Procedure.

3.02.3 If an individual feels uncomfortable or threatened about confronting the harasser(s) on their own, a complaint should be filed directly in accordance with the Dakota Lacrosse Association Complaint Review Procedure.

3.02.4 The Dakota Lacrosse Association takes any complaint seriously, and will investigate and respond in a sensitive, effective and timely manner.

* + 1. The Dakota Lacrosse Association believes that harassment is a serious offense. It is also a serious offense to falsely accuse someone of harassment.
		2. If the results of the investigation find that there has been harassment or that there has been an intentional false accusation of harassment, appropriate disciplinary action will be taken in accordance with the Dakota Lacrosse Association Code of Conduct Discipline Policy.

**FAIR PLAY Philosophy**

Fair play is an attitude, a way of thinking. It can be taught and it can be learned. Once it’s learned, it can apply to every aspect of a person’s life. That’s why fair play is so important and that’s why all of us are responsible. At Fair Play Canada, they believe that the fair play philosophy becomes reality through the creation of a more ethical sport system, one that is democratic, open to all Canadians, and grounded in the principles of integrity, fairness and respect. Through sport, athletes learn about setting goals, working hard and having fun. They learn to respect their own abilities, and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result.

Developing a more ethical sport system means addressing tough issues like violence and equity. In turn, both of those issues include difficult areas such as sexual harassment, the principles of team selection and participant involvement. Through fair play resources, advocacy, communications and training, we’re working with partners at the national, provincial and municipal levels to create an atmosphere in which coaches, athletes, administrators and educators can make every athlete’s sport experience a positive experience. They believe in an alternative and positive sport-model, one that closes the gap between fair play as a vision and fair play as a reality. We welcome your involvement.

FAIR PLAY Issues

To ensure a fair playing field, everyone involved in sport must support the principles of fair play – fairness, integrity and respect. When consistently applied, they not only provide a clear ethical framework for competition, but greater opportunities for getting the most out of the game. That’s because they help participants focus on achievement rather than the desire to conquer an opponent.

**Violence**. Any physical aggression outside the rules of a sport is violence. Violence in sport reflects violence in our society; on television or the evening news, so too may we come to accept it as a fact of life in sport. It shouldn’t be. The sport system must look at minimizing sources of frustration and at using the appropriate tools to control inappropriate behavior. Officials must be empowered to enforce the rules.

**Doping and Other Methods of Cheating**. Winning is a reward for effort, will, discipline and talent. Violating the rules by taking performance-enhancing drugs or gaining nay other unfair advantage over a competitor has nothing to do with winning; it’s a form of cheating. It means that the participants are no longer all playing the same game; it demeans the efforts of every other participant, the integrity of the game and the essence of sport.

**Respect**. Unhealthy attitudes are just as harmful to the value and purpose of sport as unhealthy play. When opponents are viewed as enemies, officials are treated with contempt, and rules are seen only as obstacles to be overcome, nobody wins. Respect for the rules and for everyone involved is fundamental to the quality of sport and the integrity of the game.

**Equal Opportunities and Fair Access**. Sport is for everyone, regardless of age, sex, race or ability. Sport can have numerous benefits for everyone. All Canadians should have a range of choices and opportunities to be involved in sport.