

Lake Bonavista Community Association

Policy & Procedures Manual

SPORTS PHILOSOPHY

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CODE OF CONDUCT

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SPORTS GUIDELINES

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1.0 INTRODUCTION

1.1 The primary objective of this document is to define to all officials, coaches, parents, participants, and spectators, the Lake Bonavista Community Association's Sports Philosophy, Code of Conduct, Policy and Guidelines under which all sports programs sponsored by the L.B.C.A. shall operate.

1.2 To assist readers in understanding this document, the following explanations are provided:

- a) **PHILOSOPHY** – outlines the L.B.C.A.'s aims, overall concepts, and attitudes that shall be applied to all sports programs sponsored by the L.B.C.A.
- b) **CODE OF CONDUCT** – outlines the general principles that shall govern everyone who manages or participates in any sports program sponsored by the L.B.C.A.
- c) **POLICY** – expands the statements in the Sports Philosophy into directives that can be interpreted, applied and enforced in a consistent manner within all the sports programs sponsored by the L.B.C.A.
- d) **GUIDELINES** – are developed by the sports committees or individual sports programs to provide further clarifications, instructions, and suggestions to Directors, Program Leaders, Coordinators, Coaches, and parents to assist them in fulfilling all their obligations to ensure consistent application of the Philosophy and Policy and overall achievement of the goals of the sports programs sponsored by the L.B.C.A.
- e) **FUNCTIONAL DIRECTORS** (Director of Field & Gym Sports, Director Ice Sports) – are those individuals who are elected by the community, at large, to act as liaison for the L.B.C.A. Board of Directors and the sports programs.
- f) **PROGRAM LEADERS** – are those individuals elected by the participants in programs (or the parents of participants) to direct and control a specific sports program.
- g) **COORDINATORS** – are those individuals who are elected by the participants in programs (or the parents of participants) to be primarily responsible for a portion of a single sports program.
- h) **INDIVIDUAL SPORT COMMITTEE** – is made up of the Program Leader, Coordinators, and Functional Director for the sports area concerned and chaired by the Program Leader. The Individual Sports Committees will meet as required.
- i) **L.B.C.A. SPORTS COMMITTEE** - is made up of the Vice-President of Programs, who acts as chairman, the Functional Directors, and Program Leaders. On matters of discipline, only the Functional Directors and the

Vice-President of Programs are allowed to vote. On all other matters, all members of the L.B.C.A. Sports Committee are entitled to vote. The Sports Committee will meet as required.

1.3 Improvement in our sports programs is dependent upon involvement and support from everyone in the community. The Sports Committee encourages you to take action and submit, preferably in writing, your questions, concerns and constructive feedback. Suggestions for improving our programs are always welcome. All submissions shall receive a full review by the Sports Committee and a written response shall be made outlining any actions taken, reasons for such actions and/or comments.

2.0 SPORTS PHILOSOPHY / CODE OF CONDUCT

2.1 Sports Philosophy

Sports programs are sponsored by the Lake Bonavista Community Association to provide enjoyment and recreation for the members of the association and their families. These programs provide the opportunity for all members of the association and their families to participate and develop their skills in a supportive and positive environment.

2.2 Code of Conduct

- a) Practice good sportsmanship at all times – This is essential for everyone involved in our programs, whether it is as a participant, coach, official, parent, or spectator. Show respect for teammates, opponents, officials, coaches, and spectators. Treat everyone, as you would like to be treated. Be generous with praise and never ridicule for mistakes or losing.
- b) Appreciate and support our volunteers – All of our officials and coaches are volunteers who dedicate a considerable amount of time and effort to ensure the success of the program. Despite their best efforts, errors in judgment and mistakes may occur. It is appropriate to provide constructive feedback of an official or coach to the Coordinator or Program Leader; however, it is important that this be done in a constructive and non-confrontational way. It is not appropriate to confront anyone with criticism during any game or other sporting activity. It is appropriate to praise officials, coaches, and participants for their services at every opportunity.
- c) Respect the rules of the game and the officials who are responsible for enforcing them – The rules of the game are mutual agreements, which no one shall evade or break. Encourage and support the officials for their efforts, recognizing that they too may make mistakes.
- d) Respect your coaches and teammates – Team sports require everyone on the team to put forward the best possible effort to be successful. If you do not attend games and practices or do not always try your best, everyone on the team suffers. This is true for both coaches and players. Players (and their parents) must respect coaches and the volunteer time that they provide by consistently attending games and practices, following

the coaches' directions respectfully, and being enthusiastic at all times. Coaches must respect players by setting a good example, by making reasonable demands on players' time, energy, and enthusiasm. Coaches will, to the best of their ability ensure equal playing time for each player regardless of skill level.

e) Have fun! – You are there to enjoy the game. Honest effort is more important than winning.

3.0 SPORTS POLICY AND GUIDELINES

3.1 General Policy

a) Each participant, Coach, Coordinator, and Program Leader must hold a current membership in the Lake Bonavista Community Association.

b) Maximum parental involvement and support shall be expected.

c) Coaches, participants, and parents shall be responsible for compliance with the Sports Philosophy, Code of Conduct, and Policy.

d) All participants, Coaches, Coordinators, and Program Leaders must conduct themselves in a proper, courteous and sportsmanlike manner when representing the L.B.C.A. or participating in activities sponsored by the L.B.C.A.

e) The line of authority and responsibility shall be: L.B.C.A. Board of Directors, L.B.C.A. Executive Council, L.B.C.A. Sports Committee, Vice-President of Programs, Functional Directors, Program Leaders, Coordinators, Coaches, Managers and Assistant Coaches, and Participants.

f) All Program Leaders, Coordinators, and Coaches for all sports shall be selected not only on the basis of their willingness, knowledge and expertise, but also on their commitment to the Sports Philosophy, Code of Conduct, and Policy.

g) Only the Functional Directors, Program Leaders, or individuals authorized by the L.B.C.A. Sports Committee shall be allowed to book facilities in the name of the Lake Bonavista Community Association. The L.B.C.A. is financially responsible for any booking using its name and therefore will assume distribution authority or cancel the booking of any facilities not booked by an authorized individual.

h) For any specific sport and age group, as an absolute minimum, the L.B.C.A. participant registration fees must cover the governing sports body registration fees, facility rental fees, referee and umpire fees as well as the cost for any equipment and uniforms which will be permanently given to the participant. Usually, these fees will also include an amount to be allocated against the cost of replacing any equipment and uniforms that

will not be permanently given to the participant. The amounts for all registration fees will be set by the Program Leader for that sport and must be approved by the Functional Director before being implemented.

i) All city teams representing the LBCA will be called “The Lake Bonavista Breakers”.

j) Use of the Breaker name and logo must have the approval of the LBCA Office, through the Facilities Co-ordinator.

k) Athletic wear may be ordered individually, or by team through the LBCA Office. Individuals or teams who wish to procure their order from an outside source cannot use the Breaker name or logo without the consent of the LBCA Office, and the payment of a licensing fee to the LBCA.

l) All contracts required for use of facilities or agreements with affiliated sports organizations must have the appropriate Director’s approval and signature in addition to the Program Leader for that sport.

3.2 Team Selection

a) All information pertaining to team selections (evaluation results and comments from previous coaches, coordinators, and others, etc.) is confidential and shall only be provided to those who are directly involved in the assignment of players to teams.

b) The Individual Sports Committee shall establish the criteria to be employed for team selection. The Program Leader will present the proposed team selection criteria to the Sports Committee. The Sports Committee will ratify the criteria as long as it is consistent with the L.B.C.A. Sports Philosophy.

c) The Individual Sports Committee shall advise all Participants of the criteria to be employed for team selection.

d) The number of city team entries in the various age categories and/or divisions shall be established by the Individual Sports Committee.

e) Where a sports governing body establishes divisions, every effort to enter competitive teams must be made by allowing teams to select their players in order from the highest to lowest divisions.

Equal drafts shall be used when more than one team participates in the same age category or division - For example, if two Lake Bonavista teams are to play in the same age category or division against each other, those teams shall be made up of equally skilled players. Any exception must have approval of the Sports Committee.

f) The Coordinators and Program Leaders shall be responsible for team player selection in accordance with the established criteria.

g) Where player evaluation constitutes the basis for team selection, city team selections shall not be made until there has been a minimum of three (3) different evaluations of the total age group. The evaluation results shall be used as the basis for the team selections. Any exception must have the approval of the L.B.C.A. Sports Committee

h) Normally every Participant must play within that Participant's own proper age group. Written exceptions requested by Coordinators, Coaches, and the Individual Sports Committee under the following circumstances shall entertain parents:

- Lack of players to field a full team in a specific age group
- Exceptional ability demonstrated by a player
- Lack of size, skill, or ability demonstrated by a player that could jeopardize that player's personal well being.

Decisions of the Individual Sports Committee shall be final.

In certain situations approval must also be attained by the sports governing body of the sport (M.H.A.C., C.M.S.A., C.N.B.A., etc.). Decisions of that sports governing body shall be final

i) Team rosters must be finalized prior to the team's third game (includes league or exhibition). Players shall not be moved more than one time without permission of the Functional Director.

3.3 Coaching Policy

a) A Program Leader shall not be allowed to head coach a team within the same sports program unless the L.B.C.A. Sports Committee approves an exception.

b) A Coordinator shall not be allowed to head coach a team within the same age group in the sports program that he or she co-ordinates, unless an exception is approved by the L.B.C.A. Sports Committee.

c) A Director shall not be allowed to head coach a team unless the L.B.C.A. Sports Committee approves an exception.

d) Coaches shall be responsible for ensuring every player on their team is given playing time as equal as possible.

e) Coaches shall encourage good sportsmanship, discipline, team spirit and parent involvement and clearly avoid development of a "Win at any cost" attitude.

f) The Individual Sports Committee shall establish the criteria to be employed for Coach selection and shall advise all Participants of the criteria to be employed. The established criteria for Coaches selections must be consistent with the L.B.C.A. Sports Philosophy.

- g) The Program Leader and Coordinators shall make the actual Coach selections. These selections must maintain a balance between the most experienced coaches and the need to provide additional coaching experience and development for those coaches with less experience.
- h) The L.B.C.A. endorses all coaching certification programs and encourages Coaches to upgrade their qualifications. Subject to approval of the Program Leader, financial assistance shall be provided to Coaches successfully completing a recognized certification program up to the specified level necessary. Financial assistance may be provided to a Coach who completes a recognized certification program at a higher level at the discretion of the Functional Director.
- i) Head Coaches shall be responsible for selecting Team Managers and Assistant Coaches and ensuring their commitment to the L.B.C.A. Sports Philosophy, Code of Conduct, Policy and Guidelines.
- j) All Coaches, Managers, and Assistant Coaches must acknowledge their support of the L.B.C.A. Sports Philosophy, Code of Conduct, Policy and Guidelines by providing a signed copy of concurrence to the Program Leader.

3.4 Equipment Management Policy

- a) Each Program Leader or their appointed equipment manager shall be responsible for all the equipment and uniforms for their sports and shall maintain an accurate inventory. Head Coaches shall be responsible for signing out and returning all equipment and uniforms.
- b) Individual sports locker keys shall only be provided to each Program Leader and must be returned immediately upon completion of their term. Duplicate keys shall not be provided to team equipment managers.
- c) Equipment Allocation Forms shall be used when issuing equipment and uniforms to team Coaches. The form shall be signed and copies retained by the Coach, Program Leader and Equipment Manager.
- d) All equipment and uniforms must be properly maintained by those using them and returned immediately upon completion of their season. Coaches must return all equipment and uniforms (including damaged goods) within TWO WEEKS after the conclusion of the season.
- e) All city uniforms shall be purchased in the L.B.C.A. colours of Royal Blue and White. Black and Gray may be used as trim colours. The colour and design of the Breakers logo may not be altered. Any exception must have approval of the L.B.C.A. Sports Committee.
- f) The Program Leader must approve any purchase of equipment or uniforms in advance where the amount of such a purchase has been included in the approved budget for that sport. Approval of the L.B.C.A. Sports Committee shall be required prior to any purchase commitments

being made for any item not included in the approved sports budget. Purchases of any kind must meet with the purchasing criteria established by the L.B.C.A.

g) Multiple uses of equipment and uniforms should be evaluated when new purchases are being considered.

3.5 Sponsorship & Fundraising Policy

The Lake Bonavista Community Association (LBCA) recognizes the need for its sports organizations to depend upon the community to help defer operational expenses, and therefore encourages these groups to seek out sponsorships and participate in fundraising initiatives. It is acknowledged that these monies are received to benefit the groups and through this policy, the LBCA will ensure that the monies are properly spent and not misused.

Sponsorship

It is defined as a “payment by a business firm for the purpose of promoting its name, products or services.” It is a commercial deal, not a philanthropic gift and as such, the LBCA is unable to issue a charitable tax receipt for such a transaction. An appropriate receipt for the contribution will be provided, if applicable.

Sponsorship can be:

- Exclusive - they are the only sponsor gaining maximum exposure but also bearing all costs.
- Joint - usually shared between complementary companies and thus sharing the costs.
- In Kind - a less high profile, but some would say equally valuable form of sponsorship. Organisations are often invited to lend management, technical skills or give products in return for promotion.

Fundraising

It is defined as “the raising of money or gifts related to the operation of a specific program or for a specified purpose.”

There are two types of sponsorship and fundraising available:

- a) through and for the LBCA
- b) through and for the Minor Sports Program

3.6 LBCA Sponsorship & Fundraising

This type of sponsorship shall be determined by and approved directly by the Board of Directors of the LBCA, and shall be for the purposes of providing for non team or group specific types of sponsorship.

Sponsorships shall be for the time period approved by the Board.

The level of recognition will be determined and approved by the Board.

The LBCA shall retain the exclusive rights for certain types of fundraising/sponsorship, including but not limited to Casinos.

Minor Sports Association

a. Sponsorship

All teams or groups participating under the banner of the LBCA shall be encouraged to identify potential sponsors for their programs.

Sponsorships shall be for a period of 1 year.

The following guidelines are provided for the use of any funds received as sponsorships:

- funds will be applied 100% to the specified team for its' use, and will be directed through that team.
- funds may be used for non-core program/additional expenses such as sanctioned tournament expenses, team clothing, team functions.
- Sponsors shall have first right of refusal for the next year.
- Sponsors will receive recognition as determined by the team in accordance with LBCA policies.

b. Fundraising

Fundraising activities by teams under the authority of the LBCA, shall be conducted in such a manner and at such time, as to cover actual expenses, or anticipated expenses only. In no case, shall any member or team be permitted to engage in fundraising where it is not anticipated that those funds will be used to cover expenses as referred to hereafter.

Fundraising may not conflict with the LBCA Fundraising or Sponsorship programs.

Funds may be used for non-core program/additional expenses such as sanctioned tournament expenses, team clothing, team functions.

General Rules for Sponsorship & Fundraising for Minor Sports Associations

- a) Prior to commencing any sponsorship or fundraising activity, the team must have submitted a budget to the Functional Director, and must have that budget approved by the Functional Director and the Program Leader or their designate.
- b) Teams must submit an application to the Program Leader or designate, for each fundraising event planned. This must be approved by the Program Leader and the LBCA Office prior to commencing the activity to ensure that there are no conflicts with other such proposed activities.
- c) Teams are responsible for collecting all monies, and accounting for all monies, including necessary receipts and must submit a completed financial accounting by April 30, to the Program Leader. All monies must be spent in the season in which they were raised.
- d) Teams must establish a Team Bank Account which requires two signatories for all activities. Personal individual bank accounts are not allowed. A spreadsheet of all activity as it relates to the approved team budget must be maintained, and submitted within 30 days of the end of the season.
- e) The Team Bank account may be started with seed money from the parents. At the end of the season/fundraising activities, if there is a surplus of funds, they will be distributed as follows:
 - 1) seed money shall be returned to those who have contributed
 - 2) any monies remaining shall be returned to the LBCA Program
 - 3) with the approval of the LBCA, may be donated to a specific charity identified and agreed upon by the team
- f) All activities of teams registered under LBCA affiliated programs are governed by the Association.
- g) All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are made under the authority of the appropriate LBCA affiliated program.
- h) All team officials and members of the Association shall follow the team financial policies.
- i) All funds held by teams are at all time the property of the Association and shall be managed in accordance with the guidelines and policies of the association.

j) Any fundraising activity that requires approval by the Alberta Gaming & Liquor Commission (AGLC) may be subject to additional restrictions as directed by the AGLC and the LBCA. This will include applying for any licenses that may be required in order to conduct this proposed activity.

k) Teams may not provide advertising on LBCA team jerseys or apparel in return for sponsorship monies or otherwise without the approval of the LBCA.

3.6 Travelling Policy

a) Teams wishing to travel outside the City and immediate surrounding area (80 kilometer or 50 mile radius of the City) to participate in any sporting activities that are not part of their regular league schedule must receive permission from the Program Leader.

b) All out-of-province exhibition games or tournament participation (other than if the right is won as part of regular league play) must have written approval by the Functional Director prior to the team accepting the invitation.

c) Parental consent shall be required in writing for every participant who is not of legal age prior to approval of any travel plans. The parental consent must include a waiver of responsibility for accidents beyond the control of the L.B.C.A. A participant who is of legal age must provide the same consent in writing on his or her own behalf.

It is the coach's responsibility to ensure that written consent has been provided for every participant. The coach shall not allow any player to travel with the team or participate in any team activity if the written consent has not been provided in advance.

d) Any team travelling or participating in a tournament must also obtain permission from the governing sport bodies (M.H.A.C., C.M.S.A., C.N.B.A., etc.) as required by their regulations. The Program Leader shall provide written permission from L.B.C.A., if necessary.

e) All participants must remember that they are viewed as representatives of the community of Lake Bonavista. It shall be the coach's responsibility to monitor the behaviour of all those who travel with the team and ensure that the Sports Philosophy, Code of Conduct, and Policy are followed and that disciplinary action is taken if required. Any incidents of unsuitable behaviour or disciplinary action shall be reported in writing by the coach to the Program Leader upon the team's return from the trip. A copy of this report shall also be provided to the Functional Director and Vice-President of Programs. The Program Leader will review the report and may impose additional disciplinary action on individuals or the entire team, as appropriate.

3.7 Achievement Recognition Policy

- a) The L.B.C.A. shall recognize all significant accomplishment of its sports teams as well as other individuals who gain recognition in sports or other areas of endeavour.
- b) Formal recognition shall be given by the L.B.C.A.'s Board of Directors based upon advice from the Coach, Coordinator, or Program Leader of the accomplishment and approval by the L.B.C.A. Sports Committee
- c) The LBCA Board of Directors will acknowledge teams that have won City championships with a banner to be displayed in the Lake Bonavista Recreation Centre.
- d) Any team advancing to provincial championships or equal, if the right is earned, and incurring additional expenses to travel to such a tournament may apply to have its expenses subsidized up to \$50 per player to a maximum of \$300 per team, independent of any other funds received. The subsidy will be paid only after the Program Leader has approved receipts.
- e) Where the L.B.C.A. has Participants playing on teams outside the Community, because we could not field a team, and they advance to provincial championships, or equal, some support shall be provided up to \$50 per player to a maximum of \$300 per team, independent of any other funds received, and dependent upon the number of Participants. The subsidy will be paid only after the Program Leader has approved receipts.

3.8 Disciplinary Action

- a) Everyone who is involved with any sports program sponsored by the Lake Bonavista Community Association is expected to follow the Sports Philosophy, Code of Conduct, Policy and Guidelines. It is the coach's responsibility to monitor the activities of everyone associated with the team, including coaches, assistant coaches, managers, players, parents and other spectators. The coach should caution anyone acting in an unsportsmanlike manner. Reasonable common sense should be used, but anyone whose behaviour is unacceptable after a verbal warning should be asked by the coach to leave the playing area. Support from the game officials should be requested, if this seems appropriate. In any case of physical abuse or if the individual refuses to heed either the coach or the game officials, the coach must call the police immediately. The coach must provide a written report of the incident to the Program Leader within twenty-four (24) hours of any incident where a person is asked to leave the playing area or the police are called.
- b) The Coordinators and Program Leader are responsible for ensuring that everyone involved in our sports programs follows the Sports Philosophy, Code of Conduct, Policy and Guidelines. They have the authority to take disciplinary action as appropriate for any violations of these or for any other activity or conduct which is detrimental to our sports programs. The Program Leader must be notified within twenty-four (24) hours of any

disciplinary action that is taken by a Co-coordinator.

c) Players or team officials disciplined by the league may be subject of further disciplinary action by the L.B.C.A. at the discretion of the Program Leader, Functional Director, or L.B.C.A. Sports Committee. Coaches or Managers must inform the responsible Program Leader within twenty-four (24) hours of any disciplinary ruling by the governing body.

d) The Program Leader must notify the Functional Director and Vice-President of Programs within twenty-four (24) hours of any disciplinary action that is taken. Each of these individuals should review the circumstances of the incident and may impose such additional disciplinary penalties as deemed appropriate.

e) Parents (in the case of a Participant who is a minor), Coaches and the responsible Coordinator must be notified of disciplinary action taken by a team, official, or the L.B.C.A. against a program participant within forty-eight (48) hours of such action.

f) Failure to comply with any item of the Sports Philosophy, Code of Conduct, or Policy may result in an indefinite suspension being imposed. In the case of a team incident, the entire team could be suspended.

3.9 Appeal Policy

a) When a disciplinary action is appealed, the Functional Director and Vice-President of Programs shall be notified that the disciplinary action is being disputed.

b) Appeals concerning disciplinary action must be submitted in writing to the Functional Director within three (3) months of the date that the disciplinary action was imposed.

The Functional Director will review the circumstances of the action taken within 7 days of receiving the notice of appeal. If the Functional Director upholds the appeal, the Director will work with the Program Leader to reverse the disciplinary action. If the Functional Director disagrees with the appeal, the Director will call a meeting of the L.B.C.A. Sports Committee to hear the appeal within fourteen (14) days of receiving the request for the appeal. The Sports Committee shall notify both the individual who submitted the appeal and the Program Leader of its decision with twenty-four (24) hours of hearing the appeal.

c) When dealing with disciplinary matters, the Sports Committee referred to herein consists of the Vice-President of Programs and the Functional Directors.

d) As specified in the Bylaws of the Lake Bonavista Community Association, a decision of the Sports Committee can be appealed to the Executive Council, and a decision of the Executive Council can be appealed to the Board of Directors.

3.10 Sports Contacts/sports-related Telephone Numbers

L.B.C.A. Office	271-7107
President	271-7107
Vice-President – Sports.....	271-7107
Director – Field & Gym Sports	271-7107
Director – Ice Sports	271-7107

If you have questions regarding the Lake Bonavista Community Association’s Sports Philosophy or its application, please contact the L.B.C.A. Office, 1401 Acadia Drive S.E., Calgary T2J 4C6