



Adanacs Field Lacrosse Association
1505 Garnet Court Coquitlam, BC V3E 2Y6

Adanacs Field Lacrosse Association Policy Manual

Updated: January 2023



Section A: STATEMENT OF PURPOSE

The Adanacs Field Lacrosse Association (AFLA) recognizes the fact that it's primary aim is to provide the Players in the AFLA the opportunity to participate in the sport of Lacrosse and, in doing so, to develop respect for the sport of Lacrosse. The AFLA believes that such respect is fostered by teaching not only the skills required to play the game, but also by teaching and reinforcing the positive aspects of team sports, including

- fair play
- sportsmanship
- respect for each other and for opposing teams
- respect for officials and of the rules of the game

Section B: HOW LACROSSE IS RUN IN BRITISH COLUMBIA

The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who are responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all Lacrosse played in British Columbia is the British Columbia Lacrosse Association (BCLA) which answers to the CLA.

As an Association, we operate under the guidelines set forth by the British Columbia Lacrosse Association (BCLA). The British Columbia Lacrosse Association's function is to organize all Lacrosse activity in our province. They ensure consistency of rules and regulations throughout the province and collect dues for that administration from the member associations. They also organize and hold Provincial championships. They have divided the province into various zones or commissions to administer lacrosse at a more local level. AFLA is a member of the Pacific Coast Field Lacrosse League (PCFLL). The PCFLL is responsible for inter-association play of minor field lacrosse played in the Lower Mainland of BC.

Section C: INFORMATION ABOUT THE ASSOCIATION

Teams within AFLA play at the following home field/Field locations; Town Centre Park, Centennial Field.

The AFLA operates under the guidelines of its Constitution, By-Laws and Policy Manual.

Section D: ELIGIBILITY

All residents aged between the ages of 5 and 18, based on their age as of December 31 of the year, in which the season begins, in compliance with the Provincial directive of age requirements, shall be eligible to register, subject to field availability and volunteer support. Proof of current residency in Coquitlam or out of catchment league approval required.

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



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1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.
2. Ensuring that the needs and concerns of all genders are identified, promoted and supported on an equitable basis.
3. To co-operate with lacrosse's governing bodies, all levels of government and other sports organizations to promote and encourage the increased participation of athletes in our programs.

Section E: REGISTRATION

1. Player registration shall be taken by registration on-line via our website:
<http://www.adanacsfieldlacrosse.ca/>
These registrations shall be comprised of:
 - (a) An early bird returning player registration.
 - (b) A new player and returning player registration
 - (c) Late returning player registration
2. Registration fees shall be set on a yearly basis, as determined by the budget and approved at the AGM.
3. A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of the Directors.
4. Late registrations may be released
5. **Refund Policy**
Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
 - A player will receive a full refund, less \$25.00 processing fee, if the refund request is submitted PRIOR to attending the first scheduled game of the season..
 - There will be no refunds after the first game. ONLY for doctor verified medical reasons will a player receive a pro-rated refund, less a \$75.00 processing fee
6. The waiting lists shall be comprised of:
 - (a) Any returning players that register after the returning player registration deadline. This list will take precedence over all other waiting lists.
 - (b) All new players that register in the Novice, Peewee, Bantam, and Midget Divisions.
 - (c) Any player from out of the AFLA draw zone that wishes to play for AFLA. This list is always bumped to the end of the line by the new/returning player wait list.
7. Waiting lists shall be established after:
 - (a) Regular registration period ends
 - (b) The optimum number of players has been registered [in each division] at the subsequent new/late returning player registration. The optimum number is to be



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established on a yearly basis, determined by factors such as available field time, availability of coaches, etc.

- (c) Maximum number of players and goalies for one team is set by the BCLA.
- 8. A player is grandfathered into AFLA once they have moved out of the AFLA draw zone provided they have played lacrosse in Coquitlam, as a resident, for two or more consecutive years before moving out of the Coquitlam draw zone.
- 9. Any out of area player that does play for AFLA, and who does not qualify under Section E, must sign an out of area letter acknowledging playing status and is subject to yearly review. All out of area players must acquire a release from their association of residence prior to registering with AFLA.

Section F: MEMBERSHIP IN THE ASSOCIATION

- 1. Membership in the Association shall be in accordance with the Constitution and By-Laws of the Adanacs Field Lacrosse Association.
- 2. A membership in the association shall be considered as one vote per member.
- 3. A family's membership fees shall be the registration fees paid to the association each playing year.

In keeping with AFLA statement of purpose, AFLA is governed by the BCLA Code of Conduct and additionally has adopted the following Code of Conduct.

CODE OF CONDUCT

All individuals affiliated with the AFLA shall:

- a) Not use foul or negative language
- b) Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance.
- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance.
- d) Develop community spirit and pride in our association.
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- f) Emphasize sportsmanship and fair play while keeping the word FUN in Lacrosse.
- g) Treat the game of Lacrosse with the respect that it deserves.
- h) Take all necessary steps to report any incident involving a breach of this code of conduct, or any other conduct which would bring the AFLA, the PCFLL, the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or other AFLA official as soon as possible after any such incident, and preferably, in writing.
- i) Any AFLA official receiving a report as set out in paragraph (h) above shall immediately notify the President, or such other person or persons, approved by the President in writing of the incident giving rise to the report.
- j) Will adhere to BCLA's Social Media Policy

Any individual who conducts themselves in the following manner will be subject to discipline:

- a) Breaches any of the above in Section F, CODE OF CONDUCT.
- b) Uses their position with the AFLA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the AFLA.



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- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other Association.
- d) Willfully ignore or break the Constitution, By-Laws, Policies and/or rules or regulations of our Association.
- e) Counsel others to ignore or break the by-laws, policies and/or rules or regulations of our Association.
- f) Is involved in any other conduct which is detrimental to the AFLA, the sport of Lacrosse or the Players, spectators or officials.

Harassment

- a) AFLA has a zero tolerance policy regarding harrassment, and is governed by the [BCLA Harassment Policy](#)
- b) If you would like to file a harrassment complaint please do so here: harassmentofficer@bclacrosse.com

DISCIPLINE

- a) The AFLA, recognizing that it is responsible to enforce its rules to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up a discipline committee of members appointed by the President and approved by the executive, who shall be responsible for investigating reports of a breach as set out above and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.
- b) The discipline committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegation made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.

MAINTENANCE OF ORDER

- a) Maintenance of Order within the auspices of the Association's Fields and fields shall be the responsibility of the home team's coaches and/or any Association executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacant the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.
- b) Maintenance of Order outside of Association premises shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.

Section G: MANAGEMENT OF THE ASSOCIATION:

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



Officers of Society

The Officers of Society shall consist of Elected and Appointed members.

The Elected Board Members shall be:

- President
- Vice-President Youth
- Vice-President Womens
- Secretary
- Treasurer
- Immediate Past President

Once elected the Officers of Society shall appoint, subject to majority approval, the following Appointed Board of Directors positions:

- Head Coach(es)
- Head Referee
- Registrar
- Directors

Club Representatives:

The Board of Directors will appoint Club Representatives, as they deem necessary for the smooth operation of our Association. The Club Representatives positions are:

- Equipment Manager
- Division Coordinators
- Field Coordinator
- Any other role deemed necessary

DESIGNATED OFFICIALS:

The following positions are Designated Officials. The Designated Officials will be appointed by the Board of Director(s) whose responsibility it is to select these positions.

- Coaches
- Referees

Terms of Service

All Board Members shall serve for a maximum period of twelve months per term, except for the President and Vice Presidents who shall serve offsetting 2 year terms, but not beyond the next elections at the Annual General Meeting. Persons wishing to run for executive positions should be prepared to serve for two terms as Board Members. Board Members need not be parents of players in the Association. It is expected that each Board Member will attend all monthly Board Meetings and all special meetings as required. However, it is understood that a Board Member may unavoidably miss some meeting between Board elections.

Filling Vacancies

Whenever there is a vacancy on the Board of Directors that position may be filled by a majority vote of the remaining Board Members, and the person filling such vacancy shall serve until the next Annual General Meeting.



Appointing Committees

The Board of Directors shall have power to appoint special committees from the membership of the Club.

Removal of Officers, Club Rep or Designated Officials

A member of any of these groups can be removed provided it is done according to the By-Laws of the Association. A member of any of these groups removed by resolution of the membership at a meeting called for the purpose of considering such a resolution shall cease to hold office.

Conflict of Interest

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President, to the Vice-President) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

Voting on Decisions:

All voting issues are to follow the By-Laws of the Association.

Voting Privileges:

- a) Elected Board of Directors and Appointed Board of Directors are the only parties who can vote on monetary issues and policy manual compromises. Elected Board of Directors, Appointed Board of Directors and Club Representatives vote in all other voting issues.

MEETINGS:

- a) Annual General and General Meetings shall be held in accordance to the By-Laws of the Association
- b) Board of Directors Meetings
Meetings of the Directors should be held approximately once a month and at a regularly scheduled time and place. Directors must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention, to the Association President or his delegate in order that it may be placed on the agenda for discussion.
- c) Directors Group Meetings
Each Director shall meet with their group [refer to AFLA Executive Organization Chart] to attend to any pertinent matters on an as needed basis. The Directors will summarize these meetings with a report at the monthly Directors meetings.
- d) Annual Budget Meeting
The Board of Directors will meet annually, on a convenient date [probably in August or early September] to discuss recommendations for the yearly Budget. The Directors will make their recommendations after consultation with their group members as to their needs for the next season. The Association President in forming the Annual Budget for the next season will utilize these recommendations.

ASSOCIATION FUNDRAISING

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.



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- b) The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Fundraising Coordinator, to best suit the financial and philosophical needs of the Association.

Team Fundraising

- a) Team fundraising should meet the majority approval from the parents of the team.
- b) There shall be no conflicts with the fundraising efforts of the AFLA, if there is, the AFLA has priority.
- c) It is highly recommended that no cash transactions be undertaken for team expenses.
- d) The AFLA requires fund reconciliations from teams.

RECORD CHECKS

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer will be requested to submit to a criminal records check at no cost to themselves. Individuals refusing to submit to the criminal records check will be eligible for expulsion from the Association.

Section H: BOARD OF DIRECTORS, CLUB REPRESENTATIVE RESPONSIBILITIES AND DESIGNATED REPRESENTATIVES

President

- a) shall have the responsibility to conduct the day-to-day business of the Association with the framework of the Association and Provincial Constitution and By-laws
- b) shall supervise the other officers in the execution of their duties and shall be responsible for calling and chairing meetings of the Board of Directors
- c) shall coordinate VP alignment with divisions for oversight responsibilities

Vice-Presidents

- a) shall assist the President
- b) the Vice-President shall act as the President in his/her absence
- c) responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers.
- d) representative of respective club volunteers as stated below to the Board of Directors.

Secretary

- a) shall take minutes at all meetings of the Board of Directors and at the Annual General Meeting
- b) shall prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping division coordinators informed of the activities of the Club.

Treasurer

- a) shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Association in a bank
- b) shall keep an accurate account of all money received and paid out in appropriate books



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- c) shall render a report of the funds, receipts and disbursements of the Association annually, or a such other times as requested by the Association.
- d) must be bondable.
- e) Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents and shall deposit funds and securities in the name and to the credit of the Association in a bank.
- f) Shall comply with all applicable federal, provincial and municipal laws.
- g) Shall retain an accurate account of all funds received and disbursed by the Association.
- h) Shall render a complete set of Financial Statements including a Balance Sheet and a Statement of Receipts and Disbursements of the Association annually for the general membership and periodically for the Board of Directors as required.
- i) Shall retain all records including receipts and canceled cheques for a period of seven years.

Immediate Past President

- a) The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any Board of Director or Club Representative for a period of one year

Head Coach

- a) shall be responsible for obtaining, all coaches in the Club
- b) will organize and participate in-group coaching meetings.
- c) Coordinate annual 100B form
- d) Shall represent our association to the British Columbia Lacrosse Coaches Technical Support Group.

Head Referee

- a) shall be responsible for obtaining, training and supervising all referees in the association
- b) shall arrange for clinics and training programs when needed
- c) shall arrange for referee assessments, as required.
- d) Shall represent our association to the British Columbia Lacrosse Officials Technical Support Group.

Registrar

- a) shall be responsible for the proper registration of all players in the Association. Coordination of registration includes responsible for the records of all registered players, and passing the registration information on to BCLA and the Division coordinators
- b) works with the Treasurer and confirms fees collected
- c) shall provide an annual report of the total number of players registered
- d) update membership lists and provide mailing lists for BCLA as requested.

Directors

- a) Shall provide the President with assistance in an active or advisory role as the President sees fit.

Division Coordinators

- a) to actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of AFLA



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- b) arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
- c) registering teams for Provincial playdowns in his/her division (if applicable;
- d) coordinating evaluation sessions for division Work with Executive responsible for their Division on assisting during evaluation sessions
- e) coordinating the team selection process in division Work with Executive responsible for their Division on assisting during team selection process
- f) overseeing day to day problems in division
- g) email all returning player that have not registered to remind them to register
- h) email all players who did not re-register with the association to determine why they aren't returning.

Equipment Manager

- a) responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other association gear.
- b) reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any repairs required during or after the season, and arranges for repair or replacement
- c) arranges for off-season storage of uniforms and other equipment.

Coaches

- a) Coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - Past history with the Association
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications [certified levels]
 - Temperament
- b) The Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary.

Referees

- a) The Association will pay referee field fees for any regularly scheduled tiering, regular season, or playoff game. Exhibition and Tournaments games will be the responsibility of the teams participating in those games and Tournament committees, respectively.
- b) Referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association.
- c) Referees are allowed to referee outside of the Association so long as it does not interfere with scheduling for the home association's games.

Section I: TEAM SELECTION GUIDELINES

1. Player Evaluations

- a) Player evaluations shall be conducted for each playing division from U7 to U19 each playing season and each registered participant should be given equal opportunity to participate.
- b) To participate in player evaluations a player must be registered with the Association.



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Player evaluations shall be organized by the Division Coordinator and/or corresponding executive overseeing the division.

2. Team Selections

- a) Team selection will follow the procedures outlined below
- b) The number of players selected or assigned to a team will be based on recommendations made by the Head Coach, President, VP youth/women and Division Coordinators. These recommendations will take into account the number of players registered in a division, caliber and the number of goalies available.

3. Team Selection Guidelines for Try out divisions (tryout divisions set each year at registration) The intent of these selection guidelines is to ensure a fair and expedient tryout process. It is the goal of AFLA to field the most competitive teams possible at each level in each division. It is the responsibility of the Division Coordinator and Division Coaches to achieve this goal.

- a) Guidelines to be agreed to by coaches prior to tryouts
- b) No players at tryouts unless officially registered and tryout fees, if any, have been submitted
- c) Players only to tryout with proper age group
- d) Should a player return after the team selection process, the decision as to which team the player plays on will be based on the decision of the President and applicable executives, coaches.
- e) Goalies to have full gear prior to initial tryout.
- f) AFLA's goal is to have one goalie per team. When that presents a challenge, flexibility is granted to the discretion of the President with consultation of the impacted coaches.
- g) It is up to the coaches discretion for sharing player team assignments; face to face, posting teams on website, or phone.
- h) Teams may only request two players to be removed from the selection process to play on their team. These players must be children of the head coach/assistant coach. If a Coach has a child on team, they are temporarily assigned the team until after the try-outs to ensure child is capable to play at that level
- i) Coaches to obtain approval of Division Coordinator and actual team coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized unless approved by the executive
- j) Parents are to be advised in the preseason communication from the Division Coordinator of the general outline of the team selection process
- k) That our association expects players making T1 teams to have lacrosse as their #1 priority. Coaches will expect attendance at games and practices over other team sports or activities through completion of the season. Players are advised of this at the first try-out session. We may require commitment letters from T1 players.
- l) Where more than one team will compete at the same level (T2) the Division Coordinator will oversee the division of players between the same level teams to ensure the teams are balanced in conjunction with the executive.

Team Selection Process for non tiered divisions (based on registration decisions each year)

- a) Attempt to satisfy any requests for playing with specific players, practice days (with a maximum of 1 preference)
- b) This does not supersede the requirement of the Association and the BCLA to have all teams within an Association balanced. The Division Coordinators will organize skill evaluations to ensure the teams are balanced



Section J: TOURNAMENTS

Tournaments approved by the AFLA from time to time and as set out in the tournament manual.

1. Provincials/Championships

The Association will pay the registration fee for any team/teams wishing to participate in a Provincial Championship. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee.

Section K: Scholarships

1. The AFLA will also select, on an annual basis, [recipients for the following awards](#), using the described criteria:

- Male scholarship (Nick Healy)
- Female scholarship (Madeline Stroup)

Section L: RULES AND REGULATIONS

All games shall be played under the Bylaws and Competition Rules and Regulations of this Association.

Sponsorships

No team/teams will be allowed to solicit their own sponsorships with the idea of retaining the revenue for their own purposes.

Canceled Games

Games to be canceled are the responsibility of the Home team's manager or coach. Teams not canceling those games as per the PCFLL Operating Policy shall be responsible for the costs incurred for those games [field and referee fees].

Fees

1. The Association will be responsible for the field charges for any regularly scheduled pre-season, league, playoff game as well as any Association scheduled evaluation session.
2. Teams utilizing field time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the fees.
3. Teams that fail to notify the Association [scheduler] of any field time to be canceled, will be responsible to reimburse the Association for that time, using their own team funds.
4. Teams must turn field time back to the Field Scheduler if they do not have a game scheduled on their regular game time. If the Field Scheduler does not have a game to reschedule in that time slot, the team returning the field time will have first priority on using that field time for their own use. If the field time is to be used for a practice the team will have to pay for the use at the regular field time rates.
5. Teams must return field time back to the field Scheduler if they don't use their regular scheduled field time for any game or practice.



Section M: FINANCIAL AND BANKING MATTERS

Expenses

1. General operating expenses [office and administrative expenses] need only be authorized by two of the three signing officers.
2. Expenses deemed extraordinary shall require a majority vote of the existing Officers of the Society.
3. Budgeted expenses shall require a majority vote of the existing Officers of the Society

Budget

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership.
2. The Treasurer shall prepare the budget, with input from the Officers of the Society as to the needs of the Association in the forthcoming year.
3. The budget may be revised periodically during the operating season should circumstances require.
4. The revised budget must be approved by a majority vote of the Officers of the Society before implementation.

Banking

1. The Association treasurer upon commencement of their term of office will establish a General Operating bank account.
2. The general operating account will have three signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
3. The treasurer at the commencement of their term of office will establish a Gaming bank account.
4. The gaming account will have three signing officers one of which must be the treasurer. Each bank transaction must require two signatures.
5. Disbursements from the Gaming account must be in accordance with the terms and conditions for Charitable Gaming and Access to Gaming Revenue .

Revenue

1. The Association shall apply for *Gaming Funds* on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Executive as to the budget needs. Funds received from the Gaming Commission will be deposited into the Gaming bank account.
2. General Operating account will receive revenue from:
 - a. Registration in accordance with the rates established at the AGM.
 - b. Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account.
 - c. Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue
 - d. Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions.
 - e. Miscellaneous Revenue. All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue.



Disbursements

All receipts obtained for use of general operating funds or gaming funds must be retained for a period of seven years.

1. General & administrative:
 - a. Require authorization of two of the three signing officers.
 - b. Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Officers of the Society.
 - c. Budgeted expenses in excess of \$500 will require a majority vote of the Officers of the Society
2. Extraordinary Expenses
 - a. Extraordinary expenses such as:
 - Out of town travel expenses incurred to represent the Association.
 - Medical expenses not covered under provincial medical plans.
 - Non-parent coach expenses.
 - Coach bursaries.
 - AFLA Sponsorships.
 - Etc.will be disbursed from the general operating account or the gaming account, if applicable, upon approval by a majority vote of the Officers of Society.
3. Capital Acquisitions
 - a. Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life.
 - b. The Association must own capital acquisitions.
 - c. Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association.
 - d. Funds will be disbursed from the general operating account for Capital Plans that have been implemented by a majority vote of the general membership.
 - e. Such funds in the case of Capital Plans must be identified and secured.
4. AFLA AGM:

Expenses shall be drawn from the general operating account.
5. BCLA AGM
 - a) Expenses shall be drawn from the general operating account and the Association shall cover the expenses of voting members attending the BCLA AGM in representation of the Association. Expenses shall include:
 - i Fares and/or ferry @ actual cost
 - ii Meals and beverages, not including alcoholic beverages, at \$50 per. This applies only for meals not provided by AGM. .
 - iii Awards Banquet @ actual cost.
 - iv Accommodations @ actual cost providing they are the official accommodations offered by BCLA
 - v To be reimbursed for expenses incurred, the attendee must provide the Association Treasurer with the actual receipts or photocopies of such.
 - vi Expenses not included in the above would have to be authorized by a majority vote of the Directors.
 - vii Selection of the Association Representatives for the BCLA AGM will be by the Executive.