
2016 Process for Minor Box Lacrosse Release Requests

Releases are only valid for the current box season.

The entire release process, **finalized by the commission signature**, must be complete **before** a player is eligible to play or practice with the accepting association. This includes tryouts.

Parents who have transferred guardianship of their children to another adult need to contact the BCLA Registrar who will provide the appropriate *Statutory Declaration of Residency Form* to be completed, as per Regulation 8.03

Not all requests are approved.

As per BCLA Minor Directorate Operating Policy 8.08, Any player found participating in any lacrosse-related activities with a team they are not officially registered with will have his/her release request automatically denied.

As per BCLA Minor Directorate Operating Policy 8.05, the local commission has the right to place the player in an association where the commission feels it would be in the best interest of the league and then the player.

As per the BCLA Minor Directorate Operating Policy 8.09, commission must sign off on all approvals by April 30th of each calendar year. Please allow 6-8 weeks for a release to get processed through all approving bodies, keeping in mind that most of these bodies meet monthly.

Process:

- Player registers with their home association by completing a BCLA minor box registration form and requests a release by completing the BCLA release request form and submitting it to the home association for approval. **All information must** be filled out including the reason for the request. Playing history may be verified by the BCLA registrar at the request of the association or commission.
- If the home association approves, they immediately advise the commission chair via email and their representative brings the signed release request form with the completed registration form to the next commission meeting. A copy of the release request form with the home associations signature shall be sent to the player by the home association within 72 hours of their monthly association meeting.
- If the home association does not approve, they must provide their decision and reason for denial, to the parents via email within 72 hours of their monthly association meeting. If no email address is provided, a letter must be mailed to the parents postmarked within 72 hours.
- Parents may appeal a home association denial to the local commission through their local zone representative within 14 days of the written notification.
- Commissions will review release requests monthly, either at their regular meeting or special release meetings, starting in January and ending in April.
- If the commission agrees to release the player, the commission will place the player in an association as per policy 8.05.
- The commission will advise the joining association within 72 hours of the meeting, cc'ing the home association, providing player name, division and contact information.
- The commission will mail the players completed registration form to the joining associations registrar and a copy of the completed release request form to the BCLA registrar.
- The joining association will advise the player and parents of their acceptance within 72 hours of the commission notification.
- If the commission denies the request, they must provide their decision and reason for denial, to the parents via email within 72 hours of their monthly release meeting. If no email address is provided, a letter must be mailed to the parents postmarked within the 72 hours.
- Parents may appeal a commission denial directly to the Minor Directorate Chair through the BCLA office, within 14 days of written notification.

Appeals:

- Appeals at any level must be accompanied by all relevant and supporting documentation.
- Minor Directorate appeals must be accompanied with a cheque for \$250 payable to BCLA, refer to BCLA Appeal Process Appendix A General Operating Policy.



2016 PLAYER RELEASE REQUEST FORM

MINOR BOX LACROSSE COMMISSION

Only Valid for One Season (Box)

It is mandatory to complete the form up to but not including the approving signatures.

Date of Request: YYYY _____ Day _____ Month _____

Player's Name: _____

Date of Birth: YYYY _____ Day _____ Month _____

Current Residence: _____

Home Phone: () _____ Parent's Cell Phone: () _____

Fax: () _____ Parent's E-Mail: _____

Residence (Home) Association: _____

Last club played for: _____ Division: _____ Tier: _____

Requested Association: _____ Goalie: Yes / No

Reason for Request:

Signature of Parent (or Guardian) _____ Date: _____

Sections below to be completed by Approving Bodies only

Releasing Association: Approved () Declined ()
Signature: _____
Title: President Date: _____ Phone: _____
Commission Approval if Zone Player: _____ Minor Directorate Approval if US Player _____

Authorization of Commission: Approved () Declined ()
Signature: _____ Date: _____
Comments: _____

Accepting Joining Association: Approved () Declined ()
Signature: _____
Title: President Date: _____ Phone: _____
Comments: _____