



## **BRAMPTON EXCELSIOR LACROSSE CLUB INC. CONSTITUTION and BYLAWS**

Notice to Reader: The following may be shortened throughout this document for ease of reading:

**Brampton Excelsior Lacrosse Club, Inc.** to **BELC**. The use of the word "BELC" may refer to an individual team or to the organization.

**Brampton Minor Lacrosse Association** to **BMLA**. The use of the word "BMLA" may refer to an individual team or to the organization.

**Brampton Lacrosse Alliance** to **BLA**.

**Ontario Lacrosse Association** to **OLA**.

**Canadian Lacrosse Association** to **CLA**.

**Annual General Meeting** to **AGM**.

### **A 1 MISSION STATEMENT**

**1:01** The BELC, founded in 1872, will foster and promote the game of lacrosse in the City of Brampton.

**1:02** The BELC will be the sole governing body of lacrosse, in The City of Brampton, above the Minor level.

**1:03** The BELC will, in fulfilling its Mission Statement, strive to meet the following objectives:

- *Compete at the highest level of our sport; seeking to achieve a standard of excellence in all aspects of our game.*
- *Be recognized as true sportsmen while representing Brampton in competition.*
- *Work in partnership with BMLA to engage the youth of our city to participate in our sport.*
- *Support the initiatives of the OLA and the CLA to foster and promote the game of lacrosse.*
- *Operate under the bylaws and regulations of the OLA and the CLA;*
- *Honour the history of the sport and the proud heritage of the club by recognizing the contribution(s) of its members, both past and present, and*
- *Manage the affairs of our club with the utmost of integrity.*

**1:04** The BELC is an organization incorporated under the Not-for-Profit Act of Ontario.  
(Amended March 2022, to be ratified)

**1:05** The BELC will institute a Criminal Record Check (CRC) requirement (see Appendix K) for any personnel who will:

- a) come into direct contact with any athletes 18 years of age or younger; or
- b) be a signing officer for any BELC account

A Privacy Officer will be appointed by the President on an annual basis, and will be approved by the BELC Board. The Privacy Officer will sign a Confidentiality Agreement. (see Appendix L)

**1:06** In any instance of conflict or uncertainty between any BELC rule(s), regulations(s) or by-laws and any law(s) or act(s) as set out by the provincial and/or federal government, the government law(s)/act(s) shall take priority. (*amended 2021*)

## **B 2 THE BELC EXECUTIVE COMMITTEE, OFFICERS, DIRECTORS & MEMBERSHIP**

**2:01** a) The affairs of the BELC shall be governed by the Executive Committee, comprised of the Officers of the Committee and Directors, both Honourary Life and Elected. A quorum, for any regularly scheduled meeting, shall be a simple majority.

The teams / leagues that currently fall under the umbrella of the BELC are as follows:

Brampton Excelsior Major (~~Senior A~~)<sup>±</sup>

Brampton Masters Lacrosse

Brampton Excelsior Junior A

Brampton Excelsior Junior B

Brampton Excelsior Men's Field (Junior / Senior)

Brampton Excelsior Women's Field (Junior / Senior)

and are therefore all members of the Brampton Lacrosse Alliance (BLA).

b) Any team / league that wishes to join the BELC will present their plan, and once approved, will be invited to join the Executive Committee as an Auxilliary League. If an active BELC Director is not appointed to manage the Auxilliary League then a delegate will be invited to join the Executive Committee as an Auxilliary Director/General Manager. At the Executive Committee meeting immediately preceding the AGM, a vote will be held by current Executive Committee members to officially accept the team / league into the BELC. With the approval of three-quarters of the Executive Committee members present at that meeting, the position of Auxillary League will be promoted to an official BELC league. Having fulfilled their obligations to the league they participate in, and to the BELC, for a period of one year, the Auxilliary Director may be elected as a BELC Director. At the AGM immediately following, the Director may stand for General Manager of their respective team / league.

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<sup>1</sup> Per the amendment form dated Sep 24, 2018, it was proposed by way of motion to add the word vacant as follows: "Excelsior Major Lacrosse (Senior A) vacant" however at the AGM dated Oct 29, 2018, the motion was amended to instead remove "Senior A" from the Constitution, which amended motion carried.

## **2:02 Officers of the Executive Committee**

a) Officers of the Executive Committee are:

President

Vice-President

Immediate Past President

Treasurer

Secretary

(Amended March 2022, to be ratified)

b) The terms of the Officers of the Executive Committee shall be three (3) years for the positions of President. The position of Vice-President shall be elected annually (see Schedule of Elections, Appendix A).

(Amended March 2022, to be ratified)

c) With the exception of the Immediate Past President, Secretary and Treasurer positions, Officers of the Executive Committee shall be selected from the elected Directors at the Executive Committee meeting immediately following the AGM (November). Selections shall be made by secret ballot vote; with each Director receiving one vote.

d) The position of the Treasurer shall be appointed by the President from the elected Directors for a three (3) year term. If none of the elected Directors allows their name to stand for appointment the President shall have the discretion to appoint or hire the Treasurer to the position from outside of the elected Directors; in this instance the position shall be non-voting.

e) The position of the Secretary shall be appointed by the President from the elected Directors for a three (3) year term (*see Schedule of Elections, Appendix A*). If none of the elected Directors allows their name to stand for appointment, the President shall have the discretion to appoint or hire the Secretary to the position from outside of the elected Directors; in this instance the position shall be non-voting.

f) The position of General Manager of a team/league shall be appointed to the Executive Committee from within or outside of the pool of elected Directors. The position of General Manager will be a non-voting position. If the appointed General Manager is an elected Director, they will retain their right to vote as a Director

(Added March 2022, to be ratified)

## **2:03 Directors**

a) Directors of the Executive Committee shall be appointed or elected in accordance with the following:

b) Directors shall be elected at the AGM for a term of (2) years. Candidates for election shall be put forth by the Nominating Committee, from the slate of

Executive Committee Nomination Forms received, to the Membership at the AGM. The terms of the Directors shall be staggered such that approximately one half (1/2) are elected at the AGM, (*see Schedule of Elections, Appendix A*). The Executive Committee consists of Directors and Officers and may total up to 21 persons, comprised of a maximum of fifteen (15) elected Directors.

- c) The BELC Executive Committee shall provide a director to act as a liaison between the BELC and the Brampton Minor Lacrosse Association (BMLA).
- d) Directors who have served on the Executive Committee for a period of time exceeding 15 years shall be eligible to receive the distinction, Honorary Life Directors which shall be considered a Life appointment. Once this distinction has been awarded they may continue to attend Executive Committee meetings as they desire and will be eligible to vote. These positions are not considered part of the slate of 21 Directors.
- e) If an Honourary Life Director holds a position on the Executive (President, Past President, Vice President, General Manager, Treasurer, or Secretary) then the executive position shall supercede that of Honourary Life Director.
- f) There may be special circumstances that warrant Honourary Director appointments covering a specific term coinciding with a special function, event, or circumstance, in which case the term shall be defined at the time of the appointment.

## **2:04 BELC Membership**

Membership in the BELC includes:

- All existing members of the Executive Committee;
- All Brampton Excelsior Life Members;
- All head coaches from all BELC teams, during the past year of competition; and
- Auxiliary committee chairpersons.

## **2:05 Eligibility for the Positions of President**

The Executive Committee shall elect the President from the elected directors, who will then appoint a Vice-President. To be eligible for election, the person must be an active member in good standing of the Executive Committee in the year prior to standing for election. (*amended 2021*)

## **2:06 Withdrawal and Removal from Office**

- a) A Director or Officer may withdraw from the Executive Committee by notifying the President, in writing, of his/her desire to do so. The President shall notify the remaining members of the Executive Committee.
- b) The President may withdraw from the Executive Committee by notifying, in writing, all the members of the Executive Committee.

- c) A member may withdraw from membership in the BELC by notifying the President in writing. Upon receipt of such notice the name of the member shall be removed from the appropriate membership roster.
- d) Any Director or Officer may, for just cause, be removed from office by a resolution passed by a vote of all members of the Executive Committee, less one, present at an Executive Committee Meeting. Amongst the reasons constituting 'just cause' would be if a Director misses three (3) consecutive regularly scheduled Executive Committee meetings without notifying the President.
- e) The resolution must be duly set forth in the Agenda of such meeting and be clearly communicated to the Executive Committee at least fifteen (15) days in advance of the Meeting.
- f) A member may be removed, for just cause, from the membership of the BELC by a resolution passed by at least three-quarters of the Directors present at an Executive Committee meeting. The resolution must be duly set forth in the Agenda of such meeting and clearly communicated to the Executive Committee at least fifteen (15) days in advance of the Meeting.
- g) The Executive Committee may relieve a General Manager of their duties, if deemed to be in the best interest of their team/league, at any time. Upon the cessation of a General Manager's duties, the Executive Committee shall appoint a new or interim General Manager immediately. This shall not affect any other position(s) held by the individual within the BELC, including elected Director.

(Added March 2022, to be ratified)

## **2:07 Vacancies on the Executive Committee**

Vacancies created by resignation, incapacity or removal of an Executive Committee member shall promptly be filled according to the following:

- i. If the office of the President becomes vacant, the serving Vice-President shall automatically become Acting President of the BELC and assume all the duties and responsibilities of the President until the end of the original term of the departed President.
- ii. If the office of the Vice-President becomes vacant, members of the Committee shall elect, by secret ballot, an Acting Vice-President from the remaining Executive Committee members. The tenure of the newly elected Vice-President shall expire at the end of the original term of the departed Vice-President.
- iii. If the office of the Treasurer becomes vacant, the President shall select a Treasurer from the existing Executive Committee members. If none of the elected Directors allows their name to stand for appointment, the President shall have the discretion to appoint or hire a Treasurer to the position from outside of the elected Directors; in this instance the position shall be non-voting. The tenure of the newly appointed Treasurer shall expire at the end of the original term of the departed Treasurer.
- iv. If a Director position becomes vacant, the Executive Committee may fill the position for the remainder of the term of the departed Director by appointment.

- v. If the position of the Immediate Past President becomes vacant, it shall remain vacant until the end of the term of the current President.
- vi. The time served on the Executive Committee in an Acting role shall not count in calculating a member's tenure for that position.

## **2:08 BELC Auxiliary Committees, Auxiliary Members and Volunteers**

- a) In order to carry out the various activities of the BELC, the President shall establish Auxiliary Committees from time to time, as necessary. The President shall establish the terms of reference (*see sample Terms of Reference Appendix C*) for the Auxiliary Committee and select an Auxiliary Committee Chairperson (*herein after referred to as Committee Chairperson*) who shall be accountable to the Executive Committee.
- b) The President is an ad hoc member of all committees, thereby cannot hold the position of Chair.
- c) The Committee Chairperson shall be responsible for fulfilling the terms of reference for the Committee, including nominating Committee members for approval by the Executive Committee. Where the Committee members are from beyond the Executive Committee they shall be referred to as Members of the BELC Auxiliary.
- d) Executive Committee approval of Auxiliary Committee members does not preclude the Committee Chairperson recruiting volunteers to assist with the work of the Auxiliary Committees in a non-officio capacity from time to time. Such volunteers shall not be considered members of the BELC Auxiliary unless approved by the Executive Committee.
- e) The terms of each Auxiliary Committee shall be for one (1) year unless otherwise set out by the President and approved by the Executive Committee.

## **2:09 Operating Rules for the Executive Committee**

- a) Meetings of the Executive Committee shall be conducted in accordance with Robert's Rules of Order.
- b) Each member of The Executive Committee, with the exception of the President, shall hold one vote. Proxy votes will not be allowed. The President will vote in the event of a tie.
- c) If the President also holds another position (Acting General Manager, General Manager, Honourary Life Director, etc.) the title of President shall supercede.
- d) In the event of the absence of the President at a regularly scheduled meeting, whomever assumes the role of presiding officer shall also be entitled to vote only in the event of a tie.

- e) At the November meeting each year, the President shall set the dates for the scheduled meetings of the Executive Committee for the upcoming year, on the Schedule of Dates Form, (*see sample, Schedule of Dates, Appendix D*). At any time during the year, the President may be requested to call an interim meeting of the Executive Committee, provided a majority of the Executive Committee endorses the request.
- f) Where resolutions are to be made at an interim Executive Committee Meeting a minimum of fifteen (15) days notice shall be provided to the Executive Committee.
- g) All Executive Committee meetings shall only be open to Executive Committee members. Any time that an individual, or group, has been invited to an Executive Committee Meeting to appear as a delegation, they shall be heard before the minutes of the previous meeting are tabled. At such time as the delegation has been heard they shall exit the meeting and the regularly scheduled Executive Committee meeting shall begin, unless there is unanimous approval from the members of the Executive Committee present that the delegation may remain.
- h) Resolutions of the Executive Committee shall be conducted according to the following:
  - Resolutions by the Executive Committee shall pass by simple majority vote of the voting members of the Executive Committee present at the meeting, unless otherwise specified elsewhere in this document.
  - When a proposed resolution involves the appointment, hiring and/or nominating individuals to a position, voting shall be conducted by secret ballot.
  - Resolutions passed at a meeting of the Executive Committee become effective immediately, unless otherwise specified
  - The Executive Committee shall consider a request for resolution submitted by any member in good standing. Such requests shall be dealt with according to the following procedure:
    - i. Request for a resolution shall be submitted to the President at least thirty (30) days prior to a meeting of the Executive Committee.
    - ii. The Secretary shall circulate the received request for a resolution to the members of the Executive Committee at least fifteen (15) days prior an Executive Committee meeting where the item will be discussed;
    - iii. The Executive Committee shall consider and vote on the submitted request(s) for resolution; and
    - iv. Requests for a resolution submitted to the Executive Committee, but not voted favourably by such, may be brought before the membership at an Annual General Meeting for their consideration, and action, in accordance with the procedures for the AGM.

## **2:10 Finances**

- a) No member of the Executive Committee or any officer or Auxiliary Committee member shall receive any compensation from the BELC, except for expenses incurred for carrying out BELC business.

- b) The Executive Committee will reimburse Officers, Directors and members of an Auxiliary Committee any out-of-pocket expenses, properly incurred by them, in connection with the exercise of their duties; always subject to the limitations, rules, and procedures established by the Executive Committee. All expenses incurred must be submitted on the Expense Form, accompanied by any applicable receipts (*see sample Expense Form, Appendix E*).
- c) The Executive Committee shall review and approve each year the Annual Budget of the BELC, and it's individual team / leagues.
- d) The Executive Committee shall dispense BELC funds as they see fit to the teams/leagues on a need based analysis.  
(Amended March 2022, to be ratified)
- e) The Executive Committee may cooperate with, contract with, or engage in joint action with other persons, or organizations, to achieve the objectives of the BELC.
- f) Funds or assets may be expended by the Executive Committee only in carrying out the objectives of the BELC.
- g) The Executive Committee may authorize any Officer, agent(s) or employee(s) to obtain specific details of any contract(s) on behalf of the BELC. The final contract must be approved by the Executive Committee prior to signing.
- h) The Executive Committee may engage an individual(s) to manage the affairs of the BELC, referred herein as 'Managing Officer', whose appointment for any given term shall not exceed two (2) years. The Executive Committee shall set out the title for the position(s), duties, responsibilities and the general terms upon which the engagement is made.
- i) The fiscal year of the BELC shall be from October 1st to September 30th.
- j) The Signing Officers of the BELC shall be the President, the Vice-President and the Treasurer for funds held by the BELC, with the respective General Managers being a signing officer over the accounts managed on behalf of their individual teams. All cheques must be signed by the Treasurer and one other signing officer.
- k) For non-budgetary items the Executive Committee shall establish an upper limit for the signing authority of the signing officers of the BELC. Signing authority for an amount in excess of such limit shall be subject to the approval of the Executive Committee.
- l) The Executive Committee may authorize the opening of a bank account under the control and signing authority of the General Manager(s) in order to manage the operations of individual teams under the BELC. In the case where a General



Manager has not been elected/ appointed, the Executive Committee may grant such authorization, subject to the same limitations, to the Treasurer.

- m) For the purpose of carrying out its objectives, the BELC may raise, or borrow, or secure, the payment of money in such manner as it thinks fit. In no case shall loans be secured without the approval of two-thirds (2/3rds) of the members present at an Annual General Meeting, or a Special Meeting of members. The resolution for such a loan must be duly set forth in the Agenda of such a meeting. (Amended 2021)
- n) A financial review shall be conducted annually by a certified professional accounting firm appointed by the Executive Committee.
- o) The Executive Committee shall seek the approval of two-thirds (2/3rds) of the members present at an Annual General Meeting, or a Special Meeting of members, for a major decision which could have a long-term impact on the financial position of the BELC. This is to include the decision to discontinue, or suspend, the operation of one of the BELC teams or leagues (ie: Brampton Excelsiors Major Series, Junior A, Junior B, Masters, Men's Field or Women's Field programs). The resolution for such a major decision must be duly set forth in the Agenda of such a meeting. (Amended 2021)

## **2:11 Annual General Meeting (AGM) of the BELC**

- a) The Annual General Meeting of the BELC shall take place on either the fourth or third Monday of October, (see sample Schedule of Dates, Appendix D). A notice of the date, time and location of the AGM shall be communicated to the members of the BELC at least forty five (45) days in advance. In the case that there is another event, or events taking place on the same day as the planned AGM which may cause members to not attend (such as elections or a holiday), the Board may hold the AGM at the earliest convenience following the planned Monday. Proper notice as outlined in this section must be given for the new date. (Amended September 2022, to be ratified at AGM)
- b) A notice of Nomination for Election shall be communicated to the members of the BELC at least thirty (30) days before the closing date(s) for nominations, which shall be 15 days prior to the date of the AGM.
- c) All notices posted on the Website shall be considered sufficient notification for this purpose, with other means considered supplementary.
- d) The general public is welcome to attend the AGM, but shall not have voting privileges.
- e) The voting membership (see 2:04), with the exception of the Executive Committee, who wish to attend the Annual General Meeting, must notify the President of his/her intentions, in writing, at least fifteen (15) days prior to the Annual General Meeting. Upon receiving a notice of intent to attend, the

President shall notify the party, via email or letter, of the date, time and location of the meeting.

f) The agenda at an Annual General Meeting shall be as follows:

1. AGM Registration
2. Official Vote Count
3. AGM Call to Order
4. AGM Procedures
5. Approval of prior year AGM minutes
6. President's Remarks
7. BELC Financial Statements and Audit Committee Report
8. Year End League Reports
9. Constitutional Amendments
10. BELC Elections
11. New Business
12. Adjournment

g) The quorum for the Annual General Meeting shall be a minimum of 2/3rd's of the current Board count, made up of members in good standing. If a quorum is not present at the Annual General Meeting, the President or the other presiding officer(s) shall adjourn the meeting to a time and place as determined by the members present. A notice for the time and place for the rescheduled meeting shall be communicated to the members of the BELC.

h) All members in good standing present at the Annual General Meeting are entitled to vote. Each individual member shall be entitled to one vote only.

i) At the AGM, the election of new Auxiliary Directors and Directors of the Executive Committee shall take place (see sample Schedule of Elections Appendix A). Officers of the Executive Committee shall be selected from the elected Directors at the Executive meeting immediately following the AGM (November) (see 2:02).

j) All proposed constitutional amendments must be submitted in writing, to the President, or his delegate, on the BELC Proposed Constitutional Amendment Form, (see sample Constitutional Amendment Form, Appendix F), at least thirty (30) days prior to the Annual General Meeting.

k) At the AGM, constitutional amendments shall be presented and voted on. There must be a two-thirds majority vote of the persons voting to carry an amendment. (*Amended 2021*)

l) The President shall appoint, a "Nominating Committee" to secure the consent of qualified candidates for the positions open for election.

m) Any member in good standing may submit a nomination for a position on the Executive Committee that is open for election, and must be endorsed by a current BELC Executive Committee member. Such nomination(s) shall be submitted in writing to the President, along with written consent from the

nominated candidate, (see *sample Executive Committee Nomination Form, Appendix B*), before or on the closing date of nomination as set by the Executive Committee.

- n) The candidate for a position on the Executive Committee receiving the highest number of votes shall be named elected for a position.
- o) The election votes shall be counted by a two-person committee, made up of any persons deemed to be independent from the proceedings.
- p) The term of the newly elected Executive Committee members shall commence at the conclusion of the Annual General Meeting in which their election is declared.

### **C 3 DUTIES OF THE EXECUTIVE COMMITTEE**

The duties of the Executive Committee shall be as follows:

#### **3:01 President**

The President shall:

- Preside at the Annual General Meetings of the BELC, and at the meetings of the Executive Committee;
- Report at each Annual General Meeting of the BELC upon the state of the BELC;
- Rule on all questions of order at Executive Committee meetings and Annual General Meetings of the BELC;
- Generally supervise the activities of the BELC, and of the Officers, Directors and Auxiliary Committee Members thereof;
- Call meetings of the Executive Committee;
- Present, for approval by the Executive Committee, an annual budget of the BELC, in consultation with the General Managers and the Committee Chairpersons;
- Be one of the signing officers for all bank accounts set up under the name of the BELC;
- Establish the terms of reference for all Auxiliary Committees and appoint a Committee Chairperson to be accountable to the Executive Committee;
- Be free to attend any Auxiliary Committee meeting they wish to attend, without holding the position of Chair;
- Ensure the Auxiliary Committee(s) are meeting their objectives and are making timely reports to the Executive Committee;
- Ensure that the BELC is represented at all outside associations meetings;
- Be the official spokesperson of the BELC to the media outlets, unless he/she chooses to delegate the responsibility;
- Administer the Code of Conduct of the organization. (Please refer to section 6:01); and
- Surrender all books, documents, records, funds and other property of the BELC to the Secretary/Treasurer or newly elected President, as appropriate upon completion of his/her term.

### **3:02 Immediate Past President**

The Immediate Past President shall:

- Assume any duties as set out by the President and/or the Executive Committee; and
- Chair any Executive Committee meetings in the absence of the President and/or Vice-President.

### **3:03 Vice-President**

The Vice-President shall:

- Be responsible for any duties as set down by the President or the Executive Committee;
- Assume the President's position if the existing President resigns, or is otherwise incapacitated;
- Prepare for, in consultation with the officers, approval by the Executive Committee, a five [5] year business plan outlining the programs and activities of the BELC to meet the objectives of the organization; and
- Surrender all books, documents, records, funds and other property of the BELC to the Secretary/Treasurer or newly elected Vice-President , as appropriate upon completion of his/her term,

### **3:04 General Manager(s)**

General Manager(s) shall:

- Be responsible for the day-to-day operations of the team that they are elected to;
- Attend all Council meetings of their respective leagues, and represent the BELC at any Ontario Lacrosse Association meetings or functions that are held;
- Appoint an alternate, to be approved by the President, should they be unable to attend any OLA or Council meetings;
- Prepare, in consultation with the Treasurer, a yearly budget of the team's expected operational costs. This budget will be presented to the Executive Committee at the January meeting for approval. After approval, he/she will be allowed to spend budgeted funds as approved. If revenue projections fall below 10%, or costs exceed 10% above the budgeted figure, the Executive Committee must re-approve the team budget.
- Act as one of the signing officers for all bank accounts in the name of the team for which he/she is responsible;
- Be responsible for negotiating any player trade(s) that the team deems necessary. If the funds being spent are within the budget, they may proceed without further approval. If however the expense will result in a budget variance, the transaction must be approved by the Executive Committee;
- Be responsible for the signing of all player and bench staff OLA certificates;
- Order all team equipment and supplies;
- Be solely responsible for the hiring of his/her team's Head Coach. Once the Head Coach has been appointed, he/she will bring their name forward to the Executive Committee;
- Be solely responsible for hiring certified training/medical staff;

- Ensure that all members of all teams within the organization adhere to, and follow, the rules and regulations of the Ontario and Canadian Lacrosse Associations; and
- Surrender all books, documents, records, funds and other property of the BELC to the Secretary/Treasurer or newly elected General Manager, as appropriate upon completion of his/her term.

### **3:05 Treasurer**

The Treasurer shall:

- Be a signing officer on all bank accounts related to the BELC;
- Assist each General Manager or Committee Chairperson in the preparation of their respective yearly budgets;
- Ensure that all books, financial records, and accounts of the BELC are maintained in good, and auditable order;
- Prepare a draft consolidated Annual Budget, for the President to present, for approval by the Executive Committee;
- Invest any surplus funds of the BELC, in such manner as the Executive Committee may direct from time to time;
- Issue receipts, under his/her signature, for donations received by the BELC, in accordance with the requirements of Revenue Canada;
- Prepare all financial statements, monthly, yearly, and when needed, of all teams and committees under the name of the BELC;
- Develop processes, for approval by the Executive Committee, to ensure the financial integrity of the BELC accounts is maintained;
- Maintain all bank accounts, in conjunction with each team's General Manager and all Committee Chairpersons;
- Present, on behalf of the President, all yearly financial statements at the Annual General Meeting; and
- Surrender all books, documents, records, funds and other property of the BELC to the Secretary/President or newly elected/appointed/hired Treasurer, upon completion of his/her term.

### **3:06 Secretary**

The Secretary shall:

- Record attendance and maintain minutes for all Executive Committee Meetings and General Meetings, and distribute minutes of such meetings;
- Appoint an alternate to carry out their duties, with the alternate approved by the President, should they be unable to attend any Executive Committee meeting;
- File reports and applications on behalf of the BELC, as directed by the Executive Committee;
- Email, in a reasonable length of time after Executive Committee meetings, the minutes of the previous meeting;
- Establish a draft agenda, for approval by the President, for subsequent Executive Committee meetings;
- Present all correspondence received to the President;
- Maintain all records, past minutes and correspondence for the BELC, including a copy of the constitution;

- Maintain a current copy of the contact list of the Executive Committee; and
- Surrender all books, documents, records, funds and other property of the BELC to the President/Treasurer or newly elected/appointed/hired Secretary, upon completion of his/her term.

### **3:07 Director(s)**

Director(s) shall:

- Attend all Executive Committee meetings;
- Make him/herself available to assist with projects or Auxiliary Committees as requested by the President; and
- Appoint a chair if the President, Immediate Past President and Vice-President are not available.

### **3:08 Honorary Life Director(s)**

Honorary Life Director(s) shall:

- Be welcome at any and all meetings of the Executive Committee; and
- Make him/herself available to assist with projects or Auxiliary Committees as requested by the President.

## **D 4 TEAM OPERATIONS**

### **4:01 Head Coach**

Head Coach shall be responsible for:

- Player selections;
- Establishing practice and game schedules, in conjunction with the General Manager;
- Contacting the affiliated team(s) to arrange for players; and
- Selecting and delegating the responsibilities of Assistant Coaches.

### **4:02 Affiliations**

Affiliations, as per the By-laws of the Ontario Lacrosse Association, shall be negotiated and signed by each team's General Manager.

### **4:03 BELC Logo, Uniforms and Colours**

a) The logo and uniform shall be defined as follows:

- i. The logo of the BELC shall be as it appears at the top of this document, and on (*see BELC Logo, Uniforms, Colours and Retired Numbers, Appendix G*);
- ii. The logo is a "B" and an "E" in reverse 65 degree angles, with the top left hand corner of the E, overlapping the bottom right hand corner of the B in the approved colours as listed below, encircled by the word "Brampton" above and "Excelsiors" below;
- iii. The "B" and "E" in reverse 65 degree angles, with the top left hand corner of the E, overlapping the bottom right hand corner of the B in the approved

- colours was registered on April 5, 2000 (*See BELC Logo, Uniforms, Colours and Retired Numbers, Appendix G*);
- iv. The logo must be placed on the front of all sweaters of all teams within the BELC; with the exception of the Women's Field program, where the logo may be placed on the uniform.
  - v. The logo may only be changed by a 100% vote at the Annual General Meeting; and
  - vi. A third sweater may be added for the purpose of celebrating any special event that is being observed by the BELC. If a special third sweater is to be added at any time, the team colours shall be used.
- b) The colours shall be defined as:
- vii. The BELC colours shall be maroon (pantone # DS 324-5C – web hex #762124) and basic white, with some athletic gold (pantone # DS 9-4C – web hex # E9C41E), or as close to those colours as is possible, (*See BELC Logo, Uniform, Colours and Retired Numbers, Appendix G*); and
  - viii. The main bodies of both home and away sweaters and shorts shall be white and maroon respectively.
- c) The BELC authorizes use of their logos and colours for all BMLA teams at the Representative level.

#### **4:04 BELC Retired Numbers**

The BELC and the BMLA Representative teams will not utilize the retired numbers of 8 (John 'Gus' McCauley) and 14 (Brian Green) when choosing their uniform numbers for Box lacrosse. (*See BELC Logo, Uniform, Colours and Retired Numbers, Appendix G*).

### **E 5 LIFE MEMBERSHIP**

#### **5:01 Life Membership Nomination**

There will be a provision each year to elect a maximum of five (5) persons to Life Membership of the BELC. Four (4) persons may be considered for Life Membership each year, to come from any combination of Player, Builder, Player/Builder, with an additional one (1) person to be considered in the Veterans category.

Nominations are to be submitted for consideration to the BELC Life Membership Committee by August 31st, on the approved Life Membership Nomination Form. BELC Committee Chair to present the Life Membership Committee recommendation(s) to the BELC Executive Committee at the September meeting for approval. (see sample Life Membership Nomination Form, Appendix H).

#### **5:02 Life Membership Criteria**

**PLAYER:** Players will be eligible after five (5) years of retirement, having achieved the following criteria for nomination:

Ten (10) years of representing Brampton comprised of:

- two (2) years Midget / two (2) years Senior Field or Masters.
- eight (8) years combination of Junior to Major.

Or,

Nine (9) years of representing Brampton at the Junior and Major level.

Or,

Seven (7) years of representing Brampton at the Major level.

Or,

Ten (10) years of representing Brampton Women's Field comprised of:

- two (2) years U-15.
- eight (8) years combination of U-19 and Senior Women.

Or,

Nine (9) years of representing Brampton between U-19 and Senior Women.

Or,

Seven (7) years of representing Brampton at the Senior Women's level.

**BUILDER:** 20 years of significant contribution as a member of the Executive, Coach, Manager, Trainer, or Volunteer of Lacrosse in Brampton.

**PLAYER/BUILDER:** 20 years of significant contribution to Lacrosse in Brampton combined between Player and Builder. For PLAYER portion of induction only 2 years MINOR (MIDGET/U15) will count.

**VETERAN:** The BELC and the BMLA, recognizing the need to preserve the lustre of yesteryear, has established a Veterans' category which will encompass anyone whose contribution to lacrosse in Brampton occurred more than 40 years before the current year. Veterans must meet the criteria of the Player category above.

### **5:03 Life Member Privileges**

Each new Life Member will be recognized at the annual banquet and will receive a framed Life Member Certificate, lapel pin, and a life-time pass to all Brampton Excelsior, league and playoff, home games (National Championship games are not included unless special arrangements are made as the host team). (*see sample Life Membership Certificate and sample Life-Time Pass, Appendix I*).



#### **5:04 Annual Awards**

Each year at the BELC banquet any team / league awards will be presented. (see *sample Annual Team / League Awards, Appendix J*).

#### **F 6 CODE OF CONDUCT**

**6:01** All members of the BELC; players, coaches, Executive Committee, Auxiliary Members and volunteers, will respect the rules and regulations as set out in the constitution of the BELC, the Ontario Lacrosse Association and the Canadian Lacrosse Association. All members will act in a manner that will bring respect to the BELC.

Reports of inappropriate conduct will be brought to the attention of the President, and will be submitted in writing. The President shall be accountable to report to the Executive Committee the concern and the resolution of the issue, in a manner deemed timely according to the circumstances.

#### **G 7 LIABILITIES OF THE MEMBERS OF THE BELC**

**7:01** Every Director, Officer, Auxiliary Committee member, and any employee of the BELC and their heirs, executors and administrators, and estate and effects, respectively, shall, from time to time, and at all times, be indemnified and saved harmless out of the funds of the BELC from and against:

- i. All costs, charges and expenses whatsoever, which that person sustains or incurs in or about any action, suit, proceeding which is brought, commenced or prosecuted against such person, for in respect of any act, deed, matter or anything whatsoever, made, done or permitted by such person in or about the execution of the duties of such office or alleged so to be; and,
- ii. All other costs, charges and expenses which such person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by such person's own wilful neglect or default.

#### **H8 DISSOLUTION**

**8:01** Upon the dissolution of the BELC, the Executive Committee shall, pay or make provision for the payment of all the liabilities of the BELC, and dispose of all of the remaining assets of the BELC to such organization, or organizations, operating exclusively for charitable, educational, or non-profit purposes as shall at the time qualify as an exempt organization acceptable to Revenue Canada, Taxation.

**APPENDIX A  
B 2:02, 2:03 & 2.11**

**BELC SCHEDULE OF ELECTIONS – 2018 AGM**

Directors shall be elected at the AGM for a term of (2) years. Candidates for election shall be put forth by the Nominating Committee, from the slate of Executive Committee Nomination Forms received, to the Membership at the AGM. The terms of the Directors shall be staggered such that approximately one half (1/2) are elected at the AGM, (see *Schedule of Elections, Appendix A*). The Executive Committee consists of Directors and Officers and may total up to 21 persons\*, comprised of a maximum of fifteen (15) elected Directors.

The BELC Executive Committee shall provide a director to act as a liaison between the BELC and the Brampton Minor Lacrosse Association (BMLA).

**BELC Honorary Life Director positions (year awarded distinction) \* deceased:**

Herb Armsrong\* (1989), Everett Coates\* (1989), Bob Bartlett Sr.\* (The Bear) (1989), Herb (Herbie) Phillips\* (1989), Robert (Bob 'Sandy') Sanderson\* (1989), Dean McLeod (1989), Ziggy Musial (2011)

**BELC Director positions filled = 13 of possible 21\* (8 Director positions open)**

**BELC Director positions (2 year term) (Officers only voted on if Officer position term expires):**

**Voted on in October 2017 re-election October 2019 (Director 2 year term):**

Doug Arthur, Trevor Small, Mena Briscoe, Ziggy Musial, Zeny Lipinski, Eva Durie, Bob Boddam, Sean Orr, Ron Evans

**Voted on in October 2018 re-election October 2020 (Director 2 year term):**

Wendy Bennett-Costante, Reg Ewles, Ken Wilde, Brent McCauley, Steve McCarthy, Dan Bowyer, Chris Lowe

**BELC Officer positions (3 year terms) \*All Officers are also Directors:**

Past President – vacant

**Voted on in November 2017 re-election November 2018 (1 year term):**

Vice President: Wendy Bennett-Costante

**Voted on in November 2017 re-election November 2020 (3 year term):**

General Manager – Junior B: Brent McCauley  
General Manager – Men's Field: Reg Ewles

**Voted on in November 2018 re-election November 2021 (3 year term):**

President: Ziggy Musial  
General Manager – Majors: Zeny Lipinski  
Secretary: Eva Durie

**Voted on in November 2016 re-election November 2019 (3 year term):**

General Manager – Masters: Trevor Small  
General Manager – Junior A: Doug Arthur  
General Manager – Women's Field: Mena Briscoe

**APPENDIX A  
B 2:02, 2:03 & 2.11**

**BELC SCHEDULE OF ELECTIONS – 2019 AGM**

**(TO BE UPDATED AFTER THE 2018 AGM)**

Directors shall be elected at the AGM for a term of (2) years. Candidates for election shall be put forth by the Nominating Committee, from the slate of Executive Committee Nomination Forms received, to the Membership at the AGM. The terms of the Directors shall be staggered such that approximately one half (1/2) are elected at the AGM, (see *Schedule of Elections, Appendix A*). The Executive Committee consists of Directors and Officers and may total up to 21 persons\*, comprised of a maximum of fifteen (15) elected Directors.

The BELC Executive Committee shall provide a director to act as a liaison between the BELC and the Brampton Minor Lacrosse Association (BMLA).

**BELC Honorary Life Director positions (year awarded distinction) \* deceased:**

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**BELC Director positions filled = 13 of possible 21\* (8 Director positions open)**

**BELC Director positions (2 year term) (Officers only voted on if Officer position term expires):**

**Voted on in October 2018 re-election October 2020 (Director 2 year term):**

Wendy Bennett-Costante, Reg Ewles, Ken Wilde, Brent McCauley, Steve McCarthy, Dan Bowyer, Chris Lowe

**Voted on in October 2017 re-election October 2019 (Director 2 year term):**

Doug Arthur, Trevor Small, Mena Briscoe, Ziggy Musial, Zeny Lipinski, Eva Durie, Bob Boddam, Sean Orr, Ron Evans

**BELC Officer positions (3 year terms) \*All Officers are also Directors:**

Past President – vacant

**Voted on in November 2018 re-election November 2019 (1 year term):**

Vice President: Wendy Bennett-Costante

**Voted on in November 2017 re-election November 2020 (3 year term):**

General Manager – Junior B: Brent McCauley  
General Manager – Men's Field: Reg Ewles

**Voted on in November 2018 re-election November 2021 (3 year term):**

President: Ziggy Musial  
Secretary: Eva Durie

**Voted on in November 2019 re-election November 2022 (3 year term):**

General Manager – Masters: Trevor Small  
General Manager – Junior A: Doug Arthur  
General Manager – Women's Field: Mena Briscoe



**APPENDIX B  
B 2:03 & 2:11**

**BELC Executive Committee Nomination Form**

Any member in good standing may submit a nomination for a position that is open for election. The nomination must contain the signed consent of the person being nominated and be endorsed by a current BELC Executive Committee and submitted in writing to the President along with a written consent from the nominated.

Date: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

I give written consent to stand as a candidate as a Director on the BELC.

Signature of Nominee: \_\_\_\_\_

BELC Member submitting nomination: \_\_\_\_\_

Endorsement by BELC Executive Committee Member: \_\_\_\_\_

Provide a brief description of the skills, knowledge and talents the nominated candidate will be able to offer to the BELC. This can either be provided for here, or attached to the nomination form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

April 20, 2009



**BELC \_\_\_\_\_ Auxiliary Committee**  
**(herein after known as the \_\_\_\_\_ Committee)**  
**Terms of Reference**

**Purpose:**

To assist the Brampton Excelsior Lacrosse Club (BELC) to *(insert mandate of committee)*, in order to fulfill its Mission statement to:

**Term and Selection:**

The Committee Chair shall be appointed by the President from the Executive Committee. Auxiliary Committee members shall be recruited by the Chair, and approved by the Executive Committee. Auxiliary Committee membership shall be for a two [2] year term, unless otherwise approved by the Executive Committee.

Executive Committee members themselves shall be eligible for nominations as recommended by the Executive Committee; however they are required to declare potential conflicts of interest prior to specific nominations being discussed and remove themselves from the proceedings as appropriate.

**Mandate:**

The *(insert name of committee)* Committee shall include the following activities as assigned by the President and approved by the Executive Committee;

- 1.
- 2.
- 3.

BELC Representation on other Boards/ Committees and Associations

Notes: i)

- ii) The work of the *(insert name of committee)* Committee does not

The 20\_\_\_\_ *(insert name of committee)* Committee Membership includes:

April 20, 2009

Date: \_\_\_\_\_

**APPENDIX D  
B 2:09**

**BELC SCHEDULE OF DATES – 2018- 2019**

For an AGM to be held on **October 29, 2018**, the following are the notification/ action dates.

<b><u>Days/ Item According to the Constitution</u></b>	<b><u>Date</u></b>
Notice of AGM Date and Time Minimum 45 days (Section 2.11) <ul style="list-style-type: none"> <li>o Minimum 45 days prior to AGM</li> </ul>	<b>September 14</b>
Notice of Elections - Nominations Opened (Sections 2:05 & 2.11) <ul style="list-style-type: none"> <li>o 45 days prior to closing date for nominations</li> </ul>	<b>September 14</b>
Closing Date for Proposed Constitutional Amendments for Consideration at the AGM (Section 2.11) <ul style="list-style-type: none"> <li>o Minimum 30 days prior to AGM</li> </ul>	<b>September 29</b>
Nominations Close <ul style="list-style-type: none"> <li>o Minimum open 45 days (unspecified)</li> </ul>	<b>October 29</b>
Constitutional Amendments posted prior to AGM <ul style="list-style-type: none"> <li>o 15 days notice to the members (Section 2:11)</li> </ul>	<b>October 14</b>
Members Notice of Attendance at the AGM, submitted in writing, to the President <ul style="list-style-type: none"> <li>o Minimum 15 days prior to AGM (Section 2:04 &amp; 2.11)</li> <li>o President will then advise member of date and time for AGM</li> </ul>	<b>October 14</b>
BELC AGM (3 <sup>rd</sup> or 4 <sup>th</sup> Monday of October) (Section 2.11)	<b>October 29</b>

**Executive Meeting Dates:**

(Day of week: Mondays)

November 28, 2018    2019: January 28    February 25    March 25

April 29    September 30    October 28    November 25

**APPENDIX D  
B 2:09**

**BELC SCHEDULE OF DATES – 2019- 2020**

For an AGM to be held on **October 28, 2019**, the following are the notification/ action dates.

<b><u>Days/ Item According to the Constitution</u></b>	<b><u>Date</u></b>
Notice of AGM Date and Time Minimum 45 days (Section 2.11) <ul style="list-style-type: none"> <li>o Minimum 45 days prior to AGM</li> </ul>	<b>September 13</b>
Notice of Elections - Nominations Opened (Sections 2:05 & 2.11) <ul style="list-style-type: none"> <li>o 45 days prior to closing date for nominations</li> </ul>	<b>September 13</b>
Closing Date for Proposed Constitutional Amendments for Consideration at the AGM (Section 2.11) <ul style="list-style-type: none"> <li>o Minimum 30 days prior to AGM</li> </ul>	<b>September 28</b>
Nominations Close <ul style="list-style-type: none"> <li>o Minimum open 45 days (unspecified)</li> </ul>	<b>October 28</b>
Constitutional Amendments posted prior to AGM <ul style="list-style-type: none"> <li>o 15 days notice to the members (Section 2:11)</li> </ul>	<b>October 13</b>
Members Notice of Attendance at the AGM, submitted in writing, to the President <ul style="list-style-type: none"> <li>o Minimum 15 days prior to AGM (Section 2:04 &amp; 2.11)</li> <li>o President will then advise member of date and time for AGM</li> </ul>	<b>October 13</b>
BELC AGM (3 <sup>rd</sup> or 4 <sup>th</sup> Monday of October) (Section 2.11)	<b>October 28</b>

**Executive Meeting Dates:**

(Day of week: Mondays)

November 25, 2019    2020: January \_\_\_ February \_\_\_ March \_\_\_\_\_

April \_\_\_\_\_ September \_\_\_\_\_ October \_\_\_\_\_ November \_\_\_\_\_





**APPENDIX F  
B 2:11**

**BELC CONSTITUTIONAL AMENDMENT FORM**

**Date:**

**Proposed by:**

**Seconded at AGM by:**

**Signature of member in good standing**\_\_\_\_\_

**Section and /or Article to be Amended:**

**Section and /or Article to be Added (Not currently in Constitution):**

**Presently Reads:**

**Proposed change to Read (exact wording of proposed article):**

**Reason for suggesting change:**

\_\_\_\_\_ **Accepted** \_\_\_\_\_ **Declined** \_\_\_\_\_ **Withdrawn**

**APPENDIX G  
D 4:03**

**BELC CLUB LOGO, UNIFORMS, COLOURS AND RETIRED NUMBERS**

**REGISTERED LOGO**



**OFFICIAL COLOURS**



**RETIRED NUMBERS HISTORY:** #8 John 'Gus' McCauley and #14 Brian Green

#8-John "Gus" McCauley: John began his lacrosse career as a four year old and played on novice, pee wee and bantam Ontario Championship teams. At 14 years of age McCauley was a member of the 1959 Excelsior Minto Cup Championship Team. John coached the Major Excelsiors in 1980 and won the Mann Cup. He was a NHL referee for 10 years and then Assistant Director of Officiating. John passed away in June 1989 and the Excelsiors voted to retire his sweater.

#14-Brian Green: Brian played all his minor career in Brampton and was playing on the Junior A team when he was killed in an automobile accident in 1967. The family donated a trophy in his honour for MVP Playoffs - Junior A, called the Brian Green Memorial Award. The first winner of this award in 1968 was Ziggy Musial, current President of the BELC and Ontario Lacrosse Hall of Famer.

**APPENDIX H**  
**E 5:01**  
 (Page 1 of 4 pages)

**BELC LIFE MEMBERSHIP NOMINATION FORM**



**BRAMPTON EXCELSIOR LACROSSE CLUB**

Postal Box No.9213 – Brampton Mall Postal Outlet  
 160 Main Street South, Brampton, Ontario L6W 4R1

**NOMINATION FORM - LIFE TIME MEMBERSHIP**

The following are the qualifications to be used in determining induction of nominees to LIFE MEMBERSHIP of the Brampton Excelsior Lacrosse Club.

The induction of these members will take place at the annual Awards banquet of the Brampton Excelsior Lacrosse Club. A maximum of three inductions will take place at the banquet (2 players and 1 builder).

**PLAYER INDUCTION (must be retired 5 years)**

- |   |    |  |    |                                 |
|---|----|--|----|---------------------------------|
| ♦ 10 years playing - Excelsiors<br>♦ 2 years MINOR/FIELD/MASTERS<br>♦ 8 years JR / MAJOR  | OR | ♦ 9 years playing<br>combination JR &<br>MAJOR       | OR | ♦ 7 years playing<br>MAJOR      |
| ♦ 10 years playing – Girls/Women’s<br>♦ 2 years MINOR - U15<br>♦ 8 years U19 / SR WOMEN’S | OR | ♦ 9 years playing<br>combination U19<br>& SR WOMEN’S | OR | ♦ 7 years playing<br>SR WOMEN’S |

**BUILDER INDUCTION**

- ♦ 20 years working as a builder (example, coach, executive, etc.)

**BUILDER / PLAYER INDUCTION**

- ♦ 20 years working any COMBINATION  
 ♦ For PLAYER portion of induction only 2 years of MINOR (MIDGET/U15) will count

**VETERAN INDUCTION**

- ♦ Any player whose contribution to lacrosse in Brampton occurred more than 40 years before the current year. Veterans can ONLY be players.

I wish to submit \_\_\_\_\_ for the Committee’s consideration to be placed in the

- ♦ \_\_\_\_\_ Player                      ♦ \_\_\_\_\_ Builder                      ♦ \_\_\_\_\_ Builder / Player                      ♦ \_\_\_\_\_ Veteran

section of the Hall of Fame – Library

DATE: \_\_\_\_\_

FULL NAME OF NOMINEE: \_\_\_\_\_

NICKNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DECEASED: \_\_\_\_\_

NOT DECEASED: \_\_\_\_\_ (check one)

**\*\*Please enclose a photo of the Nominee. Any photo received will be returned upon request only\*\***

**APPENDIX H**  
**E 5:01**  
 (Page 2 of 4 pages)

FOR PLAYER / VETERAN INDUCTIONS – COMPLETE SECTIONS ‘A’ & ‘C’

FOR BUILDER INDUCTIONS – COMPLETE SECTIONS ‘B’ & ‘C’

FOR BUILDER / PLAYER INDUCTIONS – COMPLETE SECTIONS ‘A’ & ‘B’ & ‘C’

**SECTION ‘A’ – PLAYER / VETERAN INDUCTION**

I submit this person as a **PLAYER** based on the following information:

	TEAM	YEARS	COMPETITIVE LEVEL	POSITION	TROPHIES WON
1					
2					
3					
4					
5					

SPECIAL AWARDS OR RECOGNITION - (ie. MVP, Top Scorer, Team Captain, etc.)

	TEAM	YEARS	COMPETITIVE LEVEL	POSITION	TROPHIES WON
1					
2					
3					
4					
5					

Briefly state your reasons for submitting this person for consideration for a **PLAYER INDUCTION**:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List what you believe were the major strengths of this player (i.e. Defensive, high scorer, team leader, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notable players played with or against (please fill out 5 or 6 names):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other pertinent information or accomplishments about this person with regards to Lacrosse:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX H**  
**E 5:01**  
 (Page 3 of 4 pages)

**SECTION 'B' – BUILDER INDUCTION**

I submit this person as a BUILDER based on the following lacrosse activities as:

- ◆ \_\_\_\_ Team Executive      ◆ \_\_\_\_ Coach      ◆ \_\_\_\_ League Executive  
 ◆ \_\_\_\_ Team Manager      ◆ \_\_\_\_ Referee      ◆ \_\_\_\_ Other (Please specify) \_\_\_\_\_

INVOLVEMENT

	TEAM	YEARS	COMPETITIVE LEVEL	POSITION	TROPHIES WON
1					
2					
3					
4					
5					

TOTAL years involved as a BUILDER of lacrosse to date: \_\_\_\_\_ STILL ACTIVE: Yes \_\_\_\_ No \_\_\_\_

SPECIAL AWARDS OR RECOGNITION

	TEAM	YEARS	COMPETITIVE LEVEL	POSITION	TROPHIES WON
1					
2					
3					
4					
5					

List what you believe were the major strengths of this builder (i.e. Fundraising, Team organization, New ideas, Support etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly state your reasons for submitting this person for consideration for a BUILDER INDUCTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other pertinent information or accomplishments about this person with regards to Lacrosse:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX H**  
**E 5:01**  
(Page 4 of 4 pages)

**SECTION 'C' – PLAYER / BUILDER INDUCTIONS**

Please list 3 main accomplishments of this person:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Any other SPECIAL information you have about this Nominee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* DECEASED NOMINEE\*\***

Please complete the following with the name of the nominee's spouse or family member who may be contacted:

FULL NAME OF A NOMINEE RELATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NOMINATOR INFORMATION**

FULL NAME OF NOMINATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Please forward information to:

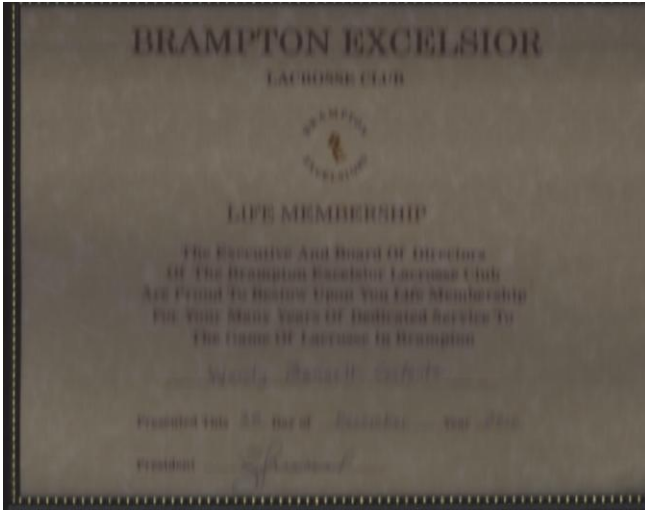


**BRAMPTON EXCELSIOR LACROSSE CLUB**

<p>Attention: BELC - Life Membership Committee          Postal Box No.9213 – Brampton Mall Postal Outlet          160 Main Street South, Brampton, Ontario L6W 4R1</p>
--

**APPENDIX I  
E 5:03**

**LIFE MEMBERSHIP CERTIFICATE, CARD AND HOMAGE BANNER**

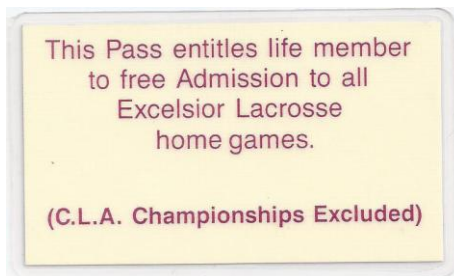
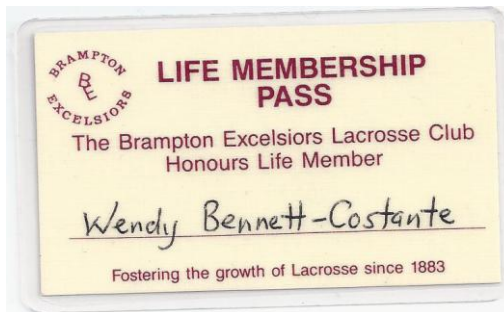


Wording is as follows:

The Executive And Board Of Directors Of The Brampton Excelsior Lacrosse Club Are Proud To Bestow Upon You Life Membership For Your Many Years Of Dedicated Service To The Game Of Lacrosse in Brampton

Presented This \_\_\_ Day of \_\_\_\_\_ Year \_\_\_

President \_\_\_\_\_



**BRAMPTON LACROSSE**  
Fostering the Growth of Lacrosse Since 1883

**BRAMPTON MINOR LACROSSE ASSOCIATION**

- BRAMPTON MAJOR EXCELSIORS •
- BRAMPTON JR. A EXCELSIORS •
- BRAMPTON MASTERS •

**Brampton Lacrosse Life Members**

Jim Allan	Jim Nesbitt	Harold "Mooney" Gibson	Bob Bartlett Sr.	John Herd	Ed Blair	Ken Richardson	Harry Cameron
Bill Arthurs	Dave Frigg	Bob How	Revis Bennett	Jack Worthy	Ben Cannons	Bob Sanderson	Bill Costator
W.A. Beatty	Brian Robinson	Jack Miller	George "Tasty" Burrows	Albert "Bert" Lerge	Jim Clevely	George Sproule	Gomer Connor
Bill Blance	Carolyn Sanderson	Larry Miller	Mike Cassidy	Steve Mastine	Ted Cordingley	Wayne Thompson	Gord "Pete" Ella
Enrico Coruso	Gertrude Thompson	Larry Kendall	Bill Coghill	Dean McLeod	Bruce Elliott	Brom Wilfong	John Ford
Everett Coates	Gary Walker	Carl Madgett	Marie Eberhardt	Ziggy Musial	Dave Foster	Steve McCullough	John Gowland
Percy Dalton	Dave Wilfong	Jim Mulliss	Lloyd Ewles	Tom Phillips	Gord Gray	Bert Russell	Barry Richardson
Billy Evans	Bill Anthony	Mike O'Brien	Ken Giles	Jim Richardson	Geoff Hipkin	Bert Russell	Bert Russell
Larry Gibson	Wayne Atkinson	Al "Chips" Prechner	Terry Hoynes	Frank Russell	Albert Jennings	Les Skillen	Ken Webster
Mac Hall M.D.	Harry Benham	Norm Robinson	Iam Montgomery	Walter Smart	Clark Lyons	George "Mush" Thompson	Ken Webster
John Jefferson	Bob Burke	Bob Savage	Gerald "Jerry" Kendall	John Thompson	John "Gus"	Ken Webster	Zany Lipinski
Gord Keates	Joe Caruso	Gord Thompson	Barry Maruk	Rick Webster	McCauley	Herb Armstrong	W. Bert Bartlett M.D.
Gord Lyons	Roy "Butch" Coates	Bruce Wanless	Bull McLoughlin	Jim Lockhurst	Norm Moore	Herb Armstrong	W. Bert Bartlett M.D.
Bruce McClure	Gary "Turtle" Drysdale	Churck Williams	Joe Musial	Don Arthurs	Bert Naylor	Norm Bignell	
Bill Mulliss	Gwylm Evans	Ken Archdekin	Herb Phillips	Stewart "Stew" Beatty	Bruce Parkinson		

**City of Brampton Hall of Fame Members**

E. Herbert Armstrong	Jack Burrell
Gerald Jerry Kendall	Wilbert W. Bartlett M.D.
George "Mush" Thompson	E.W. Billy Evans
Harold "Mooney" Gibson	George Sproule
Gordon (Pete) Ella	Everett Coates Sr.
Ken "Scoop" Giles	Bill Mulliss
Geoffrey John Hipkin	Nick Ferri
John "Gus" McCauley	Jim Mulliss
John Alfred	Bruce Wanless
Malcolm R. Hall M.D.	William David Beatty
Edwin Allan Peaker M.D.	Fraser Lockhurst
Bill Anthony	Walter Smart
Bert Lerge	Dean McLeod
Stewart Beatty	
Carl Madgett	
Bruce McClure	
Wayne Thompson	
Bill Whoopie Arthurs	

**Ontario Lacrosse Association Hall of Fame Members**

Don "Whoopie" Arthurs
Terry Sanderson
John "Gus" McCauley
Bruce Wanless
Dean McLeod
Robert Sanderson
Bill Castator
Jim Richardson
Bob Burke
Bram Wilfong
Bill Brunskill
Ziggy Musial
Wayne Thompson
Bob How

**Canadian Lacrosse Association Hall of Fame Members**

George Sproule	Bill Evans
Bill Anthony	James Jim Mulliss
Grenville Davis	Bert Naylor
Bert Lerge	Douglas Budden
Eddie Powers Sr.	Nick Ferri
Stewart Beatty	Enrico Coruso
Edward Blair	Everett Coates
Gerald Kendall	George Thompson
George Thompson	Bill Mulliss
Bill Mulliss	George Duke Savage
Jack Worthy	Dean McLeod
E. Herbert Armstrong	
Carl Madgett	
Gordon Ella	
Bill Davis	
Walter Smart	
Pete Anthony	
W. Bert Bartlett M.D.	

## **BELC ANNUAL AWARDS**

### **GEORGE "MUSH" THOMPSON MEMORIAL AWARD**

This award, established in 1993 in honour of the late MUSH THOMPSON for his contribution to lacrosse in Brampton, is presented annually to a coach, volunteer, executive member, or fan, in recognition of their outstanding contribution to lacrosse in Brampton.

### **BRUCE WANLESS AMBASSADOR AWARD**

This award, established in 2016 in honour of Bruce Wanless, is presented annually to the individual who promotes Brampton Lacrosse and is dedicated to the maroon and white.

### **BRAMPTON EXCELSIOR LACROSSE CLUB MAJOR AWARDS**

ROOKIE OF THE YEAR—WAYNE THOMPSON Memorial  
MVP DEFENSIVE — JACK BURRELL Memorial  
MVP REGULAR SEASON—JIMMY MADGETT Memorial  
MVP PLAYOFFS—BILL WANLESS Memorial  
LEADING SCORER—JERRY KENDALL Memorial  
UNSUNG HERO—GEORGE SPROULE Memorial  
BELC "Spirit" Award

### **BRAMPTON EXCELSIOR LACROSSE CLUB JR. A AWARDS**

ROOKIE OF THE YEAR— JIM CLEVELY Memorial  
MVP DEFENSIVE – DR. W.W. BARTLETT Memorial  
MVP REGULAR SEASON—PETE ANTHONY Memorial  
MVP PLAYOFFS – BRIAN GREEN Memorial  
LEADING SCORER— JOHN McCAULEY Memorial  
MOST SPORTSMANLIKE PLAYER—BRUCE McCLURE Memorial  
UNSUNG HERO—JOHN FORD Memorial

### **BRAMPTON EXCELSIOR LACROSSE CLUB JR. B AWARDS**

ROOKIE OF THE YEAR—ZIGGY MUSIAL Award  
MVP DEFENSIVE – ZENY LIPINSKI Award  
MVP REGULAR SEASON— BOB BURKE Award  
MVP PLAYOFFS – DEAN McLEOD Award  
LEADING SCORER – MARK EVANS Award  
MOST SPORTSMANLIKE PLAYER –BOB & CAROLYN SANDERSON Memorial Award  
UNSUNG HERO —HERBIE PHILLIPS Memorial Award

### **BRAMPTON EXCELSIOR LACROSSE CLUB JUNIOR FIELD AWARDS**

ROOKIE OF THE YEAR—REG EWLES Award  
MVP SEASON –



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**BELC CRIMINAL RECORDS CHECK (CRC) POLICY**

The BELC will institute a Criminal Record Check (CRC) requirement for any personnel who will:

- a) come into direct contact with any athletes 18 years of age or younger; or
- b) be a signing officer for any BELC account

A Privacy Officer will be appointed by the President on an annual basis, and will be approved by the BELC Board.

The BELC has instituted a policy that states no adult will be alone with a child (anyone under the age of 19), and there should always be at least two adults present at all times around a child.

**Definitions:**

**“Criminal Record Check”** (CRC) means a document concerning an individual which:

- a) was prepared by a police force or service from national data on the Canadian Police Information Centre (CIPC) database within six (6) months of receipt by the association
- b) provides information concerning the individual’s police record including Criminal Code (Canada) convictions, pardoned sexual offences (vulnerable sector screening), records of convictions under the Controlled Drugs and Substances Act, Narcotic Control Act and Food and Drugs Act and all outstanding warrants and charges.

**“Offence Declaration”** means, in respect of the association, a written declaration signed by an individual listing all of the individual’s convictions for offences under the Criminal Records Act (Canada up to the date of the declaration:

- a) that are not included in a CRC collected by the Ontario Lacrosse Association in the last CRC collected by the association; and,
- b) for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted.

Criminal Code convictions required for the purposes of completing an Offence Declaration are any offences that you have not received a pardon for, such as failure to stop at the scene of an accident, impaired driving, assault, theft, or using a credit card knowing that it has been cancelled.

**Purpose:**

The BELC have a responsibility, under the law, to provide a safe and secure environment for children and volunteers. The association is in a position of trust with regard to children, and must protect their intellectual, physical, mental and emotional well-being.

The BELC will not hire or continue to employ, or utilize as volunteers, persons who will have direct and regular contact with children, who have police records and/or patterns of behaviours which place children or the association at risk.

Any individual who is expected to have direct and regular contact with children will be approved by the BELC to have access, unless the individual:

- Has not provided a satisfactory CRC or
- Has provided a CRC which has been adjudicated and found to present an unacceptable risk to children, volunteers, or staff

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The BELC are committed to ensuring the privacy of information contained in an individual’s CRC / Offence Declaration. The BELC will provide limited, restricted, and secured access to this information. As a result, CRC/Offence Declarations should not be disclosed to, copied, or retained by any person other than the approved BELC Privacy Officer, except to the extent required or permitted by law.

**Requirements:**

With respect to volunteers, it is the responsibility of the association, who is in charge of instruction, organization and management of an association to determine what activities the volunteers participate in, with which children, and in which setting. It is also recognized that the association has a duty of care to children, volunteers and the association at large. ‘Duty of care’ is the legal principle which identifies the obligation to exercise reasonable care including protection from harm. The CRC is a step in the association’s duty of care should direct and regular contact occur between a volunteer and a child. In this case, the below requirements for submitting a satisfactory CRC will apply.

1. The BELC shall collect a satisfactory CRC in respect of the individual before the day the volunteer commences volunteering with the association.
2. An Offence Declaration shall be signed and provided to the approved Brampton Lacrosse personnel / association on an annual basis.
3. Any volunteer must be an ‘active’ member in order to remain on the list of acceptable volunteers. If a volunteer takes a year off from volunteering they shall go back to step 1 and provide a new CRC.
4. The association, in its discretion, may require a volunteer to submit an updated CRC if the association has reason to believe that they may have been a change to the last record on file.

The CRC requirement for volunteers who do not have direct and regular contact with children is the sole decision of the association. In making this decision, the association may wish to consider the following risk assessment protocol:

<b>RISK</b>	<b>TYPES OF ACTIVITIES</b>
<b>Low-risk</b> (volunteers who provide <u>infrequent</u> assistance)	<ul style="list-style-type: none"> <li>• Volunteer under direct supervision of CRC approved Brampton Lacrosse personnel</li> <li>• In open common areas (for example – arena, hallways, gymnasiums, timeboxes) with limited contact with children and intermittent CRC approved Brampton Lacrosse personnel observation</li> <li>• Parents / Guardians working with their own children</li> <li>• Assistance with open houses, registrations, photography, etc.</li> <li>• After children’s activity meetings</li> </ul>
<b>Medium-risk</b> (volunteers who provide <u>regular</u> assistance)	<ul style="list-style-type: none"> <li>• In isolated area working directly with groups of children (arena floor)</li> <li>• Executive Council Members acting as Volunteers or employees (referees / umpires / officials)</li> </ul>
<b>High-risk</b> (volunteers who provide <u>regular</u> assistance)	<ul style="list-style-type: none"> <li>• In isolated area working directly with one or two children (arena floor)</li> <li>• Coaching / bench personnel</li> <li>• Off-site group activity co-ordinators</li> </ul>

Volunteers performing low-risk activities are required to submit a satisfactory CRC at the discretion of the association. All volunteers who, in the opinion of the association, are likely to have direct and regular contact with children, other than their own, or who are undertaking service in medium to high-risk volunteer activities must submit a satisfactory CRC prior to commencement of volunteer duties.

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**BELC Privacy Officer and Approved Brampton Lacrosse Personnel:**

With respect to Criminal Record Checks and Offence Declarations, the approved BELC Privacy Officer. The Privacy Officer will accept forms from individuals by mail, or in person. The forms may be provided to the association (in a sealed envelope) for delivery to the Privacy Officer. The Privacy Officer will review all forms and provide a list, annually, of all individuals who have provided either a Criminal Record Check or Offence Declaration form, and who are eligible to volunteer within the Brampton Excelsiors Lacrosse Club

The Board of Directors will, on an annual basis approve a law firm and auditor to represent the BELC if required.

(Amended April 2022, to be ratified)

**Retention:**

The original copy of the CRC, Offence Declaration, and any additional information requested will become the property of the association, and will not be returned, copied, or forwarded to any other institution or individual, except to the extent required or permitted by law. CRC's, Offence Declarations, and any other related information will be filed in a separate and secure location with approved Brampton Lacrosse personnel.

**Non-approval:**

The association will not knowingly offer the opportunity for new or continued volunteerism or employment to any person with a record of criminal conviction, for which a pardon has not been granted, for the following types of offences:

1. any sexual offence under the Criminal Code of Canada, committed against a child under 16 years of age, including but not limited to namely, sexual interference, invitation to sexual touching, incest, bestiality, parent/guardian procuring sexual activity, householder permitting sexual activity, corrupting children, indecent act, keeping common bawdy house, procuring, offence in relation to prostitution, or any other offences which may be created at future date of a similar nature;
2. sexual exploitation;
3. sexual assault;
4. trafficking in or importing for the purpose of trafficking a narcotic under the Narcotic Control Act or a controlled or restricted drug under the Food and Drug Act or any related criminal offence;
5. any offence which may pose a risk to the well-being of any of the association's children, volunteers or staff.

While the convictions above will result in an absolute restriction to association access, the association does recognize the principle of rehabilitation.

**Adjudication:**

Where evidence is received of a criminal conviction or other relevant conviction, prior to making a final decision, the designated association contact will assess any mitigating circumstances, and consider the following factors, where applicable:

- a) The specific duties and responsibilities of the position in question and the relevance of the criminal charge(s) and convictions to the particular position;

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- b) the length of time since offence(s);
- c) a discharge or statements regarding probation, and if appropriate;
- d) appreciable risk to the safety or security of children, staff, volunteers, property and equipment;
- e) any involvement of children; sexual activity; violence, and/or acts of dishonesty in the offence(s);
- f) the volunteer history;
- g) the employee's attitude towards offence(s);
- h) any treatment, counselling or other services received since offence;
- i) other steps taken to rehabilitate;
- j) any likelihood offence(s) will be repeated;
- k) if alcohol or illegal drugs were a factor in commission of offence(s);
- l) the degree of co-operation with the investigation;
- m) if the offence(s) was committed while volunteering with the association

The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer.

Should a volunteer or employee submit a CRC showing evidence of a police record, confirmation of his/her duties will be postponed pending a review of the information. A police record will not necessarily disqualify the volunteer / employee (applicant). The association reserves the right to request the applicant to provide additional information with regard to his/her application for duties. The final decision will be made by the approved Brampton lacrosse personnel, in consultation with the "Criminal Record Check Ontario Lacrosse Association Review Committee".

#### **Consequences of Non-compliance:**

Volunteers who fail to provide an original, completed, Offence Declaration form by the date indicated by the association, and any other additional supporting documentation requested by the association, may be suspended until the documentation is received. The course of action may include disciplinary action up to and including dismissal, and/or withdrawal of offer.

#### **Process:**

For every new volunteer / hire, a current (within the past 6 months) CRC is to be provided to the approved Brampton Lacrosse personnel. These will not be viewed, disclosed to, copied, or retained by any person other than approved Brampton Lacrosse personnel.

The original copy of the CRC, and any additional information requested, will become the property of the Association, and will not be returned, copied, or forwarded to any other institution or individual.

All approved volunteers are listed on a Criminal Record Check Database for your association.

Volunteers who have already submitted an approved CRC must perform volunteer duties to remain active every year, and must submit an Offence Declaration annually. It is not necessary to provide a CRC annually, unless at the request of the Association.

In order for a volunteer to remain 'active', they must volunteer and complete an offence declaration every year. At the end of the year the association should review all volunteers in their organization. They should make 'inactive' any volunteer who has not worked during the past year. Should this volunteer wish to return

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to volunteer duties the next year, they will need to provide an updated CRC to approved Brampton Lacrosse personnel for approval.

A predetermined list of restrictions will be provided to the approved Brampton Lacrosse personnel. For any volunteer who has restrictions there will be a flag, and the association Privacy Officer will be asked to contact the approved Ontario Lacrosse Association personnel. (This may be a restriction, such as – 1. not to drive, 2. no involvement with funds, or 3. not to be used at all)

### **Information on becoming a Volunteer**

Volunteering with your child's lacrosse association is a great way to be involved and contribute to your child's success. To volunteer you must complete a criminal records check (CRC). Once you have completed the process, you are on file with the association as being a lacrosse volunteer. You will only need to complete the process once, because the information is on file. You must volunteer at least once per year to keep your record active.

Having a CRC done involves the police department. It can sometimes take many months to complete because they may be dealing with a high volume of requests. Start now to ensure you are able to volunteer in the spring. If you have not completed a CRC you will not be able to volunteer.

Pick up a police records search from your association. Fill out the form and deliver it in person to one of the stations indicated on the form. You will need two (2) pieces of government issued identification with you. One must have a photo. Examples are driver's licence, health card, passport, birth certificate, citizenship card.

Once completed, you will receive the CRC either by picking up yourself, or by mail. You must deliver the original copy of the CRC to the association within six months of the police search date.

Once your CRC is received and approved by approved Brampton Lacrosse personnel at the association, you will be added to a database as a volunteer and can begin volunteering. The CRC becomes the property of the association.

After you have completed the initial CRC obligation you are required on an annual basis to either complete an Offence Declaration, or every three years a new CRC, and submit this to the approved Brampton Lacrosse personnel.



**BELC Offence Declaration**

The provincial governing body of lacrosse (OLA) has passed a constitutional amendment (B4.01) that all lacrosse volunteers must provide a Criminal Record Check as of 2015. The Brampton Excelsiors Lacrosse Club (BELC) have further instituted an annual Offence Declaration. The intent of this initiative is to ensure that children, volunteers, staff, and the membership as a whole, are safe within our organization.

The basic requirements of the amendment are:

1. All volunteers must provide a Criminal Record Check prior to commencing employment / volunteering, and every three (3) years after initial submission.
2. The BELC and BMLA will also collect annually an Offence Declaration, signed by the volunteer / employee which lists all criminal code convictions registered since the date of the Criminal Records Check or last Offence Declaration.

Please complete the following three (3) sections (using ink):

**Section 1 (please print clearly)**

Name: \_\_\_\_\_ NCCP # or SIN \_\_\_\_\_

Position: \_\_\_\_\_ Association / Team \_\_\_\_\_

**Section 2 (please print clearly)**

I DECLARE, since the last criminal record check collected by the association, or since the last Offence Declaration given by me to this association, that:

- I have no convictions** under the Criminal Code of Canada up to an including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada)
- OR**
- I have been convicted** of the following criminal offences under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to me.

List of Offence(s): \_\_\_\_\_

Date: \_\_\_\_\_

Court Location: \_\_\_\_\_

Conviction: \_\_\_\_\_

(use additional page if necessary)

**Section 3 (please sign using ink)**

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

(City/town) (Day eg. 12<sup>th</sup>) (Month) (Year)

Volunteer / Employee Signature: \_\_\_\_\_

November 11, 2013



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**BRAMPTON EXCELSIOR LACROSSE CLUB  
CONFIDENTIALITY AGREEMENT - PRIVACY OFFICER**

During and following the term of the Agreement effective for the year following signing, between the Brampton Excelsior Lacrosse Club (“BELC”) and the BELC Privacy Officer, the undersigned agrees with the BELC to keep confidential and secure all Confidential Information\* of the BELC to which the undersigned may have access pursuant to performing services pursuant to the Agreement.

The undersigned acknowledges that the BELC is bound to maintain custody of or control over information, material and records, however recorded, within the meaning of the *Freedom of Information and Protection of Privacy Act* (“FIPPA”). The undersigned agrees to comply with the provisions of FIPPA in the course of providing services pursuant to the Agreement.

The undersigned shall not directly or indirectly disclose, destroy, exploit or use any Confidential Information except for the purpose of performing services pursuant to the Agreement. The undersigned shall not copy any Confidential Information, in whole or in part, unless copying is essential for the performance of services pursuant to the Agreement. On each copy, the undersigned must reproduce all notices that appear on the original.

The undersigned acknowledges that the BELC is obliged to implement and maintain measures to ensure the security and integrity of Confidential Information and to protect it against loss, alteration and destruction and against access by unauthorized persons, and to select, implement, use and maintain the most appropriate products, tools, measures and procedures to do so. The undersigned covenants and agrees to adhere to all of the measures instituted by the BELC.

The undersigned agrees to return all Confidential Information, including all copies and portions thereof, to the BELC with no copy kept by the undersigned as soon as the need to possess them ends, at the request of the BELC, and in any event, prior to concluding the performance of services pursuant to the Agreement. Notwithstanding the foregoing, and subject to the continued Confidentiality and FIPPA obligations, the undersigned may retain one copy of documents containing Confidential Information to meet requirements under the Ontario Lacrosse Association constitution, Section B4.01.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Confidential Information means all information of the Brampton Excelsior Lacrosse Club that is of a confidential nature, including all confidential information in the custody or control of the BELC, regardless of whether it is identified as confidential or not, and whether recorded or not, and however fixed, stored, expressed or embodied, which comes into the knowledge, possession or control of the Supplier in connection with the Agreement.*