

**Owen Sound Minor Lacrosse Association
Constitution and By-Laws**

**OWEN SOUND MINOR LACROSSE ASSOCIATION
CONSTITUTION AND BYLAWS**

2021

**Owen Sound Minor Lacrosse Association
Constitution and By-Laws**

**OWEN SOUND MINOR LACROSSE ASSOCIATION
CONSTITUTION**

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1.01 Name

The name of the Association shall be the “Owen Sound Minor Lacrosse Association” hereinafter referred to as the Association or OSMLA.

1.02 Definition

The Association is a non-profit, non-share capital corporation, incorporated by Letters of Patent under the Corporation Act of Ontario as Corporation Number 65632, dated April 1, 1986. It shall be the sport governing body for minor

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lacrosse in the City of Owen Sound which shall operate as a branch of the Ontario Lacrosse Association.

1.03 Mandate of OSMLA

The OSMLA's mandate is:

- To carry on the game of lacrosse and to provide and promote the continuance of the game of lacrosse and to buy, lease and rent the necessary equipment and facilities for the maintenance of the game. To promote, govern, improve, foster, and perpetuate the game of minor lacrosse in the City of Owen Sound and surrounding areas;
- To have and exercise direction over the playing interests of its teams, players, coaches, spectators, and team management;
- To emphasize fair play at all times between competitors and to encourage players to play the game at a high skill level with proper respect for themselves, their teammates and coaches, other competitors, officials and spectators;
- To encourage all children in Owen Sound and surrounding areas to participate in the sport and to attempt to ensure that all of its players enjoy the experience;
- To ensure the proper education, training and discipline of players and coaches; and
- Such other purposes as the OSMLA may reasonably pursue in furtherance of its mandate.

1.04 Organization

The Association shall be composed of members as hereinafter set out and it shall be managed by a Board of Directors and sub-committees as outlined in

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this Constitution and Bylaws. The geographical boundaries of our Association are stipulated by the OLA.

1.05 Contact Information

The Association shall at all times maintain a post office box in Owen Sound. It shall serve as its main mailing address. In addition, the Association shall at all times maintain an electronic mail address.

1.06 Affiliation

The Owen Sound Minor Lacrosse Association will maintain its affiliation with the Ontario Lacrosse Association and its local zone 8, OWFL and OMFL.

1.07 Use of Association Logo



The “North Star” shall be used on all Association letterhead, official documents, notices, and clothing (including player shirts) as required by the Board of Directors.

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Section 2: MEMBERS: TERMS OF MEMBERSHIP AND ELIGIBILITY

2.01 All registered players, those players' parents and/or guardians, and volunteers shall be members. All members in good standing who have reached the age of majority (hereinafter referred to as Adult Members) shall have the right to vote at the Annual General Meetings (AGMs) and Special General Meetings.

2.02 Cessation of Membership

Any member who shall resign or be suspended as a member of the Association shall immediately return to the Association all books or other property of the Association, which he may have in his/her care.

2.03 Insurance

All the Association's Playing Members shall be insured through the Ontario Lacrosse Association (OLA) insurance plan or equivalent plan sanctioned by the OLA. All coaches will be insured through the Coaching Association of Canada Liability Insurance Plan or equivalent plan sanctioned by the OLA. The coverage terms shall be from January 1 to December 31 of the current year registered.

2.04 Terms and Eligibility

Members in good standing shall be those admitted to Membership and who have paid all required registration fees to the Association.

Members in good standing shall be those admitted to Membership and who are not under suspension from the Association or the Ontario Lacrosse Association in the current year.

Members whose conduct is considered by the Board of Directors to be contrary to the stated Code of Conduct, the Rules of Play and/or the purposes of the Association shall be asked by the Board or the

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Disciplinary Committee to explain or justify their actions. If these Members are unwilling or unable to do so, they shall be asked by the Board to resign from the Association. If they do not resign, they shall be given proper notice of motion, to be considered at the next Board meeting, requesting the termination of these Members. A copy of this motion shall be communicated to the Members concerned within a reasonable period of time for that person to make a written response. If a response is made, it shall be circulated with the notice of motion. Approval of such a motion shall require a two-thirds (2/3) majority of attendants at the meeting in a ballot conducted at the meeting. The Members concerned shall be invited to attend the meeting and to explain their positions before the vote is taken.

Membership in the Association shall not be transferable and shall terminate upon a Member's resignation or death.

2.05 Member Resignation

Members may resign from the Association by submitting a resignation in writing addressed to the Secretary who in turn will notify all the Board members. Property of the Association must be returned immediately which he/she may have in his/her care.

Any player or team official accepted by the Owen Sound Minor Lacrosse Association resorting to legal action against the Association without first exercising their right of appeal throughout the complete appeal procedure shall be deemed to have withdrawn from further competition for the current year. Property of the Association must be returned immediately which he/she may have in his/her care.

Should a member of the Board of Directors be suspended from the OSMLA Board, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for the duration of the suspension. It is at the discretion of the Board of Directors to reduce the period of suspension from volunteer activity.

2.06 Registration

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Registration fees for the current year shall be established annually by the Board. Fees for any unexpired term of membership are normally not refundable but the Board of Directors may, in its sole discretion, grant a request for such a refund.

2.07 Members Right to Vote

Every adult member in good standing, in attendance has the right to one vote at meetings of Members of the Association.

2.08 Fundraising

Owen Sound Minor Lacrosse Association (OSMLA) runs an official lottery using a yearly raffle, provided to individual players as part of their registration to offset the personal cost of participants. All fundraising efforts that are organized on a team or individual **MUST NOT** conflict with the lottery licence held by OSMLA or with any municipal by-law or provincial laws. Any team or individual interested in fundraising must provide a detailed outline of their project to the Ad Hoc committee chairs at a meeting prior to initiating their project. Meetings will be displayed on the OSMLA website and fundraising items can be added to the Agenda by contacting the Ad Hoc committee secretaries. In the rare event that your fundraising project cannot be presented at a meeting, then contact the Ad Hoc committee chairs to hold an electronic vote by Ad Hoc committee members. Teams/individuals are encouraged to provide enough time for a proper Ad Hoc committee review. Failure to comply with the above will result in the suspension or fines for team personnel or individual as deemed necessary by the Board of Directors.

Section 3: GOVERNING STRUCTURE

3.01 Board of Directors

The affairs of the Association shall be conducted by the Board of Directors.

All Association decisions must be ratified by the Board of Directors prior to any action or amendment concerning such decision.

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The Board will meet once every month or as directed by the President through the Secretary for the transaction of at least the following business, to be set out in the agenda:

- Approval of the Minutes of the Previous Board of Directors Meeting
- President's Report
- Vice President –Representative Boys & Girls box division Report
- Vice President – Boys & Girls box division House League Report
- Vice President- Girls Field division
- Vice President- Girls Field division Player Development Report
- Vice President- Boys Field division
- Secretary's Report
- Old Business
- New Business

Fifty percent (50%) plus one of Board members constitute a quorum at a Board meeting.

Every Board member shall have a vote in all decisions. The President will only vote to break a tie.

Where required, the board of directors and ad hoc committees may vote on motions using electronic mail. All such votes require a majority of board members or ad hoc committee members in order to pass. The Board secretary or secretaries of Ad Hoc committees, or their designate shall be responsible for administering the voting and will be responsible for documenting and presenting the results to the association's board of directors or their ad hoc committees prior to the next scheduled meeting.

Other duties of the members of the Association shall be outlined in this Constitution and in the Bylaws.

3.02 Election of the Board of Directors

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The Association's Board of Directors shall be elected at the Annual General Meeting by a show of hands ballot. Where multiple candidates are standing a paper ballot will be used.

The current Board Secretary shall chair the elections at the Annual General Meeting.

To be eligible for election to a Board position, a member must be an adult member in good standing and must be nominated for election to a specific position on the Board of Directors or Ad Hoc committee by another adult member in good standing. To be elected to the Board of Directors or an Ad Hoc committee position, a member who has been nominated must obtain a minimum of 50% plus one (1) of the votes cast, or if there are more than two (2) candidates for election to a given position the nominated member who obtains the majority of the votes cast shall be declared the successful candidate.

A member may only be elected to one (1) position on the Association's Board of Directors or Ad Hoc committee for the given fiscal year.

All Board of Director positions shall be elected at the Annual General Meeting in the following order:

1. President
2. Vice President – Rep Boys & Girls Box Lacrosse division
3. Vice President-Girls Field Lacrosse division
4. Vice President- Girls Field Player Development division
5. Vice President-Boys & Girls House League Lacrosse division
6. Vice President-Boys Field Lacrosse
7. Secretary

Ad Hoc committee members may be elected at this meeting or at the first meeting of each of the divisions.

3.03 Vacancies on the Board of Directors

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The Board of Directors or Ad Hoc committees may appoint any Adult Member to fill a vacancy until the next Annual General Meeting.

Recognizing that the Association operates on a not-for-profit basis and is managed by volunteer members of the Association, provisions must be available for the Association to employ/contract personnel to fill critical administrative duties where there are no available volunteers. The Board of Directors shall have the power to hire and where need be, terminate the employ/contract of personnel. Approval must receive a two-thirds vote of the members present at a meeting of the Board of Directors. On a day-to-day basis the personnel will be accountable to the President. Personnel of the Association cannot be a director, or an immediate family member of a Director of the Association.

3.04 Suspension

The Board of Directors may suspend, cancel the affiliation of, or accept the resignation of any member at any time for what it deems as “just cause”. Any such suspension will require a two-thirds (2/3) majority vote of the Board of Directors in attendance at the meeting where the action is proposed.

Should a board of director either resign or be suspended from the OSMLA executive, he or she cannot be elected or appointed for a position with the board or hold a volunteer position within the organization for the duration of the suspension. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e., cause maybe illness).

3.05 Appeals

A suspended Association member shall have seven (7) days from receiving by registered mail notice of his suspension to advise the Past President of his or her intention to appeal the suspension. Such notice of appeal shall also be in writing with a copy sent to the Board Secretary. Upon an appeal of a suspension, the Past President shall call a meeting of the Disciplinary Committee and they will report findings to the Board of Directors within fourteen (14) days after the member’s appeal. After

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having considered the recommendation of the Disciplinary Committee, the Board of Directors shall render a final decision on the appeal within seven (7) days of receiving the recommendation. All decisions of the Board of Directors shall then be final and binding.

3.06 Terms of Office

All Board of Directors positions will be for a two-year term from the time of the Annual General Meeting that a director has been elected and/or at the time that the Association's Financial Report has been approved by the Association's Adult Members. The positions of President, VP of Girls Field, VP of Boys & Girls house league box and Board Secretary will be voted on in even years i.e., 2022, 2024. The positions of VP Boys & Girls Box division, VP of Girls Field Player Development division and the VP of Boys Field division will be voted on in odd years i.e., 2023, 2025.

A letter must be submitted to the Board Secretary who will present to the Board of Directors at their next scheduled Board Meeting the resignation of a Director.

Should a member of the Board of Directors either resign, in term, or be suspended from the OSMLA board, he/she cannot be elected or appointed for a position with the board or hold a volunteer position within the Association for the duration of the suspension. It is the discretion of the present board to reduce the period of suspension from volunteer activity (i.e., cause maybe illness)

3.07 Terminations

A Director may be removed provided that notice, signed by not less than ten percent (10%) of the Membership in good standing and subject to a 2/3 majority vote of the current Board of Directors approving such a resolution, specifying the intention to pass such resolution has been given with the notice of the meeting, eligible voting Members of the Association, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office.

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3.08 Absenteeism

Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or a total of four (4) Board meetings in a year shall be deemed to be a resignation of the said Director from the Board. Ad Hoc committees for each division may also adapt this recommendation.

3.09 Return of Property

Any Board Member who shall resign, be suspended, or terminated shall immediately return to the Association all books or other property of the Association which he/she may have in his/her care.

3.10 Conflict of Interest

Every Board Director or Ad Hoc Committee member who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board or Ad Hoc committee meeting.

After making such a declaration, such Director or committee member shall recuse himself/herself from discussion and voting on that agenda item.

Any member of the Board of Directors or Ad Hoc committee who perceives another Director or committee member to be in conflict of interest in a matter under consideration is to raise this concern with the President or Ad Hoc Committee chair. The President or Ad Hoc committee chair, in turn, will discuss the matter with the Board of Ad Hoc Committee Member who is perceived to be in conflict and, as appropriate, will hold a discussion with the reporting Board or Ad Hoc committee Member. If the discussions do not lead to a resolution, the matter is to be brought to the Board of Directors and the Board of Directors is to determine by majority vote whether a conflict of interest

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exists. The member(s) perceived to be in conflict and the reporting member(s) are to recuse himself/herself from voting and debate. In the situation that the President or Ad Hoc committee chair is perceived to have the conflict, any Board Director or Ad Hoc committee member may discuss the matter with the Board of Directors.

3.11 Remuneration

Board Directors and Ad Hoc committee members shall serve without remuneration and no Director or Ad Hoc committee member shall indirectly or directly receive any remuneration, salary or profit from the position of Director or Ad Hoc committee member or for any service rendered to the Association, provided that, the Board of Directors may establish policies relating to the reimbursement of Directors or Ad Hoc committee members for reasonable expenses incurred in the performance of their duties as Directors or Ad Hoc committee members of the Association. Any reimbursement to a member of the Board of Directors or Ad Hoc committee members for services rendered shall require advanced approval by the Board of Directors. Directors and Ad Hoc committee members seeking reimbursement for expenses incurred in the performance of their duties as Members of the Board of Directors or Ad Hoc committees of the Association must provide all original receipts. The Treasurer of the Association will receive an annual honorarium as set out by the Board of Directors.

Section 4: MEETINGS

4.01 General Assembly

On all questions of procedure not dealt with by the Constitution, the latest edition of Robert's Rules of Order shall apply.

4.02 Annual General Meeting

The Association shall conduct an Annual General Meeting prior to October 31 for the transaction of at least the following business, to be set out in the agenda of the Annual General Meeting:

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- Approval of the Agenda
- Approval of the Minutes of the Previous Meeting of the Membership
- Treasurer's Report
- Proposed Amendments to the Constitution and By-Laws of the Association
- Election of the Board of Directors
- Old Business
- New Business

Notice of the Annual General Meeting shall be e-mailed to all members of the Association and posted on the OSMLA website at least three (3) weeks prior to the meeting.

The current President shall chair all aspects of the Annual General Meeting except for the elections.

All current Adult Members of the Association in good standing are entitled to vote.

There shall be no proxy votes.

Members considered not in good standing in the current year may not vote.

Any previous fines, OSMLA team assessments or other OSMLA fees or assessments not paid will automatically disqualify that individual from voting at the Annual General Meeting or participating in any subsequent games as a player, or bench personnel. The individual fined will be permitted to proceed through the existing grievance procedure with the full understanding that the decision of the Board of Directors is final.

4.03 Special Meetings

A Special Meeting of the Association which is initiated by a petition which is submitted to the Board Secretary with the signatures of more than thirty (30) Adult Members of the Association must be called within twenty-one (21) days by the Board of Directors. Only the business for

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which a Special Meeting has been called will be dealt with, except with the unanimous consent of those present.

4.04 Attendance at Meetings

All members of the Association may attend any of the Board of Directors or Ad Hoc committee meetings. Such non-committee members can participate only at the pleasure of the meeting Chairman. Any such members will not be permitted to vote, make motions or second motions, except at the Annual General Meeting or at Special Meetings of the Association.

4.05 Voting Procedures

A majority of votes cast by Members entitled to vote, unless otherwise required by the Corporations Act or by the By-Laws of the Association, shall decide every question proposed for consideration at Meetings of the Membership except for constitutional and by-law amendments which shall require a 2/3 majority affirmative vote of members present at the meeting.

At the Meetings of the Membership, every question shall be decided by a show of hands, unless a specific count or a secret ballot is required by the Chair or requested by any Member entitled to vote. Whenever a vote by show of hands has been taken upon a question, unless a specific count or secret ballot is requested or required, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Meeting is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

Proxies will not be permitted. Members must be present in person at Special General Meetings and Annual General Meetings of the Membership in order to exercise their voting rights in relation to matters coming before the Special Meeting or an Annual General Meeting of the Membership.

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4.06 Error or Omission

No inadvertent error or omission in giving notice of any Annual General Meeting or Special Annual Meeting or Membership or any adjourned Meeting, whether Annual or General, shall invalidate such a meeting or make void any proceedings taken at such a Meeting and any Member may at any time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at any such Meeting.

Section 5: FINANCES

5.01 Banking

The funds of the Association shall be deposited within 5 business days of receipt by the Treasurer in a legal financial institution and in an official Association account for the best benefit of the Association in the name of the Association.

All Association deposits shall be made by the Treasurer or his/her designated Board Member.

All cheques shall be signed by the Treasurer, President and selected members of the Board of Directors.

The Board of Directors, with two-thirds (2/3) majority of those present, must authorize the borrowing of money upon credit of the Association and may limit or increase the amount to be borrowed.

The Association has the power to accept donations, sponsorships, gifts, legacies, and bequests.

Banking transactions must be completed in one of the following manners:

- Direct deposit via bank teller,
- Direct deposit via after hours bank deposit box,
- Direct deposit via approved Association banking cards at ATMs,
- E-transfers

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- Withdrawal by authorized Association cheque.

5.02 Registration & Refund Policy

Refund policy to be established at the beginning of a new season.

5.03 Fiscal Year

The fiscal year of the Association shall end on the 30th day of September in each year.

5.04 Financial Report

The financial statement of the Association shall be presented to each member present at the Association's Annual General Meeting. The report submitted will have been examined by an outside party appointed by the Board of Directors and a "Notice of Read" supplied.

Once the Financial Statement of the Association has been approved by the Adult Members of the Association at the Annual General Meeting it shall be retained by the Treasurer and a copy will be sent to our legal counsel.

5.05 Protection of Board Members

The Board of Directors and Ad Hoc committee members and their heirs shall at all times be completely indemnified out of the funds of the Association and all costs, charges and expenses which such Board member sustains or incurs as a result of any proceeding which is brought against him/her for an act or omission by him/her relating to the execution of the duties of his office and all costs, charges and expenses which some Board of Director or Ad Hoc committee member sustains or incurs in relation to the affairs of the Association, except such costs, charges and expenses occasioned by his willful neglect or default.

In addition, the Owen Sound Minor Lacrosse Association Board of Directors shall secure Directors and Officers liability insurance.

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5.06 Dissolution

The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by the majority of votes recorded at a general meeting convened for the purpose of dissolving the Association. Upon dissolution, surplus money shall be donated to a charitable organization, decided by the majority at the Special Meeting, which carries out its work solely in Ontario.

Section 6: CONSTITUTION & BY-LAWS

6.01 Amendments to the Constitution

Amendments may only be proposed at the Annual General Meeting in the form of a written notice of motion. Voting on any such amendment shall be done by a show of hands unless a secret ballot is requested. A two-thirds (2/3) majority vote of members present will be necessary to pass any amendments.

Proposed Amendments to the Constitution must be submitted in writing to the Association Secretary 3 weeks prior to the Annual General Meeting.

6.02 Amendments to the By-Laws

Proposed Amendments to the By-Laws may be made during the fiscal year but must be ratified at the Annual General Meeting.

6.03 Interpretation of the Constitution

In this Constitution and in the By-Laws of the Association, unless the context otherwise specified or requires,

- the singular shall include the plural and the plural shall include the singular.
- the masculine shall include the feminine and the neuter.

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- “person” shall include individuals, bodies incorporated, partnerships, syndicates, trusts, unincorporated organizations, and any number of aggregate of persons.

Section 7: OTHER REGULATIONS

7.01 Playing Rules

The Association shall at all times abide by the Rules and Regulations of the Canadian Lacrosse Association and the Ontario Lacrosse Association.

7.02 Other Rules and Regulations

The Association may make such Rules and Regulations as may be deemed necessary to promote, develop and govern the sport of lacrosse in the City of Owen Sound and surrounding areas as accepted by the Ontario Lacrosse Association and the Owen Sound Minor Lacrosse Association Board of Directors.

The Association may impose such other regulatory measures as it deems necessary for the efficient administration of the competitive structure of the sport within its jurisdiction.

On an annual basis and prior to the start of the season, all rules and/or guideline revisions shall be submitted to the Board of Directors for approval.

No such regulation may violate the individual’s rights or freedom except as may be required to protect the rights and freedom of any other individual and to ensure the stability of the basic structure of the sport.

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Section 1: STANDING COMMITTEES

1.01 Structure

Board of Directors

The Board of Directors shall be composed of 8 Board Members. 7 members elected at the Annual General Meeting and the Past President. The President shall be the Chairman of the Board.

Representative Teams Coaches Selection Committees

The Representative Teams Coaches Selection Committees shall be responsible for interviewing and evaluating all coaching applicants and submitting their documented selections for representative coaches to the Association's Board of Directors.

The Representative Teams Coaches Selection Committees shall be chaired by the Vice President-Rep Boys & Girls Box division, Vice-

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President Girls Field Lacrosse division, Vice President Boys Field Lacrosse division as the case may be. The committees will consist of two (2) members of the appropriate Ad Hoc committee members and (2) outside members of the lacrosse division. If any of the positions of VP Rep Boys & Girls box division, VP Girls Field division, VP Boys Field division is vacant when the committee is selected, then additional committee members from the Board of Directors named to the committee as needed to ensure the number of committee members is five (5). Any changes to the Representative Teams Coaching Selection Committee selections, either prior to the start of the season or during the season, will need to be approved by the Committee and submitted to the Board of Directors prior to announcing the OSMLA membership.

Budget Committee

The Budget Committee shall be responsible for preparing a budget for the Association for the next fiscal year for submission to the Board for approval, with all Committees of the Board to receive estimates of revenues and expenditures for the fiscal year of the Association for purposes of preparing the Budget and recommend policy to the Board regarding financial budgeting and planning.

The Budget Committee shall be chaired by the Association Treasurer and will be comprised of the President, Board Secretary, Vice President – Representative, Vice President–House League, Vice President of Girls Field and Vice President Boys Field.

Disciplinary Committee

The Disciplinary Committee shall be responsible for hearing and deciding matters which pertain to the alleged violation of any of the operating rules and policies, by-laws or playing rules of the Association or which pertain to the conduct or action of any member, player, team official, referee or Association representative while acting in the capacity as such or which pertains to the act, omission or conduct of any of the above persons which is alleged to be prejudicial to the Association, any team, player or member within the jurisdiction of the Association.

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All persons involved will be given full opportunity to be heard.

The Disciplinary Committee is responsible for determining disciplinary measures and may include suspension and/or possible termination of membership.

Recommendations for termination of membership must be approved by two-thirds (2/3) of the Board members at the next Board of Directors Meeting.

The Disciplinary Committee shall be chaired by a member of the Board of Directors appointed by the Board and be comprised of the Board Secretary, Vice President – Representative Boys & Girls Box division, Vice President –Girls Field division, and Vice President Boys Field division. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in the matter being heard, the President shall become a member of this Committee.

The Dispute and Appeals Committee

The Dispute and Appeals Committee shall be responsible for hearing and deciding member disputes or appeals regarding the decisions, disciplinary measures or actions of an Association Member, Association Standing Committee or Board of Directors.

All persons involved will be given full opportunity to be heard.

All Committee decisions will be reported to the involved persons and the Board of Directors.

Decisions of the Dispute and Appeals Committee will be considered final.

The Dispute and Appeals Committee shall be chaired by the President and will be comprised of the Treasurer, and the Board Secretary. In the absence of any of the above, or in the event that any of the above must disqualify themselves as having a conflict of interest or being involved in

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the matter being heard, a Board of Directors Member who has not sat on the original disciplinary Committee hearing shall be appointed by the Board of Directors and shall become a member of this Committee.

Ad Hoc Committees

The establishment of ad hoc committees to be chaired by a present OSMLA Board of Director, with members in good standing, in accordance with the Constitution. It is the role of the Chair to report back to the Board of Directors.

1.02 Functions

(These are to be set out by the newly elected Board at their first meeting).

Section 2: GOVERNING STRUCTURE

The duties and responsibilities of an Association Board Director shall take precedence over all other Association responsibilities which may include, but not be limited to, that of team coach, team manager, team trainer or player.

All members of the Association's Board of Directors will represent the OSMLA in a professional and dignified manner in all lacrosse related areas whether as a recognized delegate of the OSMLA or in any other unofficial capacity such as Coach, Assistant Coach, Manager, Official or even as a fan.

While all Board of Directors and Ad Hoc Committee meetings are open to the general membership, it is imperative, in order to encourage open discussion and participation, that such discussion remains privy to those in attendance. Discussion of policy outside these environments will take place but specific positions or quotes from other Board Members should not be discussed.

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Personal matters that arise during the course of a Board Meeting or an Ad Hoc committee shall not be discussed outside the boardroom. Discussions that have been deemed “In Camera” shall not be discussed outside the boardroom. Guests at any Association meetings where discussion is moved “in Camera” should be requested to leave.

Violation of the principles of these guidelines may result in the suspension or termination of the offending Association Member in accordance with the OSMLA Constitution and By-Laws.

2.01 Duties of the Board of Directors

(a) The Past President shall:

- serve on the Executive in an advisory capacity,
- will have voting rights,
- shall perform other duties as assigned

(b) The President shall:

- chair all Association, Board, Annual General and Special Meetings,
- attend Ad Hoc committee meetings for all divisions of OSMLA
- represent the Association at the Annual General Meeting of the Ontario Lacrosse Association,
- be the main contact person for all matters dealing with the Ontario Lacrosse Association or Lacrosse Canada
- be a signing officer of the OSMLA,
- sign all financial documents of the OSMLA,
- in conjunction with the Board Secretary, devise and prepare an agenda for circulation to the Board of Directors before next meeting
- prepare a report to the Board Secretary within 48 hours of the next meeting for distribution to the Board of Directors
- in cases requiring immediate action, the President may take action with or without reference to the Board of Directors but shall be

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responsible for the action to the Board of Directors at the next Board of Directors meeting.

- receive all correspondence from Zone 8, OWFL and OMFL

© **The Vice President-Rep Boys & Girls Box Lacrosse division:**

- Be responsible for Ad Hoc committee box lacrosse division
- Run elections for Ad Hoc committee volunteers
- Shall serve on the Board of Directors
- participate in the Budget Committee and the Disciplinary Committee,
- chair the Rep Team Coaches Selection Committee for the box lacrosse division
- seek input and support from the Coaches Development Chair to assist in the representative program development
- assist the Registrar and ensure proper documentation and certification of bench personnel and players by the OLA deadline
- schedule Zone 8 representatives for Zone 8 meetings
- shall be a signing officer for the Association
- Submit a written report 48 hours prior to a Board meeting to the Board Secretary to prepare for distribution at the meeting,
- Carry out duties as assigned by the Board of Directors.

(d) The Vice President-Girls Field Lacrosse division shall:

- be responsible for Ad Hoc committee Girls Field lacrosse division,
- run elections for Ad Hoc committee volunteers
- serve on the Board of Directors,
- participate in the Budget Committee and the Disciplinary Committee,
- chair the Girls Field Coaches Selection Committee,
- assist the registrar and ensure proper documentation and certification of bench personnel and players by OWFL deadline,
- seek input and support from the Coaches Development Chair for your division to assist in the representative program development,
- shall be a signing officer of the Association
- act as liaison between OSMLA and OWFL
- submit a written report 48 hours prior to a Board meeting to the Board Secretary to prepare for distribution at the meeting,
- carry out duties as assigned by the Board of Directors,

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(e) The Vice President of Boy & Girls House League box division shall:

- be responsible for all aspects of operating the house league program for all boys & girls box lacrosse division.
- attend meetings of the boys & girls box lacrosse division
- serve on the Board of Directors
- seek input and support from the Coaches Development Chair to assist in the house league program development
- be responsible for the appointment of convenors and qualified team officials for the house league program,
- ensure proper communication and documentation is completed to concerned parties,
- ensure distribution of material supplied to house league coaching and management staff pre-season and post-season,
- assist the registrar and ensure proper documentation and certification of bench personnel and players by OLA deadline,
- be responsible for instituting and continuing to develop a recreational house league lacrosse program,
- approve all recommendations with respect to the involvement of representative teams with the House league program timelines,
- carry out other duties as assigned by the Board of Directors.

(f) The Vice President of Girls Field Player Development division shall:

- be responsible for all aspects of operating the house league program for all girls in the field lacrosse,
- attend meetings of the Girls Field lacrosse division,
- serve on the Board of Directors,
- seek input and support from the Coaches Development Chair Field to assist in the house league program development,
- be responsible for the appointment of convenors and qualified team officials for the house league program,
- ensure proper communication and documentation is completed to concerned parties,

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- ensure distribution of material supplied to house league coaching and management staff pre-season and post-season,
- assist the registrar and ensure proper documentation and certification of bench personnel and players by OWFL deadline,
- be responsible for instituting and continuing to develop recreation field lacrosse program,
- Carry out other duties as assigned by the Board of Directors.

(g) The Vice President of Boys Field Lacrosse division shall:

- be responsible for all aspect of the Boys Field Lacrosse division,
- run elections for the Boys Field lacrosse division,
- serve on the Board of Directors,
- attend meetings of the Ad Hoc committees for Boys & Girls box lacrosse division and/or Girls Field lacrosse division,
- seek input from the Coaches Development Chair Box or Field to assist in the Boys Field lacrosse.
- be responsible for the appointment of convenors and qualified team officials for the Boys Field program
- ensure proper communication and documents is completed to concerned parties,
- ensure distribution of material supplied to Boys Field coaching and management staff pre-season and post-season
- assist the Registrar and ensure proper documentation and certification of bench personnel and players by OMFL deadline,
- be responsible for instituting and continuing to develop the Boys Field lacrosse program,
- Carry out other duties as assigned by the Board of Directors.

(h) The Board Secretary shall:

- receive and disperse all correspondence,
- be responsible for the OSMLA post office box
- record and distribute minutes of all Budget Committee, Disciplinary Committee, Board, Annual General Meetings and Special Meetings of the OMLA,

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- assist other Board members with correspondence,
- schedule and advise all Board of Director members of meeting dates, times, locations etc.,
- in conjunction with the President, devise, prepare and distribute an agenda in advance of the meeting, and,
- be responsible for the voting conducted via electronic mail,
- chair Board of Directors elections
- retain all Association papers i.e., Year End Financial Statements, Amendments to Constitution & By-laws, Association Logo, etc.
- carry out other duties as assigned by the Board of Directors.

(h) The Ad Hoc committees Secretaries shall:

- be responsible for arena boxes (box only)
- attend Ad Hoc Committee meetings
- record and distribute minutes of each Ad Hoc committees' meetings
- assist Ad Hoc committee chairs in preparing and distributing an agenda in advance of meetings,
- assist other Ad Hoc committee members with correspondence
- be responsible for the voting conducted via electronic mail,
 - chair Ad Hoc committee volunteer elections,
- carry out other duties as assigned by the Ad Hoc committees.

(i) The Treasurer shall:

- ensure adherence to generally accepted accounting principles and be responsible for all the financial accounting of the OSMLA,
- chair the Budget Committee,
- be a signing officer of the OSMLA,
- evaluate, review, and recommend financial policy to the Board of Directors,
- in conjunction with the Ad Hoc committees of each division develop a Refund Policy prior to the beginning of each season
- submit a written report 48 hours prior to a Board of Directors meeting to the Board Secretary to prepare for distribution at the meeting,
- carry out other duties as assigned by the Board of Directors.

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(j) The Scheduler Shall:

- in cooperation and conjunction with the Ad Hoc committees for Boys & Girls Rep lacrosse division and Boys Field lacrosse division, co-ordinate all floor time requirements including both indoor and outdoor facilities,
- work collectively with the Vice President – House league to establish amount of floor time available and number of house league teams that will be participating in each division, reporting these numbers to the registrar to monitor registrations and to know when to establish waiting lists or to close registration,
- attend Boys & Girls Rep lacrosse division Ad Hoc meetings
- schedule all Zone games,
- carry out other duties as assigned by the Ad Hoc Committees.

(j) The Registrars shall:

- be responsible for the OSMLA annual registration,
- be responsible for submissions of registration of all OSMLA members and bench personnel with the OLA, OWFL & OMFL; representative team's documentation is to be submitted with roster to the registrar in accordance with OLA, OWFL, & OMFL deadlines,
- attend Ad Hoc Committee meetings for either Boys & Girls Box lacrosse division or Girls Field lacrosse division.
- act as the primary registration contact for OSMLA members,
- act as the primary contact for the OLA, OWFL and OMFL.
- be responsible for registering all members as needed for insurance as required by the Constitution,
- submit a written report 48 hours prior to a Board meeting to the Board Secretary to prepare for distribution at the meeting on an as needed basis,
- carry out other duties as assigned by the Board of Directors.

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(k) The Directors of Sponsorship shall:

- be responsible for all aspects of sponsorship, including solicitation of House league and Rep Team sponsors as well as tournament & host weekend sponsors,
- distribute Appreciation Pictures/Plaques to all OSMLA sponsors for either Boys & Girls Rep lacrosse division, Girls Field division, Boys & Girls House league division, Girls Field House league division, or Boys Field division,
- investigate and present viable fundraising opportunities to the Ad Hoc committees to implement and manage as approved fundraising activities,
- submit a written report 48 hours prior to the Ad Hoc committees' meeting to the Secretary to prepare for distribution at the meeting,
- carry out other duties as assigned by the Ad Hoc Committees.

(l) The Referees-in-Chief shall:

- ensure that all house league teams in both box and field divisions, rep team teams in both box and field divisions home games have referees,
- be responsible for officials and courses and on-going instruction, education, and up-grading of officials,
- work with Registrars to make sure all officials are properly carded
- pay appropriate officials for house league and rep games.

(m) The Coaches Development Chairs shall:

- develop and maintain OMLA Coaches' reference manual,
- develop and deliver non-certification,
- MLA coaches' clinics,
- develop and maintain skills programs, goals, exercises for each age division,
- develop and deliver Rep New Player clinics.

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(n) The Director of Communications & Promotion, Website Administrator shall:

- be responsible for regular press releases,
- co-ordinate all areas of publicity, advertising, and public relations of the OSMLA,
- develop and institute a promotional campaign to develop increased awareness of Boys & Girls minor box lacrosse, Boys & Girls House league lacrosse, Girls Field lacrosse, Girls Field House league lacrosse, Boys Field lacrosse.
- work closely with all Board Members to publicize and promote all future and ongoing programs of the OSMLA,
- be responsible for the content and management of the OSMLA internet web site and social media.
- act as the Association's moderator for all Association forums ensuring adherence to the Association's Code of Conduct and the Information Privacy Act,
- carry out other duties as assigned by the Board of Directors.

(o) The Directors of Equipment shall:

- be responsible for equipment purchases, control assignments, storage, distribution, and pick-up,
- be responsible for the cleaning, sorting and safekeeping of all sweaters, pinnies, etc.,
- hand out equipment to the teams and receive it back,
- prepare equipment budget for the Board of Directors,
- collect all Zone, OWFL & OMFL, Provincial and National banners from the teams at the end of the season,
- carry out other duties as assigned by the Board of Directors.

(p) Directors of Tournaments/Host Weekends

- assist the other members of the Board of Directors as required by obtaining volunteers to support association functions such as

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registration, new player's clinics, House league championship weekend, invitational tournaments, host weekends, provincial tournaments, rep banquets,

- be responsible for co-coordinating all aspects of OSMLA hosted tournaments and host weekends
- in cooperation with the Directors of Minor Officials be responsible for the recruitment and scheduling of required volunteers and minor officials for OSMLA hosted tournaments and host weekends.

Section 3: CODE OF ETHICS & CODE OF CONDUCT

All youth participating in the lacrosse programs of the Owen Sound Minor Lacrosse Association (OSMLA) enjoy the following rights and are entitled to the protection of these rights.

SKILL DEVELOPMENT: You have the right to learn about your sport and develop & learn about your sport and develop your skills to the maximum of your potential.

FREEDOM FROM ABUSE: You have the right to say no to physical contact or interaction with any member of the OSMLA.

SPORTSMANSHIP: You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.

RESPECT: You have the right to the respect of your coaches, coaching staff, your teammates, the coaches, coaching staff and players of the opposing team, the referees, and spectators and each of them has the right to expect the same of you.

PARTICIPATION: You have the right to participate fully in the activities of your team, but not necessarily equally. coaching staff or any other person in a position of authority or influence.

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FREE SPEECH: You have the right to speak freely without fear of recrimination.

FAIR TREATMENT: You have the right to be treated fairly and with impartiality.

FUN: You have the right to have fun.

OSMLA upholds a zero-tolerance policy for drugs and alcohol for any Association events or activities regardless of location for its members and any individuals attending or participating.

OSMLA upholds a zero-tolerance policy for bullying.

OSMLA accepts responsibility for the behavior of its members and will take the necessary disciplinary actions against any individual (Parents/Guardians, players, coaches, coaching staff, executive committee, and spectators) who fail to comply with the codes; this may result in disciplinary measures, including suspension and/or expulsion.

REVISION PAGE:

- 1. Indicates Amendment at Annual General Meeting October 2021**